

BUDGET NARRATIVE: Future Ready Neighborhoods (FRNs)

Budget Details

Budget Narrative Table 3: Budget by Year

BUDGET BY YEAR						
CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
TOTALS						
PERSONNEL	\$228,064	\$244,028	\$261,110	\$279,388	\$298,945	\$1,311,537
FRINGE BENEFITS	\$36,079	\$38,604	\$41,307	\$44,198	\$47,292	\$207,479
TRAVEL	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$275,976	\$0	\$0	\$0	\$0	\$275,976
SUPPLIES	\$254,946	\$250,000	\$250,000	\$250,000	\$250,000	\$1,254,946
CONTRACTUAL	\$0	\$0	\$0	\$0	\$0	\$0
OTHER	\$9,271,974	\$9,271,974	\$9,271,974	\$9,271,974	\$9,271,974	\$46,359,870
DIRECT	\$10,067,039	\$9,804,607	\$9,824,391	\$9,845,560	\$9,868,211	\$49,409,808
INDIRECT	\$102,629	\$109,813	\$117,500	\$125,725	\$134,525	\$590,191
TOTAL FUNDING	\$10,169,668	\$9,914,419	\$9,941,891	\$9,971,285	\$10,002,737	\$49,999,999

i. Personnel: \$1,311,537

The below positions would be based on the pay scale the below Table 2. These positions are subject to review by Polk County Human Resources; estimates have been based on existing county positions. These estimates include a 7% raise annually.

Project Manager. FTE. GS21 pay scale. This position is for the overseeing of the whole entire grant at the regional level, based at Polk County Public Works. 5-year total costs: \$492,188

Accounting Coordinator. 0.5 FTE. GS19 pay scale. This position is for the overseeing of the accounting of the federal grant in coordination with any subawardees, based at Polk County Public Works. 5-year total costs: \$214,327

Administrative Coordinator. 0.5 FTE. GS16 pay scale. This position is for the overseeing of the administrative duties of the federal grant in coordination with any subawardees, based at Polk County Public Works. 5-year total costs: \$195,568

Regional Forester. FTE. GS17 pay scale. This position is for the development and implementation of a regional forestry program as defined in Section 1 of the grant application, based at Polk County Public Works. 5-year total costs: \$409,453

Budget Narrative Table 2: Polk County, Iowa AFSCME Bargaining Units: Base Salary Ranges FY 23/24

<i>Position</i>	<i>Pay Grade</i>	<i>Minimum</i>	<i>Midpoint</i>	<i>Maximum</i>
Admin	16	\$58,634	\$67,664	\$76,694
Forester	17	\$61,379	\$70,861	\$80,343
Accountant	19	\$67,280	\$77,726	\$88,172
Program Manager	21	\$73,782	\$85,284	\$96,786

Subawardees may hire personnel as well; which has been budgeted for Subawardee/Other Category.

ii. Fringe Benefits: \$207,479

Fringe benefits have been based on 23% of salary in accordance with standard Polk County Human Resources practices.

Project Manager: 5-year total costs: \$113,203

Accounting Coordinator: 5-year total costs: \$49,295

Administrative Coordinator: 5-year total costs: \$44,981

Regional Forester: 5-year total costs: \$94,174

iii. Travel - None

iv. Equipment: \$275,976

Procurement of 6 alternative fuel vehicles for Program Manager, Regional Forester, and Polk County Public Works weatherization program expansion. These numbers are based on State of Iowa¹ procurement standards for plug-in electric hybrid, 7-passenger vans, at a cost of \$45,996 each.

v. Supplies: \$1,254,946

Procurement of 6 laptops, including monitors, docking stations, keyboards, etc. At an estimated cost of \$824.33 each. These would be provided to the positions outlined above. One-time purchase cost: \$4,946.

The establishment of a regional forestry program to lead LIDAC neighborhood assessments, tree plantings, and maintenance, including shovels, ladders, seedlings, mulch, and other materials. 5-year total costs: \$1,250,000.

vi. Contractual - None

vii. Other: \$46,359,870

Subawards to local governments and regional governmental organizations for implementation of weatherization expansion. 5-year total costs: \$34,359,870 (cost breakdown below).

Administrative costs: 10% of each weatherization program. This could include the hiring of staff, procurement of analysis, and other administrative functions. 5-year total costs: \$3,123,625.

¹ State of Iowa Department of Administrative Services. <https://das.iowa.gov/media/2092/download?inline=>

Participant support costs: These are project implementation dollars to be used by weatherization agencies for LIDAC household upgrades. 5-year total costs: \$31,236,245

Subawards to municipal utilities and community-based organizations in Central Iowa for solar arrays that direct energy credits to Low-Income Persons and Households. 5-year total costs: \$10,000,000.

Subawards to education institutions for education and training support. 5-year total costs: \$2,000,000.

Total direct costs: \$49,409,808

viii. Indirect Charges: \$590,191

These charges are subject to review by Polk County Human Resources; estimates have been based on existing county positions at a rate of 45% of salary.

Reasonableness of Costs

The estimates provided above are based on existing programs already in place or projects that have been implemented in the region previously.

Personnel: Based on current Polk County pay matrix based on Polk County Human Resources.

Fringe benefits: Based on current Polk County averages for benefits of ~23% of salary based on Polk County Human Resources.

Equipment: Based on State of Iowa Department of Administrative Services procurement guidelines.

Supplies: Computer estimates based on current Polk County averages for technology acquisition. Forestry program establishment based on watershed management authority costs associated across Central Iowa.

Other: Subawards to local and regional entities estimated based on current weatherization programs and recent implementation of utility & community-scale solar. Subawards to education institutions based on estimates determined in coordination with institutional leadership and similar programs.

Indirect costs: Based on current Polk County averages for indirect costs of ~45% of salary based on Polk County Human Resources.

Cumulative cost-effectiveness:

2025 – 2030: \$49,999,999.00/62,917mt CO₂e = \$794.70/ mt CO₂e

2025 – 2050: \$49,999,999.00/482,362mt CO₂e = \$103.66/ mt CO₂e

Budget Narrative Table 3: Detailed Timeline, Tasks, and Milestones

Task #	Task Description	Anticipated Milestones
1	Pursue CPRG implementation funding	March – April 2024
2	Develop Quality Assurance Project Plan for all FRN parts	April – May 2024

3	Conduct LIDAC neighborhood prioritization analysis	May – September 2024
4	Potentially, receive award of implementation funding	July 2024
5	Convene regional partners to discuss LIDAC prioritization outcomes and county funding allocation	August 2024-October 2024
6	Community partners & utility stakeholder engagement around measure implementation administration specifics	August 2024 – October 2024
7	Determination of final subawardees	November 2024
8	Enter funding sub-agreement with Mid-Iowa Planning Alliance for rural county administration & implementation	November 2024
9	Produce implementation guidance and establish a Regional Forestry Program, including hiring of Regional Forester	November 2024
10	Coordinate training and apprenticeship programs.	Fall/Winter 2024
11	Conduct analysis to prioritize of solar installation at CBOs.	Winter 2024-25
12	Begin bidding and procurement of services for all FRN parts	January 2025 - May 2025
13	Implement Future Ready Neighborhoods	Spring 2025 – October 2029
14	Prepare and submit semi-annual report for EPA per grant guidance	Bi-annually in fall & spring
15	Continuously monitor, evaluate, and adjust the program as needed and per grant guidance in coordination with regional partners.	Bi-annually in fall & spring
16	Prepare and submit final report for EPA per grant guidance	August - October 2029

Parties Responsible for Implementing

Polk County will hold primary responsibility for all administration and execution. It will work with the following agencies on implementation:

Polk County, Iowa will:

- House staff outlined in this proposal within Public Works
- Administer Polk County weatherization expansions within Housing Division of Public Works
- Coordinate and facilitate all regional discussions
- Prepare Quality Assurance Project Plans
- Work with all implementation partners and other stakeholders to continuously ensure program success, and make adjustments as needed
- Be responsible for bi-annual and final reporting
- Be responsible for development of subagreements
- Create centralized material hub for all partners to access
- Fill other leadership needs as they arise

Mid-Iowa Planning Alliance for Community Development (MIPA) may:

- Manage rural county administration and federal reporting
- Assist rural counties and region with legal assistance
- Hire additional staff as needed to fulfill subaward agreement

Local governments may:

- Participate in development of final program mechanisms
- Inspect properties for compliance after implementation

Private and public utilities may:

- Partner with Polk County and other entities on energy efficiency program expansions

- Partner with Polk County and other entities on solar array siting and installation
- Partner with Polk County and other entities on professional development and training opportunities

Regional and local education, workforce, and community-based organizations (CBOs) may:

- Partner with Polk County and other entities on energy efficiency program expansions
- Partner with Polk County and other entities on solar array siting and installation
- Partner with Polk County and other entities on professional development and training opportunities
- Participate in development of final program mechanisms
- Inspect properties for compliance after implementation
- Aid in the development of program mechanisms
- Aid in the development of education and training programs
- Aid in the marketing and outreach of the program
- Participate in development of final program mechanisms

All of the above agencies have the authority to implement FRN as it stands, and their cooperation is integral to the implementation. If Community Action Partnerships are not able to house weatherization expansions, local Housing Trust Funds have been made aware of the potential for their involvement, and have shown willingness to participate.