

NH Electric Assistance Program Year 13/14							
Proposed Budget for NH Community Action Agencies							
Effective Oct. 1, 2013 - Sept 30, 2014							
CATEGORIES	Lead Agency	BMCA	SCCA	SNHS	SWCS	TCCA	Total
Personnel	\$ 65,750	\$ 182,422	\$ 114,244	\$ 415,650	\$ 94,360	\$ 172,408	\$ 1,044,834
Fringe Benefits	\$ 21,480	\$ 65,126	\$ 24,324	\$ 142,339	\$ 53,261	\$ 52,457	\$ 358,987
Travel	\$ 2,000	\$ 1,400	\$ 440	\$ 5,000	\$ 3,500	\$ 527	\$ 12,867
Equipment	\$ 800	\$ 1,000	\$ 1,500	\$ -	\$ 2,500	\$ 2,000	\$ 7,800
Supplies	\$ 300	\$ 3,550	\$ 3,500	\$ 19,980	\$ 5,026	\$ 4,000	\$ 36,356
Contractual	\$ 10,000	\$ 8,775	\$ 8,482	\$ 23,000	\$ 7,970	\$ 5,000	\$ 63,227
Other	\$ 6,750	\$ 31,345	\$ 25,104	\$ 80,056	\$ 18,250	\$ 8,700	\$ 170,205
Indirect Costs	\$ -	\$ -	\$ -	\$ 62,428	\$ 21,690	\$ 24,552	\$ 108,670
							\$ -
TOTAL	\$ 107,080	\$ 293,618	\$ 177,594	\$ 748,453	\$ 206,557	\$ 269,644	\$ 1,802,946
NH Electric Assistance Program Year 13/14							
NHCAA Total Funding Request for EAP							
CAA Pgm Ops.		\$ 1,695,866.00					
CAA Lead Agency		\$ 107,080.00					
TOTAL FUNDING REQUEST		\$ 1,802,946.00					
NH Electric Assistance Program Year13/14							
Utility Allocation Percentages by NH Public Utilities Commission.							
	UTILITY ALLOCATION PERCENTAGE*	SHARE OF CAA EAP 13/14 TOTAL FUNDING REQUEST					
		\$ 1,802,946.00					
PSNH	75.46%	\$ 1,360,503.05					
UES	9.38%	\$ 169,116.33					
NHEC	9.08%	\$ 163,707.50					
GSEC	6.08%	\$ 109,619.12					
	100.00%	\$ 1,802,946.00					
	* Percentages provided by PUC						

EAP Budget 2013-2014		
CAA: Lead Agency		
CATEGORIES		AMOUNT
Personnel	\$	65,750
Fringe Benefits	\$	21,480
Travel	\$	2,000
Equipment	\$	800
Supplies	\$	300
Contractual	\$	10,000
Other	\$	6,750
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		\$	48,865
Secretary Support	0.01		\$	2,100
Executive Director	0.10		\$	13,885
Fiscal Support	0.01		\$	900
Total FTE	1.12			
Sub-Total			\$	65,750
B. FRINGE BENEFITS				
Fica			\$	5,030
Unemployment			\$	868
Workers Compensation			\$	270
Health Insurance			\$	5,700
Dental/Vision			\$	527
Life/Disability			\$	500
CIB			\$	210
403(B) Plan			\$	6,575
HRA			\$	1,800
Sub-Total			\$	21,480
C. TRAVEL				
Mileage reimbursement @ .37/mile			\$	2,000
Sub-Total			\$	2,000
D. EQUIPMENT				
Office Equipment			\$	800
Sub-Total			\$	800
E. SUPPLIES				
Office Supplies			\$	200
Computer Supplies			\$	100
Sub-Total			\$	300
F. CONTRACTUAL				
Software Consultants			\$	10,000
			\$	-
Sub-Total			\$	10,000
G. OTHER				
Audit			\$	300
Telephone			\$	300
Rent			\$	1,000
Insurance			\$	300
Office support costs			\$	400
Computer Services			\$	1,300
Training & Development			\$	2,000
Utilities			\$	850
Copying & Printing			\$	150
Postage			\$	150
Sub-Total			\$	6,750
H. INDIRECT COSTS				
N/A			\$	-
Sub-Total			\$	-
TOTAL BUDGET			\$	107,080

Computer Services	\$ 1,300	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	\$ 150	Agency cost allocation for copying
Postage	\$ 150	Agency cost allocation for postage
Sub-Total	\$ 6,750	

H. INDIRECT COSTS

N/A \$ -

Sub-Total \$107,080

TOTAL BUDGET \$107,080

EAP Program Year 2013 - 2014 Budget		
Community Action Program Belknap-Merrimack Counties, Inc.		
CATEGORIES		AMOUNT
Personnel	\$	182,422.00
Fringe Benefits	\$	65,126.00
Travel	\$	1,400.00
Equipment	\$	1,000.00
Supplies	\$	3,550.00
Contractual	\$	8,775.00
Other	\$	31,345.00
Indirect Costs	\$	-
TOTAL		\$293,618.00
FTE's in BMCA Budget:		6.11

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

A. PERSONNEL (FTE)			
Position Title	FTE		Amount
Intake/Counselors	3.9	\$	122,540.00
Program Director	0.3	\$	15,231.00
Certifiers/Data Entry Clerk	1.8	\$	36,810.00
Fiscal Department Support	0.05	\$	5,600.00
Secretary Department Support	0.05	\$	1,616.00
IT Dept. Support	-	\$	25.00
Maintenance Dept Support	0.01	\$	600.00
FTE Total	6.11	Sub-Total	\$ 182,422.00

B. FRINGE BENEFITS			
FICA		\$	13,645.00
State Unemployment		\$	2,390.00
Workers Compensation		\$	2,609.00
Health Insurance		\$	28,019.00
Dental/Vision		\$	3,304.00
Life/Disability		\$	1,556.00
CIB (3rd party administration fee)		\$	359.00
403 (B) Plan		\$	8,803.00
HRA		\$	4,441.00
		Sub-Total	\$ 65,126.00

C. TRAVEL			
Mileage reimbursement @ .37/mile		\$	1,400
		Sub-Total	\$ 1,400.00

D. EQUIPMENT			
Computer Equipment		\$	1,000.00
		Sub-Total	\$ 1,000.00

E. SUPPLIES			
Office Supplies		\$	1,800.00
Computer Supplies		\$	1,750.00
		Sub-Total	\$ 3,550.00

F. CONTRACTUAL			
Audit		\$	2,500.00
Computer support, hosting site		\$	6,100.00
Consultant, software agreement		\$	175.00
		Sub-Total	\$ 8,775.00

G. OTHER			
Telephone		\$	3,800.00
Insurance		\$	615.00
Copying & Printing		\$	2,285.00
Computer Services		\$	5,285.00
Postage		\$	6,525.00
Staff Development		\$	1,750.00
Rent		\$	5,825.00
Utilities, taxes, maintenance		\$	3,565.00
Service Contracts		\$	1,295.00
Equipment Repair		\$	200.00
Advertising		\$	200.00
		Sub-Total	\$ 31,345.00

H. INDIRECT COSTS			
Not Applicable			
		Sub-Total	\$ -

TOTAL BUDGET		\$	293,618.00
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EAP BUDGET BREAKDOWN

Community Action Program Belknap-Merrimack Counties, Inc.

Category		Narrative
A. PERSONNEL		
Intake/Counselors	\$ 122,540	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 15,231	Payroll costs associated with supervision of all area centers and staff.
Certifiers/Data Entry Clerk	\$ 36,810	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 5,600	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 1,616	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 25	Internal IT support
Maintenance Department Support	\$ 600	Maintenance support for office sites
Sub-Total	\$ 182,422	
B. FRINGE BENEFITS		
FICA	\$ 13,645	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 2,390	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 2,609	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 28,019	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 3,304	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 1,556	Actual fringe benefit expense by employee for percent of time spent working on EAP.
CIB (3rd party administration fee)	\$ 359	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 8,803	Actual fringe benefit expense by employee for percent of time spent working on EAP.
HRA	\$ 4,441	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Sub-Total	\$ 65,126	
C. TRAVEL		
Mileage reimbursement @ .37/mile	\$ 1,400	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
Sub-Total	\$ 1,400	
D. EQUIPMENT		
	\$ 1,000	
Sub-Total	\$ 1,000	
E. SUPPLIES		
Office Supplies	\$ 1,800	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 1,750	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
Sub-Total	\$ 3,550	
F. CONTRACTUAL		
Audit	\$ 2,500	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 6,100	Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.
Consultant	\$ 175	Agency charges for inhouse tech support
Sub-Total	\$ 8,775	
G. OTHER		
Telephone	\$ 3,800	Agency cost allocation for main office telephone expenses.
Insurance	\$ 615	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 2,285	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 5,285	Agency cost allocation for computer services, internet access
Postage	\$ 6,525	Direct postage expenses for the EAP program.
Advertising	\$ 200	Direct expense for the EAP program

Staff Development	\$	1,750	Conferences fees, seminars
Rent	\$	5,825	Direct expenses for rent for outreach offices based on 23% of costs
Other Occupancy	\$	3,565	Utilities, taxes, janitorial expenses associated with outreach offices
Office Equipment Repair	\$	200	Direct expenses for the repair of office equipment
Service contracts	\$	1,295	Cost allocation of service contracts for copiers at outreach offices
Sub-Total		\$ 31,345	

H. INDIRECT COSTS

Not applicable	\$	-	Not applicable.
Sub-Total		\$ -	

TOTAL BUDGET	\$	293,618	
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EAP Program Year 13/14 Budget		
Strafford County Community Action Committee		
CATEGORIES		AMOUNT
Personnel	\$	114,244.00
Fringe Benefits	\$	24,324.00
Travel	\$	440.00
Equipment	\$	1,500.00
Supplies	\$	3,500.00
Contractual	\$	8,482.00
Other	\$	25,104.00
Indirect Costs	\$	-
TOTAL	\$	177,594.00
FTE's in SCCA Budget		3.52

EAP BUDGET BREAKDOWN 2013-2014
CAA: STRAFFORD COUNTY COMMUNIT YACTION COMMITTEE INC

A. PERSONNEL (FTE)			
Position Title	FTE		Amount
PROGRAM DIRECTOR	0.25	\$	15,080.00
PROGRAM MANAGER	0.50	\$	19,094.00
INTAKE/BUDGET COUNSELORS	1.21	\$	27,628.00
DATA ENTRY/BOOKKEEPERS	0.17	\$	6,870.00
CERTIFIERS	0.93	\$	26,569.00
RECEPTIONIST/INTAKE	0.46	\$	19,003.00
	FTE Total	0 Sub-Total	\$ 114,244.00
	3.52		

B. FRINGE BENEFITS			
FICA		\$	8,740.00
UNEMPLOYMENT		\$	3,000.00
WORKERS/COMP		\$	1,420.00
HEALTH & DENTAL INS		\$	10,464.00
RETIREMENT		\$	700.00
		Sub-Total	\$ 24,324.00

C. TRAVEL			
MILEAGE REIMBURSEMENT	682 miles @ .44 per mile	\$	440.00
		Sub-Total	\$ 440.00

D. EQUIPMENT			
REPLACEMENT COMPUTERS		\$	1,500.00
		Sub-Total	\$ 1,500.00

E. SUPPLIES			
OFFICE SUPPLIES		\$	3,500.00
		Sub-Total	\$ 3,500.00

F. CONTRACTUAL			
COMPUTER COMMUNICATIONS		\$	1,610.00
AUDIT		\$	2,000.00
SOFTWARE MAINTENANCE		\$	4,872.00
		Sub-Total	\$ 8,482.00

G. OTHER			
POSTAGE		\$	4,000.00
TELEPHONE		\$	4,500.00
LIABILITY INSURANCE		\$	430.00
BUILDING REPAIR/MAINTENACE		\$	1,856.00
UTILIITIES		\$	3,351.00
PRINTING		\$	3,000.00
RENT		\$	7,967.00
		Sub-Total	\$ 25,104.00

H. INDIRECT COSTS			
Not Applicable			
		Sub-Total	

TOTAL BUDGET		\$	177,594.00
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EAP BUDGET NARRATIVE 2013-2014
STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC

A. PERSONNEL		(FTE)	AMOUNT
Program Director		0.25	\$15,080
Program Manager		0.50	\$19,094
Intake Staff	DUTIES: Supervises and coodinates EAP staff, takes & certifies apps	1.21	\$27,628
Certifier	DUTIES: Processing EAP application, client counseling on budgeting for utilities, referrals for other assistance.	0.93	\$26,569
Bookkeeping	DUTIES: Certifying EAP applications	0.17	\$6,870
Receptionist/Intake	DUTIES: Budgeting, ,procesing payroll for EAP staff, processing payables budgeted to EAP, fiscal reporting	0.46	\$19,003
B. FRINGE BENEFITS		3.52	
FICA	7.65% OF EAP WAGES		\$8,740
UNEMPLOYMENT	Individual EAP staff first \$14000 multiplied by company rate 6.3% multiplied by % of Salary budgeted to EAP		\$3,000
WORKMAN'S COMP	WC rate \$.90 per \$100 multiplied by EAP salaries		\$1,420
HEALTH/DENTAL INS	Monthly premium per class minus employee copay multiplied by amount of salary budgeted to EAP.		\$10,464
PENSION	Amount paid by agency multiplied by % of salary allocated to EAP		\$700
C. TRAVEL			
	1000 miles @ .44 per mile		\$440
D. EQUIPMENT			
	REPLACEMENT OF COMPUTERS		1500
E. SUPPLIES			
	OFFICE SUPPLIES	Allocated portion of Office Supplies	\$3,500
F. CONTRACTUAL			
	COMPUTER CONSULTANTS	Network support	\$1,610
	AUDIT	Allocated portion of agency audit	\$2,000
	SOFTWARE MAINTENANCE	Share of support for statewide system	\$4,872
G. OTHER			
	BUILDING REPAIR/MAINTENANCE		\$1,856
	POSTAGE	Direct postage 3500 clients X 2.5 mailings	\$4,000
	UTILITIES	Allocated portion of utilities associated with offices	\$3,351
	TELEPHONE	Allocatetion cost of telephone expense	\$4,500
	PRINTING	Allocated cost for program printing expenses	\$3,000
	LIABILITY INSURANCE	Allocated portion of liability ins	\$430
	RENT	Portion of outreach and central office rents	\$7,967
H. INDIRECT COSTS			
	Not Applicable		
			\$177,594

EAP Program Year 13/14 Budget	
Southern New Hampshire Services	
CATEGORIES	AMOUNT
Personnel	\$ 415,650.00
Fringe Benefits	\$ 142,339.00
Travel	\$ 5,000.00
Equipment	\$ -
Supplies	\$ 19,980.00
Contractual	\$ 23,000.00
Other	\$ 80,056.00
Indirect Costs	\$ 62,428.00
TOTAL	\$748,453.00
FTE's in SNHS Budget	17.4

**EAP BUDGET BREAKDOWN
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Position Title	Number	TOTAL FTEs	Amount
Coordinator	1	0.4	\$ 17,508.00
Supervisors	6	1.3	\$ 42,093.00
Certifiers	6	1.5	\$ 40,404.00
Intake	26	9.7	\$ 203,101.00
Office	1	1	\$ 25,743.00
Receptionist	9	3.5	\$ 86,801.00

FTE Total 17.40 Sub-Total \$ 415,650.00

B. FRINGE BENEFITS

FICA	\$ 31,797.00
Work. Comp	\$ 6,235.00
NH Unemployment	\$ 12,120.00
Health/Dental/Life Insurance	\$ 81,894.00
Pension	\$ 10,293.00
Sub-Total	\$ 142,339.00

C. TRAVEL

Mileage Reimbursement	\$ 5,000.00
	\$ -
Sub-Total	\$ 5,000.00

D. EQUIPMENT

Equipment	\$ -
Sub-Total	\$ -

E. SUPPLIES

Office Supplies	\$ 19,980.00
Sub-Total	\$ 19,980.00

F. CONTRACTUAL

Professional Services	\$ 23,000.00
Sub-Total	\$ 23,000.00

G. OTHER

Staff Training	\$ 756.00
Space Costs	\$ 49,000.00
Telephone	\$ 15,000.00
Postage	\$ 14,000.00
Marketing	\$ 100.00
Liability Insurance	\$ 1,200.00
Sub-Total	\$ 80,056.00

H. INDIRECT COSTS

Approved Indirect Rate	9.3	\$ 62,428.00
Sub-Total		\$ 62,428.00

TOTAL BUDGET \$ 748,453.00

**EAP BUDGET NARRATIVE
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL		(FTE)		
Coordinator	1	0.40	\$ 17,508.00	Allocations are made on actual time spent; estimated allocation is 50%. Oversight of EAP operation.
Supervisors	6	1.30	\$ 42,093.00	Office coordinators for six major intake sites, allocated with other agency programs
Certifiers	6	1.50	\$ 40,404.00	Review applications: either return for more information, enroll or deny. Allocated with other agency programs.
Intake	24	9.70	\$ 203,101.00	Take applications, get signatures, gather documentation, enter in system and complete to point of certification. Allocated with other agency programs
Office	1	1.00	\$ 25,743.00	Generate, print and mail numerous letters generated by EAP system. Allocated with other agency programs.
Receptionist	10	4.50	\$ 86,801.00	Answer calls, make appointments, send out letters etc. Allocated with other agency programs.
FTE Total		18.40	\$ 415,650.00	

B. FRINGE BENEFITS		
FICA	\$ 31,797.00	Federal rate 7.65%
Work. Comp	\$ 6,235.00	Rate is 1.5 % per hundred
NH Unemployment	\$ 12,120.00	State rate, 5% of first \$14,000 payroll per person
Health/Dental/Life Insurance	\$ 81,894.00	Medical \$8400, dental \$480.00, Life \$35.00 per year per employee
Pension	\$ 10,293.00	10% for qualifying and participating employees

Sub-total \$142,339

C. TRAVEL		
Mileage Reimbursement	\$ 5,000.00	.40 cents per mile reimbursement. Used for home visits and travel between intake/outreach sites for coverage, training and supervision

Sub-total \$5,000.00

D. EQUIPMENT		
Equipment	\$ -	

E. SUPPLIES		
Office Supplies	\$ 19,980.00	Paper, toner for printers, miscellaneous office supplies, upgrade RCCA hardware

Sub-total \$19,980.00

F. CONTRACTUAL		
Professional Services	\$ 23,000.00	Computer services, maintenance and enhancements to software

Sub-total \$23,000

G. OTHER		
Staff training	\$ 756.00	Seminar, training for all staff when applicable
Space Cost	\$ 49,000.00	Rent, utilities, maintenance etc. for office and outreach sites
Telephone	\$ 15,000.00	Regular telephone charges and communication costs
Postage	\$ 14,000.00	Postage needed for appointment letters, authorization, denial letters
Liability Insurance	\$ 1,200.00	Portion of standard liability insurance
Marketing	\$ 100.00	

Sub-total \$80,056

H. INDIRECT COSTS

HHS Indirect rate 9.10% \$ 62,428.00

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

\$748,453.00

EAP Program Year 13/14 Budget		
Southwestern Community Services, Inc.		
CATEGORIES		AMOUNT
Personnel		\$ 94,360.00
Fringe Benefits		\$ 53,261.00
Travel		\$ 3,500.00
Equipment		\$ 2,500.00
Supplies		\$ 5,026.00
Contractual		\$ 7,970.00
Other		\$ 18,250.00
Indirect Costs		\$ 21,690.00
TOTAL		\$206,557.00
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	\$ 25,038.00
EAP Intake	0.25	\$ 5,720.00
EAP Coordinator	1	\$ 31,801.00
EAP Coordinator	1	\$ 31,801.00
FTE Total	2.75	Sub-Total \$ 94,360.00

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

	\$ -
Office Equipment	\$ 2,500.00
Sub-Total	\$ 2,500.00

E. SUPPLIES

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

F. CONTRACTUAL

IT Service/Maintenance/Support	\$3,570.00
Software Support	\$ 4,400.00
Sub-Total	\$7,970.00

G. OTHER

	\$ -
Postage	\$ 5,520.00
Printing	\$ 3,000.00
Computer / Telephone	\$ 1,530.00
Misc	\$ 3,200.00
Rent	\$ 5,000.00
Sub-Total	\$ 18,250.00

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	\$	206,557.00
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EAP BUDGET NARRATIVE
Southwestern Community Services, Inc.

A. PERSONNEL

\$25,038 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.
\$31,801 EAP Coordinators Each county has a staff member that is responsible for daily operation
\$31,801 of the program including, intake, certification, interaction with customer, utilities and Director
\$5,720 Intake is responsible for the taking of applications, client contact, outreach

B. FRINGE BENEFITS

\$7,430 FICA	7.65% of total EAP wages
\$3,648 Unemployment	6.6% of first \$14000 of each employee's wages
\$32,699 Health and Dental Insurance	Family plan \$24,172 Single \$8206 includes Life/STD/LTD
\$2,772 W/Comp	.03883% of total EAP wages
\$5,487 Pension	Includes actual participants
\$1,225 Life insurance/STD/LTD	Includes actual participants

C. TRAVEL

\$3,500 Travel includes outreach to eleven (11) towns, Keene and Claremont and home visits, brochure distributions as well as travel. This also covers travel to meetings and trainings. The reimbursement rate is .42/mile

D. EQUIPMENT

\$2,500 This is budgeted to replace and or repair office equipment such as; copiers, printers, outreach items

E. SUPPLIES

\$5,026 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
\$3,570 Dept for computer maintenance, updates, virus scans, troubleshooting, etc.

G. OTHER

Postage, printing, telephone and office space all fall within the "other" line item.
\$5,520 Postage is calculated by \$1.38 X avg. number of EAP participants for notification and 45 day notices.
\$3,000 Printing covers letters to clients as well as general notices, handouts, faxing, etc.
\$1,530 Telephone/space costs for Director, As contracts, telephone and fax expenses.
\$3,200 Misc includes staff trainings, meetings, outreach
\$5,000 Space costs for offices

H. INDIRECT COSTS

\$21,690 The current year's rate for Southwestern Community Services, Inc, is 12% as authorized by the US Department of Health and Human Services.
\$206,557

EAP Program Year 13/14 Budget		
Tri-County Community Action		
CATEGORIES		AMOUNT
Personnel		\$172,408
Fringe Benefits		\$52,457
Travel		\$527
Equipment		\$2,000
Supplies		\$4,000
Contractual		\$5,000
Other		\$8,700
Indirect Costs		\$24,552
TOTAL		\$269,644
FTE's in TCCA Budget		7.10

EAP BUDGET BREAKDOWN			
CAA: Tri-County Community Action			
A. PERSONNEL (FTE)			
Position Title	FTE		Amount
Director	0.2		14,639
Intake Staff	4		77,070
Certifier	0.8		21,070
EAP Coordinator	0.8		25,709
Computer Clerk	0.25		7,740
Clerk/Receptionist	0.25		3,300
Intake Clerk	0.8		22,880
FTE Total	7.1	Sub-Total	172,408
B. FRINGE BENEFITS			
FICA			13,189
Unemployment			7,124
Wk/Comp			5,000
Health			27,144
		Sub-Total	52,457
C. TRAVEL			
Mileage Reimbursement			527
		Sub-Total	527
D. EQUIPMENT			
Office Equipment			2,000
		Sub-Total	2,000
E. SUPPLIES			
Office Supplies			4,000
		Sub-Total	4,000
F. CONTRACTUAL			
Software Support			5,000
		Sub-Total	5,000
G. OTHER			
Advertising			200
Postage			7,000
Printing			300
Computer / Telephone			600
Rent			600
		Sub-Total	8,700
H. INDIRECT COSTS			
Approved Indirect Rate	10.10%		24,552
		Sub-Total	24,552
TOTAL BUDGET			269,644

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

Program Manager	0.2	\$14,639.00	Program management
Intake Staff	4	\$77,070.00	Taking of applications
Certifier	0.8	\$21,070.00	Certification of applications
Intake Clerk	0.8	\$22,880.00	Clerical duties
Computer Clerk	0.25	\$7,740.00	Input of data
Clerk/receptionist	0.25	\$3,300.00	Making of appointments, mailings
EAP Coordinator	0.8	\$25,709.00	Maintains EAP account processes
Total	7.1	\$172,408.00	

B. FRINGE BENEFITS

FICA	\$13,189.00	7.65 % of Personnel costs
Unemploy.	\$7,124.00	5.7% of first \$14,000 salary of each of each FTE Personnel
W/Comp	\$5,000.00	2.9% of Personnel costs
Health	\$27,144.00	averages \$4524 per FTE

Total \$52,457.00

C. TRAVEL

Mileage	\$527.00	Reimbursement for private vehicle use: home visits, satellite sites, meetings, etc 1097 miles at \$.48/mile
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Total \$527.00

D. EQUIPMENT

Office Equipment	\$2,000.00	Replacement cost of 3 computers
Total	\$2,000.00	

E. SUPPLIES

Office Supplies	\$4,000.00	Anticipated cost of misc office supplies
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Total \$4,000.00

F. CONTRACTUAL

Software Support	\$5,000.00	Anticipated Cost of EAP Software maintenance and system upgrades
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G. OTHER

Advertising	\$200	Program ads, help-wanted ads.
Postage	\$7,000.00	Program mailing costs
Printing	\$300.00	Program copying and outside printing costs
Computer /Phone	\$600.00	Apportioned community & main office phone and internet \$50/mo X 12
Rent	\$600.00	Apportioned community & main office space costs \$50/mo X 12
Total	\$8,700.00	

H. INDIRECT COSTS

Agency Indirects	\$24,552.00	10.1% of expenses excluding equipment
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TOTAL BUDGET \$269,644.00