

IMPLEMENTATION OF WISCONSIN'S EMISSIONS REDUCTION ROADMAP BUDGET NARRATIVE

The State of Wisconsin, Department of Administration, Office of Sustainability and Clean Energy proposed to expend \$176,097,106. The OSCE will serve as the lead applicant. Two percent of the funding will go towards administrative funding, while 98% will serve as subawards to local governments, Native Nations, and other eligible entities. The seven measures supported through the budget include:

- 1) Public Sector Lead-by-Example
- 2) Heat Pump Incentive Program
- 3) Transportation Electrification Program
- 4) Small Engine Replacement Program
- 5) Tribal Climate Action
- 6) Workforce Development
- 7) WI Climate Action Navigator.

Personnel:

Over the next five years, the state of Wisconsin will require 7.82 staff representing contracting, accounting, program management, technical, and communications to ensure the success of implementation of measures outlined in this proposal. The 5-year totals and justifications are provided below. All positions factor in slight increases each year for the compensation plan, a 3% standard increase; numbers are rounded.

Positions to Work Directly on Grant Measures	5-yr Total	Budget Justification
Department of Administration, Office of Sustainability and Clean Energy, Program and Policy Analyst (Technical Lead)	\$212,801	100% of 1 FTE starting @ \$68,848/yr. @ 33.10/hr.; technical analyst to support OSCE grant programming
Department of Administration, Office of Sustainability and Clean Energy Program and Policy Analyst (Outreach Lead)	\$212,801	100% of 1 FTE starting @ \$68,848/yr. @ 33.10/hr.; outreach specialist to support OSCE grant programming
Department of Administration, Office of Sustainability and Clean Energy Implementation Project Manager	\$331,290	100% of 1 FTE starting @ \$62,400/yr. @ 30.00/hr.; project manager for OSCE grant programming, (Measures - Buildings, EV)
Department of Administration, Office of Sustainability and Clean Energy Implementation Project Manager	\$331,290	100% of 1 FTE starting @ \$64,480/yr. @ 31.00/hr.; project manager for OSCE coalition grant programming, (Measures - LBE, Tribal)
Department of Administration, Office of Sustainability and Clean Energy, Program Associate	\$207,831	100% of 1 FTE starting @ \$39,146/yr. @ 18.82/hr.; outreach associate for OSCE grant programming

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Positions to Work Directly on Grant Measures	5-yr Total	Budget Justification
Department of Administration, Office of Sustainability and Clean Energy, Grants/Contracts Specialist	\$276,076	100% of 1 FTE starting @ \$52,000/yr. @ 25.00/hr.; grants and contracts specialist for OSCE grant programming, (Measures - Buildings, EV)
Department of Administration, Office of Sustainability and Clean Energy, Grants/Contracts Specialist	\$276,076	100% of 1 FTE starting @ \$52,000/yr. @ 25.00/hr.; grants and contracts specialist for OSCE grant programming, (Measures - LBE, Tribal)
Department of Administration, Office of Sustainability and Clean Energy, Policy Initiatives Advanced - Admin	\$54,333	10% of 1 FTE starting @ \$102,336/yr. @ 49.20/hr.; Office leadership, contract signatory, performance and financial review and approval, travel approval
Department of Administration, Division of Energy, Housing and Community Resources - Division Administrator	\$33,574	Measures 1-7, 5% of 1 FTE starting @ \$126,485/yr. @ 60.81/hr.; Oversee Division program management, contract signatory, performance and financial review and approval, travel approval, liaison with the State Legislature
Department of Administration, Division of Energy, Housing and Community Resources - Deputy Division Admin	\$64,050	Measures 1-7, 10% of 1 FTE starting @ \$120,640/yr. @ 58.00/hr.; Oversee Division program management, contract signatory, performance and financial review and approval, travel approval, liaison with the State Legislature
Department of Administration, Division of Energy, Housing and Community Resources - Executive Assistant	\$17,455	Measures 1-7, 5% of 1 FTE starting @ \$65,749/yr. @ 31.61/hr.; Supports the Division Administrator, Deputy Administrator, and Division-wide staff
Department of Administration, Division of Energy, Housing and Community Resources - Fiscal Section Chief	\$24,818	5% of 1 FTE starting @ \$93,496/yr. @ 44.95/hr.; Supervise fiscal staff, develop fiscal policy, and oversee Division budgets
Department of Administration, Division of Energy, Housing and Community Resources - Financial Specialist - Advanced	\$66,802	15% of 1 FTE starting @ \$83,886/yr. @ 40.33/hr.; Preparation and maintenance of sub-grantee contract planning tools
Department of Administration, Bureau of Financial Management, Financial Accountant	\$43,262	10% of 1 FTE starting @ \$81,494/yr. @ 39.18/hr.; Manage the reimbursement of subgrantees, prepare quarterly DOE financial reports, submit federal draws, track federal and leverage expenses;
Department of Administration, Bureau of Financial Management, Financial Mgmt Supervisor	\$23,190	5% of 1 FTE starting @ \$87,360/yr. @ 42.00/hr.; Supervise grant accounting staff, review financial reports submitted to federal agencies and to program area, and ensure proper adherence to federal and grant guidelines.

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Positions to Work Directly on Grant Measures	5-yr Total	Budget Justification
Department of Administration, Bureau of Financial Management, Accountant Journey	\$8,983	2% of 1 FTE starting @ \$84,594/yr. @ 40.67/hr.; Track subgrantee audit reports required under 2 CFR 200 audit guidelines, perform desk reviews of single audit reports, and assist in program areas as they relate to single audit requirements.
TOTAL PERSONNEL	\$2,236,027	

Fringe Benefits:

Fringe benefits include. All benefits below align with the salaried positions above and are located at the approved federal negotiated rate of 39.13%.

Positions to Work Directly on Grant Measures	5-yr Total	Budget Justification
Department of Administration, Office of Sustainability and Clean Energy, Program and Policy Analyst (Technical Lead)	\$83,200	Approved calculated rate, 39.13% of salary above
Department of Administration, Office of Sustainability and Clean Energy Program and Policy Analyst (Outreach Lead)	\$83,200	Approved calculated rate, 39.13% of salary above
Department of Administration, Office of Sustainability and Clean Energy Implementation Project Manager	\$129,600	Approved calculated rate, 39.13% of salary above
Department of Administration, Office of Sustainability and Clean Energy Implementation Project Manager	\$129,600	Approved calculated rate, 39.13% of salary above
Department of Administration, Office of Sustainability and Clean Energy, Program Associate	\$81,300	Approved calculated rate, 39.13% of salary above
Department of Administration, Office of Sustainability and Clean Energy, Grants/Contracts Specialist	\$108,000	Approved calculated rate, 39.13% of salary above
Department of Administration, Office of Sustainability and Clean Energy, Grants/Contracts Specialist	\$108,000	Approved calculated rate, 39.13% of salary above
Department of Administration, Office of Sustainability and Clean Energy Policy Initiatives Advanced - Admin	\$21,200	Approved calculated rate, 39.13% of salary above

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Positions to Work Directly on Grant Measures	5-yr Total	Budget Justification
Department of Administration, Division of Energy, Housing and Community Resources - Division Administrator	\$13,100	Approved calculated rate, 39.13% of salary above
Department of Administration, Division of Energy, Housing and Community Resources - Deputy Division Admin	\$25,100	Approved calculated rate, 39.13% of salary above
Department of Administration, Division of Energy, Housing and Community Resources - Executive Assistant	\$6,800	Approved calculated rate, 39.13% of salary above
Department of Administration, Division of Energy, Housing and Community Resources - Fiscal Section Chief	\$9,700	Approved calculated rate, 39.13% of salary above
Department of Administration, Division of Energy, Housing and Community Resources - Budget and Policy Analyst - Advanced	\$20,100	Approved calculated rate, 39.13% of salary above
Department of Administration, Division of Energy, Housing and Community Resources - Financial Specialist - Advanced	\$26,100	Approved calculated rate, 39.13% of salary above
Department of Administration, Bureau of Financial Management, Financial Accountant	\$17,000	Approved calculated rate, 39.13% of salary above
Department of Administration, Bureau of Financial Management, Financial Mgmt Supervisor	\$9,100	Approved calculated rate, 39.13% of salary above
Department of Administration, Bureau of Financial Management, Accountant Journey	\$3,500	Approved calculated rate, 39.13% of salary above
TOTAL FRINGE BENEFITS	\$874,600	

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Travel:

Costs for transportation services, lodging, per diem, and similar personal expenses are allowed under applicable travel policies (Wisconsin Compensation Plan – [Uniform Travel Schedule Amounts](#)) for trips necessary to implement the proposal.

Travel	5-yr Total	Budget Justification
Out-of-State		
Airfare/Transportation	\$6,750	3 staff @ \$400/ round trip for 1 US EPA HQ Meeting/year + 2-way transport to and from event location @ 50/meeting
Per Diem	\$3,300	3 staff X 4 days @ \$55/day - State Travel Schedule Amount US EPA HQ Meetings
Hotel	\$11,250	3 staff X 3 nights @ \$250/night US EPA HQ Meetings
Airfare/Transportation	\$2,250	1 staff @ \$400/ round trip for 1 CPRG Peer Meeting/year + 2-way transport to and from event location @ 50/meeting
Per Diem	\$1,100	1 staff X 4 days @ \$55/day - State Travel Schedule Amount CPRG Peer Meetings
Hotel	\$3,750	1 staff X 3 nights @ \$250/night US EPA Peer Meetings
In-State		
Mileage	\$10,200	2 Staff - mileage, travel to meetings with community leaders, Tribal Nations, and other key stakeholders, grant site visits - 4000 per year @ \$.51/mi X 5 years - State Travel Schedule Amount
Per Diem	\$4,400	2 staff - 40 x \$11/day - State Travel Schedule Amount
Hotel	\$8,000	2 staff X 10 nights/year @ \$80/night - In-state travel for trips over 5-7 hours one-way in the daily travel, site visits, and outreach meetings
TOTAL TRAVEL	\$51,000	

Equipment:

Equipment	5-yr Total	Budget Justification
GIS and Mapping tools	\$250,000	Operation, maintenance, and data updates for Wisconsin-specific tools to identify demographic, social, and environmental indicators by census tract to identify metrics for disadvantaged communities, supports Justice40 initiative goals
TOTAL EQUIPMENT	\$250,000	

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Supplies:

Items	5-yr Total	Budget Justification
Office and related supplies to support staff coordinating outreach meetings, training, etc.	\$26,000	Direct supplies needed for personnel listed above to conduct outreach and daily administrative activities related to the grant, purchases will consist of 4 laptops with docking stations, monitors, keyboards, mouse, webcam, camera, cell phones, and accessories (+monthly plan); limited other supplies for meeting coordination (pens, paper, printing, etc.) IT supplies and other supplies purchased based on state procurement rules and procedures - https://doa.wi.gov/ProcurementManual/Pages/default.aspx
TOTAL SUPPLIES	\$26,000	

Contractual:

Contracts	5-yr Total	Budget Justification
IRA and Incentives Facilitator	\$250,000	Centralized assistance to help local governments navigate IRA and funding opportunities that complement programs proposed in this application
Single Audit	\$250,000	Annual audit of financial statements and compliance with federal award requirements
TOTAL CONTRACTUAL	\$500,000	

Other:

This includes Other direct costs related to the administration of measures and subawards for measures.

Costs	5-yr Total	Budget Justification
State Space Rental for Staff	\$101,660	Estimated 150 sq. ft. per project FTE; federal space rate of \$17.32/sq. ft.
IT Service Charges	\$109,480	User Computer Services, Email, and file hosting general service billings (\$2,800 per project FTE)
Telecommunications	\$3,910	Voice over Internet Protocol (VoIP) licenses and support (\$100 per project FTE)
State Assessments and Risk Management Premium	\$109,480	Annual enterprise assessments for financial services, personnel management, legal services, procurement services etc., and risk management premium (total estimated \$2,800 per project FTE)
Lead-by-Example	\$83,800,000	All competitive grant programs for eligible applicant projects (OSCE)
Heat Pump Incentive Program	\$11,600,000	Incentives for heat pump, electrification tech, and other fuel switching (OSCE)
Transportation Electrification Program	\$34,800,000	Support for EV charging infrastructure at multi-unit dwellings (MUD)

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Costs	5-yr Total	Budget Justification
Small Engine Replacement Program	\$5,800,000	Support for eligible entities to replace small engine equipment, outreach on incentives, and staff to support this work
Tribal Climate Action Program	\$30,000,000	Subawards to Tribal Nations for a variety of climate and clean energy planning and project implementation
WI CAN	\$2,878,500	Support for targeted technical assistance and outreach through the WI Climate Action Navigators Network
Workforce	\$2,922,249	Support for the development of new high-quality apprenticeship pathways, targeted training, and curriculum, subawards to workforce development board and staff to support this work
TOTAL OTHER	\$172,125,279	

Indirect:

Indirect	5-yr Total	Budget Justification
Federal Negotiated Indirect Cost Rate	\$34,200	(Indirect Rate 1.1% x Personnel (Salary + Fringe) = Indirect Costs)
TOTAL INDIRECT	\$34,200	

Consolidated Budget by Year

CATEGORY	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
TOTAL PERSONNEL	\$341,003	\$351,232	\$499,465	\$514,448	\$529,879	\$2,236,027
TOTAL FRINGE BENEFITS	\$133,300	\$137,500	\$195,300	\$201,200	\$207,300	\$874,600
TOTAL TRAVEL	\$10,200	\$10,200	\$10,200	\$10,200	\$10,200	\$51,000
TOTAL EQUIPMENT	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
TOTAL SUPPLIES	\$10,000	\$4,000	\$4,000	\$4,000	\$4,000	\$26,000
TOTAL CONTRACTUAL	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
TOTAL OTHER	\$24,882,887	\$36,844,436	\$42,947,104	\$38,090,514	\$29,360,339	\$172,125,279
TOTAL DIRECT	\$25,527,390	\$37,497,368	\$43,806,069	\$38,970,362	\$30,261,718	\$176,062,906
TOTAL INDIRECT	\$5,200	\$5,400	\$7,600	\$7,900	\$8,100	\$34,200
TOTAL FUNDING REQUESTED	\$25,532,590	\$37,502,768	\$43,813,669	\$38,978,262	\$30,269,818	\$176,097,106

BUDGET BREAKDOWN BY MEASURE**1. Public Sector Lead-by-Example**

This measure will be managed by the Department of Administration, Office of Sustainability and Clean Energy. Staffing for this measure is accounted for in the lead application budget.

Costs	5-yr Total	Budget Justification
Other	\$83,800,000	Subawards - for eligible applicant projects (OSCE)
TOTAL OTHER	\$83,800,000	

2. Heat Pump Incentive Program

This measure will be managed by the Department of Administration, Office of Sustainability and Clean Energy. Staffing for this measure is accounted for in the lead application budget.

Costs	5-yr Total	Budget Justification
Other	\$11,600,000	Subawards - heat pump, electrification tech, and other fuel switching
TOTAL OTHER	\$11,600,000	

3. Transportation Electrification Program

This measure will be managed by the Department of Administration, Office of Sustainability and Clean Energy. Staffing for this measure is accounted for in the lead application budget.

Costs	5-yr Total	Budget Justification
Other	\$34,800,000	Subawards - Support for EV charging infrastructure at multi-unit dwellings (MUD)
TOTAL OTHER	\$34,800,000	

4. Small Engine Replacement Program

The Wisconsin Department of Natural Resources will serve as the lead in this measure. The budget includes personnel costs, supplies, travel, and subawards to successfully reach the outcomes of this measure.

Costs	5-yr Total	Budget Justification
Personnel	\$669,447	Staffing Air Management Specialist – Entry, Air Quality Planning & Standards Section Chief, Outreach Coordinator, Business Support & IT Section Chief, Grant & Budget Coordinator, Air Program Director, and Financial Assistance Specialist (Limited Term).
Fringe	\$250,485	Negotiated rate of FTE Salary * 47.60% and LTE Salary * 8.77%
Travel	\$20,000	Estimated 10 round trips from Madison to Milwaukee and 5 round trips from Madison to Kenosha per year.

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Costs	5-yr Total	Budget Justification
		Per diem rates are currently: breakfast \$10.00; lunch \$12.00; dinner \$23.00. The room rate for overnight is \$98. Higher lodging and meal rates are approved for certain high-cost cities (Milwaukee \$103). Vehicle rate ranges from \$.17 per mile to \$.51 per mile.
Supplies	\$10,836	Direct supplies needed for personnel to conduct work and daily administrative activities related to this measure
Other	\$4,702,500	Includes: <ul style="list-style-type: none"> Public Outreach share of allocable costs Estimate 60-70 ads @ \$70 ea. - @25,000. Push mower replacement rebates - \$2,340,000. Riding mower replacement rebates - \$2,337,500
Indirect	\$146,732	Salaries + Fringe * Indirect rate (15.95%)
TOTAL OTHER	\$5,800,000	

5. Tribal Climate Action

This measure will be managed by the Department of Administration, Office of Sustainability and Clean Energy. Staffing for this measure is accounted for in the lead application budget.

Costs	5-yr Total	Budget Justification
Other	\$30,000,000	Subawards to Native Nations for a variety of climate and clean energy planning and project implementation
TOTAL OTHER	\$30,000,000	

6. Workforce Development

The Wisconsin Department of Workforce Development will serve as the lead in this measure. The budget includes personnel costs, supplies, and subawards to successfully reach the outcomes of this measure.

Costs	5-yr Total	Budget Justification
Personnel	\$573,530	Staffing a Program and Policy Analyst and Research Associate to support the program.
Fringe	\$195,600	Negotiated rate of FTE Salary * 37.65% and LTE Salary * 7.65%
Supplies	\$4,900	Direct supplies needed for personnel to conduct outreach and daily administrative activities related to this measure
Other	\$2,005,000	Includes: <ul style="list-style-type: none"> Workforce Development Boards - \$2,000,000 WI Apprenticeship Program - \$5,000
Indirect	\$143,219	Salaries + Fringe * Indirect rate (18.62%)
TOTAL OTHER	\$2,922,249	

7. WI Climate Action Navigators

This measure will be managed by the Department of Administration, Office of Sustainability and Clean Energy. Staffing for this measure is accounted for in the lead application budget.

Costs	5-yr Total	Budget Justification
Supplies	\$15,000	Direct supplies needed to conduct outreach and daily administrative activities related to this measure
Contractual	\$957,500	Includes: <ul style="list-style-type: none"> Facilitation Consultant – \$450,000 Evaluator/Storytelling - \$500,000 Translation Services - \$7,500
Other	\$1,906,000	Includes: <ul style="list-style-type: none"> External Space rental, meeting costs, light refreshments (no alcohol) – \$96,000 Website / Online Event & Engagement / Branding Tools & Platform - \$50,000 Organization Support Subawards - \$1,600,000 Participant Stipends - \$160,000
TOTAL OTHER	\$2,878,500	

a. Expenditure of Awarded Funds

OSCE will expend and account for awarded funds in accordance with state laws and procedures for expending and accounting for federal funds. The financial management system for the Department of Administration complies with the requirements of 2 CFR 200.302(b).

OSCE will enter into a subaward agreement for subaward funds. These agreements will include all applicable pass-through requirements for subrecipients by [EPA's Subaward Policy](#) and [EPA's General Term and Condition for Subawards](#).

The semi-annual reports and final report will include a breakdown of expenditures associated with the implementation of this proposal.