

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.								
		SHARE OF						
	UTILITY	CAA EAP 13/14						
	ALLOCATION	TOTAL FUNDING						
	PERCENTAGE*	REQUEST						
		\$ 1,802,946.00						
PSNH	75.86%	\$ 1,367,714.84						
UES	9.61%	\$ 173,263.11						
NHEC	8.67%	\$ 156,315.42						
GSEC	5.86%	\$ 105,652.64						
	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:		1.12

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

EAP BUDGET BREAKDOWN**Lead Agency****Category****Narrative****A. PERSONNEL**

State Program Director	\$ 48,865	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	\$ 2,100	Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.
Executive Director	\$ 13,885	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	\$ 900	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	\$ 65,750	

B. FRINGE BENEFITS

Fica	\$ 5,030	Actual fringe benefit expense by employee for time spent working on EAP.
Unemployment	\$ 868	Actual fringe benefit expense by employee for time spent working on EAP.
Workers Compensation	\$ 270	Actual fringe benefit expense by employee for time spent working on EAP.
Health Insurance	\$ 5,700	Actual fringe benefit expense by employee for time spent working on EAP.
Dental/Vision	\$ 527	Actual fringe benefit expense by employee for time spent working on EAP.
Life/Disability	\$ 500	Actual fringe benefit expense by employee for time spent working on EAP.
CIB	\$ 210	Actual fringe benefit expense by employee for time spent working on EAP.
403(B) Plan	\$ 6,575	Agency match for pension plans based on salaries charged to program
HRA	\$ 1,800	
Sub-Total	\$ 21,480	

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

Computer Equipment	\$ -	Direct expense for office equipment (replacement/repair/upgrade) needed for EAP.
	\$ 800	Replacement/repair/upgrade of computer
Sub-Total	\$ 800	

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	\$ 10,000	Direct expense for software consultants directly related to the EAP program.
Sub-Total	\$ 10,000	

G. OTHER

Audit	\$ 300	Agency cost allocation for audit expenses.
Telephone	\$ 300	Agency cost allocation for telephone expenses.
Rent	\$ 1,000	Agency cost allocation for rent.
Insurance	\$ 300	Agency cost allocation for insurance.
Office support costs	\$ 400	Office support costs (direct expense) include copying, postage and subscriptions.

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.
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	Sub-Total \$	-
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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 COMMUNITY ACTION 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	3.52	0	Sub-Total \$ 114,244.00

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
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Sub-Total \$ 440.00**D. EQUIPMENT**

REPLACEMENT COMPUTERS		\$	1,500.00
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Sub-Total \$ 1,500.00**E. SUPPLIES**

OFFICE SUPPLIES		\$	3,500.00
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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/MAINTENANCE		\$	1,856.00
UTILITIES		\$	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**

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 coordinats 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	3.50	\$ 86,801.00	Answer calls, make appointments, send out letters etc. Allocated with other agency programs.
FTE Total		17.40	\$ 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
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Sub-total \$5,000.00

D. EQUIPMENT

Equipment	\$ -
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E. SUPPLIES

Office Supplies	\$ 19,980.00	Paper, toner for printers, miscellaneous office supplies, upgrade RCCA hardware
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Sub-total \$19,980.00

F. CONTRACTUAL

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

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 distribution 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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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 NARRATIVE**CAA: 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, satelite sites, meetings, etc 1097 miles at \$.48/mile		
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		
Total	\$4,000.00			
F. CONTRACTUAL				
Software Support	\$5,000.00	Anticipated Cost of EAP Software maintenance and system upgrades		
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		
TOTAL BUDGET	\$269,644.00			