

BUDGET NARRATIVE

Proposition 1 DACIP / Los Angeles-Ventura Funding Area

[For Application 5-23-20176.15.17](#)

OVERVIEW

The DACIP Task Force for the LA Ventura Funding Area and its consultants spent several weeks discussing approaches to budgeting, as well as examples of budgeted Activities, during the fall of 2016. These discussions were extended to a small group of IRWM stakeholders, including other government agencies and non-profit organizations.

To help solidify a budget framework, the Task Force set suggested goals for each of the three major Activities: Education and Outreach, Needs Assessment, and Project Development. These goals were intended to reflect and serve the known DAC needs of the LA-Ventura Area, and strategies discussed in the DAC Background section of the Application.

The following percentage goals suggested by the Task Force were shared with DWR at the Draft Application Review meeting on Dec 20, 2016, and then used in building a budget for the March 2017 draft of the Application. The percentages reflect funds available after pre-application and administrative costs are deducted:

<u>Category</u>	<u>Goal</u>	<u>Application Budget</u>
Education and Outreach	30%	27.5%
Needs Assessment	20%	20.6%
Project Development	<u>50%</u>	<u>51.9%</u>
Total	100%	100.0%

ASSUMPTIONS

Budget estimates used major units to help frame and define estimates costs. Following are the most commonly used units:

1) Events / Workshops: subcontracting with community-based organizations is assumed to be an inherent part of the DACIP program, and these organizations will provide direct contact with members of a given DAC. Having an action-based unit such as a workshop, presentation or other outreach event was used to reflect a clear path to subcontracting for these organizations. Sample budgets were reviewed from recent outreach and assessment programs, including the LA County 2016 outreach workshops/surveys for this application, and the LA County Parks Needs Assessment from 2015. In both cases, stipends of \$2500 were provided to organizations who participated by hosting and/or producing events. In discussing this figure with participating

organizations (and from the experience of the non-profit consultants), it was noted that actual costs for a community-based event are generally much higher. For example:

- \$2500 outreach /education materials
- \$4800 Outreach mailing, calls and on-the-ground distribution (40-60 personnel hours)
- \$7100 Event Logistics: venue, parking/directions, set up, running, clean up, stakeholder relations (40-60 personnel hours)

The Application budget spreads these costs across the two major Task areas of Community Outreach/Education (\$4,900 per event unit and \$2500 materials kits), and Needs Assessment (\$8,000 per workshop unit) to reflect these costs. At the same time, the budget also seeks to balance these costs with the number of DAC areas that have been identified (123), so that the number of event/workshop units are sufficient to provide reasonable coverage of the DAC areas.

2) Hours: assumes skilled services in the required areas; a common rate of \$125 is used for most projects, reflecting an average of rates known to the DACIP consultant teams. Reference for this includes the hours/rates worked by the DACIP consultants in analyzing data to frame and draft the Background section of the DACIP Application, design and drafting of the Activities and Budget sections, and preparation of the Funding Area Map. The budget assumes that similar skills and knowledge will be required in designing and implementing a majority of the DACIP for the Funding Area. Specialty areas such as design or programming for materials, database, and web tools are given higher common rates ranging from \$150 to \$250/hour.

BUDGET NARRATIVE PER SECTION / LINE ITEM

Following is a breakdown per line-item, applying in many cases the units and or assumptions discussed above.

PRE-PROGRAM & OVERSIGHT ADMINISTRATION

Program Administration includes grant administration, program management by the lead agencies for the three regions' DACIP, and fiscal management by West Basin Municipal Water District.

0.1 Proposal Development Project

1) \$216,000—Agency actual

The proposal development cost is based on the team members (from each region) labor costs derived from their hourly rate and time spent, and the cost of bringing on board the DAC consultants who all collectively worked together to develop the draft proposal, as well as the cost of conducting a series of outreach surveys, meetings, and interviews to help engage disadvantaged community members in the development of the Funding Area's DACIP.

0.2 DACIP Oversight Project

LACFCD will revisit projected costs for grant administration, program management for the three regions, and fiscal management during the second half of the grant period. If it is determined that the cost is less than initially anticipated, the budget will be revised accordingly by reallocating funds in one or all of Tasks 1 through 3.

- 1) \$98,000 Fiscal Management West Basin Muni Water District
The amount of time to review and process invoices and reports for the DACIP is unknown, assumed it may take at least 12 hours per month for 36 months at an hourly rate of \$195.74 for two staff (\$106.55/hour and \$89.19/hour) which equates to approximately \$85,000. The additional \$13,000 is a contingency amount should it require additional time for internal review within the Funding Area and with DWR.

 - 2) \$294,000 Grant Administration and DACIP Management GLAC
LACFCD applied 2.5 percent for grant administration, a standard fee used in the Prop 84 rounds and an additional 0.5 percent for program management for the GLAC region (includes GLAC DACIP Task Force Members and DACIP consultant(s) engagement and involvement activities).

 - 3) \$98,000 ProjectDACIP Management WVCV
The amount of time for program management for the WVCV region (DACIP consultant(s) engagement and involvement activities) assumes approximately 30 hours per month for 36 months at an hourly rate of \$90.00 which equates to approximately \$98,000.

 - 4) \$98,000 DACIP Management USCR
The amount of time for program management for the WVCV region (DACIP consultant(s) engagement and involvement activities) assumes approximately 30 hours per month for 36 months at an hourly rate of \$90.00 which equates to approximately \$98,000.
- \$588,000 Total Oversight Project

COMMUNITY OUTREACH AND EDUCATION

1.1 Outreach Design Project

- 1) \$50,000 Update DWR Pilot Community Analysis; multiple staff for 400 hours @ \$125/hour.
- 2) \$15,700 Tribal Communities Research; multiple staff for 126 hours @ \$125/hour.
- 3) \$125,000 Design Materials; estimated 5 different regional and/or cultural approaches x 25K each approach (strategy, overall and customized designs); 600 hours @ \$200/hour.
- 4) \$200,000 Create Education kits; outreach and presentation visuals, brochures/flyers, social media tools and specialty items; based on experience with LA County Parks Needs Assessment and similar programs; \$2500 per kit x 80 kits (see Assumptions/Events above).

- 5) \$30,000 Subcontractor Training; assumes multiple training sessions for community organizations, covering 5 unique regional and/or cultural approaches; 240 hours @ \$125/hour.

1.2 Community Outreach & Education Project

- 1) \$999,600 All Regions Combined; (See Assumptions/Events above); can be estimated 200 events x 40 hours/event x \$125/hour.

1.3 Broad-based Public Education Project

- 1) \$700,000 Public Education Project - All regions; assumes creation of centralized campaign with unique regional/cultural elements including print materials, and social media content, photos/video and delivery. 4000 hours x \$175 hour.

1.4 DAC Aspects in IRWM Plans Project

- 1) \$100,000 DAC Aspects in IRWM Plans Project; assumes skills needed in government/community relations, mediation, policy and planning; 625 hours @ \$160 average/hour.

1.5 Implementing & Reporting Project

- 1) \$250,000 Implementing & Reporting – Outreach; assumes multiple managers or coordinators over three years; 2000 hours @ \$125/hour (est. 10% of Task costs).

NEEDS ASSESSMENT

2.1 Needs Assessment Design Project

- 1) \$100,000 LACO Parks Data Portal and Modifications; based on known LA County database, web portal and NGO database project costs; 400 hours @ \$250/hour.
- 2) \$50,000 WCVC ~~Create~~Creates Database; based on known LA County database, web portal and NGO database project costs; 200 hours @ \$250/hour.
- 3) \$50,000 Prioritization Criteria ~~with Steering Committee~~; assumes additional skills in analysis, research; 333 hours @ \$150/hour.
- 4) \$60,000 Design Needs Assessment Survey; assumes additional skills in analysis, research; 400 hours @ \$150/hour.
- 5) \$15,700 Tribal Communities Research; assumes additional skills in analysis, research; 105 hours @ \$150/hour.
- 6) \$60,000 Analysis Needs Assessment Data and Report; assumes additional skills in analysis, research; 375 hours @ \$160/hour.

2.2 Community - Needs Assessment Project

- 1) \$992,000 ALL Regions Community Assessment (See Assumptions/Workshops above); can be estimated at 124 workshops x 64 hours/workshop x \$125/hour .

2.3 Institutions - Needs Assessment Project

- 1) \$48,000 GLAC School District Engagement; 300 hours @ \$160/hour.
- 2) \$120,000 GLAC Cities and Elected Officials Engagement; 750 hours @ \$160/hour.
- 3) \$40,000 GLAC Mutual Water Companies Engagement; 250 hours @ \$160/hour.
- 4) \$40,000 GLAC Water Agencies Engagement; 250 hours @ \$160/hour.
- 5) \$56,000 USCR All Institutions Engagement; 350 hours @ \$160/hour.
- 6) \$32,000 WCVV All Institutions Engagement; 200 hours @ \$160/hour.

2.4 Implementing & Reporting Project

- 1) \$190,000 Implementing & Reporting; assumes multiple managers/coordinators over 1.5 years; 1520 hours @ \$125/hour (est. 10% of Task costs).

PROJECT DEVELOPMENT

3.1 Technical Assistance Project

- 1) \$60,000 Multi Benefit Project with other Programs; 400 hours @ \$150/hour
- 2) \$75,000 Status of DAC Projects in Funding Area; 600 hours @ \$125/hour
- 3) \$800,000 Technical Assistance; based on experience of a DAC TA provider; sample TA package includes: identifying project opportunity (\$3000), project map (\$2500), project description and print/digital materials (\$2000), IRWM facilitation (\$500). Total of \$8000 per package x 100 packages.
- 4) \$60,000 Collaborative Funding Opportunities; multi-stakeholder training with extended facilitation & support; 3 trainings/support x 100 hours @ \$200/hour.

3.2 Project Development Project

Project Development costs assume that less than two years will be available for this phase, and the budget seeks to reflect the multiple stages that projects are likely to go through, with the assumption that very few will make it all the way through the process to being “shovel ready.” It is assumed more projects will receive basic design concepts than site assessments and/or complete design packages.

- 1) \$645,000 Project Readiness to Design Concept stage; broad estimate based on experience with green infrastructure and related water projects of 10-15K per project; estimated at 43 concept designs @ \$15K per design.
- 2) \$1,600,000 Site Assessment - All Regions; broad estimate based on experience with planning and project development; 20 assessments \$80K per assessment.
- 3) \$1,200,000 Project Readiness to Shovel-Ready stage; broad estimate based on experience with water infrastructure projects; 8 design packages @ \$150K per package.

3.3 Implementing and Final Report Project

- 1) \$232,000 Implementing and Final Reporting; assumes multiple managers or coordinators over 2.5 years; 1785 hours @ \$130/hour (est. 10% of Task costs).