

NH Electric Assistance Program Year 19/20  
Proposed Budget for NH Community Action Agencies  
Effective Oct. 1, 2019 - Sept 30, 2020

CATEGORIES	Lead Agency	BMCA	SCCA	SNHS	SWCS	TCCA	Total
Personnel	\$ 73,963	\$ 164,660	\$ 89,123	\$ 434,746	\$ 114,140	\$177,016	\$1,053,648
Fringe Benefits	\$ 25,620	\$ 65,089	\$ 33,221	\$ 165,844	\$ 55,727	\$ 43,635	\$ 389,136
Travel	\$ 2,500	\$ 3,025	\$ 500	\$ 4,100	\$ 2,700	\$ 3,500	\$ 16,325
Equipment	\$ 300	\$ 1,000	\$ 2,615	\$ 5,000	\$ -	\$ 2,400	\$ 11,315
Supplies	\$ 100	\$ 4,675	\$ 1,703	\$ 21,546	\$ 7,500	\$ 3,500	\$ 39,024
Contractual	\$ 4,000	\$ 10,700	\$ 10,186	\$ 21,914	\$ 11,100	\$ 9,000	\$ 66,900
Other	\$ 8,200	\$ 47,085	\$ 21,400	\$ 76,998	\$ 22,570	\$ 18,200	\$ 194,453
Indirect Costs	\$ -	\$ -	\$ 31,415	\$ 71,554	\$ 25,648	\$ 31,536	\$ 160,153
<b>TOTAL</b>	<b>\$ 114,683</b>	<b>\$ 296,234</b>	<b>\$ 190,163</b>	<b>\$ 801,702</b>	<b>\$ 239,385</b>	<b>\$288,787</b>	<b>\$1,930,954</b>

NH Electric Assistance Program Year 19/20	
NHCAA Total Funding Request for EAP	
CAA Pgm Ops.	\$1,816,271.00
CAA Lead Agency	\$ 114,683.00
<b>TOTAL FUNDING REQUEST</b>	<b>\$ 1,930,954.00</b>

NH Electric Assistance Program Year 19/20  
Utility Allocation Percentages by NH Public Utilities Commission

	UTILITY ALLOCATION PERCENTAGE*	SHARE OF CAA EAP 19/20 TOTAL FUNDING REQUEST
		\$ 1,930,954.00
Eversource	72.12%	\$ 1,392,604.02
UES	10.86%	\$ 209,701.60
NHEC	10.01%	\$ 193,288.50
Liberty	7.01%	\$ 135,359.88
	100.00%	\$ 1,930,954.00

\* Percentages provided by PUC

<b>EAP Budget 19/20</b>		
<b>CAA: Lead Agency</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>	\$	<b>73,963</b>
<b>Fringe Benefits</b>	\$	<b>25,620</b>
<b>Travel</b>	\$	<b>2,500</b>
<b>Equipment</b>	\$	<b>300</b>
<b>Supplies</b>	\$	<b>100</b>
<b>Contractual</b>	\$	<b>4,000</b>
<b>Other</b>	\$	<b>8,200</b>
<b>Indirect Costs</b>	\$	<b>-</b>
<b>TOTAL</b>	\$	<b>114,683</b>
<b>FTE's in Lead Agency Budget:</b>		<b>1.12</b>

<b>EAP BUDGET BREAKDOWN</b>				
<b>Lead Agency</b>				
<b>A. PERSONNEL (FTE)</b>				
State Program Director	1.00		\$	58,000
Secretary Support	0.01		\$	1,000
Executive Director	0.10		\$	14,063
Fiscal Support	0.01		\$	900
Total FTE	1.12			
<b>Sub-Total</b>			\$	73,963
<b>B. FRINGE BENEFITS</b>				
Fica			\$	5,658
Unemployment			\$	112
Workers Compensation			\$	400
Health Insurance			\$	12,488
Dental/Vision			\$	1,000
Life/Disability			\$	396
403(B) Plan			\$	3,766
HRA			\$	1,800
<b>Sub-Total</b>			\$	25,620
<b>C. TRAVEL</b>				
Mileage reimbursement @ .37/mile			\$	1,000
Conference			\$	1,500
<b>Sub-Total</b>			\$	2,500
<b>D. EQUIPMENT</b>				
Office Equipment			\$	300
<b>Sub-Total</b>			\$	300
<b>E. SUPPLIES</b>				
Office Supplies			\$	100
<b>Sub-Total</b>			\$	100
<b>F. CONTRACTUAL</b>				
Software Consultants			\$	4,000
			\$	-
<b>Sub-Total</b>			\$	4,000
<b>G. OTHER</b>				
Audit			\$	1,000
Telephone			\$	400
Rent			\$	2,400
Insurance			\$	400
Computer Services			\$	650
Training & Development			\$	1,500
Utilities			\$	1,500
Copying & Printing			\$	200
Postage			\$	150
<b>Sub-Total</b>			\$	8,200
<b>H. INDIRECT COSTS</b>				
N/A			\$	-
<b>Sub-Total</b>			\$	114,683
<b>TOTAL BUDGET</b>				

**EAP BUDGET BREAKDOWN**  
**Lead Agency**

Category	Narrative
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**A. PERSONNEL**

State Program Director	\$ 58,000	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	\$ 1,000	Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.
Executive Director	\$ 14,063	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.
<b>Sub-Total</b>	<b>\$ 73,963</b>	

**B. FRINGE BENEFITS**

Fica	\$ 5,658	Actual fringe benefit expense by employee for time spent working on EAP.
Unemployment	\$ 112	Actual fringe benefit expense by employee for time spent working on EAP.
Workers Compensation	\$ 400	Actual fringe benefit expense by employee for time spent working on EAP.
Health Insurance	\$ 12,488	Actual fringe benefit expense by employee for time spent working on EAP.
Dental/Vision	\$ 1,000	Actual fringe benefit expense by employee for time spent working on EAP.
Life/Disability	\$ 396	Actual fringe benefit expense by employee for time spent working on EAP.
403(B) Plan	\$ 3,766	Agency match for pension plans based on salaries charged to program
HRA	\$ 1,800	Actual fringe benefit expense by employee for time spent working on EAP.
<b>Sub-Total</b>	<b>\$ 25,620</b>	

**C. TRAVEL**

Mileage reimbursement @ .37/mile	\$ 1,000	Mileage reimbursement for direct travel related to EAP lead agency including training, visits with software contractor and program monitoring.
Conference	\$ 1,500	Attendance at National Energy Affordability Conference
<b>Sub-Total</b>	<b>\$ 2,500</b>	

**D. EQUIPMENT**

Printer replacement	\$ -	
	\$ 300	
<b>Sub-Total</b>	<b>\$ 300</b>	

**E. SUPPLIES**

Office Supplies	\$ 100	Direct expense for office supplies needed for Program Director
<b>Sub-Total</b>	<b>\$ 100</b>	

**F. CONTRACTUAL**

Software Consultants	\$ 4,000	Direct expense for software consultants directly related to the EAP program.
<b>Sub-Total</b>	<b>\$ 4,000</b>	

**G. OTHER**

Audit	\$ 1,000	Agency cost allocation for audit expenses.
Telephone	\$ 400	Agency cost allocation for telephone expenses.
Rent	\$ 2,400	Agency cost allocation for rent
Insurance	\$ 400	Agency cost allocation for insurance.
Computer Services	\$ 650	Agency cost allocation for central office computer network including internet access.
Training & Development	\$ 1,500	Direct expense for staff development.

Utilities & Maintenance	\$ 1,500	Agency cost allocation for utilities.
Copying & Printing	\$ 200	Agency cost allocation for copying
Postage	\$ 150	Agency cost allocation for postage
<b>Sub-Total</b>	<b>\$ 8,200</b>	

**H. INDIRECT COSTS**

N/A \$ -

**Sub-Total** \$ 114,683

**TOTAL BUDGET** \$ 114,683

<b>EAP Program Year 19/20 Budget</b>		
<b>Community Action Program Belknap-Merrimack Counties, Inc.</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>	\$	<b>164,660.00</b>
<b>Fringe Benefits</b>	\$	<b>65,089.00</b>
<b>Travel</b>	\$	<b>3,025.00</b>
<b>Equipment</b>	\$	<b>1,000.00</b>
<b>Supplies</b>	\$	<b>4,675.00</b>
<b>Contractual</b>	\$	<b>10,700.00</b>
<b>Other</b>	\$	<b>47,085.00</b>
<b>Indirect Costs</b>	\$	<b>-</b>
<b>TOTAL</b>		<b>\$296,234.00</b>
FTE's in BMCA Budget:		5.36

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

**A. PERSONNEL (FTE)**

Position Title	FTE	Amount
Intake/Counselors	3.21	\$ 92,176.00
Program Director	0.24	\$ 14,000.00
Certifiers	1.85	\$ 50,984.00
Fiscal Department Support	0.03	\$ 5,200.00
Secretary Department Support	0.02	\$ 1,250.00
IT Dept. Support	0	\$ 250.00
Maintenance Dept Support	0.01	\$ 800.00
<b>FTE Total</b>	<b>5.36</b>	<b>Sub-Total \$ 164,660.00</b>

**B. FRINGE BENEFITS**

FICA	\$ 12,522.00
State Unemployment	\$ 340.00
Workers Compensation	\$ 1,910.00
Health Insurance	\$ 39,114.00
Dental/Vision	\$ 3,614.00
Life/Disability	\$ 1,818.00
403 (B) Plan	\$ 3,161.00
HRA	\$ 2,610.00
<b>Sub-Total</b>	<b>\$ 65,089.00</b>

**C. TRAVEL**

Mileage reimbursement @ .37/mile	\$ 3,025
<b>Sub-Total</b>	<b>\$ 3,025.00</b>

**D. EQUIPMENT**

Computer Equipment	\$ 900.00
Office Equipment	\$ 100.00
<b>Sub-Total</b>	<b>\$ 1,000.00</b>

**E. SUPPLIES**

Office Supplies	\$ 2,175.00
Computer Supplies	\$ 2,500.00
<b>Sub-Total</b>	<b>\$ 4,675.00</b>

**F. CONTRACTUAL**

Audit	\$ 2,550.00
Computer support, hosting site	\$ 8,150.00
<b>Sub-Total</b>	<b>\$ 10,700.00</b>

**G. OTHER**

Telephone	\$ 4,730.00
Insurance	\$ 1,450.00
Copying & Printing	\$ 1,365.00
Computer Services	\$ 1,400.00
Postage	\$ 4,605.00
Staff Development	\$ 1,110.00
Rent	\$ 19,375.00
Utilities, taxes, maintenance	\$ 11,800.00
Service Contracts	\$ 1,150.00
Advertising	\$ 100.00
<b>Sub-Total</b>	<b>\$ 47,085.00</b>

**H. INDIRECT COSTS**

Not Applicable	
<b>Sub-Total</b>	<b>\$ -</b>

<b>TOTAL BUDGET</b>	<b>\$ 296,234.00</b>
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**EAP BUDGET BREAKDOWN**  
**Community Action Program Belknap-Merrimack Counties, Inc.**

Category		Narrative
<b>A. PERSONNEL</b>		
Intake/Counselors	\$ 92,176	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 14,000	Payroll costs associated with supervision of all area centers and staff.
Certifiers	\$ 50,984	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 5,200	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 1,250	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 250	Internal IT support
Maintenance Department Support	\$ 800	Maintenance support for office sites
	<b>Sub-Total</b>	\$ 164,660
<b>B. FRINGE BENEFITS</b>		
FICA	\$ 12,522	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 340	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 1,910	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 39,114	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 3,614	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 1,818	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 3,161	Actual fringe benefit expense by employee for percent of time spent working on EAP.
HRA	\$ 2,610	Actual fringe benefit expense by employee for percent of time spent working on EAP.
	<b>Sub-Total</b>	\$ 65,089
<b>C. TRAVEL</b>		
Mileage reimbursement @ .37/mile	\$ 3,025	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
	<b>Sub-Total</b>	\$ 3,025
<b>D. EQUIPMENT</b>		
Computer Equipment	\$ 900	Replacement of computer and scanners for centers
Office Equipment	\$ 100	Locking cabinets for outreach offices
	<b>Sub-Total</b>	\$ 1,000
<b>E. SUPPLIES</b>		
Office Supplies	\$ 2,175	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 2,500	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
	<b>Sub-Total</b>	\$ 4,675
<b>F. CONTRACTUAL</b>		
Audit	\$ 2,550	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 8,150	Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.
	<b>Sub-Total</b>	\$ 10,700
<b>G. OTHER</b>		
Telephone	\$ 4,730	Agency cost allocation for telephone expenses.
Insurance	\$ 1,450	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 1,365	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 1,400	Agency cost allocation for computer services, internet access
Postage	\$ 4,605	Direct postage expenses for the EAP program.
Advertising	\$ 100	Direct expense for the EAP program
Staff Development	\$ 1,110	Conferences fees, seminars
Rent	\$ 19,375	Direct expenses for rent for outreach offices
Utilities, taxes, maintenance	\$ 11,800	Utilities, taxes, janitorial expenses associated with outreach offices
Service contracts	\$ 1,150	Cost allocation of service contracts for copiers at outreach offices
	<b>Sub-Total</b>	\$ 47,085
<b>H. INDIRECT COSTS</b>		
Not applicable	\$ -	Not applicable.
	<b>Sub-Total</b>	\$ -
<b>TOTAL BUDGET</b>	<b>\$</b>	<b>296,234</b>

<b>EAP Program Year 19/20 Budget Strafford County Community Action Committee</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$ 89,123.00</b>
<b>Fringe Benefits</b>		<b>\$ 33,221.00</b>
<b>Travel</b>		<b>\$ 500.00</b>
<b>Equipment</b>		<b>\$ 2,615.00</b>
<b>Supplies</b>		<b>\$ 1,703.00</b>
<b>Contractual</b>		<b>\$ 10,186.00</b>
<b>Other</b>		<b>\$ 21,400.00</b>
<b>Indirect Costs</b>		<b>\$ 31,415.00</b>
<b>TOTAL</b>		<b>\$ 190,163.00</b>
<b>FTE's in SCCA Budget</b>		<b>3.00</b>

**EAP BUDGET 19/20**  
**Community Action Partnership of Strafford County**

**A. PERSONNEL (FTE)**

Position Title	FTE		Amount
Manager	0.5	\$22.39	\$23,286.00
FAP/EAP Coordinator	0.5	\$17.30	\$17,992.00
Lead Certifier	0.5	\$16.24	\$16,890.00
Administrative Assistant	0.2	\$14.25	\$5,928.00
Whole Family Coach	0.1	\$15.00	\$3,120.00
Intake Specialist (Dover)	0.2	\$13.23	\$5,160.00
Intake Specialist (Rochester/Farmington)	0.2	\$13.00	\$5,070.00
Receptionist(Dover)	0.2	\$12.50	\$2,437.00
Receptionist (Rochester/Farmington)	0.2	\$12.00	\$3,780.00
Seasonal Intake	0.4	\$13.00	\$5,460.00
	<b>FTE Total</b>	<b>3</b>	<b>Sub-Total</b>
			<b>\$89,123.00</b>

**B. FRINGE BENEFITS**

FICA	\$	6,818.00
Unemployment	\$	1,337.00
Workers Comp	\$	178.00
Health Insurance	\$	22,320.00
Disability	\$	374.00
Dental	\$	1,080.00
Pension	\$	1,114.00
	<b>Sub-Total</b>	<b>\$ 33,221.00</b>

**C. TRAVEL**

Mileage Reimbursement	\$	500.00
	<b>Sub-Total</b>	<b>\$ 500.00</b>

**D. EQUIPMENT**

Equipment Purchase and Rental	\$	2,115.00
Equipment Maintenance	\$	500.00
	<b>Sub-Total</b>	<b>\$ 2,615.00</b>

**E. SUPPLIES**

Office Supplies	\$	1,303.00
Janitorial supplies	\$	200.00
Computer supplies	\$	200.00
	<b>Sub-Total</b>	<b>\$ 1,703.00</b>

**F. CONTRACTUAL**

Legal Fees	\$	150.00
Software support and maintenance	\$	8,636.00
Payroll services	\$	400.00
Insurance and liability	\$	500.00
Audit	\$	500.00
	<b>Sub-Total</b>	<b>\$ 10,186.00</b>

**G. OTHER**

Postage	\$	4,500.00
Building Maintenance	\$	200.00
Training/conferences/meetings	\$	4,500.00
Rent	\$	10,000.00
IT services/connectivity/telephone	\$	2,200.00
	<b>Sub-Total</b>	<b>\$ 21,400.00</b>

**H. INDIRECT COSTS**

Approved Indirect Rate 16.52%	\$	31,415.00
	<b>Sub-Total</b>	<b>\$ 31,415.00</b>

<b>TOTAL BUDGET</b>	<b>\$</b>	<b>190,163.00</b>
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## EAP BUDGET NARRATIVE

A. PERSONNEL			FTE
Manager	0.5	\$23,285.60	
FAP/EAP Coordinator	0.5	\$17,992	
Lead Certifier	0.5	\$16,890	
Administrative Assistant	0.2	\$5,928	
Whole Family Coach	0.1	\$3,120	
Intake Specialist (Dover)	0.2	\$5,160	
Intake Specialist (Rochester/Farmington)	0.2	\$5,070	
Receptionist(Dover)	0.2	\$2,437.50	
Receptionist (Rochester/Farmington)	0.2	\$3,780.00	
Seasonal Intake	0.4	\$5,460.00	
<b>FTE Total</b>	<b>3.00</b>		
<b>Sub-Total</b>			<b>\$89,122</b>
B. FRINGE BENEFITS			
FICA	\$6,818.00	Federal rate 7.65%	
Work. Comp	\$1,696.00	Rate of 2%	
NH Unemployment	\$1,337.00	State rate of 1.7% of first \$14,000 per person	
Health/Life Insurance	\$22,320.00	Medical, dental, Life ins.	
Disability Insurance	\$374.00	Short/long term disability	
Dental	\$1,080.00	Dental ins for 2.7 FTE	
Pension	\$1,114.00	Agency match	
<b>Sub-Total</b>	<b>\$34,739.00</b>		
C. TRAVEL			
Mileage Reimbursement	\$500.00	.58 per mile	
<b>Sub-Total</b>	<b>\$500.00</b>		
D. EQUIPMENT			
Equipment Purchase	\$2,115.00	Purchase for new/replacement computers for outreach staff	
Equipment repair	\$500.00	Maintenance of office equipment	
<b>Sub-Total</b>	<b>\$2,615.00</b>		
E. SUPPLIES			
Office Supplies	\$1,303.00	Paper, envelopes, misc. office supplies, toner	
Janitorial Supplies	\$200.00	Consumables, paper products	
Printer supplies	\$200.00	Toner, computer supplies ie: scanners, keyboards and mouse	
<b>Sub-Total</b>	<b>\$1,703.00</b>		
F. CONTRACTUAL			
Legal Fees	\$150.00	Allocated portion of annual costs	
Payroll Services	\$400.00	Payroll Processing company allocated expense	
Audit	\$500.00	Allocated Portion of annual cost	
Liability Insurance	\$500.00	Allocated portion of agency liability insurance.	
Software Agreement	\$8,636.00	Software support for state wide database	
<b>Sub-Total</b>	<b>\$10,186.00</b>		
G. OTHER			
IT Services (Internet and phone)	\$2,200.00	Regular telephone and communication costs for 3 office locations	
Postage	\$4,500.00	Mailing of 45 day, removal, notification and denials letters	
Rent	\$10,000.00	Allocated portion of 3 outreach offices	
Conferences/Meetings/Training	\$4,500.00	Staff participation in conferences and other trainings	
Building Maintenance	\$200.00	Repairs to outreach offices	
<b>Sub-Total</b>	<b>\$21,400.00</b>		
<b>H. INDIRECT COSTS</b>	<b>\$31,415.00</b>		
Indirect 16.1%			

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 caring out all programs.

**TOTAL BUDGET \$ 190,163.00**

<b>EAP Program Year 19/20 Budget</b>		
<b>Southern New Hampshire Services</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$ 434,746.00</b>
<b>Fringe Benefits</b>		<b>\$ 165,844.00</b>
<b>Travel</b>		<b>\$ 4,100.00</b>
<b>Equipment</b>		<b>\$ 5,000.00</b>
<b>Supplies</b>		<b>\$ 21,546.00</b>
<b>Contractual</b>		<b>\$ 21,914.00</b>
<b>Other</b>		<b>\$ 76,998.00</b>
<b>Indirect Costs</b>		<b>\$ 71,554.00</b>
<b>TOTAL</b>		<b>\$801,702.00</b>
<b>FTE's in SNHS Budget</b>		<b>18.2</b>

**EAP BUDGET BREAKDOWN  
SOUTHERN NEW HAMPSHIRE SERVICES**

**A. PERSONNEL (FTE)**

Position Title	Number	TOTAL FTEs		Amount
Director/Coordinator	2	0.9	\$	41,020.00
Supervisors	4	2	\$	58,953.00
Certifiers	7	1.8	\$	54,326.00
Intake	21	8.5	\$	167,782.00
Office	1	1	\$	31,171.00
Receptionist	10	4	\$	81,494.00
<b>FTE Total</b>		<b>18.20</b>	<b>Sub-Total</b>	<b>\$ 434,746.00</b>

**B. FRINGE BENEFITS**

FICA	\$	33,258.00
Work. Comp	\$	1,087.00
NH Unemployment	\$	2,174.00
Health/Dental/Life Insurance	\$	113,373.00
Pension	\$	15,952.00
<b>Sub-Total</b>		<b>\$ 165,844.00</b>

**C. TRAVEL**

Mileage Reimbursement	\$	4,100.00
<b>Sub-Total</b>		<b>\$ 4,100.00</b>

**D. EQUIPMENT**

Equipment	\$	5,000.00
<b>Sub-Total</b>		<b>\$ 5,000.00</b>

**E. SUPPLIES**

Office Supplies	\$	21,546.00
<b>Sub-Total</b>		<b>\$ 21,546.00</b>

**F. CONTRACTUAL**

Professional Services	\$	21,914.00
<b>Sub-Total</b>		<b>\$ 21,914.00</b>

**G. OTHER**

Staff Training	\$	2,843.00
Space Costs	\$	47,855.00
Telephone	\$	13,000.00
Postage	\$	12,000.00
Marketing	\$	100.00
Liability Insurance	\$	1,200.00
<b>Sub-Total</b>		<b>\$ 76,998.00</b>

**H. INDIRECT COSTS**

Approved Indirect Rate	9.80%	\$	71,554.00
<b>Sub-Total</b>		<b>\$</b>	<b>71,554.00</b>

<b>TOTAL BUDGET</b>	<b>\$</b>	<b>801,702.00</b>
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**EAP BUDGET NARRATIVE  
SOUTHERN NEW HAMPSHIRE SERVICES**

**A. PERSONNEL (FTE)**

Coordinator	2	0.9	\$	41,020.00	Allocations are made on actual time spent for Director and Coordinators
Supervisors	4	2	\$	58,953.00	Five offices, Hillsborough Co., 5 in Rockingham Co., total offices.
Certifiers	7	1.8	\$	54,326.00	Review applications: either return for more information, enroll or deny.
Intake	21	8.5	\$	167,782.00	Take applications, gather documentation, enter in system and complete to point of certification.
Office	1	1	\$	31,171.00	Generate, print and mail numerous letters generated by EAP system. Follow up
Receptionist	10	4	\$	81,494.00	Answer calls, make appointments, send out letters, greet applicants, track documentation.
<b>FTE Total</b>		<b>18.20</b>	<b>\$</b>	<b>434,746.00</b>	

**B. FRINGE BENEFITS**

FICA	\$	33,258.00	Federal rate 7.65%
Work. Comp	\$	1,087.00	Rate is .25% of total wages
NH Unemployment	\$	2,174.00	State rate, 1% of first \$14,000 payroll per person
Health/Dental/Life Insurance	\$	109,873.00	Medical, dental, Life ins. - rates include an anticipated increase of 10% beginning 1/2020
Pension	\$	15,952.00	10% for qualifying and participating employees

**Sub-total \$162,344**

**C. TRAVEL**

Mileage Reimbursement	\$	4,100.00	.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 \$4,100.00**

**D. EQUIPMENT**

Equipment	\$	-
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**E. SUPPLIES**

Office Supplies	\$	30,046.00	Paper, envelopes, toner for printers, miscellaneous office supplies
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**Sub-total \$30,046.00**

**F. CONTRACTUAL**

Professional Services	\$	21,914.00	Computer services for software, maintenance and enhancements
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**Sub-total \$21,914**

**G. OTHER**

Staff training	\$ 2,843.00	Seminar, training for all staff when applicable
Space Cost	\$ 47,855.00	Rent, utilities, maintenance for office and outreach sites.
Telephone	\$ 13,000.00	Regular telephone charges and communication costs
Postage	\$ 12,000.00	Postage needed for appointment letters, authorization, denial letters
Liability Insurance	\$ 1,200.00	Portion of standard liability insurance
Marketing	\$ 100.00	Cost to participate in wellness, social, fairs
<b>Sub-total</b>	<b>\$76,998</b>	

**H. INDIRECT COSTS**

HHS Indirect rate 9.80%	\$ 71,554.00	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 9.1% as authorized by US Dept of Health and Human Services.
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<b>TOTAL BUDGET</b>	<b>\$ 801,702.00</b>
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<b>EAP Program Year 19/20 Budget</b>		
<b>Southwestern Community Services, Inc.</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>	\$	<b>114,140.00</b>
<b>Fringe Benefits</b>	\$	<b>55,727.00</b>
<b>Travel</b>	\$	<b>2,700.00</b>
<b>Equipment</b>	\$	<b>-</b>
<b>Supplies</b>	\$	<b>7,500.00</b>
<b>Contractual</b>	\$	<b>11,100.00</b>
<b>Other</b>	\$	<b>22,570.00</b>
<b>Indirect Costs</b>	\$	<b>25,648.00</b>
<b>TOTAL</b>		<b>\$239,385.00</b>
FTE's in SWCS Budget		3.35

**EAP BUDGET BREAKDOWN**

CAA: Southwestern Community Services, Inc.

**A. PERSONNEL (FTE)**

Position Title	FTE		Amount
Director	0.62	\$	34,819.00
EAP Coordinator/Certifier	0.42	\$	13,541.00
EAP Coordinator/Certifier	0.35	\$	11,648.00
EAP Intake	1.66	\$	44,824.00
Admin Assistant	0.20	\$	6,500.00
Reptionist	0.10	\$	2,808.00
<b>FTE Total</b>	<b>3.35</b>	<b>Sub-Total</b>	<b>\$ 114,140.00</b>

**B. FRINGE BENEFITS**

FICA	\$	8,732.00
Unemployment	\$	800.00
Health	\$	34,453.00
w/Comp	\$	3,812.00
Pension	\$	7,930.00
<b>Sub-Total</b>	<b>\$</b>	<b>55,727.00</b>

**C. TRAVEL**

Mileage Reimbursement	\$	2,700.00
<b>Sub-Total</b>	<b>\$</b>	<b>2,700.00</b>

**D. EQUIPMENT**

	\$	-
<b>Sub-Total</b>	<b>\$</b>	<b>-</b>

**E. SUPPLIES**

Office Supplies	\$	7,500.00
<b>Sub-Total</b>	<b>\$</b>	<b>7,500.00</b>

**F. CONTRACTUAL**

IT Service/Maintenance/Support		\$6,000.00
Internet	\$	5,100.00
<b>Sub-Total</b>		<b>\$11,100.00</b>

**G. OTHER**

Postage	\$	5,600.00
Rent	\$	9,240.00
Telephone	\$	1,530.00
Accounting	\$	800.00
Insurance	\$	1,400.00
Fax	\$	1,000.00
Printing/copying	\$	3,000.00
<b>Sub-Total</b>	<b>\$</b>	<b>22,570.00</b>

**H. INDIRECT COSTS**

Approved Indirect Rate	12%	\$	25,648.00
<b>Sub-Total</b>		<b>\$</b>	<b>25,648.00</b>

**TOTAL BUDGET**

\$ 239,385.00

## **EAP BUDGET NARRATIVE**

Southwestern Community Services, Inc.

### **A. PERSONNEL**

Personnel includes the Program Director, two EAP Program Coordinators , one EAP Manager, four EAP Intake and one Administrative Assistant

\*The Program Director is responsible for the overall operation of the energy programs, including the planning and coordinating of staff outreach activities, budgets, contract, etc

\*The Program Coordinators help oversee staff with programmatic questions, scheduling, assist Director with payroll, coordinating outreach and special projects assigned by Director.

\*The EAP Manager manages the EAP reports, manages the bug tracker, assists customers with EAP concerns, communicates with utility companies, transfers, answer staff questions and EAP projects assigned by the Director

\*The Intake staff is responsible for the day to day operations of the program including taking applications, communication with the utilities, monitoring the enrolled customers, withdrawals and removals and EAP scheduling

\* The Admin Assistant is part-time and assists all energy staff with customer scheduling, sorting/delivery mail and EAP filing.

\*The receptionist answers calls, greets applicants and makes appointments.

### **B. FRINGE BENEFITS**

Fringe includes:

FICA: Rate is 7.65%

NHUC: 1.6% of first \$14,000 of wages

W/COMP: rate is 3.34%

Health and dental Insurance: \$30,686

\*Health and dental also includes: Life insurance/short term disability/long term disability

PENSION: Agency match of 0-10% of salary

\*All staff participate in the agencies pension/match

### **C. TRAVEL**

Travel includes outreach to thirteen (13) towns including Keene and Claremont, brochure distribution, staff meetings, trainings, program presentations, home visits and travel between the Keene and Claremont offices, etc. The agency reimbursement rate is \$.52/mi

\*Increase due to more travel required from Director between counties and state meetings.

### **D. EQUIPMENT**

No anticipated purchases

### **E. SUPPLIES**

Supplies include ongoing items necessary for the successful implementation of EAP such as paper, ink, toner, envelopes, writing utensils, file folders, etc.

Estimate is based on prior year spending

### **F. CONTRACTUAL**

Estimated software maintenance

Computers: IT services and support for all staff computers and peripheral equipment

### **G. OTHER**

Postage: \$5,600 (4,000 clients x \$1.40/person)

\*These funds are used to help with mailing appointment cards, reminder checklists, 45-Day letters, enrollment or denial letters, etc.

Telephones: Telephone charges are 2.5 phones @ \$51/month= \$1,530

Rent: Space Cost for offices and storage/maintenance services= \$6412

Accounting: Agency Cost allocation for audit expenses

Printing: costs based on prior year expenses

through our own IT department yearly amount estimated to be \$5,100 (5 computers @ \$85/month)

Fax: Cost based on prior year usage

Insurance: Agency cost allocation for insurance

### **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.

<b>EAP Program Year 19/20 Budget</b>		
<b>Tri-County Community Action</b>		
<b>CATEGORIES</b>		<b>AMOUNT</b>
<b>Personnel</b>		<b>\$177,016</b>
<b>Fringe Benefits</b>		<b>\$43,635</b>
<b>Travel</b>		<b>\$3,500</b>
<b>Equipment</b>		<b>\$2,400</b>
<b>Supplies</b>		<b>\$3,500</b>
<b>Contractual</b>		<b>\$9,000</b>
<b>Other</b>		<b>\$18,200</b>
<b>Indirect Costs</b>		<b>\$31,536</b>
<b>TOTAL</b>		<b>\$288,787</b>
<b>FTE's in TCCA Budget</b>		<b>5.83</b>

<b>EAP BUDGET BREAKDOWN</b>				
<b>CAA:</b>		<b>Tri-County Community Action</b>		
<b>A. PERSONNEL (FTE)</b>				
<b>Position Title</b>	<b>FTE</b>			<b>Amount</b>
Director	0.20			\$11,600.00
Manager	0.50			\$20,400.00
EAP Support	0.51			\$18,261.00
Certifier	1.72			\$36,752.00
Intake	2.40			\$76,203.00
Receptionist	0.50			\$13,800.00
<b>FTE Total</b>	<b>5.83</b>	<b>0</b>	<b>Sub-Total</b>	<b>\$177,016.00</b>
<b>B. FRINGE BENEFITS</b>				
FICA				\$13,542.00
Unemployment				\$1,770.00
Wk/Comp				\$2,921.00
Health				\$24,765.00
Dental				\$637.00
			<b>Sub-Total</b>	<b>\$43,635.00</b>
<b>C. TRAVEL</b>				
Mileage Reimbursement				\$3,500.00
			<b>Sub-Total</b>	<b>\$3,500.00</b>
<b>D. EQUIPMENT</b>				
Equipment small office computers, printers				\$900.00
				\$1,500.00
			<b>Sub-Total</b>	<b>\$2,400.00</b>
<b>E. SUPPLIES</b>				
Office Supplies				\$3,500.00
			<b>Sub-Total</b>	<b>\$3,500.00</b>
<b>F. CONTRACTUAL</b>				
Software Support				\$9,000.00
			<b>Sub-Total</b>	<b>\$9,000.00</b>
<b>G. OTHER</b>				
Postage				\$8,000.00
Telephone				\$2,000.00
Internet				\$1,800.00
Rent				\$4,500.00
Copying				\$1,000.00
Audit				\$500.00
Training				\$400.00
			<b>Sub-Total</b>	<b>\$18,200.00</b>
<b>H. INDIRECT COSTS</b>				
Approved Indirect Rate		12.50%		\$31,536.00
			<b>Sub-Total</b>	<b>\$31,536.00</b>
<b>TOTAL BUDGET</b>				<b>\$288,787.00</b>

**EAP BUDGET NARRATIVE****CAA: Tri County Community Action**

<b>A. PERSONNEL</b>		<b>(FTE)</b>
EEO Division Director	0.2	Program oversight
Energy Assistance Manager	0.5	Direct oversight of staff and sites
Intake Staff	1.25	Application intake, outreach-
Certifier	0.56	Eligibility certification/support
Lead Certifier	0.3	Supervises certification staff and processes, certifies eligibility
EAP Assistant	0.5	Process notifications, removals, utility contacts
Office Coordinator	0.9	Oversees outreach offices, takes apps, staff supervision
Receptionist	0.89	Making appointments, mailings, office clerking
Total FTEs	5.1	
<b>B. FRINGE BENEFITS</b>		
FICA	7.65 % of Personnel costs	
Unemploy.	1% of first \$14,000 salary of each of each FTE Personnel	
W/Comp	3.82/100 for intake, .31/100 for admin staff	
Health	Health insurance	
Dental	Dental insurance	
<b>C. TRAVEL</b>		
Mileage	.48/mile reimbursement for travel to satellite sites, home visits, meetings.	
<b>D. EQUIPMENT</b>		
Misc. Equipment	Maintenance and upgrade of current computer and electronic equipment. Maintenance and upgrade of miscellaneous equipment and office furniture To include small electronic equipment; mice, calculators, etc.	
<b>E. SUPPLIES</b>		
Office Supplies	Office supplies; pens, paper, ink, envelopes	
<b>F. CONTRACTUAL</b>		
Software Support	Anticipated Cost of EAP Software maintenance and system upgrades	
<b>G. OTHER</b>		
Postage	Mailings for EAP and client services and notifications	
Printing/Copying	EAP agency brochures, manuals, copying of program docs	
Rent	EAP portion of TCCAP rent for admin and outreach offices	
Phone & Internet	EAP share of internet and phone lines for admin and outreach offices internet for offices, mifi for outreach, cell phones	
Audit	EAP share of agency audit	
Staff trainings	Direct service trainings	
Agency Indirects	12.5% Agency Indirect Cost allocation	