

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of Indiana, IHEDA
Award number: EE0007918

Budget period: 04/01/2020 - 03/31/2021

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form SF-242A, Section B. Line 6.f. Contracts and Sub-Grants).

Positions to be supported under the proposed award and brief description of the duties of professionals:

<u>Position</u>	<u>Description of Duties of Professionals</u>
Claims Specialist	Responsible for reviewing and processing claims.
Weatherization Team Lead	Responsible for overall operations of the weatherization program; liaises with technical staff, oversees monitoring process and reporting; submits all required reports; responsible for approving sub-grantee allocations.
Accounting- Clerical	Handles all accounts receivable and accounts payable for the program.
Accounting- Management	Handles all controller duties, A-133 audits, and other high-level accounting tasks.
Legal	Reviews and approves sub-grantees and professional services contracts; reviews requests for proposal documents; oversee information requests; handles all legal work for weatherization department
Public Relations/Marketing/Legislative Work	Handles all media inquiries; produces necessary marketing materials; answers constituent inquiries received from legislative staff or directs to weatherization staff as necessary
Director of Community Programs	Oversee the activities of the Community Program's staff. Responsible for approving allocation of funds to sub-grantees, ensuring contracts are executed in a timely manner. Facilitates partnerships with community based and consumer based entities to further and broaden the reach of the weatherization program.
Temp Staff	temporary administrative staff
Policy and Technical Specialist	Provides T&TA to sub-grantees, primary point of contact for T&TA contract, answers technical questions from the field, provides policy recommendations, updates Field Guide, Policy and Procedures Manual, and issues guidance.
Analyst	responsible for budget allocations, contract distribution and desktop compliance
Program Monitor	Compliance monitoring and evaluation of all programmatic practices, onsite programmatic training as needed.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Claims Specialist	\$40,225.75	35.0000 % FT	\$14,079.01
Weatherization Team Lead	\$53,000.00	59.5000 % FT	\$31,535.00
Accounting- Clerical	\$24.65	150.0000 hours	\$3,697.50
Accounting- Management	\$36.63	150.0000 hours	\$5,494.50
Legal	\$32.27	300.0000 hours	\$9,681.00
Public Relations/Marketing/Legislative Work	\$34.75	85.0000 hours	\$2,953.75
Director of Community Programs	\$70,000.00	40.0000 % FT	\$28,000.00
Temp Staff	\$25.00	85.0000 hours	\$2,125.00
Policy and Technical Specialist	\$50,000.00	100.0000 % FT	\$50,000.00

Analyst	\$48,000.00	60.0000 % FT	\$28,800.00
Program Monitor	\$50,000.00	100.0000 % FT	\$50,000.00
		Direct Pay Total	\$226,365.76

2. FRINGE BENEFITS

- a. Are the fringe cost rates approved by a Federal Agency? If so, identify the agency and date of latest rate agreement or audit below, and attach a copy of the rate agreement to the application.
- b. If a. above does not apply, please use this box (or an attachment) to further explain how your total fringe benefits costs were calculated. Your calculations should identify all rates used, along with the base they were applied to (and how the base was derived), and a total for each (along with grand total). If there is an established computation methodology approved for state-wide use, please provide a copy. Also, please fill out the table below with the Fringe Benefits Calculations.

Fringe rates are not approved by a Federal Agency, but cost rates are approved by the State Budget Agency and the General Assembly. Fringe benefits include FICA, retirement, health/dental/vision insurance, and short/long term disability. Benefits vary per person due to each employee selection of health care plans, etc. Amounts are based on fringe expenditure history per individual. The 2019 fringe benefits rate of 45.64% with the average percentage breakdown as follows: 22.38% Health/Dental/Vision Insurance; 14.1% Retirement; 7.42% FICA; 1.21% Short and Long Term Disability; .13% Basic life insurance; .41% deferred comp

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Claims Specialist	\$14,079.01	45.6400 %	\$6,425.66
Weatherization Team Lead	\$31,535.00	45.6400 %	\$14,392.57
Accounting- Clerical	\$3,697.50	45.6400 %	\$1,687.54
Accounting- Management	\$5,494.50	45.6400 %	\$2,507.69
Legal	\$9,681.00	45.6400 %	\$4,418.41
Public Relations/Marketing/Legislative Work	\$2,953.75	45.6400 %	\$1,348.09
Director of Community Programs	\$28,000.00	45.6400 %	\$12,779.20
Temp Staff	\$2,125.00	0.0000 %	\$0.00
Policy and Technical Specialist	\$50,000.00	45.6400 %	\$22,820.00
Analyst	\$28,800.00	45.6400 %	\$13,144.32
Program Monitor	\$50,000.00	45.6400 %	\$22,820.00
		Fringe Benefits Total	\$102,343.48

3. TRAVEL

- a. Please provide the purpose of travel, such as professional conference(s), DOE sponsored meeting(s), project management meeting, etc. If there is any foreign travel, please identify.

<u>Purpose of Trip</u>	<u>Number of Trips</u>	<u>Cost Per Trip</u>	<u>Total</u>
Attendance at Regional Trainings - NASCAP Fall (2 people); NASCSP Winter (3 people)	5	\$3,100.00	\$15,500.00
Multi-Family out of state site visits	2	\$2,500.00	\$5,000.00
state association conference (3 attendees)	3	\$200.00	\$600.00
Energy Outwest Conference (2 attendees) HPC Conference (2 attendees)	4	\$2,950.00	\$11,800.00
On-site visits with sub-grantees	25	\$250.00	\$6,250.00
Semi Annual Managers Meetings	2	\$1,000.00	\$2,000.00

Travel Total \$41,150.00

- b. Please provide the basis for estimating the costs, such as past trips, current quotations, Federal Travel Regulations, etc. All listed travel must be necessary for the performance of the award objectives.

Computation of travel is based on past trips of similar nature. Costs for the Regional meetings are based on projected cost of airline tickets, hotel costs, days of per-diem, and number of people attending the meetings.

The State pays \$.47 for mileage when personal vehicles are used, approx. \$35 for a car rental per day, meals at actual cost per day, approx. \$100 per night for in State lodging, and actual lodging costs for out of State lodging.

We have included the majority of monitoring travel in the monitoring contract budget. We have a fully negotiated contract with Hutson Homes to do our compliance monitoring for the upcoming year.

4. EQUIPMENT - Equipment is generally defined as an item with an acquisition cost greater than \$5,000 and a useful life expectancy of more than one year.

- a. List all proposed equipment below and briefly justify its need as it applies to the objectives of the award.

<u>Equipment</u>	<u>Unit Cost</u>	<u>Number</u>	<u>Total Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost such as vendor quotes, catalog prices, prior invoices, etc. and justify need. If the Equipment is being proposed as Cost Share and was previously acquired, please provide the source and value of its contribution to the project and logical support for the estimated value shown. If it is new equipment which will retain a useful life upon completion of the project, provide logical support for the estimated value shown. Also, please indicate whether the Equipment is being used for other projects or is 100% dedicated to the DOE project.

5. SUPPLIES - Supplies are generally defined as an item with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project performance.

- a. List all proposed supplies below, the estimated cost, and briefly justify the need for the supplies as they apply to the objectives of the award. Note that all direct costs, including Supply items, may not be duplicative of supply costs included in the indirect pool that is the basis of the indirect rate applied for this project.

<u>General Category</u>	<u>Cost</u>	<u>Justification of Need</u>
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- b. Please provide a basis of cost for each item listed above and justify need. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.

6. CONTRACTS AND SUBGRANTS - Provide the following information for New proposed subrecipients and subcontractors. For ongoing subcontractors and subrecipients, this information does not have to be restated here, if it is provided elsewhere in the application; under Name of Proposed Sub, indicate purpose of work and where additional information can be found (i.e weatherization subgrants, Annual File section IV.1).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
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Sub-grantee T&TA	\$88,000.00	Subgrantees will be allotted a \$2,000 base award with an additional \$500 for every county serviced by the Subgrantee per grant cycle for the purpose of providing Training and Technical Assistance for subgrantee staff and contractors interested in performing weatherization work for the Subgrantee. These funds may be used to cover only those expenses related to weatherization training.
Environmental Management(Classroom Lead Cert. and OSHA 10 & 30 Training)	\$7,500.00	2019 projected contract amount; Provide RRP refresher training for Indiana's Weatherization Network Provide OSHA 30 and 10 hour training opportunities Provide Healthy Homes training opportunities
Contracted Technical Monitor (s)	\$130,000.00	IHCDA has a contract with Hutson Homes to complete monitoring during the DOE 2020-2021 funding cycle to perform the program, technical, and file monitoring. IHCDA's staff monitor is on long-term disability.
DataBase	\$36,998.00	IHCDA has a contract in place with Roeing for the IWAP database.

INCAA T&TA (Section II.6)	\$741,400.00	<p>The Indiana Community Action Association [INCAA] is Indiana's IREC accredited training center. IHCDA utilizes INCAA to provide the Weatherization training for Indiana's Weatherization Network resulting in a good percentage of Indiana's T&TA funds being utilized within this contract. T&TA Activities anticipated to take place during the 2020 DOE Funding Cycle include the following:</p> <ul style="list-style-type: none"> • Energy Auditor • Site Built • Mobile Home • Whole House Heat Load Calculations • ASHRAE 62.2 • Mechanical Systems for Auditors • Retrofit Shell • Crew Leader • Daily Safety Test Out • Retrofit Mechanical • CAZ Pressurization • New Furnace Installation • Oil Furnace Assessment/Installation • Heat Pump & Electric Assessment/Installation • Semi Annual Technical Training • Competency Maintenance Training • On-site / Phone / Email Technical Assistance • Lead Safe Weatherization & Moisture Assessment • Zone Pressure Diagnostics • Carbon Monoxide & Combustion Analysis • Introduction to Infrared Thermography • Vent Systems & Combustion Air Requirements • Heating System Airflow Diagnostics • High Performance Insulation • Multi-family Weatherization for QCI • QCI Classroom & Field • BPI • Quality Control Inspector • Optimizing Weatherization Resources • Procurement & Contractor Retention • Indiana Skills Verification (ISV) • Retrofit Installer Mechanical • Retrofit Installer Shell • Crew Leader • Energy Auditor • NEAT/MHEA • Introduction • Field Day • Test-out <p>We will also be training on updates to the Field Guide and Health and Safety Plan. Research and Development for updating WX forms, reviewing field guide updates, researching training needs, etc. In addition to the above mentioned activity, INCAA will continue to offer, on an as needed basis, the regular courses as detailed in the T&TA Section of the Master File of this State Plan submission. Work with IHCDA staff to develop and implement corrective action plans specific to each agency on a Quality Improvement Plan. INCAA utilizes four instructors to train Indiana's WX Network.</p>
Local Agency Contracts (Section II.3)	\$6,504,301.00	<p>2020 sub-grantee formula based grant allocation amounts. Refer to the allocation table provided in the annual file for each sub-grantee award amount. We estimated and added carryover of \$200,000.</p>
Contracts and Subgrants Total		\$7,508,199.00

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - Other direct costs are direct cost items required for the project which do not fit clearly into other categories. These direct costs may not be duplicative of costs included in the indirect pool that is the basis of the indirect rate applied for this project. Examples are: conference fees, subscription costs, printing costs, etc.

- a. Please provide a General Description, Cost and Justification of Need.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
Staff Management Training	\$5,000.00	We will have a new Team Lead, and our current Policy and Technical Specialist may need management, leadership, organizational, and other types of training to continue to enhance skills in areas of opportunity for improvement. We would anticipate these being Simplex (problem solving), Fred Pryor, and other courses that arise generally within the state of Indiana.
NASCSP Membership Dues	\$3,500.00	Annual dues to NASCSP which allows access to the multitude of NASCSP resources
Other Direct Costs Total	<u>\$8,500.00</u>	

- b. Please provide a basis of cost for each item listed above. Examples include vendor quotes, prior purchases of similar or like items, published price list, etc.
 All costs proposed are only being used in support of the WAP.

8. INDIRECT COSTS

- a. Are the indirect cost rates approved by a Federal agency? If so, identify the agency and date of latest rate agreement or audit and provide a copy of the rate agreement.
- b. If the above does not apply, indicate the basis for computation of rates, including the types of benefits to be provided, the rate(s) used, and the cost base for each rate. You may provide the information below or provide the calculations separately.

The Cost Allocation plan is provided as an attachment
 Break down of cost allocated to the weatherization program
 Rent: \$29,579
 Software & Hardware: \$27,406
 Furniture: \$8,891
 Indiana IOT: \$3,164
 Total: \$69,040

The name and phone number of the individual responsible for negotiating the State's indirect cost rates.

Name: _____ Phone Number: _____

Indirect costs calculations:

<u>Indirect Cost Account</u>	<u>Direct Total</u>	<u>Indirect Rate</u>	<u>Total Indirect</u>
Software & Hardware	\$27,406.00	100.0000 %	\$27,406.00
Furniture	\$8,891.00	100.0000 %	\$8,891.00
Rent	\$29,579.00	100.0000 %	\$29,579.00
Indiana IOT	\$3,164.00	100.0000 %	\$3,164.00
		Indirect Costs Total	<u>\$69,040.00</u>