

NH Electric Assistance Program Year 11/12			Rev 8 22 11					
Proposed Budget for NH Community Action Agencies								
Effective Oct. 1, 2011 - Sept 30, 2012								
CATEGORIES	Lead Agency	BMCA		SCCA	SNHS	SWCS	TCCA	Total
Personnel	\$ 66,095	\$ 189,401		\$ 118,074	\$ 419,579	\$ 100,365	\$ 149,571	\$ 1,043,085
Fringe Benefits	\$ 23,753	\$ 58,516		\$ 27,064	\$ 162,835	\$ 50,209	\$ 68,488	\$ 390,865
Travel	\$ 1,800	\$ 1,125		\$ 518	\$ 3,947	\$ 500	\$ 500	\$ 8,390
Equipment	\$ 35	\$ -		\$ -	\$ 1,000	\$ 750	\$ -	\$ 1,785
Supplies	\$ 100	\$ 5,600		\$ 910	\$ 13,202	\$ 2,500	\$ 4,008	\$ 26,320
Contractual	\$ 10,000	\$ 9,200		\$ 7,933	\$ 24,000	\$ 7,600	\$ 5,090	\$ 63,823
Other	\$ 5,297	\$ 18,375		\$ 16,199	\$ 41,940	\$ 15,348	\$ 7,956	\$ 105,115
Indirect Costs	\$ -	\$ -		\$ -	\$ 52,886	\$ 21,264	\$ 23,561	\$ 97,711
Computer upgrades	\$ 23,000							\$ 23,000
TOTAL	\$ 130,080	\$ 282,217		\$ 170,698	\$ 719,389	\$ 198,536	\$ 259,174	\$ 1,760,094
NH Electric Assistance Program Year 11/12								
NHCAA Total Funding Request for EAP								
CAA Pgm Ops.		\$ 1,630,014.00						
CAA Lead Agency		\$ 130,080.00						
Software Improvements		\$ 23,000.00						
Special Mailing/program changes		\$ 12,445.00						
TOTAL FUNDING REQUEST		\$ 1,772,539.00						
NH Electric Assistance Program Year 11/12								
Utility Allocation Percentages by NH Public Utilities Commission.								
		UTILITY ALLOCATION PERCENTAGE*	SHARE OF CAA EAP 11/12 TOTAL FUNDING REQUEST					
			\$ 1,772,539.00					
	PSNH	75.18%	\$ 1,332,594.82					
	UES	9.87%	\$ 174,949.60					
	NHEC	9.13%	\$ 161,832.81					
	GSEC	5.82%	\$ 103,161.77					
		100.00%	\$ 1,772,539.00					
		* Percentages provided by PUC						

EAP Budget 2011-2012		
CAA: Lead Agency		
CATEGORIES		AMOUNT
Personnel		\$ 66,095
Fringe Benefits		\$ 23,753
Travel		\$ 1,800
Equipment		\$ 35
Supplies		\$ 100
Contractual		\$ 10,000
Other		\$ 5,297
Indirect Costs		\$ -
Software improvements		\$ 23,000
TOTAL		\$ 130,080
FTE's in Lead Agency Budget:		1.28

EAP BUDGET BREAKDOWN				
Lead Agency				
A. PERSONNEL (FTE)				
State Program Director	1.00		\$	46,968
Secretary Support	0.02		\$	2,758
Executive Director	0.10		\$	12,869
Fiscal Support	0.16		\$	3,500
Total FTE	1.28			
Sub-Total			\$	66,095
B. FRINGE BENEFITS				
Fica			\$	4,790
Unemployment			\$	553
Workers Compensation			\$	242
Health Insurance			\$	10,128
Dental/Vision			\$	912
Life/Disability			\$	340
CIB			\$	448
403(B) Plan			\$	6,340
Sub-Total			\$	23,753
C. TRAVEL				
Mileage reimbursement @ .37/mile			\$	1,800
Sub-Total			\$	1,800
D. EQUIPMENT				
Office Equipment			\$	35
Computer Equipment - Replacement			\$	-
Sub-Total			\$	35
E. SUPPLIES				
Office Supplies			\$	100
Computer Supplies			\$	-
Sub-Total			\$	100
F. CONTRACTUAL				
Software Consultants			\$	10,000
Software Improvements			\$	23,000
Sub-Total			\$	33,000
G. OTHER				
Audit			\$	500
Telephone			\$	400
Rent			\$	1,350
Insurance			\$	100
Office support costs			\$	200
Computer Services			\$	300
Training & Development			\$	1,600
Utilities			\$	500
Copying & Printing			\$	200
Postage			\$	147
Sub-Total			\$	5,297
H. INDIRECT COSTS				
N/A			\$	-
Sub-Total			\$	-
TOTAL BUDGET			\$	130,080

EAP BUDGET BREAKDOWN
Lead Agency

Category	Narrative
----------	-----------

A. PERSONNEL

		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.
State Program Director	\$ 46,968	
Secretary Support	\$ 2,758	Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.
Executive Director	\$ 12,869	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	\$ 3,500	Direct payroll expense based upon estimated time spent working on EAP. Fiscal support includes payroll, A/P, A/R and accounting and budgeting support.
	\$ 66,095	

B. FRINGE BENEFITS

Fica	\$ 4,790	Actual fringe benefit expense by employee for time spent working on EAP.
Unemployment	\$ 553	Actual fringe benefit expense by employee for time spent working on EAP.
Workers Compensation	\$ 242	Actual fringe benefit expense by employee for time spent working on EAP.
Health Insurance	\$ 10,128	Actual fringe benefit expense by employee for time spent working on EAP.
Dental/Vision	\$ 912	Actual fringe benefit expense by employee for time spent working on EAP.
Life/Disability	\$ 340	Actual fringe benefit expense by employee for time spent working on EAP.
CIB	\$ 448	Actual fringe benefit expense by employee for time spent working on EAP.
403(B) Plan	\$ 6,340	12/12 of year x 10% Pgm Dir's salary and portion of Executive Director
	\$ 23,753	

C. TRAVEL

Mileage reimbursement @ .37/mile	\$ 1,800	Mileage reimbursement for direct travel related to EAP lead agency including training, visits with software contractor and program monitoring.
	\$ 1,800	

D. EQUIPMENT

Office Equipment	\$ 35	Direct expense for office equipment (replacement/repair/upgrade) need for EAP.
Computer Equipment	\$ -	Replacement/repair/upgrade of computer
	\$ 35	

E. SUPPLIES

Office Supplies	\$ 100	Direct expense for office supplies needed for Program Director
	\$ -	
	\$ 100	

F. CONTRACTUAL

Software Consultants	\$ 10,000	Direct expense for software consultants directly related to the EAP program.
Upgrading of software	\$ 23,000	Cost of upgrading software, hardware and enhancements.
	\$ 33,000	

G. OTHER

Audit	\$ 500	Agency cost allocation for audit expenses.
Telephone	\$ 400	Agency cost allocation for telephone expenses.

Rent	\$ 1,350	Agency cost allocation for rent.
Insurance	\$ 100	Agency cost allocation for insurance.
Office support costs	\$ 200	Office support costs (direct expense) include copying, postage and subscriptions.
Computer Services	\$ 300	Agency cost allocation for central office computer network including internet access.
Training & Development	\$ 1,600	Direct expense for staff development.
Utilities & Maintenance	\$ 500	Agency cost allocation for utilities.
Copying & Printing	\$ 200	
Postage	\$ 147	
	\$ 5,297	

H. INDIRECT COSTS

N/A \$ -

\$ -

TOTAL BUDGET \$130,080

EAP Program Year 2011 - 2012 Budget			
Community Action Program Belknap-Merrimack Counties, Inc.			
CATEGORIES		AMOUNT	
Personnel		\$ 189,401.00	
Fringe Benefits		\$ 58,516.00	
Travel		\$ 1,125.00	
Equipment		\$ -	
Supplies		\$ 5,600.00	
Contractual		\$ 9,200.00	
Other		\$ 18,375.00	
Indirect Costs		\$ -	
TOTAL		\$282,217.00	
FTE's in BMCA Budget:		6.57	

EAP BUDGET BREAKDOWN

Community Action Program Belknap-Merrimack Counties, Inc.

A. PERSONNEL (FTE)

Position Title	FTE		Amount
Intake/Counselors	4.13	\$	124,635.00
Program Director	0.3	\$	16,269.00
Certifiers/Data Entry Clerk	2.03	\$	43,972.00
Fiscal Department Support	0.05	\$	2,550.00
Secretary Department Support	0.05	\$	1,700.00
IT Dept. Support	-	\$	75.00
Maintenance Dept Support	0.01	\$	200.00
FTE Total	6.57	Sub-Total	\$ 189,401.00

B. FRINGE BENEFITS

FICA	\$	14,293.00
State Unemployment	\$	2,838.00
Workers Compensation	\$	2,391.00
Health Insurance	\$	25,928.00
Dental/Vision	\$	2,338.00
Life/Disability	\$	1,062.00
CIB (3rd party administration fee)	\$	276.00
403 (B) Plan	\$	9,390.00

Sub-Total \$ 58,516.00**C. TRAVEL**

Mileage reimbursement @ .37/mile	\$	1,125
----------------------------------	----	-------

Sub-Total \$ 1,125.00**D. EQUIPMENT**

Computer Equipment	\$	-
--------------------	----	---

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

Office Supplies	\$	3,000.00
Computer Supplies	\$	2,600.00

Sub-Total \$ 5,600.00**F. CONTRACTUAL**

Audit	\$	1,000.00
Computer support, hosting site	\$	8,000.00
Consultant	\$	200.00

Sub-Total \$ 9,200.00**G. OTHER**

Telephone	\$	200.00
Insurance	\$	450.00
Copying & Printing	\$	3,125.00
Computer Services	\$	3,450.00
Postage	\$	10,650.00
Advertising	\$	500.00

Sub-Total \$ 18,375.00**H. INDIRECT COSTS**

Not Applicable		
Sub-Total	\$	-

TOTAL BUDGET \$ 282,217.00

EAP BUDGET BREAKDOWN**Community Action Program Belknap-Merrimack Counties, Inc.**

Category		Narrative
A. PERSONNEL		
Intake/Counselors	\$ 124,635	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 16,269	Payroll costs associated with supervision of all area centers and staff.
Certifiers/Data Entry Clerk	\$ 43,972	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 2,550	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 1,700	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 75	
Maintenance Department Support	\$ 200	
Sub-Total	\$ 189,401	
B. FRINGE BENEFITS		
FICA	\$ 14,293	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 2,838	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 2,391	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 25,928	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 2,338	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.
CIB (3rd party administration fee)	\$ 276	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 9,390	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Sub-Total	\$ 58,516	
C. TRAVEL		
Mileage reimbursement @ .37/mile	\$ 1,125	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
Sub-Total	\$ 1,125	
D. EQUIPMENT		
	\$ -	
Sub-Total	\$ -	
E. SUPPLIES		
Office Supplies	\$ 3,000	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 2,600	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
Sub-Total	\$ 5,600	
F. CONTRACTUAL		
Audit	\$ 1,000	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
Sub-Total	\$ 9,200	
G. OTHER		
Telephone	\$ 200	Agency cost allocation for main office telephone expenses.
Insurance	\$ 450	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 3,125	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 3,450	Agency cost allocation for computer services.
Postage	\$ 10,650	Direct postage expenses for the EAP program.

Advertising \$ 500 Direct expense for the EAP program

Sub-Total \$ 18,375

H. INDIRECT COSTS

Not applicable \$ - Not applicable.

Sub-Total \$ -

TOTAL BUDGET \$282,217

EAP Program Year 11/12 Budget		
Strafford County Community Action Committee		
CATEGORIES		AMOUNT
Personnel		\$ 118,074.00
Fringe Benefits		\$ 27,064.00
Travel		\$ 518.00
Equipment		\$ -
Supplies		\$ 910.00
Contractual		\$ 7,933.00
Other		\$ 16,199.00
Indirect Costs		\$ -
TOTAL		\$ 170,698.00
FTE's in SCCA Budget		3.50

EAP BUDGET BREAKDOWN 2011-12
CAA: STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC

A. PERSONNEL (FTE)

Position Title	FTE		Amount
PROGRAM DIRECTOR	0.60	\$	27,230.00
INTAKE/BUDGET COUNSELORS	1.6	\$	42,692.00
DATA ENTRY/BOOKKEEPERS	0.5	\$	20,800.00
CERTIFIERS	0.80	\$	27,352.00

FTE Total	0	Sub-Total	\$	118,074.00
	3.50			

B. FRINGE BENEFITS

FICA		\$	9,032.00
UNEMPLOYMENT		\$	2,732.00
WORKERS/COMP		\$	2,100.00
HEALTH & DENTAL INS		\$	12,500.00
RETIREMENT		\$	700.00

Sub-Total	\$	27,064.00
------------------	-----------	------------------

C. TRAVEL

MILEAGE REIMBURSEMENT	1177 miles @ .44 per mile	\$	518.00
-----------------------	---------------------------	----	--------

Sub-Total	\$	518.00
------------------	-----------	---------------

D. EQUIPMENT

	\$	-
--	----	---

Sub-Total	\$	-
------------------	-----------	----------

E. SUPPLIES

OFFICE SUPPLIES		\$	910.00
-----------------	--	----	--------

Sub-Total	\$	910.00
------------------	-----------	---------------

F. CONTRACTUAL

COMPUTER COMMUNICATIONS		\$	1,400.00
AUDIT		\$	1,681.00
SOFTWARE MAINTENANCE		\$	4,852.00

Sub-Total	\$	7,933.00
------------------	-----------	-----------------

G. OTHER

POSTAGE		\$	3,400.00
TELEPHONE		\$	2,838.00
LIABILITY INSURANCE		\$	430.00
BUILDING REPAIR/MAINTENANCE		\$	1,856.00
UTILITIES		\$	1,705.00
PRINTING		\$	450.00
SPACE		\$	5,520.00

Sub-Total	\$	16,199.00
------------------	-----------	------------------

H. INDIRECT COSTS

Not Applicable

Sub-Total

TOTAL BUDGET	\$	170,698.00
---------------------	-----------	-------------------

EAP BUDGET NARRATIVE 2011-12
STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC

A. PERSONNEL		(FTE)	SALARY	AMOUNT
Program Manager		0.60	\$45,760	\$27,230
	DUTIES: Supervises and coordinates EAP staff, takes & certifies apps as necessary,			
Intake Staff		1.6	28,683	42,692
	DUTIES: Processing EAP application, client counseling on budgeting for utilities, referrals for other assistance.			
Certifier		0.75	34,190	27,352
	DUTIES: Certifying EAP applications			
Bookkeeping		0.50	41,600	20,800
	DUTIES: Budgeting, minor computer problems,processing payroll for EAP staff, processing payables budgeted to EAP			
B. FRINGE BENEFITS				
FICA		7.65% OF EAP WAGES		\$9,032
UNEMPLOYMENT		Individual EAP staff first \$12,000 multiplied by company rate multiplied by 6.6 % of Salary budgeted to EAP		\$2,732
WORKMAN'S COMP		WC rate multiplied by EAP salaries		\$2,100
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				
		955 miles @ .44 per mile		\$518
D. EQUIPMENT				
				0
E. SUPPLIES				
OFFICE SUPPLIES		Allocated portion of Office Supplies		\$910
F. CONTRACTUAL				
COMPUTER CONSULTANTS		Network support		\$1,400
AUDIT		Allocated portion of agency audit		\$1,681
SOFTWARE MAINTENANCE		Share of support for statewide system		\$4,852
G. OTHER				
BUILDING REPAIR/MAINTENANCE				\$1,856
POSTAGE		Allocated portion of postage expense 29%		\$3,400
UTILITIES		Allocated portion of utilities associated with offices		\$1,705
TELEPHONE		Allocated of telephone expense		\$2,838
PRINTING		Allocated cost for program printing expenses		\$450
LIABILITY INSURANCE		Allocated portion of liability ins 10%		\$430
SPACE		Portion of outreach and central office rents		\$5,520
H. INDIRECT COSTS				
Not Applicable				
				\$170,698

EAP Program Year 11/12 Budget		
Southern New Hampshire Services		
CATEGORIES		AMOUNT
Personnel		\$ 419,579.00
Fringe Benefits		\$ 162,835.00
Travel		\$ 3,947.00
Equipment		\$ 1,000.00
Supplies		\$ 13,202.00
Contractual		\$ 24,000.00
Other		\$ 41,940.00
Indirect Costs		\$ 52,886.00
TOTAL		\$719,389.00
FTE's in SNHS Budget		18.85

**EAP BUDGET BREAKDOWN
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Position Title	Number	TOTAL FTEs	Amount
Director	1	0.5	\$ 32,633.00
Supervisors	6	1.2	\$ 41,582.00
Certifiers	9	2.6	\$ 53,527.00
Intake	26	9.8	\$ 192,267.00
Office	2	1.25	\$ 25,389.00
Receptionist	9	3.5	\$ 74,181.00

FTE Total 18.85 **Sub-Total** \$ 419,579.00

B. FRINGE BENEFITS

FICA	\$ 32,098.00
Work. Comp	\$ 8,349.00
NH Unemployment	\$ 11,420.00
Health/Dental/Life Insurance	\$ 98,647.00
Pension	\$ 12,321.00
Sub-Total	\$ 162,835.00

C. TRAVEL

Mileage Reimbursement	\$ 3,947.00
	\$ -
Sub-Total	\$ 3,947.00

D. EQUIPMENT

Equipment	\$ 1,000.00
Sub-Total	\$ 1,000.00

E. SUPPLIES

Office Supplies	\$ 13,202.00
Sub-Total	\$ 13,202.00

F. CONTRACTUAL

Professional Services	\$ 24,000.00
Sub-Total	\$ 24,000.00

G. OTHER

Staff Training	\$ 500.00
Space Costs	\$ 16,500.00
Telephone	\$ 7,000.00
Postage	\$ 17,440.00
Liability Insurance	\$ 500.00
Sub-Total	\$ 41,940.00

H. INDIRECT COSTS

Approved Indirect Rate	8%	\$ 52,886.00
Sub-Total		\$ 52,886.00

TOTAL BUDGET \$ 719,389.00

EAP BUDGET NARRATIVE
SOUTHERN NEW HAMPSHIRE SERVICES

A. PERSONNEL

(FTE)

Director	1	0.50	\$	32,633.00
Supervisors	6	1.20	\$	41,582.00
Certifiers	9	2.60	\$	53,527.00
Intake	26	9.80	\$	192,267.00
Office	2	1.25	\$	25,389.00
Receptionist	9	3.50	\$	74,181.00
		18.85		

Allocations are made on actual time spent; estimated allocation is 50%. Oversight of EAP operation.
 Office coordinators for six major intake sites, allocated with other agency programs
 Review applications: either return for more information, enroll or deny. Allocated with other agency programs.
 Take applications, get signatures, gather documentation, enter in system and complete to point of certification. Allocated with other agency programs
 Generate, print and mail numerous letters generated by EAP system. Allocated with other agency programs.
 Answer calls, make appointments, send out letters etc. Allocated with other agency programs.

B. FRINGE BENEFITS

FICA	\$	32,098.00
Work. Comp	\$	8,349.00
NH Unemployment	\$	11,420.00
Health/Dental/Life Insurance	\$	98,647.00
Pension	\$	12,321.00

Federal rate 7.65%
 Rate is 2.5 % per hundred
 State rate, 5% of first \$12,000 payroll per person
 Medical \$7680, dental \$480.00, Life \$35.00 per year per employee
 10% for qualifying and participating employees

C. TRAVEL

Mileage Reimbursement	\$	3,947.00
-----------------------	----	----------

.40 cents per mile reimbursement. Used for home visits and travel between intake/outreach sites

D. EQUIPMENT

Equipment	\$	1,000.00
-----------	----	----------

Replacement of small office equipment

E. SUPPLIES

Office Supplies	\$	13,202.00
-----------------	----	-----------

Paper, toner for printers, miscellaneous office supplies

F. CONTRACTUAL

Professional Services	\$	24,000.00
-----------------------	----	-----------

Computer services, maintenance and enhancements to software

G. OTHER

Staff training	\$	500.00
Space Cost	\$	16,500.00
Telephone	\$	7,000.00
Postage	\$	17,440.00
Liability Insurance	\$	500.00
	\$	-

Seminar, training for all staff when applicable
 Rent, utilities, maintenance etc. for office and outreach sites
 Regular telephone charges and communication costs
 Postage needed for appointment letters, authorization, denial letters

Portion of standard liability insurance

H. INDIRECT COSTS

HHS Indirect rate 8%	\$ 52,886.00	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

\$719,389.00

EAP Program Year 11/12 Budget		
Southwestern Community Services, Inc.		
CATEGORIES		AMOUNT
Personnel		\$ 100,365.00
Fringe Benefits		\$ 50,209.00
Travel		\$ 500.00
Equipment		\$ 750.00
Supplies		\$ 2,500.00
Contractual		\$ 7,600.00
Other		\$ 15,348.00
Indirect Costs		\$ 21,264.00
TOTAL		\$198,536.00
FTE's in SWCS Budget		3.0

EAP BUDGET BREAKDOWN

CAA: Southwestern Community Services, Inc.

A. PERSONNEL (FTE)

Position Title	FTE		Amount
Director	0.5	\$	23,260.00
Assistant Director	0.5	\$	20,010.00
EAP Coordinator	1	\$	27,975.00
EAP Coordinator	1	\$	29,120.00
FTE Total	3	Sub-Total	\$ 100,365.00

B. FRINGE BENEFITS

FICA	\$	7,500.00
Unemployment	\$	2,412.00
Health	\$	29,497.00
w/Comp	\$	3,000.00
Pension	\$	7,800.00

Sub-Total \$ 50,209.00**C. TRAVEL**

Mileage Reimbursement	\$	500.00
-----------------------	----	--------

Sub-Total \$ 500.00**D. EQUIPMENT**

Large equipment	\$	500.00
Small equipment	\$	250.00

Sub-Total \$ 750.00**E. SUPPLIES**

Office Supplies	\$	2,500.00
-----------------	----	----------

Sub-Total \$ 2,500.00**F. CONTRACTUAL**

MIS Support(maintenance of computers, etc)		\$2,000.00
Computer Support	\$	5,600.00

Sub-Total \$7,600.00**G. OTHER**

Advertising	\$	200.00
Postage	\$	5,148.00
Printing	\$	1,000.00
Computer / Telephone	\$	1,500.00
Rent	\$	7,500.00

Sub-Total \$ 15,348.00**H. INDIRECT COSTS**

Approved Indirect Rate	12%	\$	21,264.00
------------------------	-----	----	-----------

Sub-Total \$ 21,264.00

TOTAL BUDGET

\$	198,536.00
----	------------

EAP BUDGET NARRATIVE

CAA: Southwestern Community Services, Inc.

A. PERSONNEL (FTE)

Personnel includes the Program Director (.5), Assistant Director (.5), and EAP Coordinators (2.0). Program Director is responsible for the overall operation of the programs. The Deputy Director provides additional support and guidance to staff as well as assisting with bookkeeping, client issues, and file management.

EAP Coordinators are responsible for the daily operation of the program, including communication with the utilities and maintaining information in the software. There is one EAP Coordinator in each county - Cheshire and Sullivan.

B. FRINGE BENEFITS

Fringe includes FICA, NHUC (6.7% on first 12,000 of each salary), health and dental Insurance, W/C. Both EAP Coordinators participate in the pension match and opt for the maximum match. One of the EAP Coordinators participates in the family health insurance plan. .5 of Program Director and Assistant Director's fringe as well.

C. TRAVEL

Travel includes outreach and home visits as well travel between the Keene and Claremont offices. The reimbursement rate is .42/mile.

D. EQUIPMENT

\$750 allocated for equipment - this is to be prepared in the event that a printer or other small office equipment needs to be repaired/replaced.

E. SUPPLIES

Supplies include ongoing items necessary for the successful implementation of EAP. Examples: paper, toner, ink cartridges, highlights, file folders, labels, and envelopes.

F. CONTRACTUAL

Estimated software maintenance of \$5600 (approx \$1400 quarterly) as well as \$2000 set aside for our IT/MIS Department for computer maintenance, updates, virus scans, troubleshooting, etc.

G. OTHER

Insurance, postage, printing, telephone, and office space all fall within the "other" line item. Postage is calculated by $1.32 \times$ the average number of EAP participants (estimating a 45-day letter and notification letters for each household).

Printing covers letters to clients as well as general notices, handouts, faxing, etc.

Telephone/space cost for Director, Asst Director, and both EAP Coordinators.

H. INDIRECT COSTS

12% Indirect Cost

and pension.

EAP Program Year 11/12 Budget		
Tri-County Community Action		
CATEGORIES		AMOUNT
Personnel		\$ 149,571.00
Fringe Benefits		\$ 68,487.81
Travel		\$ 500.00
Equipment		\$ -
Supplies		\$ 4,008.00
Contractual		\$ 5,090.00
Other		\$ 7,956.19
Indirect Costs		\$ 23,561.00
TOTAL		\$259,174.00
FTE's in TCCA Budget		5.20

EAP BUDGET BREAKDOWN				
CAA: Tri-County Community Action				
A. PERSONNEL (FTE)				
Position Title	FTE			Amount
Program Mgr.	0.2		\$	15,078.00
Intake Staff	4		\$	101,401.00
Certifier	0.5		\$	16,542.00
EAP Coordinator	0.5		\$	16,550.00
	FTE Total	5.2	Sub-Total	\$ 149,571.00
B. FRINGE BENEFITS				
FICA			\$	11,442.18
Unemployment			\$	4,305.60
Wk/Comp			\$	4,427.30
Health			\$	43,825.60
Pension			\$	4,487.13
			Sub-Total	\$ 68,487.81
C. TRAVEL				
Mileage Reimbursement			\$	500.00
			Sub-Total	\$ 500.00
D. EQUIPMENT				
Office Equipment			\$	-
			Sub-Total	\$ -
E. SUPPLIES				
Office Supplies			\$	2,008.00
Computer Supplies			\$	2,000.00
			Sub-Total	\$ 4,008.00
F. CONTRACTUAL				
Software Support			\$	5,090.00
			Sub-Total	\$ 5,090.00
G. OTHER				
Advertising			\$	-
Postage			\$	1,856.19
Printing			\$	100.00
Computer / Telephone			\$	1,200.00
Rent			\$	4,800.00
			Sub-Total	\$ 7,956.19
H. INDIRECT COSTS				
Approved Indirect Rate	10.10%		\$	23,561.00
			Sub-Total	\$ 23,561.00
TOTAL BUDGET				\$ 259,174.00

EAP BUDGET NARRATIVECAA: **Tri-County Community Action****A. PERSONNEL****(FTE)**

Program Manager	0.2	\$ 15,078.00	Program management
Intake Staff	4	\$ 101,401.00	Taking of applications
Certifier	0.5	\$ 16,542.00	Certification of applications
EAP Coordinator	0.5	\$ 16,550.00	Maintains EAP account processes
	5.2		

B. FRINGE BENEFITS

FICA	\$11,442.18	7.65 % of Personnel costs
Unemploy.	\$4,305.60	6.9% of first \$12,000 salary of each of each FTE Personnel
W/Comp	\$4,427.30	2.96% of Personnel costs
Health	\$43,825.60	averages approx. \$8428 per FTE
Pension	\$4,487.13	averages 3% of Personnel costs
	\$68,487.81	Total Fringe benefit costs

C. TRAVEL

Mileage	\$500.00	Reimbursement for private vehicle use: home visits, satellite sites, meetings, etc 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	\$0.00	Program ads, help-wanted ads.
Postage	\$1,856.19	Program mailing costs
Printing	\$100.00	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
	\$7,956.19	Total "Other"

H. INDIRECT COSTS

Agency Indirects	\$23,561.00	10.1% of all other expenses
------------------	-------------	-----------------------------

TOTAL BUDGET	\$ 259,174.00
---------------------	----------------------