

DISTRICT DEPARTMENT OF THE ENVIRONMENT

**NOTICE OF PUBLIC HEARING
AND
NOTICE TO COMMENT IN WRITING**

**WAP State Plan for Fiscal Year 2015 – Revision 1
Weatherization Assistance Program**

Hearing: Thursday, January 15, 2015, 10:00 am
District Department of the Environment
1200 First Street, NE, 5th Floor
NoMa-Gallaudet University Metro Stop, Washington, D.C.

Written Comments due by: January 15, 2015, 4:30 pm

The District Department of the Environment (“DDOE”) invites the public to present its feedback, input, and comments on the FY 2015 Draft State Plan for the Weatherization Assistance Program – Revision 1. DDOE intends to review the revised components of the State Plan at the public hearing. Feedback may be expressed in person at the public hearing or in writing.

Authority for the program is provided by:

- District Department of the Environment Establishment Act of 2005, §§ 101 *et seq.*, effective February 15, 2006, as amended (D.C. Law 16-51; D.C. Official Code §§ 8-151.01 *et seq.* (2008 Repl. & 2013 Supp.));
- District of Columbia Office of Energy Act of 1980, §§ 2 *et seq.*, effective March 4, 1981, as amended (D.C. Law 3-132; D.C. Official Code §§ 8-171.01 *et seq.* (2008 Repl. & 2013 Supp.));
- Clean and Affordable Energy Act of 2008, §§ 101 *et seq.*, effective Oct. 22, 2008, as amended (D.C. Law 17-250; D.C. Official Code §§ 8-1773.01, 8-1774.01 *et seq.* (2008 Repl. & 2013 Supp.)); and
- Mayor’s Order 2006-61, dated June 14, 2006, and its delegations of authority.

Comments may be provided in person or in writing. A person need not attend the public hearing in order to submit comments on a State Plan.

The public hearing will take place at the above-stated time and place. The public hearing will continue until the presiding officer determines that everyone has had a meaningful opportunity to be heard. The presiding officer may limit the time in which to comment. A person who is unavailable to arrive at the opening time may reserve a time to speak, by contacting DDOE, as

described below, in this notice. A person attending the public hearing should check in with the guard in the building lobby, then go to DDOE's reception desk on the 5th floor.

Written comments may be submitted directly to DDOE by mail, hand delivery, or email. Instructions for submitting written comments appear below, in this notice. DDOE will accept written comments until Thursday, January 15, 2015 at 4:30 pm

Obtaining text of the State Plan for WAP. The document will be available at DDOE's website and from DDOE's offices, as described below in this notice. The document will become available on the DDOE web page, described below, in this notice, as follows:

The WAP Draft State Plan – Revision 1 on Friday, January 9, 2015, at noon.

A person may obtain a copy of the document by any of the following methods:

- Download, by visiting DDOE's website, ddoe.dc.gov. Look for the title/section, "EnergySmart DC", click on it, choose "Energy Assistance and Weatherization" and click on it. Page down to the section titled "Publications" to find the document's listing. Click on it. Follow the link to the document in PDF format, which can be downloaded;
- Email a request to WAPStatePlan.Year2015@dc.gov with "Request copy of WAP State Plan 2015" in the subject line;
- In person by making an appointment to examine a copy in DDOE's offices at the 5th floor reception desk at the street address below (call DDOE reception at 202-535-2600 and mention the State Plan by name). DDOE is located one block west of the NOMA Red Line Station, at the corner of M Street and First Street NE; or
- Mail, by writing to DDOE at 1200 First Street, N.E., 5th Floor, Washington, DC 20002, "Attn: Request copy of WAP State Plan 2015" on the outside of the letter.

The State Plan contact: For additional information regarding the public hearing or written comments please send an email to WAPStatePlan.Year2015@dc.gov.

DDOE appreciates the time, insight, and expertise that go into submitting comments. DDOE will carefully consider all of the comments that it receives.

Instructions for Submitting Written Comments

Written comments should: (1) identify the commenter, and commenter's organization, if any; and (2) be clearly marked "WAP FY 2015", and be mailed or hand-delivered to DDOE Energy Administration, Energy Efficiency and Conservation Branch, 1200 First Street, N.E., 5th Floor Washington, DC 20002, or emailed to WAPStatePlan.Year2015@dc.gov.

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: District of Columbia
Award number: EE0006145

Budget period: 10/01/2014 - 09/30/2015

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>
Auditor/Inspector	Conducts NEAT and TREAT audits and inspections for DC weatherization program.
Budget Analyst	Assist in the financial monitoring of WAP
Branch Chief	Oversees the energy efficiency programs managed by the Energy Efficiency and Conservation Branch
Associate Director	Oversight of the Energy Efficiency and Conservation, Energy Affordability Branches, and other residential and commercial energy efficiency programs.
Auditor/Inspector	Conducts NEAT and TREAT audits and inspections for DC weatherization program.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Auditor/Inspector	\$66,867.24	51.2360 % FT	\$34,260.10
Budget Analyst	\$94,732.20	15.0000 % FT	\$14,209.83
Branch Chief	\$93,937.00	15.0000 % FT	\$14,090.55
Associate Director	\$108,735.00	15.0000 % FT	\$16,310.25
Auditor/Inspector	\$72,865.28	50.0000 % FT	\$36,432.64
		Direct Pay Total	\$115,303.37

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.

Comp Source Group
 Comp Object
 Percentage allocation -% for 25.00 %
 0014 (FRINGE BENEFITS - CURR PERSONNEL)
 0141 (GROUP LIFE INSURANCE)
 0.07%

 0142 (HEALTH BENEFITS)
 11.11%

 0147 (MISC FRINGE BENEFITS)
 0.00%

 0148 (RETIREMENT CONTRIBUTION - FICA)
 5.97%

 0152 (RETIREMENT CONTRIBUTION - CIVIL SERVICE)
 0.68%

 0154 (OPTICAL PLAN)
 0.09%

 0155 (DENTAL PLAN)
 0.33%

 0157 (PREPAID LEGAL)
 0.12%

 0158 (MEDICARE CONTRIBUTION)
 1.44%

 0159 (RETIREMENT)
 4.53%

 0160 (DC METRO BENEFITS)
 0.13%

 0161 (DC HEALTH BENEFIT FEES)
 0.53%
Grand Total

 25.00%

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Auditor/Inspector	\$34,260.10	25.0000 %	\$8,565.02
Budget Analyst	\$14,209.83	25.0000 %	\$3,552.46
Branch Chief	\$14,090.55	25.0000 %	\$3,522.64
Associate Director	\$16,310.25	25.0000 %	\$4,077.56
Auditor/Inspector	\$36,432.64	25.0000 %	\$9,108.16
		Fringe Benefits Total	\$28,825.84

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
Affordable Comfort Conference	6	\$833.33	\$4,999.98
NASCAP Annual Conference	4	\$1,987.50	\$7,950.00
Quality Assurance Training	5	\$1,120.00	\$5,600.00
The National Energy and Utility Affordability Conference (NEUAC)	2	\$725.01	\$1,450.02
		Travel Total	\$20,000.00

- 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.

The basis for computation of travel expenses (e.g. current airline quotes, past trips, federal or organization travel policy, etc.). Travel is consistent with the District of Columbia travel policy.

The National Energy and Utility Affordability Conference (NEUAC) - 2 persons - 4 days- air transportation, lodging, subsistence **

Affordable Comfort Conference - 6 persons - 4 days - air transportation, lodging, subsistence **

NASCAP Annual Conference - 4 persons - 4 days - air transportation, lodging, subsistence ***

Quality Assurance Training - 5 persons - 1 week - ground transportation, lodging, subsistence

**A portion of the travel will be covered under the United States Health and Human Services (US HHS) program. DOE funds are expected to be a small portion because the total cost for this travel is expected to be 3,000 per person.

Due to the local demographic of subgrantee(s) budgeted funds are not needed for monitoring purposes. All subgrantees are required to maintain an office in the District. DDOE currently utilizes District Government Fleet vehicles at no cost to the US DOE grant.

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. Further definitions can be found in 10 CFR 600.

- 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
N/A	\$0.00	0	\$0.00	
			\$0.00	

- 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.

NA

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. Further definitions can be found in 10 CFR 600.

- 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.

N/A

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 II.3).

Name of Proposed Sub	Total Cost	Basis of Cost*
United Planning Organization	\$348,380.90	Installation of audit recommended energy efficiency measures in income eligible applicants residences
Contracts and Subgrants Total	\$348,380.90	

*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
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- 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.

There are no indirect cost and no basis for computation rates.

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

Name: Olga Provotorova

Phone Number: 2026712302

U.S. Department of Energy
BUDGET INFORMATION REMARKS

(Grant Number: EE0006145)

Remarks

10 CFR 440 §440.18 (e) States

“Not more than 10 percent of any grant made to a State may be used by the grantee and subgrantees for administrative purposes in carrying out duties under this part, except that not more than 5 percent may be used by the State for such purposes, and not less than 5 percent must be made available to subgrantees by States. A State may provide in its annual plan for recipients of grants of less than \$350,000 to use up to an additional 5 percent of such grants for administration if the State has determined that such recipient requires such additional amount to implement effectively the administrative requirements established by DOE pursuant to this part.”

The District Department of the Environment’s Energy Administration has determined that its grant recipient will require additional funds to effectively implement the administrative requirements as established by DOE. The WAP subgrantee will be receiving a grant less than \$350,000 of DOE funds which qualifies them to receive an additional 5 percent for administrative purposes.

All of the A-133 audits can be found here (please note A-133 is also called the “Single Audit”): <http://cfo.dc.gov/node/292522>

The 2013 A-133 (most recent) is not yet available. The 2012 and prior are available at the link above.

Carryover Justification

The funds will be used in the Program Operation category in the amount of \$1644.10 because they were unspent from FY14.

WAP014 Carryover by Index

Index	Budget Category	FY14 Budget	FY14 Cash Expenditures	FY14 Accrued Expenditures	Total FY14 Expenditures	Carryover to FY15
WGA14	Grantee Administration	\$25,576.00	\$23,234.90	\$4,973.89	\$28,208.79	(\$2,632.79)
WGT14	Grantee Training & Technical Assistance	\$36,152.00	\$36,725.50	\$8.50	\$36,734.00	(\$582.00)
WHS14	Health & Safety	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
WLE14	Leveraging	\$76,727.85	\$71,624.59	\$3,245.10	\$74,869.69	\$1,858.16
WLI14	Liability Insurance	\$20,000.00	\$0.00	\$20,000.00	\$20,000.00	\$0.00
WPO14	Program Operations	\$297,487.20	\$139,708.23	\$154,778.24	\$294,486.47	\$3,000.73
WSA14	Subgrantee Administration	\$30,575.95	\$30,575.95	\$0.00	\$30,575.95	\$0.00
WST14	Subgrantee Training & Technical Assistance	\$15,000.00	\$2,900.68	\$12,099.32	\$15,000.00	\$0.00
Total		\$511,519.00	\$304,769.85	\$205,105.05	\$509,874.90	\$1,644.10