

APPLICATION FOR FEDERAL ASSISTANCE SF-424

Version 02

9. Type of Applicant:

A State Government

10. Name of Federal Agency:

U. S. Department of Energy

11. Catalog of Federal Domestic Assistance Number:

81.042

CFDA Title:

Weatherization Assistance Program

12. Funding Opportunity Number:

DE-WAP-0002017

Title:

2017 Weatherization Assistance Program Funding

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of Delaware (Statewide)

15. Descriptive Title of Applicant's Project:

Delaware Weatherization Assistance Program



U.S. DEPARTMENT OF
ENERGY

Energy Efficiency &
Renewable Energy

Weatherization & Intergovernmental Program

Performance and Accountability for Grants in Energy (PAGE)

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Grant Search:
Grant #: EE0007910 **Grantee:** Delaware Division of Energy and Climate **Status:** Active

Weatherization Assistance Program Annual File

The WAP Annual File captures application information for each year that includes subgrantee details, estimated costs per unit, estimated savings and units to be weatherized with the allocated funds.

OMB Control No: 1910-5127
Expiration Date: 02/29/2020

Annual File: Program Year: 2017; Revision: 1; Approved on 08/30/2017 ▾

Print

Annual File
 Subgrantee Information

i The data in the text fields is shown in abbreviated form. To view the full text click on "View the full text..." button

IV.1 Subgrantees

Subgrantee (City)	Planned Funds/Units
Catholic Charities (Wilmington)	\$513,024.00 50
Total:	\$513,024.00 50

IV.2 WAP Production Schedule

Weatherization Plans	Units
Total Units (excluding reweatherized)	50
Reweatherized Units	0

Note: Planned units by quarter or category are no longer required, no information required for persons.

Average Unit Costs, Units subject to DOE Project Rules

VEHICLE & EQUIPMENT AVERAGE COST PER DWELLING UNIT (DOE RULES)

A	Total Vehicles & Equipment (\$5,000 or more) Budget	\$0.00
B	Total Units Weatherized	50
C	Total Units Reweatherized	00
D	Total Dwelling Units to be Weatherized and Reweatherized (B + C)	50
E	Average Vehicles & Equipment Acquisition Cost per Unit (A divided by D)	\$0.00

AVERAGE COST PER DWELLING UNIT (DOE RULES)

F	Total Funds for Program Operations	\$348,214.00
G	Total Dwelling Units to be Weatherized and Reweatherized (from line D)	50
H	Average Program Operations Costs per Unit (F divided by G)	\$6,964.28
I	Average Vehicles & Equipment Acquisition Cost per Unit (from line E)	\$0.00
J	Total Average Cost per Dwelling (H plus I)	\$6,964.28

IV.3 Energy Savings

Method used to calculate savings: WAP algorithm Other (describe below)

	Units	Savings Calculator (MBtus)	Energy Savings
i	This Year Estimate	50	29.3
			<input type="text" value="1,465"/>

Prior Year Estimate	0	29.3	<input type="text" value="0"/>
Prior Year Actual	0	29.3	<input type="text" value="0"/>

Method used to calculate savings description [View the full text...](#)
 Delaware is using the algorithm calculation as outlined in the application instructions.
 Currently DNREC does not have a way to calculate actual energy savings from actual data.

IV.4 DOE-Funded Leveraging Activities

[View the full text...](#)

IV.5 Policy Advisory Council Members

Check if an existing state council or commission serves in this category and add name below

- Policy Advisory Council Member**
- [Bill Lietzinger](#)
 - [Brad Whaley](#)
 - [Chrystal DiGiore](#)
 - [Cynthia Ventresca](#)
 - [Darrell Wilson](#)
 - [Liosa Locke](#)
 - [Paul Calistro](#)
 - [Susan Eliason](#)

IV.6 State Plan Hearings (Note: attach notes and transcripts to the SF-424)

Date Held	Newspapers that publicized the hearings and the dates the notice ran
02/01/2017	The Public Hearing was held on 2/1/17 and the transcript of the hearing is attached to the SF-424.

IV.7 Miscellaneous

[View the full text...](#)
 This is a new award and there are no carryover funds.
 Robert J. Zimmerman
 will serve as the Business Officer and Principal Investigator

[Burden Statement \(click here to show...\)](#)

Created by CHERYL GMUER on 07/05/2017 at 01:42:35 PM
 Last updated by CHERYL GMUER on 08/29/2017 at 10:31:11 AM

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007910		2. Program/Project Title Weatherization Assistance Program	
3. Name and Address Delaware Division of Energy and Climate 89 Kings Highway Dover, DE 199010000		4. Program/Project Start Date 04/01/2017	5. Completion Date 03/31/2018

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal	81.042	\$ 0.00		\$ 604,501.00		\$ 604,501.00
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 604,501.00	\$ 0.00	\$ 604,501.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) GRANTEE ADMINISTRATION	(2) SUBGRANTEE ADMINISTRATION	(3) GRANTEE T&TA	(4) SUBGRANTEE T&TA	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 7,500.00	\$ 0.00	\$ 7,500.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 22,640.00	\$ 35,810.00	\$ 57,523.00	\$ 70,000.00	\$ 593,187.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,814.00
i. Total Direct Charges	\$ 24,640.00	\$ 35,810.00	\$ 65,023.00	\$ 70,000.00	\$ 604,501.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 24,640.00	\$ 35,810.00	\$ 65,023.00	\$ 70,000.00	\$ 604,501.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

BUDGET INFORMATION - Non-Construction Programs

1. Program/Project Identification No. EE0007910		2. Program/Project Title Weatherization Assistance Program	
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SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.						
2.						
3.						
4.						
5. TOTAL		\$ 0.00	\$ 0.00	\$ 604,501.00	\$ 0.00	\$ 604,501.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1) PROGRAM OPERATIONS	(2) HEALTH AND SAFETY	(3) FINANCIAL AUDITS	(4) LIABILITY INSURANCE	
a. Personnel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
b. Benefits	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,500.00
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00
f. Contract	\$ 348,214.00	\$ 51,900.00	\$ 3,100.00	\$ 4,000.00	\$ 593,187.00
g. Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
h. Other	\$ 0.00	\$ 0.00	\$ 1,814.00	\$ 0.00	\$ 1,814.00
i. Total Direct Charges	\$ 348,214.00	\$ 51,900.00	\$ 4,914.00	\$ 4,000.00	\$ 604,501.00
j. Indirect	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
k. Totals	\$ 348,214.00	\$ 51,900.00	\$ 4,914.00	\$ 4,000.00	\$ 604,501.00
7. Program Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

U.S. DEPARTMENT OF ENERGY



BUDGET JUSTIFICATION FOR FORMULA GRANTS

Applicant: Delaware Division of Energy and Climate
Award number: EE0007910

Budget period: 04/01/2017 - 03/31/2018

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:

Position	Description of Duties of Professionals
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Direct Personnel Compensation:

Position	Salary/Rate	Time	Direct Pay
	\$0.00		

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.

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
To attend DOE sponsored and or other weatherization related conferences and course, including DOE training and annual NASCSP conferences. Three persons each, two conferences each (one DOE and one ACI) equaling 6 trips at estimated \$1250/pp/trip The DNREC has a policy that is very restrictive to all out-of-state travel, policy dated 5/2015.	6	\$1,250.00	\$7,500.00
		Travel Total	\$7,500.00

- 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.

Conference registration	\$450
Airfare/Travel	\$350
Hotels and per diem	\$450

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
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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.

General Category	Cost	Justification of Need
Misc supplies	\$2,000.00	Misc supplies for office work, including paper, printer ink, mailing materials, etc..
Materials and Supplies Total	\$2,000.00	

- 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.

All supplies are purchased off state contract - negotiated by the division of Government Support Services. All costs and contracts are available on their website at delaware.gov

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*
Catholic Charities	\$513,024.00	Program operations (\$348,214), health and safety (\$51,900), T&TA (\$70,000), Subgrantee Admin (\$35,810), Liability Insurance (\$4,000), Audit fees (\$3,100)
Kent Conservation District	\$25,000.00	Grantee T&TA - 25% of state monitor's salary, benefits and OEC's
Res State Street Com	\$16,000.00	Grantee Admin - Rent for Weatherization Office space
Misc Contracts	\$3,640.00	Grantee Admin - costs for phones, court reporters, legal notices, copier maintenance, printing, etc.
Fleet Services - State of Delaware	\$4,000.00	Grantee T&TA - Car rental for WAP staff.
Hancock Software	\$18,523.00	Grantee T&TA - 21% of annual maintenance fee for WAP database
Delaware Attorney General's office	\$3,000.00	Grantee Admin - Hourly billings for assistance in oversight. Previous year's expenses used as guide for estimation this year.
Training	\$10,000.00	Grantee T&TA - Expected costs for three grantee staff to receive required JTA training and certification expenses.
Contracts and Subgrants Total	\$593,187.00	

*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.

<u>General Description</u>	<u>Cost</u>	<u>Justification of Need</u>
State Financial Audit Fees	\$1,814.00	The state requires financial audit fees to be charged as a direct cost to the Program.
Other Direct Costs Total	\$1,814.00	

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.

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.

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

Name:

Phone Number: