

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							

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

EAP BUDGET BREAKDOWN				
Lead Agency				
A. PERSONNEL (FTE)				
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			
Sub-Total			\$	65,221
B. FRINGE BENEFITS				
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
Sub-Total			\$	24,387
C. TRAVEL				
Mileage reimbursement @ .37/mile			\$	2,000
Sub-Total			\$	2,000
D. EQUIPMENT				
Office Equipment			\$	397
Sub-Total			\$	397
E. SUPPLIES				
Office Supplies			\$	200
Computer Supplies			\$	100
Sub-Total			\$	300
F. CONTRACTUAL				
Software Consultants			\$	7,000
			\$	-
Sub-Total			\$	7,000
G. OTHER				
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
Sub-Total			\$	7,775
H. INDIRECT COSTS				
N/A			\$	-
Sub-Total			\$	-
TOTAL BUDGET			\$	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.
Sub-Total	\$ 65,221	

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	
Sub-Total	\$ 24,387	

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.
Sub-Total	\$ 2,000	

D. EQUIPMENT

Office Equipment	\$ 397	Direct expense for office equipment (replacement/repair/upgrade) need for EAP.
Computer Equipment	\$ -	Replacement/repair/upgrade of computer
Sub-Total	\$ 397	

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
Sub-Total	\$ 300	

F. CONTRACTUAL

Software Consultants	\$ 7,000	Direct expense for software consultants directly related to the EAP program.
Sub-Total	\$ 7,000	

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
Sub-Total	\$	7,775	

H. INDIRECT COSTS

N/A \$ -

Sub-Total \$ -

TOTAL BUDGET \$107,080

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

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

A. PERSONNEL (FTE)

Position Title	FTE	Amount
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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
FTE Total	6.55	Sub-Total \$ 184,743.00

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
Sub-Total	\$ 54,158.00

C. TRAVEL

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

D. EQUIPMENT

Computer Equipment	\$ -
Sub-Total	\$ -

E. SUPPLIES

Office Supplies	\$ 1,816.00
Computer Supplies	\$ 2,700.00
Sub-Total	\$ 4,516.00

F. CONTRACTUAL

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

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
Sub-Total	\$ 31,624.00

H. INDIRECT COSTS

Not Applicable	\$ -
Sub-Total	\$ -

TOTAL BUDGET	\$ 287,861.00
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EAP BUDGET BREAKDOWN

Community Action Program Belknap-Merrimack Counties, Inc.

Category		Narrative
A. PERSONNEL		
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
	Sub-Total	\$ 184,743
B. FRINGE BENEFITS		
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.
	Sub-Total	\$ 54,158
C. TRAVEL		
Mileage reimbursement @ .37/mile	\$ 2,120	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
	Sub-Total	\$ 2,120
D. EQUIPMENT		
	\$ -	
	Sub-Total	\$ -
E. SUPPLIES		
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.
	Sub-Total	\$ 4,516
F. CONTRACTUAL		
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
	Sub-Total	\$ 10,700
G. OTHER		
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
Sub-Total	\$ 31,624	

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

	FTE Total	0	Sub-Total	\$	119,981.00
	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

		Sub-Total	\$	26,329.00
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C. TRAVEL			
MILEAGE REIMBURSEMENT	682 miles @ .44 per mile	\$	300.00

		Sub-Total	\$	300.00
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D. EQUIPMENT			
		\$	-

		Sub-Total	\$	-
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E. SUPPLIES			
OFFICE SUPPLIES		\$	1,452.00

		Sub-Total	\$	1,452.00
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F. CONTRACTUAL				
COMPUTER COMMUNICATIONS		\$	1,610.00	
AUDIT		\$	1,870.00	
SOFTWARE MAINTENANCE		\$	4,872.00	
		Sub-Total	\$	8,352.00

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	
		Sub-Total	\$	17,698.00

H. INDIRECT COSTS			
Not Applicable			
		Sub-Total	

TOTAL BUDGET		\$	174,112.00
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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 liability ins	\$430
SPACE		Portion of outreach and central office rents	\$5,520
H. INDIRECT COSTS			
Not Applicable			\$174,112

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

**EAP BUDGET BREAKDOWN
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Position Title	Number	TOTAL 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

FTE Total 17.30 **Sub-Total** \$ 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
Sub-Total	\$ 174,385.00

C. TRAVEL

Mileage Reimbursement	\$ 7,000.00
	\$ -
Sub-Total	\$ 7,000.00

D. EQUIPMENT

Equipment	\$ -
Sub-Total	\$ -

E. SUPPLIES

Office Supplies	\$ 17,783.00
Sub-Total	\$ 17,783.00

F. CONTRACTUAL

Professional Services	\$ 22,466.00
Sub-Total	\$ 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
Sub-Total	\$ 52,100.00

H. INDIRECT COSTS

Approved Indirect Rate	9.3	\$ 62,435.00
Sub-Total		\$ 62,435.00

TOTAL BUDGET \$ 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.
FTE Total		17.30	\$ 397,608.00	

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
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Sub-total \$7,000.00

D. EQUIPMENT

Equipment	\$ -	Replacement of small office equipment
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E. SUPPLIES

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

F. CONTRACTUAL

Professional Services	\$ 22,466.00	Computer services, maintenance and enhancements to software
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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
TOTAL		\$202,507.00
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
FTE Total	2.75	Sub-Total	\$ 90,360.00

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
Sub-Total	\$	53,261.00

C. TRAVEL

Mileage Reimbursement	\$	3,500.00
Sub-Total	\$	3,500.00

D. EQUIPMENT

Large equipment	\$	-
Small equipment	\$	2,500.00
Sub-Total	\$	2,500.00

E. SUPPLIES

Office Supplies	\$	5,026.00
Sub-Total	\$	5,026.00

F. CONTRACTUAL

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

G. OTHER

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

H. INDIRECT COSTS

Approved Indirect Rate	12%	\$	21,690.00
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Sub-Total	\$	21,690.00
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TOTAL BUDGET	\$	202,507.00
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EAP BUDGET NARRATIVE

Southwestern Community Services, Inc.

A. PERSONNEL (FTE)

Program Director is responsible for the overall operation of the program. In addition to daily interaction with staff and customers the director serves as a link to the statewide EAP coordinator to assure efficient operation of program.

County Coordinator Each county has a staff member that is responsible for the program including interaction with customer, utilities representatives and Program Director

The Assistant Director provides additional support - client issues, file management, etc.

B. FRINGE BENEFITS

FICA	7.65% of total EAP wages
Unemployment	6.6% of first \$14000 of earnings
Health and Dental Insurance	Family plan \$24,172 Single
W/Comp	.03883% of total EAP wages
Pension	Includes actual participant

C. TRAVEL

Travel includes outreach to eleven (11) towns, Keene and Claremont and home visits, brochures. This also covers travel to meetings and trainings. The reimbursement rate is .42/mile

D. EQUIPMENT

This is budgeted to replace and or repair office equipment such as; copiers, printers, outreach

E. SUPPLIES

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

F. CONTRACTUAL

Estimated software maintenance for River Delta. Also includes IT service internally and pc support Dept for computer maintenance, updates, virus scans, troubleshooting, etc.

G. OTHER

Postage, printing, telephone and office space all fall within the "other" line item. Postage is calculated by \$1.32 X avg. number of EAP participants for notification and 45 day notices. Printing covers letters to clients as well as general notices, handouts, faxing, etc. Telephone/space costs for Director, Asst: contracts, telephone and fax expenses.

H. INDIRECT COSTS

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

[Redacted]

[Redacted]

for daily operation

[Redacted]

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ach emplyee's wages
ple \$8206 includes Life/STD/LTD
ges
its

[Redacted]

re distributionas well as travel

[Redacted]

h items

[Redacted]

[Redacted]

pport

[Redacted]

[Redacted]

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

EAP BUDGET BREAKDOWN			
CAA: Tri-County Community Action			
A. PERSONNEL (FTE)			
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
	FTE Total	5.08	Sub-Total
			162,806
B. FRINGE BENEFITS			
FICA			12,455
Unemployment			4,802
Wk/Comp			4,819
Health			30,972
Pension			4,884
		Sub-Total	57,932
C. TRAVEL			
Mileage Reimbursement			500
		Sub-Total	500
D. EQUIPMENT			
Office Equipment			0
		Sub-Total	0
E. SUPPLIES			
Office Supplies			2,008
Computer Supplies			2,000
		Sub-Total	4,008
F. CONTRACTUAL			
Software Support			5,090
		Sub-Total	5,090
G. OTHER			
Advertising			0
Postage			3,388
Printing			600
Computer / Telephone			1,200
Rent			4,800
		Sub-Total	9,988
H. INDIRECT COSTS			
Approved Indirect Rate	10.10%		24,033
		Sub-Total	24,033
TOTAL BUDGET			264,357

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		0.8	\$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: home visits, satellite sites, meetings, etc 1042 miles at \$.48/mile
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D. EQUIPMENT

Office Equipment	\$0.00
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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
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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
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TOTAL BUDGET \$264,357.00