

Section IV: Project Budget and Budget Narrative

Proposition 64 Grant Program, Cohort 3 RFP Budget Attachment Instructions

This Budget Attachment is Section IV of the BSCC-Submittable Request for Proposals (RFP) and upon submission will be rated as such per the requirements on page 20 of the Proposition 64 RFP Cohort 3 Instruction Packet. Applicants are solely responsible for the accuracy and completeness of the information entered into this budget workbook.

THIS WORKBOOK MUST BE UPLOADED INTO THE BSCC-SUBMITTABLE APPLICATION WHEN PROMPTED.

- ▶ Enter applicant name at the top of the Project Budget Narrative 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.
- ▶ Request funds in whole dollars only. Do not use decimals.
- ▶ Applicants are limited to the use of the budget line items (Salaries & Benefits, Professional Services, NGO Contracts, etc.) listed per BSCC Invoicing for Prop 64. If no money is requested for a particular budget line item, enter \$0 in the budget table and "N/A" in the corresponding narrative.
- ▶ This workbook is protected. Applicants may only enter information in unshaded cells. The cells in project budget tables, total lines will auto-populate based on line-item your entries. Verify that the total in this worksheet is the same amount requested in the BSCC-Submittable Application.
- ▶ Provide a narrative description of the item(s), the cost effectiveness, and how the items and amounts requested will serve to meet the stated goals and objectives of the project. **To start a new paragraph within a narrative cell, hold down the Alt key and then press Enter.**

Budget Line Item Descriptions

1. **Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and benefits (as applicable) for each staff person that will be funded by the grant, either by the Applicant or the Lead Public Agency (LPA). Briefly describe their roles/responsibilities within the Prop 64 PH&S Grant Program.

*Do not include information for public agency subcontractors or professional consultants; that information should be provided under the Professional Services Line Item and/or the Program Evaluation Line Item, as applicable.

*Do not include information for NGO subcontractors; that information should be provided under Non-Governmental Organization (NGO) Contracts Line Item.
2. **Services and Supplies:** Include and itemize all services and supplies to be purchased by the Prop 64 PH&S Grant Program.

*Services and supplies to be purchased by NGOs, partner agencies, subgrantees, or subcontractors must be included in the applicable line item (e.g., Professional Services Line Item, NGO Contracts Line Item)..
3. **Professional Services:** List the names of any public agency(ies) or professional consultant(s) that will work on and be funded by the Prop 64 PH&S Grant Program. Show the amount of funds allocated to each agency/consultant and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).

*Do not include information for subcontractors or consultants solely for the purpose(s) of Project Evaluation; that information should be provided under the Program Evaluation Line Item.
4. **Non-Governmental Organization (NGO) Subcontracts:** List the names of all NGOs that will work on and be funded by the Prop 64 PH&S Grant Program. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable). If a community partner has not been selected as of the date of the submission of the application, identify 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 purchased by the Applicant. 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.*

Equipment and fixed assets purchased by partner agencies, subgrantees, or subcontractors should be included in the applicable line item (e.g. Professional Services, NGO Contracts, etc.). Equipment and fixed assets over **\$3,500** included in the proposed budget does not guarantee automatic approval; such purchases require separate and prior approval by the BSCC.

6. **Data Collection / Enhancement:** Include and itemize all grant fund costs associated with the project's data collection efforts and/or necessary enhancements to an existing data collection mechanism to capture the data required for the Prop 64 PH&S Grant Program.
7. **Program Evaluation:** Include and itemize all grant fund costs associated with evaluation efforts for this project. This should include any subcontracts funded by the Prop 64 PH&S Grant Program solely for the purposes of Program Evaluation.
8. **Sustainability Planning:** Itemize all costs associated with the Applicant's efforts for sustaining this project after the Prop 64 PH&S Grant Program has ended.
9. **Other (Travel, Training, Etc.):** Itemize all costs that do not fit into the Line Item Categories listed above, including travel and training.

*For this Line Item, do not include "other" costs for partner agencies, NGOs, subgrantees, or subcontractors. These costs must be included in the applicable Line Item (e.g., Professional Services Line Item, NGO Contracts Line Item).³

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

10. **Financial Audit:** Up to \$25,000 may be allocated for an end of project financial audit. The audit provides assurances that an organization's financial statements are free of material misstatement based upon the application of generally accepted accounting principles
11. **Indirect Costs:** Indirect costs may be charged at an amount not to exceed ten percent (10%) of the actual total direct project costs. Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Indirect cost guidelines can be found in the BSCC Grant Administration Guide located on the BSCC website.

Request for Proposals Section IV: Project Budget and Budget Narrative

Proposition 64 Grant Program Cohort 3 Applicant: City and County of San Francisco

Project Budget: Enter estimated costs for reimbursement for the full five (5) year grant term.

Note: This top table will auto-populate based on the information entered in the sections below.

Budget Line Item	Grant Funds
1. Salaries and Benefits	\$2,794,451
2. Services and Supplies	\$180,549
3. Professional Services	\$0
4. Non-Governmental Organizations (NGO) Contracts	\$0
5. Equipment / Fixed Assets	\$0
6. Data Collection / Enhancement	\$0
7. Program Evaluation	\$0
8. Sustainability Planning	\$0
9. Other (include any travel and/or training costs)	\$0
10. Financial Audit (<i>Up to \$25,000 may be allocated for an end of project financial audit.</i>)	\$25,000
11. Indirect Costs/Administrative Overhead (<i>Costs may be charged at an amount not to exceed ten percent (10%) of the actual total direct project costs.</i>)	\$0
TOTAL	\$3,000,000

1. Salaries and Benefits

Title	(% FTE or Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752	\$26,352
Example (FTE): Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000	\$45,000
Administrative Analyst (1822)	1 FTE @ \$163,655/year x 37 months = \$504,603	\$504,603
Administrative Analyst (1822)	1 FTE @ \$163,655/year x 37 months = \$504,603	\$504,603
Administrative Analyst (1822)	1 FTE @ \$163,655/year x 37 months = \$504,603	\$504,603
Senior Administrative Analyst (1823)	1 FTE @ \$187,783/year x 3 years = \$751,132	\$751,132
Senior Management Assistant (1844)	1 FTE @ \$171,733/year x 37 months = \$529,510	\$529,510
TOTAL		\$2,794,451

Salaries and Benefits Narrative:

The three (3) Administrative Analysts will support both compliance evaluations for permitted cannabis business operators and inspections for illicit operations. The Senior Administrative Analyst will help to coordinate compliance and inspection efforts across the Administrative Analysts and other City Departments. The Senior Management Assistant will support record keeping/reporting, scheduling, and related administrative tasks to support the above efforts.

4. Non-Governmental Organizations (NGO) Subcontracts		
Description of Subcontract	Calculation for Expenditure	Grant Funds
Example: NGO Contract- To be identified	Cannabis Prevention Classes \$150 x 24 classes per year (x 5 years)	\$18,000
		\$0
TOTALS		\$0

Non-Governmental Organizations (NGO) Subcontracts Narrative:
 N/A

5. Equipment/Fixed Assets		
Description of Equipment/Fixed Asset	Calculation for Expense	Grant Funds
Example: Purchase of Vehicle	4x4 Truck and tow package as available (Market Value)	\$85,000
		\$0
TOTALS		\$0

Equipment/Fixed Assets Narrative:
 N/A

6. Data Collection / Enhancement	
Description	Grant Funds
Example: Data ad hoc reporting and upgrades for BSCC Quarterly Progress Report measures	\$10,329
	\$0

TOTAL	\$0

Data Collection / Enhancement Narrative:

N/A

7. Program Evaluation

Description	Grant Funds
Example: Contract with ABC Researchers to develop Evaluation Plan, Final Report, and assist with Quarterly Progress Reports	\$25,750
	\$0
TOTAL	\$0

Program Evaluation Narrative:

N/A

8. Sustainability Planning

Description	Grant Funds
Example: Room rental for quarterly strategic planning meeting for community & gov't partners to continue services post-award.	\$8,575
	\$0
TOTAL	\$0

Sustainability Planning Narrative:

