



**CERF Catalyst Program PY 23-24  
Budget Narrative**

**Name of Applicant:** San Francisco Office of Economic & Workforce Development on behalf of the Bay Area Good Jobs Partnership for Equity

**Project Name:** Bay Area Jobs First Collaborative

*Please provide a narrative detail for all grant-funded budget line items listed on Exhibit B - Budget Summary. See each section below for additional detail requirements. Budget Narrative does not have a page limit.*

Please note:

- A maximum of \$1,500,000 will be allowed for the **Fiscal Agent Administrative Costs**.
- A maximum of \$2,000,000 will be allowed for the **Regional Convenor(s)**.

**A. (A-B) Staff Salaries:** Total Salaries Paid + Benefits \$600,000

***Applicant must complete the table below and include a narrative that clearly describes the role and responsibility of each proposed staff.***

<b>Administrative Cost/Regional Convenor(s)Cost</b>	<b>Position</b>	<b>FTE x Monthly Salary x Time</b>	<b>Benefits</b>	<b>Total (FTE X Salary X Time) + Benefits</b>
Administrative	Contracts Analyst	308,340	120,253	428,593
Administrative	Program Analyst	123,314	48,093	171,407
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
Choose an item.				
<b>TOTALS</b>		<b>\$ 431,654</b>	<b>\$ 168,346</b>	<b>\$ 600,000</b>

**C. Staff Travel \$**

*Applicant must provide a narrative with details of the proposed travel under each category.*

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

**D. Operating Expenses \$**

Expense	Cost	Administrative/Program Cost
Rent	\$	Choose an item.
Insurance	\$	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.)	\$	Choose an item.
Mailing and Delivery	\$	Choose an item.
Dues and Memberships	\$	Choose an item.
Outreach	\$	Choose an item.

**E. Research \$**

*Applicant must describe and explain funding set aside for research as applicable to each category below.*

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

**F. Data, Planning and Communication Tools \$**

*Describe details and explain purpose and planned use.*

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

**G. Sector Investment Coordinator(s) - Total Salaries Paid + Benefits \$1,500,000**

*Applicant must complete the table below and include a narrative that clearly describes the role and responsibility of each proposed staff. If the staff will be hired through a different organization, narrative must indicate the name of the other organization or an outline of the plan for subcontracting.*

\*These funds will support no more than five positions or sub-contracts, either as new staff at the Convenors or at another identified organization in the region.

<b>Regional Convenor/Other Organization*</b>	<b>Position</b>	<b>FTE x Monthly Salary x Time</b>	<b>Benefits</b>	<b>Total (FTE X Salary X Time) + Benefits</b>
<b>Other Organization</b>	TBD	TBD	TBD	\$300,000
<b>Other Organization</b>	TBD	TBD	TBD	\$300,000
<b>Other Organization</b>	TBD	TBD	TBD	\$300,000
<b>Other Organization</b>	TBD	TBD	TBD	\$300,000
<b>Other Organization</b>	TBD	TBD	TBD	\$300,000
<b>Totals</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,500,000.00</b>

*\*BA-HRTC is still determining where positions will be housed, their roles and their salary levels. For now, we are tentatively assigning these positions to the Fiscal Agent (Other Organization).*

**H. Participant Compensation §**

Participant compensation that is an exchange of payment for services rendered in the development of community work products and appropriately documented with deliverables such as sign in sheets or written surveys. Compensation up to \$100 per day is allowed to attend CERF-related meetings or participate in CERF related activities. Participant compensation cannot be used in lieu of subcontracts with individuals/organizations providing direct services to the HRTC. Participant compensation does not include travel.

***Describe details and explain purpose and planned use.***

**I. Community Outreach and Engagement §**

Marketing, facilitation fees, mediation/conflict management, interpretation services, translation of documents, transportation and transportation stipends, rental costs of equipment and facilities, childcare, food and refreshments when a meal is consumed as part of the event and replaces a meal otherwise missed by attending the event.

***Describe details and explain purpose and planned use.***

**J. 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.

*Greater than \$5,000: List name of item, cost, and quantity to be purchased - prior approval required.*

2. Large Amount of Equipment and Furniture Total \$

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.

**K. Sub-Contracts/Sub-Awards \$11,900,000**

***Describe proposed sub-contracts and/or sub-awards. Description should include specific details regarding sub-contracts/sub-awards with identified/selected partners. Planned sub-contracts and/or sub-awards only require a summary of the intended number of sub-contracts and/or sub-awards, brief description and proposed procurement process.***

*Sub-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).*

*(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.)*

Sub-Contracted Services: Regional Convenor (All Home) 27 months

- CERF Program Staff – \$1,235,000 (covers salaries for 27 months for part or all of the following positions: Chief Economic Mobility Officer, Director of Housing & Economic Strategy, CERF Project Manager, CERF Project Coordinator, Project/Admin. Assistance and Communications Manager).
- Benefits @ 20% - \$247,000
- Professional Services (facilitation, communications, analysis and/or research support) - \$135,000
- Materials and Supplies - \$9,000
- Travel, Conferences, Communications - \$14,000
- Events and Other Operating Expenses - \$27,000 (CERF-hosted activities, space rental and food)
- Indirect Expenses @20% - \$333,000 (Tides fee @ 15% plus program's share of All Home's non-personnel Administrative costs, e.g. rent, insurance, IT, accounting, finance.)

Total Regional Convenor Budget: \$2,000,000

Sub-Contracted Services: Pre-Development

Subcontracts to BA-HRTC partners and funded pre-development projects:

- Feasibility studies, market analysis, environmental assessments, site acquisition; site development plans; permitting; drafting CBAs and CWAs, etc.
- Basic environmental infrastructure predevelopment, construction and development short-term operations and maintenance plans
- Support costs for building and sustaining the capacity of project leads and partners

Specific amounts for each activity type are TBD. Total Pre-Development Budget = \$9,000,000

Sub-Contracted Services: Oversight and Monitoring

Subcontracts to Bay Area Good Jobs Partnership for Equity partners

- Oversight and monitoring responsibilities related to administrative functions
- Coordination and alignment with ten Bay Area Workforce Development Boards
- Build partnerships and align economic and workforce development planning and coordination of programs and services for the larger Bay Area.

Partners include:

- Alameda Workforce Development Board
- County of Contra Costa Workforce Development Board
- North Valley Workforce Development Board
- Oakland Workforce Development Board
- Richmond Workforce Development Board
- Silicon Valley San Jose Workforce Investment Network
- Solano Workforce Development Board
- Sonoma County Workforce Investment Board
- Workforce Alliance of the North Bay

Total of BAGJJPE subcontracts \$900,000 noted on Line Item K of Administrative Costs

**L. Other \$**

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

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