

**Office of Energy and Planning**  
**Annual Administrative Budget for the Tiered Discount Program**

Personnel - Salaries	\$3,112
Fringe Benefits	1,755
Phone/Office Supplies	36
Rent	134
Equipment	0
Consultants	0
Travel	50
Information Technology	208
Indirect Costs	1,205
<b>Total</b>	<b>\$6,500</b>

Description:

Personnel: Salary for Energy Program Manager (.025 FTE) – responsible for program evaluation.

Salary for Director (.025 FTE) – responsible for administration, reporting, oversight.

Fringe Benefits: Health, retirement, taxes.

Phone/Office Supplies: Includes consumable (office and computer) supplies, telephone charges, and postage.

Rent: Prorated share of staff office space cost.

Travel: Local mileage costs.

Information Technology: Allocated portion of information technology fees.

Indirect Costs: Fiscal costs and overhead.