

Budget Narrative Attachment

The Total Cost for PFRIP is \$49,999,997.

Full budget details including itemized charges can be viewed in the Budget Spreadsheet Attachment named *Budgetcalcs_SVCE_PFRIP.xlsx* and full narrative list below. Table B1 shows the itemized Personnel, Fringe, and Indirect Hourly Rates for 45 classifications that form the basis of the Personnel, Fringe, and Indirect charges for Silicon Valley Clean Energy and each sub awardee. The budget spreadsheet describes the itemized costs for the portfolio of projects that will be implemented by each Coalition member City, including required personnel, fringe benefits, equipment, supplies, and other costs, needed by that City to construct its GHG reduction measures and to conduct specific community engagement for those measures within its jurisdiction, as well as to implement the related countywide grant performance and assessment activities. The budget spreadsheet also includes the itemized costs associated with the grant's Administration by Silicon Valley Clean Energy; Greenhouse Gas Performance, Equity Performance, Countywide Community Engagement led by SPUR; and Building Design Performance and Workforce Development led by Prospect Silicon Valley (ProspectSV). All Direct and Indirect Costs reflected in the budget schedule are necessary for fulfilling the GHG reduction measures and their associated performance assessments under the grant. All costs for staff personnel, fringe, and indirect costs were developed from staff time hourly rates of actual known employees and the hours or percentage of Full Time Employee (FTE) required to complete grant objectives. Equipment and contractual services estimates were obtained from real vendors to the extent possible. All Costs were calculated through engineering and project manager review and assessment and represent the most feasible and reasonable costs available to the PFRIP Coalition at the time of proposal drafting.

Silicon Valley Clean Energy

The requested \$1,415,775 for Silicon Valley Clean Energy's administrative budget includes one full-time position needed to implement the *Public Facilities Resiliency Fund* dispersal and conduct administrative activities including semi-annual and final reporting for the *Public Facilities Implementation Project's* five year grant term.

- i. Personnel: Personnel budget includes one full time Senior Grants Administrator in the Finance and Administration Department, who is an actual employee with an annual cost rate of \$190611.20, and the hourly corresponding rate is listed in Table 1 below. A 5% standard annual inflation rate was applied for the grant term.
- ii. Fringe Benefits: 29.42% personnel cost, and includes the following benefits: 9.34% Health Premiums (Medical, Dental, and Vision Inclusive); 1.25% Flexible Spending Account Contribution; 3.36% Health Reimbursement Account; 0.81% Phone Stipend; 0.34% Fitness Stipend; 0.70% Program Participation; 0.84% Worker's Compensation; 0.40% Life Insurance; 0.05% Accidental Death & Dismemberment; 0.13% Short Term Disability Insurance; 0.34% Long Term Disability Insurance; 1.54% Medicare; 0.24% Federal Unemployment Tax; 0.10% State Unemployment Tax; and 10% Retirement.
- iii.-vii. No charges are included for Travel, Equipment, Supplies, Contractual, or Other costs.
- viii. Indirect Charges: 5% Indirect Cost overhead is applied to the annual personnel cost and is below the Federal Indirect Costs de minimus rate.

Position #	Cohort Member	Position Name	Salary \$	Fringe %	Fringe \$	Indirect Cost Rate %	Indirect Cost Rate \$	TOTAL Combined Hourly Rate
1	Silicon Valley Clean Energy	Senior Grants Administrator	\$91.64	0.2942	\$26.96	0.0500	\$4.58	\$123.18
2	San Jose	Associate Engineer	\$75.31	0.72	\$54.05	0.6296	\$47.42	\$176.78
3	San Jose	Program Manager	\$71.69	0.75	\$53.48	0.6296	\$45.14	\$170.31
4	San Jose	Senior Construction Manager	\$85.41	0.84	\$71.65	0.6296	\$53.77	\$210.83
5	San Jose	Engineer I/II	\$56.98	0.71	\$40.24	0.6296	\$35.87	\$133.09
6	San Jose	Senior Analyst	\$59.78	0.76	\$45.67	0.6296	\$37.64	\$143.09
7	San Jose	Analyst	\$50.54	0.72	\$36.51	0.6296	\$31.82	\$118.87
8	San Jose	Staff Specialist	\$41.09	0.74	\$30.51	0.6296	\$25.87	\$97.47
9	San Jose	Division Manager	\$89.92	0.74	\$66.37	0.6296	\$56.61	\$212.90
10	San Jose	Senior Engineer	\$82.42	0.69	\$57.19	0.6296	\$51.89	\$191.50
11	San Jose	Senior Electrician	\$68.28	0.79	\$54.17	0.6296	\$42.99	\$165.44
12	San Jose	Plumber	\$54.26	0.69	\$37.40	0.6296	\$34.16	\$125.82
13	San Jose	Building Inspector Combination Certified, Senior	\$73.44	0.50	\$36.72	0.6296	\$46.24	\$156.40
14	San Jose	Fire Prevention Inspector	\$80.10	0.50	\$40.05	0.6296	\$50.43	\$170.58
15	San Jose	Hazardous Materials Inspector, Senior	\$63.77	0.50	\$31.89	0.6296	\$40.15	\$135.81
16	San Jose	Supervising Environmental Services Specialist	\$65.23	0.62	\$40.30	0.6296	\$41.07	\$146.60
17	San Jose	Associate Environmental Services Specialist	\$48.21	0.65	\$31.54	0.6296	\$30.35	\$110.10
18	San Jose	Traffic Control Officer	\$37.09	0.75	\$27.82	0.2906	\$10.78	\$75.69
19	Sunnyvale	Environmental Engineering Coordinator	\$64.41	0.38	\$24.48	0.0677	\$4.36	\$99.25
20	Sunnyvale	Environmental Programs Manager	\$70.64	0.40	\$28.26	0.0677	\$4.78	\$103.68
21	Sunnyvale	Senior Engineer	\$85.45	0.40	\$34.18	0.0677	\$5.78	\$125.41
22	Sunnyvale	Assistant City Engineer for Construction	\$89.72	0.40	\$35.89	0.0677	\$6.07	\$131.68
23	Sunnyvale	Facilities Manager	\$71.28	0.40	\$28.51	0.0677	\$4.83	\$104.62
24	Morgan Hill	Project Manager	\$87.54	0.26	\$22.92	0.1000	\$8.75	\$119.22
25	Morgan Hill	Public Services Grant Administrator	\$81.08	0.27	\$22.27	0.1000	\$8.11	\$111.45
26	Mountain View	Principal Project Manager	\$106.43	0.59	\$62.57	0.1000	\$10.64	\$179.64
27	Mountain View	Senior Civil Engineer	\$88.28	0.60	\$52.72	0.1000	\$8.83	\$149.83
28	Cupertino	Assistant Director of Public Works	\$114.82	0.48	\$55.63	0.1000	\$11.48	\$180.93
29	Cupertino	Public Works Supervisor (Facilities)	\$71.44	0.38	\$27.08	0.1000	\$7.14	\$105.66
30	Cupertino	Maintenance Lead	\$48.57	0.60	\$28.93	0.1000	\$4.86	\$82.36
31	Cupertino	Environmental Programs & Sustainability Manager	\$103.09	0.46	\$47.47	0.1000	\$10.31	\$160.87
32	SPUR	Policy Director	\$72.12	0.17	\$12.26	0.1000	\$7.21	\$91.59
33	SPUR	Policy Manager X2	\$45.67	0.17	\$7.76	0.1000	\$4.57	\$58.00
34	SPUR	Policy Senior Manager	\$49.04	0.17	\$8.34	0.1000	\$4.90	\$62.28
35	SPUR	Chief Policy Officer	\$120.19	0.17	\$20.43	0.1000	\$12.02	\$152.64
36	SPUR	Public Engagement Director	\$56.73	0.17	\$9.64	0.1000	\$5.67	\$72.05
37	SPUR	Public Engagement Manager	\$43.27	0.17	\$7.36	0.1000	\$4.33	\$54.95
38	SPUR	Communications Director	\$62.50	0.17	\$10.63	0.1000	\$6.25	\$79.38
39	SPUR	Chief Financial Officer	\$72.12	0.17	\$12.26	0.1000	\$7.21	\$91.59
40	SPUR	Accountant	\$56.00	0.17	\$9.52	0.1000	\$5.60	\$71.12
41	ProspectSV	Sr. Director	\$132.00	0.50	\$66.47	1.2800	\$168.96	\$366.43
42	ProspectSV	Administrative	\$54.00	0.50	\$26.78	1.2800	\$69.12	\$149.90
43	ProspectSV	Director	\$91.00	0.50	\$45.14	1.2800	\$116.48	\$252.62
44	ProspectSV	Program Manager	\$60.00	0.50	\$29.76	1.2800	\$76.80	\$166.56
45	ProspectSV	Associate	\$45.00	0.50	\$22.32	1.2800	\$57.60	\$124.92

Table B1: Table of Staff Rates covering Personnel, Fringe, and Indirect Hourly Rates.

The following sections describe individual sub awardees' budgets according to PFRIP's City Coalition members' portfolio GHG reduction projects, performance assessments and community engagement led by SPUR and ProspectSV, and related administrative activities by each organization.

City of San José

The requested \$22,365,541 for San José portfolio of projects cover full project costs as estimated by program management staff and supported by relevant vendor or agency quotes. The budget includes: Equipment costs for solar and battery installations at six locations, 60 EV Chargers, and 100 heat pump water heater installations; Contract labor for design, construction, and/or installation of these measures; and Personnel, Fringe, and Indirect costs for San José staff to implement and oversee the projects and the related performance, community engagement and administrative activities.

- i. Personnel: The City of San José Personnel spans 17 classifications, eight teams, and four departments: specifically the Department of Public Works City Facilities and Architectural Services (CFAS), Structural Engineering and Code Inspections (SECI), Citywide Facilities Maintenance, Green

Building and Microgrids (GBAM) Teams; the San José Fire Department's Fire and Hazardous Materials Review and Inspection teams, the Office of Economic and Cultural Affairs' Cultural Affairs team, and the San José Police Department's Traffic Enforcement Unit. Hourly base personnel rates are listed above as positions #2-18. All personnel cost estimates are based off the Classification's hourly salary \$ amount in Table 1 multiplied by the number of hours per project needed to meet work plan objectives within a given year, and expanded for a standard 5% annual inflation, which is itemized in the Budget spreadsheet attachment (e.g. "Year 1 Hours"). Due to the complexity and timing of San José's large suite of projects, staff hours are not expected to ramp up and down accordingly with the work plan milestones. See section 3c in the Project Narrative for more information about the project work plan and milestones.

Detailed Budget Table

City of San Jose Portfolio Budget

BUDGET BY YEAR												
COST-TYPE	CATEGORY	YEAR 1 Hours	YEAR 1 Total	YEAR 2 Hours	YEAR 2 Total	YEAR 3 Hours	YEAR 3 Total	YEAR 4 Hours	YEAR 4	YEAR 5 Hours	YEAR 5	TOTAL
Direct Costs	Personnel (Hrs per Year)											
	Associate Engineer Hourly Rate: 5% increase per year	1,040	\$78,322.40	280	\$22,141.14	640	\$53,138.74	560	\$48,821.21	0	\$0.00	\$202,423.49
	Engineer 1/2 Hourly Rate: 5% increase per year	1,440	\$82,051.20	400	\$23,931.60	640	\$40,205.09	800	\$52,769.18	0	\$0.00	\$198,957.07
	Senior Construction Manager Hourly Rate: 5% increase per year	800	\$68,328.00	200	\$17,936.10	480	\$45,198.97	400	\$39,549.10	0	\$0.00	\$171,012.17

Figure B1: Example of the itemized staff cost accounting system used to create the San José Portfolio Budget. See the Tab entitled "2 San José" in *Budgetcalcs_SVCE_PFRIP.xlsx* for full hours by position and personnel costs.

ii. Fringe Benefits: The City of San José offers its staff full benefits including retirement; legal benefit; health, dental and vision insurance; Medicare; employee assistance program; unemployment; legal service payroll tax, and a benefit fee. Rates listed in Table 1 were used to develop the full itemized budget and sourced from actual known employees. An example of the breakdown for the Senior Analyst position above is: 72% retirement (subsidized by the City), Total healthcare is 28%, which includes 23.4% health, 2.1% dental, 0.21% vision. 0.2% life insurance, 0.1% legal service, 0.3% benefit fee, 1.7% payroll tax, .03% employee assistance program. Specific Fringe rates vary upon union, benefit choices, and retirement system tier. Claims will be based on actuals.

iii. Travel: No travel charges are included.

iv. Equipment: The City of San José will require solar and battery equipment of varying sizes for six microgrid installations, 60 level 2 EV chargers for the EOC, and 100 heat pump water heaters for installation at 50 locations citywide. All equipment and sizing specifics are listed in the budget spreadsheet and Workplan Section 1ai. Costs are supported by vendor generated equipment quotes for planned microgrid projects (i.e., Roosevelt, Happy Hollow, and Fire Station 32) provided by the City's current design contractor AECOM. Unplanned microgrid projects (i.e., EOC, Fire Stations 26 and 36) and EV Charging infrastructure were calculated based on similar planned microgrids or prior EV Charging projects' costs adjusted for inflation. Estimates for heat pump water heater retrofits were provided by the City's contracted supplies vendor Pace Supply Corporation. All quotes are available upon request.

v. Supplies: Listed supplies are required to implement the Climate Art Fair and include a portable generator for temporary staging and event power, and equipment needed for enforcing road closures:

specifically tow zone signage, safety equipment, and street closure permits. Costs are supported by vendor generated quotes and are available upon request.

vi. Contractual: The City of San José will utilize contractor labor for project planning, design, and construction of microgrid and EV Charging facilities, and estimates are based on the costs of the Roosevelt and Happy Hollow microgrids that have already been designed by its current contractor AECOM. The City will also use contractual labor for implementing the community engagement strategy's translations into the County's three most widely spoken non-English languages of Spanish, Vietnamese, and Mandarin Chinese, and received service quotes from its current vendor TransPerfect. The City will also employ contractual labor for implementing the Climate Art Fair including Event Production Services; Curatorial and Project Management Services; Artwork Preparator and Fabrication; Public Relations, Design and Media Ad Agency; Staging and Audio-Visual; Artist Fees for four artists to develop novel climate-inspired work, two onsite security guards, and necessary Electrical Services. Costs are supported by vendor generated quotes and are available upon request.

vii. Other: Other charges are required to implement the Climate Art Fair and include cleaning and damage deposit fees, Santa Clara Health Department Event Fee, and Musical Performance Fees. Costs are supported by relevant quotes and are available upon request.

viii. Indirect Charges: Indirect charges are taken from the City's approved Negotiated Indirect Cost Rate Agreement (NICRA) and listed in Table 1. Percentage rates were applied to the full positional costs of each position's annual charges and are itemized by position in the Budget spreadsheet attachment.

City of Sunnyvale

The City of Sunnyvale is requesting \$3,606,777 for two municipal building electrification projects: Fire Station 2 and the Cleanwater Center. The project costs provided are estimates by program management staff responsible for the two municipal building projects. Program management staff provided costs for a library building electrification project (Lakewood Library) currently in the construction bidding phase to serve as a model for our CPRG projects budget.

i. Personnel: The City of Sunnyvale's Personnel section is itemized by personnel staff in the Environmental Services and Public Works Departments that will directly work on performance measures associated with Sunnyvale's two CPRG projects and collaboration with other members of the *Public Facility Resiliency Implementation Project* (PFRIP) team throughout the grant term. All personnel cost estimates are based on the percentage of personnel time needed by each staff, calculated from the City's publicly accessible classification salary table. Positions included in the project were applied a 5% annual inflation rate and will be: Environmental Engineering Coordinator at 10-15% FTE annually; Environmental Programs Manager at 2-5% annually, Senior Engineer at 2-5% annually, Assistant City Engineer for Construction at 2% annually, and a Facilities Manager at 5% annually.

ii. Fringe Benefits: The City of Sunnyvale offers staff full benefits which include Medicare, Vision, Healthcare, Dental, Disability and Retirement. The total benefits costs for each position makes up approximately 40% of the total cost of the position rate other than the Environmental Engineering Coordinator which is approximately 38%. Each position's fringe benefit percentage was multiplied by the total personnel time needed each year to meet work plan objectives. Specific rates are listed in Table 1.

iii. Travel - No charges

- iv. **Equipment:** Equipment for Fire Station 2 include: equipment costs for 75 kW solar and 176 kWh battery energy storage systems (BESS), 4 EV Chargers for fire trucks, 2 heat pump water heaters, and 12 electric HVACs. The cost estimates for the EV charging stations came from the building design consultants. Since the building is not through its design phase the remaining cost estimates came from cost estimates of similarly sized buildings and reflects an 8% increase to account for market changes and inflation. The costs for the solar and BESS is supported by estimates from San José's Fire Station 32 and the quote is available upon request. The cost estimates for the heat pumps, water heaters and stovetops are from Sunnyvale's Lakewood Branch Library project and reflect an 8% increase to account for market changes and inflation. The Lakewood Library building is ~20,000 square feet and is currently through its design phase. The Cleanwater Center's project costs were provided by the building's project consultant. The budget for the Cleanwater Center includes equipment costs for a 114 kW solar array, 3 electric HVAC units, 1 large electric HVAC heat pump (approximately 500-gallon) and one large electric water heater.
- v. **Supplies:** Supplies for Fire Station 2 include: costs for 2 electric induction cooktops.
- vi. **Contractual:** Contractual labor are items listed for the design, construction, and electrical infrastructure installations for both projects and is broken out by building needs. The contractual costs for Fire Station 2 include Planning & Design, Construction Management and EV Infrastructure Upgrades (e.g., new transformer, conduits, trenching, PG&E engineering). Contractual costs for the Cleanwater Center include electrical infrastructure upgrades. Both building's cost estimates are supported by consultant estimates available upon request. While the Cleanwater Center electrical infrastructure upgrades are expected to be much more than the \$500,000 requested, this funding will help offset costs.
- vii. **Other - No charges**
- viii. **Indirect Charges:** Indirect charges are below the Federal Indirect Costs de minimus rate at 6.77%

City of Morgan Hill

The City of Morgan Hill hired a consultant and completed research to determine costs associated with the CRC Electrification Project, including consideration of currently installed gas systems and the costs it would take to upgrade these systems to electric. The requested \$3,599,871 reflects these efforts and covers replacement of four gas boilers with electric boilers, replacement of the pool heater with an electric heat pump, replacement of kitchen appliances with electric appliances, increase in microgrid battery storage, required electrical upgrades to support these enhancements, installation of an electric vehicle charging unit, staff time to complete a successful project, and engaging community artwork featuring a clean energy theme. The effort that went into costing this project ensures that the proposed costs are reasonable and relevant.

- i. **Personnel :** Project Manager will implement and oversee project design and construction. Based on the complex project scope this was calculated at 25% FTE. Environmental Programs Administrator will oversee programming. Based on the scope of requirements this was calculated at 15% FTE. Both positions' costs are based on actual employees.
- ii. **Fringe Benefits:** Federal fringe benefits calculated at \$70,151 for the .25 FTE Senior Project Manager and the .15 FTE Environmental Programs Administrator includes: Medicare; retirement; deferred compensation; life insurance; long term disability; short term disability; employee

assistance program; and a pre-tax medical plan. Source document for the fringe on both positions is based from actual known employee cost.

- iii. Travel: No charges.
- iv. Equipment: Equipment costs were estimated through consultation and a formal quote from Western Allied Mechanical (available upon request) which is a mechanical engineering firm, through consultation with Syserco Energy Solutions, Inc., an energy solutions engineering firm, and based on costs for microgrid work currently occurring at the recreational facility. Costs for kitchen appliances were estimated based on internet research.
- v. Supplies: Costs for kitchen appliances were estimated based on internet research.
- vi. Contractual: Contractual costs were estimated through consultation and a formal quote from Western Allied Mechanical (attached) which is a mechanical engineering firm, through consultation with Syserco Energy Solutions, Inc. which is an energy solutions engineering firm, and based on costs for microgrid work currently occurring at the recreational facility. Costs for kitchen appliances were estimated based on internet research.
- vii. Other: Cost for the electric vehicle charger unit was based on a quote for a fast charger from Freewire Technologies (available upon request) including install and maintenance. The cost for state taxes and one-year warranty on equipment were estimated in consultation with a mechanical engineering firm. Clean energy art at the recreation center was estimated via City experience with similar projects.
- viii. Indirect Charges: Indirect charges were based on the Federal Indirect Costs de minimus rate calculation (10% of salary costs).

City of Mountain View

The requested \$13,713,123 for Mountain View projects covers equipment and contract labor for installation of the project measures and personnel costs for Public Works Department staff to coordinate and oversee the projects. The requested funds enable the City to cover the outstanding costs of these systems, taking into consideration existing federal/state funding and already planned capital improvements. Quotes for contractual services were provided by Syserco Energy Solutions, Inc. on March 18th, 19th, and 20th, 2024.

The funding request includes a 191.5 kW solar photo voltaic (PV) and 2.5 MWh back-up battery, installed in a microgrid-enabled configuration, for the Mountain View Sports Pavilion. In addition, it includes a 66.7 kW solar PV and 250 kWh battery system for Whisman Sports Center. These are funding needs not covered by the City's Capital Improvement Plan.

In addition, the requested funds for Mountain View Sports Pavilion would support the installation of a heat pump HVAC system, as well as associated structural improvements (i.e., roof supports for heat pump units) and service upgrades needed to power the new electric systems. The City has funding budgeted for the replacement of the HVAC system at Mountain View Sports Pavilion, but only for a like-for-like replacement with gas-powered systems. The CPRG funding request would cover the gap in cost needed to upgrade the facility to electric heat pump HVAC systems. Prior to finalizing the systems' design, the opportunity to utilize energy efficiency measures and building envelope improvements to further drive down the cost of these systems will be evaluated. CPRG grant funds would be focused on the specific capital improvements identified in the proposal.

- i. Personnel

The Principal Project Manager will oversee the projects at a high level, while the Senior Civil Engineer will serve as the day-to-day contact for coordinating and implementing the projects. The staffing costs requested in the grant equate to approximately 406 hours total (or 4% FTE) for the Principal Project Manager and 1,949 hours total (or 19% FTE) for the Senior Civil Engineer.

ii. Fringe Benefits

Fringe benefits for the Principal Project Manager and the Senior Civil Engineer include health insurance (medical, dental, and life insurance), retirement benefits, worker's compensation insurance, and Medicare. The source of fringe rates is from actual known employee cost.

iii. Travel – no charges

iv. Equipment: Equipment costs were based on quotes from a local construction company, Syserco Energy Solutions, Inc.; and can be provided upon request.

v. Supplies – no charges

vi. Contractual: Contractual (labor) costs were based on quotes from a local construction company, Syserco Energy Solutions, Inc.; and can be provided upon request.

vii. Other – no charges

viii. Indirect Charges: Indirect charges were based on the Federal Indirect Costs de minimus rate calculation (10% of salary costs).

City of Cupertino

The requested funding for Cupertino includes equipment, contracted design, and labor for installation, as well as City staff personnel costs for oversight. Quinlan Community Center has been identified as a difficult structure to retrofit given The City of Cupertino provides benefits for its employees which includes health, dental, and vision insurance, Medicare, recreation bucks, and paid holidays which are included as fringe costs in the budget worksheet. Also included in the budget worksheet is the federal de minimis Approved Indirect Costs rate of 10% of staff plus fringe calculations. Equipment and installation costs are based on quotes from consultants prepared as part of a detailed facility condition assessment. The Project Manager will be the Assistant Director of Public Works, who oversees the work of the Facilities Division.

i. Personnel: The Assistant Director of Public Works (0.29% FTE or 603 total hours) will be the main point of contact for coordinating and implementing the project. The Public Works Supervisor (0.35% FTE or 728 hours) for Facilities and the Facilities Maintenance Lead (0.35% FTE or 728 hours) will provide additional day-to-day review and assistance with coordinating and implementing the project. The Environmental Programs and Sustainability Manager (0.025% FTE or 52 hours) will coordinate gathering reporting data for the grant. The staffing costs requested in the grant equate to approximately 2,111 hours total (or 1.015% FTE) over the entire 5 years.

ii. Fringe Benefits: Fringe benefits for the Assistant Director of Public Works (\$44,315), the Public Works Supervisor for Facilities (\$19,711), the Maintenance Lead (\$21,063), and the Environmental Programs and Sustainability Manager (\$2,469), include health insurance (medical, dental, vision,

disability, and life insurance), retirement benefits, worker's compensation insurance, and Medicare. The source of fringe rates is from actual known employee cost.

- iii. Travel – no charges
- iv. Equipment: Equipment costs were based on quotes from Kitchell Corporation as part of a Facility Condition Assessment, and that documentation is available upon request.
- v. Supplies – no charges
- vi. Contractual - Contractual (labor) costs were included in equipment replacement estimates from Kitchell Corporation as part of a Facility Condition Assessment and that documentation is attached as part of the application packet.
- vii. Other – no charges
- viii. Indirect Charges: Indirect charges were based on the Federal Indirect Costs de minimis rate calculation (10% of salary costs).

SPUR

- i. Personnel - SPUR's Personnel section is itemized by the staff positions that will contribute to the project across our Policy, Public Engagement, Communications, and Finance & Operations Teams. A fully itemized budget according to individual staff positions and allotted hours may be viewed in the Budget spreadsheet attachment. Personnel costs are estimated based on the percent of time that will be dedicated to the project each year for each position. The table below shows the annual salary by position, the average percentage of time dedicated to the project for the full-time employee, and the total cost for the 5-year budget period. The average percentage per year is not exact, for most staff positions most work will be in Years 3 to 5 since SPUR is focused on the assessment of the Project which will require some facilities to have completed upgrades and retrofits before work begins. The target budget below only includes personnel time and does not include fringe or indirect costs. Hourly salary by position is also included in the Appendix "Position Costs", see Position # 32-40.
- ii. Fringe Benefits: - SPUR's 17% fringe cost includes employees' health, dental, vision, life & disability insurance, retirement plan match, and stipends offered to employees for travel and hybrid work. Additionally, fringe includes all paid leave benefits (PTO, parental leave and other leaves of absence). The fringe calculation is derived from the total cost of each benefit that is offered to each full-time employee and based on actual known employees.
- iii. Travel - Local travel costs are calculated using the federal mileage rate of 67 cents per mile. Costs cover staff trips to Santa Clara County from SPUR's home office in San Francisco, where most staff members go for in-person office days. Driving from SPUR to locations in Santa Clara County is about 50 miles each way (100 miles total). We estimated that three staff members will each make this trip 10 times over the 5-year grant period to meet with project partners, conduct in-person surveys and interviews, and host events. In total, local travel costs are estimated at \$2,000. Additional travel costs of \$6,500 are included for two staff members to present Project outcomes at relevant conferences (one in-state, one out-of-state), including flight, hotel, conference entrance, and meals. Total local and conference travel costs come out to \$8,500.

iv. Equipment: No charges

v. Supplies: A line item of \$1,500 will be dedicated to hosting two public events in Year 5 of the project. Supplies needed for the events may include snacks and non-alcoholic beverages, pens, and paper for engagement activities, and any supplies to support presentations at events (microphones, sound speakers, recording equipment, etc.).

vi. Contractual: SPUR will utilize contracted services for language translation, summer interns, graphic design, communication support, and GHG Performance Assessment. Language translation will be used for surveys and interviews to gather information from non-English speaking community members. These services will be utilized over Years 3-5 of the project's duration. SPUR already has contractors that support the translation of our documents, so there will be no competitive procurement process unless required by the grant. Language translation services are estimated to cost \$50 per hour for over 40 hours of work, equaling \$2,010. SPUR will also be hosting summer interns for two project summers (Years 3 and 4). Each summer two interns will work with our staff to support community engagement efforts by conducting surveys and interviews with community members. Interns will be paid a stipend of \$5,000 each for the summer with a total budget of \$20,000. Interns will be chosen through a competitive application process and SPUR will partner with colleges in Santa Clara County (like San José State University) to share the internship opportunity with students. Graphic design and communication contracted services will be used for the final assessment report. SPUR already has contractors that support the graphic design and communication (including copy editors) of our reports. SPUR will not be running a competitive procurement process for these services unless required by the grant. This line item is estimated to cost about \$15,000. SPUR received a quote for GHG Performance from TRC as well as a letter of commitment to support the project should they be selected under procurement. The total costs for the contract is expected to be \$1,000,000 over the full project duration. It is itemized in Year 1 to reflect the procurement process and encumbrance. Total contractual services are estimated to cost: \$1,037,100.

vii. Other: Other costs include printing and photocopying of surveys and other event materials, as well as participant support costs for community members participating in surveys and interviews. Participant support costs will cover necessary transportation and childcare services for participants at about \$50 per person. We hope to reach at least 200 community members through surveys and interviews, bringing this line item to \$10,000.

viii. Indirect Charges: SPUR's indirect costs are calculated using the federal indirect cost rate of 10%. Indirect costs are calculated the Federal Indirect Costs de minimis rate calculation (10% of salary costs).

Prospect Silicon Valley

i. Personnel: Includes staff costs necessary to design and implement the Building Design Performance and Workforce Development, Management, Administration, and other labor costs of approximately \$315,171. Hourly staff rates will be applied at listed in Table 1 above.

ii. Fringe Benefits: ProspectSV fringe includes labor expenses for Paid Time Off and Holidays, and direct expenses for health care, 457b administration and other employee benefit costs. Fringe is

calculated at 50% of Direct Personnel expenses, and estimated from the actual costs of known employees, listed in Table 1 above.

- iii. Travel: No Travel charges are not expected to be needed for this project.
- iv. Equipment: Equipment is directly billed if utilized, and not expected to be needed for this project.
- v. Supplies: No Supplies charges are not expected to be needed for this project.
- vi. Contractual: Labor expenses for contract administration and similar costs are directly billed to the project. Included contractual support costs were obtained from planned project partners and can be provided upon request.
- vii. Other: Other charges include participant support costs for contractor trainees under the Workforce Development program. ProspectSV has partnered with DMG North, a representative of leading HVAC (Heating, Ventilation, and Air Conditioning) equipment manufacturers in Northern California, to establish a Northern California Training Center in the Bay Area. We hope to train at least 50 individuals meeting federally defined low income thresholds free of charge and have included a stipend at up to \$800 per individual to meet this goal.
- viii. Indirect Charges: ProspectSV maintains a small employment base, which lends to proportionately high indirect costs Indirect charges are assessed at 128% Personnel hourly rates, listed in Table 1 above. ProspectSV's rent is considerably high proportional to its staff costs and makes up the majority of indirect needs. Computer and office equipment are less than 1%. Annual expenses include SAAS contracts for office and management systems at approximately \$10,000, office rental expenses of approximately \$33,000, Insurance expenses of approximately \$20,000, miscellaneous services at approximately \$28,000, and miscellaneous expenses of approximately \$15,000.