

# Appendix B-1

## WAP DOE Budget Definitions

All services need to be rendered and materials need to be received within the allowable grant period.

### Budget Line Items and Allowed Expenditures Per Line

#### 1: Administration

Subgrantees may spend up to **10.0%** of the grant amount expended. Costs associated with weatherization administration include fiscal, executive, support operations, rent and utilities, office supplies etc. This applies to staff engaged in program administration.

#### 2: Liability Insurance

Insurance coverage of at least \$1,000,000.00 covering the risks related to the property and personal liability claims of other parties against the insured party. **Pollution Occurrence Insurance is recommended but not required for sub-grantees who contract out Lead and Asbestos remediation.**

#### 3: Financial Audit

The amount charged is based upon Subgrantee cost allocation plan.

#### 4: Base Operations

Allowable expenditures include cost from: Non-labor Program Support, Sub-grantee direct labor, Energy conservation measure (ECM) Labor, ECM Materials, Material Handling, Consumable supplies, Provisional Closeouts and Deferrals.

The maximum allowable average cost per unit, effective April 1, 2023, is **\$8,250.00**.

**This line may be paired with LIHEAP Support and other allowable funds.**

#### 5: Health & Safety

Direct costs associated with **eliminating health** and safety hazards prior to installation of weatherization materials. Allowable expenditures include direct cost from: Non-labor Program Support, Sub-grantee direct labor, Health & Safety labor, Health & Safety material, Material Handling, Consumable supplies, Provisional Closeouts. **Stoves, doors, and windows are not allowable expenditures under Health & Safety.**

The maximum allowable percentage of total base expenditures is **25.0%**.

**All Health & Safety units claimed must be paired with a DOE Base unit.**

#### 6. Training & Technical Assistance

These funds may only be used to cover expenses related to approved weatherization trainings to include: Class fees, Material fees, Written/field testing, CEU events, Wage/time reimbursement, Travel expenses (excluding meals and lodging).

#### 7. Readiness

Follow the same eligibility requirements as regular DOE. **Readiness funds must be used in the same Program Year and the unit must be Weatherized in Q1 of the following Program Year.** Units have an individual cap of \$12,500.00. In order to exceed the \$12,500.00 cap, sub-grantees must obtain IHCD approval.

**This line may be paired with other funds in the same way as regular DOE, but must result in either a DOE or BIL completion.**

## Definitions

### Non-labor Program Support

Direct costs of rent, utilities, advertising, consumable office supplies, office equipment, furnishings, and computer equipment. Cost allocation plans apply.

### Sub-grantee Direct Labor Costs

Cost for estimators, inspectors, coordinators, and support staff that can tie their work directly to a unit(s). This can be a contractor or an employee of the sub-grantee. Where employees work on multiple activities, a distribution of their salaries or wages must be supported by equivalent documentation of the activity percentage of work by the employee. This can be reported in IWAP under overhead but is not required.

### Energy Conservation Measure (ECM) Labor

Cost of installing an ECM by a professional service or the sub-grantee. This cost must be supported as an energy efficient measure from the approved energy modeling software. This is reported in IWAP under base labor.

### ECM Materials

Costs of installed materials in weatherization units by Sub-grantee and/or contractors. This cost must be supported as an energy efficient measure from the approved energy modeling software. This is required to be reported in IWAP under base materials. Purchases charged will be at their actual prices after deducting all cash discounts, trade reimbursements, discounts or rebates and allowances.

### Health & Safety Labor

The costs of eliminating energy related health and safety hazards prior to installation of weatherization materials. Health and safety is not a separate budget line item in LIHEAP and therefore is included in the average cost per unit. This is reported as **Health & Safety** labor in IWAP, ensure to check the corresponding measure in IWAP.

### Health & Safety Material

The material costs of eliminating an energy related health and safety hazards prior to installation of weatherization measures. Health and safety is not a separate budget line item in LIHEAP and therefore is included in the average cost per unit. This is reported as **Health and Safety** material in IWAP, ensure to check the corresponding measures in IWAP.

### Material Handling

Actual costs including Warehousing Facility Costs such as leases, utilities and security. **Transportation costs associated with material delivery, staff transportation to the work sites and vehicle maintenance.** Direct costs of staff including salaries, purchases etc. whose tasks involve Inventory control. This can be reported in IWAP under overhead but is not required.

### Consumable Supplies

Supplies that are consumed during weatherization. These items are not usually left in a client's home and last less than one year. Examples: batteries, protective suits, mask, etc.

### Provisional Closeouts

Once the weatherization process has commenced all work is required to be completed and pass a QC inspection by a QCI within 12 months of the application date to be counted as a completion. If this is not possible, the sub-grantee must submit proper documentation to IHCD for a Provisional Closeout. (See policy deferral standards for more info) Provisional closeouts will not count as a completion.<sup>4</sup>

### **Deferral Cost**

The cost associated with deferred units. Such as transportation, labor inspection cost, consumable supplies, etc. This cost should be tracked by the sub-grantee but is not reported in IWAP. **This does not include the cost of removing a unit from deferral.**