

NH Electric Assistance Program Year 17/18								
Proposed Budget for NH Community Action Agencies								
Effective Oct. 1, 2017 - Sept 30, 2018								
CATEGORIES		Lead Agency	BMCA	SCCA	SNHS	SWCS	TCCA	Total
Personnel		\$ 69,546	\$ 169,589	\$ 87,803	\$ 415,156	\$ 93,861	\$ 162,902	\$ 998,857
Fringe Benefits		\$ 21,250	\$ 65,041	\$ 36,575	\$ 163,721	\$ 62,968	\$ 40,453	\$ 390,008
Travel		\$ 2,000	\$ 3,050	\$ 1,500	\$ 3,500	\$ 4,320	\$ 5,000	\$ 19,370
Equipment		\$ -	\$ 1,200	\$ 1,800	\$ -	\$ -	\$ 4,877	\$ 7,877
Supplies		\$ 326	\$ 6,060	\$ 1,200	\$ 18,969	\$ 4,500	\$ 3,749	\$ 34,804
Contractual		\$ 8,000	\$ 10,115	\$ 9,536	\$ 23,439	\$ 9,500	\$ 11,500	\$ 72,090
Other		\$ 8,100	\$ 44,435	\$ 16,848	\$ 74,960	\$ 12,974	\$ 15,632	\$ 172,949
Indirect Costs		\$ -	\$ -	\$ 25,884	\$ 63,677	\$ 22,565	\$ 30,923	\$ 143,049
TOTAL		\$ 109,222	\$ 299,490	\$ 181,146	\$ 763,422	\$ 210,688	\$ 275,037	\$ 1,839,005
NH Electric Assistance Program Year 16/17								
NHCAA Total Funding Request for EAP								
CAA Pgm Ops.			\$ 1,729,783.00					
CAA Lead Agency			\$ 109,222.00					
Computer upgrades			\$ 34,287.00					
TOTAL FUNDING REQUEST			\$ 1,873,292.00					
NH Electric Assistance Program Year 17/18								
Utility Allocation Percentages by NH Public Utilities Commission								
		SHARE OF						
	UTILITY	CAA EAP 17/18						
	ALLOCATION	TOTAL FUNDING						
	PERCENTAGE*	REQUEST						
		\$ 1,873,292.00						
PSNH	73.52%	\$ 1,377,244.28						
UES	10.00%	\$ 187,329.20						
NHEC	9.75%	\$ 182,645.97						
Liberty	6.73%	\$ 126,072.55						
	100.00%	\$ 1,873,292.00						
* Percentages provided by PUC								

EAP Budget 2017-2018		
CAA: Lead Agency		
CATEGORIES		AMOUNT
Personnel		\$ 69,546
Fringe Benefits		\$ 21,250
Travel		\$ 2,000
Equipment		\$ -
Supplies		\$ 326
Contractual		\$ 8,000
Other		\$ 8,100
Indirect Costs		\$ -
TOTAL		\$ 109,222
FTE's in Lead Agency Budget:		1.12

EAP BUDGET BREAKDOWN				
Lead Agency				
A. PERSONNEL		(FTE)		
State Program Director		1.00		\$ 52,505
Secretary Support		0.01		\$ 1,000
Executive Director		0.10		\$ 15,141
Fiscal Support		0.01		\$ 900
	Total FTE	1.12		
			Sub-Total	\$ 69,546
B. FRINGE BENEFITS				
Fica				\$ 5,300
Unemployment				\$ 250
Workers Compensation				\$ 300
Health Insurance				\$ 9,000
Dental/Vision				\$ 900
Life/Disability				\$ 400
403(B) Plan				\$ 3,300
HRA				\$ 1,800
			Sub-Total	\$ 21,250
C. TRAVEL				
Mileage reimbursement @ .37/mile				\$ 2,000
			Sub-Total	\$ 2,000
D. EQUIPMENT				
Office Equipment				\$ -
			Sub-Total	\$ -
E. SUPPLIES				
Office Supplies				\$ 326
			Sub-Total	\$ 326
F. CONTRACTUAL				
Software Consultants				\$ 8,000
				\$ -
			Sub-Total	\$ 8,000
G. OTHER				
Audit				\$ 900
Telephone				\$ 300
Rent				\$ 1,500
Insurance				\$ 700
Computer Services				\$ 600
Training & Development				\$ 2,400
Utilities				\$ 1,200
Copying & Printing				\$ 400
Postage				\$ 100
			Sub-Total	\$ 8,100
H. INDIRECT COSTS				
N/A				\$ -
			Sub-Total	\$ 109,222
TOTAL BUDGET				

EAP BUDGET BREAKDOWN

Lead Agency

Category	Narrative
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A. PERSONNEL

State Program Director	\$ 52,505	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	\$ 800	Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.
Executive Director	\$ 15,141	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.
Sub-Total	\$ 69,346	

B. FRINGE BENEFITS

Fica	\$ 5,300	Actual fringe benefit expense by employee for time spent working on EAP.
Unemployment	\$ 250	Actual fringe benefit expense by employee for time spent working on EAP.
Workers Compensation	\$ 300	Actual fringe benefit expense by employee for time spent working on EAP.
Health Insurance	\$ 9,000	Actual fringe benefit expense by employee for time spent working on EAP.
Dental/Vision	\$ 900	Actual fringe benefit expense by employee for time spent working on EAP.
Life/Disability	\$ 400	Actual fringe benefit expense by employee for time spent working on EAP.
403(B) Plan	\$ 3,300	Agency match for pension plans based on salaries charged to program
HRA	\$ 1,800	Actual fringe benefit expense by employee for time spent working on EAP.
Sub-Total	\$ 21,250	

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.
Sub-Total	\$ 2,000	

D. EQUIPMENT

Computer Equipment	\$ -	
Sub-Total	\$ -	

E. SUPPLIES

Office Supplies	\$ 326	Direct expense for office supplies needed for Program Director
Sub-Total	\$ 326	

F. CONTRACTUAL

Software Consultants	\$ 8,000	Direct expense for software consultants directly related to the EAP program.
Sub-Total	\$ 8,000	

G. OTHER

Audit	\$ 900	Agency cost allocation for audit expenses.
Telephone	\$ 300	Agency cost allocation for telephone expenses.
Rent	\$ 1,500	Agency cost allocation for rent.
Insurance	\$ 700	Agency cost allocation for insurance.
Computer Services	\$ 600	Agency cost allocation for central office computer network including internet access.
Training & Development	\$ 2,400	Direct expense for staff development.

Utilities & Maintenance	\$	1,200	Agency cost allocation for utilities.
Copying & Printing	\$	400	Agency cost allocation for copying
Postage	\$	100	Agency cost allocation for postage
Sub-Total	\$	8,100	

H. INDIRECT COSTS

N/A \$ -

Sub-Total \$ 109,022

TOTAL BUDGET \$ 109,022

EAP Program Year 17/18 Budget			
Community Action Program Belknap-Merrimack Counties, Inc.			
CATEGORIES		AMOUNT	
Personnel		\$ 169,589.00	
Fringe Benefits		\$ 65,041.00	
Travel		\$ 3,050.00	
Equipment		\$ 1,200.00	
Supplies		\$ 6,060.00	
Contractual		\$ 10,115.00	
Other		\$ 44,435.00	
Indirect Costs		\$ -	
TOTAL		\$299,490.00	
FTE's in BMCA Budget:		5.49	

EAP BUDGET BREAKDOWN**Community Action Program Belknap-Merrimack Counties, Inc.****A. PERSONNEL (FTE)**

Position Title	FTE		Amount
Intake/Counselors	3.29	\$	96,097.00
Program Director	0.25	\$	15,024.00
Certifiers	1.89	\$	50,693.00
Fiscal Department Support	0.03	\$	5,550.00
Secretary Department Support	0.02	\$	1,400.00
IT Dept. Support	0	\$	75.00
Maintenance Dept Support	0.01	\$	750.00
FTE Total	5.49	Sub-Total	\$ 169,589.00

B. FRINGE BENEFITS

FICA	\$	12,789.00
State Unemployment	\$	778.00
Workers Compensation	\$	2,240.00
Health Insurance	\$	39,736.00
Dental/Vision	\$	3,306.00
Life/Disability	\$	1,156.00
403 (B) Plan	\$	3,636.00
HRA	\$	1,400.00
Sub-Total	\$	65,041.00

C. TRAVEL

Mileage reimbursement @ .37/mile	\$	3,050
Sub-Total	\$	3,050.00

D. EQUIPMENT

Computer Equipment	\$	1,000.00
Office Equipment	\$	200.00
Sub-Total	\$	1,200.00

E. SUPPLIES

Office Supplies	\$	2,860.00
Computer Supplies	\$	3,200.00
Sub-Total	\$	6,060.00

F. CONTRACTUAL

Audit	\$	2,500.00
Computer support, hosting site	\$	7,615.00
Sub-Total	\$	10,115.00

G. OTHER

Telephone	\$	3,920.00
Insurance	\$	1,210.00
Copying & Printing	\$	1,300.00
Computer Services	\$	2,360.00
Postage	\$	5,155.00
Staff Development	\$	1,795.00
Rent	\$	18,540.00
Utilities, taxes, maintenance	\$	8,180.00
Service Contracts	\$	1,775.00
Advertising	\$	200.00
Sub-Total	\$	44,435.00

H. INDIRECT COSTS

Not Applicable		
Sub-Total	\$	-

TOTAL BUDGET	\$	299,490.00
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EAP BUDGET BREAKDOWN**Community Action Program Belknap-Merrimack Counties, Inc.**

Category		Narrative
A. PERSONNEL		
Intake/Counselors	\$ 96,097	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 15,024	Payroll costs associated with supervision of all area centers and staff.
Certifiers	\$ 50,693	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 5,550	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 1,400	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 75	Internal IT support
Maintenance Department Support	\$ 750	Maintenance support for office sites
Sub-Total	\$ 169,589	
B. FRINGE BENEFITS		
FICA	\$ 12,789	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 778	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 2,240	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 39,736	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 3,306	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 1,156	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 3,636	Actual fringe benefit expense by employee for percent of time spent working on EAP.
HRA	\$ 1,400	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Sub-Total	\$ 65,041	
C. TRAVEL		
Mileage reimbursement @ .37/mile	\$ 3,050	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
Sub-Total	\$ 3,050	
D. EQUIPMENT		
Computer Equipment	\$ 1,000	Replacement of computer and scanners for centers
Office Equipment	\$ 200	Locking cabinets for outreach offices
Sub-Total	\$ 1,200	
E. SUPPLIES		
Office Supplies	\$ 2,860	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 3,200	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
Sub-Total	\$ 6,060	
F. CONTRACTUAL		
Audit	\$ 2,500	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 7,615	Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.
Sub-Total	\$ 10,115	
G. OTHER		
Telephone	\$ 3,920	Agency cost allocation for telephone expenses.
Insurance	\$ 1,210	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 1,300	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 2,360	Agency cost allocation for computer services, internet access
Postage	\$ 5,155	Direct postage expenses for the EAP program.
Advertising	\$ 200	Direct expense for the EAP program
Staff Development	\$ 1,795	Conferences fees, seminars

Rent	\$	18,540	Direct expenses for rent for outreach offices
Utilities, taxes, maintenance	\$	8,180	Utilities, taxes, janitorial expenses associated with outreach offices
Service contracts	\$	1,775	Cost allocation of service contracts for copiers at outreach offices
Sub-Total	\$	44,435	

H. INDIRECT COSTS

Not applicable	\$	-	Not applicable.
Sub-Total	\$	-	

TOTAL BUDGET	\$	299,490	
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EAP Program Year 17/18 Budget		
Strafford County Community Action Committee		
CATEGORIES		AMOUNT
Personnel		\$ 87,803.00
Fringe Benefits		\$ 36,575.00
Travel		\$ 1,500.00
Equipment		\$ 1,800.00
Supplies		\$ 1,200.00
Contractual		\$ 9,536.00
Other		\$ 16,848.00
Indirect Costs		\$ 25,884.00
TOTAL		\$ 181,146.00
FTE's in SCCA Budget		3.20

EAP BUDGET 17/18**Community Action Partnership of Strafford County****A. PERSONNEL (FTE)**

Position Title	FTE		Amount
EAP and Outreach Coordinator	0.5	\$	20,800.00
Receptionist	0.4	\$	10,288.00
Intake	1	\$	27,643.00
Seasonal Intake	0.5	\$	1,000.00
Certifiers	0.8	\$	28,072.00
FTE Total	3.20	0 Sub-Total	\$ 87,803.00

B. FRINGE BENEFITS

FICA	\$	6,717.00
Unemployment	\$	3,645.00
Workers Comp	\$	386.00
Heath Insurance	\$	23,424.00
Disability	\$	730.00
Dental	\$	1,381.00
Pension	\$	292.00
Sub-Total	\$	36,575.00

C. TRAVEL

Mileage Reimbursement	3000 miles @ .50 per mile	\$	1,500.00
Sub-Total		\$	1,500.00

D. EQUIPMENT

Equipment Purchase and Rental	\$	1,500.00
Equipment Maintenance	\$	300.00
Sub-Total	\$	1,800.00

E. SUPPLIES

Office Supplies	\$	1,000.00
Janitorial supplies	\$	100.00
Computer supplies	\$	100.00
Sub-Total	\$	1,200.00

F. CONTRACTUAL

Legal Fees	\$	100.00
Software support and maintenance	\$	8,636.00
Payroll services	\$	100.00
Trash removal	\$	200.00
Audit	\$	500.00
Sub-Total	\$	9,536.00

G. OTHER

Postage	\$	2,364.00
Telephone	\$	3,000.00
Building Maintenance	\$	500.00
Printing/advertising	\$	1,500.00
Training	\$	2,884.00
Rent	\$	5,000.00
Liability Insurance	\$	500.00
IT services/connectivity	\$	1,100.00
Sub-Total	\$	16,848.00

H. INDIRECT COSTS

Approved Indirect Rate 14.20%	\$	25,884.00
Sub-Total	\$	25,884.00

TOTAL BUDGET	\$	181,146.00
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EAP BUDGET NARRATIVE

A. PERSONNEL

EAP/FAP Coordinator	0.5	\$20,800.00	Hires, trains, supervises program staff, daily oversight of program
Certifiers	0.80	\$28,072.00	Review applications for completeness and accuracy, determine eligibility, enroll.
Intake	1	\$27,643.00	Application intake, gather documentation, enter in system, explain program
Front Desk Reception	0.4	\$10,288.00	Generate, print and mail letters, appointment making.
Seasonal	0.5	\$1,000.00	
FTE Total	3.2		
Sub-Total		\$87,803.00	

B. FRINGE BENEFITS

FICA		\$6,717.00	Federal rate 7.65%
Work. Comp		\$386.00	Rate of .44/100
NH Unemployment		\$3,645.00	State rate of 4.5% of first \$14,000 per person
Health/Life Insurance		\$23,424.00	Medical, dental, Life ins.
Disability Insurance		\$730.00	Short/long term disability
Dental		\$1,381.00	
Pension		\$292.00	Agency match for participant contributions .25/\$1.00
Sub-Total		\$36,575.00	

C. TRAVEL

Mileage Reimbursement		\$1,500.00	3000 miles at .50/mile for training, home visits, outreach
Sub-Total		\$1,500.00	

D. EQUIPMENT

Equipment Purchase		\$1,500.00	Purchase of computer for new intake staff
Equipment repair		\$300.00	
Sub-Total		\$1,800.00	

E. SUPPLIES

Office Supplies		\$1,000.00	Paper, envelopes, misc. office supplies, toner
Computer supplies		\$100.00	
Janitorial Supplies		\$100.00	Consumables, paper products
Sub-Total		\$1,200.00	

F. CONTRACTUAL

Legal Fees		\$100.00	Allocated portion of annual costs
Payroll Services		\$100.00	Payroll Processing company allocated expense
Audit		\$500.00	Allocated Portion of annual cost
Trash removal		\$200.00	
Software Agreement		\$8,636.00	Software support for state wide database
Sub-Total		\$9,536.00	

G. OTHER

Telephone		\$3,000.00	Regular telephone charges and communication costs
IT support services		\$1,100.00	Agency IT support for the maintenance, upgrades and connectivity of internet.
Postage		\$2,364.00	Mailings of participant letters, applications
Rent		\$5,000.00	Allocated portion of outreach offices
Training		\$2,884.00	For Training of Outreach staff CAP State wide conference
Liability Insurance		\$500.00	Allocated portion of agency liability insurance.
Printing-advertising		\$1,500.00	Brochures, applications
Building Maintenance		\$500.00	Allocated portion of expense
Sub-Total		\$16,848.00	

H. INDIRECT COSTS

\$25,884.00

Indirect 14.2%

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 caring out all programs.

EAP Program Year 17/18 Budget		
Southern New Hampshire Services		
CATEGORIES		AMOUNT
Personnel		\$ 415,156.00
Fringe Benefits		\$ 163,721.00
Travel		\$ 3,500.00
Equipment		\$ -
Supplies		\$ 18,969.00
Contractual		\$ 23,439.00
Other		\$ 74,960.00
Indirect Costs		\$ 63,677.00
TOTAL		\$763,422.00
FTE's in SNHS Budget		19.3

**EAP BUDGET BREAKDOWN
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Position Title	Number	TOTAL FTEs	Amount	
Director/Coordinator	3	1.1	\$	38,049.00
Supervisors	5	2	\$	29,602.00
Certifiers	8	3.3	\$	65,691.00
Intake	21	9	\$	174,394.00
Office	1	1	\$	29,434.00
Receptionist	8	2.9	\$	77,986.00
FTE Total		19.30	Sub-Total	\$ 415,156.00

B. FRINGE BENEFITS

FICA	\$	31,759.00
Work. Comp	\$	6,228.00
NH Unemployment	\$	11,409.00
Health/Dental/Life Insurance	\$	100,691.00
Pension	\$	13,634.00
Sub-Total		\$ 163,721.00

C. TRAVEL

Mileage Reimbursement	\$	3,500.00
	\$	-
Sub-Total		\$ 3,500.00

D. EQUIPMENT

Equipment	\$	-
Sub-Total		\$ -

E. SUPPLIES

Office Supplies	\$	18,969.00
Sub-Total		\$ 18,969.00

F. CONTRACTUAL

Professional Services	\$	23,439.00
Sub-Total		\$ 23,439.00

G. OTHER

Staff Training	\$	805.00
Space Costs	\$	47,855.00
Telephone	\$	13,000.00
Postage	\$	12,000.00
Marketing	\$	100.00
Liability Insurance	\$	1,200.00
Sub-Total		\$ 74,960.00

H. INDIRECT COSTS

Approved Indirect Rate	10.10%	\$	63,677.00
Sub-Total		\$	63,677.00

TOTAL BUDGET	\$	763,422.00
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EAP BUDGET NARRATIVE
SOUTHERN NEW HAMPSHIRE SERVICES

A. PERSONNEL (FTE)

Coordinator	3	1.10	\$ 38,049.00	Allocations are made on actual time spent for Director and Coordinator
Supervisors	5	2.00	\$ 29,602.00	Five offices, Hillsborough Co., 5 in Rockingham Co., total 10, 6 full time, 2 part time
Certifiers	8	3.30	\$ 65,691.00	Review applications: either return for more information, enroll or deny.
Intake	21	9.00	\$ 174,394.00	Take applications, get signatures, gather documentation, enter in system and complete to point of certification.
Office	1	1.00	\$ 29,434.00	Generate, print and mail numerous letters generated by EAP system.
Receptionist	8	2.90	\$ 77,986.00	Answer calls, make appointments, send out letters, greet applicants, track documentation.
FTE Total		19.30	\$ 415,156.00	

B. FRINGE BENEFITS

FICA	\$ 31,759.00	Federal rate 7.65%
Work. Comp	\$ 6,228.00	Rate is 1.5 % per hundred
NH Unemployment	\$ 11,409.00	State rate, 5% of first \$14,000 payroll per person
Health/Dental/Life Insurance	\$ 100,691.00	Medical, dental, Life ins.
Pension	\$ 13,634.00	10% for qualifying and participating employees

Sub-total \$163,721

C. TRAVEL

Mileage Reimbursement	\$ 3,500.00	.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 \$3,500.00

D. EQUIPMENT

Equipment	\$ -
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E. SUPPLIES

Office Supplies	\$ 18,969.00	Paper, toner for printers, miscellaneous office supplies
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Sub-total \$18,969.00

F. CONTRACTUAL

Professional Services	\$ 23,439.00	Computer services, maintenance and enhancements to software
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Sub-total		\$23,439	
G. OTHER			
Staff training	\$	805.00	Seminar, training for all staff when applicable
Space Cost	\$	47,855.00	Rent, utilities, maintenance for office and outreach sites.
Telephone	\$	13,000.00	Regular telephone charges and communication costs
Postage	\$	12,000.00	Postage needed for appointment letters, authorization, denial letters
Liability Insurance	\$	1,200.00	Portion of standard liability insurance
Marketing	\$	100.00	Cost to participate in wellness, social, fairs
Sub-total		\$74,960	
H. INDIRECT COSTS			
HHS Indirect rate 10.10%	\$	63,677.00	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 9.1% as authorized by US Dept of Health and Human Services.
TOTAL BUDGET		\$ 763,422.00	

EAP Program Year 17/18 Budget		
Southwestern Community Services, Inc.		
CATEGORIES		AMOUNT
Personnel		\$ 93,861.00
Fringe Benefits		\$ 62,968.00
Travel		\$ 4,320.00
Equipment		\$ -
Supplies		\$ 4,500.00
Contractual		\$ 9,500.00
Other		\$ 12,974.00
Indirect Costs		\$ 22,565.00
TOTAL		\$210,688.00
FTE's in SWCS Budget		3.15

EAP BUDGET BREAKDOWN**CAA: Southwestern Community Services, Inc.****A. PERSONNEL (FTE)**

Position Title	FTE		Amount
Director	0.33	\$	16,817.00
EAP Coordinator/Certifier	0.37	\$	12,398.00
EAP Coordinator/Certifier	0.37	\$	11,544.00
EAP Manager	0.37	\$	11,159.00
EAP Intake	0.37	\$	10,197.00
EAP Intake	0.37	\$	10,774.00
EAP Intake	0.37	\$	9,620.00
EAP Intake	0.37	\$	11,352.00
FTE Total	2.92	Sub-Total	\$ 93,861.00

B. FRINGE BENEFITS

FICA	\$	7,180.00
Unemployment	\$	1,597.00
Health	\$	44,784.00
w/Comp	\$	3,580.00
Pension	\$	5,827.00

Sub-Total	\$	62,968.00
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C. TRAVEL

Mileage Reimbursement	\$	4,320.00
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Sub-Total	\$	4,320.00
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D. EQUIPMENT

	\$	-
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	\$	-
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Sub-Total	\$	-
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E. SUPPLIES

Office Supplies	\$	4,500.00
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Sub-Total	\$	4,500.00
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F. CONTRACTUAL

IT Service/Maintenance/Support		\$4,400.00
In house IT support	\$	5,100.00

Sub-Total		\$9,500.00
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G. OTHER

Postage	\$	5,600.00
Computer / Telephone	\$	1,530.00
Rent	\$	5,844.00

Sub-Total	\$	12,974.00
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H. INDIRECT COSTS

Approved Indirect Rate	12%	\$	22,565.00
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Sub-Total	\$	22,565.00
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TOTAL BUDGET	\$	210,688.00
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EAP BUDGET NARRATIVE

Southwestern Community Services, Inc.

A. PERSONNEL

Personnel includes the Program Director (.33), two Program Coordinators (.37), one EAP Manager (.37) and four EAP Intake (each .37)

*The Program Director is responsible for the overall operation of the energy programs, including the planning and coordinating of staff outreach activities, budgets, contract, etc

*The Program Coordinators help oversee staff with programmatic questions, scheduling, assist Director with payroll, coordinating outreach and special projects assigned by Director.

*The EAP Manager manages the EAP reports, manages the bug tracker, assists customers with EAP concerns, communicates with utility companies, transfers, answer staff questions and EAP projects assigned by the Director

*The Intake staff is responsible for the day to day operations of the program including taking applications, communication with the utilities, monitoring the enrolled customers, withdrawals and removals and EAP scheduling

B. FRINGE BENEFITS

Fringe includes:

FICA:	\$	7,180.00	(rate is: 7.65%)
NHUC:	\$	1,597.00	(3.9% on the first \$14,000 of income)
W/COMP:	\$	3,580.00	(rate is: 3.82%)

Health and dental Insurance: \$ 44,784.00

*Health and dental also includes: Life insurance/short term disability/long term disability

*All staff participate in the agencies pension/match

C. TRAVEL

Travel includes outreach to thirteen (13) towns including Keene and Claremont, brochure distribution, staff meetings, trainings, program presentations, home visits and travel between the Keene and Claremont offices, etc. The agency reimbursement rate is \$.42/mi

*Increase due to more travel required from Director between counties and state meetings.

D. EQUIPMENT

No anticipated purchases

E. SUPPLIES

Supplies include ongoing items necessary for the successful implementation of EAP such as paper, ink, toner, envelopes, writing utensils, file folders, etc.

*Increase due to printing budget folded into Office Supply budget in current year.

F. CONTRACTUAL

Estimated software maintenance for River Delta (billed quarterly to each CAA is estimated to be \$1,100 each quarter.

Also includes IT services and support for all staff computers and peripheral equipment through our own IT department yearly amount estimated to be \$5,100 (5 computers @ \$85/month)

G. OTHER

Postage: \$5,600 (4,000 clients x \$1.40/person)

*These funds are used to help with mailing appointment cards, reminder checklists, 45-Day letters, enrollment or denial letters, etc.

Printing: printing costs have been included in Office Supplies this year

Telephones: Telephone charges are 2.5 phones @ \$51/month= \$1,530

Rent: Space Cost for offices and storage/maintenance services= \$5,844

H. INDIRECT COSTS

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

100

100

100

100

100

100

100

100

100

EAP Program Year 17/18 Budget		
Tri-County Community Action		
CATEGORIES		AMOUNT
Personnel		\$162,902
Fringe Benefits		\$40,453
Travel		\$5,000
Equipment		\$4,877
Supplies		\$3,749
Contractual		\$11,500
Other		\$15,632
Indirect Costs		\$30,923
TOTAL		\$275,037
FTE's in TCCA Budget		4.90

EAP BUDGET BREAKDOWN				
CAA: Tri-County Community Action				
A. PERSONNEL (FTE)				
Position Title	FTE			Amount
Director		0.2		\$11,600.06
Certifiers		0.38		\$9,984.00
EAP Manager		0.5		\$19,999.98
EAP Assistant		0.5		\$19,188.00
Lead Certifier		0.25		\$8,060.00
Intake		2.21		\$73,982.40
Receptionist		0.86		\$20,088.00
	FTE Total	4.9	Sub-Total	\$162,902.44
B. FRINGE BENEFITS				
FICA				\$12,462.00
Unemployment				\$4,443.83
Wk/Comp				\$3,028.07
Health				\$20,243.11
Dental				\$276.15
			Sub-Total	\$40,453.16
C. TRAVEL				
Mileage Reimbursement				\$3,500.00
Staff Development				\$1,500.00
			Sub-Total	\$5,000.00
D. EQUIPMENT				
Misc. equipment				\$1,872.40
Computer equipment				\$3,005.00
			Sub-Total	\$4,877.40
E. SUPPLIES				
Office Supplies				\$3,749.00
			Sub-Total	\$3,749.00
F. CONTRACTUAL				
Software Support				\$9,000.00
Contractual support				\$2,500.00
			Sub-Total	\$11,500.00
G. OTHER				
Advertising				\$502.00
Postage				\$5,000.00
Telephone				\$1,000.00
Internet				\$500.00
Rent				\$6,630.00
Copying				\$2,000.00
			Sub-Total	\$15,632.00
H. INDIRECT COSTS				
Approved Indirect Rate	12.70%			\$30,923.00
			Sub-Total	\$30,923.00
TOTAL BUDGET				\$275,037.00

EAP BUDGET NARRATIVE**CAA:****A. PERSONNEL (FTE)**

EEO Division Director	0.2	Program oversight
Intake Staff	2.21	Application intake, outreach- 7 FT 30%, 3 PT 25%
Certifier	0.38	1 Lead certifier 25%, 3 seasonal 25 % Eligibility certification
Lead Certifier	0.25	Supervises certification staff and processes, certifies eligibility
EAP Assistant	0.5	Process notifications, removals, utility contacts
EAP Manager	0.5	Direct oversight of staff and sites
Receptionist	0.86	Making appointments, mailings, office clerking
Total FTEs	4.9	

B. FRINGE BENEFITS

FICA	7.65 % of Personnel costs
Unemploy.	2.2% of first \$14,000 salary of each of each FTE Personnel
W/Comp	3.82/100 for intake, .31/100 for admin staff
Health	16.3% of 75% of FT staff, none for seasonal
Dental	.17% of 75% FT costs

C. TRAVEL

Mileage	.48/mile reimbursement for travel to satellite sites, home visits, meetings. Director-National Energy Affordability Conference
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D. EQUIPMENT

Misc. Equipment	Maintenance/purchase of computers, printers and scanners
Computer IT	Cost allocation for agency IT charges

E. SUPPLIES

Office Supplies	Office supplies; pens, paper, ink, envelopes
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F. CONTRACTUAL

Software Support	Anticipated Cost of EAP Software maintenance and system upgrades
Contractual Service	Monthly maintenace charge for embedded apps on TCCA website

G. OTHER

Advertising	Advertising of program , employment ads
Postage	Mailings for EAP and client services and notifications
Printing/Copying	Costs of lease of copying equipment
Rent	EAP portion of TCCAP rent for admin and outreach offices
Phone/Internet	EAP share of internet and phone lines for admin and outreach offices

H. INDIRECT COSTS

Agency Indirects	12.7% Agency Indirect Cost allocation
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TOTAL BUDGET