

|   |                                |  |           |           |           |            |             |  |
|---|--------------------------------|--|-----------|-----------|-----------|------------|-------------|--|
| NH Electric Assistance Program Year 12/13                         |                                |  |           |           |           |            |             |  |
| Proposed Budget for NH Community Action Agencies                  |                                |  |           |           |           |            |             |  |
| Effective Oct. 1, 2012 - Sept 30, 2013                            |                                |  |           |           |           |            |             |  |
| Rev 8 28 12   |                                |  |           |           |           |            |             |  |
| CATEGORIES  | Lead Agency                    | BMCA   | SCCA      | SNHS      | SWCS      | TCCA       | Total       |  |
| Personnel   | \$ 65,221                      | \$ 184,743                                   | \$119,981 | \$397,608 | \$ 90,360 | \$ 162,806 | \$ 955,498  |  |
| Fringe Benefits   | \$ 24,387                      | \$ 54,158                                    | \$ 26,329 | \$174,385 | \$ 53,261 | \$ 57,932  | \$ 390,452  |  |
| Travel  | \$ 2,000                       | \$ 2,120                                     | \$ 300    | \$ 7,000  | \$ 3,500  | \$ 500     | \$ 15,420   |  |
| Equipment   | \$ 397                         | \$ -   | \$ -      | \$ -      | \$ 2,500  | \$ -       | \$ 2,897    |  |
| Supplies  | \$ 300                         | \$ 4,516                                     | \$ 1,452  | \$ 17,783 | \$ 5,026  | \$ 4,008   | \$ 33,085   |  |
| Contractual   | \$ 7,000                       | \$ 10,700                                    | \$ 8,352  | \$ 22,466 | \$ 7,970  | \$ 5,090   | \$ 61,578   |  |
| Other   | \$ 7,775                       | \$ 31,624                                    | \$ 17,698 | \$ 52,100 | \$ 18,200 | \$ 9,988   | \$ 137,385  |  |
| Indirect Costs  | \$ -                           | \$ -   | \$ -      | \$ 62,435 | \$ 21,690 | \$ 24,033  | \$ 108,158  |  |
| TOTAL   | \$ 107,080                     | \$ 287,861                                   | \$174,112 | \$733,777 | \$202,507 | \$ 264,357 | \$1,662,614 |  |
| NH Electric Assistance Program Year 12/13                         |                                |  |           |           |           |            |             |  |
| NHCAA Total Funding Request for EAP                               |                                |  |           |           |           |            |             |  |
| CAA Pgm Ops.  |                                | \$ 1,662,614.00                              |           |           |           |            |             |  |
| CAA Lead Agency   |                                | \$ 107,080.00                                |           |           |           |            |             |  |
| Software Improvements   |                                | \$ 11,000.00                                 |           |           |           |            |             |  |
| TOTAL FUNDING REQUEST   |                                | \$ 1,780,694.00                              |           |           |           |            |             |  |
| NH Electric Assistance Program Year 12/13                         |                                |  |           |           |           |            |             |  |
| Utility Allocation Percentages by NH Public Utilities Commission. |                                |  |           |           |           |            |             |  |
|   | UTILITY ALLOCATION PERCENTAGE* | SHARE OF CAA EAP 12/13 TOTAL FUNDING REQUEST |           |           |           |            |             |  |
|   |                                | \$ 1,780,694.00                              |           |           |           |            |             |  |
| PSNH  | 75.46%                         | \$ 1,343,711.69                              |           |           |           |            |             |  |
| UES   | 9.38%                          | \$ 167,029.10                                |           |           |           |            |             |  |
| NHEC  | 9.08%                          | \$ 161,687.02                                |           |           |           |            |             |  |
| GSEC  | 6.08%                          | \$ 108,266.20                                |           |           |           |            |             |  |
|   |                                |  |           |           |           |            |             |  |
|   | 100.00%                        | \$ 1,780,694.00                              |           |           |           |            |             |  |
| * Percentages provided by PUC                                     |                                |  |           |           |           |            |             |  |

|                              |  |               |
|------------------------------|--|---------------|
| <b>EAP Budget 2012-2013</b>  |  |               |
| <b>CAA: Lead Agency</b>      |  |               |
|                              |  |               |
|                              |  |               |
| <b>CATEGORIES</b>            |  | <b>AMOUNT</b> |
|                              |  |               |
| <b>Personnel</b>             |  | \$ 65,221     |
| <b>Fringe Benefits</b>       |  | \$ 24,387     |
| <b>Travel</b>                |  | \$ 2,000      |
| <b>Equipment</b>             |  | \$ 397        |
| <b>Supplies</b>              |  | \$ 300        |
| <b>Contractual</b>           |  | \$ 7,000      |
| <b>Other</b>                 |  | \$ 7,775      |
| <b>Indirect Costs</b>        |  | \$ -          |
| <b>TOTAL</b>                 |  | \$ 107,080    |
|                              |  |               |
| FTE's in Lead Agency Budget: |  | 1.28          |

| EAP BUDGET BREAKDOWN             |      |              |    |         |
|----------------------------------|------|--------------|----|---------|
| Lead Agency                      |      |              |    |         |
|                                  |      |              |    |         |
| <b>A. PERSONNEL</b>              |      | <b>(FTE)</b> |    |         |
| State Program Director           | 1.00 |              | \$ | 47,907  |
| Secretary Support                | 0.02 |              | \$ | 2,813   |
| Executive Director               | 0.10 |              | \$ | 13,126  |
| Fiscal Support                   | 0.04 |              | \$ | 1,375   |
| Total FTE                        | 1.16 |              |    |         |
| <b>Sub-Total</b>                 |      |              | \$ | 65,221  |
|                                  |      |              |    |         |
| <b>B. FRINGE BENEFITS</b>        |      |              |    |         |
| Fica                             |      |              | \$ | 4,808   |
| Unemployment                     |      |              | \$ | 655     |
| Workers Compensation             |      |              | \$ | 258     |
| Health Insurance                 |      |              | \$ | 9,600   |
| Dental/Vision                    |      |              | \$ | 800     |
| Life/Disability                  |      |              | \$ | 325     |
| CIB                              |      |              | \$ | 200     |
| 403(B) Plan                      |      |              | \$ | 6,741   |
| HRA                              |      |              | \$ | 1,000   |
| <b>Sub-Total</b>                 |      |              | \$ | 24,387  |
|                                  |      |              |    |         |
| <b>C. TRAVEL</b>                 |      |              |    |         |
| Mileage reimbursement @ .37/mile |      |              | \$ | 2,000   |
| <b>Sub-Total</b>                 |      |              | \$ | 2,000   |
|                                  |      |              |    |         |
| <b>D. EQUIPMENT</b>              |      |              |    |         |
| Office Equipment                 |      |              | \$ | 397     |
| <b>Sub-Total</b>                 |      |              | \$ | 397     |
|                                  |      |              |    |         |
| <b>E. SUPPLIES</b>               |      |              |    |         |
| Office Supplies                  |      |              | \$ | 200     |
| Computer Supplies                |      |              | \$ | 100     |
| <b>Sub-Total</b>                 |      |              | \$ | 300     |
|                                  |      |              |    |         |
| <b>F. CONTRACTUAL</b>            |      |              |    |         |
| Software Consultants             |      |              | \$ | 7,000   |
|                                  |      |              | \$ | -       |
| <b>Sub-Total</b>                 |      |              | \$ | 7,000   |
|                                  |      |              |    |         |
| <b>G. OTHER</b>                  |      |              |    |         |
| Audit                            |      |              | \$ | 550     |
| Telephone                        |      |              | \$ | 400     |
| Rent                             |      |              | \$ | 1,775   |
| Insurance                        |      |              | \$ | 400     |
| Office support costs             |      |              | \$ | 400     |
| Computer Services                |      |              | \$ | 1,000   |
| Training & Development           |      |              | \$ | 2,000   |
| Utilities                        |      |              | \$ | 850     |
| Copying & Printing               |      |              | \$ | 250     |
| Postage                          |      |              | \$ | 150     |
| <b>Sub-Total</b>                 |      |              | \$ | 7,775   |
|                                  |      |              |    |         |
| <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 | \$ 47,907        | Direct payroll expense based upon estimated time spent working on EAP. Responsibilities include the planning, development and operation of the statewide EAP program and coordination with the PUC. |
| Secretary Support      | \$ 2,813         | Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.                                   |
| Executive Director     | \$ 13,126        | 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         | \$ 1,375         | 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>\$ 65,221</b> |   |

**B. FRINGE BENEFITS**

|                      |                  |  |
|----------------------|------------------|--|
| Fica                 | \$ 4,808         | Actual fringe benefit expense by employee for time spent working on EAP. |
| Unemployment         | \$ 655           | Actual fringe benefit expense by employee for time spent working on EAP. |
| Workers Compensation | \$ 258           | Actual fringe benefit expense by employee for time spent working on EAP. |
| Health Insurance     | \$ 9,600         | Actual fringe benefit expense by employee for time spent working on EAP. |
| Dental/Vision        | \$ 800           | Actual fringe benefit expense by employee for time spent working on EAP. |
| Life/Disability      | \$ 325           | Actual fringe benefit expense by employee for time spent working on EAP. |
| CIB                  | \$ 200           | Actual fringe benefit expense by employee for time spent working on EAP. |
| 403(B) Plan          | \$ 6,741         | 12/12 of year x 10% Pgm Dir's salary and portion of Executive Director   |
| HRA                  | \$ 1,000         |  |
| <b>Sub-Total</b>     | <b>\$ 24,387</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**

|                    |               |  |
|--------------------|---------------|--|
| Office Equipment   | \$ 397        | Direct expense for office equipment (replacement/repair/upgrade) need for EAP. |
| Computer Equipment | \$ -          | Replacement/repair/upgrade of computer   |
| <b>Sub-Total</b>   | <b>\$ 397</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 | \$ 7,000        | Direct expense for software consultants directly related to the EAP program. |
| <b>Sub-Total</b>     | <b>\$ 7,000</b> |  |

**G. OTHER**

|                        |          |   |
|------------------------|----------|---|
| Audit                  | \$ 550   | Agency cost allocation for audit expenses.  |
| Telephone              | \$ 400   | Agency cost allocation for telephone expenses.  |
| Rent                   | \$ 1,775 | Agency cost allocation for rent.  |
| Insurance              | \$ 400   | Agency cost allocation for insurance.   |
| Office support costs   | \$ 400   | Office support costs (direct expense) include copying, postage and subscriptions.     |
| Computer Services      | \$ 1,000 | 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      | \$        | 250          | Agency cost allocation for copying    |
| Postage                 | \$        | 150          | Agency cost allocation for postage    |
| <b>Sub-Total</b>        | <b>\$</b> | <b>7,775</b> |                                       |

#### H. INDIRECT COSTS

N/A \$ -

**Sub-Total** \$ -

**TOTAL BUDGET** \$107,080

|  |  |                      |  |
|--|--|----------------------|--|
| <b>EAP Program Year 2012 - 2013 Budget</b>                       |  |                      |  |
| <b>Community Action Program Belknap-Merrimack Counties, Inc.</b> |  |                      |  |
|  |  |                      |  |
| <b>CATEGORIES</b>  |  | <b>AMOUNT</b>        |  |
|  |  |                      |  |
| <b>Personnel</b>   |  | <b>\$ 184,743.00</b> |  |
| <b>Fringe Benefits</b>   |  | <b>\$ 54,158.00</b>  |  |
| <b>Travel</b>  |  | <b>\$ 2,120.00</b>   |  |
| <b>Equipment</b>   |  | <b>\$ -</b>          |  |
| <b>Supplies</b>  |  | <b>\$ 4,516.00</b>   |  |
| <b>Contractual</b>   |  | <b>\$ 10,700.00</b>  |  |
| <b>Other</b>   |  | <b>\$ 31,624.00</b>  |  |
| <b>Indirect Costs</b>  |  | <b>\$ -</b>          |  |
|  |  |                      |  |
| <b>TOTAL</b>   |  | <b>\$287,861.00</b>  |  |
|  |  |                      |  |
| FTE's in BMCA Budget:  |  | 6.55                 |  |

**EAP BUDGET BREAKDOWN**

Community Action Program Belknap-Merrimack Counties, Inc.

**A. PERSONNEL (FTE)**

| Position Title               | FTE         | Amount                         |
|------------------------------|-------------|--------------------------------|
| Intake/Counselors            | 4.12        | \$ 120,508.00                  |
| Program Director             | 0.3         | \$ 15,771.00                   |
| Certifiers/Data Entry Clerk  | 2.02        | \$ 42,968.00                   |
| Fiscal Department Support    | 0.05        | \$ 3,330.00                    |
| Secretary Department Support | 0.05        | \$ 1,891.00                    |
| IT Dept. Support             | -           | \$ 75.00                       |
| Maintenance Dept Support     | 0.01        | \$ 200.00                      |
| <b>FTE Total</b>             | <b>6.55</b> | <b>Sub-Total \$ 184,743.00</b> |

**B. FRINGE BENEFITS**

|                                    |                     |
|------------------------------------|---------------------|
| FICA                               | \$ 13,712.00        |
| State Unemployment                 | \$ 3,451.00         |
| Workers Compensation               | \$ 1,879.00         |
| Health Insurance                   | \$ 18,361.00        |
| Dental/Vision                      | \$ 2,664.00         |
| Life/Disability                    | \$ 1,051.00         |
| CIB (3rd party administration fee) | \$ 325.00           |
| 403 (B) Plan                       | \$ 8,685.00         |
| HRA                                | \$ 4,030.00         |
| <b>Sub-Total</b>                   | <b>\$ 54,158.00</b> |

**C. TRAVEL**

|                                  |                    |
|----------------------------------|--------------------|
| Mileage reimbursement @ .37/mile | \$ 2,120           |
| <b>Sub-Total</b>                 | <b>\$ 2,120.00</b> |

**D. EQUIPMENT**

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

**E. SUPPLIES**

|                   |                    |
|-------------------|--------------------|
| Office Supplies   | \$ 1,816.00        |
| Computer Supplies | \$ 2,700.00        |
| <b>Sub-Total</b>  | <b>\$ 4,516.00</b> |

**F. CONTRACTUAL**

|                                |                     |
|--------------------------------|---------------------|
| Audit                          | \$ 2,500.00         |
| Computer support, hosting site | \$ 8,000.00         |
| Consultant, software agreement | \$ 200.00           |
| <b>Sub-Total</b>               | <b>\$ 10,700.00</b> |

**G. OTHER**

|                               |                     |
|-------------------------------|---------------------|
| Telephone                     | \$ 3,600.00         |
| Insurance                     | \$ 545.00           |
| Copying & Printing            | \$ 2,525.00         |
| Computer Services             | \$ 3,960.00         |
| Postage                       | \$ 9,512.00         |
| Staff Development             | \$ 1,710.00         |
| Rent                          | \$ 4,800.00         |
| Utilities, taxes, maintenance | \$ 2,943.00         |
| Service Contracts             | \$ 1,629.00         |
| Equipment Repair              | \$ 200.00           |
| Advertising                   | \$ 200.00           |
| <b>Sub-Total</b>              | <b>\$ 31,624.00</b> |

**H. INDIRECT COSTS**

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

|                     |                      |
|---------------------|----------------------|
| <b>TOTAL BUDGET</b> | <b>\$ 287,861.00</b> |
|---------------------|----------------------|

**EAP BUDGET BREAKDOWN**

Community Action Program Belknap-Merrimack Counties, Inc.

| Category                           |                   | Narrative  |
|------------------------------------|-------------------|--|
| <b>A. PERSONNEL</b>                |                   |  |
| Intake/Counselors                  | \$ 120,508        | Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.               |
| Program Director                   | \$ 15,771         | Payroll costs associated with supervision of all area centers and staff.   |
| Certifiers/Data Entry Clerk        | \$ 42,968         | Payroll costs associated with intake, certification, data entry and file maintenance.                                  |
| Fiscal Department Support          | \$ 3,330          | Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.                              |
| Secretary Department Support       | \$ 1,891          | Secretary support (3 employees) includes administrative, clerical and typing support as needed.                        |
| IT Department Support              | \$ 75             | Internal IT support  |
| Maintenance Department Support     | \$ 200            | Maintenance support for office sites   |
| <b>Sub-Total</b>                   | <b>\$ 184,743</b> |  |
| <b>B. FRINGE BENEFITS</b>          |                   |  |
| FICA                               | \$ 13,712         | Actual fringe benefit expense by employee for percent of time spent working on EAP.                                    |
| State Unemployment                 | \$ 3,451          | Actual fringe benefit expense by employee for percent of time spent working on EAP.                                    |
| Workers Compensation               | \$ 1,879          | Actual fringe benefit expense by employee for percent of time spent working on EAP.                                    |
| Health Insurance                   | \$ 18,361         | Actual fringe benefit expense by employee for percent of time spent working on EAP.                                    |
| Dental/Vision                      | \$ 2,664          | Actual fringe benefit expense by employee for percent of time spent working on EAP.                                    |
| Life/Disability                    | \$ 1,051          | Actual fringe benefit expense by employee for percent of time spent working on EAP.                                    |
| CIB (3rd party administration fee) | \$ 325            | Actual fringe benefit expense by employee for percent of time spent working on EAP.                                    |
| 403 (B) Plan                       | \$ 8,685          | Actual fringe benefit expense by employee for percent of time spent working on EAP.                                    |
| HRA                                | \$ 4,030          | Actual fringe benefit expense by employee for percent of time spent working on EAP.                                    |
| <b>Sub-Total</b>                   | <b>\$ 54,158</b>  |  |
| <b>C. TRAVEL</b>                   |                   |  |
| Mileage reimbursement @ .37/mile   | \$ 2,120          | Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.                   |
| <b>Sub-Total</b>                   | <b>\$ 2,120</b>   |  |
| <b>D. EQUIPMENT</b>                |                   |  |
|                                    | \$ -              |  |
| <b>Sub-Total</b>                   | <b>\$ -</b>       |  |
| <b>E. SUPPLIES</b>                 |                   |  |
| Office Supplies                    | \$ 1,816          | Direct expense for office supplies needed for EAP program.   |
| Computer Supplies                  | \$ 2,700          | Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.                      |
| <b>Sub-Total</b>                   | <b>\$ 4,516</b>   |  |
| <b>F. CONTRACTUAL</b>              |                   |  |
| Audit                              | \$ 2,500          | Agency cost allocation for audit expenses.   |
| Hosting Site Charge                | \$ 8,000          | Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.  |
| Consultant                         | \$ 200            | Agency charges for inhouse tech support  |
| <b>Sub-Total</b>                   | <b>\$ 10,700</b>  |  |
| <b>G. OTHER</b>                    |                   |  |
| Telephone                          | \$ 3,600          | Agency cost allocation for main office telephone expenses.   |
| Insurance                          | \$ 545            | Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance. |
| Copying & Printing                 | \$ 2,525          | Direct expense for copying and printing for the EAP program.   |
| Computer Services                  | \$ 3,960          | Agency cost allocation for computer services, internet access  |
| Postage                            | \$ 9,512          | Direct postage expenses for the EAP program.   |
| Advertising                        | \$ 200            | Direct expense for the EAP program   |

|                         |                  |  |
|-------------------------|------------------|--|
| Staff Development       | \$ 1,710         | Conferences fees, seminars   |
| Rent                    | \$ 4,800         | Direct expenses for rent for outreach offices based on 23% of costs    |
| Other Occupancy         | \$ 2,943         | Utilities, taxes, janitorial expenses associated with outreach offices |
| Office Equipment Repair | \$ 200           | Direct expenses for the repair of office equipment                     |
| Service contracts       | \$ 1,629         | Cost allocation of service contracts for copiers at outreach offices   |
| <b>Sub-Total</b>        | <b>\$ 31,624</b> |  |

#### H. INDIRECT COSTS

Not applicable \$ - Not applicable.

**Sub-Total** \$ -

**TOTAL BUDGET** \$287,861

| EAP Program Year 12/13 Budget               |  |               |
|---|--|---------------|
| Strafford County Community Action Committee |  |               |
| CATEGORIES                                  |  | AMOUNT        |
| Personnel                                   |  | \$ 119,981.00 |
| Fringe Benefits                             |  | \$ 26,329.00  |
| Travel                                      |  | \$ 300.00     |
| Equipment                                   |  | \$ -          |
| Supplies                                    |  | \$ 1,452.00   |
| Contractual                                 |  | \$ 8,352.00   |
| Other                                       |  | \$ 17,698.00  |
| Indirect Costs                              |  | \$ -          |
| TOTAL                                       |  | \$ 174,112.00 |
| FTE's in SCCA Budget                        |  | 3.50          |

**EAP BUDGET BREAKDOWN 2012-2013****CAA: STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC****A. PERSONNEL (FTE)**

| Position Title           | FTE  |    | Amount    |
|--------------------------|------|----|-----------|
| PROGRAM DIRECTOR         | 0.50 | \$ | 22,880.00 |
| INTAKE/BUDGET COUNSELORS | 1.6  | \$ | 42,709.00 |
| DATA ENTRY/BOOKKEEPERS   | 0.65 | \$ | 27,040.00 |
| CERTIFIERS               | 0.75 | \$ | 27,352.00 |

|                  |          |                  |           |                   |
|------------------|----------|------------------|-----------|-------------------|
| <b>FTE Total</b> | <b>0</b> | <b>Sub-Total</b> | <b>\$</b> | <b>119,981.00</b> |
| 3.50             |          |                  |           |                   |

**B. FRINGE BENEFITS**

|                     |  |    |           |
|---------------------|--|----|-----------|
| FICA                |  | \$ | 9,179.00  |
| UNEMPLOYMENT        |  | \$ | 2,870.00  |
| WORKERS/COMP        |  | \$ | 1,080.00  |
| HEALTH & DENTAL INS |  | \$ | 12,500.00 |
| RETIREMENT          |  | \$ | 700.00    |

|                  |           |                  |
|------------------|-----------|------------------|
| <b>Sub-Total</b> | <b>\$</b> | <b>26,329.00</b> |
|------------------|-----------|------------------|

**C. TRAVEL**

|                       |                          |    |        |
|-----------------------|--------------------------|----|--------|
| MILEAGE REIMBURSEMENT | 682 miles @ .44 per mile | \$ | 300.00 |
|-----------------------|--------------------------|----|--------|

|                  |           |               |
|------------------|-----------|---------------|
| <b>Sub-Total</b> | <b>\$</b> | <b>300.00</b> |
|------------------|-----------|---------------|

**D. EQUIPMENT**

|  |    |   |
|--|----|---|
|  | \$ | - |
|--|----|---|

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

**E. SUPPLIES**

|                 |  |    |          |
|-----------------|--|----|----------|
| OFFICE SUPPLIES |  | \$ | 1,452.00 |
|-----------------|--|----|----------|

|                  |           |                 |
|------------------|-----------|-----------------|
| <b>Sub-Total</b> | <b>\$</b> | <b>1,452.00</b> |
|------------------|-----------|-----------------|

**F. CONTRACTUAL**

|                         |  |    |          |
|-------------------------|--|----|----------|
| COMPUTER COMMUNICATIONS |  | \$ | 1,610.00 |
| AUDIT                   |  | \$ | 1,870.00 |
| SOFTWARE MAINTENANCE    |  | \$ | 4,872.00 |

|                  |           |                 |
|------------------|-----------|-----------------|
| <b>Sub-Total</b> | <b>\$</b> | <b>8,352.00</b> |
|------------------|-----------|-----------------|

**G. OTHER**

|                             |  |    |          |
|-----------------------------|--|----|----------|
| POSTAGE                     |  | \$ | 3,400.00 |
| TELEPHONE                   |  | \$ | 4,037.00 |
| LIABILITY INSURANCE         |  | \$ | 430.00   |
| BUILDING REPAIR/MAINTENANCE |  | \$ | 1,856.00 |
| UTILITIES                   |  | \$ | 1,705.00 |
| PRINTING                    |  | \$ | 750.00   |
| SPACE                       |  | \$ | 5,520.00 |

|                  |           |                  |
|------------------|-----------|------------------|
| <b>Sub-Total</b> | <b>\$</b> | <b>17,698.00</b> |
|------------------|-----------|------------------|

**H. INDIRECT COSTS**

Not Applicable

|                  |
|------------------|
| <b>Sub-Total</b> |
|------------------|

|                     |           |                   |
|---------------------|-----------|-------------------|
| <b>TOTAL BUDGET</b> | <b>\$</b> | <b>174,112.00</b> |
|---------------------|-----------|-------------------|

**EAP BUDGET NARRATIVE 2012-2013**  
**STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC**

| A. PERSONNEL                |   | (FTE) | AMOUNT    |
|-----------------------------|---|-------|-----------|
| Program Manager             |   | 0.50  | \$22,880  |
|                             | DUTIES: Supervises and coordinates EAP staff, takes & certifies apps as necessary,                                |       |           |
| Intake Staff                |   | 1.6   | 42,709    |
|                             | DUTIES: Processing EAP application, client counseling on budgeting for utilities, referrals for other assistance. |       |           |
| Certifier                   |   | 0.75  | 27,352    |
|                             | DUTIES: Certifying EAP applications   |       |           |
| Bookkeeping                 |   | 0.65  | 27,040    |
|                             | DUTIES: Budgeting, minor computer problems,processing payroll for EAP staff, processing payables budgeted to EAP  |       |           |
| B. FRINGE BENEFITS          |   |       |           |
| FICA                        | 7.65% OF EAP WAGES  |       | \$9,179   |
| UNEMPLOYMENT                | Individual EAP staff first \$14000 multiplied by company rate 6.3% multiplied by % of Salary budgeted to EAP      |       | \$2,870   |
| WORKMAN'S COMP              | WC rate \$.90 per \$100 multiplied by EAP salaries  |       | \$1,080   |
| HEALTH/DENTAL INS           | Monthly premium per class minus employee copay multiplied by amount of salary budgeted to EAP.                    |       | \$12,500  |
| PENSION                     | Amount paid by agency multiplied by % of salary allocated to EAP  |       | \$700     |
| C. TRAVEL                   |   |       |           |
|                             | 682 miles @ .44 per mile  |       | \$300     |
| D. EQUIPMENT                |   |       |           |
|                             |   |       | 0         |
| E. SUPPLIES                 |   |       |           |
| OFFICE SUPPLIES             | Allocated portion of Office Supplies  |       | \$1,452   |
| F. CONTRACTUAL              |   |       |           |
| COMPUTER CONSULTANTS        | Network support   |       | \$1,610   |
| AUDIT                       | Allocated portion of agency audit   |       | \$1,870   |
| SOFTWARE MAINTENANCE        | Share of support for statewide system   |       | \$4,872   |
| G. OTHER                    |   |       |           |
| BUILDING REPAIR/MAINTENANCE |   |       | \$1,856   |
| POSTAGE                     | Direct postage 2774 clients X 2.5 mailings  |       | \$3,400   |
| UTILITIES                   | Allocated portion of utilities associated with offices  |       | \$1,705   |
| TELEPHONE                   | Allocatetion cost of telephone expense  |       | \$4,037   |
| PRINTING                    | Allocated cost for program printing expenses  |       | \$750     |
| LIABILITY INSURANCE         | Allocated portion of liabilitiy ins   |       | \$430     |
| SPACE                       | Portion of outreach and central office rents  |       | \$5,520   |
| H. INDIRECT COSTS           |   |       |           |
| Not Applicable              |   |       |           |
|                             |   |       | \$174,112 |

|  |  |                      |
|--|--|----------------------|
| <b>EAP Program Year 12/13 Budget</b>   |  |                      |
| <b>Southern New Hampshire Services</b> |  |                      |
|  |  |                      |
| <b>CATEGORIES</b>                      |  | <b>AMOUNT</b>        |
|  |  |                      |
| <b>Personnel</b>                       |  | <b>\$ 397,608.00</b> |
| <b>Fringe Benefits</b>                 |  | <b>\$ 174,385.00</b> |
| <b>Travel</b>                          |  | <b>\$ 7,000.00</b>   |
| <b>Equipment</b>                       |  | <b>\$ -</b>          |
| <b>Supplies</b>                        |  | <b>\$ 17,783.00</b>  |
| <b>Contractual</b>                     |  | <b>\$ 22,466.00</b>  |
| <b>Other</b>                           |  | <b>\$ 52,100.00</b>  |
| <b>Indirect Costs</b>                  |  | <b>\$ 62,435.00</b>  |
|  |  |                      |
| <b>TOTAL</b>                           |  | <b>\$733,777.00</b>  |
|  |  |                      |
| FTE's in SNHS Budget                   |  | 17.3                 |

**EAP BUDGET BREAKDOWN  
SOUTHERN NEW HAMPSHIRE SERVICES**

**A. PERSONNEL (FTE)**

| Position Title | Number | TOTAL<br>FTEs | Amount        |
|----------------|--------|---------------|---------------|
| Director       | 1      | 0.4           | \$ 26,829.00  |
| Supervisors    | 5      | 1.3           | \$ 47,172.00  |
| Certifiers     | 6      | 1.1           | \$ 40,103.00  |
| Intake         | 22     | 9             | \$ 171,572.00 |
| Office         | 1      | 1             | \$ 25,043.00  |
| Receptionist   | 10     | 4.5           | \$ 86,889.00  |

|                  |       |                  |               |
|------------------|-------|------------------|---------------|
| <b>FTE Total</b> | 17.30 | <b>Sub-Total</b> | \$ 397,608.00 |
|------------------|-------|------------------|---------------|

**B. FRINGE BENEFITS**

|                              |               |
|------------------------------|---------------|
| FICA                         | \$ 30,417.00  |
| Work. Comp                   | \$ 5,964.00   |
| NH Unemployment              | \$ 12,176.00  |
| Health/Dental/Life Insurance | \$ 111,070.00 |
| Pension                      | \$ 14,758.00  |
| <b>Sub-Total</b>             | \$ 174,385.00 |

**C. TRAVEL**

|                       |             |
|-----------------------|-------------|
| Mileage Reimbursement | \$ 7,000.00 |
|                       | \$ -        |
| <b>Sub-Total</b>      | \$ 7,000.00 |

**D. EQUIPMENT**

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

**E. SUPPLIES**

|                  |              |
|------------------|--------------|
| Office Supplies  | \$ 17,783.00 |
| <b>Sub-Total</b> | \$ 17,783.00 |

**F. CONTRACTUAL**

|                       |              |
|-----------------------|--------------|
| Professional Services | \$ 22,466.00 |
| <b>Sub-Total</b>      | \$ 22,466.00 |

**G. OTHER**

|                     |              |
|---------------------|--------------|
| Staff Training      | \$ 500.00    |
| Space Costs         | \$ 25,000.00 |
| Telephone           | \$ 12,000.00 |
| Postage             | \$ 14,000.00 |
| Marketing           | \$ 100.00    |
| Liability Insurance | \$ 500.00    |
| <b>Sub-Total</b>    | \$ 52,100.00 |

**H. INDIRECT COSTS**

|                        |     |              |
|------------------------|-----|--------------|
| Approved Indirect Rate | 9.3 | \$ 62,435.00 |
| <b>Sub-Total</b>       |     | \$ 62,435.00 |

|                     |  |               |
|---------------------|--|---------------|
| <b>TOTAL BUDGET</b> |  | \$ 733,777.00 |
|---------------------|--|---------------|

**EAP BUDGET NARRATIVE**  
**SOUTHERN NEW HAMPSHIRE SERVICES**

**A. PERSONNEL (FTE)**

|                  |              |      |                      |   |
|------------------|--------------|------|----------------------|---|
| Director         | 1            | 0.40 | \$ 26,829.00         | Allocations are made on actual time spent; estimated allocation is 50%. Oversight of EAP operation.   |
| Supervisors      | 5            | 1.30 | \$ 47,172.00         | Office coordinators for six major intake sites, allocated with other agency programs  |
| Certifiers       | 6            | 1.10 | \$ 40,103.00         | Review applications: either return for more information, enroll or deny. Allocated with other agency programs.  |
| Intake           | 22           | 9.00 | \$ 171,572.00        | Take applications, get signatures, gather documentation, enter in system and complete to point of certification. Allocated with other agency programs |
| Office           | 1            | 1.00 | \$ 25,043.00         | Generate, print and mail numerous letters generated by EAP system. Allocated with other agency programs.  |
| Receptionist     | 10           | 4.50 | \$ 86,889.00         | Answer calls, make appointments, send out letters etc. Allocated with other agency programs.  |
| <b>FTE Total</b> | <b>17.30</b> |      | <b>\$ 397,608.00</b> |   |

**B. FRINGE BENEFITS**

|                              |               |   |
|------------------------------|---------------|---|
| FICA                         | \$ 30,417.00  | Federal rate 7.65%  |
| Work. Comp                   | \$ 5,964.00   | Rate is 1.5 % per hundred   |
| NH Unemployment              | \$ 12,176.00  | State rate, 5% of first \$14,000 payroll per person                 |
| Health/Dental/Life Insurance | \$ 111,070.00 | Medical \$8400, dental \$480.00, Life \$35.00 per year per employee |
| Pension                      | \$ 14,758.00  | 10% for qualifying and participating employees                      |

**Sub-total \$174,385**

**C. TRAVEL**

|                       |             |  |
|-----------------------|-------------|--|
| Mileage Reimbursement | \$ 7,000.00 | .40 cents per mile reimbursement. Used for home visits and travel between intake/outreach sites for coverage, training and supervision |
|-----------------------|-------------|--|

**Sub-total \$7,000.00**

**D. EQUIPMENT**

|           |      |                                       |
|-----------|------|---------------------------------------|
| Equipment | \$ - | Replacement of small office equipment |
|-----------|------|---------------------------------------|

**E. SUPPLIES**

|                 |              |   |
|-----------------|--------------|---|
| Office Supplies | \$ 17,783.00 | Paper, toner for printers, miscellaneous office supplies, upgrade RCCA hardware |
|-----------------|--------------|---|

**Sub-total \$17,783.00**

**F. CONTRACTUAL**

|                       |              |   |
|-----------------------|--------------|---|
| Professional Services | \$ 22,466.00 | Computer services, maintenance and enhancements to software |
|-----------------------|--------------|---|

**Sub-total \$22,466**

**G. OTHER**

|                     |              |   |
|---------------------|--------------|---|
| Staff training      | \$ 500.00    | Seminar, training for all staff when applicable                       |
| Space Cost          | \$ 25,000.00 | Rent, utilities, maintenance etc. for office and outreach sites       |
| Telephone           | \$ 12,000.00 | Regular telephone charges and communication costs                     |
| Postage             | \$ 14,000.00 | Postage needed for appointment letters, authorization, denial letters |
| Liability Insurance | \$ 500.00    | Portion of standard liability insurance                               |
| Marketing           | \$ 100.00    |   |

**Sub-total \$52,100**

**H. INDIRECT COSTS**

HHS Indirect rate 9.30%                      \$    62,435.00

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**

\$733,777.00

| EAP Program Year 12/13 Budget         |  |                     |
|---------------------------------------|--|---------------------|
| Southwestern Community Services, Inc. |  |                     |
| CATEGORIES                            |  | AMOUNT              |
| Personnel                             |  | \$ 90,360.00        |
| Fringe Benefits                       |  | \$ 53,261.00        |
| Travel                                |  | \$ 3,500.00         |
| Equipment                             |  | \$ 2,500.00         |
| Supplies                              |  | \$ 5,026.00         |
| Contractual                           |  | \$ 7,970.00         |
| Other                                 |  | \$ 18,200.00        |
| Indirect Costs                        |  | \$ 21,690.00        |
|                                       |  |                     |
| <b>TOTAL</b>                          |  | <b>\$202,507.00</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         | \$               | 23,260.00           |
| Assistant Director | 0.25        | \$               | 10,005.00           |
| EAP Coordinator    | 1           | \$               | 27,975.00           |
| EAP Coordinator    | 1           | \$               | 29,120.00           |
| <b>FTE Total</b>   | <b>2.75</b> | <b>Sub-Total</b> | <b>\$ 90,360.00</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>\$</b> | <b>53,261.00</b> |

**C. TRAVEL**

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

**D. EQUIPMENT**

|                  |           |                 |
|------------------|-----------|-----------------|
| Large equipment  | \$        | -               |
| Small equipment  | \$        | 2,500.00        |
| <b>Sub-Total</b> | <b>\$</b> | <b>2,500.00</b> |

**E. SUPPLIES**

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

**F. CONTRACTUAL**

|  |    |                   |
|--|----|-------------------|
| MIS Support(maintenance of computers, etc) |    | \$3,570.00        |
| Computer Support                           | \$ | 4,400.00          |
| <b>Sub-Total</b>                           |    | <b>\$7,970.00</b> |

**G. OTHER**

|                      |           |                  |
|----------------------|-----------|------------------|
| Advertising          | \$        | -                |
| Postage              | \$        | 5,670.00         |
| Printing             | \$        | 3,000.00         |
| Computer / Telephone | \$        | 1,530.00         |
| Misc                 | \$        | 3,000.00         |
| Rent                 | \$        | 5,000.00         |
| <b>Sub-Total</b>     | <b>\$</b> | <b>18,200.00</b> |

**H. INDIRECT COSTS**

|                        |     |    |           |
|------------------------|-----|----|-----------|
| Approved Indirect Rate | 12% | \$ | 21,690.00 |
|------------------------|-----|----|-----------|

|                  |    |           |
|------------------|----|-----------|
| <b>Sub-Total</b> | \$ | 21,690.00 |
|------------------|----|-----------|

|                     |    |            |
|---------------------|----|------------|
| <b>TOTAL BUDGET</b> |    |            |
|                     | \$ | 202,507.00 |



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[REDACTED]

|                                      |  |                  |
|--------------------------------------|--|------------------|
| <b>EAP Program Year 12/13 Budget</b> |  |                  |
| <b>Tri-County Community Action</b>   |  |                  |
|                                      |  |                  |
| <b>CATEGORIES</b>                    |  | <b>AMOUNT</b>    |
|                                      |  |                  |
| <b>Personnel</b>                     |  | <b>\$162,806</b> |
| <b>Fringe Benefits</b>               |  | <b>\$57,932</b>  |
| <b>Travel</b>                        |  | <b>\$500</b>     |
| <b>Equipment</b>                     |  | <b>\$0</b>       |
| <b>Supplies</b>                      |  | <b>\$4,008</b>   |
| <b>Contractual</b>                   |  | <b>\$5,090</b>   |
| <b>Other</b>                         |  | <b>\$9,988</b>   |
| <b>Indirect Costs</b>                |  | <b>\$24,033</b>  |
|                                      |  |                  |
| <b>TOTAL</b>                         |  | <b>\$264,357</b> |
|                                      |  |                  |
| FTE's in TCCA Budget                 |  | 5.08             |

| EAP BUDGET BREAKDOWN             |                  |      |                  |         |
|----------------------------------|------------------|------|------------------|---------|
| CAA: Tri-County Community Action |                  |      |                  |         |
| <b>A. PERSONNEL (FTE)</b>        |                  |      |                  |         |
| Position Title                   | FTE              |      |                  | Amount  |
| Program Mgr.                     | 0.2              |      |                  | 15,078  |
| Intake Staff                     | 4                |      |                  | 101,401 |
| Certifier                        | 0.8              |      |                  | 26,467  |
| EAP Coordinator                  | 0.08             |      |                  | 19,860  |
|                                  |                  |      |                  |         |
|                                  | <b>FTE Total</b> | 5.08 | <b>Sub-Total</b> | 162,806 |
| <b>B. FRINGE BENEFITS</b>        |                  |      |                  |         |
| FICA                             |                  |      |                  | 12,455  |
| Unemployment                     |                  |      |                  | 4,802   |
| Wk/Comp                          |                  |      |                  | 4,819   |
| Health                           |                  |      |                  | 30,972  |
| Pension                          |                  |      |                  | 4,884   |
|                                  |                  |      |                  |         |
|                                  |                  |      | <b>Sub-Total</b> | 57,932  |
| <b>C. TRAVEL</b>                 |                  |      |                  |         |
| Mileage Reimbursement            |                  |      |                  | 500     |
|                                  |                  |      |                  |         |
|                                  |                  |      | <b>Sub-Total</b> | 500     |
| <b>D. EQUIPMENT</b>              |                  |      |                  |         |
| Office Equipment                 |                  |      |                  | 0       |
|                                  |                  |      |                  |         |
|                                  |                  |      | <b>Sub-Total</b> | 0       |
| <b>E. SUPPLIES</b>               |                  |      |                  |         |
| Office Supplies                  |                  |      |                  | 2,008   |
| Computer Supplies                |                  |      |                  | 2,000   |
|                                  |                  |      |                  |         |
|                                  |                  |      | <b>Sub-Total</b> | 4,008   |
| <b>F. CONTRACTUAL</b>            |                  |      |                  |         |
| Software Support                 |                  |      |                  | 5,090   |
|                                  |                  |      |                  |         |
|                                  |                  |      | <b>Sub-Total</b> | 5,090   |
| <b>G. OTHER</b>                  |                  |      |                  |         |
| Advertising                      |                  |      |                  | 0       |
| Postage                          |                  |      |                  | 3,388   |
| Printing                         |                  |      |                  | 600     |
| Computer / Telephone             |                  |      |                  | 1,200   |
| Rent                             |                  |      |                  | 4,800   |
|                                  |                  |      |                  |         |
|                                  |                  |      | <b>Sub-Total</b> | 9,988   |
| <b>H. INDIRECT COSTS</b>         |                  |      |                  |         |
| Approved Indirect Rate           | 10.10%           |      |                  | 24,033  |
|                                  |                  |      |                  |         |
|                                  |                  |      | <b>Sub-Total</b> | 24,033  |
| <b>TOTAL BUDGET</b>              |                  |      |                  | 264,357 |

**EAP BUDGET NARRATIVE****CAA: Tri-County Community Action**

| <b>A. PERSONNEL</b> |      | <b>(FTE)</b> |                                 |  |
|---------------------|------|--------------|---------------------------------|--|
| Program Manager     | 0.2  | \$15,078.00  | Program management              |  |
| Intake Staff        | 4    | \$101,401.00 | Taking of applications          |  |
| Certifier           | 0.8  | \$26,467.20  | Certification of applications   |  |
| EAP Coordinator     | 0.08 | \$19,860.00  | Maintains EAP account processes |  |
| Total               | 5.08 |              |                                 |  |

**B. FRINGE BENEFITS**

|           |             |   |
|-----------|-------------|---|
| FICA      | \$12,454.67 | 7.65 % of Personnel costs                                   |
| Unemploy. | \$4,802.00  | 6.9% of first \$14,000 salary of each of each FTE Personnel |
| W/Comp    | \$4,819.06  | 2.96% of Personnel costs                                    |
| Health    | \$30,972.00 | averages \$5340 per FTE                                     |
| Pension   | \$4,884.19  | averages 3% of Personnel costs                              |

Total \$57,931.92

**C. TRAVEL**

|         |          |   |
|---------|----------|---|
| Mileage | \$500.00 | Reimbursement for private vehicle use:<br>home visits, satellite sites, meetings, etc<br>1042 miles at \$.48/mile |
|---------|----------|---|

**D. EQUIPMENT**

|                  |        |
|------------------|--------|
| Office Equipment | \$0.00 |
|------------------|--------|

**E. SUPPLIES**

|                   |            |   |
|-------------------|------------|---|
| Office Supplies   | \$2,008.00 | Anticipated cost of small office supplies |
| Computer Supplies | \$2,000.00 | Anticipated cost of computer supplies     |

**F. CONTRACTUAL**

|                  |            |   |
|------------------|------------|---|
| Software Support | \$5,090.00 | Anticipated Cost of EAP Software upgrades |
|------------------|------------|---|

**G. OTHER**

|                 |            |  |
|-----------------|------------|--|
| Advertising     | \$0        | Program ads, help-wanted ads.  |
| Postage         | \$3,388.03 | Program mailing costs  |
| Printing        | \$600.00   | Cost of copying client documents, printing Program documents/forms     |
| Computer /Phone | \$1,200.00 | Portion of Outreach and central office lines, average \$250/month      |
| Rent            | \$4,800.00 | Portion of Outreach and central office rent fees, averages \$417/month |

**H. INDIRECT COSTS**

|                  |             |                             |
|------------------|-------------|-----------------------------|
| Agency Indirects | \$24,032.85 | 10.1% of all other expenses |
|------------------|-------------|-----------------------------|

**TOTAL BUDGET** \$264,357.00