



State Energy Program
Energy Efficiency Projects for Commercial, Industrial and Large
Nonprofit Sectors

Solicitation No. 2010SEPComIndNonprofit1

The purpose of this Addendum #4 is to update the budget form.

Funded through the American Recovery and Reinvestment Act of 2009

Funding Opportunity Issue Date: July 9, 2010

Addendum #4 Issue Date: July 28, 2010

Application Closing Date: 2:00 p.m., Wednesday, Aug. 11, 2010

Solicitation No. 2010SEPComIndNonprofit1
“Energy Efficiency Projects for Commercial, Industrial
and Large Nonprofit Sectors”

Budget Form

The purpose of this Addendum #4 is to replace the form of the budget summary on Page 12 under the Budget Section of the Funding Opportunity with the attached budget form.

The following is provided strictly as an example on how to fill out the budget form. The example used is completely fictional, and not intended to represent any real project, person or entity. All values, tasks, names, etc., are strictly illustrative and meant to help applicants with this form.

The Town of Gooseville purchased several natural gas vehicles with their Energy Efficiency and Conservation Block Grant funds, but officials using the vehicle have to go to a neighboring town to fuel the vehicle. John Doe and Associates, Inc., sees this as a business opportunity and is applying for funds through this Funding Opportunity to build a fueling station in Gooseville. John Doe and Associates, Inc., is the lead applicant and providing \$73,500 in cash and time to the project. The Town of Gooseville is contributing \$25,000 cash to help meet the 50% requirement. John Doe is working with BuildIt Construction Company for Infrastructure Construction tasks and Energy Experts, PLLC, for Staff Training and Evaluation, Measurement and Verification tasks. BuildIt is contributing \$25,000 in time and indirect costs towards the required funding, while Energy Experts is donating \$7500 in time to count towards leveraged funds.

Instructions: All fields required. Add additional rows to each table, as necessary.

PROJECT SUMMARY BUDGET

Task Description	Requested Funds (\$)	Required Funds (\$)	Leveraged Funds (\$)	Total Project Cost (\$)
1. Develop Specifications	\$ 3,500	\$ 10,000	\$ -	\$ 13,500
2. Open Bid Process	\$ 1,500	\$ 1,500	\$ -	\$ 3,000
3. Infrastructure Construction	\$ 75,000	\$ 110,000	\$ -	\$ 185,000
4. Staff Training	\$ 2,500	\$ 1,000	\$ -	\$ 3,500
5. Public Outreach and Education	\$ 15,000	\$ 1,000	\$ -	\$ 16,000
6. Evaluation, Measurement & Verification	\$ 7,500	\$ -	\$ 7,500	\$ 15,000
TOTAL	\$ 105,000	\$ 123,500	\$ 7,500	\$ 236,000

SOURCES OF REQUIRED AND LEVERAGED FUNDS

Contributer	Required Funds (\$)	Leveraged Funds (\$)
John Doe & Associates, Inc	\$ 73,500	\$ -
BuildIt Construction Company	\$ 25,000	\$ -
Energy Experts, PLLC		\$ 7,500
Town of Gooseville	\$ 25,000	\$ -
TOTAL	\$ 123,500	\$ -

BUDGET ANALYSIS

% Required Funds Required by Funding Opportunity	50.0%
% Required (Total Required Funds × 100 ÷ Total Project Cost)	52.3%
% Leveraged (Total Leveraged Funds × 100 ÷ Total Project Cost)	3.2%
Leverage Ratio (Total Leveraged Funds ÷ Total Funds Requested)	0.07

PERSONNEL

Task Description	Position	Project Totals				Pay Basis
		Time (hrs)	Base Pay (\$/hr)	Fringe (\$)	Total (\$)	
1.0 Develop Specifications	Staff Engineer	400	\$ 40	\$ 1,600	\$ 17,600	Actual salary
1.0 Develop Specifications	Administrative Assistant	150	\$ 15	\$ 225	\$ 2,475	Actual salary
1.0 Develop Specifications	Facilitator	100	\$ 50	\$ 500	\$ 5,500	Actual salary
2.0 Open Bid Process	Staff Engineer	150	\$ 40	\$ 600	\$ 6,600	Actual salary
2.0 Open Bid Process	Administrative Assistant	100	\$ 15	\$ 150	\$ 1,650	Actual salary
3.0 Infrastructure Construction	Staff Engineer	750	\$ 40	\$ 3,000	\$ 33,000	Actual salary
3.0 Infrastructure Construction	Administrative Assistant	100	\$ 20	\$ 200	\$ 2,200	Actual salary
4.0 Staff Training	Trainer	100	\$ 40	\$ 400	\$ 4,400	Actual salary
5.0 Public Outreach	Communications Director	250	\$ 35	\$ 875	\$ 9,625	Actual salary
6.0 Evaluation, Measurement & Verify	Engineer Consultant	250	\$ 50	\$ 1,250	\$ 13,750	Actual salary
TOTAL PERSONNEL BUDGET		2350	--	\$ 8,800	\$ 96,800	--

Please describe fringe calculation and basis for all rates used. Attach the federally-approved fringe benefit rate agreement, if available. Fringe rate is 10.0% of salary, prorated here on an hourly basis. For first line, Fringe = 400 x \$41 x 10.1%

TRAVEL

Purpose of Travel	# of Persons Traveling	# of Days	Departure	Destination	Total Cost		Basis for Cost Estimates
					Per Person (\$)	Per Trip (\$)	
Inspect Construction Site	2	1	Raleigh	Gooseville	\$ 143	\$ 285	Previous trips
TOTAL TRAVEL BUDGET						\$ 285	--

EQUIPMENT & SUPPLIES

Item	Quantity	Unit Cost (\$ each)	Total Cost (\$)	Basis for Cost Estimate
Training supplies (binders, copies, etc)	50	\$50/packet	\$ 2,500	Previous training supplies
General office supplies	6	\$500/person/yr	\$ 3,000	Previous supply purchases
TOTAL EQUIPMENT & SUPPLIES BUDGET			\$ 5,500	--

CONTRACTUAL (VENDORS, CONTRACTORS & CONSULTANTS)

Sub-recipient	Purpose/Task Description	Total Cost (\$)
BuildIt Construction Company	Infrastructure Construction	\$ 110,000
Energy Experts PLLC	Staff Training and Evaluation, Measurement & Verification	\$ 7,500
TOTAL CONTRACTUAL BUDGET		\$ 117,500

CONSTRUCTION

General Description	Cost	Basis of Cost Estimate	Justification of Need
--	\$ -	TOTAL CONSTRUCTION BUDGET	

OTHER DIRECT COSTS

General Description	Cost	Basis of Cost Estimate	Justification of Need
--	\$ -	TOTAL OTHER DIRECT COSTS BUDGET	

INDIRECT COSTS

Please describe indirect cost calculations. If multiple indirect rates apply, the explanation and calculations should identify the rate used and the base it was applied to, how that base was calculated, and the total for each rate type and all indirect costs. Please attach a federally-approved indirect rate agreement, if available.