

NH Electric Assistance Program Year 14/15
Proposed Budget for NH Community Action Agencies
Effective Oct. 1, 2014 - Sept 30, 2015

CATEGORIES	Lead Agency	BMCA	SCCA	SNHS	SWCS	TCCA	Total
Personnel	\$ 67,107	\$ 185,295	\$ 117,049	\$ 434,492	\$ 91,000	\$ 185,627	\$ 1,080,570
Fringe Benefits	\$ 22,033	\$ 68,885	\$ 24,703	\$ 146,048	\$ 62,499	\$ 28,924	\$ 353,092
Travel	\$ 2,000	\$ 1,300	\$ 440	\$ 3,500	\$ 2,500	\$ 1,000	\$ 10,740
Equipment	\$ 800	\$ 1,500	\$ 4,000	\$ -	\$ 2,500	\$ 6,000	\$ 14,800
Supplies	\$ 300	\$ 3,900	\$ 2,500	\$ 17,000	\$ 5,000	\$ 3,741	\$ 32,441
Contractual	\$ 10,000	\$ 8,630	\$ 10,484	\$ 23,794	\$ 7,150	\$ 8,000	\$ 68,058
Other	\$ 6,982	\$ 29,980	\$ 21,970	\$ 74,911	\$ 17,474	\$ 17,300	\$ 168,617
Indirect Costs	\$ -	\$ -	\$ -	\$ 63,677	\$ 22,565	\$ 24,445	\$ 110,687
							\$ -
TOTAL	\$ 109,222	\$ 299,490	\$ 181,146	\$ 763,422	\$ 210,688	\$ 275,037	\$ 1,839,005

NH Electric Assistance Program Year 14/15	
NHCAA Total Funding Request for EAP	
CAA Pgm Ops.	\$ 1,729,783.00
CAA Lead Agency	\$ 109,222.00
TOTAL FUNDING REQUEST	\$ 1,839,005.00

NH Electric Assistance Program Year 14/15		
Utility Allocation Percentages by NH Public Utilities Commission.		
	UTILITY ALLOCATION PERCENTAGE*	SHARE OF CAA EAP 14/15 TOTAL FUNDING REQUEST
		\$ 1,839,005.00
PSNH	73.71%	\$ 1,355,530.59
UES	10.32%	\$ 189,785.32
NHEC	9.49%	\$ 174,521.57
Liberty	6.48%	\$ 119,167.52
	100.00%	\$ 1,839,005.00

* Percentages provided by PUC

EAP Budget 2014-2015		
CAA: Lead Agency		
CATEGORIES		AMOUNT
Personnel	\$	67,107
Fringe Benefits	\$	22,033
Travel	\$	2,000
Equipment	\$	800
Supplies	\$	300
Contractual	\$	10,000
Other	\$	6,982
Indirect Costs	\$	-
TOTAL	\$	109,222
FTE's in Lead Agency Budget:		1.12

EAP BUDGET BREAKDOWN			
Lead Agency			
A. PERSONNEL		(FTE)	
State Program Director	1.00		\$ 49,842
Secretary Support	0.01		\$ 2,100
Executive Director	0.10		\$ 14,265
Fiscal Support	0.01		\$ 900
	Total FTE	1.12	
		Sub-Total	\$ 67,107
B. FRINGE BENEFITS			
Fica			\$ 5,133
Unemployment			\$ 644
Workers Compensation			\$ 275
Health Insurance			\$ 6,000
Dental/Vision			\$ 751
Life/Disability			\$ 500
CIB			\$ 220
403(B) Plan			\$ 6,710
HRA			\$ 1,800
		Sub-Total	\$ 22,033
C. TRAVEL			
Mileage reimbursement @ .37/mile			\$ 2,000
		Sub-Total	\$ 2,000
D. EQUIPMENT			
Office Equipment			\$ 800
		Sub-Total	\$ 800
E. SUPPLIES			
Office Supplies			\$ 200
Computer Supplies			\$ 100
		Sub-Total	\$ 300
F. CONTRACTUAL			
Software Consultants			\$ 10,000
			\$ -
		Sub-Total	\$ 10,000
G. OTHER			
Audit			\$ 300
Telephone			\$ 332
Rent			\$ 1,200
Insurance			\$ 300
Office support costs			\$ 400
Computer Services			\$ 1,300
Training & Development			\$ 2,000
Utilities			\$ 850
Copying & Printing			\$ 150
Postage			\$ 150
		Sub-Total	\$ 6,982
H. INDIRECT COSTS			
N/A			\$ -
		Sub-Total	\$ -
TOTAL BUDGET			\$ 109,222

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

State Program Director	\$ 49,842	Direct payroll expense based upon time spent working on EAP. Responsibilities include the planning, development and operation of the statewide EAP program and coordination with the PUC and utilities.
Secretary Support	\$ 2,100	Direct payroll expense based upon estimated time spent working on EAP. Secretary support includes administrative, clerical, mailing and typing support as needed.
Executive Director	\$ 14,265	Direct payroll expense based upon estimated time spent working on EAP. The Executive Director is responsible for all agency programs and is directly responsible to the Board of Directors.
Fiscal Support	\$ 900	Direct payroll expense based upon estimated time spent working on EAP. Fiscal support includes payroll, A/P, A/R and accounting and budgeting support.
Sub-Total	\$ 67,107	

B. FRINGE BENEFITS

Fica	\$ 5,133	Actual fringe benefit expense by employee for time spent working on EAP.
Unemployment	\$ 644	Actual fringe benefit expense by employee for time spent working on EAP.
Workers Compensation	\$ 275	Actual fringe benefit expense by employee for time spent working on EAP.
Health Insurance	\$ 6,000	Actual fringe benefit expense by employee for time spent working on EAP.
Dental/Vision	\$ 751	Actual fringe benefit expense by employee for time spent working on EAP.
Life/Disability	\$ 500	Actual fringe benefit expense by employee for time spent working on EAP.
CIB	\$ 220	Actual fringe benefit expense by employee for time spent working on EAP.
403(B) Plan	\$ 6,710	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.
Sub-Total	\$ 22,033	

C. TRAVEL

Mileage reimbursement @ .37/mile	\$ 2,000	Mileage reimbursement for direct travel related to EAP lead agency including training, visits with software contractor and program monitoring.
Sub-Total	\$ 2,000	

D. EQUIPMENT

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

E. SUPPLIES

Office Supplies	\$ 200	Direct expense for office supplies needed for Program Director
Computer Supplies	\$ 100	Direct expense for office supplies needed for Program Director
Sub-Total	\$ 300	

F. CONTRACTUAL

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

G. OTHER

Audit	\$ 300	Agency cost allocation for audit expenses.
Telephone	\$ 332	Agency cost allocation for telephone expenses.
Rent	\$ 1,200	Agency cost allocation for rent.
Insurance	\$ 300	Agency cost allocation for insurance.
Office support costs	\$ 400	Office support costs (direct expense) include copying, postage and subscriptions.

Computer Services	\$ 1,300	Agency cost allocation for central office computer network including internet access.
Training & Development	\$ 2,000	Direct expense for staff development.
Utilities & Maintenance	\$ 850	Agency cost allocation for utilities.
Copying & Printing	\$ 150	Agency cost allocation for copying
Postage	\$ 150	Agency cost allocation for postage
Sub-Total	\$ 6,982	

H. INDIRECT COSTS

N/A \$ -

Sub-Total \$ 109,222

TOTAL BUDGET \$ 109,222

\$ -

EAP Program Year 2014 - 2015 Budget		
Community Action Program Belknap-Merrimack Counties, Inc.		
CATEGORIES		AMOUNT
Personnel	\$	185,295.00
Fringe Benefits	\$	68,885.00
Travel	\$	1,300.00
Equipment	\$	1,500.00
Supplies	\$	3,900.00
Contractual	\$	8,630.00
Other	\$	29,980.00
Indirect Costs	\$	-
TOTAL		\$299,490.00
FTE's in BMCA Budget:		5.89

EAP BUDGET BREAKDOWN

Community Action Program Belknap-Merrimack Counties, Inc.

A. PERSONNEL (FTE)

Position Title	FTE	Amount
Intake/Counselors	3.7	\$ 114,579.00
Program Director	0.3	\$ 15,774.00
Certifiers/Data Entry Clerk	1.8	\$ 47,167.00
Fiscal Department Support	0.05	\$ 6,200.00
Secretary Department Support	0.03	\$ 750.00
IT Dept. Support	-	\$ 75.00
Maintenance Dept Support	0.01	\$ 750.00
FTE Total	5.89	Sub-Total \$ 185,295.00

B. FRINGE BENEFITS

FICA	\$ 13,847.00
State Unemployment	\$ 2,061.00
Workers Compensation	\$ 2,719.00
Health Insurance	\$ 31,711.00
Dental/Vision	\$ 2,700.00
Life/Disability	\$ 1,413.00
CIB (3rd party administration fee)	\$ 359.00
403 (B) Plan	\$ 8,580.00
HRA	\$ 5,495.00
Sub-Total	\$ 68,885.00

C. TRAVEL

Mileage reimbursement @ .37/mile	\$ 1,300
Sub-Total	\$ 1,300.00

D. EQUIPMENT

Computer Equipment	\$ 1,500.00
Sub-Total	\$ 1,500.00

E. SUPPLIES

Office Supplies	\$ 2,325.00
Computer Supplies	\$ 1,575.00
Sub-Total	\$ 3,900.00

F. CONTRACTUAL

Audit	\$ 2,530.00
Computer support, hosting site	\$ 6,100.00
Sub-Total	\$ 8,630.00

G. OTHER

Telephone	\$ 3,150.00
Insurance	\$ 805.00
Copying & Printing	\$ 2,090.00
Computer Services	\$ 4,885.00
Postage	\$ 6,660.00
Staff Development	\$ 1,475.00
Rent	\$ 5,635.00
Utilities, taxes, maintenance	\$ 3,905.00
Service Contracts	\$ 1,175.00
Equipment Repair	\$ 100.00
Advertising	\$ 100.00
Sub-Total	\$ 29,980.00

H. INDIRECT COSTS

Not Applicable	
Sub-Total	\$ -

TOTAL BUDGET	\$ 299,490.00
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EAP BUDGET BREAKDOWN
Community Action Program Belknap-Merrimack Counties, Inc.

Category		Narrative
A. PERSONNEL		
Intake/Counselors	\$ 114,579	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 15,774	Payroll costs associated with supervision of all area centers and staff.
Certifiers/Data Entry Clerk	\$ 47,167	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 6,200	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 750	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 75	Internal IT support
Maintenance Department Support	\$ 750	Maintenance support for office sites
Sub-Total	\$ 185,295	
B. FRINGE BENEFITS		
FICA	\$ 13,847	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 2,061	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 2,719	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 31,711	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 2,700	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 1,413	Actual fringe benefit expense by employee for percent of time spent working on EAP.
CIB (3rd party administration fee)	\$ 359	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 8,580	Actual fringe benefit expense by employee for percent of time spent working on EAP.
HRA	\$ 5,495	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Sub-Total	\$ 68,885	
C. TRAVEL		
Mileage reimbursement @ .37/mile	\$ 1,300	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
Sub-Total	\$ 1,300	
D. EQUIPMENT		
Computer Equipment	\$ 1,500	Replacement of computer and scanners for centers
Sub-Total	\$ 1,500	
E. SUPPLIES		
Office Supplies	\$ 2,325	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 1,575	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
Sub-Total	\$ 3,900	
F. CONTRACTUAL		
Audit	\$ 2,530	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 6,100	Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.
Sub-Total	\$ 8,630	
G. OTHER		
Telephone	\$ 3,150	Agency cost allocation for main office telephone expenses.
Insurance	\$ 805	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 2,090	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 4,885	Agency cost allocation for computer services, internet access
Postage	\$ 6,660	Direct postage expenses for the EAP program.
Advertising	\$ 100	Direct expense for the EAP program

Staff Development	\$ 1,475	Conferences fees, seminars
Rent and property taxes	\$ 5,635	Direct expenses for rent for outreach offices based on 23% of costs
Other Occupancy	\$ 3,905	Utilities, taxes, janitorial expenses associated with outreach offices
Office Equipment Repair	\$ 100	Direct expenses for the repair of office equipment
Service contracts	\$ 1,175	Cost allocation of service contracts for copiers at outreach offices
Sub-Total	\$ 29,980	

H. INDIRECT COSTS

Not applicable \$ - Not applicable.

Sub-Total \$ -

TOTAL BUDGET \$ 299,490

EAP Program Year 14/15 Budget		
Strafford County Community Action Committee		
CATEGORIES		AMOUNT
Personnel		\$ 117,049.00
Fringe Benefits		\$ 24,703.00
Travel		\$ 440.00
Equipment		\$ 4,000.00
Supplies		\$ 2,500.00
Contractual		\$ 10,484.00
Other		\$ 21,970.00
Indirect Costs		\$ -
TOTAL		\$ 181,146.00
FTE's in SCCA Budget		4.07

EAP BUDGET BREAKDOWN 2014-2015
CAA: STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC

A. PERSONNEL (FTE)

Position Title	FTE		Amount
PROGRAM DIRECTOR	0.25	\$	15,735.00
PROGRAM MANAGER	0.50	\$	19,334.00
INTAKE/BUDGET COUNSELORS	1.69	\$	30,108.00
DATA ENTRY/BOOKKEEPERS	0.37	\$	10,112.00
CERTIFIERS	1.26	\$	41,760.00
	FTE Total	0 Sub-Total	\$ 117,049.00
	4.07		

B. FRINGE BENEFITS

FICA		\$	8,954.00
UNEMPLOYMENT		\$	3,528.00
WORKERS/COMP		\$	1,057.00
HEALTH & DENTAL INS		\$	10,464.00
RETIREMENT		\$	700.00
		Sub-Total	\$ 24,703.00

C. TRAVEL

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

D. EQUIPMENT

REPLACEMENT COMPUTERS		\$	4,000.00
		Sub-Total	\$ 4,000.00

E. SUPPLIES

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

F. CONTRACTUAL

COMPUTER CONSULTANTS		\$	1,610.00
LEGAL AND AUDIT		\$	4,002.00
SOFTWARE MAINTENANCE		\$	4,872.00
		Sub-Total	\$ 10,484.00

G. OTHER

POSTAGE		\$	4,000.00
TELEPHONE		\$	3,940.00
LIABILITY INSURANCE		\$	430.00
BUILDING REPAIR/MAINTENANCE		\$	2,000.00
UTILITIES		\$	2,100.00
PRINTING		\$	2,500.00
RENT		\$	7,000.00
		Sub-Total	\$ 21,970.00

H. INDIRECT COSTS

Not Applicable			
		Sub-Total	

TOTAL BUDGET \$ 181,146.00

**EAP BUDGET NARRATIVE 2014-2015
STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC**

A. PERSONNEL	(FTE)	AMOUNT
Program Director	0.25	\$15,735
Program Manager	0.50	\$19,334
		DUTIES: Supervises and coordinates EAP staff, takes & certifies apps
Intake Staff	1.69	\$30,108
		DUTIES: Processing EAP application, client counseling on budgeting for utilities, referrals for other assistance.
Certifier	1.26	\$41,760
		DUTIES: Certifying EAP applications
Bookkeeping	0.37	\$10,112
		DUTIES: Budgeting, ,processing payroll for EAP staff, processing payables budgeted to EAP, fiscal reporting
B. FRINGE BENEFITS	4.07	
FICA	7.65% OF EAP WAGES	\$8,954
UNEMPLOYMENT	Individual EAP staff first \$14000 multiplied by company rate multiplied by 6.3% of Salary budgeted to EAP	\$3,528
WORKMAN'S COMP	WC rate \$.90 per \$100 multiplied by EAP salaries	\$1,057
HEALTH/DENTAL INS	Monthly premium per class minus employee copay multiplied by amount of salary budgeted to EAP.	\$10,464
PENSION	Amount paid by agency multiplied by % of salary allocated to EAP	\$700
C. TRAVEL		
	1000 miles @ .44 per mile	\$440
D. EQUIPMENT		
REPLACEMENT OF COMPUTERS		4000
E. SUPPLIES		
OFFICE SUPPLIES	Allocated portion of Office Supplies	\$2,500
F. CONTRACTUAL		
COMPUTER CONSULTANTS	Network support	\$1,610
AUDIT	Allocated portion of agency audit	\$4,002
SOFTWARE MAINTENANCE	Share of support for statewide system	\$4,872
G. OTHER		
BUILDING REPAIR/MAINTENANCE		\$2,000
POSTAGE	Direct postage 3500 clients X 2.5 mailings	\$4,000
UTILITIES	Allocated portion of utilities associated with offices	\$2,100
TELEPHONE	Allocation cost of telephone expense	\$3,940
PRINTING	Allocated cost for program printing expenses	\$2,500
LIABILITY INSURANCE	Allocated portion of liability ins	\$430
RENT	Portion of outreach and central office rents	\$7,000
H. INDIRECT COSTS		
Not Applicable		

EAP Program Year 14/15 Budget		
Southern New Hampshire Services		
CATEGORIES		AMOUNT
Personnel	\$	434,492.00
Fringe Benefits	\$	146,048.00
Travel	\$	3,500.00
Equipment	\$	-
Supplies	\$	17,000.00
Contractual	\$	23,794.00
Other	\$	74,911.00
Indirect Costs	\$	63,677.00
TOTAL		\$763,422.00
FTE's in SNHS Budget		16.35

**EAP BUDGET BREAKDOWN
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Position Title	Number	TOTAL FTEs	Amount
Coordinator	1	0.3	\$ 13,572.00
Supervisors	6	1.8	\$ 52,697.00
Certifiers	6	2.25	\$ 66,097.00
Intake	26	8.5	\$ 203,734.00
Office	1	1	\$ 27,035.00
Receptionist	10	2.5	\$ 71,357.00
FTE Total		16.35	Sub-Total \$ 434,492.00

B. FRINGE BENEFITS

FICA	\$ 33,239.00
Work. Comp	\$ 6,517.00
NH Unemployment	\$ 11,332.00
Health/Dental/Life Insurance	\$ 82,778.00
Pension	\$ 12,182.00
Sub-Total	\$ 146,048.00

C. TRAVEL

Mileage Reimbursement	\$ 3,500.00
	\$ -
Sub-Total	\$ 3,500.00

D. EQUIPMENT

Equipment	\$ -
Sub-Total	\$ -

E. SUPPLIES

Office Supplies	\$ 17,000.00
Sub-Total	\$ 17,000.00

F. CONTRACTUAL

Professional Services	\$ 23,794.00
Sub-Total	\$ 23,794.00

G. OTHER

Staff Training	\$ 756.00
Space Costs	\$ 47,855.00
Telephone	\$ 13,000.00
Postage	\$ 12,000.00
Marketing	\$ 100.00
Liability Insurance	\$ 1,200.00
Sub-Total	\$ 74,911.00

H. INDIRECT COSTS

Approved Indirect Rate	9.1	\$ 63,677.00
Sub-Total		\$ 63,677.00

TOTAL BUDGET \$ 763,422.00

**EAP BUDGET NARRATIVE
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Coordinator	1	0.30	\$ 13,572.00
Supervisors	6	1.80	\$ 52,697.00
Certifiers	6	2.25	\$ 66,097.00
Intake	26	8.50	\$ 203,734.00
Office	1	1.00	\$ 27,035.00
Receptionist	10	2.50	\$ 71,357.00
FTE Total		16.35	\$ 434,492.00

Allocations are made on actual time spent; estimated allocation is 30%. Oversight of EAP operation.
Five offices, Hillsborough Co., 5 in Rockingham Co., total 10, 6 full time, 4 part time
Review applications: either return for more information, enroll or deny. Allocated with other agency programs.
Take applications, get signatures, gather documentation, enter in system and complete to point of certification.
Generate, print and mail numerous letters generated by EAP system. Allocated with other agency programs.
Answer calls, make appointments, send out letters, greet applicants, track documentation. Allocated with other agency programs.

B. FRINGE BENEFITS

FICA	\$ 33,239.00
Work. Comp	\$ 6,517.00
NH Unemployment	\$ 11,332.00
Health/Dental/Life Insurance	\$ 82,778.00
Pension	\$ 12,182.00
Sub-total	\$146,048

Federal rate 7.65%
Rate is 1.5 % per hundred
State rate, 5% of first \$14,000 payroll per person
Medical, dental, Life ins.
10% for qualifying and participating employees

C. TRAVEL

Mileage Reimbursement	\$ 3,500.00
Sub-total	\$3,500.00

.40 cents per mile reimbursement. Used for home visits and travel between intake/outreach sites for coverage, training and supervision

D. EQUIPMENT

Equipment	\$ -
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E. SUPPLIES

Office Supplies	\$ 17,000.00
Sub-total	\$17,000.00

Paper, toner for printers, miscellaneous office supplies

F. CONTRACTUAL

Professional Services	\$ 23,794.00
Sub-total	\$23,794

Computer services, maintenance and enhancements to software

G. OTHER

Staff training	\$ 756.00
Space Cost	\$ 47,855.00
Telephone	\$ 13,000.00
Postage	\$ 12,000.00
Liability Insurance	\$ 1,200.00
Marketing	\$ 100.00
Sub-total	\$74,911

Seminar, training for all staff when applicable
Rent, utilities, maintenance etc. for office and outreach sites
Regular telephone charges and communication costs
Postage needed for appointment letters, authorization, denial letters
Portion of standard liability insurance

H. INDIRECT COSTS

HHS Indirect rate 9.10%	\$ 63,677.00
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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.

TOTAL BUDGET

\$763,422.00

EAP Program Year 14/15 Budget		
Southwestern Community Services, Inc.		
CATEGORIES		AMOUNT
Personnel	\$	91,000.00
Fringe Benefits	\$	62,499.00
Travel	\$	2,500.00
Equipment	\$	2,500.00
Supplies	\$	5,000.00
Contractual	\$	7,150.00
Other	\$	17,474.00
Indirect Costs	\$	22,565.00
TOTAL		\$210,688.00
FTE's in SWCS Budget		2.8

EAP BUDGET BREAKDOWN
CAA: Southwestern Community Services, Inc.

A. PERSONNEL (FTE)

Position Title	FTE	Amount
Director	0.45	\$ 26,000.00
EAP Coordinator	1	\$ 32,500.00
EAP Coordinator	1	\$ 32,500.00
FTE Total	2.45	Sub-Total \$ 91,000.00

B. FRINGE BENEFITS

FICA	\$ 7,115.00
Unemployment	\$ 2,772.00
Health	\$ 41,222.00
w/Comp	\$ 3,611.00
Pension	\$ 6,354.00
Life/STD/LTD	\$ 1,425.00
Sub-Total	\$ 62,499.00

C. TRAVEL

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

D. EQUIPMENT

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

E. SUPPLIES

Office Supplies	\$ 5,000.00
Sub-Total	\$ 5,000.00

F. CONTRACTUAL

IT Service/Maintenance/Support	\$4,400.00
Software Support	\$ 2,750.00
Sub-Total	\$7,150.00

G. OTHER

Postage	\$ 5,880.00
Printing	\$ 3,000.00
Computer / Telephone	\$ 1,530.00
Misc	\$ 2,064.00
Rent	\$ 5,000.00
Sub-Total	\$ 17,474.00

H. INDIRECT COSTS

Approved Indirect Rate	12%	\$ 22,565.00
Sub-Total		\$ 22,565.00

TOTAL BUDGET

\$ 210,688.00

EAP BUDGET NARRATIVE
Southwestern Community Services, Inc.

A. PERSONNEL

\$26,000 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.
\$32,500 EAP Coordinators Each county has a staff member that is responsible for daily operation
\$32,500 of the program including, intake, certification, interaction with customer, utilities and Director

B. FRINGE BENEFITS

\$7,115 FICA	7.65% of total EAP wages
\$2,772 Unemployment	6.6% of first \$14000 of each employee's wages
\$41,222 Health and Dental Insurance	Health insurance (13% increase this year)
\$3,611 W/Comp	.03883% of total EAP wages
\$6,354 Pension	Includes actual participants
\$1,425 Life insurance/STD/LTD	Includes actual participants

C. TRAVEL

\$2,500 Travel includes outreach to eleven (11) towns, Keene and Claremont and home visits, brochure distributions as well as travel. This also covers travel to meetings and trainings. The reimbursement rate is .42/mile

D. EQUIPMENT

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

E. SUPPLIES

\$5,000 Supplies include ongoing items necessary for the successful implementation of EAP. Examples; paper, toner, ink cartridges, highlighters, folders, labels, envelopes

F. CONTRACTUAL

\$4,400 Estimated software maintenance for River Delta. Also includes share of system
\$2,750 Dept for computer maintenance, updates, virus scans, troubleshooting, etc.

G. OTHER

Postage, printing, telephone and office space all fall within the "other" line item.
\$5,880 Postage is calculated by \$1.38 X avg. number of EAP participants for notification and 45 day notices.
\$3,000 Printing covers letters to clients as well as general notices, handouts, faxing, etc.
\$1,530 Telephone/space costs for Director, Asst contracts, telephone and fax expenses.
\$2,064 Misc includes staff trainings, meetings, outreach
\$5,000 Space costs for offices

H. INDIRECT COSTS

\$22,565 The current year's rate for Southwestern Community Services, Inc, is 12% as authorized by the US Department of Health and Human Services.
\$210,688

EAP Program Year 14/15 Budget		
Tri-County Community Action		
CATEGORIES		AMOUNT
Personnel		\$185,627
Fringe Benefits		\$28,924
Travel		\$1,000
Equipment		\$6,000
Supplies		\$3,741
Contractual		\$8,000
Other		\$17,300
Indirect Costs		\$24,445
TOTAL		\$275,037
FTE's in TCCA Budget		8.05

EAP BUDGET BREAKDOWN			
CAA: Tri-County Community Action			
A. PERSONNEL (FTE)			
Position Title	FTE		Amount
Director	0.15		8,250
Certifier	0.75		11,240
EAP Manager	0.45		13,500
EAP Assistant	0.75		22,292
Receptionists	1.8		19,464
Fiscal Support	0.25		7,164
Intake	3.9		103,717
	FTE Total	8.05	Sub-Total
			185,627
B. FRINGE BENEFITS			
FICA			14,173
Unemployment			6,384
Wk/Comp			3,712
Health			4,655
		Sub-Total	28,924
C. TRAVEL			
Mileage Reimbursement			1,000
		Sub-Total	1,000
D. EQUIPMENT			
Office Equipment			2,000
Replacement computers and scanner purchases			4,000
		Sub-Total	6,000
E. SUPPLIES			
Office Supplies			3,741
		Sub-Total	3,741
F. CONTRACTUAL			
Software Support			8,000
		Sub-Total	8,000
G. OTHER			
Advertising			500
Postage			4,000
Printing			700
Computer / Telephone			1,200
Rent			6,900
Audit			2,000
Staff Development/training			2,000
		Sub-Total	17,300
H. INDIRECT COSTS			
Approved Indirect Rate	10.10%		24,445
		Sub-Total	24,445
TOTAL BUDGET			275,037

EAP BUDGET NARRATIVE

CAA:

Tri-County Community Action**A. PERSONNEL**

	(FTE)		
Program Director	0.15	\$8,250.00	Program management
Intake Staff	3.9	\$103,717.00	Taking of applications
Certifier	0.75	\$11,240.00	Certification of applications
EAP Assistant	0.75	\$22,292.00	Assists with EAP apps and certification, letters
EAP Clerk	0.25	\$7,164.00	Filing, data entry, clerical duties
Clerk/receptionist	1.8	\$19,464.00	Making of appointments, mailings
EAP Manager	0.45	\$13,500.00	Maintains EAP account processes
Total	8.05	\$185,627.00	

B. FRINGE BENEFITS

FICA	\$14,173.00	7.65 % of Personnel costs
Unemploy.	\$6,384.00	5.7% of first \$14,000 salary of each of each FTE Personnel
W/Comp	\$3,712.00	2.9% of Personnel costs
Health	\$4,655.00	30% of \$1108 avg monthly ins cost

Total	\$28,924.00
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C. TRAVEL

Mileage	\$1,000.00	Reimbursement for private vehicle use: home visits, satellite sites, meetings, etc 2083 miles at \$.48/mile
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Total	\$1,000.00
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D. EQUIPMENT

Office Equipment	\$2,000.00	Maintenance and upgrade of computers
Computer/Scanners	\$4,000.00	
Total	\$6,000.00	

E. SUPPLIES

Office Supplies	\$3,741.00	Anticipated cost of misc office supplies
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Total	\$3,741.00
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F. CONTRACTUAL

Software Support	\$8,000.00	Anticipated Cost of EAP Software maintenance and system upgrades
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G. OTHER

Advertising	\$500	Program ads, help-wanted ads.
Postage	\$4,000.00	Program mailing costs
Printing	\$700.00	Program copying and outside printing costs
Computer /Phone	\$1,200.00	Apportioned community & main office phone and internet \$100/mo X 12
Rent	\$6,900.00	Apportioned community & main office space costs \$575/mo X 12
Staff Development/training	\$2,000.00	Training sessions/workshops
Audit	\$2,000.00	Apportioned agency cost of audit

H. INDIRECT COSTS

Agency Indirects	\$24,445.00	10.1% of expenses excluding equipment
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TOTAL BUDGET	\$275,037.00
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