

## DOE WEATHERIZATION ASSISTANCE PROGRAM 2019-2020

### Budget definitions: IHDA

#### BUDGET NOTES AND EXPLANATION OF LINE ITEMS (Updated 4/1/19):

- .1 **ADMINISTRATION:** Grant related administration including: *fiscal, executive, support operations, rent and utilities, supplies, copying, etc.* This applies to staff engaged in program administration.

For funding associated with the 2019-2020 DOE program year, Subgrantee may allocate up to seven percent (7%) of total amount of funding claimed and expended during the DOE 2019-2020 program year to the Activity Description entitled "Administration". Subgrantee's total grant amount expended and claimed for "Administration" line item cannot exceed amount designated on the budget form.

- .2 **LIABILITY INSURANCE:** Insurance coverage is comprehensive general liability insurance coverage in the minimum amount of \$750,000.00 covering the risks related to the property and personal liability claims of other parties against the insured party. Liability insurance may include a Pollution Occurrence Rider.

- .3 **FISCAL AUDIT:** The cost of obtaining an independent fiscal audit. The amount charged is based upon Subgrantee cost allocation plan.

- .4 **BASE PROGRAM OPERATIONS:** are direct costs and include the following:

**Program costs per house may not exceed \$7,000.00 - SEE NOTE BELOW**

**Subgrantee Labor Costs:** includes compensation of employees whose time and effort is directly involved in material installation, general office support, such as, but not limited to, crewmembers, auditors, building analysts, coordinators, and support staff. **Where employees work on multiple activities, a distribution of their salaries or wages must be supported by equivalent documentation of the activity percentage of work by the employee.**

**Contracted Labor:** Cost of professional services rendered by persons who are members of a particular profession or possess a special skill who are not members of the Subgrantee.

**Non-labor Program Support** includes direct costs of rent and utilities for Subgrantee labor, advertising, consumable supplies, office equipment, furnishings, and computer equipment. Purchases charged will be at their actual prices after deducting all cash discounts, trade reimbursements, discounts or rebates and allowances.

**Materials:** Costs of installed materials by Subgrantee and contracted labor.

**Material Handling:** Actual costs including Warehousing Facility Costs such as leases, utilities and security. Transportation costs associated with material delivery, staff transportation to the work sites, vehicle maintenance and depreciation. Direct costs of staff including salaries, purchases etc., whose tasks involve Inventory control. **Where employees work on multiple activities, a distribution of their salaries or wages must be supported by equivalent documentation of the activity percentage of work by the employee**

**Manufacturing of Weatherization Equipment:** direct costs of manufactured weatherization items subject to a unit cost of \$1,000 dollars per item or prior approval from state.

- .5 **HEALTH AND SAFETY:** Health and safety activities are defined as activities that eliminate hazards aggravated or caused by the installation of weatherization measures. These activities include all

combustion appliances in a home. Combustion appliances and combustion gases, as noted by DOE in Weatherization Program Notice 02-5, "pose the most serious hazard found in homes." Dealing with combustion gases in the home may require changing or repairing the venting on the appliance, or replacement of the water heater, furnace or space heater. Allowable costs can be for the evaluation, repairs, and/or replacement of the water heater, furnace or space heater.

*For funding associated with the 2017 DOE program year, Subgrantee may allocate up to twenty percent (20%) of total amount of BASE expended during the DOE 2017 program year to the Activity Description entitled "Health and Safety". Subgrantee's total grant amount expended and claimed for "Health and Safety" line item cannot exceed amount designated on the budget form.*

.6 **TRAINING STIPEND:** Subgrantees may allocate up to \$2,000.00 plus \$500.00 per county for the purpose of providing Training & Technical Assistance for staff and contractors interested in performing weatherization work for the subgrantee. These funds may only be used to cover expenses related to approved weatherization trainings to include:

- Class fees
- Material fees
- Written/field testing
- CEU events
- Wage/time reimbursement
- Travel expenses (excluding meals)
- Lodging.