



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: District of Columbia
 Award number: EE0007911

Budget period: 10/01/2018 - 06/30/2019

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
Branch Chief	The Branch Chief oversees the energy efficiency programs managed by the Energy Efficiency and Conservation Branch. Responsible for locating and obtaining additional funding sources to leverage US DOE funds, conducting monitoring activities with federal funders and subgrantees, and providing technical and training assistance to subgrantees and internal personnel.
Auditor	The Energy Auditor identifies potential multifamily projects to secure leveraged funding, provides subgrantee(s) with technical guidance, and conducts Energy Audits for the District's weatherization program for single and multifamily dwellings.
Associate Director	The Associate Director provides oversight of all the Affordability and Efficiency Division's residential and commercial energy efficiency programs. Develops and implements necessary Memorandums of Understanding (MOU) to obtain additional funding for the Weatherization Assistance Program. Also, participates in higher level monitoring activities and programmatic training with federal funders, and for subgrantees, and internal personnel.
Budget Analyst	The Budget Analyst conducts the financial monitoring of the Weatherization Assistance Program ensuring that expenditures align with the approved WAP State Plan and federal requirements. Provides program staff with monthly reports to ensure they stay abreast of expenditures, obligations, and remaining balances. Also, provides guidance when program staff conducts monitoring visits with Subgrantee personnel.
Program Manager	The Program Manager is responsible for the day-to-day operations of the Weatherization Assistance Program. Ensures all work performed is in compliance with all Federal, State and Agency regulations and guidelines. Also, collaborates with the Subgrantee to ensure they are on track with program deliverables and expenditures to ensure a productive monitoring visit with state and federal monitors.
Quality Control Inspector	The Quality Control Inspector conducts Quality Control Inspections (QCI) for work completed under the Weatherization Assistance Program. Ensures the work is completed based on the approved Weatherization Operations Manual, SWS- Field Guide, and applicable state standards/regulations. Advises the Subgrantees of work failure, ensuring they addressed failed measures within the program-specific timeframe. Continually reviews internal program files to ensure compliance with the QCI file maintenance checklist.
Program Assistant	The Program Assistant schedules the energy audit and Quality Control Inspections for appropriate personnel, vets client applications through the database to ensure program eligibility, ensures internal staff are up to date with certifications and prepare training packages as needed, maintains client files, and provides clients with application and weatherization work status.

Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
Branch Chief	\$123,178.30	28.1285 % FT	\$34,648.21
Auditor	\$83,230.10	44.0276 % FT	\$36,644.22

Associate Director	\$135,700.00	28.2160 % FT	\$38,289.11
Budget Analyst	\$113,446.20	15.0365 % FT	\$17,058.34
Program Manager	\$83,230.10	7.0171 % FT	\$5,840.34
Quality Control Inspector	\$0.00	50.0000 % FT	\$0.00
Program Assistant	\$0.00	50.0000 % FT	\$0.00
		Direct Pay Total	\$132,480.22

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.

Comp Source Group

Comp Object

Percentage allocation -for 22.80 % FY 19 fringe benefit rate

0014 (FRINGE BENEFITS - CURR PERSONNEL)

0141 (GROUP LIFE INSURANCE)

-

0142 (HEALTH BENEFITS)

-

0147 (MISC FRINGE BENEFITS)

-

0148 (RETIREMENT CONTRIBUTION - FICA)

-

0152 (RETIREMENT CONTRIBUTION - CIVIL SERVICE)

-

0154 (OPTICAL PLAN)

-

0155 (DENTAL PLAN)

-

0157 (PREPAID LEGAL)

-

0158 (MEDICARE CONTRIBUTION)

-

0159 (RETIREMENT)

-

0160 (DC METRO BENEFITS)

-

0161 (DC HEALTH BENEFIT FEES)

-

0014 (FRINGE BENEFITS - CURR PERSONNEL) Total

-

Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Branch Chief	\$34,648.21	22.8000 %	\$7,899.79

Auditor	\$36,644.22	22.8000 %	\$8,354.88
Associate Director	\$38,289.11	22.8000 %	\$8,729.92
Budget Analyst	\$17,058.34	22.8000 %	\$3,889.30
Program Manager	\$5,840.34	22.8000 %	\$1,331.60
Quality Control Inspector	\$0.00		
Program Assistant	\$0.00		
		Fringe Benefits Total	\$30,205.49

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>
NASCSP Winter Conference Full Session will provide the Program Manager, Branch Chief, and Associate Director vital information as it pertains to the Weatherization Assistance Program to include new program guidance, best practices, leveraging opportunities, and implementation of renewable measures as an energy efficiency measure.	3	\$856.00	\$2,568.00
NASCSP Annual Conference will provide the Program Manager, Branch Chief, and Associate Director vital information as it pertains to the Weatherization Assistance Program to include new program guidance, best practices, leveraging opportunities, and implementation of renewable measures as an energy efficiency measure. Also, it brings an opportunity for DOEE personnel to talk to US Department of Energy and US Department of Health and Human Services program administrators. In the past DOEE personnel have used this opportunity to obtain guidance on the development of our Subgrantee monitoring tools and production plans.	3	\$1,554.00	\$4,662.00
Home Performance National Conference will provide the Program Manager and Branch Chief an opportunity to join other residential energy efficiency professionals to discuss challenges, best practices, and opportunities for growth among other energy peers. Also, the trade show will allow staff to see technical advances in the energy efficiency environment.	2	\$1,233.00	\$2,466.00
NASCSP State Managers Training (Winter Conference) will provide DOEE personnel working on the Weatherization Assitance Program an opportunity to network with their peers in the industry to determine possible program best practices.	7	\$538.00	\$3,766.00
Building Performance Institute (BPI) Multi-Family Building Analyst Certification for DOEE Energy Auditors will provide them with the necessary training to examine the relationship between the building's various systems. Based on this information a comprehensive energy audit report can be developed.	3	\$1,756.00	\$5,268.00

BPI Heating Professional- Cost for Training per person \$950.00, Written Exam \$250.00, Field Exam \$500.00 Grand Total is \$1,700.00. (Training scheduled for October 29- November 1, 2018) This course, which includes both classroom sessions and field experience will help you prepare for the BPI Heating Professional Written and field exams. Topics include: Health and Safety; Heating System Science; Load and Sizing; Distribution Systems Design; Combustion Safety Science; Controls and Electrical Inspections; Ducted System Diagnostics; Combustion Appliance Vent Repair; Ventilation System Installation; Heating Appliance Clean & Tune; Gas Oven Clean & Tune; Post-Installation Inspection; Mechanical System Durability; and Tools and Equipment. BPI Air Conditioning and Heat Pump Professional-Cost for Training per person \$950.00, Written Exam \$250.00, Field Exam 500.00 Grand Total is \$1,700.00. (Training scheduled for October 15-18, 2018) This 2-day course provides participants with advanced training on air conditioning and heat pump systems in residential buildings. Parts of the course will take place in AEA's cooling lab, where students will gain valuable hands-on experience with HVAC equipment and tools. Students will learn about refrigerant properties, the refrigeration cycle, how to evaluate refrigerant charge (superheat and subcooling methods), air flow testing, and diagnostics. This course is essential for students seeking BPI's Air Conditioning and Heat Pump Professional certification.

2

\$4,078.14

\$8,156.28

Travel Total \$26,886.28

- 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.

Travel is consistent with the District of Columbia travel policy. Leveraged funds will be used in conjunction with US DOE funding to attend US DOE mandatory training and conferences.

Home Performance National Conference will provide the Program Manager and Branch Chief an opportunity to join other residential energy efficiency professionals to discuss challenges, best practices, and opportunities for growth among other energy peers. Also, the trade show will allow staff to see technical advances in the energy efficiency environment.

Building Performance Institute (BPI) Multi-Family Building Analyst Certification for DOEE Energy Auditors will provide them with the necessary training to examine the relationship between the building's various systems. Based on this information a comprehensive energy audit report can be developed.

NASCSP State Managers Training (Winter Conference) will provide DOEE personnel working on the Weatherization Assistance Program an opportunity to network with their peers in the industry to determine possible program best practices.

NASCSP Winter Conference Full Session will provide the Program Manager, Branch Chief, and Associate Director vital information as it pertains to the Weatherization Assistance Program to include new program guidance, best practices, leveraging opportunities, and implementation of renewable measures as an energy efficiency measure.

NASCSP Annual Conference will provide the Program Manager, Branch Chief, and Associate Director vital information as it pertains to the Weatherization Assistance Program to include new program guidance, best practices, leveraging opportunities, and implementation of renewable measures as an energy efficiency measure. Also, it brings an opportunity for DOEE personnel to talk to US Department of Energy and US Department of Health and Human Services program administrators. In the past DOEE personnel have used this opportunity to obtain guidance on the development of our Subgrantee monitoring tools and production plans.

BPI Heating Professional- Topics include: Health and Safety; Heating System Science; Load and Sizing; Distribution Systems Design; Combustion Safety Science; Controls and Electrical Inspections; Ducted System Diagnostics; Combustion Appliance Vent Repair; Ventilation System Installation; Heating Appliance Clean & Tune; Gas Oven Clean & Tune; Post-Installation Inspection; Mechanical System Durability; and Tools and Equipment.

BPI Air Conditioning and Heat Pump Professional- This 2-day course provides participants with advanced training on air conditioning and heat pump systems in residential buildings. Parts of the course will take place in AEA's cooling lab, where students will gain valuable hands-on experience with HVAC equipment and tools. Students will learn about refrigerant properties, the refrigeration cycle, how to evaluate refrigerant charge (superheat and subcooling methods), air flow testing, and diagnostics. This course is essential for students seeking BPI's Air Conditioning and Heat Pump Professional certification.

Travel related to monitoring:

The subgrantee(s) are local, so budgeted funds are not required for monitoring purposes. DOEE will utilize District Government Fleet vehicles at no cost to the US DOE grant. The program staff that conducts the field monitoring is paid through another funding source. The programmatic and financial monitoring is conducted by other staff where a small portion of their salaries are funded through 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.

- 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>
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.

N/A

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
Office Supplies	\$4,825.55	To perform and carry out program activities per the grant requirements.
Materials and Supplies Total	\$4,825.55	

- 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.

Item(s)
Rate
Cost

General office supplies

\$75/mo. x 9 mo.

\$675

Postage

\$37/mo. x 9 mo.

\$333

Desktop Computer

\$1200

\$1200

Copies

8000 copies x .10/copy

\$800

Transcriber for Public Hearing

\$1,817.55

\$1,817.55

TOTAL

\$4,825.55

(1) Office supplies, copies, and postage are needed for general operation of the program to include pens, file folders, paper, etc.

(2) The desktop computer is needed for the Branch Chief of the program to perform activities under the grant.

(3) The transcriber is needed for Public Hearing. All costs were based on retail values at the time the application was written and if the cost exceeds price outlined leveraged funding will be used to cover the shortfall.

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*
Fry Plumbing Inc.	\$166,404.15	Installation of audit recommended energy efficiency measures in income-eligible District residences
Greater Washington Urban League	\$166,404.17	Installation of audit recommended energy efficiency measures in income-eligible District residences
YACHAD, Inc	\$166,404.15	Installation of audit recommended energy efficiency measures in income-eligible District residences
Contracts and Subgrants Total	\$499,212.47	

*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>
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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.

DOEE does not have other direct costs and utilizes leveraged funds to cover any additional costs.

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 costs 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