



Mid-South Rapid Retrofits Project
Addressing Barriers to Residential Energy Efficiency in the Greater Memphis Area

BUDGET NARRATIVE

The Shelby County Government will ensure proper management of U.S. Environmental Protection Agency (EPA) Climate Pollution Reduction Grant (CPRG) funds by: adhering to the federal requirements governing the allowability of costs to the US EPA CPRG Implementation grant awards; adhering to the requirements for adequately documenting and tracking costs and retaining record; and applying the federal requirements for time and effort reporting. Shelby County Government's financial management system will identify, in its accounts, all Federal awards received and expended and the Federal programs under which they were received. Shelby County Government's records will identify the source and application of funds for all CPRG-funded activities and will be supported by source documentation.

Shelby County Government will adhere fully to the [Grants Policy Issuance \(GPI\) 16-01: EPA Subaward Policy for EPA Assistance Agreement Recipients](#) policy establishing the requirements and procedures for subrecipient eligibility, pass-through entity monitoring and management of subawards, and authorizing fixed amount subawards under 2 CFR 200.330, 200.331, and 200.332.

1. PERSONNEL - Lead Applicant Only (Shelby County Government)

- a. Positions to be supported under the proposed award and brief description of the duties of professionals:

Position	Description of Duties of Professionals
Manager A @ \$77,050/yr, 1 FTE with salary increase	This Manager will be the grant program manager stationed within the Office of Sustainability and Resilience (OSR). They will administer the grant, act as the point of contact for EPA, prepare and submit grant reporting requirements, oversee subawards, coordinate and provide administrative support to the task forces, and ensure milestones are met.
Manager A @ \$77,050/yr, 1 FTE with salary increase	This Manager will be stationed within the Department of Housing. They will interface with OSR and directly manage intake and field staff responsible for implementing the retrofits. They will ensure data is collected and kept centralized for reporting purposes and compliance and oversee the development of work write ups and construction.
Planner 1 @ \$56,740/yr, 2 FTEs with salary increase	These positions will report directly to OSR Manager A. They will assist the grant program manager on grant administration by preparing reporting documents, overseeing subawards, coordinating and providing administrative support to the task forces, and tracking milestone progress. Planners will also complete required data analysis to calculate greenhouse gas reductions.

Accountant B @ \$60,000/yr, 1 FTE with salary increase	The Accountant B position will report directly to the Division of Planning and Development Finance Manager. This position will coordinate payments and reconcile county side budgets with federal grant budget, oversee procurement of goods and services, process drawdowns, and issue payments with approved invoices.
Site Inspector @ \$52,000/yr, 4 FTEs with salary increase	Site inspectors will report directly to Housing Manager A. These positions will be responsible for conducting inspections, generating write ups, coordinating bid solicitations, and coordinating work with contractors and homeowners.
Compliance Officer @ \$61,360/yr, 1 FTE with salary increase	This position will report directly to Housing Manager A. They will interface with OSR and EPA to ensure compliance with Davis-Bacon Wage Act and other relevant federal regulations as applicable.
Intake Coordinator @ \$50,000/yr, 1 FTE with salary increase	This position will report directly to Housing Manager A. They will process applications, client income verification, assisting clients with applications, routing contracts, and providing client outreach.

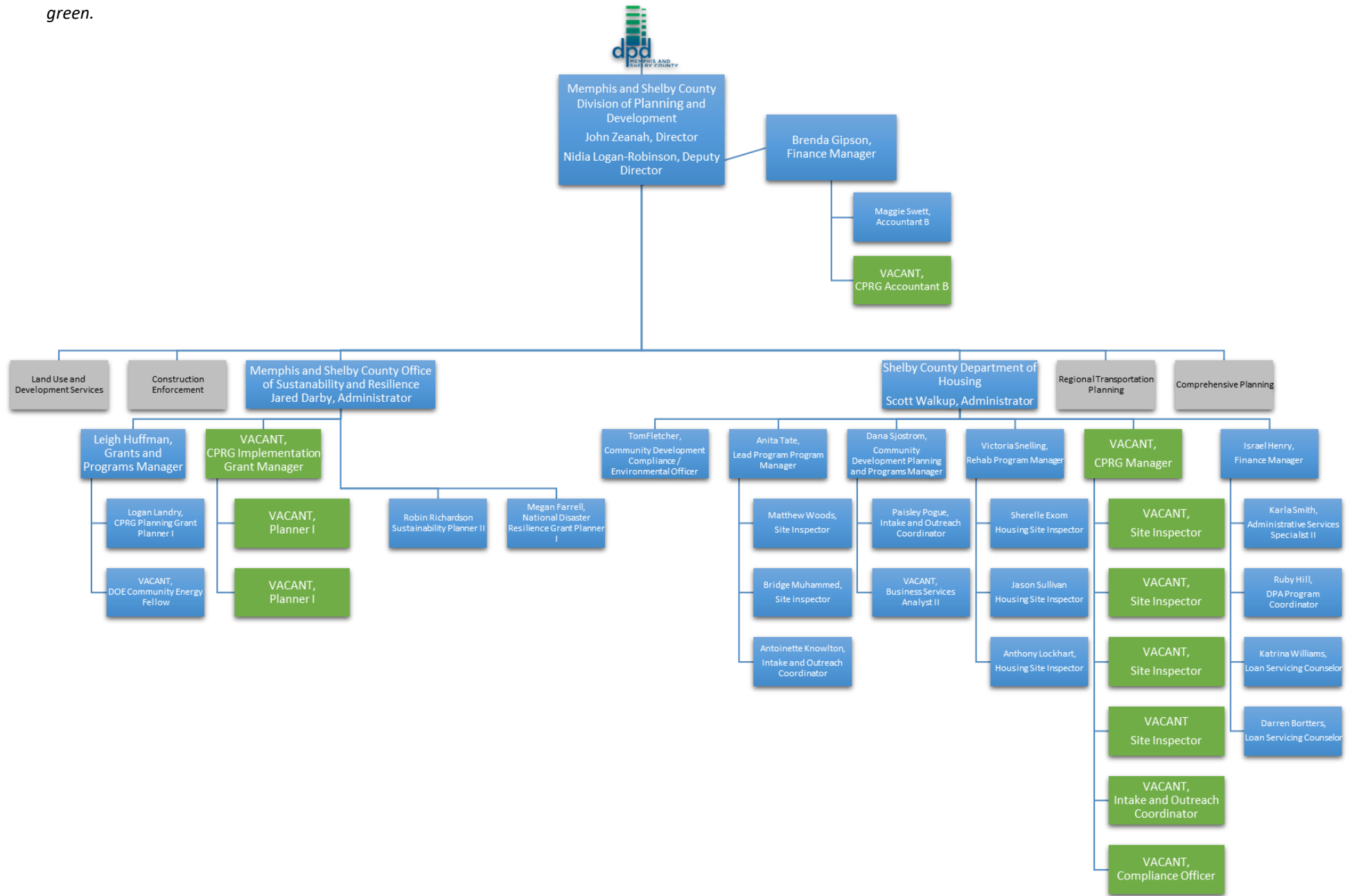
b. Direct Personnel Compensation:

Position	Beginning Salary/Rate	Time	Years	Direct Pay
Manager A @ \$77,050/yr, 2 FTEs with salary increase	\$77,050.00	100% FT (2 positions)	5	\$818,138.00
Planner 1 @ \$56,740/yr, 2 FTEs with salary increase	\$56,740.00	100% FT (2 positions)	5	\$602,481.00
Accountant B @ \$60,000/yr, 1 FTE with salary increase	\$60,000.00	100% FT	5	\$318,548.00
Site Inspector @ \$52,000/yr, 4 FTEs with salary increase	\$52,000.00	100% FT (4 positions)	5	\$1,104,300.00
Compliance Officer @ \$61,360/yr, 1 FTE with salary increase	\$61,360.00	100% FT	5	\$325,769.00
Intake Coordinator @ \$50,000/yr, 1 FTE with salary increase	\$50,000.00	100% FT	5	\$265,457.00
Direct Pay Total:				\$3,434,692.00

In addition to the personnel listed above, the following staff in the Division of Planning and Development will provide oversight and programmatic support throughout the grant period: Director, Finance Manager, Administrator of OSR, OSR Grants and Programs Manager, Administrator of Department of Housing, and Department of Housing Community Development Planning and Programs Manager. Please refer to the DPD personnel chart below.



Figure 1. The organizational chart pictured below is representative of the Memphis and Shelby County Division of Planning and Development and includes each department under its auspices. Note: Only departments with proposed CPRG personnel are expanded to provide additional detail. New CPRG positions are included in green.



2. **FRINGE BENEFITS**

Shelby County Government provides benefits to full time employees and their eligible dependents. Benefits include medical, dental, vision, and life insurance. Voluntary accidental death and dismemberment, short and long term disability, hospital indemnity, and voluntary critical illness are also offered during the time of employment. Employees are eligible for Family Medical Leave Act (FMLA) and paid parental leave after a 12 month period of employment. Other benefits including an Employee Assistance Program and supplemented telehealth services are also part of the fringe benefit calculation.

a. Average Fringe Benefits Calculations

Position	Direct Pay	Rate	Benefits
Full-time Employees @ 35% of salary	\$3,434,692.00	35%	\$1,202,142.00
Fringe Benefits Total:			\$1,202,142.00

3. **TRAVEL**

For a detailed breakout of the travel costs per trip, please refer to the budget spreadsheet attachment. The table below combines itemized details into an average cost per trip. The project team expects two FTEs to each attend one conference, workshop, or EPA training event related to the management of the CPRG implementation grant and/or the implementation of the proposed reduction measure per year. Such travel is intended to build knowledge and support effective implementation of the project activities.

Purpose of trip	Number of Trips	Cost Per Trip	Total
Travel for conferences, workshop presentations, and/or EPA trainings	10	\$1,973	\$19,730.00
Mileage for local travel	5,000 miles	\$0.67/mile	\$3,350.00
Travel Total:			\$23,080.00

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. Equipment needed to carry out proposed grant activities.

Equipment	Unit Cost	Number	Total Cost	Justification of Need
5 light duty vehicles for field staff @ \$40,000/vehicle	\$40,000.00	5	\$200,000.00	Field staff including site inspectors, intake coordinator, and Housing Manager A will be required to visit homes to conduct inspections, sign

				contracts, manage work, and oversee retrofits. Cost is based on previous vehicle purchases with local vendors.
2 blower door and duct seal equipment @ \$20,000/unit	\$20,000.00	2	\$40,000.00	Blower door equipment will be needed for comprehensive assessments of energy efficiency needs in a home. Cost is based on previous quotes received from vendors.
Indoor air quality equipment - photoionization sensor	\$7,000.00	1	\$7,000.00	Indoor air quality inspections will help guide the interventions required to address the indoor environment. This equipment helps identify volatile organic compounds. Cost is based on previous quotes received from project partners.
Equipment Total:			\$247,000.00	

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. Equipment needed to carry out proposed grant activities.

Supplies	Unit Cost	Number	Total Cost	Justification of Need
Office supplies to develop the key deliverables, support meetings, trainings, etc. (annual cost)	\$500.00	5 years	\$2,500.00	Staff need basic supplies including agendas, journals, organization tools, and writing equipment. Each FTE will have approximately \$45.50/year.
Computers for FTEs listed under Personnel	\$2,100.00	11 FTEs	\$23,100.00	New computers are needed for staff 100% dedicated to this project. Upon completion of the grant activities, computers will be used until useful life ends. Cost is based on the current cost of computers approved to be purchased and supplied by Shelby County's IT Department.

Field tablets and phones 6 FTEs that operate in the field	\$1,200.00	6	\$7,200.00	New tablets or phones are needed for staff 100% dedicated to this project. Upon completion of the grant activities, items will be used until useful life ends. Cost is based on the current cost of the items approved to be purchased and supplied by Shelby County's IT Department.
Inspection tools	\$900.00	12	\$10,800.00	Tools include sensors to assist in home inspections and identifying energy efficiency-related issues, such as thermal, moisture, particulate matter, and other indoor air quality sensors. Cost estimates were provided by site inspector staff using invoices of equipment already purchased.
Supplies Total:			\$43,600.00	

6. CONTRACTUAL

Contracts	Total Cost	Basis of Cost
Retrofit construction interventions - Contractors TBD based on successful bid application (Procurement will be compliant with 2 CFR 200 solicitation requirements)	\$31,284,000.00	<p>This estimate is based on an average cost of \$31,284 per household. The estimate was reached using RESSTOCK data for the average size of homes (sq ft/home) whose residents are at 80% annual median income (AMI) or less multiplied by an estimated \$22.00 construction cost per square foot. The project team reached this cost per square foot estimate based on analysis of current programs and staff with experience in housing construction.</p> <p>Shelby County Department of Housing is confident they will provide energy efficiency retrofits in 1,000 households during the five year grant period. The annual breakdown in the budget spreadsheet accounts for ramping up the program, starting with 100 homes in Year 1 and ending with 242 homes in Year 5.</p>

Annual subscription to online email newsletter management software platform for outreach/educational purposes (Procurement will be compliant with 2 CFR 200 solicitation requirements)	\$11,000.00	This estimate was provided by the Division of Planning and Development Outreach Coordinator based on the current rate paid for similar software. The project team will use this software for a variety of tasks including but not limited to education campaigns for clients participating in the program and outreach campaigns to larger audiences about workforce development opportunities.
Retrofit management, intake, work write-up, and bid software for 8 FTEs	\$85,000.00	Pricing is based on existing subscription costs and licenses held by current Department of Housing staff. The project team will use this software to process intake (with income verification), develop work write ups, solicit bids online, and manage each case through the program.
Adobe software package for 11 FTEs	\$30,250.00	Estimate is based on the current cost of annual licenses supplied through Shelby County's IT Department. The project team will use software for a variety of office tasks including developing outreach and educational materials.

Contracts Total: \$31,410,250.00

7. OTHER DIRECT COSTS - Other direct cost items required for the project which do not fit clearly into other categories.

This budget category includes several subawards to Coalition Members and Projects Partners (all of which have submitted either Letters of Intent or Letters of Commitment, as applicable). Subawards will be consistent with the definition of that term in 2 CFR 200.1 and will comply with EPA's Subaward Policy.

Description	Total Cost	Basis of Cost
Subaward to University of Memphis for four years of intern sponsorship	\$200,000.00	<p>Estimate is based on an existing internship program that the Division of Planning and Development has with the University of Memphis Department of City and Regional Planning graduate program. The cost includes eight semesters of work at a rate of \$25,000 per semester.</p> <p>Interns will report to the Department of Housing Manager A and provide additional administrative/programmatic support. This will support internal capacity building and help train</p>

early- to mid-career professionals looking to get into the industry.

Subaward to City of Memphis (3 FTEs and average of 40 homes/year)	\$7,498,631.00	This program will support the City of Memphis' goal to complete 200 units over five years with an average of \$31,284/household. Staff required includes a Program Analyst (\$50,000), Energy Auditor (budget \$46,000), and Compliance Officer (budget \$60,000) plus 35% fringe. Equipment, tools, office supplies, and software licenses are included in this subaward.
Subaward to City of West Memphis (3.25 FTEs and average of 30 homes/year)	\$6,469,652.00	The City of West Memphis will also receive a subaward to include 150 units over five years with an average cost of \$31,284/household. Staff required includes a part time support of Weatherization Administrator (budget \$25,000), a Weatherization Program Manager (budget \$75,000), a Weatherization Auditor (budget \$65,000), a Compliance Officer (budget \$60,000), plus 35% fringe. Equipment, tools, office supplies, and software licenses are included in this subaward.
Subaward to Green and Healthy Homes Initiative (2.10 FTEs, Tier 1 training and wraparound services for 20 trainees/year, and average of 100 homes/year for non-construction interventions)	\$1,941,913.00	Green and Healthy Homes Initiative will receive a subaward to include support for Tier 1 training opportunities for local residents at \$1,000/home for healthy home inspections and non-construction energy efficiency interventions, and Master Home Environmentalist trainee stipends (budget \$5,000 per trainee with a target of 100 individuals over five years). Staff required includes a part time support of Housing Manager (budget \$24,000), a Program Manager (budget \$70,000), Housing Intervention Coordinator (budget \$50,000), plus 35% fringe. Equipment, tools, office supplies, and software licenses are included in this subaward.
Subaward to William R. Moore College of Technology (Tier 2 trainings and wraparound services to train 20 people/year; and Tier 3 trainings and wraparound services to train 10 people/year)	\$1,750,000.00	William R. Moore College of Technology (Moore Tech) will receive a subaward to include support for Tier 2 trainee stipends (budget \$10,000 per trainee with a target of 100 individuals over five years) and Tier 3 trainee stipends (budget \$15,000 per trainee with a target of 50 individuals over five years).
Subaward to Memphis Light, Gas and Water (2	\$8,699,154.00	Memphis Light, Gas, and Water (MLGW) will receive a subaward to include energy efficiency retrofits of

FTEs and average of 50 homes/year)

250 units over five years at a cost of \$31,284/unit. Staff required include a part time support of a Program Coordinator (budget \$50,000), a Compliance Officer (budget \$60,000), plus 35% fringe. Equipment, tools, office supplies, and software licenses are included in this subaward.

Participant Support Costs:
Pre-purchase of offsets of electricity consumption on behalf of homes in program for 15 years (avg life of equipment/upgrades) (\$106.81/household/year)

\$2,949,558.00

Estimate is based on the current rate per kilowatt hour for the Tennessee Valley Authority's Green Switch Program (\$0.01/kilowatt hour). Offsets will be purchased post-installation/construction of energy efficiency offsets.

Conference fees for registration (2 conference attendees per year)

\$5,000.00

Estimate is based on previous registration fees (average of \$500) for conferences that staff members have attended.

Printing costs for educational and outreach materials

\$5,000.00

Estimate is based on previous invoices for printing. Costs include 2,500 postcards for \$245 and 1,887 color pamphlets for \$755. Printing will be used for advertising and post-intervention education for both the housing retrofit programs and the workforce development training opportunities.

Contracts Total: \$29,518,908.00

8. **INDIRECT COSTS** - None.

9. **PROGRAM INCOME** - In the event program participants receive program income from liens placed on properties supported through this program, we plan to place those funds toward additional retrofits.