

**U.S. DEPARTMENT OF ENERGY**



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: District of Columbia  
Award number: EE0006145

Budget period: 10/01/2017 - 09/30/2018

**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>
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, conducts monitoring activities with federal funders and subgrantees, and provides 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 multi-family dwellings.
Associate Director	The Associate Director provides oversight of all the Energy Efficiency and Affordability 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 clients and the work performed are 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:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Branch Chief	\$101,652.18	33.4997 % FT	\$34,053.18

Auditor	\$76,829.46	68.2952 % FT	\$52,470.83
Associate Director	\$112,833.42	34.3040 % FT	\$38,706.38
Budget Analyst	\$109,478.64	15.0000 % FT	\$16,421.80
Program Manager	\$0.00	50.0000 % FT	\$0.00
Quality Control Inspector	\$0.00	50.0000 % FT	\$0.00
Program Assistant	\$0.00	50.0000 % FT	\$0.00
		<b>Direct Pay Total</b>	<b>\$141,652.19</b>

**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 GroupComp ObjectPercentage allocation -for 23.10 % FY 18 fringe benefit rate  
 0014 (FRINGE BENEFITS - CURR PERSONNEL)0141 (GROUP LIFE INSURANCE)0.06%  
 0142 (HEALTH BENEFITS)10.20%  
 0147 (MISC FRINGE BENEFITS)0.00%  
 0148 (RETIREMENT CONTRIBUTION - FICA)5.67%  
 0152 (RETIREMENT CONTRIBUTION - CIVIL SERVICE)0.49%  
 0154 (OPTICAL PLAN)0.08%  
 0155 (DENTAL PLAN)0.30%  
 0157 (PREPAID LEGAL)0.11%  
 0158 (MEDICARE CONTRIBUTION)1.27%  
 0159 (RETIREMENT)4.33%  
 0160 (DC METRO BENEFITS)0.11%  
 0161 (DC HEALTH BENEFIT FEES)0.48%  
 0014 (FRINGE BENEFITS - CURR PERSONNEL) Total 23.10%

**Fringe Benefits Calculations**

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Branch Chief	\$34,053.18	23.1000 %	\$7,866.28
Auditor	\$52,470.83	23.1000 %	\$12,120.76
Associate Director	\$38,706.38	23.1000 %	\$8,941.17
Budget Analyst	\$16,421.80	23.1000 %	\$3,793.44
Program Manager	\$0.00		
Quality Control Inspector	\$0.00		
Program Assistant	\$0.00		
		<b>Fringe Benefits Total</b>	<b>\$32,721.65</b>

**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>
Everblue Solar PV Training Courses	8	\$113.00	\$904.00
The National Energy and Utility Affordability Conference	4	\$500.00	\$2,000.00
Affordable Comfort Conference	4	\$250.00	\$1,000.00
NASCSP Annual Conference	4	\$500.00	\$2,000.00
		Travel Total	\$5,904.00

- 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.

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.

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

Affordable Comfort Conference - 2 persons - 4 days - air transportation, lodging, subsistence

NASCSP Annual Conference - 4 persons - 4 days - air transportation, lodging, subsistence

Everblue Solar PV Training Courses - 8 persons - extended learning training courses

Travel related to monitoring:

The subgrantee(s) are local, so budgeted funds are not required for monitoring purposes. All subgrantees are required to maintain an office in the District which will allow DOE to utilize District Government Fleet vehicles at no cost to the US DOE grant. The program staff that conducts the field, programmatic and financial monitoring are currently being paid through other funding sources.

**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.

<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.

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).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
YACHAD, Inc	\$225,289.10	Installation of audit recommended energy efficiency measures in income eligible District residences
Fry Plumbing Inc.	\$225,289.10	Installation of audit recommended energy efficiency measures in income eligible District residences
Contracts and Subgrants Total	\$450,578.20	

\*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