

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: STATE OF WYOMING
Award number: EE0007960

Budget period: 07/01/2021 - 06/30/2022

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>
Grantee Personnel Admin/staff	WAP Program Manager. In Wyoming, the WAP and LIHEAP programs share one FTE. Thus, LIHEAP and DOE each pay 50% of the Program Manager's salary. Wyoming uses a Time Analysis system and the Program Manager enters her time spent per program/funding source. Each program and funding source has a unique code. This ensures that only DOE funds pay for employee time spent on DOE business.
Financial Assistant	receives invoices for payment from subgrantees; reviews and issues payments; financial reporting duties; assist with financial part of desk monitoring. This position time studies to several different programs, only one of which is DOE WAP. Wyoming uses a Time Analysis system to track employee time per program/funding source.
Other fiscal and mgmt staff	Other fiscal, management and IT staff who may occasionally time study to wap.

Direct Personnel Compensation:

<u>Position</u>	<u>Salary/Rate</u>	<u>Time</u>	<u>Direct Pay</u>
Grantee Personnel Admin/staff	\$61,214.00	50.0000 % FT	\$30,607.00
Financial Assistant	\$63,600.00	20.0000 % FT	\$12,720.00
Other fiscal and mgmt staff	\$48,665.00	100.0000 % FT	\$48,665.00
		Direct Pay Total	\$91,992.00

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.

This information is available at <http://ai-hrd.wyo.gov/human-resources-division/employee-resources/benefits>.
State of Wyoming fringe benefits vary by employee based on longevity, type of health insurance choices and whether it is for individual employee or for family and whether dental, life and vision are selected, and whether other retirement options are selected beyond the regular State retirement.
Fringe rates are different for each employee and position based on varying benefit selections per employee. Fringe rates may also change as an employee's circumstances change or as positions are vacated and replaced with new employees. And, percentages will also vary according to the amount of time a secondary employee time studies to WAP.

Fringe Benefits Calculations

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

Grantee Personnel Admin/staff	\$30,607.00	21.1311 %	\$6,467.60
Financial Assistant	\$12,720.00	15.3804 %	\$1,956.39
Other fiscal and mgmt staff	\$48,665.00	10.0668 %	\$4,899.01
		Fringe Benefits Total	\$13,323.00

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>
Monitoring of sub-grantees and T&TA activities, including travel to national conferences such as HPC, Nascsp and travel to regional trainings such as Energy Outwest and the annual in-state WAP training.	10	\$1,250.00	\$12,500.00
Administrative Management travel to Cheyenne State Office and Sub-grantee site offices.	4	\$625.00	\$2,500.00
		Travel Total	\$15,000.00

- 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.

The Wyoming WAP Program Manager spends a large percentage of time travelling for the purpose of monitoring WAP sub-grantees, conducting on-site assessments across the state of Wyoming, and facilitating Training and technical assistance to the Wyoming network of sub-grantees. The costs for these grantee T&TA activities are charged to DOE T&TA funds. This DOE T&TA budget line item includes \$12,688.00 to cover travel costs related to WAP monitoring and T&TA activities. This line item also includes travel associated with the monitoring of compliance with the quality work plan, quality management plan, and associated training for QCI and other certification requirements. This budget includes cost for travel to regional and national conferences such as HPC and NASCSP, as well as to two in-state WAP training conferences. The budget line item also includes travel costs associated with WAP quarterly meetings and meetings of the WAP Safety Committee and technical standards committee.

A small administrative travel budget in the amount of \$2,500.00 is for administrative travel costs to include 4 trips to Cheyenne and Gillette for WAP administrative and management purposes. Total administrative and T&TA travel costs shall not exceed \$15,188.00.

Overall travel costs have been reduced from last year due to COVID-19 impacts to travel. Should travel remain restricted throughout the PY 2020, these travel funds will be re-programmed to program operations. The funds for conference attendance/training shall be utilized for online training courses as necessary during the COVID-19 pandemic.

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>
0	\$0.00	1	\$0.00	0
			\$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.

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.

General Category	Cost	Justification of Need
General office supplies and materials	\$5,000.00	This line item is meant to cover the DOE portion of paper, and other general office supply and client education materials/office equipment costs. These costs are shared among all of our WAP funding sources; therefore, only a portion of those costs used for DOE WAP purposes will be charged to DOE under this DOE amount of \$5,000.00. This includes the printing of Radon forms and Renovate Right pamphlets and forms for distribution to sub-grantees and clients. Also includes and database and software licensing updates.
Materials and Supplies Total	\$5,000.00	

- 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.

We anticipate minimal supply costs for this budget; however, we anticipate some increases for print materials due to continued COVID-19 economic impacts. The items that would be purchased under this line item include: paper, copies, client education materials, and other general office supplies. The State of Wyoming follows State Procurement Rules when purchasing office 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).

Name of Proposed Sub	Total Cost	Basis of Cost*
Program Ops total for all sub-grantees	\$683,931.00	Total budgeted program ops for all sub-grantee agencies combined.
Monitor & Technical Assistance contracts	\$10,088.00	\$10,088.00 of Grantee T&TA funds will be allocated to technical assistance and monitoring activity contracts.
Sub-grantee Admin.	\$94,146.00	Total allowable admin. for all sub-grantee agencies combined.
Liability Insurance	\$25,000.00	Total allowable for liability costs for all sub-grantee agencies combined. These costs have dramatically increased with increased health & safety requirements. This has been documented by actual charges incurred by sub-grantees.
Sub-grantee T&TA for all sub-grantees	\$160,838.00	T&TA funds disbursed to network of sub-grantee agencies.
Application Intake & Database Development Contracts	\$36,472.00	Wyoming will contract with third party LIHEAP Contractor for continued application intake & processing as well as with an IT vendor TBD for database development. Grantee Admin funds will be allocated for these purposes.
Financial audits	\$28,000.00	Total allowable financial audit costs for all sub-grantee agencies combined.
Contract H & S	\$82,619.00	Total allowable health & safety costs for all sub-grantee agencies combined.

Contracts and Subgrants Total \$1,121,094.00

*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
Printing	\$1,500.00	Printing of program brochures, renovate right pamphlets, updated sws-compliant field guides, etc..
Subscriptions	\$300.00	Home Energy Magazine, ASHRAE, Safety + Health, other wap and OSHA related publications
Postage and shipping	\$230.00	General cost of doing business.
Dues	\$4,696.00	NASCSP, EPA RRP Firm Status, Energy Outwest, Wyoming Safety Summit, membership orgs and conference registration fees.
Legal Notices	\$350.00	Placement of legal notices for public review of state plans, etc.
Conference Registrations	\$1,000.00	Registration fees for virtual and/or in-person conferences such as NASCSP, Energy Out West, Home Performance, etc.
Phone line	\$800.00	Must be reachable. General cost of doing business.
Other Direct Costs Total	\$8,876.00	

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.

See above for description. All costs included in Other Direct Costs are properly excluded from indirect costs to ensure there are not duplicate charges. All costs proposed are only being used in support of the WAP Program.

PY 12-13 and 13-14 and 14-15 and current telecom charges for WAP averaged about \$1600 so \$750 was budgeted for PY 18. Some phone costs (50%) will be charged to LIEAPWAP and we expect a COVID-19 related surge in phone calls, so \$800 (~50%) will be billed to DOE for this Program Year. Phone costs are expected to remain the same in PY21 so \$800 was budgeted. Postage charges ranged from \$93 to \$150 and we expect an increase in mail costs due to COVID-19 so \$230 was budgeted for PY 2020. We expect this to be the same in PY21.

NASCSP and other membership dues have increased significantly and we have had virtual conference registration fees due to COVID-19.

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.

The State of Wyoming will not be charging Indirect Costs to the Weatherization Assistance Award #EE-0007960 during program year 2021. Wyoming is not charging indirect costs to the award, and Wyoming understands the award will be conditioned to reflect that contingency.

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.

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

Name:

Phone Number: