

CCSWG: WOMEN'S RECOVERY RESPONSE PROJECT CHARTER

1.0 PROJECT IDENTIFICATION		
Name	<i>California Women's Recovery Response</i>	
Description	<i>Design, develop and implement statewide Women's Recovery Response to the Covid19 pandemic in collaboration with local women's commissions and key community partners.</i>	
Sponsor	CCSWG	
Project Manager	Holly Martinez, Darcy Totten, Tifani Bartow, Tiffaney Boyd	
Project Team Resources	CCSWG Staff, CRB, Local Commissions, Association	Communications, Policy, SME's Program, CRB contract, Commissioner working group, local commissions, CCSWG staff, external contractors for projections.

2.0 REASONS FOR PROJECT
<ul style="list-style-type: none"> As the state entity tasked with assessing gender equity, the California Commission on the Status of Women and Girls is uniquely positioned to convene local commissions and direct service providers to ensure that women's needs are centered in the statewide pandemic recovery efforts. To insert structural support and resources into the existing network of local commissions to strengthen and build more permanent support at the local level. CCSWG will act as a statewide convener, facilitator, and oversight administrator of one-time budget allocation of 5 million dollars to benefit local commission work in women's recovery response. Serves to build a direct system of support across the state for women under a broad and inclusive umbrella. Fills a key gap in California for detailed information on the needs of women and girls in the counties where local women commissions are active. Complements and builds upon existing CCSWG activities and relationships. Complements existing CCSWG values. Will provide a stronger analysis of women's representation among under-resourced communities.

3.0 PROJECT OBJECTIVES
<ul style="list-style-type: none"> Post-pandemic women and girls needs assessment generated among the existing footprint of local commissions and their communities. To generate a gap assessment of commission representation of women's needs in underrepresented regions in California. To quantify the long-term economic impact of the pandemic for women (lost wages, benefits, retirement, job advancement) to support proposed solutions by local commissions. Implement strategic statewide blueprint of policy and program interventions to improve the status of women and girls. Build the capacity of local commissions and their ability to successfully implement recovery activities. Training and mobilization of local commissions for engagement and education of leaders at the State Capitol. Public awareness campaign regarding findings and generation of reports and campaigns as needed.

4.0 PROJECT SCOPE
<ul style="list-style-type: none"> To create a stakeholder working group inclusive of every local women's commission in California. Solicit community input from key organizations and among Californians especially in underrepresented communities. To establish oversight and accountability of state funds through the stakeholder working group where performance measures and impact reports are established.

4.0 PROJECT SCOPE

- Includes guidelines to govern all activities, communications, and eventual policy recommendations.
- To produce substantive quantitative and qualitative research on the needs of women in California that is widely inclusive of multiple communities and stakeholder groups and that results in a measurable programmatic effort to enhance and support the recovery of women in a post-pandemic shift to an endemic support under Covid19.
- Final Women's Recovery Blueprint, Economic Forecast Report, Program Details and Guidelines to be fully developed and implemented by FY22.

5.0 KEY PROJECT DELIVERABLES

Name	Description
Framework/Project Plan	Overall roadmap outlining key components of activities, grant funds, hearing schedule, and research contracts.
Budget	<p>Encumber one-time \$7.9 million General Funds for FY21-22</p> <p>CCSWG Oversight/Administration \$1.5 million</p> <ul style="list-style-type: none"> • Staff Personnel & Oversight (\$500k/1x expense) • Project Contractor (\$500k/2 year contract) • Travel & Admin expenditures (\$200k/1x expense) • Graphics/Collateral Production Costs (\$300k/1x expense) <p>Local Commission Capacity & Development \$5 million</p> <ul style="list-style-type: none"> • Local Outreach Grants and Grassroots Projects (\$4M/1x expense) • Training & Development Services (\$300k/2 year contract) • PR/Social Impact Firm contract (\$500k/2 year contract) • Travel Grants (\$200k/1x expense) <p>Research: Needs Assessment & Economic Impact \$850,000</p> <ul style="list-style-type: none"> • Economic Impact Forecast report (\$300k/1x expense) • Community Needs Assessment 58 counties (\$550k/1x expense) <p>Development of Recovery Blueprint \$550,000</p> <ul style="list-style-type: none"> • Comprehensive plan & blueprint (300k/1x expense) • Interactive needs map by key indicators (\$250k/1x expense)
Research Reports	<p>1.1.1 Research and review items developed by the <u>California Research Bureau</u> will be focused on gender pay gap, civil service, history of state budget investment in women, girls agenda issues, workforce participation by women in post pandemic California, state program availability related to the economic impact of Covid-19 on women and girls and a review of existing policy solutions.</p> <p>1.1.2 CCSWG will embark on <u>Economic Forecast Report</u> to generate financial projections related to proposed and potential policy and program interventions as a key part of the blueprint to women's recovery for future investment.</p> <p>1.1.3 Academic research partner will engage local communities across 58 counties to develop status reports that assesses needs, gaps, and opportunities for the Women's Recovery Response plan.</p>
State Hearings	Over the course of two years, CCSWG staff will prepare between 6-10 state-level hearings on topics defined by the CCSWG's priorities which offer Commissioners, legislators, and the public to ask questions and to provide a research base that is deliberately broad and inclusive.
Local Hearings	FY 21-22 hearings produced by each existing local commission on topics relevant to that county or city. Post hearing reports to be submitted to CCSWG as part of the grant administration package for inclusion in final Women's Recovery Response plan.
Awareness Campaign	Statewide communications campaign designed to raise awareness about the findings, to promote engagement, and build reputation as a policy leader through proposed solutions.

Implementation Plan	To include general program guidelines and financial guidelines for sub granting and training program element and ongoing stakeholder engagement.
Training, Tools, Resources	To include statewide and local trainings, templates, guides, surveys, tips, and more for use by local commissions in their implementation of work utilizing funds disseminated by CCSWG.
Working Group	Communication framework, meeting schedule for stakeholder groups, communication plan, report production, and ongoing program development.
Women's Recovery Blueprint with Multi-year Policy/Funding Recommendations	Final report including all research elements, sub reports, hearing recaps, grant follow ups, analysis, and statewide policy and funding recommendations to be distributed to state leaders, local commissions, and the public. Due in 2023.

6.0 MILESTONE DATES		
Item	Major Events / Milestones	Dates
PHASE 1: Championing Economic Opportunity for Recovery		2021-2022
Discovery		
1.1	Local Commission Survey & Assessment	August - September
1.2	External Public & Legislative Survey	August - Ongoing
1.3	Literature Review of Economic Impact of the Pandemic	August - September
1.4	Economic Impact Forecast/Projections for Women	September - October
1.5	External Stakeholder Engagement (public hearings, partnership meetings)	October - November
Infrastructure		2021
1.6	Project Management Consultant Secured	October - November
1.7	Local Commission Working Group Convened	October - December
1.8	Year-End Giving Campaign Launched	November - December
1.9	Community Needs Assessment (All Counties)	December - March
1.10	PR/Media Consultant Procured	December
1.11	Training and Development Contract Secured	December
Implementation		2022
1.12	Local Outreach/Engagement Grant Awards & Activities	January - December
1.13	Interactive Map/Data Tool Developed	February - April
1.14	Local Commission Training Modules Implemented	February - May
Activation		2022
1.15	Internal Synthesis of Findings for Statewide Women's Recovery Plan	February – April
1.16	Public Awareness/Education Campaign	March - September
1.17	Phase 1: Release of Women's Recovery Response Plan for Economic Opportunity	April - May
1.18	State Capitol Day-Long Convening	May
1.19	Champion Economic Opportunity Priorities (budget, bills)	May – September

6.0 MILESTONE DATES		
PHASE 2: Our Girls, Our Future Initiative		2022-2023
2.1	Post Budget Analysis on Economic Opportunity Priorities	July
2.2	Research/Lit Review for a Girls Agenda	August
2.3	Convene Girls Ad-Hoc Committee/Working Group	September - October
2.4	External Stakeholder Engagement (public hearings, partnership meetings)	October - November
2.5	Internal Synthesis of Findings on Girls Research	December
2.6	Phase 2 of Women's Recovery Plan -- Our Girls, Our Future Initiative	January 2023
2.7	Public Awareness/Education Campaign	January - September
2.8	Expansion of Interactive Map	February
2.9	Community Events & Activities	March - May
2.8	State Capitol Day-Long Convening	May
2.9	Champion Girls Initiative Priorities (budget, bills)	May – September

7.0 KEY ISSUES	
Severity	Description
	Different levels of implementation and buy-in; some counties have commissions/programs and others do not.
	Capacity – will require heavy staffing and follow up.
	Buy-in from commissions and community and service providers needed to take ownership of local activities
	Maintain momentum and sustainability of activities
	Timelines around the coordination of grant policies, processes, and working group need to align with research timelines and must be implemented within the FY.
	Timelines and coordinating reports and hearing follow up analysis will be labor intensive, provide opportunities but also risk.
	Public perception – must be BIG TENT.
	Governor and legislative perceptions.

8.0 RISKS	
Severity	Description
	Support and buy-in of framework, working groups, and schedule by local commission leaders.
	Support and buy-in of framework, working groups, and eventual findings and recommendations by legislators and Governor.
	Support and buy-in of framework, working groups, schedule and eventual findings and recommendations by public and service providers.
	Implementation timelines and staff capacity.
	Availability of supporting resources.
	Commission support of framework and project implementation, support of staff.

9.0 PROJECT'S CRITERIA FOR SUCCESS (MUST BE MEASURABLE)
<ul style="list-style-type: none"> Increase awareness and consistent utilization of gender-specific data in post-pandemic recovery programs, research, and policy efforts.

9.0 PROJECT'S CRITERIA FOR SUCCESS (MUST BE MEASURABLE)

- Increase capacity for local and state women's commission through additional funding and commitment by state and local government.
- Create a pandemic response that is "big tent" and prioritizes equity and an intersectional approach to recovery.
- Improved relationships with CCSWG and all stakeholders.
- Improved awareness and updated data allowing for more investment and specific policy efforts focused on women's recovery.
- Detailed reports on the needs of women and girls in the nearly 30 counties where local women commissions are active as part of the larger final Women's Recovery Plan.
- Analysis of women's representation among underserved communities across the state that currently do not have a local commission as part of the final Women's Recovery Plan.
- CCSWG analysis and recommendations on a women's recovery action plan from a statewide lens of local trends and pressing issues
- Multiyear budget request based on analysis of research, local reports, and statewide blueprint.
- Establishment of process and analysis for sub-granting programs for CCSWG.
- Public awareness campaign analytics.
- Votes/support positions on introduced legislations, support bills and policy.
- Funds secured through philanthropic support by lunching year-end campaign.

10.0 CRITICAL SUCCESS FACTORS

- Buy-in and support from CCSWG leaders, community leaders, Governor, local commissions, association.
- Effective communication
- Staff capacity is supported as needed.
- Staff input into development and implementation of all activities.
- Clear understanding by all stakeholders of purpose, priorities, objectives, goals, and values.
- Stakeholder efforts need to be timely; meaningful; fair; inclusive; locally driven
- Activities are supportive of organizational values of inclusion and intersectional approaches to justice and equity.

11.0 SIGNOFF

Project Sponsor:

Date:

FY21-22 Spending Plan OVERVIEW

Budget Authority FY21-22 vs. FY20-21

Projected expenses for General, Special Funds, and One-Time Augmentation

General Fund 0001 FY21-22		Previous FY20-21
Personnel	\$477,000	\$417,000
Operating	\$485,000	\$707,000
Total GF	\$962,000	\$1,124,000

A decreased in General Funds 0001 accounts for one-time funds in FY20-21 to support CCSWG Office. A 15% budget cut for FY21-22 was required for all state agencies and departments.

Special Fund 8126 FY21-22		Previous FY20-21
Personnel	\$543,000	\$865,000
Operating	\$5,291,000	\$7,662,000
Total SF	\$5,834,000	\$8,527,000

This fund is continuously appropriated. A decrease in Special Fund 8126 accounts for \$2.2 million in grant awards to the UCs. A 15% budget cut for FY21-22 was required for all state agencies and departments.

Total GF + SF	FY21-22	Previous FY20-21
Personnel	\$1,020,000	\$1,282,000
Operating	\$5,776,000	\$8,369,000
Total Combined	\$6,796,000	\$9,651,000

2021-22 Projected Personnel: \$1,235,245

- 9 Staff (salaries, wages, and benefits)
 - Executive Director
 - CEA A – Deputy Director
 - SSM II – Program Director
 - SSM 1 – Policy Director
 - SSM 1 – Communications Director
 - SSM 1 – SB 24 Manager
 - AGPA – Equal Pay Program Assistant
 - AGPA – Budget/Accounting Assistant
 - OA – Office Assistant
- 3 Student Assistants
- Commission per diem (17 commissioners for 6 meetings)

2021-22 Projected Operating: \$5,776,000

- Facilities (rent & utilities)
- \$5 million grant awards to CSUs for SB 24
- Interagency agreements (DGS: HR, IT & Procurement; DOJ)
- External consultant contracts (Rebranding/design; subscription services; research projects)
- Travel (commission and staff)
- Supplies, printing, postage
- Training

New FY 2021-22 General Fund – One-Time Allocation

\$7.9 million

<p>CCSWG Oversight/Administration</p> <ul style="list-style-type: none"> • Staff Personnel & Oversight (\$500k/1x expense) • Project Contractor (\$500k/2 year contract) • Travel & Admin expenditures (\$200k/1x expense) • Graphics/Collateral Production Costs (\$300k/1x expense) 	<p>\$1.5 million</p>
<p>Local Commission Capacity & Development</p> <ul style="list-style-type: none"> • Local Outreach Grants and Grassroots Projects (\$4M/1x expense) • Training & Development Services (\$300k/2 year contract) • PR/Social Impact Firm contract (\$500k/2 year contract) • Travel Grants (\$200k/1x expense) 	<p>\$5 million</p>
<p>Research: Needs Assessment & Economic Impact</p> <ul style="list-style-type: none"> • Economic Impact Forecast report (\$300k/1x expense) • Community Needs Assessment 58 counties (\$550k/1x expense) 	<p>\$850,000</p>
<p>Development of Recovery Blueprint</p> <ul style="list-style-type: none"> • Comprehensive plan & blueprint (300k/1x expense) • Interactive needs map by key indicators (\$250k/1x expense) 	<p>\$550,000</p>

**See Women’s Recovery Response Project Charter for planning details*

**COMMISSION ON STATUS OF WOMEN &
GIRLS (8820)**

Updated 8/23/2021

Fund 0001- General Fund

CATEGORY OF EXPENDITURES	2021-22 Budget Authority	2021-22 Projected Actual	Projected Remaining Authority
PERSONAL SERVICES:			
Salaries & Wages	\$277,000	\$472,254	(\$195,254)
Temp Help	\$0	\$0	\$0
Board Members	\$0	\$6,000	(\$6,000)
Overtime	\$0	\$0	\$0
Benefits	\$200,000	\$270,365	(\$70,365)
TOTAL PERSONAL SERVICES	\$477,000	\$748,619	(\$271,619)
OPERATING EXPENDITURES & EQUIPMENT:			
General Expense	\$26,000	\$0	\$26,000
Printing	\$10,000	\$2,000	\$8,000
Communications	\$8,000	\$6,000	\$2,000
Postage	\$0	\$2,000	(\$2,000)
Insurance	\$0	\$0	\$0
Travel-In State	\$34,000	\$34,000	\$0
Travel-Out of State	\$0	\$4,000	(\$4,000)
Training	\$6,000	\$6,000	\$0
Facilities Operation	\$120,000	\$50,000	\$70,000
Utilities	\$4,000	\$4,000	\$0
C&PS - Interdepartmental	\$252,000	\$40,000	\$212,000
C&PS - External	\$0	\$50,000	(\$50,000)
Departmental Services	\$0	\$0	\$0
Consolidated Data Centers	\$14,000	\$10,000	\$4,000
Information Technology	\$8,000	\$4,381	\$3,619
Capital Asset Construction	\$0	\$0	\$0
Capital Asset Purchases	\$0	\$0	\$0
Non-Capital Asset Purchases	\$1,000	\$1,000	\$0
Other Items of Expense	\$0	\$0	\$0
Unallocated OE&E	\$0	\$0	\$0
OE&E - Special Adjustments	\$0	\$0	\$0
Special Items of Expense	\$2,000	\$0	\$2,000
TOTAL OPERATING EXPENDITURES & EQUIPMENT	\$485,000	\$213,381	\$271,619
0995 - Reimbursements	\$0	\$0	\$0
TOTAL EXPENDITURE	\$962,000	\$962,000	(\$0)

Fund 8126

CATEGORY OF EXPENDITURES	2021-22 Budget Authority	2021-22 Projected Actual	Projected Remaining Authority
PERSONAL SERVICES:			
Salaries & Wages	\$348,000	\$309,132	\$38,868
Temp Help	\$0	\$0	\$0
Board Members	\$0	\$4,000	(\$4,000)
Overtime	\$0	\$0	\$0
Benefits	\$195,000	\$176,978	\$18,022
TOTAL PERSONAL SERVICES	\$543,000	\$490,110	\$52,890
OPERATING EXPENDITURES & EQUIPMENT:			
General Expense	\$16,000	\$16,000	\$0
Printing	\$4,000	\$24,390	(\$20,390)
Communications	\$4,000	\$4,000	\$0
Postage	\$0	\$2,500	(\$2,500)
Insurance	\$0	\$0	\$0
Travel-In State	\$24,000	\$24,000	\$0
Travel-Out of State	\$0	\$3,000	(\$3,000)
Training	\$4,000	\$4,000	\$0
Facilities Operation	\$40,000	\$33,000	\$7,000
Utilities	\$4,000	\$4,000	\$0
C&PS - Interdepartmental	\$108,000	\$40,000	\$68,000
C&PS - External	\$0	\$175,000	(\$175,000)
Departmental Services	\$0	\$0	\$0
Consolidated Data Centers	\$0	\$5,000	(\$5,000)
Information Technology	\$16,000	\$5,000	\$11,000
Capital Asset Construction	\$0	\$0	\$0
Capital Asset Purchases	\$0	\$0	\$0
Non-Capital Asset Purchases	\$4,000	\$4,000	\$0
Other Items of Expense	\$67,000	\$0	\$67,000
Unallocated OE&E	\$0	\$0	\$0
OE&E - Special Adjustments	\$0	\$0	\$0
Special Items of Expense	\$5,000,000	\$5,000,000	\$0
TOTAL OPERATING EXPENDITURES & EQUIPMENT	\$5,291,000	\$5,343,890	(\$52,890)
0995 - Reimbursements	\$0	\$0	\$0
TOTAL EXPENDITURE	\$5,834,000	\$5,834,000	(\$0)