

NH Electric Assistance Program Year 18/19
Proposed Budget for NH Community Action Agencies
Effective Oct. 1, 2018 - Sept 30, 2019

CATEGORIES	Lead Agency	BMCA	SCCA	SNHS	SWCS	TCCA	Total
Personnel	\$ 69,800	\$ 158,608	\$ 84,822	\$413,630	\$113,206	\$165,805	\$1,005,871
Fringe Benefits	\$ 22,661	\$ 56,923	\$ 31,399	\$160,881	\$ 50,794	\$ 45,481	\$ 368,139
Travel	\$ 2,000	\$ 4,180	\$ 2,400	\$ 3,460	\$ 2,000	\$ 5,000	\$ 19,040
Equipment	\$ 300	\$ 1,007	\$ 1,300	\$ -	\$ -	\$ 800	\$ 3,407
Supplies	\$ 361	\$ 4,590	\$ 1,843	\$ 18,969	\$ 6,717	\$ 1,295	\$ 33,775
Contractual	\$ 5,000	\$ 10,905	\$ 9,786	\$ 23,439	\$ 11,100	\$ 11,500	\$ 71,730
Other	\$ 9,100	\$ 45,915	\$ 20,400	\$ 75,000	\$ 19,742	\$ 13,515	\$ 183,672
Indirect Costs	\$ -	\$ -	\$ 29,158	\$ 68,147	\$ 24,427	\$ 31,639	\$ 153,371
TOTAL	\$ 109,222	\$ 282,128	\$181,108	\$763,526	\$227,986	\$275,035	\$1,839,005

NH Electric Assistance Program Year 18/19	
NHCAA Total Funding Request for EAP	
CAA Pgm Ops.	\$ 1,729,783.00
CAA Lead Agency	\$ 109,222.00
TOTAL FUNDING REQUEST	\$ 1,839,005.00

NH Electric Assistance Program Year 18/19
Utility Allocation Percentages by NH Public Utilities Commission

	UTILITY ALLOCATION PERCENTAGE*	SHARE OF CAA EAP 18/19 TOTAL FUNDING REQUEST \$ 1,839,005.00
Eversource	72.45%	\$ 1,332,359.12
UES	10.43%	\$ 191,808.22
NHEC	10.16%	\$ 186,842.91
Liberty	6.96%	\$ 127,994.75
	100.00%	\$ 1,839,005.00

* Percentages provided by PUC

EAP Budget 18/19		
CAA: Lead Agency		
CATEGORIES		AMOUNT
Personnel	\$	69,800
Fringe Benefits	\$	22,661
Travel	\$	2,000
Equipment	\$	300
Supplies	\$	361
Contractual	\$	5,000
Other	\$	9,100
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		\$	53,555
Secretary Support	0.01		\$	1,000
Executive Director	0.10		\$	14,345
Fiscal Support	0.01		\$	900
Total FTE	1.12			
Sub-Total			\$	69,800
B. FRINGE BENEFITS				
Fica			\$	5,340
Unemployment			\$	150
Workers Compensation			\$	200
Health Insurance			\$	10,421
Dental/Vision			\$	1,000
Life/Disability			\$	400
403(B) Plan			\$	3,350
HRA			\$	1,800
Sub-Total			\$	22,661
C. TRAVEL				
Mileage reimbursement @ .37/mile			\$	2,000
Sub-Total			\$	2,000
D. EQUIPMENT				
Office Equipment			\$	300
Sub-Total			\$	300
E. SUPPLIES				
Office Supplies			\$	361
Sub-Total			\$	361
F. CONTRACTUAL				
Software Consultants			\$	5,000
			\$	-
Sub-Total			\$	5,000
G. OTHER				
Audit			\$	500
Telephone			\$	500
Rent			\$	2,400
Insurance			\$	500
Computer Services			\$	600
Training & Development			\$	2,500
Utilities			\$	1,500
Copying & Printing			\$	400
Postage			\$	200
Sub-Total			\$	9,100
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	\$ 53,555	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	\$ 1,000	Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.
Executive Director	\$ 14,345	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	\$ 69,800
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B. FRINGE BENEFITS

Fica	\$ 5,340	Actual fringe benefit expense by employee for time spent working on EAP.
Unemployment	\$ 150	Actual fringe benefit expense by employee for time spent working on EAP.
Workers Compensation	\$ 200	Actual fringe benefit expense by employee for time spent working on EAP.
Health Insurance	\$ 10,421	Actual fringe benefit expense by employee for time spent working on EAP.
Dental/Vision	\$ 1,000	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	\$ 3,350	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	\$ 22,661
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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.
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Sub-Total	\$ 2,000
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D. EQUIPMENT

Printer replacement	\$ -	
	\$ 300	

Sub-Total	\$ 300
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E. SUPPLIES

Office Supplies	\$ 361	Direct expense for office supplies needed for Program Director
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Sub-Total	\$ 361
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F. CONTRACTUAL

Software Consultants	\$ 5,000	Direct expense for software consultants directly related to the EAP program.
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Sub-Total	\$ 5,000
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G. OTHER

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

Utilities & Maintenance	\$ 1,500	Agency cost allocation for utilities.
Copying & Printing	\$ 400	Agency cost allocation for copying
Postage	\$ 200	Agency cost allocation for postage
Sub-Total	\$ 9,100	

H. INDIRECT COSTS

N/A \$ -

Sub-Total \$109,222

TOTAL BUDGET \$109,222

EAP Program Year 18/19 Budget			
Community Action Program Belknap-Merrimack Counties, Inc.			
CATEGORIES		AMOUNT	
Personnel		\$ 158,608.00	
Fringe Benefits		\$ 56,923.00	
Travel		\$ 4,180.00	
Equipment		\$ 1,007.00	
Supplies		\$ 4,590.00	
Contractual		\$ 10,905.00	
Other		\$ 45,915.00	
Indirect Costs		\$ -	
TOTAL		\$282,128.00	
FTE's in BMCA Budget:		5.08	

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

Position Title	FTE	Amount
Intake/Counselors	2.99	\$ 88,228.00
Program Director	0.23	\$ 13,843.00
Certifiers	1.8	\$ 48,837.00
Fiscal Department Support	0.03	\$ 5,450.00
Secretary Department Support	0.02	\$ 1,440.00
IT Dept. Support	0	\$ 60.00
Maintenance Dept Support	0.01	\$ 750.00
FTE Total	5.08	Sub-Total \$ 158,608.00

B. FRINGE BENEFITS

FICA	\$ 12,144.00
State Unemployment	\$ 649.00
Workers Compensation	\$ 2,154.00
Health Insurance	\$ 33,160.00
Dental/Vision	\$ 3,229.00
Life/Disability	\$ 1,062.00
403 (B) Plan	\$ 2,925.00
HRA	\$ 1,600.00
Sub-Total	\$ 56,923.00

C. TRAVEL

Mileage reimbursement @ .37/mile	\$ 4,180
Sub-Total	\$ 4,180.00

D. EQUIPMENT

Computer Equipment	\$ 907.00
Office Equipment	\$ 100.00
Sub-Total	\$ 1,007.00

E. SUPPLIES

Office Supplies	\$ 2,090.00
Computer Supplies	\$ 2,500.00
Sub-Total	\$ 4,590.00

F. CONTRACTUAL

Audit	\$ 2,700.00
Computer support, hosting site	\$ 8,205.00
Sub-Total	\$ 10,905.00

G. OTHER

Telephone	\$ 3,910.00
Insurance	\$ 1,270.00
Copying & Printing	\$ 1,570.00
Computer Services	\$ 1,155.00
Postage	\$ 3,810.00
Staff Development	\$ 1,170.00
Rent	\$ 20,200.00
Utilities, taxes, maintenance	\$ 11,415.00
Service Contracts	\$ 1,215.00
Advertising	\$ 200.00
Sub-Total	\$ 45,915.00

H. INDIRECT COSTS

Not Applicable	
Sub-Total	\$ -

TOTAL BUDGET	\$ 282,128.00
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EAP BUDGET BREAKDOWN**Community Action Program Belknap-Merrimack Counties, Inc.**

Category		Narrative
A. PERSONNEL		
Intake/Counselors	\$ 88,228	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 13,843	Payroll costs associated with supervision of all area centers and staff.
Certifiers	\$ 48,837	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 5,450	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 1,440	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 60	Internal IT support
Maintenance Department Support	\$ 750	Maintenance support for office sites
Sub-Total		\$ 158,608
B. FRINGE BENEFITS		
FICA	\$ 12,144	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 649	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 2,154	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 33,160	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 3,229	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 1,062	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 2,925	Actual fringe benefit expense by employee for percent of time spent working on EAP.
HRA	\$ 1,600	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Sub-Total		\$ 56,923
C. TRAVEL		
Mileage reimbursement @ .37/mile	\$ 4,180	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
Sub-Total		\$ 4,180
D. EQUIPMENT		
Computer Equipment	\$ 907	Replacement of computer and scanners for centers
Office Equipment	\$ 100	Locking cabinets for outreach offices
Sub-Total		\$ 1,007
E. SUPPLIES		
Office Supplies	\$ 2,090	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 2,500	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
Sub-Total		\$ 4,590
F. CONTRACTUAL		
Audit	\$ 2,700	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 8,205	Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.
Sub-Total		\$ 10,905
G. OTHER		
Telephone	\$ 3,910	Agency cost allocation for telephone expenses.
Insurance	\$ 1,270	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 1,570	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 1,155	Agency cost allocation for computer services, internet access
Postage	\$ 3,810	Direct postage expenses for the EAP program.
Advertising	\$ 200	Direct expense for the EAP program
Staff Development	\$ 1,170	Conferences fees, seminars

Rent	\$ 20,200	Direct expenses for rent for outreach offices
Utilities, taxes, maintenance	\$ 11,415	Utilities, taxes, janitorial expenses associated with outreach offices
Service contracts	\$ 1,215	Cost allocation of service contracts for copiers at outreach offices
Sub-Total	\$ 45,915	

Not applicable	\$	-	Not applicable.
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TOTAL BUDGET	\$ 282,128
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EAP Program Year 18/19 Budget		
Strafford County Community Action Committee		
CATEGORIES		AMOUNT
Personnel	\$	84,822.00
Fringe Benefits	\$	31,399.00
Travel	\$	2,400.00
Equipment	\$	1,300.00
Supplies	\$	1,843.00
Contractual	\$	9,786.00
Other	\$	20,400.00
Indirect Costs	\$	29,158.00
TOTAL	\$	181,108.00
FTE's in SCCA Budget		2.70

EAP BUDGET 18/19
Community Action Partnership of Strafford County

A. PERSONNEL (FTE)

Position Title	FTE	Amount
EAP and Outreach Coordinator	0.5	\$ 21,840.00
Receptionist	0.4	\$ 10,504.00
Intake	1	\$ 26,998.00
Certifiers	0.8	\$ 25,480.00
FTE Total	2.70	
	0	Sub-Total \$ 84,822.00

B. FRINGE BENEFITS

FICA	\$ 6,489.00
Unemployment	\$ 1,696.00
Workers Comp	\$ 1,442.00
Health Insurance	\$ 19,764.00
Disability	\$ 616.00
Dental	\$ 972.00
Pension	\$ 420.00
Sub-Total	\$ 31,399.00

C. TRAVEL

Mileage Reimbursement	4800 miles @ .50 per mile	\$ 2,400.00
Sub-Total		\$ 2,400.00

D. EQUIPMENT

Equipment Purchase and Rental	\$ 1,000.00
Equipment Maintenance	\$ 300.00
Sub-Total	\$ 1,300.00

E. SUPPLIES

Office Supplies	\$ 1,243.00
Janitorial supplies	\$ 300.00
Computer supplies	\$ 300.00
Sub-Total	\$ 1,843.00

F. CONTRACTUAL

Legal Fees	\$ 100.00
Software support and maintenance	\$ 8,636.00
Payroll services	\$ 200.00
Trash removal	\$ 350.00
Audit	\$ 500.00
Sub-Total	\$ 9,786.00

G. OTHER

Postage	\$ 2,900.00
Telephone	\$ 3,000.00
Building Maintenance	\$ 800.00
Printing/advertising	\$ 1,000.00
Training	\$ 3,500.00
Rent	\$ 7,000.00
Liability Insurance	\$ 500.00
IT services/connectivity	\$ 1,700.00
Sub-Total	\$ 20,400.00

H. INDIRECT COSTS

Approved Indirect Rate 16.10%	\$ 29,158.00
Sub-Total	\$ 29,158.00

TOTAL BUDGET	\$ 181,108.00
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EAP BUDGET NARRATIVE**A. PERSONNEL**

EAP/FAP Coordinator	\$21,840.00	Hires, trains, supervises program staff, daily oversight of program
Certifiers	\$25,480.00	Review applications for completeness and accuracy, determine eligibility, enroll.
Intake	\$26,998.00	Application intake, gather documentation, enter in system, explain program
Front Desk Reception	\$10,504.00	Generate, print and mail letters, appointment making.
FTE Total		
Sub-Total	\$84,822.00	

B. FRINGE BENEFITS

FICA	\$6,489.00	Federal rate 7.65%
Work. Comp	\$1,696.00	Rate of 2%
NH Unemployment	\$1,442.00	State rate of 1.7% of first \$14,000 per person
Health/Life Insurance	\$19,764.00	Medical, dental, Life ins.
Disability Insurance	\$616.00	Short/long term disability
Dental	\$972.00	Dental ins for 2.7 FTE
Pension	\$420.00	Agency match for participant contributions .25/\$1.00
Sub-Total	\$31,399.00	

C. TRAVEL

Mileage Reimbursement	\$2,400.00	3000 miles at .50/mile for training, home visits, outreach
Sub-Total	\$2,400.00	

D. EQUIPMENT

Equipment Purchase	\$1,000.00	Purchase of new computer and printer for new intake staff
Equipment repair	\$300.00	Maintenance of equipment
Sub-Total	\$1,300.00	

E. SUPPLIES

Office Supplies	\$1,243.00	Paper, envelopes, misc. office supplies, toner
Janitorial Supplies	\$300.00	Consumables, paper products
Printer supplies	\$300.00	Toner
Sub-Total	\$1,843.00	

F. CONTRACTUAL

Legal Fees	\$100.00	Allocated portion of annual costs
Payroll Services	\$200.00	Payroll Processing company allocated expense
Audit	\$500.00	Allocated Portion of annual cost
Trash removal	\$350.00	Pro rated across agency
Software Agreement	\$8,636.00	Software support for state wide database
Sub-Total	\$9,786.00	

G. OTHER

Telephone	\$3,000.00	Regular telephone charges and communication costs
Postage	\$2,900.00	Mailings of participant letters, applications
Rent	\$7,000.00	Allocated portion of outreach offices
Training	\$3,500.00	For Training of Outreach staff CAP State wide conference
Liability Insurance	\$500.00	Allocated portion of agency liability insurance.
Printing-advertising	\$1,000.00	Brochures, applications
Building Maintenance	\$800.00	Allocated portion of expense
Internet service	\$1,700.00	Connectivity of admin and outreach offices
Sub-Total	\$20,400.00	

H. INDIRECT COSTS**\$29,158.00**

Indirect 16.1%

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 18/19 Budget		
Southern New Hampshire Services		
CATEGORIES		AMOUNT
Personnel	\$	413,630.00
Fringe Benefits	\$	160,881.00
Travel	\$	3,460.00
Equipment	\$	-
Supplies	\$	18,969.00
Contractual	\$	23,439.00
Other	\$	75,000.00
Indirect Costs	\$	68,147.00
TOTAL		\$763,526.00
FTE's in SNHS Budget		16.4

**EAP BUDGET BREAKDOWN
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Position Title	Number	TOTAL FTEs		Amount
Director/Coordinator	3	0.8	\$	34,749.00
Supervisors	4	0.7	\$	23,955.00
Certifiers	7	2.5	\$	71,857.00
Intake	22	8.6	\$	189,342.00
Office	1	1	\$	30,157.00
Receptionist	10	2.8	\$	63,570.00
FTE Total		16.40	Sub-Total	\$ 413,630.00

B. FRINGE BENEFITS

FICA	\$	31,643.00
Work. Comp	\$	1,034.00
NH Unemployment	\$	4,136.00
Health/Dental/Life Insurance	\$	108,318.00
Pension	\$	15,750.00
Sub-Total	\$	160,881.00

C. TRAVEL

Mileage Reimbursement	\$	3,460.00
	\$	-
Sub-Total	\$	3,460.00

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	\$	845.00
Space Costs	\$	47,855.00
Telephone	\$	13,000.00
Postage	\$	12,000.00
Marketing	\$	100.00
Liability Insurance	\$	1,200.00
Sub-Total	\$	75,000.00

H. INDIRECT COSTS

Approved Indirect Rate	9.80%	\$	68,147.00
Sub-Total		\$	68,147.00

TOTAL BUDGET	\$	763,526.00
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EAP BUDGET NARRATIVE
SOUTHERN NEW HAMPSHIRE SERVICES

A. PERSONNEL (FTE)

Coordinator	3	0.80	\$	34,749.00	Allocations are made on actual time spent for Director and Coordinators
Supervisors	4	0.70	\$	23,955.00	Five offices, Hillsborough Co., 5 in Rockingham Co., total 10, 6, 2 part time
Certifiers	7	2.50	\$	71,857.00	Review applications: either return for more information, enroll or deny.
Intake	22	8.60	\$	189,342.00	Take applications, gather documentation, enter in system and complete to point of certification.
Office	1	1.00	\$	30,157.00	Generate, print and mail numerous letters generated by EAP system.
Receptionist	10	2.80	\$	63,570.00	Answer calls, make appointments, send out letters, greet applicants, track documentation.
FTE Total		16.40	\$	413,630.00	

B. FRINGE BENEFITS

FICA	\$	31,643.00	Federal rate 7.65%
Work. Comp	\$	1,034.00	Rate is .25% of total wages
NH Unemployment	\$	4,136.00	State rate, 1% of first \$14,000 payroll per person
Health/Dental/Life Insurance	\$	108,318.00	Medical, dental, Life ins. - rates include an anticipated increase of 10%
Pension	\$	15,750.00	10% for qualifying and participating employees

Sub-total **\$160,881**

C. TRAVEL

Mileage Reimbursement	\$	3,460.00	.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 **\$3,460.00**

D. EQUIPMENT

Equipment	\$	-
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E. SUPPLIES

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

F. CONTRACTUAL

Professional Services	\$	23,439.00	Computer services for software, maintenance and enhancements
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Sub-total **\$23,439**

G. OTHER

Staff training	\$	845.00	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 **\$75,000**

H. INDIRECT COSTS

HHS Indirect rate 9.80%	\$	68,147.00	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.
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TOTAL BUDGET **\$ 763,526.00**

EAP Program Year 18/19Budget		
Southwestern Community Services, Inc.		
CATEGORIES		AMOUNT
Personnel	\$	113,206.00
Fringe Benefits	\$	50,794.00
Travel	\$	2,000.00
Equipment	\$	-
Supplies	\$	6,717.00
Contractual	\$	11,100.00
Other	\$	19,742.00
Indirect Costs	\$	24,427.00
TOTAL		\$227,986.00
FTE's in SWCS Budget		3.54

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

Position Title	FTE	Amount
Director	0.40	\$ 21,632.00
EAP Coordinator/Certifier	0.42	\$ 13,541.00
EAP Coordinator/Certifier	0.42	\$ 13,104.00
EAP Manager	0.42	\$ 14,511.00
EAP Intake	0.42	\$ 12,230.00
EAP Intake	0.42	\$ 11,793.00
EAP Intake	0.42	\$ 11,357.00
EAP Intake	0.42	\$ 10,046.00
Admin Assistant	0.20	\$ 4,992.00
FTE Total	3.54	Sub-Total \$ 113,206.00

B. FRINGE BENEFITS

FICA	\$ 8,660.00
Unemployment	\$ 793.00
Health	\$ 30,686.00
w/Comp	\$ 3,781.00
Pension	\$ 6,874.00

Sub-Total \$ 50,794.00**C. TRAVEL**

Mileage Reimbursement	\$ 2,000.00
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Sub-Total \$ 2,000.00**D. EQUIPMENT**

\$ -
\$ -

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

Office Supplies	\$ 6,717.00
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Sub-Total \$ 6,717.00**F. CONTRACTUAL**

IT Service/Maintenance/Support	\$6,000.00
In house IT support	\$ 5,100.00

Sub-Total \$11,100.00**G. OTHER**

Postage	\$ 5,600.00
Rent	\$ 6,412.00
Telephone	\$ 1,530.00
Accounting	\$ 800.00
Insurance	\$ 1,400.00
Fax	\$ 1,000.00

Printing/copying		\$	3,000.00
Sub-Total		\$	19,742.00

H. INDIRECT COSTS

Approved Indirect Rate	12%	\$	24,427.00
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Sub-Total		\$	24,427.00
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TOTAL BUDGET

\$ 227,986.00

EAP BUDGET NARRATIVE

Southwestern Community Services, Inc.

A. PERSONNEL

Personnel includes the Program Director, two EAP Program Coordinators , one EAP Manager, four EAP Intake and one Administrative Assistant

*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

* The Admin Assistant is part-time and assists all energy staff with customer scheduling, sorting/delivery mail and EAP filing.

B. FRINGE BENEFITS

Fringe includes:

FICA: Rate is 7.65%

NHUC: 1.6% of first \$14,000 of wages

W/COMP: rate is 3.34%

Health and dental Insurance: \$30,686

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

PENSION: \$6874 Agency match of 0-10% of salary

*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 expenses incurred during the current year.

F. CONTRACTUAL

Estimated software maintenance for River Delta (billed quarterly to each CAA is estimated to be \$1,500 each quarter.

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.

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

Rent: Space Cost for offices and storage/maintenance services= \$6412

Accounting: Agency Cost allocation for audit expenses

Printing: costs based on prior year expenses

Computers: 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)

Fax: Cost based on prior year usage

Insurance: Agency cost allocation for insurance

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.

EAP Program Year 18/19 Budget		
Tri-County Community Action		
CATEGORIES		AMOUNT
Personnel		\$165,805
Fringe Benefits		\$45,481
Travel		\$5,000
Equipment		\$800
Supplies		\$1,295
Contractual		\$11,500
Other		\$13,515
Indirect Costs		\$31,639
TOTAL		\$275,035
FTE's in TCCA Budget		5.10

EAP BUDGET BREAKDOWN				
CAA:		Tri-County Community Action		
A. PERSONNEL (FTE)				
Position Title	FTE			Amount
Division Director	0.20			\$11,600.00
Energy Assistance Services Manager	0.50			\$20,400.00
FAP/EAP Program Assistant	0.50			\$18,148.00
Lead Certifier	0.30			\$9,984.00
Certifier/Program Support	0.25			\$9,360.00
Seasonal Certifier	0.21			\$4,752.00
Seasonal Certifier	0.10			\$2,304.00
Seasonal Receptionist	0.17			\$4,032.00
Office Coordinator	0.30			\$10,452.00
Intake	0.30			\$7,488.00
Seasonal Intake	0.17			\$3,456.00
Seasonal Receptionist	0.21			\$4,752.00
Office Coordinator	0.30			\$12,748.00
Intake	0.30			\$10,533.00
Receptionst/Intake	0.30			\$7,488.00
Office Coordinator	0.30			\$10,452.00
Intake	0.30			\$9,360.00
Seasonal Intake	0.17			\$3,744.00
Seasonal Receptionist	0.21			\$4,752.00
FTE Total	5.10	0	Sub-Total	\$165,805.00
B. FRINGE BENEFITS				
FICA				\$12,684.00
Unemployment				\$3,316.00
Wk/Comp				\$2,894.00
Health				\$26,250.00
Dental				\$337.00
Sub-Total				\$45,481.00
C. TRAVEL				
Mileage Reimbursement				\$3,500.00
Staff Development				\$1,500.00
Sub-Total				\$5,000.00
D. EQUIPMENT				
Computer equipment				\$800.00
Sub-Total				\$800.00
E. SUPPLIES				
Office Supplies				\$1,295.00
Sub-Total				\$1,295.00
F. CONTRACTUAL				
Software Support				\$9,000.00
Monthly charge for embedded apps on website				\$2,500.00
Sub-Total				\$11,500.00
G. OTHER				
Postage				\$4,500.00
Telephone				\$2,300.00
Internet				\$3,600.00
Rent				\$1,815.00
Copying				\$1,300.00
Sub-Total				\$13,515.00
H. INDIRECT COSTS				
Approved Indirect Rate		13.00%		\$31,639.00
Sub-Total				\$31,639.00
TOTAL BUDGET				\$275,035.00

EAP BUDGET NARRATIVE
CAA: Tri County Community Action

A. PERSONNEL		(FTE)
EEO Division Director	0.2	Program oversight
Energy Assistance Manager	0.5	Direct oversight of staff and sites
Intake Staff	1.25	Application intake, outreach-
Certifier	0.56	Eligibility certification/support
Lead Certifier	0.3	Supervises certification staff and processes, certifies eligibility
EAP Assistant	0.5	Process notifications, removals, utility contacts
Office Coordinator	0.9	Oversees outreach offices, takes apps, staff supervision
Receptionist	0.89	Making appointments, mailings, office clerking
Total FTEs	5.1	

B. FRINGE BENEFITS	
FICA	7.65 % of Personnel costs
Unemploy.	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	Health insurance
Dental	Dental insurance

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

D. EQUIPMENT	
Misc. Equipment	Maintenance/purchase of computers, printers and scanners

E. SUPPLIES	
Office Supplies	Office supplies; pens, paper, ink, envelopes

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

G. OTHER	
Postage	Mailings for EAP and client services and notifications
Printing/Copying	EAP agency brochures, manuals, copying of program docs
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 internet for offices, mifi for outreach, cell phones

Agency Indirects	13% Agency Indirect Cost allocation
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