

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: State of Indiana, IHEDA
Award number: EE0007918

Budget period: 04/01/2021 - 03/31/2022

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>
Accounting- Clerical	Handles all accounts receivable and accounts payable for the program.
Accounting- Management	Handles all controller duties, A-133 audits, and other high-level accounting tasks.
Legal	Reviews and approves sub-grantees and professional services contracts; reviews requests for proposal documents; oversee information requests; handles all legal work for weatherization department
Public Relations/Marketing/Legislative Work	Handles all media inquiries; produces necessary marketing materials; answers constituent inquiries received from legislative staff or directs to weatherization staff as necessary
Director of Community Programs	Oversee the activities of the Community Program's staff. Responsible for approving allocation of funds to sub-grantees, ensuring contracts are executed in a timely manner. Facilitates partnerships with community based and consumer based entities to further and broaden the reach of the weatherization program.
Analyst I	Responsible for budget allocations, contract distribution and desktop compliance. Also, provides T&TA to sub-grantees, primary point of contact for T&TA contract, provides policy recommendations, assists in updating Field Guide, and Policy and Procedures Manual.
Analyst II	Responsible for budget allocations, contract distribution and desktop compliance.
Claims Specialist	Responsible for reviewing and processing claims.
Program Manager	Responsible for overall operations of the weatherization program; liaises with technical staff, oversees monitoring process and reporting; submits all required reports; responsible for approving sub-grantee allocations.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Accounting- Clerical	\$25.00	149.7600 hours	\$3,744.00
Accounting- Management	\$37.00	149.8300 hours	\$5,543.71
Legal	\$32.00	299.8000 hours	\$9,593.60
Public Relations/Marketing/Legislative Work	\$35.00	84.8200 hours	\$2,968.70
Director of Community Programs	\$70,000.00	33.9910 % FT	\$23,793.70
Analyst I	\$48,000.00	79.9869 % FT	\$38,393.71
Analyst II	\$48,000.00	79.9869 % FT	\$38,393.71
Claims Specialist	\$40,226.00	47.9844 % FT	\$19,302.20
Program Manager	\$55,000.00	79.9886 % FT	\$43,993.73
		Direct Pay Total	\$185,727.06

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.

Fringe rates are not approved by a Federal Agency, but cost rates are approved by the State Budget Agency and the General Assembly. Fringe benefits include FICA, retirement, health/dental/vision insurance, and short/long term disability. Benefits vary per person due to each employee selection of health care plans, etc. Amounts are based on fringe expenditure history per individual. The 2019 fringe benefits rate of 45.64% with the average percentage breakdown as follows: 22.38% Health/Dental/Vision Insurance; 14.1% Retirement; 7.42% FICA; 1.21% Short and Long Term Disability; .13% Basic life insurance; .41% deferred comp

Fringe Benefits Calculations

<u>Position</u>	<u>Direct Pay</u>	<u>Rate</u>	<u>Benefits</u>
Accounting- Clerical	\$3,744.00	45.6400 %	\$1,708.76
Accounting- Management	\$5,543.71	45.6400 %	\$2,530.15
Legal	\$9,593.60	45.6400 %	\$4,378.52
Public Relations/Marketing/Legislative Work	\$2,968.70	45.6400 %	\$1,354.91
Director of Community Programs	\$23,793.70	45.6400 %	\$10,859.44
Analyst I	\$38,393.71	45.6400 %	\$17,522.89
Analyst II	\$38,393.71	45.6400 %	\$17,522.89
Claims Specialist	\$19,302.20	45.6400 %	\$8,809.52
Program Manager	\$43,993.73	45.6400 %	\$20,078.74
		Fringe Benefits Total	\$84,765.82

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>
On-site visits with sub-grantees	16	\$300.00	\$4,800.00
		Travel Total	\$4,800.00

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.

Computation of travel is based on past trips of similar nature. Costs for the Regional meetings are based on projected cost of airline tickets, hotel costs, days of per-diem, and number of people attending the meetings.

The State pays \$.47 for mileage when personal vehicles are used, approx. \$35 for a car rental per day, meals at actual cost per day, approx. \$100 per night for in State lodging, and actual lodging costs for out of State lodging.

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>
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- 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.

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.

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>
Contracted Technical Monitor (s)	\$80,000.00	Contract a technical monitor to complete monitoring during the DOE 2020-2021 funding cycle.
Ad Hoc Technical Assistance	\$185,451.00	Provide T/TA as needed for subgrantees and state staff.
Energy Savings Study	\$60,000.00	IHCDA will contract with a researcher to study energy savings across IN as a result of the Weatherization program
Sub-grantee T&TA	\$88,000.00	Subgrantees will be allotted a \$2,000 base award with an additional \$500 for every county serviced by the Subgrantee per grant cycle for the purpose of providing Training and Technical Assistance for subgrantee staff and contractors interested in performing weatherization work for the Subgrantee. These funds may be used to cover only those expenses related to weatherization training. Upon request, Subgrantees may access additional TTA funding.
Contracted Program Monitor & Wx T/TA	\$150,000.00	IHCDA contracts an expert to complete program monitoring for the Weatherization program. She also provides T/TA to IHCDA and to subgrantees regarding technical issues.

INCAA T&TA (Section II.6)	\$735,000.00	The Indiana Community Action Association [INCAA] is Indiana's IREC accredited training center. IHCDA utilizes INCAA to provide the Weatherization training for Indiana's Weatherization Network resulting in a good percentage of Indiana's T&TA funds being utilized within this contract. Research and Development for updating WX forms, reviewing field guide updates, researching training needs, etc. In addition to the above mentioned activity, INCAA will continue to offer, on an as needed basis, the regular courses as detailed in the T&TA Section of the Master File of this State Plan submission. Work with IHCDA staff to develop and implement corrective action plans specific to each agency on a Quality Improvement Plan.
DataBase	\$37,000.00	IHCDA has a contract in place with Roeing for the IWAP database.
Database Needs Study	\$75,000.00	Study the needs of the network around data collection and access.
Local Agency Contracts (Section II.3)	\$7,558,767.00	2020 sub-grantee formula based grant allocation amounts. Refer to the allocation table provided in the annual file for each sub-grantee award amount.
Contracts and Subgrants Total	\$8,969,218.00	

*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
Rent	\$36,624.00	3.4% of agency cost - based on space used
Accounting	\$16,488.00	accounting costs such as audits, advice, software
State Association Conference	\$3,000.00	Register and attend (3 people)
HPC Conference	\$5,900.00	Register & attend conference (2 people)
NASCSP Membership Dues	\$3,500.00	Annual dues to NASCSP which allows access to the multitude of NASCSP resources
Subgrantee TTA Upon Req	\$176,000.00	Set aside for subgrantees who have requests and will utilize additional T/TA funds to train staff and contractors.
Indiana Office of Technology	\$3,165.00	3.4% of agency cost based on amount used
SAMMs	\$4,000.00	Hold two trainings for Weatherization Managers on topics of IHCDA's choice
Conference - NASCSP Fall	\$9,300.00	Register & attend Conference (3 people)
Multi-family out of state site visits	\$2,500.00	For IN team to see how multi-family is done in a successful state
Unallocated grantee admin	\$112,135.00	Caryover from 2020 plus 2021 allowed admin not allocated in staff time
Office Supplies	\$808.00	3.4% of agency cost based on amount used
Software & Hardware	\$51,609.00	3.4% of agency cost based on amount used

Staff Management Training	\$5,000.00	We will have a relatively new team that may need management, leadership, organizational, and other types of training to continue to enhance skills in areas of opportunity for improvement.
Conference - NASCSP Winter	\$12,400.00	Register & attend Conference (4 people)
Other Direct Costs Total	<u>\$442,429.00</u>	

- 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.

All costs proposed are only being used in support of the WAP.

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.

Indiana uses direct cost allocation; therefore all admin costs are listed in direct funding for the program.

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

Name:

Phone Number: