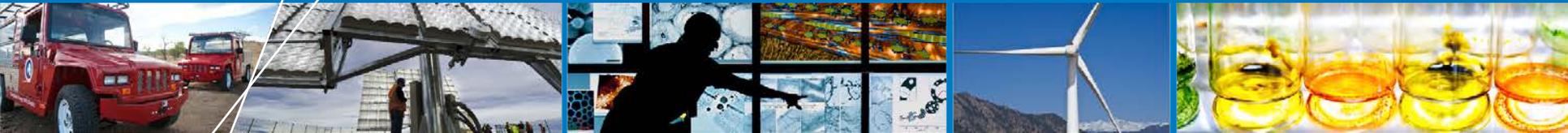


NREL Technical Assistance for Weatherization Innovation Pilot Program (WIPP)



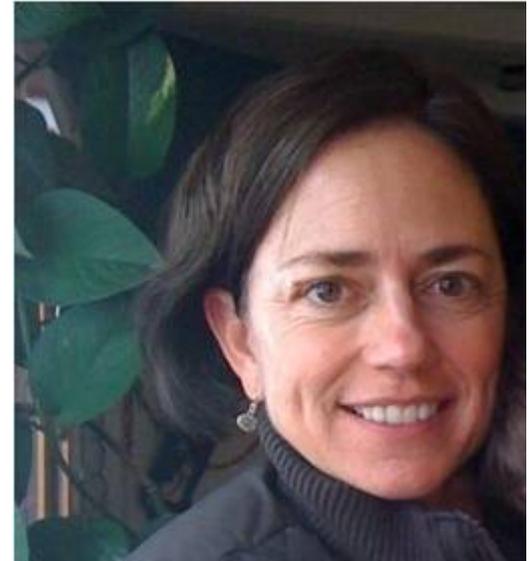
**Leveraging Resources for WIPP:
Definition and Documentation**

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February 12, 2013

Technical Assistance by NREL

- Program Design
- Research
- Resources
- Training
- Technology Specific Questions
- Project Management
- Field Training



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NREL's WIPP Technical Assistance

The National Renewable Energy Laboratory (NREL) is available to provide Technical Assistance, or "TA," to the grantees implementing Weatherization Innovation Pilot Program (WIPP) grants. The goal of technical assistance is to help the WIPP projects succeed within the conditions and guidelines of the program.



Today's Webinar

- **Leveraging**

- Definition
- Documentation

Are you utilizing all possible leveraging dollars or are you missing opportunities?



Leveraging Requirement

WP 11.08

1.4 NON-FEDERAL LEVERAGED RESOURCES: A key component of the WIPP grants is generating non-federal resources to help weatherize low-income units. The stated goal in the Funding Opportunity Announcement (FOA) is to generate \$3 of non-federal funds for every \$1 of U.S. Department of Energy (DOE) grant funds.



Definition of Non-Federal Leveraged Resources:

- “Non-federal leveraged resources” means “those benefits identified by Grantees to **supplement the Federal grant activities that are made available to or to be used in conjunction with the DOE WIPP grant** to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential energy expenditures, and improve their health and safety.”

Types of Leveraged Resources

- Donated labor
- Volunteer labor
- Management labor (in-kind labor)
- Donated materials (retail value)
- Use of vehicles not purchased by federal funds
- Equipment not purchased by federal funds
- Administrative services (processes performed to support the grant)
- Waived administrative fees (the cost of supporting a grant)
- In-kind legal fees, payroll, human resources, benefits management
- Office and warehouse space (donated or in-kind)
- Local government or NGO use of phones, receptionist, office supplies, other resources
- Utility dollars (including management donated for program management)
- Other grant funds (non -federal such as United Way, Habitat for Humanity, County Health Departments, etc.)
- Loan funds (pro bono processing, managing of loan funds)
 - Discounted services for attorney fees to develop loan plan

Primary goal: Weatherize More Units with Leveraged Funding

- The non-federal leveraged resources should **expand energy efficiency services and/or increase the number of DOE-eligible dwelling units weatherized**. For WIPP, based on the FOA, the primary goal is to weatherize more units.



If it Touches the Program, it Must Act as the Program

- For energy efficiency measures, the work done with non-federal leveraged resources must be consistent with an approved energy audit and comply with the savings-to-investment cost-effectiveness policy described in Section 2.2.



Reporting Leveraged Resources

Agencies should report all leveraged resources they think may be allowable.



DOE will determine if it is allowable, once it is reported.

Recording Leveraging Internally

- Assign fair and reasonable values to non-monetary **staff and others** utilizing accounting accrual formulas.
 - The Independent Sector and the Volunteering and Civic Life in America websites state the estimated value of volunteer time for 2011 was \$21.79/hour
- Track and log **all physical assets** as leveraging resources such as “cost of goods sold”
- **Report** Leveraging Resources

Calculating People's Dollar Value

- Assign fair and reasonable values, utilizing accounting accrual formulas.
- Examples for calculating volunteer labor:
 - Determine the value of volunteer labor by calculating a fair market wage based on **salary market surveys** for the local economy
 - Paid program staff time to **manage and train volunteers**
 - Liability, workers comp and auto **insurance costs**
 - Include costs to **transport the volunteers**
 - Reimbursement of **mileage to volunteers**
 - Costs to **provide tools to the volunteer field worker**
 - Paid **administrative costs to manage** the volunteers such as processing insurance, vehicle permissions, mileage reimbursement and tracking of volunteer labor
 - **30% to 40% of the volunteer's market wage or salary is spent on supporting the volunteer**



Physical Assets

- Track and log all possible leveraging opportunities such as “cost of goods sold”
 - Retail value of donated materials
 - Delivery costs
 - Installation and other related costs
- Materials (use retail cost of goods, donated or discounted)
- Donated office or warehouse space
- Vehicles and fuel not purchased by federal funds
 - Use 2013 federal mileage rate of 56.5 cents per mile, or the rate for the year work is performed
- Equipment used but not purchased by federal funds
 - Use local rental rates or an accounting accrual formula



Administrative and Non-Federal Funds

- **Administrative Services** (Not paid by federal dollars)
 - Use of phones, receptionist, office supplies, etc.
 - Administrative services (processes performed in concert with program)
 - Waived administrative fees (a % of a total grant)
 - In-kind legal fees, payroll, human resources, benefits management

- **Non-federal Funding Sources**
 - Utility dollars (including management donated for program management)
 - Other grant funds (non-federal such as United Way, Habitat for Humanity, County Health Departments, etc.)
 - Loan funds (pro bono processing, managing of loan funds)
 - Discounted services for attorney fees to develop loan plan

Report

- Report leveraging resources
 - The Performance and Accountability for Grants in Energy (PAGE) – The federal reporting system
 - DOE will determine eligibility

Remember:

- Do not report federal funds as leveraging dollars (WPN 11-8)
- DOE will determine if the particular item is allowable
 - Turn in all likely leveraging opportunities

Leveraged Funds (Third Parties Funds)

PAGE Reporting			
Leveraged Funds (Third Parties Funds) - Leveraged Source	<p>Select the appropriate category for the leveraged funds from the drop down list (first-time - future reports will automatically populate previous leverage categories.</p> <p><i>*Federal Funds CANNOT be used as leverage under WIPP. *Note: a line will appear on the WIPP QPR Section A. – Outlays by Fund Source for each category entered in this table. The sum of these numbers should match the ‘Grant Total’ from the “Leveraged Fund Outlays” table in Section A. – Outlays by Fund Source on the QPR.</i></p>	Grantee Reported	Leveraged Funds (Third Parties Funds) - Leveraged Source
Leveraged Funds (Third Parties Funds) - Previously Approved	Cumulative amount of leveraged funds for each category previously reported.	PAGE calculated	Leveraged Funds (Third Parties Funds) - Previously Approved
Leveraged Funds (Third Parties Funds) - This Period	Enter the dollar value of the non-federal leveraged source that was expended in this reporting period (the 3-month quarter) for each specific Category of Expenditure. This could come from either direct dollars received, or the equivalent dollar value of the products or services received.	Grantee Reported	Leveraged Funds (Third Parties Funds) - This Period
Leveraged Funds (Third Parties Funds) - Cumulative	Cumulative leveraged funds outlaid through the selected reporting period (previously approved + this period).	PAGE calculated	Leveraged Funds (Third Parties Funds) - Cumulative

Leveraged Resources: If it touches WIPP, WIPP Rules Apply

- Leveraging should be treated as an addition to program funds and is subject to the same rules as appropriated funds. Property owner (e.g., landlord contributions) and federal resources (e.g., utility or WIPP grantee funds) are NOT considered to be “program income” for the purposes of the Weatherization Assistance Program (WAP).



Leveraged Resources: Use of Dollars Earned

- Per the terms and conditions of your award in the “Use of Program Income” section, program income earned during the project period as a result of this award may be added to the funds committed to the award and used to implement additional eligible project objectives.



Reporting Summary

- Quarterly reports: Report in PAGE, on the Federal Financial Report (SF425). All leveraged resources require an itemization and a total.
- Quarterly reports will ask for details. Distinguish outlays by fund source between DOE grant funds and various non-federal resources.
- Mixing funds: For tracking and evaluation purposes, WIPP grantees may not mix WIPP funds with WAP funds, neither base nor American Recovery and Reinvestment Act of 2009 (ARRA) funds, or Sustainable Energy Resources for Consumers (SERC) funds.

Leveraging Options for the Future:

- Utilities – how to engage
- Healthy Homes initiatives (Public Health)
- Clean Air initiatives (Public Health partnerships)
- Clean Cities initiatives
- Multifamily Energy Services Companies (ESCOs) by leveraging landlord dollars and working w/ HUD paid utilities
- Housing rehab grants and loans
- Carbon Offsets for Weatherization Dollars
 - Webinar coming Feb 21, 2013

Questions?



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