



## BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of Indiana, IHCAA  
 Award number: EE0009986

Budget period: 07/01/2022 - 06/30/2027

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:

Position	Description of Duties of Professionals
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.
Analyst I	Responsible for budget allocations, contract distribution and desktop compliance. Also, provides T&TA to sub-grantees, primary point of contact for T&TA contract, provides policy recommendations, assists in updating Field Guide, and Policy and Procedures Manual.
Analyst II	Responsible for budget allocations, contract distribution and desktop compliance.
Claims Specialist	Responsible for reviewing and processing claims.
Program Manager	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.
Chief Deputy Director	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.
Analyst III	Responsible for budget allocations, contract distribution and desktop compliance. Also, provides T&TA to sub-grantees, primary point of contact for T&TA contract, provides policy recommendations, assists in updating Field Guide, and Policy and Procedures Manual.
Database Administrator	Responsible for reporting at both the Federal level and State ad-hoc level. Will work directly with software partner to enhance reporting capabilities.
Analyst IV	Responsible for budget allocations, contract distribution and desktop compliance. Also, provides T&TA to sub-grantees, primary point of contact for T&TA contract, provides policy recommendations, assists in updating Field Guide, and Policy and Procedures Manual.

Analyst V	Responsible for budget allocations, contract distribution and desktop compliance. Also, provides T&TA to sub-grantees, primary point of contact for T&TA contract, provides policy recommendations, assists in updating Field Guide, and Policy and Procedures Manual.
Data and Reporting Analyst	Responsible for ad-hoc reporting for this program.
Manager of Special Projects	Responsible for BIL-associated project tie-ins, such as workforce development. Will work with subgrantees.
Compliance	This person will be responsible for ensuring both IHCDA and subgrantees are in compliance with reporting requirements and remaining in compliance with the regulations as outlined in BIL.

## Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Accounting - Clerical	\$41.00	2495.9600 hours	\$102,334.36
Accounting - Management	\$45.00	2499.9700 hours	\$112,498.65
Legal	\$50.00	2999.9700 hours	\$149,998.50
Public Relations/Marketing/Legislative Work	\$40.00	1499.9700 hours	\$59,998.80
Director of Community Programs	\$385,000.00	59.9997 % FT	\$230,998.85
Analyst I	\$300,000.00	84.9995 % FT	\$254,998.50
Analyst II	\$300,000.00	84.9995 % FT	\$254,998.50
Claims Specialist	\$275,000.00	47.9659 % FT	\$131,906.23
Program Manager	\$325,000.00	84.9996 % FT	\$276,248.70
Chief Deputy Director	\$450,000.00	24.9997 % FT	\$112,498.65
Analyst III	\$300,000.00	84.9995 % FT	\$254,998.50
Database Administrator	\$350,000.00	79.9996 % FT	\$279,998.60
Analyst IV	\$325,000.00	84.9996 % FT	\$276,248.70
Analyst V	\$325,000.00	84.9996 % FT	\$276,248.70
Data and Reporting Analyst	\$300,000.00	84.9995 % FT	\$254,998.50
Manager of Special Projects	\$300,000.00	59.9995 % FT	\$179,998.50
Compliance	\$350,000.00	59.9996 % FT	\$209,998.60
	Direct Pay Total		\$3,418,969.84

**2. FRINGE BENEFITS**

- 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.
- 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 fringe benefits rate of approximately 35% with the average percentage breakdown as follows: 18.38% Health/Dental/Vision Insurance; 10.1% Retirement; 4.75% FICA; 1.21% Short and Long Term Disability; 0.13%Basic life insurance; .41% deferred comp

## Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Accounting - Clerical	\$102,334.36	35.0040 %	\$35,821.12
Accounting - Management	\$112,498.65	35.0037 %	\$39,378.69
Legal	\$149,998.50	35.0028 %	\$52,503.67
Public Relations/Marketing/Legislative Work	\$59,998.80	35.0069 %	\$21,003.72
Director of Community Programs	\$230,998.85	35.0018 %	\$80,853.76
Analyst I	\$254,998.50	35.0016 %	\$89,253.55
Analyst II	\$254,998.50	35.0016 %	\$89,253.55
Claims Specialist	\$131,906.23	35.0031 %	\$46,171.27
Program Manager	\$276,248.70	35.0015 %	\$96,691.19
Chief Deputy Director	\$112,498.65	35.0037 %	\$39,378.69
Analyst III	\$254,998.50	35.0016 %	\$89,253.55
Database Administrator	\$279,998.60	34.9815 %	\$97,947.71
Analyst IV	\$276,248.70	34.9515 %	\$96,553.06
Analyst V	\$276,248.70	34.9515 %	\$96,553.06
Data and Reporting Analyst	\$254,998.50	34.7516 %	\$88,616.06
Manager of Special Projects	\$179,998.50	34.8023 %	\$62,643.62
Compliance	\$209,998.60	34.8020 %	\$73,083.71
	Fringe Benefits Total		\$1,194,959.98

**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.

Purpose of Trip	Number of Trips	Cost Per Trip	Total
On site visits with subgrantees	240	\$600.00	\$144,000.00
Travel Total			\$144,000.00

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.

Due to the expected increased number of homes that will be weatherized, IHCDA is planning on conducting more on-site visits with subgrantees over the five year program to ensure performance by the subgrantees is where it is expected to be and to provide support as needed.

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

**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.

Equipment	Unit Cost	Number	Total Cost	Justification of Need

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.

General Category	Cost	Justification of Need
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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).

Name of Proposed Sub	Total Cost	Basis of Cost*
Energy Savings Study	\$120,000.00	IHCDA will contract with a researcher to study energy savings across IN as a result of the Weatherization program
Contracted Technical Monitor	\$1,627,500.00	Contract technical monitors to complete monitoring during the BIL Funding cycle.
Local Agency Contracts	\$69,238,414.00	2022 sub-grantee formula based grant allocation amounts. Refer to the allocation table provided in the annual file for each sub-grantee award amount.
IWAP Updates - Roeing	\$500,000.00	Updates to the IWAP system over five years
Subgrantee T&TA	\$792,000.00	Subgrantees will be allotted a base award with an additional dollar amount 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. Upon request, Subgrantees may access additional TTA funding.
Additional contracts	\$500,002.00	IHCDA will contract with companies for evaluations and additional companies to support the subgrantee network.
Ad Hoc Contracts	\$810,398.00	During the course of the five year program, IHCDA will use evaluations and monitoring to determine what additional resources will be necessary to successfully weatherize as many homes as possible.

INCAA T&TA	\$6,615,000.00	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. 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.
Contracted Program Monitor & Wx T/TA	\$1,680,000.00	IHCDA contracts with experts to complete program monitoring for the Weatherization program. They also provide T/TA to IHCDA and to subgrantees regarding technical issues.
Database	\$306,875.00	IHCDA has a contract in place with Roeing for the IWAP database.
Ad Hoc Technical Assistance	\$500,000.00	Provide T/TA as needed for subgrantees and state staff.
Contracts and Subgrants Total	<u>\$82,690,189.00</u>	

\*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.

General Description	Cost	Justification of Need
Software and Hardware	\$485,206.00	Based on space used and a percentage of IHCDA Personnel
Subgrantee TTA Upon Req	\$792,000.00	Set aside for subgrantees who have requests and will utilize additional T/TA funds to train staff and contractors.
Accounting	\$261,265.00	accounting costs such as audits, advice, software
Rent	\$373,235.00	Based on space used and a percentage of IHCDA Personnel
Office Supplies	\$20,000.00	Based on space used and a percentage of IHCDA Personnel
Conferences	\$250,000.00	We anticipate needing additional learning opportunities via conferences and additional trainings over the five year period.
Multi-family out of state site visits	\$200,000.00	In anticipation of doing more multi-family weatherization projects, the Indiana team expects to travel to multiple states that have successful multi-family programs and learn more.
Other IHCDA Admin Supplies (F&F)	\$108,238.00	Additional resources
Staff Management Training	\$50,000.00	We will have a some new team members that may need management, leadership, organizational, and other types of training to continue to enhance skills in areas of opportunity for improvement.
Unallocated Grantee Admin	\$450,000.00	Allowed admin not allocated in staff time
Indiana Office of Technology	\$37,323.00	Based on space used and a percentage of IHCDA Personnel

Other Direct Costs Total                    \$3,027,267.00

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.

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

Name:

Phone Number: