

NH Electric Assistance Program Year 08/09									
Proposed Budget for NH Community Action Agencies									
Effective Oct. 1, 2008 - Sept 30, 2009									
CATEGORIES		Lead Agency	BMCA	RCCA	SCCA	SNHS	SWCS	TCCA	TOTAL 08/09
Personnel		\$ 63,640	\$ 174,931	\$ 101,588	\$ 103,932	\$ 259,639	\$ 95,670	\$ 137,786	\$ 937,186
Fringe Benefits		\$ 18,240	\$ 51,302	\$ 30,744	\$ 29,661	\$ 99,268	\$ 35,908	\$ 68,893	\$ 334,016
Travel		\$ 1,400	\$ 2,750	\$ 2,500	\$ 420	\$ 3,500	\$ 1,260	\$ 2,000	\$ 13,830
Equipment		\$ 2,100	\$ 2,525	\$ 3,205	\$ 1,200	\$ -	\$ 2,500	\$ -	\$ 11,530
Supplies		\$ 500	\$ 5,600	\$ 2,500	\$ 2,154	\$ 6,385	\$ 4,500	\$ 4,000	\$ 25,639
Contractual		\$ 11,000	\$ 7,000	\$ 10,741	\$ 5,611	\$ 12,500	\$ 6,000	\$ 4,500	\$ 57,352
Other		\$ 8,200	\$ 9,997	\$ 21,870	\$ 13,235	\$ 34,500	\$ 18,000	\$ 12,000	\$ 117,802
Indirect Costs		\$ -	\$ -	\$ 16,655	\$ -	\$ 41,995	\$ 17,850	\$ 22,918	\$ 99,418
									\$ 1,596,773
TOTAL		\$ 105,080	\$ 254,105	\$ 189,803	\$ 156,213	\$ 457,787	\$ 181,688	\$ 252,097	\$ 1,596,773
NH Electric Assistance Program Year 08/09									
NHCAA Total Funding Request for EAP									
CAA Pgm Ops.			\$ 1,491,693.00						
CAA Lead Agency			\$ 105,080.00						
SWEAP Cost Recovery			\$ -						
TOTAL FUNDING REQUEST			\$ 1,596,773.00						
NH Electric Assistance Program Year 08/09									
Utility Allocation Percentages by NH Public Utilities Commission.									
			UTILITY	SHARE OF					
			ALLOCATION	CAA EAP 08/09					
			PERCENTAGE*	TOTAL FUNDING					
				REQUEST					
				\$ 1,596,773.00					
		PSNH	74.23%	\$ 1,185,285.00					
		UES	10.42%	\$ 166,384.00					
		NHEC	8.99%	\$ 143,550.00					
		GSEC	6.36%	\$ 101,555.00					
			100.00%	\$ 1,596,774.00					
		* Percentages provided by PUC							

EAP Budget 2008-2009		
CAA: Lead Agency		
CATEGORIES		AMOUNT
Personnel		\$ 63,640
Fringe Benefits		\$ 18,240
Travel		\$ 1,400
Equipment		\$ 2,100
Supplies		\$ 500
Contractual		\$ 11,000
Other		\$ 8,200
Indirect Costs		\$ -
TOTAL		\$ 105,080
FTE's in Lead Agency Budget:		1.28

EAP BUDGET BREAKDOWN				
Lead Agency				
A. PERSONNEL (FTE)				
State Program Director	1.00		\$	42,840
Secretary Support	0.02		\$	2,355
Executive Director	0.10		\$	11,101
Fiscal Support	0.16		\$	7,344
Total FTE	1.28			
Sub-Total			\$	63,640
B. FRINGE BENEFITS				
Fica			\$	4,554
Unemployment			\$	137
Workers Compensation			\$	249
Health Insurance			\$	5,924
Dental/Vision			\$	733
Life/Disability			\$	327
CIB			\$	85
403(B) Plan			\$	6,231
Sub-Total			\$	18,240
C. TRAVEL				
Mileage reimbursement @ .37/mile			\$	1,400
Sub-Total			\$	1,400
D. EQUIPMENT				
Office Equipment			\$	100
Computer Equipment - Replacement			\$	2,000
Sub-Total			\$	2,100
E. SUPPLIES				
Office Supplies			\$	200
Computer Supplies			\$	300
Sub-Total			\$	500
F. CONTRACTUAL				
Software Consultants			\$	11,000
Sub-Total			\$	11,000
G. OTHER				
Audit			\$	1,000
Telephone			\$	600
Rent			\$	1,600
Insurance			\$	500
Office support costs			\$	300
Computer Services			\$	1,500
Training & Development			\$	1,200
Utilities			\$	1,200
Copying & Printing			\$	150
Postage			\$	150
Sub-Total			\$	8,200
H. INDIRECT COSTS				
N/A			\$	-
Sub-Total			\$	-
TOTAL BUDGET			\$	105,080

EAP BUDGET BREAKDOWN
Lead Agency

Category	Narrative
----------	-----------

A. PERSONNEL

		Direct payroll expense based upon estimated time spent working on EAP. Responsibilities include the planning, development and operation of the statewide EAP program and coordination with the PUC.
State Program Director	\$ 42,840	
		Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.
Secretary Support	\$ 2,355	
		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.
Executive Director	\$ 11,101	
		Direct payroll expense based upon estimated time spent working on EAP. Fiscal support includes payroll, A/P, A/R and accounting and budgeting support.
Fiscal Support	\$ 7,344	
		\$ 63,640

B. FRINGE BENEFITS

Fica	\$ 4,554	Actual fringe benefit expense by employee for time spent working on EAP.
Unemployment	\$ 137	Actual fringe benefit expense by employee for time spent working on EAP.
Workers Compensation	\$ 249	Actual fringe benefit expense by employee for time spent working on EAP.
Health Insurance	\$ 5,924	Actual fringe benefit expense by employee for time spent working on EAP.
Dental/Vision	\$ 733	Actual fringe benefit expense by employee for time spent working on EAP.
Life/Disability	\$ 327	Actual fringe benefit expense by employee for time spent working on EAP.
CIB	\$ 85	Actual fringe benefit expense by employee for time spent working on EAP.
403(B) Plan	\$ 6,231	12/12 of year x 10% Pgm Dir's salary and portion of Executive Director

\$ 18,240

C. TRAVEL

Mileage reimbursement @ .37/mile	\$ 1,400	Mileage reimbursement for direct travel related to EAP lead agency including training, visits with software contractor and program monitoring.
----------------------------------	----------	--

\$ 1,400

D. EQUIPMENT

Office Equipment	\$ 100	Direct expense for office equipment (replacement/repair/upgrade) need for EAP.
Computer Equipment	\$ 2,000	Replacement/repair/upgrade of computer

\$ 2,100

E. SUPPLIES

Office Supplies	\$ 200	Direct expense for office supplies needed for Program Director
Computer Supplies	\$ 300	Direct expense for computer supplies including toner for printers needed for support of EAP program.

\$ 500

F. CONTRACTUAL

Software Consultants	\$ 11,000	Direct expense for software consultants directly related to the EAP program. In addition, this includes agency cost allocation for consultants (50/50 Split FAP/EAP).
----------------------	-----------	---

\$ 11,000

G. OTHER

Audit	\$ 1,000	Agency cost allocation for audit expenses.
Telephone	\$ 600	Agency cost allocation for telephone expenses.
Rent	\$ 1,600	Agency cost allocation for rent.
Insurance	\$ 500	Agency cost allocation for insurance.
Office support costs	\$ 300	Office support costs (direct expense) include copying, postage and subscriptions.
Computer Services	\$ 1,500	Agency cost allocation for central office computer network including internet access.
Training & Development	\$ 1,200	Direct expense for staff development.
Utilities & Maintenance	\$ 1,200	Agency cost allocation for utilities.
Copying & Printing	\$ 150	
Postage	\$ 150	
	\$ 8,200	

H. INDIRECT COSTS

N/A \$ -

\$ -

TOTAL BUDGET \$105,080

EAP Program Year 2008 - 2009 Budget		
Community Action Program Belknap-Merrimack Counties, Inc.		
CATEGORIES		AMOUNT
Personnel	\$	174,931.00
Fringe Benefits	\$	51,302.00
Travel	\$	2,750.00
Equipment	\$	2,525.00
Supplies	\$	5,600.00
Contractual	\$	7,000.00
Other	\$	9,997.00
Indirect Costs	\$	-
TOTAL		\$254,105.00
FTE's in BMCA Budget:		6.25

EAP BUDGET BREAKDOWN

Community Action Program Belknap-Merrimack Counties, Inc.

A. PERSONNEL (FTE)

Position Title	FTE		Amount
Intake/Counselors	4.04	\$	113,910.00
Program Director	0.33	\$	15,275.00
Certifiers/Data Entry Clerk	1.85	\$	39,949.00
Fiscal Department Support	0.01	\$	3,674.00
Secretary Department Support	0.02	\$	2,123.00
FTE Total	6.25	Sub-Total	\$ 174,931.00

B. FRINGE BENEFITS

FICA	\$	13,134.00
State Unemployment	\$	817.00
Workers Compensation	\$	4,065.00
Health Insurance	\$	20,262.00
Dental/Vision	\$	2,497.00
Life/Disability	\$	974.00
CIB (3rd party administration fee)	\$	188.00
403 (B) Plan	\$	9,365.00
Sub-Total	\$	51,302.00

C. TRAVEL

Mileage reimbursement @ .37/mile	\$	2,750
Sub-Total	\$	2,750.00

D. EQUIPMENT

Computer Equipment	\$	2,525.00
Sub-Total	\$	2,525.00

E. SUPPLIES

Office Supplies	\$	3,000.00
Computer Supplies	\$	2,600.00
Sub-Total	\$	5,600.00

F. CONTRACTUAL

Audit	\$	2,500.00
Hosting Site Charge	\$	4,500.00
Sub-Total	\$	7,000.00

G. OTHER

Telephone	\$	482.00
Insurance	\$	400.00
Copying & Printing	\$	200.00
Computer Services	\$	700.00
Postage	\$	8,200.00
Subscriptions	\$	15.00
Sub-Total	\$	9,997.00

H. INDIRECT COSTS

Not Applicable		
Sub-Total	\$	-

TOTAL BUDGET	\$	254,105.00
---------------------	-----------	-------------------

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

Category	Narrative
----------	-----------

A. PERSONNEL

Intake/Counselors	\$ 113,910	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 15,275	Payroll costs associated with supervision of all area centers and staff.
Certifiers/Data Entry Clerk	\$ 39,949	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 3,674	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 2,123	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
Sub-Total		\$ 174,931

B. FRINGE BENEFITS

FICA	\$ 13,134	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 817	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 4,065	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 20,262	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 2,497	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 974	Actual fringe benefit expense by employee for percent of time spent working on EAP.
CIB (3rd party administration fee)	\$ 188	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 9,365	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Sub-Total		\$ 51,302

C. TRAVEL

Mileage reimbursement @ .37/mile	\$ 2,750	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
Sub-Total		\$ 2,750

D. EQUIPMENT

Computer Equipment	\$ 2,525	These costs include the purchase of new computer equipment including new printers and monitors in select area centers to replace outdated equipment.
Sub-Total		\$ 2,525

E. SUPPLIES

Office Supplies	\$ 3,000	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 2,600	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
Sub-Total		\$ 5,600

F. CONTRACTUAL

Audit	\$ 2,500	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 4,500	Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.
Sub-Total		\$ 7,000

G. OTHER

Telephone	\$ 482	Agency cost allocation for main office telephone expenses.
Insurance	\$ 400	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 200	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 700	Agency cost allocation for computer services.
Postage	\$ 8,200	Direct postage expenses for the EAP program.
Subscription	\$ 15	Direct subscription expense for the EAP program

Sub-Total \$ 9,997

H. INDIRECT COSTS

Not applicable \$ - Not applicable.

Sub-Total \$ -

TOTAL BUDGET \$254,105

EAP Program Year 08/09 Budget		
Rockingham Community Action		
CATEGORIES		AMOUNT
Personnel	\$	101,588.00
Fringe Benefits	\$	30,744.00
Travel	\$	2,500.00
Equipment	\$	3,205.00
Supplies	\$	2,500.00
Contractual	\$	10,741.00
Other	\$	21,870.00
Indirect Costs	\$	16,655.00
TOTAL		\$189,803.00
FTE's in RCCA Budget:		4.5

EAP BUDGET BREAKDOWN PY0809
CAA: Rockingham Community Action

A. PERSONNEL			
Position Title	FTE		Amount
Director	0.5	\$	22,275.00
Intake Staff	1	\$	17,176.00
Certifier	1	\$	21,518.00
Appoint. Schedulers	1	\$	17,742.00
EAP Coordinator	1	\$	22,877.00

FTE Total	4.5	Sub-Total	\$ 101,588.00
------------------	------------	------------------	----------------------

B. FRINGE BENEFITS			
FICA		\$	7,746.00
Unemployment		\$	4,064.00
Work/Comp		\$	2,810.00
Pension		\$	-
Health Insurance		\$	16,124.00

Sub-Total	\$	30,744.00
------------------	-----------	------------------

C. TRAVEL			
Mileage Reimbursement		\$	2,500.00

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

D. EQUIPMENT			
Office Equipment		\$	2,000.00
Telephone		\$	1,205.00

Sub-Total	\$	3,205.00
------------------	-----------	-----------------

E. SUPPLIES			
Office Supplies		\$	2,500.00

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

F. CONTRACTUAL			
EAP Software Annual Support		\$	6,741.00
Gen Software/Computer Training		\$	-
EAP Software Upgrade & Enhancements		\$	3,000.00
Internet Costs		\$	1,000.00

Sub-Total	\$	10,741.00
------------------	-----------	------------------

G. OTHER			
Advertising		\$	500.00
Postage		\$	5,965.00
Telephone		\$	1,750.00
Insurance		\$	3,480.00
Space Costs		\$	8,275.00
Printing		\$	850.00
Conferences and meetings		\$	1,000.00
Membership and dues		\$	50.00

Sub-Total	\$	21,870.00
------------------	-----------	------------------

H. INDIRECT COSTS			
Approved Indirect Rate	10%	\$	16,655.00

Sub-Total	\$	16,655.00
------------------	-----------	------------------

TOTAL BUDGET	\$	189,803.00
---------------------	-----------	-------------------

EAP BUDGET NARRATIVE ROCKINGHAM COMMUNITY ACTION							
A. Personnel	\$101,588						
<u>Position:</u>	<u>FTE's</u>	<u>Annual Salary</u>	<u>Total to be Paid</u>				
<u>Director</u>	0.5		22,275				
Duties include the planning, organization, implementation, management and evaluation of all EAP operations.							
<u>Intake Staff</u>	1		17,176				
Duties include interviewing EAP applicants, completing EAP applications, data entry and clerical work associated with intake, referrals and counseling as needed, outreach and recruitment of EAP participants.							
<u>Certifier</u>	1		21,518				
Duties include the review of and eligibility determination of EAP applications, contacting applicants when necessary; outreach and recruitment activities.							
<u>Appoint. Schedulers</u>	1		17,742				
Duties include answering phones and scheduling application appointments, answering applicant questions, informing them of appropriate documentation for the interview; program clerical work.							
<u>EAP Coordinator</u>							
Duties include intake, certification and enrollment of new applicants and recertifications. Work with the director in training and staff evaluation to meet program requirements.							
			22,877				
		Total	101,588				
B. Fringe	\$30,745						
24% of Salaries. Amounts based on anticipated rates:							
	FICA -- 7.65%		7,746				
	Unemployment -- 3% of 1st 8000 =		4,064				
	Workers Comp -- 2.3%		2,810				
	Pension -- 1%		0				
	Health & Dental -- 10%		16,125				
	Total		30,745				
C. Travel	\$2,500						
Reimbursement for private vehicle use related to home visits, trainings, transporting EAP applications and materials, outreach and recruitment. Cost based on \$.38 per mile for 5526 miles and actual miles traveled for 04-05. Cost allocated at 50% for EAP travel.							
D. Equipment	\$3,205						
Anticipated repair/maintenance/service agreements for non-computer office equipment (copy machine, FAX machine, printers, etc.) and telephone equipment. Cost allocated at 50% and based on anticipated total cost to 04-05 EAP of \$1,200.							
E. Supplies	\$2,500						
Consumable and non-consumable office supplies (paper, envelopes, staples, pens,							

	paper trays, note pads, paper clips, etc.) Cost allocated at 50% and based on actual						
	06-07 cost to EAP						
F. Contractual	\$10,741						
	Computer Services based on actual and anticipated costs						
	Annual EAP Support		\$6,741				
	EAP Software updates and maintenance		\$3,000				
	Internet Communications costs		\$1,000				
G. Other	\$21,870						
	Advertising	\$500					
	Want ads for EAP positions. Cost allocated at 50% and based on anticipated cost of ads for Intake and Certifier positions.						
	Postage	\$5,965					
	Cost of client communications - 3280 (new, recert and denied) cases @ \$1.56 per case. Cost allocated at 50% and based on actual 04-05 EAP costs.						
	Telephone	\$1,750					
	Cost of client communications, appointments, administrative communications						
	Cost allocated at 50% and based on anticipated final costs to 04-05 EAP.						
	Liability Insurance	\$3,480					
	Cost allocated at 50% and based on actual cost of \$430 per month for EAP.						
	Space Costs	\$8,275					
	Cost allocated at 50% and based on actual cost:						
	Printing	\$850					
	Cost of professional printing of intake forms and client information.						
	Cost allocated at 50% and based on actual costs						
H. Indirect Costs	\$16,655						
	Indirect costs of central organization management and administrative costs incurred for a common purpose benefiting or supporting all agency programs and activities and are not readily assignable directly. It consists of Central Organization Management and Administrative salaries, fringe benefits related to these 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 this agency is 8% as authorized by HHS.						

EAP Program Year 0809 Budget		
Strafford County Community Action Committee		
CATEGORIES		AMOUNT
Personnel		\$ 103,932.00
Fringe Benefits		\$ 29,661.00
Travel		\$ 420.00
Equipment		\$ 1,200.00
Supplies		\$ 2,154.00
Contractual		\$ 5,611.00
Other		\$ 13,235.00
Indirect Costs		\$ -
TOTAL		\$ 156,213.00
FTE's in SCCA Budget		3.56

EAP BUDGET BREAKDOWN 2008-09**CAA: STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC****A. PERSONNEL (FTE)**

Position Title	FTE		Amount
PROGRAM DIRECTOR	0.25	\$	11,440.00
INTAKE/BUDGET COUNSELORS	2.7	\$	71,437.00
DATA ENTRY/BOOKKEEPERS	0.31	\$	12,592.00
CERTIFIERS	0.30	\$	8,463.00
	FTE Total	0	Sub-Total
	3.56	\$	103,932.00

B. FRINGE BENEFITS

FICA	\$	7,950.00
UNEMPLOYMENT	\$	1,004.00
WORKERS/COMP	\$	3,977.00
HEALTH & DENTAL INS	\$	15,713.00
RETIREMENT	\$	1,017.00

Sub-Total	\$	29,661.00
------------------	----	-----------

C. TRAVEL

Mileage Reimbursement	955 miles @ .44 per mile	\$	420.00
-----------------------	--------------------------	----	--------

Sub-Total	\$	420.00
------------------	----	--------

D. EQUIPMENT

	\$	1,200.00
--	----	----------

Sub-Total	\$	1,200.00
------------------	----	----------

E. SUPPLIES

OFFICE SUPPLIES	\$	2,154.00
-----------------	----	----------

Sub-Total	\$	2,154.00
------------------	----	----------

F. CONTRACTUAL

COMPUTER COMMUNICATIONS	\$	3,500.00
-------------------------	----	----------

AUDIT	\$	2,111.00
-------	----	----------

Sub-Total	\$	5,611.00
------------------	----	----------

G. OTHER

POSTAGE	\$	2,485.00
---------	----	----------

TELEPHONE	\$	2,250.00
-----------	----	----------

LIABILITY INSURANCE	\$	1,570.00
---------------------	----	----------

SPACE	\$	6,930.00
-------	----	----------

Sub-Total	\$	13,235.00
------------------	----	-----------

H. INDIRECT COSTS

Not Applicable

Sub-Total		
------------------	--	--

TOTAL BUDGET	\$	156,213.00
---------------------	----	------------

EAP BUDGET NARRATIVE 2008-09
STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC

A. PERSONNEL		(FTE)	SALARY	AMOUNT
Program Manager		0.25	45760	11440
Intake Staff	DUTIES: Supervises and coodinates EAP staff, takes & certifies apps as necessary,	2.2	31244	71437
	DUTIES: Processing EAP application, client counseling on budgeting for utilities, referrals for other assistance.			
Certifier		0.30	28210	8463
Bookkeeping	DUTIES: Certifying EAP applications	0.31	30713	12592
	DUTIES: Budgeting, minor computer problems,procesing payroll for EAP staff, processing payables budgeted to EAP			
B. FRINGE BENEFITS				
FICA	7.65% OF EAP WAGES			7950
UNEMPLOYMENT	Individual EAP staff first \$8000 multiplied by company rate multiplied by % of Salary budgeted to EAP			1004
WORKMAN'S COMP	WC rate multiplied by EAP salaries			3977
HEALTH/DENTAL INS	Monthly premium per class minus employee copay multiplied by amount of salary budgeted to EAP.			15713
PENSION	Amount paid by agency multiplied by % of salary allocated to EAP			1017
C. TRAVEL				
	955 miles @ .44 per mile			420
D. EQUIPMENT				
Replace of computers				1200
E. SUPPLIES				
OFFICE SUPPLIES	Allocated portion of Office Supplies expense 4% Historically we have not budgeted enough for supplies			2154
F. CONTRACTUAL				
COMPUTER COMMUNICATIONS	Contract with company to supply computer sevices and allocated to EAP 40%			3500
AUDIT	Allocated portion 20% of annual coast of audit			2111
G. OTHER				
POSTAGE	Allocated portion of postage expense 29%			2485
TELEPHONE	Allocated of telephone expense 5%			2250
LIABILITY INSURANCE	Allocated portion of liabiltiy ins 20%			1570
SPACE	Dover Outreach office higher than anticipated rent			6930
H. INDIRECT COSTS				
Not Applicable				156213

EAP Program Year 0809 Budget		
Southern New Hampshire Services		
CATEGORIES		AMOUNT
Personnel		\$ 259,639.00
Fringe Benefits		\$ 99,268.00
Travel		\$ 3,500.00
Equipment		\$ -
Supplies		\$ 6,385.00
Contractual		\$ 12,500.00
Other		\$ 34,500.00
Indirect Costs		\$ 41,995.00
TOTAL		\$457,787.00
FTE's in SNHS Budget		13.2

**EAP BUDGET BREAKDOWN
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Position Title	Number	TOTAL FTEs	Amount
Director	1	0.35	\$ 20,919.00
Supervisors	2	1	\$ 31,791.00
Certifiers	4.5	2.25	\$ 45,415.00
Intake	14	7	\$ 110,483.00
Office	2	0.6	\$ 13,268.00
Receptionist	4	2	\$ 37,763.00

FTE Total 13.2 Sub-Total \$ 259,639.00

B. FRINGE BENEFITS

FICA	\$ 19,862.00
Work. Comp	\$ 6,491.00
NH Unemployment	\$ 2,700.00
Health/Dental/Life Insurance	\$ 61,599.00
Pension	\$ 8,616.00
Sub-Total	\$ 99,268.00

C. TRAVEL

Mileage Reimbursement	\$ 2,500.00
Conference	\$ 1,000.00
Sub-Total	\$ 3,500.00

D. EQUIPMENT

Equipment	\$ -
Sub-Total	\$ -

E. SUPPLIES

Office Supplies	\$ 6,385.00
Sub-Total	\$ 6,385.00

F. CONTRACTUAL

Professional Services	\$ 12,500.00
Sub-Total	\$ 12,500.00

G. OTHER

Staff Training	\$ 500.00
Space Costs	\$ 17,000.00
Telephone	\$ 5,000.00
Postage	\$ 10,000.00
Marketing	\$ 500.00
Liability Insurance	\$ 1,500.00
Printing/Duplicating	\$ -
Sub-Total	\$ 34,500.00

H. INDIRECT COSTS

Approved Indirect Rate	10.1 %	\$ 41,995.00
Sub-Total		\$ 41,995.00

TOTAL BUDGET \$ 457,787.00

**EAP BUDGET NARRATIVE
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Director	1	0.35	\$ 20,919.00	Allocations are made on actual time spent; estimated allocation is 20%. Oversight of EAP operation.
Supervisors	2	1.00	\$ 31,791.00	Office coordinators for two major intake sites, allocated with other agency programs
Certifiers	4.5	2.25	\$ 36,932.00	Review applications: either return for more information, enroll or deny. Allocated with other agency programs.
Intake	14	7.00	\$ 110,483.00	Take applications, get signatures, gather documentation, enter in system and complete to point of certification. Allocated with other agency programs
Office	2	0.60	\$ 13,268.00	Generate, print and mail numerous letters generated by EAP system. Allocated with other agency programs.
Receptionist	4	2.00	\$ 37,763.00	Answer calls, make appointments, send out letters etc. Allocated with other agency programs.
		13.20		

B. FRINGE BENEFITS

FICA	\$ 19,862.00	Federal rate 7.65%
Work. Comp	\$ 6,491.00	Rate is 2.5 % per hundred
NH Unemployment	\$ 2,700.00	State rate, 2.5% of first \$8000 payroll per person
Health/Dental/Life Insurance	\$ 61,599.00	Medical \$5400, dental \$450.00, Life \$35.00 per year per employee
Pension	\$ 8,616.00	10% for qualifying and participating employees

C. TRAVEL

Mileage Reimbursement	\$ 2,500.00	.40 cents per mile for ave of 121 miles per week interoffice travel, home visits and staff training.
Conference	\$ 1,000.00	NCAF Leveraging

D. EQUIPMENT

Equipment	\$ -	Anticipated replacement of computer equipment
-----------	------	---

E. SUPPLIES

Office Supplies	\$ 6,385.00	Paper, toner for printers, miscellaneous office supplies
-----------------	-------------	--

F. CONTRACTUAL

Professional Services	\$ 12,500.00	Computer services contract with Computech for maintenance and Lucidus for Programming and Support
-----------------------	--------------	---

G. OTHER

Staff training	\$ 500.00	Seminar, computer training for Director and staff
Space Cost	\$ 17,000.00	Rent, utilities, maintenance etc. for office and outreach sites
Telephone	\$ 5,000.00	Regular telephone charges and communication costs
Postage	\$ 10,000.00	Postage needed for appointment letters, authorization, denial letters
Marketing	\$ 500.00	Cost of booths, newspaper advertising, miscellaneous promotion material etc.
Liability Insurance	\$ 1,500.00	50% FAP and 50% EAP

Printing/Duplicating \$ -

H. INDIRECT COSTS

HHS Indirect rate 10.1% \$ 41,995.00

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.

EAP Program Year 0809 Budget		
Southwestern Community Services, Inc.		
CATEGORIES		AMOUNT
Personnel	\$	95,670.00
Fringe Benefits	\$	35,908.00
Travel	\$	1,260.00
Equipment	\$	2,500.00
Supplies	\$	4,500.00
Contractual	\$	6,000.00
Other	\$	18,000.00
Indirect Costs	\$	17,850.00
TOTAL		\$181,688.00
FTE's in SWCS Budget		3.1

EAP BUDGET BREAKDOWN

CAA: Southwestern Community Services, Inc.

A. PERSONNEL (FTE)

Position Title	FTE		Amount
Director	0.5	\$	30,160.00
Cty Coordinator	2	\$	49,920.00
Intake/Data Entry	0.6	\$	15,590.00
FTE Total	3.1	Sub-Total	\$ 95,670.00

B. FRINGE BENEFITS

FICA	\$	7,000.00
Unemployment	\$	605.00
Health	\$	2,015.00
w/Comp	\$	17,978.00
Pension	\$	8,310.00
Sub-Total	\$	35,908.00

C. TRAVEL

Mileage Reimbursement	\$	1,260.00
Sub-Total	\$	1,260.00

D. EQUIPMENT

Computer and printer	\$	2,500.00
	\$	-
Sub-Total	\$	2,500.00

E. SUPPLIES

Office Supplies	\$	4,500.00
Sub-Total	\$	4,500.00

F. CONTRACTUAL

Computer Support	\$	6,000.00
Sub-Total	\$	6,000.00

G. OTHER

Advertising	\$	600.00
Postage	\$	5,800.00
Printing	\$	2,600.00
Computer / Telephone	\$	9,000.00
Sub-Total	\$	18,000.00

H. INDIRECT COSTS

Approved Indirect Rate	12%	\$	17,850.00
Sub-Total		\$	17,850.00

TOTAL BUDGET	\$	181,688.00
---------------------	-----------	-------------------

EAP BUDGET NARRATIVE

Southwestern Community Services, Inc.

A. PERSONNEL (FTE)

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

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

Intake/Data Entry Clerical position for program including customer interaction

B. FRINGE BENEFITS

FICA	7.65% of total EAP wages
Unemployment	2.5% of first \$8000 of each employee's wages
Health Insurance	21% of total EAP wages
W/Comp	2.8% of total EAP wages
Pension	5% of total EAP wages

C. TRAVEL

Travel related expenses including home visits, outreach office coverage, staff and state meetings. 3,000 miles at reimbursement rate of .42 per mile.

D. EQUIPMENT

Replacement of computer and printer

E. SUPPLIES

Expenses incurred in the purchasing of consumable office supplies ie: paper, printer cartridges, etc

F. CONTRACTUAL

Part of Estimated software enhancement costs during program year

G. OTHER

Advertising: Program outreach including brochures and paid media announcements
Postage: Mailing of program materials to interested customers
Copying & Printing: Reproduction of program materials for customer use
Computer/Telephone: Expenses related to maintenance and software support contracts, telephone and fax expenses.

H. INDIRECT COSTS

Indirect costs consist of central organization management and administrative costs incurred for a common purpose benefiting or supporting all agency programs and activities and are not readily assignable directly to a specific program. It consists of Central Organization Management and Administrative salaries, fringe benefits related to these 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 Southwestern Community Services, Inc, is 12% as authorized by the US Department of Health and Human Services.

EAP Program Year 0809 Budget		
Tri-County Community Action		
CATEGORIES		AMOUNT
Personnel		\$ 137,786.00
Fringe Benefits		\$ 68,893.00
Travel		\$ 2,000.00
Equipment		\$ -
Supplies		\$ 4,000.00
Contractual		\$ 4,500.00
Other		\$ 12,000.00
Indirect Costs		\$ 22,918.00
TOTAL		\$252,097.00
FTE's in TCCA Budget		5.70

EAP BUDGET BREAKDOWN				
CAA: Tri-County Community Action				
A. PERSONNEL (FTE)				
Position Title	FTE			Amount
Program Mgr.		0.2		\$ 11,809.00
Intake Staff		5		\$ 101,849.00
Certifier		0.5		\$ 24,128.00
FTE Total		5.7	Sub-Total	\$ 137,786.00
B. FRINGE BENEFITS				
FICA				\$ 10,541.00
Unemployment				\$ 1,216.00
Wk/Comp				\$ 4,078.00
Health				\$ 48,924.00
Pension				\$ 4,134.00
			Sub-Total	\$ 68,893.00
C. TRAVEL				
Mileage Reimbursement				\$ 2,000.00
			Sub-Total	\$ 2,000.00
D. EQUIPMENT				
Office Equipment				\$ -
			Sub-Total	\$ -
E. SUPPLIES				
Office Supplies				\$ 2,000.00
Computer Supplies				\$ 2,000.00
			Sub-Total	\$ 4,000.00
F. CONTRACTUAL				
Software Support				\$ 4,500.00
			Sub-Total	\$ 4,500.00
G. OTHER				
Advertising				\$ 180.00
Postage				\$ 3,360.00
Printing				\$ 500.00
Computer / Telephone				\$ 3,000.00
Rent				\$ 4,960.00
			Sub-Total	\$ 12,000.00
H. INDIRECT COSTS				
Approved Indirect Rate	10.10%			\$ 22,918.00
			Sub-Total	\$ 22,918.00
TOTAL BUDGET				\$ 252,097.00

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

A. PERSONNEL		(FTE)		
Program Manager	0.2	\$ 11,809.00	Program management	
Intake Staff	3.75	\$ 101,849.00	Taking of applications	
Certifier	0.08	\$ 24,128.00	Certification of applications	

B. FRINGE BENEFITS

FICA	\$10,541.00	7.65 % of Personnel costs	
Unemploy.	\$1,216.00	3.2% of first \$8,000 salary of each of each FTE Personnel	
W/Comp	\$4,078.00	2.96% of Personnel costs	
Health	\$48,924.00	averages \$10,300 per FTE	
Pension	\$4,134.00	averages 3% of Personnel costs	
	\$68,893.00	Total Fringe benefit costs	

C. TRAVEL		
Mileage	\$2,000.00	Reimbursement for private vehicle use: home visits, satellite sites, meetings, etc 4,167 miles at \$.48/mile

D. EQUIPMENT		
Office Equipment	\$0.00	

E. SUPPLIES		
Office Supplies	\$2,000.00	Anticipated cost of small office supplies
Computer Supplies	\$2,000.00	Anticipated cost of computer supplies

F. CONTRACTUAL		
Software Support	\$4,500.00	Anticipated Cost of EAP Software upgrades

G. OTHER		
Advertising	\$180.00	Program ads, help-wanted ads.
Postage	\$3,360.00	Program mailing costs
Printing	\$500.00	Cost of copying client documents, printing Program documents/forms
Computer /Phone	\$3,000.00	Portion of Outreach and central office lines, average \$250/month
Rent	\$4,960.00	Portion of Outreach and central office rent fees, averages \$417/month
	\$12,000.00	Total "Other"

H. INDIRECT COSTS		
Agency Indirects	\$22,918.00	10.1% of all other expenses