

California Budget Narrative for Digital Equity Planning Project

Applicant Name: State of California – California Department of Technology

Applicant Type: State

Period of Performance: 1 Year (12 months) from Date of Award

Total Project Costs: \$4,001,525.00

Total Federal Project Request: \$4,001,525.00

Total Matching Funds: \$0

Total Federal Funding for Digital Equity Planning Project: \$4,001,525.00

A. Personnel: \$726,240

Each position that will be charging any portion of their time directly to the grant must be listed. For each listing, you must include the title, percent of time they will be charging to the grant, the amount of time they will be charging that percent, and the annual salary for that position (if annual salary). If there are multiple positions with the same title, but different salaries, list them out separately. If there are multiple positions with the same title and salary, you can note that the position will have two individuals charging to that title and salary. Please note that this is only for the percent of time the individual will charge to the grant, which may be different than how much time and effort they spend on the project (some positions may have multiple funding streams).

If known, provide the name of the person in each position.

Assistant Deputy Director (\$116,424)

The Assistant Deputy Director will support the Deputy Director of Broadband and Digital Literacy in managing the State Digital Equity Planning team. During the planning process, this position will execute day-to-day responsibilities such as oversight of all workstreams, coordination across teams and functions and up to executive team members, engagement with key stakeholders, and supervision and guidance to planning team managerial staff. This position will spend 100% of their time on direct programmatic activities during the planning process. Salary for the position is \$116,424 annually (12 months), which will be fully funded (100%) through grant funds.

Broadband Engagement and Operations Manager (\$95,448)

This role will be responsible for managing stakeholder engagement and public communications workstreams through all project phases, including managing scope, budget, schedules, resources, risks, and issues. Workstreams include: organization of statewide roundtables, Digital Equity Plan content development and maintenance on the state's Broadband for All Portal, newsletter

development, social media storytelling, and Task Force and Subcommittee meeting operations. This role supervises a Policy and Research Analyst. This position will spend 100% of their time on direct programmatic activities during the planning process. Salary for the position is \$95,448 annually (12 months), which will be fully funded (100%) through grant funds.

Broadband Policy and Research Manager (\$95,448)

This position will oversee the digital equity needs assessment, including baseline assessment and the California Digital Equity Survey, provides staffing and research support to the Task Force and Subcommittees, provides support to the design of the Digital Equity Plan's programs, strategies, and policies, and oversees Ground Game coordination with subgrantees and local governments. This role supervises a Policy and Research Analyst and the Intergovernmental Support Analyst. This position will spend 100% of their time on direct programmatic activities during the planning process. Salary for the position is \$95,448 annually (12 months), which will be fully funded (100%) through grant funds.

Contract and Grants Manager (\$95,448)

This role will be responsible for managing the procurement process and contracting, subgrants, and federal State Digital Equity Planning Grant reporting, including compliance, technical assistance, and evaluation. This role supervises the Financial and Reporting Analyst. This position will spend 100% of their time on direct programmatic activities during the planning process. Salary for the position is \$95,448 annually (12 months), which will be fully funded (100%) through grant funds.

Financial and Reporting Analyst (\$80,868)

This role will support the Contract and Grants Manager in federal State Digital Equity Planning Grant and subgrant reporting, compliance, and financial management – including invoicing, payments, and auditing/monitoring. This position will spend 100% of their time on direct programmatic activities during the planning process. Salary for the position is \$80,068 annually (12 months), which will be fully funded (100%) through grant funds.

Policy and Research Analyst 1 (\$80,868)

These 2 positions will support the Broadband Engagement and Operations Manager and Broadband Policy and Research Manager in developing the asset inventory of existing resources, programs, and strategies in digital equity, conducting baseline research on identification of barriers to digital equity, supporting the development, administration, and analysis of the California Digital Equity Survey, and provide staffing and research support to the Task Force and Subcommittees. Overall, they will also support the design of the Digital Equity Plan's programs, strategies, and policies. These positions will spend 100% of their time on direct programmatic activities during the planning process. Salary for each position is \$80,068 annually (12 months), which will be fully funded (100%) through grant funds.

Policy and Research Analyst 2 (\$80,868)

These 2 positions will support the Broadband Engagement and Operations Manager and Broadband Policy and Research Manager in developing the asset inventory of existing resources, programs, and strategies in digital equity, conducting baseline research on identification of barriers to digital equity, supporting the development, administration, and analysis of the California Digital Equity Survey, and provide staffing and research support to the Task Force and Subcommittees. Overall, they will also support the design of the Digital Equity Plan's programs, strategies, and policies. These positions will spend 100% of their time on direct programmatic activities during the planning process. Salary for each position is \$80,068 annually (12 months), which will be fully funded (100%) through grant funds.

Intergovernmental Support Analyst (\$80,868)

This position will oversee intergovernmental engagement with regional subgrantees, local government entities, and Tribal governments. This position will support the Broadband Policy and Legislation Manager in design of Digital Equity Plan programs, strategies, and policies that integrate with and complement local strategies. These positions will spend 100% of their time on direct programmatic activities during the planning process. Salary for each position is \$80,068 annually (12 months), which will be fully funded (100%) through grant funds.

B. Fringe: \$391,516

Fringe benefits are usually applicable to salaries and wages charged to an award. Each position that will be charging fringe to the grant award must be listed individually. For each listing you must include the fringe percentage (fringe benefit rate) and how long the fringe percentage will be applied (this usually matches the amount of time the position will charge to the grant program). Additionally, you must include a breakdown of what the fringe includes. If fringe amounts differ between positions, please explain why the percentages are different. Usually this is because some positions/people choose different fringe benefit packages than others. If fringe benefits are not computed by a percentage, please provide a breakdown for how the computation is done.

The applicant should not combine the fringe benefit costs with salaries and wages in the personnel category. Additionally, the applicant should specifically identify the amount of fringe benefit costs allocable to wages charged to staff performing direct programmatic activities and to staff performing administrative activities, respectively.

Assistant Deputy Director (\$62,764)

The fringe benefit rate for this position is calculated at 53.91% of the salary. Fringe for this position includes OASDI, Health/Dental/Vision Insurance, Retirement, and Medicare.

Broadband Communications and Operations Manager (\$51,456)

The fringe benefit rate for this position is calculated at 53.91% of the salary. Fringe for this position includes OASDI, Health/Dental/Vision Insurance, Retirement, and Medicare.

Broadband Policy and Legislation Manager (\$51,456)

The fringe benefit rate for this position is calculated at 53.91% of the salary. Fringe for this position includes OASDI, Health/Dental/Vision Insurance, Retirement, and Medicare.

Contract and Grants Manager (\$51,456)

The fringe benefit rate for this position is calculated at 53.91% of the salary. Fringe for this position includes OASDI, Health/Dental/Vision Insurance, Retirement, and Medicare.

Financial and Reporting Analyst (\$43,596)

The fringe benefit rate for this position is calculated at 53.91% of the salary. Fringe for this position includes OASDI, Health/Dental/Vision Insurance, Retirement, and Medicare.

Policy and Research Analyst 1 (\$43,596)

The fringe benefit rate for this position is calculated at 53.91% of the salary. Fringe for this position includes OASDI, Health/Dental/Vision Insurance, Retirement, and Medicare.

Policy and Research Analyst 2 (\$43,596)

The fringe benefit rate for this position is calculated at 53.91% of the salary. Fringe for this position includes OASDI, Health/Dental/Vision Insurance, Retirement, and Medicare.

Intergovernmental Support Analyst (\$43,596)

The fringe benefit rate for this position is calculated at 53.91% of the salary. Fringe for this position includes OASDI, Health/Dental/Vision Insurance, Retirement, and Medicare.

C. Travel: \$0

Travel requested should be for staff travel only. Travel for consultants/contractors should be shown in the contractual category along with the consultant's fee, unless this charge is included in their general contract.

Each type of travel needs its own calculation. Each type of trip (*e.g.*, local, domestic, international, conferences) needs to be broken down as much as possible, with you showing the calculations for how you got to the total dollar amount. Each entry should include the total per trip and all the calculations you made to get to that trip. Hotel costs should be inclusive of fees and taxes. If renting a car, please note if the costs will be shared between the travelers. If using per-diem, please note what it is included and for how many days. If per diem is prorated for travel days, please note this in the justification. If traveling to a conference where lunch/dinner will be served, please indicate if your entity has a policy around per-diem at conferences, and what the rate is for those specific days.

Each trip should include origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, a brief description of the travel involved, its purpose, and an explanation of how the proposed travel is necessary for successful completion of the project.

If some travel details are unknown then the basis for proposed costs should be explained (*e.g.*, historical information) or estimated to the best of your ability.

D. Equipment: \$0

As set forth in 2 C.F.R. 200.1, equipment is defined as an article of tangible personal property (including information technology systems) that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. *See also* the definitions of *capital assets*, *computing devices*, *general purpose equipment*, *information technology systems*, *special purpose equipment*, and *supplies* in 2 C.F.R. 200.1.

Each item must be listed individually and include the name (if applicable), type, cost, unit cost (if applicable), and purpose of the equipment. The purpose should justify the use of each item and relate the item to the allowable activities listed in the NOFO.

For every item over \$5,000, the applicant must provide a lease vs. purchase analysis. This must accompany every individual equipment request over \$5,000. If a lease vs. purchase analysis cannot be completed, please provide a statement explaining why not, and how you determined that the chosen procurement method is the most economical approach.

E. Supplies: \$156,000

As set forth in 2 C.F.R. 200.1, *supplies* are defined as all tangible personal property other than those described in the definition of *equipment* in 2 C.F.R. 200.1. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. *See also* the definitions of *computing devices* and *equipment* in 2 C.F.R. 200.1.

List all supplies by item when appropriate. An explanation is necessary for supplies costing more than \$5,000 or more than 5 percent of the award, whichever is greater. Show unit costs of each item, the number needed, and the total amount. Provide a justification for supplies and relate them to the program objectives.

General office supplies may be shown by an estimated amount per month multiplied by the number of months in the budget period.

Printing (\$156,000)

Applicant will print flyers and postcards to notify Covered Populations throughout the state to participate in the California Digital Equity Survey and local engagement activities. 2.6 million flyers and postcards to be printed at \$0.06 per copy.

F. Contractual: \$727,769

For each contract, the applicant will need to spell out what the contract is for and the cost information. If the contract is hours based, the applicant needs to note the total number of hours, during what period of time (contract period of performance), and the rate per hour. If the contract is a flat fee, the applicant needs to explain the rate and breakdown of the charges. For each contract, list and describe the tasks to be performed.

You must have and use documented procurement procedures, consistent with State, local, and Tribal laws and regulations and the standards of 2 CFR 200.318, for the acquisition of property or services required under a Federal award or subaward. Your documented procurement procedures must conform to the procurement standards identified in 2 CFR 200.317-327.

If selected, provide the name of the contractor/company/vendor. If not yet selected, explain the procurement process for selecting a contractor for the task(s).

Provide an explanation on how contractual support is selected (high level explanation of your competition process).

If the applicant expects to use a non-competitive procurement pursuant to 2 C.F.R. 200.320, you must explain which one or more of the following circumstances apply: 1) the aggregate dollar amount of the property or services does not exceed the micro-purchase threshold; 2) the item/service is available only from one source; 3) the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; or 4) competition is determined inadequate after solicitation of a number of sources.

For each contract, provide the known or estimated dates and length for the contract period of performance. If there are sub-tasks with different periods of performance, write out each period of performance for each sub-task.

Survey administrator (\$406,000)

Survey company to administer the California Digital Equity Survey via phone interviews and online forms. This survey provides an opportunity for covered populations and residents throughout the state to share perspectives on barriers to digital equity and preferred solutions. To achieve adequate sample sizes of geographical and covered population subgroups, our goal is to have 11,600 responses, with a minimum of 200 respondents for each of 58 geographic strata (aligned roughly to each California county). This contractor will be procured in accordance with State procurement procedures.

Outreach and Public Relations Consultant (\$90,000)

Consultant to develop earned media and public awareness strategies to promote participation in survey and local activities, and develop branding and marketing materials. The consultant, RSE, has already been selected and is under contract. They were selected under a competitive procurement process.

Translation and Interpretation Contractors (\$64,390)

Providing live translation and interpretation in State's 5 most common non-English languages (Spanish, Chinese, Vietnamese, Tagalog, and Korean) and ASL at 2 roundtables (3 hours each) for statewide stakeholder engagement. Translation services are estimated at \$45 an hour. ASL interpretation is estimated at \$90 an hour. Also, provide written translation in 5 languages of SDEP related materials, including newsletters, reports, flyers, and ads. Written translation

estimated at \$125 per page and 100 pages. These contractors will be procured in accordance with State procurement procedures.

CRM Licenses and Implementation Partner (\$167,379)

Design, configuration, training, licenses, and administration of CRM instance to support SDEP stakeholder engagement tracking and data management needs. These contracts will be procured in accordance with State procurement procedures.

Contracting Process

The California Department of Technology follows the State Contracting Manual (SCM). The list of procurement vehicles CDT is likely to utilize includes, but may not be limited to:

1. [IT Services](#)
2. [Competitive](#) (Formal and informal): For formal competitive bids, Request for Proposals (RFPs) or Invitation for Bids (IFBs) are developed and released on a public portal ([Cal eProcure](#)). Bids are received and evaluated, protest periods are required, award is made. For informal competitive bids, Request for Quotes (RFQs) are developed and released on a public portal or to a vendor pool. Quotes are received, evaluated, no protest is required and an award is made.
3. [Non-competitive](#): Approved Non-Competitively Bid (NCB) justification or Special Category Request (SCR) required from Department of General Services (DGS). Single supplier offers a price for the specified goods or services, contract documents created and awarded.
4. [Proprietary Software](#): Proprietary letter received from the single supplier. Price for the specified goods or services quoted, contract documents created and awarded.
5. [Leveraged Procurements](#): Leveraged Procurement Agreements (LPAs) – Various LPAs available and previously bid by DGS. Types and dollar thresholds to be considered: California Multiple Award Schedule (CMAS, up to \$5,000,000), Master Service Agreement (MSA, up to \$10,000,000), Software Licensing Program (SLP, up to \$10,000,000), Master Agreement (MA, up to \$10,000,000), National Association of State Procurement Officials (NASPO, up to \$10,000,000), Statewide Contract (mandatory, unlimited dollar amount). Dependent on the LPA type, RFQs or Request for Offers (RFOs) are developed and released to selected list of suppliers previously awarded by DGS. Quotes/Offer are received and evaluated; award is made to the best value offer.
6. [Public Contract Code 6611](#): When an appropriate basis exists, negotiations may be authorized at the outset of a procurement, during a competitive procurement, or when no responsive bids are received. Letters to the participating vendors are sent to invite the vendor to negotiate, Best and Final Offers (BAFOs) are received, evaluation and award is made.

G. Construction: Total Amount \$0

Construction is not allowable as part of a digital equity planning project.

H. Other: \$2,000,000

This category contains both sub-awards and other items not included in the previous categories.

Sub-awards: A sub-award is an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award, including a portion of the scope of work or objectives. Provide separate budgets for each sub-award, regardless of the dollar value and indicate the basis for the cost estimates in the narrative.

Statewide Entity Sub-awards (\$2,000,000)

Provide a \$200,000 sub-award to 10 statewide entities to lead local and regional stakeholder and community engagement, conduct asset inventory, and perform quantitative and qualitative data collection. Subgrantees will be responsible for in-person survey outreach through their networks, leading local workshops with Covered Population residents, and formulating programs for the SDEP. Sub-award recipients will be selected based on demonstrated subject matter expertise in digital equity or outcome areas, connection to Covered Populations, and ability to conduct statewide outreach.

Budget items for each sub-award are as follows:

- **Personnel**: 1 FTE for project manager position: \$106,056.
- **Fringe**: Estimated at 35%: \$37,120
- **Contractual**: Translation, ASL interpretation, and CART (real-time captioning) for 12 workshops: \$8,360
- **Other**: Food, childcare, incentives for resident participation, and materials for 12 workshops: \$31,300
- **Supplies**: Videoconferencing kit for meeting accessibility, laptop, and printing local collateral (150,000 copies): \$17,000.

Indirect Costs: \$0

Indirect costs are costs that are incurred for common or joint objectives and cannot be easily and specifically identified with a particular project or activity. These costs are sometimes called “overhead” costs. Indirect costs are different than direct costs, which can be attributed to direct project activities. Indirect administrative costs must align with the requirements in 2 CFR 200.414.

Examples of administrative expenses include costs attributable to: accounting, auditing, contracting, budgeting, and general legal services; facility occupancy costs, e.g., rent, utilities, insurance, taxes, and maintenance; general liability insurance that protects the organization (not directly related to a program); depreciation on buildings and equipment; general office supplies; and general and administrative salaries and wages.