

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	\$ 75,861	\$ 161,861	\$ 90,082	\$ 417,894	\$ 105,040	\$ 170,448	\$ 1,021,186
Fringe Benefits	\$ 38,857	\$ 67,888	\$ 35,515	\$ 185,633	\$ 64,827	\$ 39,435	\$ 432,155
Travel	\$ 1,000	\$ 3,025	\$ 300	\$ 4,100	\$ 1,700	\$ 2,727	\$ 12,852
Equipment	\$ -	\$ 1,000	\$ -	\$ 5,000	\$ -	\$ 2,700	\$ 8,700
Supplies	\$ 100	\$ 4,675	\$ 1,900	\$ 21,546	\$ 8,865	\$ 7,487	\$ 44,573
Contractual	\$ 6,700	\$ 10,700	\$ 10,310	\$ 21,914	\$ 6,000	\$ 9,290	\$ 64,914
Other	\$ 14,200	\$ 47,085	\$ 24,565	\$ 76,998	\$ 27,381	\$ 20,602	\$ 210,831
Indirect Costs	\$ -	\$ -	\$ 27,491	\$ 68,617	\$ 25,572	\$ 36,098	\$ 157,779
TOTAL	\$ 136,718	\$ 296,234	\$ 190,163	\$ 801,702	\$ 239,385	\$ 288,787	\$ 1,952,989

16.31% 10.47% 44.14% 13.18% 15.90% \$ 1,816,271

NH Electric Assistance Program Year 19/20	
NHCAA Total Funding Request for EAP	
CAA Pgm Ops.	\$ 1,816,271.00
CAA Lead Agency	\$ 136,718.40
TOTAL FUNDING REQUEST	\$ 1,952,989.40

NH Electric Assistance Program Year 20/21
Utility Allocation Percentages by NH Public Utilities Commission

	UTILITY ALLOCATION PERCENTAGE*	SHARE OF CAA EAP 20/21 TOTAL FUNDING REQUEST
		\$ 1,952,989.40
Eversource	72.35%	\$ 1,412,987.83
UES	10.99%	\$ 214,633.53
NHEC	9.67%	\$ 188,854.07
Liberty	6.99%	\$ 136,513.96
	100.00%	\$ 1,952,989.40

* Percentages provided by PUC

EAP Budget 18/19
CAA: Lead Agency

CATEGORIES		AMOUNT
Personnel	\$	75,861
Fringe Benefits	\$	38,857
Travel	\$	1,000
Equipment	\$	-
Supplies	\$	100
Contractual	\$	6,700
Other	\$	14,200
Indirect Costs	\$	-
TOTAL	\$	136,718
FTE's in Lead Agency Budget:		1.12

EAP BUDGET BREAKDOWN**Lead Agency****A. PERSONNEL (FTE)**

State Program Director	1.00	\$	59,397
Secretary Support	0.01	\$	1,500
Executive Director	0.10	\$	14,064
Fiscal Support	0.01	\$	900
Total FTE	1.12		

Sub-Total \$ 75,861**B. FRINGE BENEFITS**

Fica		\$	5,803
Unemployment		\$	157
Workers Compensation		\$	147
Health Insurance		\$	25,951
Dental/Vision		\$	2,123
Life/Disability		\$	1,003
403(B) Plan		\$	3,673.00
HRA			

Sub-Total \$ 38,857**C. TRAVEL**

Mileage reimbursement @ .37/mile		\$	1,000
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Sub-Total \$ 1,000**D. EQUIPMENT**

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

Office Supplies		\$	100
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Sub-Total \$ 100**F. CONTRACTUAL**

Software Consultants		\$	4,000
Web app development business requirements		\$	2,700

Sub-Total \$ 6,700**G. OTHER**

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
Advertising (Town SQ)		\$	6,000

Sub-Total \$ 14,200**H. INDIRECT COSTS**

N/A		\$	-
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Sub-Total \$ 136,718**TOTAL BUDGET** \$ 136,718

EAP Program Year 20/21 Budget

CAA: Community Action Program Belknap-Merrimack Counties Inc.

CATEGORIES		AMOUNT
Personnel	\$	161,861.00
Fringe Benefits	\$	67,888.00
Travel	\$	3,025.00
Equipment	\$	1,000.00
Supplies	\$	4,675.00
Contractual	\$	10,700.00
Other	\$	47,085.00
Indirect Costs		
TOTAL		\$296,234.00

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

A. PERSONNEL (FTE)

Position Title	FTE	Amount
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Intake/Counselors	3.08	\$ 104,636.00
Program Director	0.25	\$ 14,491.00
Certifiers/Data Entry Clerk	1.50	\$ 35,234.00
Fiscal Department Support	0.03	\$ 5,200.00
Secretary Department Support	0.02	\$ 1,250.00
IT Dept. Support	0.00	\$ 250.00
Maintenance Dept Support	0.01	\$ 800.00
FTE Total	4.89	Sub-Total \$ 161,861.00

B. FRINGE BENEFITS

FICA	\$ 11,884.00
State Unemployment	\$ 333.00
Workers Compensation	\$ 1,954.00
Health Insurance	\$ 45,366.00
Dental/Vision	\$ 3,453.00
Life/Disability	\$ 1,340.00
403 (B) Plan	\$ 2,448.00
HRA	\$ 1,110.00
Sub-Total	\$ 67,888.00

C. TRAVEL

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

D. EQUIPMENT

Computer Equipment	\$ 900.00
Office Equipment	\$ 100.00
Sub-Total	\$ 1,000.00

E. SUPPLIES

Office Supplies	\$ 2,175.00
Computer Supplies	\$ 2,500.00
Sub-Total	\$ 4,675.00

F. CONTRACTUAL

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

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 on Equipment	\$ 1,150.00
Advertising	\$ 100.00
Sub-Total	\$ 47,085.00

H. INDIRECT COSTS

Not Applicable	
Sub-Total	\$ -

TOTAL BUDGET	\$ 296,234.00
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EAP BUDGET BREAKDOWN
Community Action Program Belknap-Merrimack Counties, Inc.

Category		Narrative
A. PERSONNEL		
Intake/Counselors	\$ 104,636.00	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 14,491.00	Payroll costs associated with supervision of all area centers and staff.
Certifiers/Data Entry Clerk	\$ 35,234.00	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 5,200.00	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 1,250.00	Secretary support (2 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 250.00	Internal IT support
Maintenance Department Support	\$ 800.00	Maintenance support for office sites
Sub-Total	\$ 161,861.00	
B. FRINGE BENEFITS		
FICA	\$ 11,884.00	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 333.00	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 1,954.00	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance & HRA	\$ 45,366.00	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 3,453.00	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 1,340.00	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 2,448.00	Actual fringe benefit expense by employee for percent of time spent working on EAP.
HRA	\$ 1,110.00	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Sub-Total	\$ 67,888.00	
C. TRAVEL		
Mileage reimbursement @ .37/mile	\$ 3,025.00	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
Sub-Total	\$ 3,025.00	
D. EQUIPMENT		
Computer Equipment	\$ 900.00	Computer replacement for outreach offices.
Office Equipment	\$ 100.00	Adding machine replacement.
Sub-Total	\$ 1,000.00	
E. SUPPLIES		
Office Supplies	\$ 2,175.00	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 2,500.00	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
Sub-Total	\$ 4,675.00	
F. CONTRACTUAL		
Audit	\$ 2,550.00	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 8,150.00	Agency charges for Bayring/River Delta for host site maintenance and T1 connection.
Sub-Total	\$ 10,700.00	
G. OTHER		
Telephone	\$ 4,730.00	Agency cost allocation for program telephone expenses.
Insurance	\$ 1,450.00	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 1,365.00	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 1,400.00	Agency cost allocation for computer services, internet access
Postage	\$ 4,605.00	Direct postage expenses for the EAP program.
Staff Development	\$ 1,110.00	Direct Conferences fees, seminars & training
Rent	\$ 19,375.00	Direct expenses for rent for program offices
Utilities, taxes, maintenance	\$ 11,800.00	Direct Utilities, taxes, janitorial expenses associated with outreach offices
Service contracts on Equipment	\$ 1,150.00	Agency cost allocation of service contracts for copiers at outreach offices
Office Equipment Repair	\$ -	Direct expenses for the repair of office equipment
Advertising	\$ 100.00	Direct expense for the EAP program
Sub-Total	\$ 47,085.00	
H. INDIRECT COSTS		
Not applicable	\$ -	Not applicable.
Sub-Total	\$ -	
TOTAL BUDGET	\$ 296,234.00	

EAP Program Year 20/21 Budget
CAA: Community Action Partnership of Strafford County

CATEGORIES	AMOUNT
Personnel	\$ 90,081.75
Fringe Benefits	\$ 35,514.64
Travel	\$ 300.00
Equipment	\$ -
Supplies	\$ 1,900.00
Contractual	\$ 10,310.00
Other	\$ 24,565.13
Indirect Costs	\$ 27,491.49
TOTAL	\$190,163.00

EAP BUDGET BREAKDOWN

CAA: Community Action Partnership of Strafford County

A. PERSONNEL (FTE)

Position Title	FTE	Amount
Manager	0.5	\$21,840.00
Certifier	0.5	\$17,160.00
Certifier/Intake	0.35	\$10,920.00
Certifier/Intake	0.25	\$7,312.50
Intake	0.25	\$6,337.50
Intake	0.25	\$6,337.50
Seasonal Intake	0.25	\$3,250.00
Receptionist	0.25	\$6,093.75
Receptionist	0.25	\$3,290.50
Administrative Assistant	0.25	\$7,540.00
FTE Total	3.1	Sub-Total \$ 90,081.75

B. FRINGE BENEFITS

FICA	7.65%	\$ 6,891.25
Unemployment w/Comp	14000*1.0%	\$ 434.00
Health	0.20%	\$ 180.16
Dental & Vision	\$610.00 Monthly	\$ 22,692.00
Life Insurance	\$1,124.00 Annual	\$ 3,484.40
Pension	\$228.00 Annual	\$ 706.80
	5% of Salary, up to 25%	\$ 1,126.02
	Sub-Total	\$ 35,514.64

C. TRAVEL

Mileage Reimbursement	\$ 300.00
Sub-Total	\$ 300.00

D. EQUIPMENT

See Supplies	\$ -
	\$ -
Sub-Total	\$ -

E. SUPPLIES

Office Supplies	\$ 900.00
Equipment	\$ 1,000.00
	\$ -
Sub-Total	\$ 1,900.00

F. CONTRACTUAL

Payroll Services	\$ 700.00
Insurance-Liability & Fire	\$ 210.00
Outside Computer Services	\$ 9,400.00
Sub-Total	\$ 10,310.00

G. OTHER

Information & Technology	\$ 3,700.00
Postage & Shipping	\$ 3,000.00
Rent, parking, and other occupancy	\$ 900.00
Occupancy services and support	\$ 15,965.13
Conferences, conventions, trainings, meetings	\$ 1,000.00
Sub-Total	\$ 24,565.13

H. INDIRECT COSTS

Approved Indirect Rate	16.90%	\$ 27,491.49
Sub-Total		\$ 27,491.49

TOTAL BUDGET	\$ 190,163.00
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EAP BUDGET BREAKDOWN
CAA: Community Action Partnership of Strafford County

A. PERSONNEL (FTE)

Position Title	FTE	Amount	
Manager	0.5	\$21,840.00	Manager of program, offices and personnel
Certifier	0.5	\$17,160.00	Review applications for completeness and accuracy, determine eligibility, enroll. Intake as needed
Certifier/Intake	0.35	\$10,920.00	Review applications for completeness and accuracy, determine eligibility, enroll. Intake as needed
Certifier/Intake	0.25	\$7,312.50	Review applications for completeness and accuracy, determine eligibility, enroll. Intake as needed
Intake	0.25	\$6,337.50	Application intake, gather documentation, enter in system, explain program
Intake	0.25	\$6,337.50	Application intake, gather documentation, enter in system, explain program
Seasonal Intake	0.25	\$3,250.00	Application intake, gather documentation, enter in system, explain program
Receptionist	0.25	\$6,093.75	Answers phone, explain programs, schedule appointments, collects paperwork
Receptionist	0.25	\$3,290.50	Answers phone, explain programs, schedule appointments, collects paperwork
Administrative Assistant	0.25	\$7,540.00	Answers phone, explain programs, schedule appointments, collects paperwork, assists as needed with other tasks
FTE Total	3.1	Sub-Total \$ 90,081.75	

B. FRINGE BENEFITS

FICA	7.65%	\$ 6,891.25	Federal Rate 7.65%
Unemployment	14000*1.0%	\$ 434.00	State Rate of 1.7% of the first \$14,000 per person
w/Comp	0.20%	\$ 180.16	State Rate of 2%
Health	\$610.00 Monthly	\$ 22,692.00	Up to \$610 paid per family
Dental & Vision	\$1,124.00 Annual	\$ 3,484.40	Up to \$30.03 paid per family
Life Insurance	\$228.00 Annual	\$ 706.80	Up to \$10.40 paid per family
Pension	5% of Salary, up to 25%	\$ 1,126.02	All employees must contribute (at least) 1% of their salary, CAPSC matched \$0.25/\$1.00
	Sub-Total	\$ 35,514.64	

C. TRAVEL

Mileage Reimbursement	\$ 300.00	IRS Rate of \$0.575
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Sub-Total \$ 300.00

D. EQUIPMENT

See Supplies	\$ -	
	\$ -	

Sub-Total \$ -

E. SUPPLIES

Office Supplies	\$ 900.00	Paper, envelopes, other misc. supplies
Equipment	\$ 1,000.00	Computers and other devices needs to support staff
	\$ -	

Sub-Total \$ 1,900.00

**Closing of Farmington office will require less equipment. Currently have enough equipment in good condition and going paperless as much as possible

F. CONTRACTUAL

Payroll Services	7541	\$ 700.00	Payroll Processing Company Allocated Expense
Insurance-Liability & Fire	8521	\$ 210.00	Allocated Portion of Annual Cost, Prorated Across Agency
Outside Computer Services	8560	\$ 9,400.00	FAP/EAP Software and IT Front Desk

Sub-Total \$ 10,310.00

G. OTHER

Information & Technology		\$ 3,700.00	Two locations. Internet, phones, IT Services, printers
Postage & Shipping	\$1.00/client x 3000	\$ 3,000.00	Client Notifications, Denial Letters and 45 Day Letters
Rent, parking, and other occupancy		\$ 900.00	Allocated portion for 2 locations
Occupancy services and support		\$ 15,965.13	Allocated portion for 2 locations
Conferences, conventions, trainings, meetings		\$ 1,000.00	Staff trainings and conferences. Increase knowledge and skill levels

Sub-Total \$ 24,565.13

H. INDIRECT COSTS

Approved Indirect Rate	16.90%	\$ 27,491.49	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.
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Sub-Total \$ 27,491.49

TOTAL BUDGET

		\$ 190,163.00	
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** Change in indirect as last years budget was not calculated correctly, counted indirect cost into calculation incorrectly.

EAP Program Year 20/21 Budget
CAA: Southern New Hampshire Services, Inc.

CATEGORIES		AMOUNT
Personnel	\$	417,894.00
Fringe Benefits	\$	185,633.00
Travel	\$	4,100.00
Equipment	\$	5,000.00
Supplies	\$	21,546.00
Contractual	\$	21,914.00
Other	\$	76,998.00
Indirect Costs	\$	68,617.00
TOTAL		\$801,702.00

EAP BUDGET BREAKDOWN

CAA: Southern New Hampshire Services, Inc.

A. PERSONNEL (FTE)

Position Title	FTE		Amount
Director/Coordir	2	0.7	\$ 34,913.00
Supervisors	4	2	\$ 49,130.00
Certifiers	6	2.4	\$ 51,977.00
Intake	17	7.3	\$ 165,031.00
Office	1	1	\$ 32,515.00
Receptionist	9	3.7	\$ 84,328.00

FTE Total	17.1	Sub-Total	\$ 417,894.00
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B. FRINGE BENEFITS

FICA	\$ 31,566.50
Work. Comp	\$ 1,114.11
Health/Dental/Life	\$ 137,000.00
Pension	\$ 15,952.39

Sub-Total	\$ 185,633.00
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C. TRAVEL

Mileage Reimbursement	\$ 4,100.00
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Sub-Total	\$ 4,100.00
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D. EQUIPMENT

Equipment	\$ 5,000.00
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Sub-Total	\$ 5,000.00
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E. SUPPLIES

Office Supplies	\$ 21,546.00
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Sub-Total	\$ 21,546.00
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F. CONTRACTUAL

Software Support	\$ 21,914.00
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Sub-Total	\$ 21,914.00
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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
Printing/Duplicating	\$ -

Sub-Total	\$ 76,998.00
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H. INDIRECT COSTS

Approved Indirect Rate	9.36%	\$ 68,617.00
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Sub-Total	\$ 68,617.00
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TOTAL BUDGET	\$ 801,702.00
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EAP BUDGET NARRATIVE

CAA: Southern New Hampshire Services, Inc.

A. PERSONNEL (FTE)

Director/Coordinator	2	0.7 Allocations are made on time spent for Director and Coordinators
Supervisors	4	2 Five offices Hillsborough Ct., 5 Rockingham Ct. for a total of 10 offices. Other program allocations apply.
Certifiers	6	2.4 Review applications, either return for more information , enroll or deny. Allocated with other agency programs.
Intake	17	7.3 Take applications, get signatures, gather documentation, enter in system to the point of completion. Allocated with other agency programs.
Office	1	1 Generate, print and mail many letters in EAP system.
Receptionist	9	3.7 Answer phone, make appointments, send out appointment letters, make copies, greet clients and receive dropped off documentation.

B. FRINGE BENEFITS

FICA	Federal rate is 7.65% of total wages
Work. Comp	Rate is approximately .0027 of total wages
Health/Dental/Life	Health, dental and life insurance- rates include an anticipated increase of 10% beginning January 1, 2020
Pension	10% per participating employee

C. TRAVEL

Mileage Reimbursement	.40 per mile reimbursement. Used for home visits but mostly for travel between intake sites for coverage, training and supervision.
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D. EQUIPMENT

Equipment	replace hardware when needed.
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E. SUPPLIES

Office Supplies	Paper, toner for printer, miscellaneous office supplies
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F. CONTRACTUAL

Software Support	Computer services, maintenance and enhancements to software.
Training	

G. OTHER

Staff Training	Seminar, training for all staff when applicable.
Space Costs	Rent, utilities, maintenance for all outreach sites in Hillsborough and Rockingham Counties.
Telephone	Regular telephone charges and communication costs.
Postage	Postage needed for all EAP related letters mailed out.
Marketing	Cost for participating in fairs for clients.
Liability Insurance	Portion of standard liability insurance.
Printing/Duplicating	

H. INDIRECT COSTS

Approved Indirect Rate	9.36%	Indirect costs consist of central organization management and administrative costs incurred for the common purpose of 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 is estimated at the beginning of each fiscal year and applied throughout the year. A year end audit establishes the actual rate. The expected rate beginning August 1, 2020 will be 9.36%, as authorized by US Dept of Health and Human Services.
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EAP Program Year 20/21 Budget
Southwestern Community Services, Inc

CATEGORIES		AMOUNT
Personnel	\$	105,040.00
Fringe Benefits	\$	64,827.00
Travel	\$	1,700.00
Equipment	\$	-
Supplies	\$	8,865.00
Contractual	\$	6,000.00
Other	\$	27,381.00
Indirect Costs	\$	25,572.00
TOTAL		\$239,385.00

EAP BUDGET BREAKDOWN

Southwestern Community Services, Inc

A. PERSONNEL (FTE)				
Position Title	FTE			Amount
LIHEAP/EAP Director	50%	TR	\$	28,080.00
EAP Intake/Coordinator	25%	CJ	\$	8,320.00
EAP Intake/Coordinator	50%	RM	\$	16,120.00
EAP Intake	25%	HH	\$	6,240.00
EAP Intake	25%	KF	\$	7,280.00
EAP Intake	25%	KL	\$	6,760.00
EAP Intake	50%	CW	\$	13,000.00
EAP Intake	25%	MB	\$	6,240.00
Admin Assistant	50%	JT	\$	13,000.00

FTE Total	3.25	Sub-Total	\$	105,040.00
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B. FRINGE BENEFITS			
FICA		\$	8,036.00
Unemployment w/Comp		\$	830.00
Health		\$	4,013.00
Pension		\$	41,977.00

Sub-Total	\$	64,827.00
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C. TRAVEL		
Mileage Reimbursement	\$	1,700.00

Sub-Total	\$	1,700.00
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D. EQUIPMENT

Sub-Total	\$	-
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E. SUPPLIES

Office Supplies	\$	8,865.00
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Sub-Total	\$	8,865.00
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F. CONTRACTUAL

Software Support	\$	6,000.00
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Sub-Total	\$	6,000.00
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G. OTHER

Accounting	\$	800.00	
Insurance	\$	1,700.00	
Postage	\$1.65/client x 4000	\$	6,600.00
Printing	\$	4,000.00	
Computer	\$	3,060.00	
Telephone	\$	1,530.00	
Fax	\$	1,000.00	
Rent	\$	8,691.00	

Sub-Total	\$	27,381.00
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H. INDIRECT COSTS

Approved Indirect Rate	11.96%	
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Sub-Total	\$	25,572.00
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TOTAL BUDGET	\$	239,385.00
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EAP BUDGET NARRATIVE

Southwestern Community Services, Inc

A. PERSONNEL (FTE) \$ 105,040.00**Personnel includes the Program Director, two EAP Program Coordinators, one EAP manager, one Admin Assistant and four EAP Intake Staff.**

* The Program Director is responsible for the overall operation of the energy programs, including the planning and coordinating of staff outreach activities, budget, contracts, etc.

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

* The EAP manager manages the EAP reports, bug tracker, assists customers with EAP concerns, communicates with utility companies, completes EAP transfers, answers staff questions and coordinates EAP projects as assigned by the Director.

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

* 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.

B. FRINGE BENEFITS \$ 64,827.00

FICA	7.65% of salary
Unemployment w/Comp	1.6% of the first \$14,000 in salary 3.82% of salary
Health/Life/STD/LTD/Dental Insurances	Includes elected health and dental, life, short and long-term disability
Pension	Pension Match @ 0%-10% of salary

C. TRAVEL \$ 1,700.00

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 is \$0.52/mi.

D. EQUIPMENT \$ -

There are no anticipated equipment needs in the coming program year.

E. SUPPLIES \$ 8,865.00

Office supplies are estimated based on prior year spending.

F. CONTRACTUAL \$ 6,000.00

Based on prior year cost, estimated software maintenance is \$1,500/quarter.

G. OTHER \$ 27,381.00

Accounting: Agency cost allocation for audit expenses.

Insurance: Agency cost allocation for insurance.

Postage: \$1.65/client x 4000

Printing: Costs based on prior year printing expense.

Computer: EAP Program uses 3 computers @ \$85/mo

Telephone: EAP Program uses 2.5 phones at \$51/mo

Fax: Costs based on prior year fax expense

Rent: \$\$280.28/mo for Keene Office: \$444/mo for Claremont Office

H. INDIRECT COSTS \$ 25,572.00

Indirect Cost Rate is 11.96%

EAP Program Year 20/21 Budget		
CAA: Tri-County Community Action Program		
CATEGORIES		AMOUNT
Personnel		\$ 170,448.00
Fringe Benefits		\$ 39,434.61
Travel		\$ 2,727.48
Equipment		\$ 2,700.00
Supplies		\$ 7,486.75
Contractual		\$ 9,290.00
Other		\$ 20,602.00
Indirect Costs		\$ 36,098.16
TOTAL		\$ 288,787.00

EAP BUDGET BREAKDOWN
CAA: Tri-County Community Action Program

A. PERSONNEL (FTE)				
Position Title	FTE			Amount
Division Director	0.38			\$ 11,500
Program Director	0.50			\$ 24,000
FAP/EAP Support	0.50			\$ 18,148
Program Supervisor/Lead Certifier	0.50			\$ 18,000
Office Coordinator	0.50			\$ 18,000
Receptionist	0.90			\$ 21,670
Intake	1.03			\$ 30,018
Certifiers	1.24			\$ 29,112
	FTE Total	5.55	Sub-Total	\$ 170,448
B. FRINGE BENEFITS				
FICA			7.65%	\$ 13,039.27
Unemployment			1.00%	\$ 777.00
w/Comp			2.75%	\$ 4,687.32
Health			12.28%	\$ 20,931.01
			Sub-Total	\$ 39,434.61
C. TRAVEL				
Mileage Reimbursement				\$ 2,727
			Sub-Total	\$ 2,727
D. EQUIPMENT				
Computers				\$ 2,300
Office Equipment (ex. Mice, keyboard)				\$ 400
			Sub-Total	\$ 2,700
E. SUPPLIES				
Office Supplies				\$ 7,487
			Sub-Total	\$ 7,487
F. CONTRACTUAL				
Software Support				\$ 9,000
Training				\$ 290
			Sub-Total	\$ 9,290
G. OTHER				
Advertising				\$ 700
Postage				\$ 6,600
Copying Cost				\$ 3,450
Telephone				\$ 8,884
Internet				\$ 968
			Sub-Total	\$ 20,602.00
H. INDIRECT COSTS				
Approved Indirect Rate		12.50%		
			Sub-Total	\$ 36,098.16
TOTAL BUDGET				\$ 288,787.00

CAA: Tri-County Community Action Program

A. PERSONNEL (FTE)

B. FRINGE BENEFITS

FICA	7.65%
Unemployment	1.00%
w/Comp	2.75%
Health	12.28%

C. TRAVEL

.48/mile; reimbursement for private vehicle use for home visits, travel to satellite sites, meetings
*TCCAP covers a very large service area with direct on-site outreach. Travel is required to reach all of our clients.

D. EQUIPMENT

Maintenance and upgrade of current computer and electronic equipment.
Maintenance and upgrade of miscellaneous equipment and office furniture as necessary.
To include small electronic equipment; mice, calculators, etc.

E. SUPPLIES

Supplies include normal office supplies; paper, ink, pens, etc.

F. CONTRACTUAL

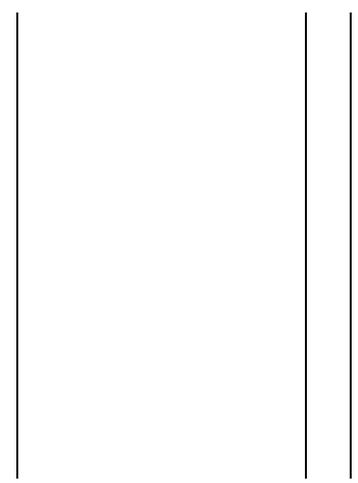
Expected cost of EAP software maintenance and system changes/upgrades

G. OTHER

Mailings for EAP programs, and client services *Is increased to cover costs
Printing of EAP brochures and manuals for staff
Internet and telephone for offices
Staff Trainings

H. INDIRECT COSTS

12.5% Indirect Cost



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	\$ 75,861	\$ 161,861	\$ 90,082	\$ 417,894	\$ 105,040	\$ 170,448	\$ 1,021,186
Fringe Benefits	\$ 38,857	\$ 67,888	\$ 35,515	\$ 185,633	\$ 64,827	\$ 39,435	\$ 432,155
Travel	\$ 1,000	\$ 3,025	\$ 300	\$ 4,100	\$ 1,700	\$ 2,727	\$ 12,852
Equipment	\$ -	\$ 1,000	\$ -	\$ 5,000	\$ -	\$ 2,700	\$ 8,700
Supplies	\$ 100	\$ 4,675	\$ 1,900	\$ 21,546	\$ 8,865	\$ 7,487	\$ 44,573
Contractual	\$ 6,700	\$ 10,700	\$ 10,310	\$ 21,914	\$ 6,000	\$ 9,290	\$ 64,914
Other	\$ 14,200	\$ 47,085	\$ 24,565	\$ 76,998	\$ 27,381	\$ 20,602	\$ 210,831
Indirect Costs	\$ -	\$ -	\$ 27,491	\$ 68,617	\$ 25,572	\$ 36,098	\$ 157,779
TOTAL	\$ 136,718	\$ 296,234	\$ 190,163	\$ 801,702	\$ 239,385	\$ 288,787	\$ 1,952,989

NH Electric Assistance Program Year 19/20	
NHCAA Total Funding Request for EAP	
CAA Pgm Ops.	\$ 1,816,271.00
CAA Lead Agency	\$ 136,718.40
TOTAL FUNDING REQUEST	\$ 1,952,989.40

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
TOTAL	\$ 114,683	\$ 296,234	\$ 190,163	\$ 801,702	\$ 239,385	\$ 288,787	\$ 1,930,954

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
TOTAL FUNDING REQUEST	\$ 1,930,954.00

NH Electric Assistance Program Year 20-21
 \$ Difference between CAA Budget Between 2019/2020 and 2020/2021 Program Years

CATEGORIES	Lead Agency	BMCA	SCCA	SNHS	SWCS	TCCA	TOTAL
Personnel	\$ 1,898	\$ (2,799)	\$ 959	\$ (16,852)	\$ (9,100)	\$ (6,568)	\$ (32,462)
Fringe Benefits	\$ 13,237	\$ 2,799	\$ 2,294	\$ 19,789	\$ 9,100	\$ (4,200)	\$ 43,019
Travel	\$ (1,500)	\$ -	\$ (200)	\$ -	\$ (1,000)	\$ (773)	\$ (3,473)
Equipment	\$ (300)	\$ -	\$ (2,615)	\$ -	\$ -	\$ 300	\$ (2,615)
Supplies	\$ -	\$ -	\$ 197	\$ -	\$ 1,365	\$ 3,987	\$ 5,549
Contractual	\$ 2,700	\$ -	\$ 124	\$ -	\$ (5,100)	\$ 290	\$ (1,986)
Other	\$ 6,000	\$ -	\$ 3,165	\$ -	\$ 4,811	\$ 2,402	\$ 16,378
Indirect Costs	\$ -	\$ -	\$ (3,924)	\$ (2,937)	\$ (76)	\$ 4,562	\$ (2,374)
Computer upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 22,035	\$ -	\$ 0	\$ 0	\$ -	\$ (0)	\$ 22,035
FTEs							
19/20	1.12	5.08	2.70	16.40	3.54	5.10	36.93
20/21	1.12	4.89	3.1	17.1	3.25	5.55	35.01

NH Electric Assistance Program Year 19/20 and 20/21		
NHCAA Total Funding Request for EAP		
CAA Pgm Ops.	\$ 1,816,271.00	\$ -
CAA Lead Agency	\$ 136,718.40	\$ 22,035
TOTAL FUNDING REQUEST	\$ 1,952,989.40	\$ 22,035