

<b>NH Electric Assistance Program Year 16/17</b>								
<b>Proposed Budget for NH Community Action Agencies</b>								
<b>Effective Oct. 1, 2016 - Sept 30, 2017</b>								
<b>CATEGORIES</b>		<b>Lead Agency</b>	<b>BMCA</b>	<b>SCCA</b>	<b>SNHS</b>	<b>SWCS</b>	<b>TCCA</b>	<b>Total</b>
Personnel		\$ 69,391	\$ 187,074	\$ 90,201	\$ 409,637	\$ 93,082	\$ 165,613	\$ 1,014,998
Fringe Benefits		\$ 22,250	\$ 56,146	\$ 26,414	\$ 165,444	\$ 64,006	\$ 36,113	\$ 370,373
Travel		\$ 2,000	\$ 3,435	\$ 1,200	\$ 3,500	\$ 2,016	\$ 4,000	\$ 16,151
Equipment		\$ -	\$ 1,300	\$ 1,500	\$ -	\$ -	\$ 2,000	\$ 4,800
Supplies		\$ 600	\$ 6,385	\$ 2,267	\$ 17,000	\$ 3,009	\$ 3,000	\$ 32,261
Contractual		\$ 8,000	\$ 9,050	\$ 6,900	\$ 22,809	\$ 9,500	\$ 11,000	\$ 67,259
Other		\$ 6,981	\$ 36,100	\$ 30,138	\$ 75,000	\$ 16,510	\$ 23,200	\$ 187,929
Indirect Costs		\$ -	\$ -	\$ 22,526	\$ 70,032	\$ 22,565	\$ 30,110	\$ 145,233
								\$ -
<b>TOTAL</b>		\$ 109,222	\$ 299,490	\$ 181,146	\$ 763,422	\$ 210,688	\$ 275,037	\$ 1,839,005
<b>NH Electric Assistance Program Year 16/17</b>								
<b>NHCAA Total Funding Request for EAP</b>								
CAA Pgm Ops.			\$ 1,729,783.00					
CAA Lead Agency			\$ 109,222.00					
<b>TOTAL FUNDING REQUEST</b>			\$ 1,839,005.00					
<b>NH Electric Assistance Program Year 16/17</b>								
<b>Utility Allocation Percentages by NH Public Utilities Commission.</b>								
	<b>UTILITY ALLOCATION PERCENTAGE*</b>	<b>SHARE OF CAA EAP 16/17 TOTAL FUNDING REQUEST</b>						
		\$ 1,839,005.00						
PSNH	71.51%	\$ 1,315,072.48						
UES	11.15%	\$ 205,049.06						
NHEC	10.02%	\$ 184,268.30						
Liberty	7.32%	\$ 134,615.17						
	100.00%	\$ 1,839,005.00						
* Percentages provided by PUC								

<b>EAP Budget 2016-2017</b>		
<b>CAA: Lead Agency</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$ 69,391</b>
<b>Fringe Benefits</b>		<b>\$ 22,250</b>
<b>Travel</b>		<b>\$ 2,000</b>
<b>Equipment</b>		<b>\$ -</b>
<b>Supplies</b>		<b>\$ 600</b>
<b>Contractual</b>		<b>\$ 8,000</b>
<b>Other</b>		<b>\$ 6,981</b>
<b>Indirect Costs</b>		<b>\$ -</b>
<b>TOTAL</b>		<b>\$ 109,222</b>
<b>FTE's in Lead Agency Budget:</b>		<b>1.12</b>

EAP BUDGET BREAKDOWN				
Lead Agency				
<b>A. PERSONNEL</b>		<b>(FTE)</b>		
State Program Director	1.00		\$	51,475
Secretary Support	0.01		\$	2,150
Executive Director	0.10		\$	14,841
Fiscal Support	0.01		\$	925
Total FTE	1.12			
<b>Sub-Total</b>			\$	69,391
<b>B. FRINGE BENEFITS</b>				
Fica			\$	5,350
Unemployment			\$	250
Workers Compensation			\$	500
Health Insurance			\$	8,800
Dental/Vision			\$	750
Life/Disability			\$	900
CIB			\$	200
403(B) Plan			\$	3,700
HRA			\$	1,800
<b>Sub-Total</b>			\$	22,250
<b>C. TRAVEL</b>				
Mileage reimbursement @ .37/mile			\$	2,000
<b>Sub-Total</b>			\$	2,000
<b>D. EQUIPMENT</b>				
Office Equipment			\$	-
<b>Sub-Total</b>			\$	-
<b>E. SUPPLIES</b>				
Office Supplies			\$	300
Computer Supplies			\$	300
<b>Sub-Total</b>			\$	600
<b>F. CONTRACTUAL</b>				
Software Consultants			\$	8,000
<b>Sub-Total</b>			\$	-
<b>G. OTHER</b>				
Audit			\$	300
Telephone			\$	350
Rent			\$	1,200
Insurance			\$	300
Computer Services			\$	1,000
Training & Development			\$	2,200
Utilities			\$	1,200
Copying & Printing			\$	271
Postage			\$	160
<b>Sub-Total</b>			\$	6,981
<b>H. INDIRECT COSTS</b>				
N/A			\$	-
<b>Sub-Total</b>			\$	109,222
<b>TOTAL BUDGET</b>				

**EAP BUDGET BREAKDOWN**

Lead Agency

Category	Narrative
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**A. PERSONNEL**

State Program Director	\$ 51,475	Direct payroll expense based upon time spent working on EAP. Responsibilities include the planning, development and operation of the statewide EAP program and coordination with the PUC and utilities.
Secretary Support	\$ 2,150	Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.
Executive Director	\$ 14,841	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	\$ 925	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>\$ 69,391</b>	

**B. FRINGE BENEFITS**

Fica	\$ 5,350	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	\$ 500	Actual fringe benefit expense by employee for time spent working on EAP.
Health Insurance	\$ 8,800	Actual fringe benefit expense by employee for time spent working on EAP.
Dental/Vision	\$ 750	Actual fringe benefit expense by employee for time spent working on EAP.
Life/Disability	\$ 900	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	\$ 3,700	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.
<b>Sub-Total</b>	<b>\$ 22,250</b>	

**C. TRAVEL**

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

**D. EQUIPMENT**

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

**E. SUPPLIES**

Office Supplies	\$ 300	Direct expense for office supplies needed for Program Director
Computer Supplies	\$ 300	Direct expense for office supplies needed for Program Director
<b>Sub-Total</b>	<b>\$ 600</b>	

**F. CONTRACTUAL**

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

**G. OTHER**

Audit	\$ 300	Agency cost allocation for audit expenses.
Telephone	\$ 350	Agency cost allocation for telephone expenses.
Rent	\$ 1,200	Agency cost allocation for rent.
Insurance	\$ 300	Agency cost allocation for insurance.

Computer Services	\$ 1,000	Agency cost allocation for central office computer network including internet access.
Training & Development	\$ 2,200	Direct expense for staff development.
Utilities & Maintenance	\$ 1,200	Agency cost allocation for utilities.
Copying & Printing	\$ 271	Agency cost allocation for copying
Postage	\$ 160	Agency cost allocation for postage

<b>Sub-Total</b>	<b>\$ 6,981</b>
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#### H. INDIRECT COSTS

N/A	\$ -
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<b>Sub-Total</b>	<b>\$ 109,222</b>
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<b>TOTAL BUDGET</b>	<b>\$ 109,222</b>
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\$ -
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<b>EAP Program Year 16/17 Budget</b>		
<b>Community Action Program Belknap-Merrimack Counties, Inc.</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>	\$	<b>187,074.00</b>
<b>Fringe Benefits</b>	\$	<b>56,146.00</b>
<b>Travel</b>	\$	<b>3,435.00</b>
<b>Equipment</b>	\$	<b>1,300.00</b>
<b>Supplies</b>	\$	<b>6,385.00</b>
<b>Contractual</b>	\$	<b>9,050.00</b>
<b>Other</b>	\$	<b>36,100.00</b>
<b>Indirect Costs</b>	\$	<b>-</b>
<b>TOTAL</b>		<b>\$299,490.00</b>
FTE's in BMCA Budget:		6.59

**EAP BUDGET BREAKDOWN**

Community Action Program Belknap-Merrimack Counties, Inc.

**A. PERSONNEL (FTE)**

Position Title	FTE		Amount
Intake/Counselors	3.97	\$	110,490.00
Program Director	0.29	\$	16,414.00
Certifiers	1.19	\$	42,607.00
Office Clerks	1.08	\$	10,363.00
Fiscal Department Support	0.03	\$	5,600.00
Secretary Department Support	0.02	\$	750.00
IT Dept. Support	-	\$	100.00
Maintenance Dept Support	0.01	\$	750.00
<b>FTE Total</b>	<b>6.59</b>	<b>Sub-Total</b>	<b>\$ 187,074.00</b>

**B. FRINGE BENEFITS**

FICA	\$	14,311.00
State Unemployment	\$	952.00
Workers Compensation	\$	2,499.00
Health Insurance	\$	28,107.00
Dental/Vision	\$	2,543.00
Life/Disability	\$	1,372.00
CIB (3rd party administration fee)	\$	300.00
403 (B) Plan	\$	4,662.00
HRA	\$	1,400.00
<b>Sub-Total</b>	<b>\$</b>	<b>56,146.00</b>

**C. TRAVEL**

Mileage reimbursement @ .37/mile	\$	3,435
<b>Sub-Total</b>	<b>\$</b>	<b>3,435.00</b>

**D. EQUIPMENT**

Computer Equipment	\$	1,300.00
<b>Sub-Total</b>	<b>\$</b>	<b>1,300.00</b>

**E. SUPPLIES**

Office Supplies	\$	2,675.00
Computer Supplies	\$	3,710.00
<b>Sub-Total</b>	<b>\$</b>	<b>6,385.00</b>

**F. CONTRACTUAL**

Audit	\$	2,500.00
Computer support, hosting site	\$	6,550.00
<b>Sub-Total</b>	<b>\$</b>	<b>9,050.00</b>

**G. OTHER**

Telephone	\$	4,025.00
Insurance	\$	875.00
Copying & Printing	\$	1,375.00
Computer Services	\$	3,425.00
Postage	\$	6,450.00
Staff Development	\$	1,700.00
Rent	\$	11,725.00
Utilities, taxes, maintenance	\$	5,545.00
Service Contracts	\$	880.00
Advertising	\$	100.00
<b>Sub-Total</b>	<b>\$</b>	<b>36,100.00</b>

**H. INDIRECT COSTS**

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

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

Category		Narrative
<b>A. PERSONNEL</b>		
Intake/Counselors	\$ 110,490	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 16,414	Payroll costs associated with supervision of all area centers and staff.
Certifiers	\$ 42,607	Payroll costs associated with intake, certification, data entry and file maintenance.
Clerks	\$ 10,363	Payroll costs associated with reception, appointment making, filing
Fiscal Department Support	\$ 5,600	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 750	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 100	Internal IT support
Maintenance Department Support	\$ 750	Maintenance support for office sites
<b>Sub-Total</b>	<b>\$ 187,074</b>	
<b>B. FRINGE BENEFITS</b>		
FICA	\$ 14,311	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 952	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 2,499	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 28,107	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 2,543	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 1,372	Actual fringe benefit expense by employee for percent of time spent working on EAP.
CIB (3rd party administration fee)	\$ 300	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 4,662	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.
<b>Sub-Total</b>	<b>\$ 56,146</b>	
<b>C. TRAVEL</b>		
Mileage reimbursement @ .37/mile	\$ 3,435	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
<b>Sub-Total</b>	<b>\$ 3,435</b>	
<b>D. EQUIPMENT</b>		
Computer Equipment	\$ 1,300	Replacement of computer and scanners for centers
<b>Sub-Total</b>	<b>\$ 1,300</b>	
<b>E. SUPPLIES</b>		
Office Supplies	\$ 2,675	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 3,710	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
<b>Sub-Total</b>	<b>\$ 6,385</b>	
<b>F. CONTRACTUAL</b>		
Audit	\$ 2,500	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 6,550	Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.
<b>Sub-Total</b>	<b>\$ 9,050</b>	
<b>G. OTHER</b>		
Telephone	\$ 4,025	Agency cost allocation for telephone expenses.
Insurance	\$ 875	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 1,375	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 3,425	Agency cost allocation for computer services, internet access
Postage	\$ 6,450	Direct postage expenses for the EAP program.



Not applicable	\$	-	Not applicable.
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<b>EAP Program Year 16/17 Budget</b>		
<b>Strafford County Community Action Committee</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$ 90,201.00</b>
<b>Fringe Benefits</b>		<b>\$ 26,414.00</b>
<b>Travel</b>		<b>\$ 1,200.00</b>
<b>Equipment</b>		<b>\$ 1,500.00</b>
<b>Supplies</b>		<b>\$ 2,267.00</b>
<b>Contractual</b>		<b>\$ 6,900.00</b>
<b>Other</b>		<b>\$ 30,138.00</b>
<b>Indirect Costs</b>		<b>\$ 22,526.00</b>
<b>TOTAL</b>		<b>\$ 181,146.00</b>
FTE's in SCCA Budget		3.33

**EAP BUDGET BREAKDOWN 2016-2017**  
**Community Action Partnership of Strafford County**

**A. PERSONNEL (FTE)**

Position Title	FTE		Amount
Manager	0.1	\$	5,400.00
EAP Coordinator	0.5	\$	16,470.00
Intake	1.35	\$	26,518.00
Receptionist	0.3	\$	7,875.00
Data/IT support	0.1	\$	4,524.00
Certifiers	0.98	\$	29,414.00
<b>FTE Total</b>	<b>3.33</b>	<b>0</b>	<b>Sub-Total \$ 90,201.00</b>

**B. FRINGE BENEFITS**

FICA	\$	6,900.00
Unemployment	\$	2,272.00
Workers Comp	\$	401.00
Health, Dental and Life Insurance	\$	13,875.00
Pension	\$	2,500.00
Disability insurance		\$466.00
<b>Sub-Total</b>	<b>\$</b>	<b>26,414.00</b>

**C. TRAVEL**

MILEAGE REIMBURSEMENT	2400 miles @ .50 per mile	\$	1,200.00
<b>Sub-Total</b>		<b>\$</b>	<b>1,200.00</b>

**D. EQUIPMENT**

Purchase of replacement computers, office equipment	\$	1,500.00
<b>Sub-Total</b>	<b>\$</b>	<b>1,500.00</b>

**E. SUPPLIES**

Office Supplies	\$	2,267.00
<b>Sub-Total</b>	<b>\$</b>	<b>2,267.00</b>

**F. CONTRACTUAL**

Legal Fees and Audit	\$	500.00
Software support and maintenance	\$	5,000.00
Payroll services ADP	\$	1,000.00
Accounting Services	\$	400.00
<b>Sub-Total</b>	<b>\$</b>	<b>6,900.00</b>

**G. OTHER**

Postage	\$	7,750.00
Telephone	\$	3,500.00
Liability insurance	\$	500.00
Building Maintenance	\$	2,088.00
Printing/advertising	\$	2,800.00
Training	\$	3,000.00
Rent	\$	6,500.00
Utilities	\$	1,500.00
IT services/connectivity	\$	2,500.00
<b>Sub-Total</b>	<b>\$</b>	<b>30,138.00</b>

**H. INDIRECT COSTS**

Approved Indirect Rate 14.20%	\$	22,526.00
<b>Sub-Total</b>		

<b>TOTAL BUDGET</b>	<b>\$</b>	<b>181,146.00</b>
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## EAP BUDGET NARRATIVE

### A. PERSONNEL

Self-Sufficiency Manager	0.1	\$5,400.00	Supervises and manages outreach offices and staff
EAP/FAP Coordinator	0.5	\$16,470.00	Hires, trains, supervises program staff, daily oversight of program
Certifiers	0.98	\$29,414.00	Review applications for completeness and accuracy, determine eligibility, enroll.
Intake	1.35	\$26,518.00	Application intake, gather documentation, enter in system, explain program
Front Desk Reception	0.3	\$7,875.00	Generate, print and mail letters, appointment making.
Contractual and Data Specialist	0.1	\$4,524.00	Oversees EAP contract, reporting requirements, monthly invoicing
FTE Total	3.33		

### B. FRINGE BENEFITS

FICA	\$6,900.00	Federal rate 7.65%
Work. Comp	\$401.00	Rate of .44/100
NH Unemployment	\$2,272.00	State rate of 3.8% of first \$14,000 per person
Health/Dental/Life Insurance	\$13,875.00	Medical, dental, Life ins.
Disability Insurance	\$466.00	Short/long term disability
Pension	\$2,500.00	Agency match for participant contributions .25/\$1.00

### C. TRAVEL

Mileage Reimbursement	\$1,200.00	2400 miles @.50 per mile for trainings, coverage between offices.
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### D. EQUIPMENT

Equipment Purchase and Rental	\$1,500.00	Purchase of laptop for outreach, misc equipment as required
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### E. SUPPLIES

Office Supplies	\$2,267.00	Paper, envelopes, misc. office supplies
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### F. CONTRACTUAL

Legal and Audit	\$500.00	Allocated portion of annual costs
Payroll Services	\$1,000.00	Payroll Processing company allocated expense
Accounting Services	\$400.00	Allocated Portion of annual cost
Software Agreement	\$5,000.00	Software support for state wide database

### G. OTHER

Telephone	\$3,500.00	Regular telephone charges and communication costs
IT support services	\$2,500.00	Agency IT support for the maintenance, upgrades and connectivity of internet.
Postage	\$7,750.00	Mailings of participant letters, applications
Rent	\$6,500.00	Allocated portion of outreach offices
Training	\$3,000.00	For Training of Outreach staff CAP State wide conference
Liability Insurance	\$500.00	Allocated portion of agency liability insurance.
Utilities	\$1,500.00	Allocated portion of expense
Printing-advertising	\$2,800.00	Mailout application, promotional, applications, letters
Building Repairs	\$2,088.00	Allocated portion of expense

### H. INDIRECT COSTS

Indirect 14.2%

**\$22,526.00**

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 caring out all programs.

<b>EAP Program Year 16/17 Budget</b>		
<b>Southern New Hampshire Services</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$ 409,637.00</b>
<b>Fringe Benefits</b>		<b>\$ 165,444.00</b>
<b>Travel</b>		<b>\$ 3,500.00</b>
<b>Equipment</b>		<b>\$ -</b>
<b>Supplies</b>		<b>\$ 17,000.00</b>
<b>Contractual</b>		<b>\$ 22,809.00</b>
<b>Other</b>		<b>\$ 75,000.00</b>
<b>Indirect Costs</b>		<b>\$ 70,032.00</b>
<b>TOTAL</b>		<b>\$763,422.00</b>
<b>FTE's in SNHS Budget</b>		<b>18.3</b>

**EAP BUDGET BREAKDOWN  
SOUTHERN NEW HAMPSHIRE SERVICES**

**A. PERSONNEL (FTE)**

Position Title	Number	TOTAL FTEs	Amount	
Coordinator	2	0.2	\$	9,572.00
Supervisors	6	0.8	\$	28,767.00
Certifiers	6	2	\$	54,611.00
Intake	27	11.7	\$	226,067.00
Office	1	1	\$	28,609.00
Receptionist	9	2.6	\$	62,011.00
<b>FTE Total</b>		<b>18.30</b>	<b>Sub-Total</b>	<b>\$ 409,637.00</b>

**B. FRINGE BENEFITS**

FICA	\$	31,337.00
Work. Comp	\$	6,145.00
NH Unemployment	\$	11,654.00
Health/Dental/Life Insurance	\$	102,846.00
Pension	\$	13,462.00
<b>Sub-Total</b>		<b>\$ 165,444.00</b>

**C. TRAVEL**

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

**D. EQUIPMENT**

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

**E. SUPPLIES**

Office Supplies	\$	17,000.00
<b>Sub-Total</b>		<b>\$ 17,000.00</b>

**F. CONTRACTUAL**

Professional Services	\$	22,809.00
<b>Sub-Total</b>		<b>\$ 22,809.00</b>

**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
<b>Sub-Total</b>		<b>\$ 75,000.00</b>

**H. INDIRECT COSTS**

Approved Indirect Rate	10.1	\$	70,032.00
<b>Sub-Total</b>		<b>\$</b>	<b>70,032.00</b>

<b>TOTAL BUDGET</b>			<b>\$</b>	<b>763,422.00</b>
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## EAP BUDGET NARRATIVE SOUTHERN NEW HAMPSHIRE SERVICES

### A. PERSONNEL (FTE)

Coordinator	2	0.20	\$	9,572.00	Allocations are made on actual time spent for Director and Coordinator
Supervisors	6	0.80	\$	28,767.00	Five offices, Hillsborough Co., 5 in Rockingham Co., total 10, 6 full time, 2 part time
Certifiers	6	2.00	\$	54,611.00	Review applications: either return for more information, enroll or deny.
Intake	27	11.70	\$	226,067.00	Take applications, get signatures, gather documentation, enter in system and complete to point of certification.
Office	1	1.00	\$	28,609.00	Generate, print and mail numerous letters generated by EAP system.
Receptionist	9	2.60	\$	62,011.00	Answer calls, make appointments, send out letters, greet applicants, track documentation.
<b>FTE Total</b>		<b>18.30</b>	<b>\$</b>	<b>409,637.00</b>	

### B. FRINGE BENEFITS

FICA	\$	31,337.00	Federal rate 7.65%
Work. Comp	\$	6,145.00	Rate is 1.5 % per hundred
NH Unemployment	\$	11,654.00	State rate, 5% of first \$14,000 payroll per person
Health/Dental/Life Insurance	\$	102,846.00	Medical, dental, Life ins.
Pension	\$	13,462.00	10% for qualifying and participating employees

**Sub-total**      **\$165,444**

### 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	\$	17,000.00	Paper, toner for printers, miscellaneous office supplies
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**Sub-total**      **\$17,000.00**

### F. CONTRACTUAL

Professional Services	\$	22,809.00	Computer services, maintenance and enhancements to software
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<b>Sub-total</b>	<b>\$22,809</b>
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**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

<b>Sub-total</b>	<b>\$75,000</b>
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**H. INDIRECT COSTS**

HHS Indirect rate 10.10%	\$	70,032.00	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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<b>TOTAL BUDGET</b>	<b>\$ 763,422.00</b>
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<b>EAP Program Year 16/17 Budget</b>		
<b>Southwestern Community Services, Inc.</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>	\$	<b>93,082.00</b>
<b>Fringe Benefits</b>	\$	<b>64,006.00</b>
<b>Travel</b>	\$	<b>2,016.00</b>
<b>Equipment</b>	\$	<b>-</b>
<b>Supplies</b>	\$	<b>3,009.00</b>
<b>Contractual</b>	\$	<b>9,500.00</b>
<b>Other</b>	\$	<b>16,510.00</b>
<b>Indirect Costs</b>	\$	<b>22,565.00</b>
<b>TOTAL</b>		<b>\$210,688.00</b>
FTE's in SWCS Budget		3.15

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

Position Title	FTE		Amount
Director	0.35	\$	16,744.00
EAP Coordinator/Certifier	0.35	\$	11,648.00
EAP Intake	0.35	\$	9,464.00
EAP Intake	0.35	\$	9,100.00
EAP Intake	0.35	\$	10,272.00
EAP Intake	0.35	\$	8,554.00
EAP Intake	0.35	\$	9,100.00
EAP Intake	0.35	\$	9,100.00
EAP Intake	0.35	\$	9,100.00
<b>FTE Total</b>	<b>3.15</b>	<b>Sub-Total</b>	<b>\$ 93,082.00</b>

**B. FRINGE BENEFITS**

FICA	\$	7,121.00
Unemployment	\$	1,720.00
Health	\$	45,186.00
w/Comp	\$	3,556.00
Pension	\$	6,423.00

**Sub-Total** \$ 64,006.00**C. TRAVEL**

Mileage Reimbursement	\$	2,016.00
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**Sub-Total** \$ 2,016.00**D. EQUIPMENT**

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

**E. SUPPLIES**

Office Supplies	\$	3,009.00
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**Sub-Total** \$ 3,009.00**F. CONTRACTUAL**

IT Service/Maintenance/Support		\$4,400.00
Software Support	\$	5,100.00
<b>Sub-Total</b>		<b>\$9,500.00</b>

**G. OTHER**

	\$	-
Postage	\$	5,600.00
Printing	\$	3,000.00
Computer / Telephone	\$	1,530.00
Rent	\$	6,380.00
<b>Sub-Total</b>	<b>\$</b>	<b>16,510.00</b>

<b>H. INDIRECT COSTS</b>			
Approved Indirect Rate	12%	\$	22,565.00
<b>Sub-Total</b>		\$	22,565.00
<b>TOTAL BUDGET</b>			
		\$	210,688.00

**EAP BUDGET NARRATIVE**

Southwestern Community Services, Inc.

**A. PERSONNEL**

Personnel includes the Program Director (.35 FTE) and 7 EAP intake (.35 PTE) one Coordinator/Certifier. 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 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**

\$7,121	FICA	7.65% of total EAP wages
\$1,720	Unemployment	3.9% of first \$14000 of each employee's wages
\$45,186	Health and Dental Insurance	Health insurance line includes; Life ins, short/long term disability,
\$3,556	W/Comp	3.42% of total EAP wages
\$6,423	Pension	Includes actual participant matching contributions

**C. TRAVEL**

\$2,016 Travel includes outreach to thirteen (13) towns including Keene and Claremont, brochure distributions, meetings, trainings, program presentations, home visits. The reimbursement rate is .42/mile

**D. EQUIPMENT**

No anticipated purchases

**E. SUPPLIES**

\$3,009 Supplies include ongoing items necessary for the successful implementation of EAP. Examples; paper, toner, ink cartridges, highlighters, folders, labels, envelopes

**F. CONTRACTUAL**

\$4,400 Estimated software maintenance for River Delta. Also includes share of system  
\$5,100 IT support for staff computer maintenance, updates, virus scans, troubleshooting, etc. \$425.00 per month

**G. OTHER**

\$5,600 Postage is calculated by \$1.38 X avg. number of EAP participants for notification and 45 day notices.  
\$3,000 Printing applications, handouts, forms  
\$1,530 Telephone charges; \$127.5/mo contracts, telephone and fax expenses.  
\$6,380 Space costs for offices

**H. INDIRECT COSTS**

\$22,565 The current year's rate for Southwestern Community Services, Inc, is 12% as authorized by the US Department of Health and Human Services.

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<b>EAP Program Year 15/16 Budget</b>		
<b>Tri-County Community Action</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$165,613</b>
<b>Fringe Benefits</b>		<b>\$36,113</b>
<b>Travel</b>		<b>\$4,000</b>
<b>Equipment</b>		<b>\$2,000</b>
<b>Supplies</b>		<b>\$3,000</b>
<b>Contractual</b>		<b>\$11,000</b>
<b>Other</b>		<b>\$23,200</b>
<b>Indirect Costs</b>		<b>\$30,110</b>
<b>TOTAL</b>		<b>\$275,037</b>
FTE's in TCCA Budget		4.87

EAP BUDGET BREAKDOWN				
CAA: Tri-County Community Action				
<b>A. PERSONNEL (FTE)</b>				
<b>Position Title</b>	<b>FTE</b>			<b>Amount</b>
Director	0.15			\$8,700.04
Certifiers	0.67			\$19,100.00
EAP Manager	0.5			\$19,999.98
EAP Assistant	0.5			\$19,188.00
Bookkeeper	0.15			\$5,188.56
Intake	2.9			\$93,436.80
<b>FTE Total</b>	<b>4.87</b>	<b>Sub-Total</b>		<b>\$165,613.38</b>
<b>B. FRINGE BENEFITS</b>				
FICA				\$12,669.42
Unemployment				\$3,643.49
Wk/Comp				\$3,793.04
Health				\$15,842.30
Dental				\$165.23
		<b>Sub-Total</b>		<b>\$36,113.48</b>
<b>C. TRAVEL</b>				
Mileage Reimbursement				\$4,000.00
		<b>Sub-Total</b>		<b>\$4,000.00</b>
<b>D. EQUIPMENT</b>				
Misc. equipment				\$2,000.00
		<b>Sub-Total</b>		<b>\$2,000.00</b>
<b>E. SUPPLIES</b>				
Office Supplies				\$3,000.00
		<b>Sub-Total</b>		<b>\$3,000.00</b>
<b>F. CONTRACTUAL</b>				
Software Support				\$8,000.00
Audit				\$1,000.00
IT support				\$2,000.00
		<b>Sub-Total</b>		<b>\$11,000.00</b>
<b>G. OTHER</b>				
Advertising				\$200.00
Postage				\$7,000.00
Printing/copying				\$3,500.00
Computer / Telephone				\$1,500.00
Rent				\$10,000.00
Staff Development/training				\$1,000.00
		<b>Sub-Total</b>		<b>\$23,200.00</b>
<b>H. INDIRECT COSTS</b>				
Approved Indirect Rate	12.50%			\$30,110.14
		<b>Sub-Total</b>		<b>\$30,110.14</b>
<b>TOTAL BUDGET</b>				<b>\$275,037.00</b>

**EAP BUDGET NARRATIVE****CAA:**

<b>A. PERSONNEL</b>		<b>(FTE)</b>
EEO Division Director	0.15	Program oversight
Intake Staff	2.9	Application intake, outreach- 7 FT 30%, 3 PT 25%
Certifier	0.67	1 Lead certifier 25%, 3 seasonal 25 % Eligibility certification
EAP Assistant	0.5	Process notifications, removals, utility contacts
EAP Manager	0.5	Direct oversight of staff and sites
EEO Admin bookkeeper	0.15	processing of invoices, payroll, benefits
	4.87	

**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
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**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
IT	TCCAP IT Contractual costs and support
Audit	Cost of EAP share of agency audit

**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
Staff Development/training	Costs associated with bi-annual staff development trainings
Phone/Internet	EAP share of internet and phone lines for admin and outreach offices

**H. INDIRECT COSTS**

Agency Indirects	12.5% of expenses excluding equipment
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**TOTAL BUDGET**