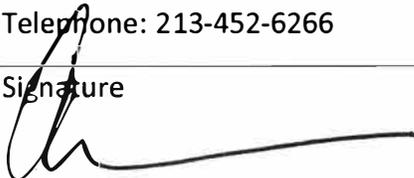


<b>[Catalyst Program]</b>					
<b>Funding</b>					
Requested Funding \$ 14,000,000.00			Total Project Amount \$ 14,000,000.00		
Requested Advanced Payment: 25%			Total Advanced Payment Amount \$ 3,500,000.00		
Organization (applicant) Name		California Community Foundation (CCF)			
Address		717 W. Temple St.			
City & Zip Code		Los Angeles, CA 90012			
County		Los Angeles			
Designated Point of Contact		Maria Garia			
Telephone	213-452-6297	Fax		E-mail	mgarcia@calfund.org
Type of Organization (Check One)	<input type="checkbox"/> Comm. Based Org		<input type="checkbox"/> Local Government Agency		<input checked="" type="checkbox"/> Non- Profit
	<input type="checkbox"/> Metro Planning Org		<input type="checkbox"/> CA Native American Tribes or Consortium		
	<input type="checkbox"/> Education Agency		<input type="checkbox"/> District Org. / EDA / Designated Economic Dev. Dist.		
	<input type="checkbox"/> Other (Describe)				
IRS Tax ID Number	95-3510055	California Tax ID Number	0990367		
Unique ID Number	UA24RSPBDQJ3				
<b>Proposal Title</b>	The LA Collaborative Catalyst Program Application				
<b>CERF Region</b>	Los Angeles County				
<b>Approval of Authorized Representative (Submit with original signature)</b>					
Name: Carol Bradford Worley		Telephone: 213-452-6266		Email: cbworley@calfund.org	
Title: Senior Counsel and Charitable Advisor		Signature 		Date 11/30/2023	

**CERF Catalyst Program Applicant Information**

Instructions: Please complete the table with the information requested.

**Name of Applicant: California Community Foundation**

**Applicant Point of Contact**

Name: Maria Garcia

Title: Senior Program Officer

Email: mgarcia@calfund.org

Tel: 213-452-6297

**CERF Region: Los Angeles**

**CERF Catalyst Program Narrative Questions**

Instructions: Answer each of the following questions regarding the regional High Road Transition Collaborative (HRTC)'s application for CERF Catalyst Program funds. Refer to the CERF Catalyst Framework and closed solicitation for required activities. Please limit responses to 500 words.

- 1. Explain how the HRTC may expend Catalyst Program funds to support pre-development of projects that prioritize equity, sustainability, job quality and access, economic competitiveness, and economic resilience.**

Catalyst funds will support pre-development activities for identified exploratory and last mile projects, supported by the research being conducted during the Planning Phase and connected with our regional strategic projects. The HRTC/LA Collaborative will contract with up to five Sector Investment Coordinators (Coordinators) who will work with us to efficiently and effectively implement pre-development activities to advance five strategic projects throughout the nine HRTC-defined Service Planning Areas (SPAs) that encompass LA County. Coordinators will likely be housed within a parent organization with the administrative capacity to fulfill the scope of work. We will request proposals via an RFP process to select the firm, with the final selection to be determined by the HRTC/LA Collaborative Steering Committee. The Coordinators will work closely with the HRTC/LA Collaborative to prescribe the respective project scopes to advance equitable growth within each approved high-growth sector. Coordinators will be responsible for working closely with the LA Collaborative to accomplish the following:

1. Ensure that pre-development activities for each Catalyst project prioritize and align with identified and approved high-growth industry sectors that target economic development, meet the equity investment objectives designed by the HRTC/LA Collaborative, and advance the quality job creation, hiring, carbon neutral transition and/or high road job-career pathways goals outlined by the LA Collaborative, CJF Initiative, and the Catalyst Program, including those outlined in the Regional Plan.

2. Develop a transparent and equitable process for receiving and evaluating proposed projects for pre-development funding with timelines and metrics, based on Steering Committee-approved categories and evaluation criteria.
3. Create a scoring rubric that aligns with the evaluation criteria and is included in the project solicitation; assess and label these projects as “exploratory,” or “last-mile”; provide the Steering Committee with evaluation results and recommendations; and create an appeals process so that all partners have the opportunity for their projects to be reviewed using an equitable, fair and transparent lens.
4. Liaise with the HRTC/LA Collaborative, workforce and economic development entities and partners, High Road Training Partnerships, and community-based organizations to build an ecosystem for each project around the identified industry sectors.
5. Implement community engagement and outreach strategies in concert with the CERF Outreach and Engagement Manager to share information about how to submit project applications and the evaluation criteria; share profiles on all proposed projects; gather and validate data related to the projects; and obtain stakeholder input to ensure community buy-in on the selected projects.

Pre-development activities may include those described on page 7 of the Catalyst RFP, and involve subcontracting with expert consultants to advance project development. We plan to subcontract with Technical Assistance providers to help partners build their capacity in areas such as estimating project costs and timelines; assistance with procurement; identifying potential regional joint ventures; and identifying and applying for additional funding, including philanthropic, private equity, tax incentives, and other government funding opportunities. We will also encourage our workforce development agency partners to work with employers to create apprenticeship programs in high-road industries that upskill and reskill underserved workers from disinvested communities. These efforts will connect residents to career pathways in sustainable industries.

**2. Explain how the proposed activities may advance the objectives of the CERF Planning Phase and the goals of the HRTC.**

The HRTC/LA Collaborative is committed to building an equitable and sustainable economy that fosters long-term economic resilience in the overall transition to a carbon-neutral economy. Our vision is to create high quality jobs and career pathways to high-road and high-quality jobs in sustainable industries that uplift local residents, marginalized populations and disinvested communities.

The Catalyst phase activities will build upon three specific objectives of the HRTC/LA Collaborative Planning Phase: 1) Engage disinvested community members to identify challenges and barriers to achieving economic growth, resiliency, and equitable access to sustaining employment in high growth industries; 2) Gather landscape and formal data through a participatory process to foster solutions and project priorities that can positively impact the economic climate for disinvested and other marginalized residents, and; 3) Identify high-growth sectors and align economic opportunities with

community-driven solutions to develop a regional plan that centers equity while increasing overall access to jobs in the targeted sectors.

By leveraging outreach, engagement and data gathering conducted during the Planning Phase, Catalyst project selection and evaluation will center community needs across the County's nine SPAs. Catalyst funding will support ongoing outreach and engagement with disinvested communities to support residents who have historically lacked access to career pathway opportunities that lead to economic self-sufficiency and mobility. Our continued outreach and engagement efforts will connect employers and business owners in prioritized high-growth industries to representatives from a wide variety of stakeholder groups. This will ensure that quality jobs and career paths in high-growth industries are accessible to our region's most marginalized and disinvested communities.

Sector Coordinators will be responsible for working closely with the HRTC/LA Collaborative to foster the development of the projects and advance the mutual goals of increasing employment among disinvested residents in high-growth and sustainable industries. We will prioritize projects that will combine carbon emission reduction with regional economic development activities. To advance equity, we propose to build in a worker/community ownership component for each project that enables disinvested community members to gain equity participation in a portion of each project, which could create a pathway to building generational wealth. As we develop and implement strategies to approach each respective project, we will ensure that partners are provided the necessary capacity building services and technical assistance they need to be successful.

**3. As best as can be explained at this time, explain how existing HRTC governance structures and decision-making processes may be adapted to integrate Catalyst Program activities.**

The HRTC/LA Collaborative is representative of diverse stakeholder groups with a governance structure that will help guide, advise, integrate and adapt to the direction of the Catalyst Program activities as necessary to meet the goals and objectives of the program. The shared governance structure includes four primary components: 1) Affinity and Subregional Tables, 2) Hub Leads, 3) Steering Committee, and 4) Stewardship Committee. The governance structure allows for a systematic flow of information and idea sharing through three distinct categories: 1) Community Voice, 2) Steering Committee-based decision-making, and 3) Facilitator.

The HRTC/LA Collaborative Steering Committee, which is composed of elected stakeholder representatives and a subset of the Affinity and Subregional Table representatives, serves as the primary decision-making body for the HRTC/LA Collaborative, with voting authority on major decisions related to the design and implementation of HRTC/LA Collaborative strategies and budgets for the region. The Community Voice is made up of Affinity and Subregional Tables. The Tables are vision setters that consist of 90 SPA-Based community-based organizations who are also micrograntees, 12 Affinity Hub Leads, and 8 Table Partner Leads. The Facilitator is composed of the Stewardship Committee members, which includes the regional convener (LAEDC) and the fiscal agent (CCF). This established governance structure will see through and integrate Catalyst program activities.

During the Planning Phase, the 90 micrograntees will be strategically assigned specific thematic areas within each SPA. These dedicated organizations will work with researchers to collect lived experience data within their thematic area. The Affinity Hubs convene the micrograntees across all nine SPAs in each thematic area and drive regional dialogues on unmet needs, barriers and solutions that can improve access to jobs, economic opportunity and resiliency across the region. During the Catalyst Phase, we will rely on this data to ensure that community needs are centered in all pre-development activities, while continuing to gather lived-experience data to validate or challenge ongoing findings.

**4. Explain how the HRTC may use Catalyst funds to expand outreach, engagement, and shared decision-making with the region’s disinvested communities.**

During the Planning Phase, the HRTC/LA Collaborative is conducting extensive research, data analysis, and community outreach and engagement to provide a truly community-driven and stakeholder-inclusive process. This includes defining, identifying, and meaningfully engaging marginalized populations and disinvested communities in all corners of LA County. We will leverage data findings, geographic mapping, stakeholder mapping, and supplemental data sets, as well as the collected lived-experience data from the 90 micrograntees via surveys and other methods to identify any sub-regions or groups of people where data gaps may persist and additional outreach and engagement may be needed. All research will be compiled into a comprehensive report that will inform decision-making going forward.

During the Catalyst phase, we will expand recruitment and onboard new partners from disinvested communities; incorporate their lived-experience data to make informed decisions about which strategic pilot projects the HRTC/LA Collaborative should invest in; and, expand the shared decision-

making process to ensure that there is sufficient and balanced representation across the County's nine SPAs. Data collected through our outreach and engagement efforts will assist us in selecting projects that will strengthen the competitiveness, resiliency, and equity of targeted industry sectors, and begin the pre-development activities needed to bring them to fruition.

The Sector Coordinators will collaborate with the CERF Outreach and Engagement Manager to host approximately 30 convenings across the County during the Catalyst project period. Convenings will bring together current and future partners, and the various stakeholder groups and organizations already engaged in the HRTC/LA Collaborative from across LA County's nine SPAs. The purpose of the convenings will be to share information about the selected projects and describe how they will improve our region. The convenings will serve to build community interest in the selected projects, and ensure that current and new members of disinvested communities are represented in the selected projects. They will also provide an opportunity for community members to collaborate and integrate projects in specific SPAs that may complement projects in other SPAs.

We are committed to utilizing lived-experience data from disinvested communities to lead our decision-making processes in project selection. We will continue to allocate resources and time to research and data gathering to make decisions that are beneficial to and reflective of the priorities of disinvested communities in the region. This strategy is codified in our bylaws, which states: "To make informed decisions, data and research must guide the HRTC/LA Collaborative's decision-making process. Data and research will be used to launch the direction of decisions, to reverse unsubstantiated decisions initially made without data and research, and to validate or determine final decisions. All data should derive from reputable database sources (governmental, academic, consulting firms, etc). All research should adhere to professional standards, using economic analysts and/or firms."

**5. Explain how the HRTC will prioritize Catalyst funds reaching disinvested communities in procurement and project selection.**

Being that each of the nine Service Planning Areas throughout LA County have different challenges, the HRTC/LA Collaborative intends to allocate pre-development dollars equitably across the County's SPAs to be used towards procurement for activities that support exploratory and last mile projects, as determined by the HRTC/LA Collaborative Steering Committee. Equity and inclusion will guide the procurement and project selection process. For example, we propose to earmark a portion of pre-development dollars to hire grant writing consultants to assist organizations from disinvested communities in applying for Catalyst funds.

The Sector Coordinators will be required to identify and supervise all resources to complete their respective scope of work, with oversight by the HRTC/LA Collaborative Steering Committee. This process should save time in procurement situations and save money from bundling through one source. We will provide technical assistance, such as business readiness courses to assist members of disinvested communities to reasonably participate in Catalyst-related procurement opportunities.

Procurement and project selection will be supported by the additional research we will conduct during the Catalyst phase. The Steering Committee shall provide input and have approval authority in the scoring metrics to ensure that each project addresses the qualitative, quantitative, and lived-data feedback collected from our extensive research and community surveys and meet the overall objectives of the Catalyst program.



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

<b>Name of Applicant:</b> California Community Foundation
<b>Project Name:</b> LA HRTC Catalyst Program

Advanced Payment*	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Advanced Payment (percent)	<b>25%</b>
Advanced Payment (amount)	<b>\$3,500,000</b>

Line Item	Expense Item	Administrative Cost	Program Cost	Sub-Contract/Sub-Award Amount (If Applicable)	Total Project Budget	Advanced Payment*
A.	Staff Salaries	\$1,017,805.52	\$1,084,015.56	\$0	\$2,101,821.08	<input checked="" type="checkbox"/>
1.	Number of full-time equivalents <b>(9.2)</b>					<input type="checkbox"/>
B.	Staff Benefit Cost	\$305,341.66	\$368,565.29	\$0	\$673,906.95	<input checked="" type="checkbox"/>
1.	Staff Benefit Rate (percent) ( )					<input type="checkbox"/>
C.	Staff Travel	\$10,000	\$33,000	\$0	\$ 43,000.00	<input checked="" type="checkbox"/>
D.	Operating Expenses	\$20,000	\$0	\$0	\$20,000.00	<input checked="" type="checkbox"/>
E.	Research	\$0	\$180,000	\$0	\$180,000.00	<input checked="" type="checkbox"/>
F.	Data, Planning and Communication Tools	\$0	\$41,600	\$0	\$41,600.00	<input checked="" type="checkbox"/>
G.	Sector Investment Coordinator(s)	\$0	\$	\$1,500,000	\$ 1,500,000.00	<input checked="" type="checkbox"/>
H.	Participant Compensation	\$0	\$	\$0	\$ 0.00	<input type="checkbox"/>
I.	Community Outreach and Engagement	\$0	\$75,000	\$0	\$75,000.00	<input checked="" type="checkbox"/>
J.	<b>Furniture and Equipment</b>					
1.	Small Purchase (unit cost of under \$5,000)	\$0	\$0	\$0	\$ 0.00	<input type="checkbox"/>

Line Item	Expense Item	Administrative Cost	Program Cost	Sub-Contract/Sub-Award Amount (If Applicable)	Total Project Budget	Advanced Payment*
2.	Large Purchase (unit cost of over \$5,000)	\$0	\$0	\$0	\$ 0.00	<input type="checkbox"/>
3.	Equipment Lease	\$0	\$0	\$0	\$ 0.00	<input type="checkbox"/>
K.	Sub-Contract(s)/Sub-Award(s)	\$0	\$0	\$9,000,000	\$9,000,000.00	<input checked="" type="checkbox"/>
L.	Other (describe): Please see Exhibit B2	\$146,852.82	\$217,819.15	\$0	\$364,671.97	<input checked="" type="checkbox"/>
	<b>TOTAL FUNDING**</b>	\$ 1,500,000.00	\$2,000,000.00	\$10,500,000.00	\$14,000,000.00	
			<b>Total Award</b>		<b>\$14,000,000.00</b>	

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)**.

\*Advanced Payment column is only necessary if requesting up to 25% of the total grant request. Note that all funds under Advance Payment must be spent prior to transitioning into reimbursables. Advance Payment Budget (Exhibit B3) and Advanced Payment Narrative and Timeline (Exhibit B4) must be completed if applicable.



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

<b>Name of Applicant:</b> California Community Foundation
<b>Project Name:</b> Catalyst Program

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: \$2,775,728.04**

**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 Cost	Senior Program Officer	Year 1: \$0 Year 2: .10 FTE x \$12,862.50 x 9 month = \$11,576.25 Year 3: .10 FTE x \$13,505.63 x 12 months = \$16,206.75 Year 4: .10 FTE x \$14,180.91 x 3 months = \$4,254.27 Total = \$32,037.27	\$9,611.18	\$41,648.45
Administrative Cost	Contract and Compliance Manager	Year 1: 1.0 FTE x \$9,166.67 x 2 months = \$18,333.33 Year 2: 1.0 FTE x \$9,625.00 x 12 months = \$115,500 Year 3: 1.0 FTE x \$10,106.25 x 12 months = \$121,275 Year 4: 1.0 FTE x \$10,611.56 x 3 months = \$31,834.69	\$86,082.91	\$373,025.93

Administrative Cost/Regional Convenor(s)Cost	Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
		Total = \$286,943.02		
Administrative Cost	Program Officer	Year 1: 1.0 FTE x \$9,166.67 x 2 months = \$18,333.33 Year 2: 1.0 FTE x \$9,625.00 x 12 months = \$115,500 Year 3: 1.0 FTE x \$10,106.25 x 12 months = \$121,275 Year 4: 1.0 FTE x \$10,611.56 x 3 months = \$31,834.69 Total = \$286,943.02	\$86,082.91	\$373,025.93
Administrative Cost	Program Assistant	Year 1: 1.0 FTE x \$6,250 x 2 months = \$12,500 Year 2: 1.0 FTE x \$6,562.50 x 12 months = \$78,750 Year 3: 1.0 FTE x \$6,890.63 x 12 months = \$82,687.50 Year 4: 1.0 FTE x \$7,235.16 x 3 months = \$21,705.47 Total = \$195,642.97	\$58,692.89	\$254,335.86
Administrative Cost	Senior Compliance Officer	Year 1: \$0 Year 2: .10 FTE x \$13,505.63 x 9 month = \$12,155.06 Year 3: .10 FTE x \$14,180.91 x 12 months = \$17,107.09 Year 4: .10 FTE x \$14,889.95 x 3 months = \$4,466.99 Total = \$33,639.14	\$10,091.74	\$43,730.88

<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 Cost	Compliance Analyst	Year 1: 1.0 FTE x \$5,833.33 x 2 months = \$11,666.67 Year 2: 1.0 FTE x \$6,125 x 12 months = \$73,500 Year 3: 1.0 FTE x \$6,431.25 x 12 months = \$77,175 Year 3: 1.0 FTE x \$6,752.81 x 3 months = \$20,258.44  Total = \$182,600.10	\$54,780.03	\$237,380.14
<b>SUBTOTAL</b>		<b>\$ 1,017,805.52</b>	<b>\$ 305,341.66</b>	<b>\$ 1,323,147.18</b>
Regional Convenor(s) Cost	Program Director	Year 1: 1.0 FTE x \$13,504 x 9 months = \$121,540 Year 2: 1.0 FTE x \$14,044.58 x 12 months = \$168,534.91 Year 3: 1.0 FTE x \$14,606.36 x 3 months = \$43,819.08	\$113,523.82	\$447,417.41
Regional Convenor(s) Cost	Program Manager of Outreach and Engagement	Year 1: 1.0 FTE x \$7,717 x 9 months = \$69,451 Year 2: 1.0 FTE x \$8,570.10 x 12 months = \$102,841.20 Year 3: 1.0 FTE x \$8,912.90 x 3 months = \$26,738.71	\$67,670.58	\$266,701.69
Regional Convenor(s) Cost	Program Manager of Communications	Year 1: 1.0 FTE x \$7,717 x 9 months = \$69,451 Year 2: 1.0 FTE x \$8,570.10 x 12	\$67,670.58	\$266,701.69

Administrative Cost/Regional Convenor(s)Cost	Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
		months = \$102,841.20 Year 3: 1.0 FTE x \$8,912.90 x 3 months = \$26,738.71		
Regional Convenor(s) Cost	Program Analyst	Year 1: 1.0 FTE x \$6,370 x 9 months = \$57,330 Year 2: 1.0 FTE x \$7,074.38 x 12 months = \$84,892.50 Year 3: 1.0 FTE x \$7,357.35 x 3 months = \$22,072.05	\$55,860.15	\$220,154.70
Regional Convenor(s) Cost	Research Analyst	Year 1: 1.0 FTE x \$7,280 x 9 months = \$65,520 Year 2: 1.0 FTE x \$8,085.00 x 12 months = \$97,020 Year 3: 1.0 FTE x \$8,408.40 x 3 months = \$25,225.20	\$63,840.17	\$251,605.37
<b>SUBTOTAL</b>		<b>\$1,084,015.56</b>	<b>\$368,565.29</b>	<b>\$1,452,580.85</b>
<b>TOTALS</b>		<b>\$2,101,821.08</b>	<b>\$673,906.95</b>	<b>\$2,775,728.03</b>

**Note:**

1. For Administrator, Year 1 is May 1, 2024 – June 30, 2024; Year 2 is July 1, 2024 – June 30, 2025; Year 3 is July 1, 2025 – June 30, 2026; Year 4 is July 1, 2026 – September 30, 2026.
2. For Regional Convener, Year 1 is October 1, 2024 – June 30, 2025; Year 2 is July 1, 2025 – June 30, 2026; Year 3 is July 1, 2026 – September 30, 2026.
3. Cost of Living Adjustment (COLA) is 5% for Administrator and 4% for Regional Convenor.
4. Salary increases of 10% for all existing Regional Convenor employees for increased responsibilities with Sector Coordinators. This includes capacity building activities for Managers and Analysts.

### Regional Convener:

- Program Director - Supervise Manager of Communication, Manager of Outreach & Engagement, Program Analyst, Research Analyst, and all five Sector Coordinators. Collaborate with fiscal agent and their hired staff to stay within budget. Oversee the procurement process between community, Sector Coordinators, vendors, and fiscal agent. Work with grant writers to assure proper and on-time submission of all grants from pre-development projects. Work with the Steering Committee and LA HRTC to suggest strategies that meet the goals and objectives of the California Jobs First Program.
- Program Manager of Communications - Oversee all forms of communication for the LA California Jobs First program. This includes maintaining the website, CRM system, identifying translation services for digital and in-person meetings and postings. Will work with Sector Coordinators to assure all communication in all languages are translated to the Steering Committee and back to the community.
- Program Manager of Outreach and Engagement - Oversees all outreach activities within the community while working with various partners. This includes traveling to numerous locations throughout Los Angeles County and working with the Sector Coordinators for engagement activities.
- Program Analyst - Oversees various aspects of the California Jobs First Program and anticipates administrative needs of the staff and community. Puts processes in place to ensure the program runs smoothly.
- Research Analyst - Oversees all research initiatives within the California Jobs First Program. Works with the Sector Coordinators when procuring outsourced vendors for research, gathering and interpreting data for community members, and when determining the most effective and efficient portals for data storage. Also will work with the Manager of Communications to summarize and display data for community members, and the Steering Committee to leverage to make informed decisions.

### Administrator:

- Program Officer - Acts as the Project Director, develops and oversees the overarching vision and strategy.
- Program Assistant - leads coordination and communication with contractors, funder, and partners.
- Contract and Compliance Manager - Oversees contract compliance of the Catalyst Program on behalf of the California Community Foundation.
- Senior Compliance Officer - ensures compliance with all public grant requirements. Responsibilities include acting as audit liaison; oversight over RFP process; contracting; compliance training and technical assistance programs for internal and external stakeholders; communicating grant requirements to internal staff and contractors.
- Senior Program Officer - supports grantmaking strategy and overall oversight of the Catalyst Program.

- Compliance Analyst - assists with contract compliance and administration. Responsibilities will include reviewing contractors reporting for public grants; performing periodic compliance audits; and providing technical assistance. Will be responsible for processing awards to service providers, financial reporting and invoicing with the County and will support the auditing processes.

**C. Staff Travel \$43,000.00**

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

- Administrative Cost: \$10,000.00
- Program Cost: \$33,000

Travel costs include mileage reimbursement for attending meetings, convenings, and conferences for the LAEDC CERF team, as well as per diem when attending conferences, estimated to be two per year per team member.

**D. Operating Expenses \$20,000.00**

- Administrative Cost: \$20,000.00
- Program Cost: \$0

Operating costs cover a percentage of costs to do business.

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.
General Operating (CCF – Fiscal Agency)	\$20,000.00	Administrative Cost

**E. Research \$180,000**

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

- Administrative Cost: 0
- Program Cost: \$180,000

Conducting research to update research reports will take place annually during the Catalyst project. The three reports to be updated (Climate, Labor & Workforce, and Industry Clusters) cost \$30,000 each per year for a total of \$180,000.

**F. Data, Planning and Communication Tools \$41,600**

*Describe details and explain purpose and planned use.*

- **Administrative Cost: \$0**
- **Program Cost: \$41,600**

Costs include:

- Customer relations management tools (e.g. Hubspot) 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.
- Mass email platform (e.g. Hubspot) to send mass email and subscriptions to user, including regional convenor meetings, newsletters and plan documents.
- Surveying tools (e.g. Survey Monkey) to survey individuals and collect data from participants and committee members.
- Event reservation system (e.g. Fonteva) for community members to register for events and log attendees for integration with customer relations management tools.
- Meeting casting and Webinar casting (e.g. Zoom) to host virtual and hybrid events throughout the region.
- Firefly A.I. - Annual subscription cost for a tech solution for taking notes during virtual calls. Two-year subscription.
- Adobe Photoshop - Annual subscription cost for editing visuals. Two-year subscription.
- Videography/Photography/Media development for documenting events and the creation of social media content.
- \$1600: Research data software (e.g. ArcGIS) over two years.

**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 Conveners or at another identified organization in the region.

Regional Convenor/Other Organization	Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits
Other Organization	Coordinator	\$150,000 x 2 years	n/a	\$300,000
Other Organization	Coordinator	\$150,000 x 2 years	n/a	\$300,000
Other Organization	Coordinator	\$150,000 x 2 years	n/a	\$300,000
Other Organization	Coordinator	\$150,000 x 2 years	n/a	\$300,000

<b>Other Organization</b>	Coordinator	\$150,000 x 2 years	n/a	\$300,000
<b>Totals</b>		<b>\$ 1,500,000.00</b>	<b>\$ 0.00</b>	<b>\$ 1,500,000</b>

The HRTC/LA Collaborative will contract with up to five Sector Investment Coordinators (Coordinators) who will work with us to efficiently and effectively implement pre-development activities to advance projects throughout LA County’s nine Service Planning Areas (SPAs). Coordinators will likely be housed within a parent organization with the administrative capacity to fulfill the scope of work. We will request proposals via an RFP process to select the firm, with the final selection to be determined by the HRTC/LA Collaborative Steering Committee.

**H. Participant Compensation \$0**

Due to budget constraints, the HRTC/LA Collaborative cannot budget funds towards participant compensation in the Catalyst program. During the Planning Phase, we budgeted \$295,000 for this purpose.

**I. Community Outreach and Engagement \$75,000**

We plan to host approximately 30 convenings (at a cost of \$2500 each) over the Catalyst project period to engage community-based organizations, industry stakeholders, government, employer partners already engaged in the LA Collaborative, trade associations, and workforce development agencies across LA’s nine SPAs to discuss the selected projects and how they meet the goals of equity, sustainability, job quality and access, economic competitiveness, and economic resilience. The convenings will make sure all stakeholders are engaged in planning the execution of the projects, build community interest and ensure everyone has a voice at the table, and help to define workforce development needs of the community, so residents can access high quality job opportunities that result from establishing projects in their communities. Costs cover space rental, food, transportation/childcare, translators, and rented equipment.

**J. Furniture and Equipment\* \$0**

*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.*

<b>1. Small Amount of Equipment and Furniture Total \$ <u>0</u></b>		
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.*

<b>2. Large Amount of Equipment and Furniture Total \$ <u>0</u></b>
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Large Amount of Equipment and Furniture	Cost	Administrative/Program Cost
	\$	Choose an item.
	\$	Choose an item.

3. Equipment Lease \$ <u>0</u>		
Equipment Lease	Cost	Administrative/Program Cost
	\$	Choose an item.
	\$	Choose an item.

**K. Sub-Contracts/Sub-Awards \$9,000,000**

***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.)*

\$9,000,000: Pre-development activities may include those described on page 7 of the Catalyst RFP, and involve subcontracting with expert consultants needed to advance project development across all nine SPAs. We intend to allocate up to \$1.8 million for each of the strategic projects, to be equitably distributed across the nine SPAs. The HRTC will ensure that all projects are interconnected and will benefit the entire region. Organizations from each SPA can apply for up to \$200,000 to develop Steering Committee approved exploratory and last-mile projects. In cases where the demand for funding is low in one SPA or a proposed pilot project underutilizes the projected expenses in a SPA, the Steering Committee will convene to discuss where to allocate extra funds to SPAs that may require additional funding. This may include subcontracting with Technical Assistance Advisors to provide technical assistance for organizations across the nine SPAs (as needed) to build their capacity in areas such as estimating project costs and timelines; business readiness courses; identifying potential regional joint ventures; grant writing assistance; assistance with procurement; and identifying and applying for potential funding sources, including philanthropic, private equity, tax incentive, and other federal & state funding opportunities with the goal of establishing long-term funding for implementation of regional strategies.

**L. Other \$364,671.97**

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

- **Administrative Cost: \$146,852.82** (Administrative functions, as outlined in Appendix C of the RFP)
- **Program Cost: \$217,819.15**

Program costs are:

\$17,819.15 for conference fees for the CERF team.

\$200,000 is 10% of the total cost for administering and operating the HRTC.

<b>Name of Applicant:</b> California Community Foundation
<b>Project Name:</b> Catalyst
<b>Advanced Payment:</b> <input type="checkbox"/> Not Applicable

**Advanced Payment**

The Advanced Payment Budget Summary must document the total Advanced Payment requested as well as the percent. The line-item categories must align with the information provided in the Proposed Budget Summary (Exhibit B1).

Line Item	Expense Category	Total
1	Salaries and Benefits	\$693,932.01
2	Travel	\$10,855
3	Operating	\$5,100
4	Research	\$45,000
5	Data, Planning, Communications	\$10,400
6	Sector Coordinators	\$375,000
7	Outreach and Engagement	\$18,750
8	Sub-contracts	\$2,250,000
9	Other	\$90,962.99
	<b>TOTAL AP</b>	<b>\$3,500,000.00</b>

**Advanced Payment – 25% (TOTAL AP/Requested Amount)**

EDD may provide, with legislative authority and Department of Finance (DOF) approval an Advanced Payment option to community-based non-profit organizations. Advanced Payment options aim to reduce barriers in participating in the CERF Catalyst Program. Applicants may apply to receive up to 25 percent of their total grant award through an Advanced Payment option. For the request to be considered, applicants will need to submit the additional documents requested for this grant application package. Applicants are not required to use the Advance Payment option if the reimbursement model is preferred.

<b>Applicant:</b> California Community Foundation
<b>Project Name:</b> Catalyst Program
<b>Advanced Payment:</b> <input type="checkbox"/> Not Applicable

**IMPORTANT** – Applicants requesting Advanced Payment will only be eligible for a one-time advanced payment and will be required to demonstrate good standing with the IRS. The requested percentage at the time of the application is not guarantee. The information provided in the Advanced Payment Statement of Need, Advance Payment Expenditure Timeline, Proposed Budget Summary (Exhibit B1), and Advance Payment Budget Summary (Exhibit B3) will be taken under consideration for final advanced payment percent approval.

**The applicant is required to follow all requirements of Section 11019.1 of the Government Code and cooperate with any audits by the Department of Finance related to the advanced payments.**

## **Section I: Advanced Payment Statement of Need**

*If the applicant is applying for Advanced Payment, they must include a one-page statement (single space, Calibri, 12-point font) detailing the need for the Advanced Payment. The statement must include the type of organization, amount requested, and information on the organizational structure that supports the request.*

California Community Foundation (CCF) the Fiscal Agent for California Jobs First Program (CJF). We are requesting the allowed 25% advance (\$3,500,000) in order to support program costs including Salaries & Benefits, Staff Travel, Operating Expenses, Research, Data Planning and Communication tools, Sector Investment Coordinator(s), Community Outreach and Engagement, Sub-Contract(s)/Sub-Award(s) and Other category.

We are requesting an advance for Staff Salaries & Benefits to have cash on hand to pay fiscal agent staff for approximately 5-6 months. We are requesting an advance for Staff Travel and Operating costs as it will be necessary to have funds on hand for expenditures to attend conferences, mileage reimbursement, office supplies, etc. We are requesting an advance in the Other category as we are including indirect admin costs that need to be paid under this category.

LAEDC is the regional convener for California Jobs First Program (CJF). We are requesting approximately six months of salaries to retain the current Los Angeles CJF staff as well as hiring and paying up to five Sector Investment Coordinators for six months.

All other requested funds are for six months of projected expenses to be expended at the end of the Planning Phase. They include Staff Travel, Research, Data, Planning and Communications, Outreach and Engagement, Sub-contracts, sub-awards, and "Other" indirect admin costs that need to be paid under this category.

**Section II: Advanced Payment Expenditure Timeline**

*Applicants requesting Advanced Payment must submit a projected 6-month timeline for spending the amount advanced. The applicants are strongly encouraged to develop a detailed planned that demonstrates their ability to spend the requested amount. The Project Expenditure Timeline must align with all project objectives and demonstrate sound rationale for supporting the project from Advanced Payment to reimbursable.*

	Salaries/ Benefits	Travel	Operating	Research	Data	Outreach	Coordinators	Subcontracts	Other	Total
<b>Month 1</b>	\$115,655.34	\$1,810	\$850	\$7,500	\$1,733.33	\$3,125	\$62,500	\$375,000	\$15,160.3	<b>\$583,334.20</b>
<b>Month 2</b>	\$115,655.34	\$1,810	\$850	\$7,500	\$1,733.33	\$3,125	\$62,500	\$375,000	\$15,160.3	<b>\$583,334.20</b>
<b>Month 3</b>	\$115,655.34	\$1,810	\$850	\$7,500	\$1,733.33	\$3,125	\$62,500	\$375,000	\$15,160.3	<b>\$583,334.20</b>
<b>Month 4</b>	\$115,655.34	\$1,810	\$850	\$7,500	\$1,733.33	\$3,125	\$62,500	\$375,000	\$15,160.3	<b>\$583,334.20</b>
<b>Month 5</b>	\$115,655.34	\$1,810	\$850	\$7,500	\$1,733.33	\$3,125	\$62,500	\$375,000	\$15,160.3	<b>\$583,334.20</b>
<b>Month 6</b>	\$115,655.34	\$1,805	\$850	\$7,500	\$1,733.33	\$3,125	\$62,500	\$375,000	\$15,160.3	<b>\$583,329.20</b>
<b>Total</b>	<b>\$693,932.01</b>	<b>\$10,855</b>	<b>\$5,100</b>	<b>\$45,000</b>	<b>\$10,400</b>	<b>\$18,750</b>	<b>\$375,000</b>	<b>\$2,250,000</b>	<b>\$90,963</b>	<b>\$3,500,000</b>