

Equipment/Vehicle User Fee Approval Form

Iowa Weatherization Program

Equipment and vehicles purchased with Iowa Weatherization Assistance (WAP) Program funds cannot be used for non-weatherization activities unless the Weatherization Program is compensated fairly for the use of the equipment and vehicles.

Agencies must request and receive prior approval from the **CAA Unit** before using equipment/vehicles for non-weatherization activities.

See Section 9.70 of the *Iowa Weatherization Policies and Procedures Manual* for more information.

Agency Name: _____

Requested Effective Date: _____

** Once approved, fees will be in effect for 12 months*

EQUIPMENT

Agency equipment may only be used by agency personnel for other programs and demonstrations and by private contractors on homes where they are preparing a bid for the agency or have been awarded a contract by the agency. A user fee of \$25 per job for a group of equipment has been established. A user fee of \$25 per day has been established for the use of insulation blower machines.

	<u>Item</u>	<u>User Fee</u>
<input type="checkbox"/>	Insulation Blower Machine	\$25/Day
<input type="checkbox"/>	All Other Equipment (as a group)	\$25/Job

Please list equipment to be rented: _____

VEHICLES

Agencies must determine and indicate which method of reporting funds received as rental fees will be used.

- Method #1 (split the credit between the HEAP Equipment/Training line item and the Support line or another funding source)
- Method #2 (total credit to HEAP Equipment/Training line item)

** The agency may choose to follow a policy to reimburse at a rate higher than Method #1 or #2. If using a higher rate, please complete Method #2 for comparison purposes and explain the basis for the higher rate at the end of the form.*

Method #1

Agencies may choose to split the compensation between the HEAP Equipment/Training line item and the Support line item or another funding source. Doing this will allow the agency to recover the maintenance costs associated with that vehicle (gas, repairs, insurance, registration, etc.) which are paid with other funds.

BASE COSTS

_____	Vehicle Year		_____	/	_____	=	_____
_____	Vehicle Make/Model		(initial cost of vehicle)		(useful life of vehicle)		(cost per year)
_____	VIN (Vehicle Identification Number)						
_____	Initial cost of vehicle (purchase price)						
_____	Useful life of vehicle (IRS Publication 946)		_____	/	_____	=	_____
_____	Annual mileage (yearly average)		(cost per year)		(annual mileage)		(base cost per mile)

** The base cost per mile will be credited to the HEAP Equipment/Training line item on the 102 Report.*

ANNUAL COSTS

_____	Annual fuel costs (previous year)		_____	/	_____	=	_____
_____	Vehicle registration		(total annual costs)		(annual mileage)		(annual costs per mile)
_____	Insurance coverage						
_____	Annual maintenance costs (oil changes, tires, repairs, etc.)						

_____ TOTAL Annual Costs

* The annual cost per mile will be credited to the other funding source to offset monthly/annual expenses.

Method #2

Agencies may report 100% of the funds received as rental fees as a credit to the HEAP Equipment/Training line item on the 102 Report. Complete the calculations under Method #1 and transfer the base and annual costs per mile to this section.

$$\frac{\text{_____}}{\text{(base cost per mile)}} + \frac{\text{_____}}{\text{(annual costs per mile)}} = \frac{\text{_____}}{\text{(total costs per mile)}}$$

* The base cost per mile and the annual costs per mile will be credited to the HEAP Equipment/Training line item.

Rate Higher than Minimum

If using a rate higher than Method #1 or #2, please complete Method #2 for comparison purposes and explain the basis for the higher rate, below.

Agency Review:

Agency Representative Approval: _____ Date: _____
(entering your name serves as your digital signature)

Agency Representative Title: _____

Agency Contact Person: _____

Comments

DCAA Review:

DCAA Approval: Yes No

DCAA Representative Approval: _____ Date: _____
(entering your name serves as your digital signature)

Comments