



BUDGET EXPLANATION FOR FORMULA GRANTS

Applicant: Kentucky Commonwealth of

Budget period: 04/01/2009 - 03/31/2012

Award number: EE00152

Amendment number: M001

1. PERSONNEL - Prime Applicant only (all other participant costs are listed in 6 below and form DOE F 4600.4, 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> |
|-------------------------------------|---|
| 1 Weatherization Program Specialist | Weatherization Program Specialist develops Weatherization Assistance Program (WAP) plan; assists in the preparation and submission of grant applications and federal reports to funding sources; tracks Congressional activity for funding; prepares related contract; reviews and approves subcontracts; amends State regulations governing program.; assists as needed in monthly desk reviews of weatherization agencies' progress; develops and interprets policy; provides assistance to the subcontractors in preparation of their annual plans and budgets; allocates funds by fund source to agencies; prepares annual planning and close-out packages; performs reviews of plans and amended budgets; assists in the development of program forms; attends training. |
| 1 Weatherization Program Manager | Performs personnel functions: verifying time sheets, approving travel, completing annual evaluations. and so forth. Oversees Weatherization Trainers / Monitors activities such as reviewing and editing monitoring reports, training projects, technical assistance visits, correspondences and other communications pertinent to the monitoring and training and technical assistance component of the program. Assist in monthly desk reviews of weatherization agencies' progress; develops and interprets policy; provides assistance to the subcontractors in preparation of their annual plans and budgets; allocates funds by fund source to agencies; prepares annual planning and close-out packages; |
| 3 Weatherization Trainers/Monitors | Performs monitoring of agencies which includes an on-site inspection of a representative sample of completed dwellings as well as file review of the dwellings inspected; researches and conducts related weatherization training either in a classroom setting or at individual agencies; provides technical assistance to agencies; represents the State on Demand Side Management (DSM) collaborative; researches new initiatives; performs reviews of agency plans and budgets; performs monthly review of agency expenditures, contractual compliance. Weatherization and Health and Safety averages; assists in the development of program forms; reviews and revises Weatherization Manual. |
| 1 Director, Design and Construction | Performs personnel functions: verifying time sheets, approving travel, completing annual evaluations. and so forth. Oversees programmatic activities such as submission of grant application, federal reports, regulation revisions, contract reviews and compliance, correspondences and other communications pertinent to the program. Insures timely submission of plans and reports to funding sources and other related offices. |

| | |
|--|---|
| 1 Senior Director Programs Administration | Oversees programmatic activities such as submission of grant application, federal reports, regulation revisions, contract reviews and compliance, correspondences and other communications pertinent to the program. Insures timely submission of plans and reports to funding sources and other related offices. |
| 1 Disign and Construction Administrative Asisstant | Provides administrative support to weatherization staff and technical assistance to CAK and the CAAs on Davis-Bacon compliance. |
| 2 Design and Construction Inspectors | Assist on an as needed basis with excess workload as it related to the field functions of the Weatherization Trainer/Monitors. Primary function will be to conduct inspections and monitoring on units that received weatherization assistance funds. |
| 1 Compliance Officer | Perform overall financial and contractual monitoring for CAK as well as each of the 23 CAA. This function will occur at least once a year or more if determined necessary. |
| Cumulative Total | |

Direct Personnel Compensation:

| <u>Position</u> | <u>Salary/Rate</u> | <u>Time</u> | <u>Direct Pay</u> |
|--|--------------------|-------------|-------------------|
| 1 Weatherization Program Specialist | \$0.00 | 70 % FT | |
| 1 Weatherization Program Manager | \$0.00 | 70 % FT | |
| 3 Weatherization Trainers/Monitors | \$0.00 | 70 % FT | |
| 1 Director, Design and Construction | \$0.00 | 70 % FT | |
| 1 Senior Director Programs Administration | \$0.00 | 70 % FT | |
| 1 Disign and Construction Administrative Asisstant | \$0.00 | 70 % FT | |
| 2 Design and Construction Inspectors | \$0.00 | 70 % FT | |
| 1 Compliance Officer | \$0.00 | 70 % FT | |
| Cumulative Total | \$900,293.20 | | |

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 include a copy of the rate agreement.

- b. If a 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 as an attachment.
 Fringe benefits are directly charged per each employee's benefits status. Benefits include F.I.C.A., retirement contributions, life and health insurance. Projected fringe benefits included in teh 2009-2012 biennial budget are projected at 35%. NOTE: KHC uses an average of 35% for fringe. This is due to health insurance being fixed for each employee which will generate a different percentage for each employee.

Fringe Benefits Calculations

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

3. TRAVEL - Identify total foreign and domestic travel as separate items.

| a. Proposed travel: | <u>Number</u> | <u>Cost Per</u> | <u>Total</u> |
|------------------------|-----------------|-----------------|--------------|
| <u>Purpose of Trip</u> | <u>of Trips</u> | <u>Trip</u> | |

| | | | |
|--|-----|--------------|--------------|
| Travel budget of \$168,000 for in-state trips to monitor, provide on-site technical assistance, regional training to the service providers. (3 year budget) DSM collative meetings and to attend related trainings. | 840 | \$200.00 | \$168,000.00 |
| Travel budget of \$42,000 for out-of-state travel to attend National and Regional Weatherization Training Conference or meetings, such as National Association for State Community Services Programs, Affordable Comfort Training Conference and Department of Energy conferences or meetings. (3 year budget) | 21 | \$2,000.00 | \$42,000.00 |
| Travel budget of \$45,000 for training and technical assistance activities provided to four weatherization staff. (3 year budget) | 180 | \$250.00 | \$45,000.00 |
| In state travel budget of \$30,000 for program and administrative staff oversight activities provided to the weatherization network. (3 year budget) | 120 | \$250.00 | \$30,000.00 |
| | | Travel Total | \$285,000.00 |

- b. Basis for computation of travel expenses (e.g., current airline quotes, past trips, federal or organization travel policy, etc.):
 All cost are based on KHC travel policies and past trips of simular nature.

4. EQUIPMENT - As defined in 10 CFR 660.202. Definitions are at http://www.access.gpo.gov/nara/cfr/waisidx_00/10cf

- a. Basis of cost estimates (e.g., vendor quotes, prior purchases of similar or like items, etc.):
 Cost for the listed equipment is based on vendor web prices and prior purchases.

- b. Equipment to be purchased and justification of need:

| <u>Equipment</u> | <u>Unit Cost</u> | <u>Number</u> | <u>Total Cost</u> | <u>Justification of Need</u> |
|------------------------------|------------------|-----------------|-------------------|---|
| Work Stations Upgrads | \$4,000.00 | 6 | \$24,000.00 | Laptop/Computer workstation, camera, printer/fax/copier, cable, phones. Update and or replace outdated equipment and provide a complete diagnostic battery of equipment for monitoring/training team. |
| Blower Door | \$2,500.00 | 2 | \$5,000.00 | |
| Infrared Camera | \$7,500.00 | 2 | \$15,000.00 | |
| Insulation Machine | \$7,000.00 | 2 | \$14,000.00 | |
| Analyzer | \$2,000.00 | 2 | \$4,000.00 | |
| Misc. Equipment | \$3,000.00 | 2 | \$6,000.00 | |
| Stimulus 360 Database System | \$53,950.00 | 1 | \$53,950.00 | ARRA reporting and tracking sofeware, installation and hardware for performance measure reports. |
| | | Equipment Total | \$121,950.00 | |

5. MATERIALS AND SUPPLIES - As defined in 10 CFR 660.202.

- a. Basis cost estimates (e.g., vendor quotes, prior purchases of like items, etc.):
 Cost for the listed supplies are based on vendor web prices and prior purchases.

- b. Supplies to be purchased and justification of need:

| <u>General Category</u> | <u>Cost</u> | <u>Justification of Need</u> |
|---|-------------|---|
| Annual cost to service three (3) Combustion Analyzers | \$1,500.00 | Annual maintenance of Combustion Analyzers is essential since sensors have a useful life of one (1) year. |
| General Office Supplies | \$6,000.00 | General Office Supplies |

| | | |
|--|-------------|---|
| Supplies and materials needed at the training center for its operation | \$9,600.00 | Materials, cleaning supplies, tissue, paper towels, etc. are needed at the training center when training classes are held and to keep the center adequately maintained. |
| Materials and Supplies Total | \$17,100.00 | |

6. CONTRACTS AND SUBGRANTS - All other participant costs including subcontractor sub-grants, and consultants For ongoing subcontractors and sub recipients described elsewhere in the application, document and item numbe is listed.

| Name of Proposed Sub | Total Cost | Basis of Cost* |
|---------------------------------------|-----------------|---|
| Community Action Kentucky, Inc. (CAK) | \$808,500.00 | KHC will contract with Community Action Kentucky, Inc. (CAK), which will sub-contract with the twenty-three (23) weatherization service providers to operate the program statewide. KHC will retain all administrative oversight for the program, including grant writing, monitoring, federal reporting, training, technical assistance, and policy writing and interpretation. CAK will be responsible for the following: " Prepare sub-contracts with prior approval from KHC; "" Combine twenty-three (23) monthly invoices into a single invoice for submittal to the KHC for reimbursement; "" Prepare financial reports and other reports as requested by KHC; "" Assist KHC staff, at the request of KHC to plan and implement activities for the annual Weatherization Day; "" Integrate Demand Side Management (DSM) programs with the weatherization program and represent KHC on DSM collaborative; " Monitor monthly expenditures for each sub-contractor to ensure that line item budget categories are not exceeded by more than 10% of planned and that the allocation by funding source, DOE is not exceeded; and serve as bulk purchasing agent and monitor each CAA at least once a year. " Perform activities as approved or directed by KHC and as outlined in the administrative contract. |
| Liability Insurance | \$243,600.00 | Three years of pollution/liability insurance for the CAK and subgrantees. |
| Subgrantee T and TA | \$3,910,000.00 | Funding used for training and technical assistance needs for CAK and subgrantees. |
| Subgrantee Administration | \$3,545,687.50 | Three years of administration funding for 23 subgrantees. |
| Subgrantee Program Operations | \$59,105,757.32 | Benefits and program operations for subgrantees. |
| Contracts and Subgrants Total | \$67,613,544.82 | |

*For example, Competitive, Historical, Quote, Catalog

7. OTHER DIRECT COSTS - All direct costs not included in above categories

a. Basis for cost estimates (e.g., vendor quotes, prior purchase of similar items, etc.):

b. Other direct costs and justification of need:

| General Description | Cost | Justification of Need |
|---------------------|------|-----------------------|
|---------------------|------|-----------------------|

| | | |
|--|----------------|---|
| Proposal currently under review for Training and Technical Assistance training center expansion, cur | \$105,000.00 | Expand training center outreach and curriculum for increased ARRA weatherization funds. Proposal for final recommendation currently under review |
| Certifications, Recertifications, Licensures, CE Courses, as needed | \$8,800.00 | Other training costs for the Weatherization Assistance Program staff to attend new and innovative training as it relates to weatherization, mold, lead and other health and safety approaches. To obtain certifications in specialty areas. To maintain current certifications or licenses in weatherization specialty areas. |
| Membership dues, subscriptions for energy related publications, software, and other miscellaneous co | \$6,000.00 | Dues for membership in advocacy organizations, such as, National Association of State Community Services Programs (NASPCSP). Cost for posting legal ads in newspapers for notice of a public hearing. Obtain or maintain subscriptions for energy related publications and to purchase updated software |
| Vehicles and Equipment over \$5,000.00 | \$1,748,000.00 | Grantee shall purchase replacement vehicles and/or replace or update equipment over \$5,000.00 within the sub-grantee weatherization network. The grantee will have administrative oversight and reimbursement approval of vehicles and equipment over \$5,000.00 to the sub-grantees |
| Other Direct Costs Total | | |
| \$1,867,800.00 | | |

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.
 KHC is in the process of determining the need for an indirect cost plan and may include the information in future submissions.

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

Name: _____ Phone Number: () - _____