



**BUDGET JUSTIFICATION FOR FORMULA GRANTS**

Applicant: District of Columbia  
 Award number: EE0009894

Budget period: 07/01/2022 - 06/30/2023

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>
Associate Director	The Associate Director 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.
Deputy Director	The Deputy 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.
Compliance Specialist	Prepares all subgrantee awards and amendments; conducts final monitoring visit; reviews Subgrantee monthly monitoring reports to ensure compliance with 21 day completion requirements.
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.
Quality Assurance Specialist	Conducts an in-office review of 100% of the subgrantee's client files to ensure the necessary documentation is in place and procedures were followed, and conducts a secondary in-person visit on 10% of the units. Prepares subgrantee payment reimbursement requests and submits for final approval by the Branch Chief ensuring all documentation matches what was submitted by the DOEE BPI certified QCI.

Grant Specialist Assist with the development and submission of the State Plan, provide performance data for monthly and quarterly reports, work with Subgrantees to ensure client complaints and concerns are addressed, and provide assistance with program oversight.

Client Intake Verify client eligibility, conduct research to determine dwelling unit eligibility, and schedule client audits, QCI, and QA inspections as needed. Working with multifamily property owners and external stakeholders to maximum leverages opportunities to expand services being provided.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Associate Director	\$146,410.00	20.0001 % FT	\$29,282.15
Auditor	\$105,372.30	45.0001 % FT	\$47,417.64
Deputy Director	\$165,000.00	15.0001 % FT	\$24,750.17
Budget Analyst	\$139,156.60	15.0001 % FT	\$20,873.63
Compliance Specialist	\$0.00	50.0000 % FT	\$0.00
Quality Control Inspector	\$102,461.70	40.0001 % FT	\$40,984.78
Quality Assurance Specialist	\$90,362.80	5.0001 % FT	\$4,518.23
Grant Specialist	\$97,665.70	20.0001 % FT	\$19,533.24
Client Intake	\$66,895.40	20.0002 % FT	\$13,379.21
		Direct Pay Total	\$200,739.05

**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.

FY 2023 Fringe Benefits Estimated Allocation  
 Comp Source GroupComp ObjectPercentage allocation -for 23.70 % allocated  
 0014 (FRINGE BENEFITS - CURR PERSONNEL)0141 (GROUP LIFE INSURANCE)0.09%  
 0142 (HEALTH BENEFITS)10.33%  
 0147 (MISC FRINGE BENEFITS)0.00%  
 0148 (RETIREMENT CONTRIBUTION - FICA)5.98%  
 0152 (RETIREMENT CONTRIBUTION - CIVIL SERVICE)0.30%  
 0154 (OPTICAL PLAN)0.08%  
 0155 (DENTAL PLAN)0.23%  
 0157 (PREPAID LEGAL)0.18%  
 0158 (MEDICARE CONTRIBUTION)1.45%  
 0159 (RETIREMENT)4.61%  
 0160 (DC METRO BENEFITS)0.00%  
 0161 (DC HEALTH BENEFIT FEES)0.45%  
 0014 (FRINGE BENEFITS - CURR PERSONNEL) Total23.70%

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
-----------------	-------------------	-------------	-----------------

Associate Director	\$29,282.15	23.7000 %	\$6,939.87
Auditor	\$47,417.64	23.7000 %	\$11,237.98
Deputy Director	\$24,750.17	23.7000 %	\$5,865.79
Budget Analyst	\$20,873.63	23.7000 %	\$4,947.05
Compliance Specialist	\$0.00	23.7000 %	\$0.00
Quality Control Inspector	\$40,984.78	23.7000 %	\$9,713.39
Quality Assurance Specialist	\$4,518.23	23.7000 %	\$1,070.82
Grant Specialist	\$19,533.24	23.7000 %	\$4,629.38
Client Intake	\$13,379.21	23.7000 %	\$3,170.87
		Fringe Benefits Total	\$47,575.15

**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
NASCSP Winter Conference Full Session will provide the Program Manager, Branch Chief, Associate Director, eligibility specialist, grants director, and finance specialist 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. The majority of the costs will be covered using leverage funding.	8	\$63.50	\$508.00
Project and Financial Management Course Work from Graduate School USA. The majority of the costs will be covered using leverage funding.	2	\$68.00	\$136.00
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. The majority of the costs will be covered using leverage funding.	8	\$63.50	\$508.00
		Travel Total	\$1,152.00

- 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 along with the necessary training to implement a successful weatherization + health program.

**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.

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.

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>
Office Supplies	\$8,416.00	In order to ensure proper administration of the program the following office supplies are needed to organize client hard copy files. Pens and pencils, plus erasers; Highlighters; Permanent markers (thick and thin, black); Scissors; Paper clips (plus holder); Binder clips (various sizes); Stapler, plus staples; Tape dispenser, plus extra rolls of tape; Glue sticks; Rubber bands; Pencil sharpener; 3 hole punch; Calculator; In/Out box for paperwork; Desk drawer organizer; Envelopes ; Return address labels; Sticky notes; Notepads (loose or bound, your choice); Printer paper; Printer ink/toner/cartridges; Manila file folders; Hanging file folders, plus tabs; Pocket or accordion file folders; File labels; 3 ring binders; Index dividers; Computer or laptop ; Printer; External hard drive; Paper shredder; Scanner; antibacterial wipes; and Label maker.
Materials and Supplies Total	\$8,416.00	

- 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.

Quote is attached to the SF-424 confirming costs for supplies

**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).

<u>Name of Proposed Sub</u>	<u>Total Cost</u>	<u>Basis of Cost*</u>
-----------------------------	-------------------	-----------------------

Fry Plumbing and Heating Nonprofit	\$571,867.00	DOEE provides grants to local nonprofits that are responsible for purchasing and installing audit-recommended weatherization and health & safety measures in income-eligible dwellings throughout the District. The District program operates utterly different from other WAP grantees because DOEE performs the initial energy audit and conduct the final QCI inspections. The nonprofits are charged with competitively advertising and recruiting subcontractors to install the audit recommended measures at the cost identified and approved by DOEE. Typical measures may include, but are not limited to, air sealing to reduce air infiltration; insulation of attics and walls; heating system repairs or replacement; hot water tank and pipe insulation; installation of energy-efficient lighting and refrigerators; window and outside door repair or replacement; renewable energy systems; and mitigation of health and safety issues, including indoor air quality improvements.
Contracts and Subgrants Total	\$571,867.00	

\*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
---------------------	------	-----------------------

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