



Cost Share Training Session

8/25/2025



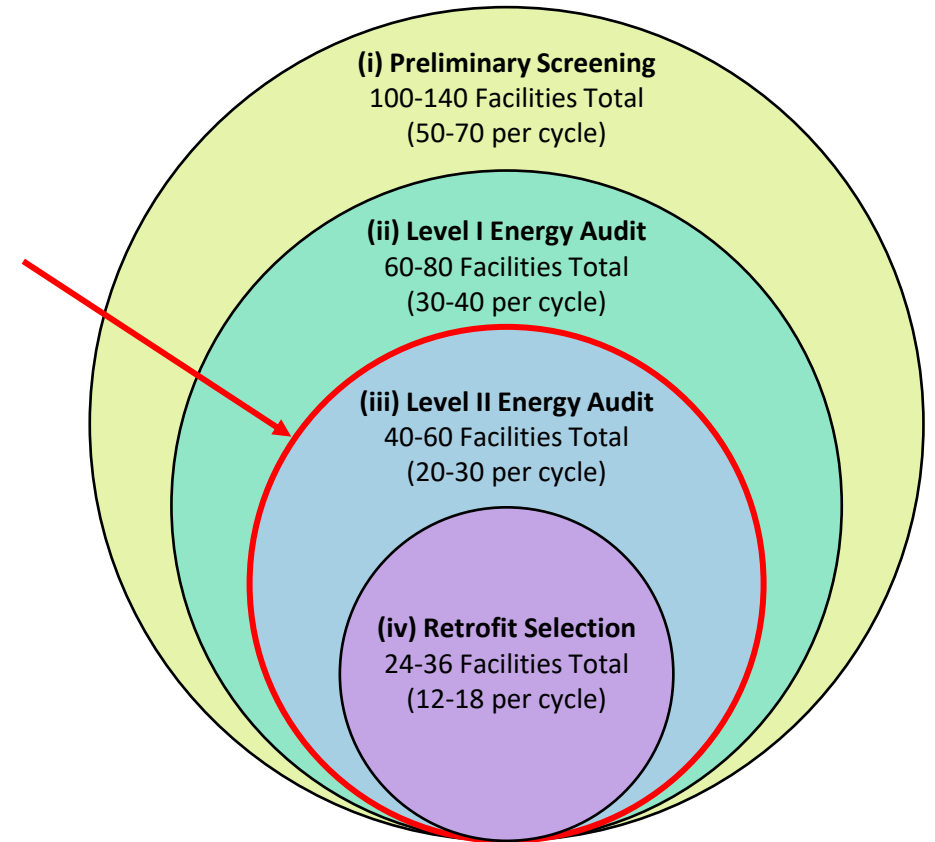
RAN-RM Program Scope Review

Retrofit Project Selection Process

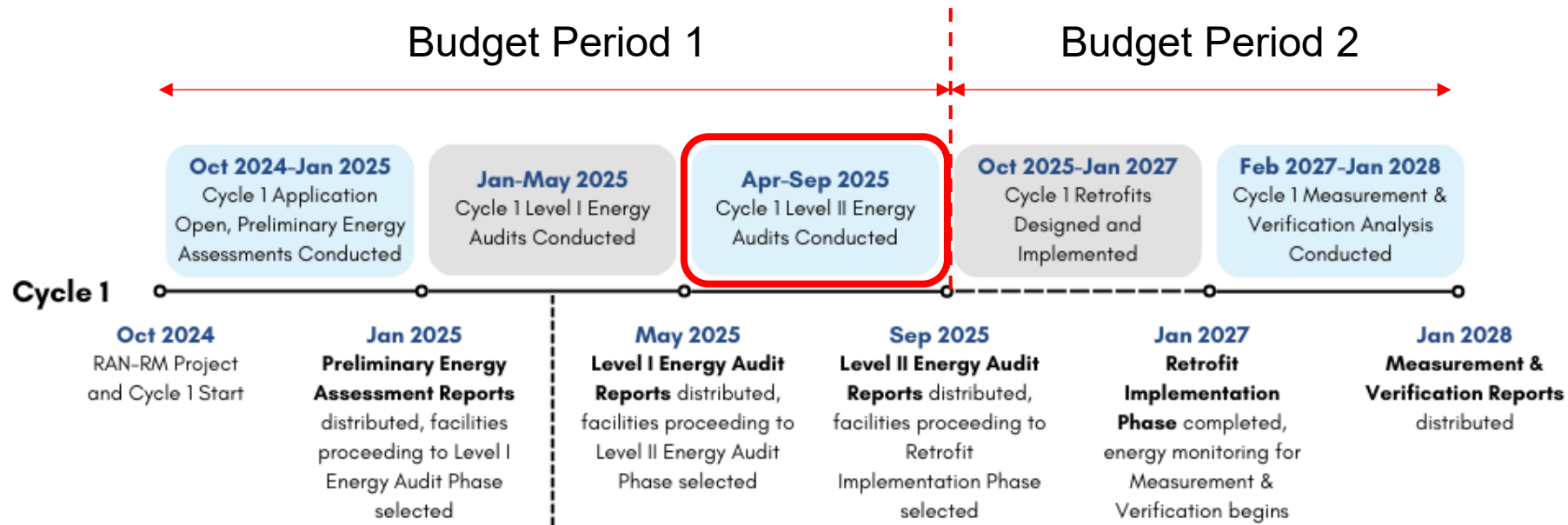
- i. Collect data and prescreen 100-140 nonprofit facilities over two application cycles (50-70 facilities per cycle)
- ii. Conduct level I energy audits for 60-80 eligible nonprofit facilities (30-40 facilities per cycle)
- iii. Complete level II energy audits for 40-60 facilities that underwent level 1 energy audits (20-30 facilities per cycle)
- iv. Install retrofits in 24-36 nonprofit buildings (12-18 facilities per cycle) assessed to benefit the most from energy efficiency upgrades

Retrofit Project Expected Outcomes

- Leverage \$20k-\$200k of DOE funds per project to support retrofits for nonprofit facilities
- Achieve on average 25% energy and cost savings across retrofitted portfolio
- Train 8+ students to be proficient in energy efficiency analysis of existing buildings



RAN-RM Program Status Update



- Level II Energy Audit Reports completed and distributed to applicants
- One-on-one meetings are being scheduled with applicants to review the audit report, proposed retrofits, and project budgets, including cost-share
- Continuing application submitted to DOE to proceed to Budget Period 2 (retrofit implementation)
 - DOE does **not** anticipate the continuing application will be approved by the current end of Budget Period 1 (September 30, 2025), and a no cost time extension was also requested, extending Budget Period 1 for up to 1 year (September 30, 2026)
 - We cannot proceed with retrofit projects until we are approved to proceed to Budget Period 2

Next Steps in Budget Period 1

1. Meet with RAN-RM project team one-on-one:
 - Review Level II Audit Report
 - Review proposed retrofit projects and anticipated energy savings
 - Discuss estimated project costs
 - Discuss required level of assistance with subcontractor selection
 - Discuss ways to meet project cost share
 - Review documentation requirements for subrecipient eligibility (UEI number, proof of building ownership, state historic status of building, etc.)
 - Address questions or concerns from applicant
2. Finalize retrofit selections and cost estimates using sub-contractor's quotes
3. Develop project budgets, including subrecipient cost-share
4. **Goal: By end of budget period 1, select 12-18 facilities to recommend to DOE to receive retrofit funding from DOE based on project scope, costs, and energy savings**

Next Steps in Budget Period 1

- What specific questions will be discussed during one-on-one meeting?
 - Based on the assessment completed by University of Colorado, Boulder, what measures do you think should be implemented at your facility?
 - Per the program requirements selected facilities need to provide 20% of the project cost as cost share. Can your facility/organization provide this cost share?
 - Do you have a preferred subcontractor to implement the selected retrofits, and would you be willing to get a quote from them?
 - Would you require University of Colorado Boulder's help in acquiring quotes for the retrofit measures?
 - Would your facility require assistance from University of Colorado, Boulder to manage the retrofit project?
- Who should attend the meeting? Facility decision makers
 - Church Trustees/Chair
 - Finance Staff
 - Church Admin/Facilities

Tentative meeting times/dates will be sent today

Department of Energy (DOE) State & Community Energy Programs (SCEP) Cost Sharing Requirement

- The Department of Energy requires cost sharing as a condition of the grant.
- Cost sharing is a legally binding obligation to the University, and the value is subject to audit.
- The value of the cost share is equal to 20% of the total project costs as stated in the proposal budget.



Example #1

Total Project Cost: \$125,000

Federal Share, 80% of total project cost: \$100,000

Nonprofit Cost Share, 20% of total project cost: \$25,000

Example #2

Total Project Cost: \$250,000

Federal Share, 80% of total project cost: \$200,000 (maximum amount)

Nonprofit Cost Share, 20% of total project cost: \$50,000

Example #3

Total Project Cost: \$500,000

Federal Share: \$200,000 (maximum amount)

Nonprofit Cost Share, all project costs exceeding \$200,000: \$300,000



What is Cost Sharing?

Definition: Cost share refers to the portion of the project costs not paid by Federal funds.

- **Cost Sharing is a commitment by CU Boulder (or a third party through the university) to provide a portion of the direct costs necessary to fulfill the objectives of the grant.**

Types of Cost Share:

- **Cash Cost Share:** Direct monetary contributions.
- **In-Kind Cost Share:** Non-cash contributions. (Examples: donated services, equipment, volunteer time).

In-Kind Cost Share

DOE recognizes in-kind as a form of cost share provided the contributions meet specific criteria.

Allowable In-Kind Contributions:

- Volunteer Time
- Donated Equipment or Supplies
- Use of Facilities or Services

VALUATION

The value of in-kind contributions is what it would have cost had CU Boulder directly paid for the item or service.

- ✓ Must be fair market value
- ✓ Requires documentation and justification

In-Kind Cost Share: Compliance and Documentation

DOE In-Kind Cost Share Requirements

1. Must be reasonable, allowable, allocable, and necessary to the project.
2. Must be documented and verifiable from recipient records.
3. Must be valued at fair market rate and justified in the budget.
4. Must not be funded by another federal award.
5. Must be pre-approved and incurred during the project period.

Any **revisions** to the cost share commitment must be **approved by DOE.**



In-Kind Cost Share: Compliance and Documentation Continued

Institutional Policies (CU Boulder) In-Kind Cost Share Requirements

1. Commitment letter from outside entity endorsed by a person authorized to approve these commitments.
2. As a subawardee, the proposed budget must include the cost share commitment.
3. Subawardee cost share commitments must be documented, reported clearly as cost share on invoices, and certified as true and accurate on the subcontractor's invoices submitted to CU Boulder.

COMMITMENT LETTER

Information to be included in the commitment letter:

- ✓ The **category** of in-kind cost sharing, e.g., services, supplies, equipment.
- ✓ The **actual dollar value** or **fair market value** of the contribution.
- ✓ The **period** over which the contributions will be made.

Completing the Cost Sharing Commitment

Immediately upon completion of the commitment, but no later than the conclusion of the award, supporting documentation must be obtained from the donor for all non-cash contributions.

One of the following is required to support these contributions:

- A signed, dated letter from the donor describing the donation, its purpose, its value, and verifying the information is true and correct;
- A statement and signature on the commitment letter certifying that the commitment has been fulfilled; or
- A completed Certification of In-Kind Cost Sharing Contributions form.

Note: Equipment cannot be contributed as an in-kind contribution unless usage rates have been established, and there are no restrictions on what projects the equipment can be used.

Reference:

[Uniform Guidance 200.306 Cost Sharing or Matching](#)

Excel version of CU In-Kind Certification form.



What types of retrofit project activities qualify for cost share?

Cost Categories	Cost Share Example
Site Inspection	Member of nonprofit community/staff familiar with the facility and its building systems can donate their time by assisting subcontractors in conducting field inspection of existing building systems.
Engineering Drawings	Member of nonprofit community works for engineering firm, and they are willing to draft drawings at no cost. Engineering firm will provide nonprofit an invoice for donated staff time and benefits, and nonprofit would report this amount as in-kind to CU.
Procurement	Member of nonprofit community with working relationship with subcontracting firms in the region can donate their time in facilitating subcontractor selection cost estimation of proposed retrofit work.
Equipment	Equipment manufacturer willing to donate equipment to the project.
Project Management	Member of nonprofit community works for project management firm, and they donate their time and resources at no cost to assist with managing the retrofit project.
Accounting	Member of nonprofit community donates their time and resources by assisting in managing project finances (e.g., invoicing) at no cost.
Installation and Commissioning	Member of nonprofit community familiar with building systems installation and commissioning can at no cost donate their time and resource in ensuring appropriate installation of retrofits and commission equipment after installation to achieve maximum energy efficiency and occupant comfort.
Self Performed Work	Member of nonprofit community can donate their time and resource by facilitating nonprofit in self performing installation of certain retrofits (e.g., LED installation).
Decommissioning and Disposal	Member of nonprofit community can donate their time and resources in decommissioning and disposal of removed building systems/materials.
Material Transportation	Member of nonprofit community specially in the rural area can donate their time and resource in facilitating material and labor transportation.

Questions?

Recordings of past training sessions are now available on the events page of our website:

- RAN-RM Events Page: <https://ranrm.com/events/>
- Alpen High Performance Products, Specifications for Windows https://youtu.be/9b5YPK3_0WQ
- PassiveLogic, Advanced Modeling and Controls for Buildings <https://youtu.be/86q1tjCNAz0>
 - ATS and CEO, Energy Performance Contracting <https://youtu.be/LG44tUh47kE>

