

NH Electric Assistance Program Year 13/14								
Proposed Budget for NH Community Action Agencies								
Effective Oct. 1, 2013 - Sept 30, 2014								
<b>CATEGORIES</b>		<b>Lead Agency</b>	<b>BMCA</b>	<b>SCCA</b>	<b>SNHS</b>	<b>SWCS</b>	<b>TCCA</b>	<b>Total</b>
Personnel		\$ 65,750	\$ 182,422	\$ 114,244	\$ 415,650	\$ 94,360	\$ 172,408	\$ 1,044,834
Fringe Benefits		\$ 21,480	\$ 65,126	\$ 24,324	\$ 142,339	\$ 53,261	\$ 52,457	\$ 358,987
Travel		\$ 2,000	\$ 1,400	\$ 440	\$ 5,000	\$ 3,500	\$ 527	\$ 12,867
Equipment		\$ 800	\$ 1,000	\$ 1,500	\$ -	\$ 2,500	\$ 2,000	\$ 7,800
Supplies		\$ 300	\$ 3,550	\$ 3,500	\$ 19,980	\$ 5,026	\$ 4,000	\$ 36,356
Contractual		\$ 10,000	\$ 8,775	\$ 8,482	\$ 23,000	\$ 7,970	\$ 5,000	\$ 63,227
Other		\$ 6,750	\$ 31,345	\$ 25,104	\$ 80,056	\$ 18,250	\$ 8,700	\$ 170,205
Indirect Costs		\$ -	\$ -	\$ -	\$ 62,428	\$ 21,690	\$ 24,552	\$ 108,670
								\$ -
<b>TOTAL</b>		\$ 107,080	\$ 293,618	\$ 177,594	\$ 748,453	\$ 206,557	\$ 269,644	\$ 1,802,946
NH Electric Assistance Program Year 13/14								
NHCAA Total Funding Request for EAP								
CAA Pgm Ops.			\$ 1,695,866.00					
CAA Lead Agency			\$ 107,080.00					
<b>TOTAL FUNDING REQUEST</b>			\$ 1,802,946.00					
NH Electric Assistance Program Year13/14								
Utility Allocation Percentages by NH Public Utilities Commission.								
		<b>SHARE OF</b>						
	<b>UTILITY</b>	<b>CAA EAP 13/14</b>						
	<b>ALLOCATION</b>	<b>TOTAL FUNDING</b>						
	<b>PERCENTAGE*</b>	<b>REQUEST</b>						
		\$ 1,802,946.00						
PSNH	75.46%	\$ 1,360,503.05						
UES	9.38%	\$ 169,116.33						
NHEC	9.08%	\$ 163,707.50						
GSEC	6.08%	\$ 109,619.12						
	100.00%	\$ 1,802,946.00						
* Percentages provided by PUC								

<b>EAP Budget 2013-2014</b>		
<b>CAA: Lead Agency</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$ 65,750</b>
<b>Fringe Benefits</b>		<b>\$ 21,480</b>
<b>Travel</b>		<b>\$ 2,000</b>
<b>Equipment</b>		<b>\$ 800</b>
<b>Supplies</b>		<b>\$ 300</b>
<b>Contractual</b>		<b>\$ 10,000</b>
<b>Other</b>		<b>\$ 6,750</b>
<b>Indirect Costs</b>		<b>\$ -</b>
<b>TOTAL</b>		<b>\$ 107,080</b>
FTE's in Lead Agency Budget:		1.28

<b>EAP BUDGET BREAKDOWN</b>				
<b>Lead Agency</b>				
<b>A. PERSONNEL (FTE)</b>				
State Program Director	1.00		\$	48,865
Secretary Support	0.01		\$	2,100
Executive Director	0.10		\$	13,885
Fiscal Support	0.01		\$	900
Total FTE	1.12			
<b>Sub-Total</b>			\$	65,750
<b>B. FRINGE BENEFITS</b>				
Fica			\$	5,030
Unemployment			\$	868
Workers Compensation			\$	270
Health Insurance			\$	5,700
Dental/Vision			\$	527
Life/Disability			\$	500
CIB			\$	210
403(B) Plan			\$	6,575
HRA			\$	1,800
<b>Sub-Total</b>			\$	21,480
<b>C. TRAVEL</b>				
Mileage reimbursement @ .37/mile			\$	2,000
<b>Sub-Total</b>			\$	2,000
<b>D. EQUIPMENT</b>				
Office Equipment			\$	800
<b>Sub-Total</b>			\$	800
<b>E. SUPPLIES</b>				
Office Supplies			\$	200
Computer Supplies			\$	100
<b>Sub-Total</b>			\$	300
<b>F. CONTRACTUAL</b>				
Software Consultants			\$	10,000
			\$	-
<b>Sub-Total</b>			\$	10,000
<b>G. OTHER</b>				
Audit			\$	300
Telephone			\$	300
Rent			\$	1,000
Insurance			\$	300
Office support costs			\$	400
Computer Services			\$	1,300
Training & Development			\$	2,000
Utilities			\$	850
Copying & Printing			\$	150
Postage			\$	150
<b>Sub-Total</b>			\$	6,750
<b>H. INDIRECT COSTS</b>				
N/A			\$	-
<b>Sub-Total</b>			\$	-
<b>TOTAL BUDGET</b>			\$	107,080

**EAP BUDGET BREAKDOWN****Lead Agency****Category****Narrative****A. PERSONNEL**

State Program Director	\$ 48,865	Direct payroll expense based upon time spent working on EAP. Responsibilities include the planning, development and operation of the statewide EAP program and coordination with the PUC and utilities.
Secretary Support	\$ 2,100	Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.
Executive Director	\$ 13,885	Direct payroll expense based upon estimated time spent working on EAP. The Executive Director is responsible for all agency programs and is directly responsible to the Board of Directors.
Fiscal Support	\$ 900	Direct payroll expense based upon estimated time spent working on EAP. Fiscal support includes payroll, A/P, A/R and accounting and budgeting support.
<b>Sub-Total</b>	<b>\$ 65,750</b>	

**B. FRINGE BENEFITS**

Fica	\$ 5,030	Actual fringe benefit expense by employee for time spent working on EAP.
Unemployment	\$ 868	Actual fringe benefit expense by employee for time spent working on EAP.
Workers Compensation	\$ 270	Actual fringe benefit expense by employee for time spent working on EAP.
Health Insurance	\$ 5,700	Actual fringe benefit expense by employee for time spent working on EAP.
Dental/Vision	\$ 527	Actual fringe benefit expense by employee for time spent working on EAP.
Life/Disability	\$ 500	Actual fringe benefit expense by employee for time spent working on EAP.
CIB	\$ 210	Actual fringe benefit expense by employee for time spent working on EAP.
403(B) Plan	\$ 6,575	Agency match for pension plans based on salaries charged to program
HRA	\$ 1,800	
<b>Sub-Total</b>	<b>\$ 21,480</b>	

**C. TRAVEL**

Mileage reimbursement @ .37/mile	\$ 2,000	Mileage reimbursement for direct travel related to EAP lead agency including training, visits with software contractor and program monitoring.
<b>Sub-Total</b>	<b>\$ 2,000</b>	

**D. EQUIPMENT**

Computer Equipment	\$ -	Direct expense for office equipment (replacement/repair/upgrade) needed for EAP.
	\$ 800	Replacement/repair/upgrade of computer
<b>Sub-Total</b>	<b>\$ 800</b>	

**E. SUPPLIES**

Office Supplies	\$ 200	Direct expense for office supplies needed for Program Director
Computer Supplies	\$ 100	Direct expense for office supplies needed for Program Director
<b>Sub-Total</b>	<b>\$ 300</b>	

**F. CONTRACTUAL**

Software Consultants	\$ 10,000	Direct expense for software consultants directly related to the EAP program.
<b>Sub-Total</b>	<b>\$ 10,000</b>	

**G. OTHER**

Audit	\$ 300	Agency cost allocation for audit expenses.
Telephone	\$ 300	Agency cost allocation for telephone expenses.
Rent	\$ 1,000	Agency cost allocation for rent.
Insurance	\$ 300	Agency cost allocation for insurance.
Office support costs	\$ 400	Office support costs (direct expense) include copying, postage and subscriptions.

Computer Services	\$ 1,300	Agency cost allocation for central office computer network including internet access.
Training & Development	\$ 2,000	Direct expense for staff development.
Utilities & Maintenance	\$ 850	Agency cost allocation for utilities.
Copying & Printing	\$ 150	Agency cost allocation for copying
Postage	\$ 150	Agency cost allocation for postage
<b>Sub-Total</b>	<b>\$ 6,750</b>	

#### H. INDIRECT COSTS

N/A \$ -

**Sub-Total \$107,080**

**TOTAL BUDGET \$107,080**

<b>EAP Program Year 2013 - 2014 Budget</b>		
<b>Community Action Program Belknap-Merrimack Counties, Inc.</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$ 182,422.00</b>
<b>Fringe Benefits</b>		<b>\$ 65,126.00</b>
<b>Travel</b>		<b>\$ 1,400.00</b>
<b>Equipment</b>		<b>\$ 1,000.00</b>
<b>Supplies</b>		<b>\$ 3,550.00</b>
<b>Contractual</b>		<b>\$ 8,775.00</b>
<b>Other</b>		<b>\$ 31,345.00</b>
<b>Indirect Costs</b>		<b>\$ -</b>
<b>TOTAL</b>		<b>\$293,618.00</b>
FTE's in BMCA Budget:		6.11

**EAP BUDGET BREAKDOWN**

Community Action Program Belknap-Merrimack Counties, Inc.

**A. PERSONNEL (FTE)**

Position Title	FTE	Amount
Intake/Counselors	3.9	\$ 122,540.00
Program Director	0.3	\$ 15,231.00
Certifiers/Data Entry Clerk	1.8	\$ 36,810.00
Fiscal Department Support	0.05	\$ 5,600.00
Secretary Department Support	0.05	\$ 1,616.00
IT Dept. Support	-	\$ 25.00
Maintenance Dept Support	0.01	\$ 600.00
<b>FTE Total</b>	<b>6.11</b>	<b>Sub-Total \$ 182,422.00</b>

**B. FRINGE BENEFITS**

FICA	\$ 13,645.00
State Unemployment	\$ 2,390.00
Workers Compensation	\$ 2,609.00
Health Insurance	\$ 28,019.00
Dental/Vision	\$ 3,304.00
Life/Disability	\$ 1,556.00
CIB (3rd party administration fee)	\$ 359.00
403 (B) Plan	\$ 8,803.00
HRA	\$ 4,441.00
<b>Sub-Total</b>	<b>\$ 65,126.00</b>

**C. TRAVEL**

Mileage reimbursement @ .37/mile	\$ 1,400
<b>Sub-Total</b>	<b>\$ 1,400.00</b>

**D. EQUIPMENT**

Computer Equipment	\$ 1,000.00
<b>Sub-Total</b>	<b>\$ 1,000.00</b>

**E. SUPPLIES**

Office Supplies	\$ 1,800.00
Computer Supplies	\$ 1,750.00
<b>Sub-Total</b>	<b>\$ 3,550.00</b>

**F. CONTRACTUAL**

Audit	\$ 2,500.00
Computer support, hosting site	\$ 6,100.00
Consultant, software agreement	\$ 175.00
<b>Sub-Total</b>	<b>\$ 8,775.00</b>

**G. OTHER**

Telephone	\$ 3,800.00
Insurance	\$ 615.00
Copying & Printing	\$ 2,285.00
Computer Services	\$ 5,285.00
Postage	\$ 6,525.00
Staff Development	\$ 1,750.00
Rent	\$ 5,825.00
Utilities, taxes, maintenance	\$ 3,565.00
Service Contracts	\$ 1,295.00
Equipment Repair	\$ 200.00
Advertising	\$ 200.00
<b>Sub-Total</b>	<b>\$ 31,345.00</b>

**H. INDIRECT COSTS**

Not Applicable	
<b>Sub-Total</b>	<b>\$ -</b>

<b>TOTAL BUDGET</b>	<b>\$ 293,618.00</b>
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**EAP BUDGET BREAKDOWN**

Community Action Program Belknap-Merrimack Counties, Inc.

Category		Narrative
<b>A. PERSONNEL</b>		
Intake/Counselors	\$ 122,540	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 15,231	Payroll costs associated with supervision of all area centers and staff.
Certifiers/Data Entry Clerk	\$ 36,810	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 5,600	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 1,616	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 25	Internal IT support
Maintenance Department Support	\$ 600	Maintenance support for office sites
<b>Sub-Total</b>	<b>\$ 182,422</b>	
<b>B. FRINGE BENEFITS</b>		
FICA	\$ 13,645	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 2,390	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 2,609	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 28,019	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 3,304	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 1,556	Actual fringe benefit expense by employee for percent of time spent working on EAP.
CIB (3rd party administration fee)	\$ 359	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 8,803	Actual fringe benefit expense by employee for percent of time spent working on EAP.
HRA	\$ 4,441	Actual fringe benefit expense by employee for percent of time spent working on EAP.
<b>Sub-Total</b>	<b>\$ 65,126</b>	
<b>C. TRAVEL</b>		
Mileage reimbursement @ .37/mile	\$ 1,400	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
<b>Sub-Total</b>	<b>\$ 1,400</b>	
<b>D. EQUIPMENT</b>		
	\$ 1,000	
<b>Sub-Total</b>	<b>\$ 1,000</b>	
<b>E. SUPPLIES</b>		
Office Supplies	\$ 1,800	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 1,750	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
<b>Sub-Total</b>	<b>\$ 3,550</b>	
<b>F. CONTRACTUAL</b>		
Audit	\$ 2,500	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 6,100	Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.
Consultant	\$ 175	Agency charges for inhouse tech support
<b>Sub-Total</b>	<b>\$ 8,775</b>	
<b>G. OTHER</b>		
Telephone	\$ 3,800	Agency cost allocation for main office telephone expenses.
Insurance	\$ 615	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 2,285	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 5,285	Agency cost allocation for computer services, internet access
Postage	\$ 6,525	Direct postage expenses for the EAP program.
Advertising	\$ 200	Direct expense for the EAP program

Staff Development	\$	1,750	Conferences fees, seminars
Rent	\$	5,825	Direct expenses for rent for outreach offices based on 23% of costs
Other Occupancy	\$	3,565	Utilities, taxes, janitorial expenses associated with outreach offices
Office Equipment Repair	\$	200	Direct expenses for the repair of office equipment
Service contracts	\$	1,295	Cost allocation of service contracts for copiers at outreach offices
<b>Sub-Total</b>	<b>\$</b>	<b>31,345</b>	

## H. INDIRECT COSTS

Not applicable	\$	-	Not applicable.
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	<b>Sub-Total</b>	<b>\$</b>	<b>-</b>
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<b>TOTAL BUDGET</b>	<b>\$ 293,618</b>
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EAP Program Year 13/14 Budget		
Strafford County Community Action Committee		
CATEGORIES		AMOUNT
Personnel	\$	114,244.00
Fringe Benefits	\$	24,324.00
Travel	\$	440.00
Equipment	\$	1,500.00
Supplies	\$	3,500.00
Contractual	\$	8,482.00
Other	\$	25,104.00
Indirect Costs	\$	-
TOTAL	\$	177,594.00
FTE's in SCCA Budget		3.52

**EAP BUDGET BREAKDOWN 2013-2014****CAA: STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC****A. PERSONNEL (FTE)**

Position Title	FTE		Amount
PROGRAM DIRECTOR	0.25	\$	15,080.00
PROGRAM MANAGER	0.50	\$	19,094.00
INTAKE/BUDGET COUNSELORS	1.21	\$	27,628.00
DATA ENTRY/BOOKKEEPERS	0.17	\$	6,870.00
CERTIFIERS	0.93	\$	26,569.00
RECEPTIONIST/INTAKE	0.46	\$	19,003.00
<b>FTE Total</b>	<b>3.52</b>	<b>0</b>	<b>Sub-Total \$ 114,244.00</b>

**B. FRINGE BENEFITS**

FICA	\$	8,740.00
UNEMPLOYMENT	\$	3,000.00
WORKERS/COMP	\$	1,420.00
HEALTH & DENTAL INS	\$	10,464.00
RETIREMENT	\$	700.00

**Sub-Total \$ 24,324.00****C. TRAVEL**

MILEAGE REIMBURSEMENT	682 miles @ .44 per mile	\$	440.00
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**Sub-Total \$ 440.00****D. EQUIPMENT**

REPLACEMENT COMPUTERS	\$	1,500.00
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**Sub-Total \$ 1,500.00****E. SUPPLIES**

OFFICE SUPPLIES	\$	3,500.00
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**Sub-Total \$ 3,500.00****F. CONTRACTUAL**

COMPUTER COMMUNICATIONS	\$	1,610.00
AUDIT	\$	2,000.00
SOFTWARE MAINTENANCE	\$	4,872.00

**Sub-Total \$ 8,482.00****G. OTHER**

POSTAGE	\$	4,000.00
TELEPHONE	\$	4,500.00
LIABILITY INSURANCE	\$	430.00
BUILDING REPAIR/MAINTENANCE	\$	1,856.00
UTILITIES	\$	3,351.00
PRINTING	\$	3,000.00
RENT	\$	7,967.00

**Sub-Total \$ 25,104.00****H. INDIRECT COSTS**

Not Applicable

**Sub-Total****TOTAL BUDGET \$ 177,594.00**

**EAP BUDGET NARRATIVE 2013-2014**  
**STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC**

<b>A. PERSONNEL</b>		<b>(FTE)</b>	<b>AMOUNT</b>
Program Director		0.25	\$15,080
Program Manager		0.50	\$19,094
	DUTIES: Supervises and coordinates EAP staff, takes & certifies apps		
Intake Staff		1.21	\$27,628
	DUTIES: Processing EAP application, client counseling on budgeting for utilities, referrals for other assistance.		
Certifier		0.93	\$26,569
	DUTIES: Certifying EAP applications		
Bookkeeping		0.17	\$6,870
	DUTIES: Budgeting, ,processing payroll for EAP staff, processing payables budgeted to EAP, fiscal reporting		
Receptionist/Intake	DUTIES: Makes appointments, does program mailings, intake	0.46	\$19,003
<b>B. FRINGE BENEFITS</b>		<b>3.52</b>	
FICA	7.65% OF EAP WAGES		\$8,740
UNEMPLOYMENT	Individual EAP staff first \$14000 multiplied by company rate 6.3% multiplied by % of Salary budgeted to EAP		\$3,000
WORKMAN'S COMP	WC rate \$.90 per \$100 multiplied by EAP salaries		\$1,420
HEALTH/DENTAL INS	Monthly premium per class minus employee copay multiplied by amount of salary budgeted to EAP.		\$10,464
PENSION	Amount paid by agency multiplied by % of salary allocated to EAP		\$700
<b>C. TRAVEL</b>			
	1000 miles @ .44 per mile		\$440
<b>D. EQUIPMENT</b>			
REPLACEMENT OF COMPUTERS			1500
<b>E. SUPPLIES</b>			
OFFICE SUPPLIES	Allocated portion of Office Supplies		\$3,500
<b>F. CONTRACTUAL</b>			
COMPUTER CONSULTANTS	Network support		\$1,610
AUDIT	Allocated portion of agency audit		\$2,000
SOFTWARE MAINTENANCE	Share of support for statewide system		\$4,872
<b>G. OTHER</b>			
BUILDING REPAIR/MAINTENANCE			\$1,856
POSTAGE	Direct postage 3500 clients X 2.5 mailings		\$4,000
UTILITIES	Allocated portion of utilities associated with offices		\$3,351
TELEPHONE	Allocatetion cost of telephone expense		\$4,500
PRINTING	Allocated cost for program printing expenses		\$3,000
LIABILITY INSURANCE	Allocated portion of liability ins		\$430
RENT	Portion of outreach and central office rents		\$7,967
<b>H. INDIRECT COSTS</b>			
Not Applicable			

\$177,594

EAP Program Year 13/14 Budget		
Southern New Hampshire Services		
CATEGORIES		AMOUNT
Personnel	\$	415,650.00
Fringe Benefits	\$	142,339.00
Travel	\$	5,000.00
Equipment	\$	-
Supplies	\$	19,980.00
Contractual	\$	23,000.00
Other	\$	80,056.00
Indirect Costs	\$	62,428.00
<b>TOTAL</b>		<b>\$748,453.00</b>
FTE's in SNHS Budget		17.4

**EAP BUDGET BREAKDOWN  
SOUTHERN NEW HAMPSHIRE SERVICES**

**A. PERSONNEL (FTE)**

Position Title	Number	TOTAL FTEs	Amount
Coordinator	1	0.4	\$ 17,508.00
Supervisors	6	1.3	\$ 42,093.00
Certifiers	6	1.5	\$ 40,404.00
Intake	26	9.7	\$ 203,101.00
Office	1	1	\$ 25,743.00
Receptionist	9	3.5	\$ 86,801.00

<b>FTE Total</b>	<b>17.40</b>	<b>Sub-Total</b>	<b>\$ 415,650.00</b>
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**B. FRINGE BENEFITS**

FICA	\$ 31,797.00
Work. Comp	\$ 6,235.00
NH Unemployment	\$ 12,120.00
Health/Dental/Life Insurance	\$ 81,894.00
Pension	\$ 10,293.00
<b>Sub-Total</b>	<b>\$ 142,339.00</b>

**C. TRAVEL**

Mileage Reimbursement	\$ 5,000.00
	\$ -
<b>Sub-Total</b>	<b>\$ 5,000.00</b>

**D. EQUIPMENT**

Equipment	\$ -
<b>Sub-Total</b>	<b>\$ -</b>

**E. SUPPLIES**

Office Supplies	\$ 19,980.00
<b>Sub-Total</b>	<b>\$ 19,980.00</b>

**F. CONTRACTUAL**

Professional Services	\$ 23,000.00
<b>Sub-Total</b>	<b>\$ 23,000.00</b>

**G. OTHER**

Staff Training	\$ 756.00
Space Costs	\$ 49,000.00
Telephone	\$ 15,000.00
Postage	\$ 14,000.00
Marketing	\$ 100.00
Liability Insurance	\$ 1,200.00
<b>Sub-Total</b>	<b>\$ 80,056.00</b>

**H. INDIRECT COSTS**

Approved Indirect Rate	9.3	\$ 62,428.00
<b>Sub-Total</b>		<b>\$ 62,428.00</b>

<b>TOTAL BUDGET</b>	<b>\$ 748,453.00</b>
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**EAP BUDGET NARRATIVE**  
**SOUTHERN NEW HAMPSHIRE SERVICES**

**A. PERSONNEL (FTE)**

Coordinator	1	0.40	\$ 17,508.00	Allocations are made on actual time spent; estimated allocation is 50%. Oversight of EAP operation.
Supervisors	6	1.30	\$ 42,093.00	Office coordinators for six major intake sites, allocated with other agency programs
Certifiers	6	1.50	\$ 40,404.00	Review applications: either return for more information, enroll or deny. Allocated with other agency programs.
Intake	24	9.70	\$ 203,101.00	Take applications, get signatures, gather documentation, enter in system and complete to point of certification. Allocated with other agency programs
Office	1	1.00	\$ 25,743.00	Generate, print and mail numerous letters generated by EAP system. Allocated with other agency programs.
Receptionist	10	4.50	\$ 86,801.00	Answer calls, make appointments, send out letters etc. Allocated with other agency programs.
<b>FTE Total</b>		<b>18.40</b>	<b>\$ 415,650.00</b>	

**B. FRINGE BENEFITS**

FICA	\$ 31,797.00	Federal rate 7.65%
Work. Comp	\$ 6,235.00	Rate is 1.5 % per hundred
NH Unemployment	\$ 12,120.00	State rate, 5% of first \$14,000 payroll per person
Health/Dental/Life Insurance	\$ 81,894.00	Medical \$8400, dental \$480.00, Life \$35.00 per year per employee
Pension	\$ 10,293.00	10% for qualifying and participating employees

**Sub-total \$142,339**

**C. TRAVEL**

Mileage Reimbursement	\$ 5,000.00	.40 cents per mile reimbursement. Used for home visits and travel between intake/outreach sites for coverage, training and supervision
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**Sub-total \$5,000.00**

**D. EQUIPMENT**

Equipment	\$ -
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**E. SUPPLIES**

Office Supplies	\$ 19,980.00	Paper, toner for printers, miscellaneous office supplies, upgrade RCCA hardware
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**Sub-total \$19,980.00**

**F. CONTRACTUAL**

Professional Services	\$ 23,000.00	Computer services, maintenance and enhancements to software
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**Sub-total \$23,000**

**G. OTHER**

Staff training	\$ 756.00	Seminar, training for all staff when applicable
Space Cost	\$ 49,000.00	Rent, utilities, maintenance etc. for office and outreach sites
Telephone	\$ 15,000.00	Regular telephone charges and communication costs
Postage	\$ 14,000.00	Postage needed for appointment letters, authorization, denial letters
Liability Insurance	\$ 1,200.00	Portion of standard liability insurance
Marketing	\$ 100.00	

**Sub-total \$80,056**

**H. INDIRECT COSTS**

HHS Indirect rate 9.10%

\$ 62,428.00

Indirect costs consist of central organization management and administrative costs incurred for the common of purpose benefitting or supporting all agency programs and activities and are not readily assignable directly. The rate consists of Central Organization Management and Administrative salaries, fringe benefits related to those specific salaries and non salary support costs necessary for carrying out all programs. The indirect cost rate is estimated at the beginning of each fiscal year and applied throughout the year. A year end audit establishes the actual rate. The current year's rate for SNHS is 10.1% as authorized by US Dept of Health and Human Services.

**TOTAL BUDGET**

\$748,453.00

<b>EAP Program Year 13/14 Budget</b>		
<b>Southwestern Community Services, Inc.</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$ 94,360.00</b>
<b>Fringe Benefits</b>		<b>\$ 53,261.00</b>
<b>Travel</b>		<b>\$ 3,500.00</b>
<b>Equipment</b>		<b>\$ 2,500.00</b>
<b>Supplies</b>		<b>\$ 5,026.00</b>
<b>Contractual</b>		<b>\$ 7,970.00</b>
<b>Other</b>		<b>\$ 18,250.00</b>
<b>Indirect Costs</b>		<b>\$ 21,690.00</b>
<b>TOTAL</b>		<b>\$206,557.00</b>
FTE's in SWCS Budget		2.8

**EAP BUDGET BREAKDOWN**

CAA: Southwestern Community Services, Inc.

**A. PERSONNEL (FTE)**

Position Title	FTE	Amount
Director	0.5	\$ 25,038.00
EAP Intake	0.25	\$ 5,720.00
EAP Coordinator	1	\$ 31,801.00
EAP Coordinator	1	\$ 31,801.00
<b>FTE Total</b>	<b>2.75</b>	<b>Sub-Total \$ 94,360.00</b>

**B. FRINGE BENEFITS**

FICA	\$ 7,430.00
Unemployment	\$ 3,648.00
Health	\$ 32,699.00
w/Comp	\$ 2,772.00
Pension	\$ 5,487.00
Life/STD/LTD	\$ 1,225.00
<b>Sub-Total</b>	<b>\$ 53,261.00</b>

**C. TRAVEL**

Mileage Reimbursement	\$ 3,500.00
<b>Sub-Total</b>	<b>\$ 3,500.00</b>

**D. EQUIPMENT**

	\$ -
Office Equipment	\$ 2,500.00
<b>Sub-Total</b>	<b>\$ 2,500.00</b>

**E. SUPPLIES**

Office Supplies	\$ 5,026.00
<b>Sub-Total</b>	<b>\$ 5,026.00</b>

**F. CONTRACTUAL**

IT Service/Maintenance/Support	\$3,570.00
Software Support	\$ 4,400.00
<b>Sub-Total</b>	<b>\$7,970.00</b>

**G. OTHER**

	\$ -
Postage	\$ 5,520.00
Printing	\$ 3,000.00
Computer / Telephone	\$ 1,530.00
Misc	\$ 3,200.00
Rent	\$ 5,000.00
<b>Sub-Total</b>	<b>\$ 18,250.00</b>

**H. INDIRECT COSTS**

Approved Indirect Rate	12%	\$ 21,690.00
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<b>Sub-Total</b>	\$	21,690.00
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<b>TOTAL BUDGET</b>	\$	206,557.00
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**EAP BUDGET NARRATIVE**  
**Southwestern Community Services, Inc.**

**A. PERSONNEL**

\$25,038 Program Director is responsible for the overall operation of the program. In addition to daily interaction with staff and customers the director serves as a link to the statewide EAP coordinator to assure efficient operation of program.  
\$31,801 EAP Coordinators Each county has a staff member that is responsible for daily operation  
\$31,801 of the program including, intake, certification, interaction with customer, utilities and Director  
\$5,720 Intake is responsible for the taking of applications, client contact, outreach

**B. FRINGE BENEFITS**

\$7,430 FICA	7.65% of total EAP wages
\$3,648 Unemployment	6.6% of first \$14000 of each employee's wages
\$32,699 Health and Dental Insurance	Family plan \$24,172 Single \$8206 includes Life/STD/LTD
\$2,772 W/Comp	.03883% of total EAP wages
\$5,487 Pension	Includes actual participants
\$1,225 Life insurance/STD/LTD	Includes actual participants

**C. TRAVEL**

\$3,500 Travel includes outreach to eleven (11) towns, Keene and Claremont and home visits, brochure distributions as well as travel. This also covers travel to meetings and trainings. The reimbursement rate is .42/mile

**D. EQUIPMENT**

\$2,500 This is budgeted to replace and or repair office equipment such as; copiers, printers, outreach items

**E. SUPPLIES**

\$5,026 Supplies include ongoing items necessary for the successful implementation of EAP. Examples; paper, toner, ink cartridges, highlighters, folders, labels, envelopes

**F. CONTRACTUAL**

\$4,400 Estimated software maintenance for River Delta. Also includes share of system  
\$3,570 Dept for computer maintenance, updates, virus scans, troubleshooting, etc.

**G. OTHER**

Postage, printing, telephone and office space all fall within the "other" line item.  
\$5,520 Postage is calculated by \$1.38 X avg. number of EAP participants for notification and 45 day notices.  
\$3,000 Printing covers letters to clients as well as general notices, handouts, faxing, etc.  
\$1,530 Telephone/space costs for Director, As contracts, telephone and fax expenses.  
\$3,200 Misc includes staff trainings, meetings, outreach  
\$5,000 Space costs for offices

**H. INDIRECT COSTS**

\$21,690 The current year's rate for Southwestern Community Services, Inc, is 12% as authorized by the US Department of Health and Human Services.  
\$206,557

<b>EAP Program Year 13/14 Budget</b>		
<b>Tri-County Community Action</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$172,408</b>
<b>Fringe Benefits</b>		<b>\$52,457</b>
<b>Travel</b>		<b>\$527</b>
<b>Equipment</b>		<b>\$2,000</b>
<b>Supplies</b>		<b>\$4,000</b>
<b>Contractual</b>		<b>\$5,000</b>
<b>Other</b>		<b>\$8,700</b>
<b>Indirect Costs</b>		<b>\$24,552</b>
<b>TOTAL</b>		<b>\$269,644</b>
FTE's in TCCA Budget		7.10

EAP BUDGET BREAKDOWN				
CAA: Tri-County Community Action				
A. PERSONNEL (FTE)				
Position Title	FTE			Amount
Director	0.2			14,639
Intake Staff	4			77,070
Certifier	0.8			21,070
EAP Coordinator	0.8			25,709
Computer Clerk	0.25			7,740
Clerk/Receptionist	0.25			3,300
Intake Clerk	0.8			22,880
<b>FTE Total</b>	<b>7.1</b>	<b>Sub-Total</b>		<b>172,408</b>
B. FRINGE BENEFITS				
FICA				13,189
Unemployment				7,124
Wk/Comp				5,000
Health				27,144
		<b>Sub-Total</b>		<b>52,457</b>
C. TRAVEL				
Mileage Reimbursement				527
		<b>Sub-Total</b>		<b>527</b>
D. EQUIPMENT				
Office Equipment				2,000
		<b>Sub-Total</b>		<b>2,000</b>
E. SUPPLIES				
Office Supplies				4,000
		<b>Sub-Total</b>		<b>4,000</b>
F. CONTRACTUAL				
Software Support				5,000
		<b>Sub-Total</b>		<b>5,000</b>
G. OTHER				
Advertising				200
Postage				7,000
Printing				300
Computer / Telephone				600
Rent				600
		<b>Sub-Total</b>		<b>8,700</b>
H. INDIRECT COSTS				
Approved Indirect Rate	10.10%			24,552
		<b>Sub-Total</b>		<b>24,552</b>
<b>TOTAL BUDGET</b>				<b>269,644</b>

**EAP BUDGET NARRATIVE****CAA: Tri-County Community Action****A. PERSONNEL (FTE)**

Program Manager	0.2	\$14,639.00	Program management
Intake Staff	4	\$77,070.00	Taking of applications
Certifier	0.8	\$21,070.00	Certification of applications
Intake Clerk	0.8	\$22,880.00	Clerical duties
Computer Clerk	0.25	\$7,740.00	Input of data
Clerk/receptionist	0.25	\$3,300.00	Making of appointments, mailings
EAP Coordinator	0.8	\$25,709.00	Maintains EAP account processes
Total	7.1	\$172,408.00	

**B. FRINGE BENEFITS**

FICA	\$13,189.00	7.65 % of Personnel costs
Unemploy.	\$7,124.00	5.7% of first \$14,000 salary of each of each FTE Personnel
W/Comp	\$5,000.00	2.9% of Personnel costs
Health	\$27,144.00	averages \$4524 per FTE

Total \$52,457.00

**C. TRAVEL**

Mileage	\$527.00	Reimbursement for private vehicle use: home visits, satellite sites, meetings, etc 1097 miles at \$.48/mile
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Total \$527.00

**D. EQUIPMENT**

Office Equipment	\$2,000.00	Replacement cost of 3 computers
Total	\$2,000.00	

**E. SUPPLIES**

Office Supplies	\$4,000.00	Anticipated cost of misc office supplies
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Total \$4,000.00

**F. CONTRACTUAL**

Software Support	\$5,000.00	Anticipated Cost of EAP Software maintenance and system upgrades
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**G. OTHER**

Advertising	\$200	Program ads, help-wanted ads.
Postage	\$7,000.00	Program mailing costs
Printing	\$300.00	Program copying and outside printing costs
Computer /Phone	\$600.00	Apportioned community & main office phone and internet \$50/mo X 12
Rent	\$600.00	Apportioned community & main office space costs \$50/mo X 12
Total	\$8,700.00	

**H. INDIRECT COSTS**

Agency Indirects	\$24,552.00	10.1% of expenses excluding equipment
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**TOTAL BUDGET** \$269,644.00