

NH Electric Assistance Program Year 15/16							
Proposed Budget for NH Community Action Agencies							
Effective Oct. 1, 2015 - Sept 30, 2016							
CATEGORIES	Lead Agency	BMCA	SCCA	SNHS	SWCS	TCCA	Total
Personnel	\$ 68,091	\$ 193,755	\$ 118,101	\$ 433,078	\$ 95,160	\$ 173,964	\$ 1,082,149
Fringe Benefits	\$ 23,228	\$ 58,806	\$ 28,134	\$ 141,648	\$ 62,345	\$ 45,482	\$ 359,643
Travel	\$ 2,000	\$ 3,160	\$ 1,000	\$ 3,500	\$ 2,000	\$ 2,000	\$ 13,660
Equipment	\$ 500	\$ 3,260	\$ 2,500	\$ -	\$ 500	\$ 500	\$ 7,260
Supplies	\$ 300	\$ 6,970	\$ 2,500	\$ 17,000	\$ 3,494	\$ 2,545	\$ 32,809
Contractual	\$ 8,000	\$ 7,950	\$ 9,982	\$ 23,794	\$ 7,150	\$ 8,000	\$ 64,876
Other	\$ 7,103	\$ 25,589	\$ 18,929	\$ 75,000	\$ 17,474	\$ 11,974	\$ 156,069
Indirect Costs	\$ -	\$ -	\$ -	\$ 69,402	\$ 22,565	\$ 30,572	\$ 122,539
TOTAL	\$ 109,222	\$ 299,490	\$ 181,146	\$ 763,422	\$ 210,688	\$ 275,037	\$ 1,839,005
NH Electric Assistance Program Year 15/16							
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 15/16							
Utility Allocation Percentages by NH Public Utilities Commission.							
	UTILITY ALLOCATION PERCENTAGE*	SHARE OF CAA EAP 15/16 TOTAL FUNDING REQUEST					
		\$ 1,839,005.00					
PSNH	71.06%	\$ 1,306,796.95					
UES	10.92%	\$ 200,819.35					
NHEC	9.80%	\$ 180,222.49					
Liberty	8.22%	\$ 151,166.21					
	100.00%	\$ 1,839,005.00					
* Percentages provided by PUC							

EAP Budget 2015-2016		
CAA: Lead Agency		
CATEGORIES		AMOUNT
Personnel	\$	68,091
Fringe Benefits	\$	23,228
Travel	\$	2,000
Equipment	\$	500
Supplies	\$	300
Contractual	\$	8,000
Other	\$	7,103
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		\$	50,466
Secretary Support	0.01		\$	2,150
Executive Director	0.10		\$	14,550
Fiscal Support	0.01		\$	925
	Total FTE	1.12		
			Sub-Total	\$ 68,091
B. FRINGE BENEFITS				
Fica			\$	5,203
Unemployment			\$	300
Workers Compensation			\$	275
Health Insurance			\$	9,400
Dental/Vision			\$	750
Life/Disability			\$	500
CIB			\$	200
403(B) Plan			\$	4,800
HRA			\$	1,800
			Sub-Total	\$ 23,228
C. TRAVEL				
Mileage reimbursement @ .37/mile			\$	2,000
			Sub-Total	\$ 2,000
D. EQUIPMENT				
Office Equipment			\$	500
			Sub-Total	\$ 500
E. SUPPLIES				
Office Supplies			\$	200
Computer Supplies			\$	100
			Sub-Total	\$ 300
F. CONTRACTUAL				
Software Consultants			\$	8,000
			\$	-
			Sub-Total	\$ 8,000
G. OTHER				
Audit			\$	400
Telephone			\$	350
Rent			\$	1,200
Insurance			\$	300
Office support costs			\$	500
Computer Services			\$	1,000
Training & Development			\$	2,200
Utilities			\$	1,000
Copying & Printing			\$	100
Postage			\$	53
			Sub-Total	\$ 7,103
H. INDIRECT COSTS				
N/A			\$	-
			Sub-Total	\$ -
TOTAL BUDGET			\$	109,222

EAP Program Year 2015 - 2016 Budget		
Community Action Program Belknap-Merrimack Counties, Inc.		
CATEGORIES		AMOUNT
Personnel		\$ 193,755.00
Fringe Benefits		\$ 58,806.00
Travel		\$ 3,160.00
Equipment		\$ 3,260.00
Supplies		\$ 6,970.00
Contractual		\$ 7,950.00
Other		\$ 25,589.00
Indirect Costs		\$ -
TOTAL		\$299,490.00
FTE's in BMCA Budget:		6.37

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

A. PERSONNEL (FTE)

Position Title	FTE	Amount
Intake/Counselors	4.1	\$ 117,587.00
Program Director	0.3	\$ 17,089.00
Certifiers/Data Entry Clerk	1.94	\$ 52,004.00
Fiscal Department Support	0.01	\$ 5,700.00
Secretary Department Support	0.01	\$ 525.00
IT Dept. Support	-	\$ 100.00
Maintenance Dept Support	0.01	\$ 750.00
FTE Total	6.37	Sub-Total \$ 193,755.00

B. FRINGE BENEFITS

FICA	\$ 14,788.00
State Unemployment	\$ 1,649.00
Workers Compensation	\$ 2,161.00
Health Insurance	\$ 26,483.00
Dental/Vision	\$ 2,449.00
Life/Disability	\$ 1,498.00
CIB (3rd party administration fee)	\$ 301.00
403 (B) Plan	\$ 6,302.00
HRA	\$ 3,175.00
Sub-Total	\$ 58,806.00

C. TRAVEL

Mileage reimbursement @ .37/mile	\$ 3,160
Sub-Total	\$ 3,160.00

D. EQUIPMENT

Computer Equipment	\$ 3,260.00
Sub-Total	\$ 3,260.00

E. SUPPLIES

Office Supplies	\$ 3,185.00
Computer Supplies	\$ 3,785.00
Sub-Total	\$ 6,970.00

F. CONTRACTUAL

Audit	\$ 750.00
Computer support, hosting site	\$ 7,200.00
Sub-Total	\$ 7,950.00

G. OTHER

Telephone	\$ 2,800.00
Insurance	\$ 770.00
Copying & Printing	\$ 1,139.00
Computer Services	\$ 2,975.00
Postage	\$ 5,960.00
Staff Development	\$ 1,900.00
Rent	\$ 5,600.00
Utilities, taxes, maintenance	\$ 3,285.00
Service Contracts	\$ 925.00
Equipment Repair	\$ 135.00
Advertising	\$ 100.00
Sub-Total	\$ 25,589.00

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	\$ 117,587	Payroll costs associated with intake/outreach efforts in the towns and cities served by the area center.
Program Director	\$ 17,089	Payroll costs associated with supervision of all area centers and staff.
Certifiers/Data Entry Clerk	\$ 52,004	Payroll costs associated with intake, certification, data entry and file maintenance.
Fiscal Department Support	\$ 5,700	Fiscal support (6 employees) includes payroll, A/P, A/R accounting and budgeting support.
Secretary Department Support	\$ 525	Secretary support (3 employees) includes administrative, clerical and typing support as needed.
IT Department Support	\$ 100	Internal IT support
Maintenance Department Support	\$ 750	Maintenance support for office sites
Sub-Total	\$ 193,755	

B. FRINGE BENEFITS

FICA	\$ 14,788	Actual fringe benefit expense by employee for percent of time spent working on EAP.
State Unemployment	\$ 1,649	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Workers Compensation	\$ 2,161	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Health Insurance	\$ 26,483	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Dental/Vision	\$ 2,449	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Life/Disability	\$ 1,498	Actual fringe benefit expense by employee for percent of time spent working on EAP.
CIB (3rd party administration fee)	\$ 301	Actual fringe benefit expense by employee for percent of time spent working on EAP.
403 (B) Plan	\$ 6,302	Actual fringe benefit expense by employee for percent of time spent working on EAP.
HRA	\$ 3,175	Actual fringe benefit expense by employee for percent of time spent working on EAP.
Sub-Total	\$ 58,806	

C. TRAVEL

Mileage reimbursement @ .37/mile	\$ 3,160	Mileage reimbursement for direct travel related to EAP including outreach, home visits and training.
Sub-Total	\$ 3,160	

D. EQUIPMENT

Computer Equipment	\$ 3,260	Computer replacement, scanners for outreach offices, fax machines
Sub-Total	\$ 3,260	

E. SUPPLIES

Office Supplies	\$ 3,185	Direct expense for office supplies needed for EAP program.
Computer Supplies	\$ 3,785	Computer supply expenses represents the cost of toner cartridges, printer maintenance and repair.
Sub-Total	\$ 6,970	

F. CONTRACTUAL

Audit	\$ 750	Agency cost allocation for audit expenses.
Hosting Site Charge	\$ 7,200	Agency charges for Bayring/Lucidus for host site maintenance and T1 connection.
Sub-Total	\$ 7,950	

G. OTHER

Telephone	\$ 2,800	Agency cost allocation for main office telephone expenses.
Insurance	\$ 770	Agency cost allocation for insurance expenses including bonding, general liability and director's liability insurance.
Copying & Printing	\$ 1,139	Direct expense for copying and printing for the EAP program.
Computer Services	\$ 2,975	Agency cost allocation for computer services, internet access
Postage	\$ 5,960	Direct postage expenses for the EAP program.
Advertising	\$ 100	Direct expense for the EAP program

Staff Development	\$	1,900	Conferences fees, seminars
Rent and property taxes	\$	5,600	Direct expenses for rent for outreach offices based on 23% of costs
Other Occupancy	\$	3,285	Utilities, taxes, janitorial expenses associated with outreach offices
Office Equipment Repair	\$	135	Direct expenses for the repair of office equipment
Service contracts	\$	925	Cost allocation of service contracts for copiers at outreach offices
Sub-Total		\$	25,589

H. INDIRECT COSTS

Not applicable	\$	-	Not applicable.
Sub-Total		\$	-

TOTAL BUDGET	\$	299,490	
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EAP Program Year 15/16 Budget		
Strafford County Community Action Committee		
CATEGORIES		AMOUNT
Personnel		\$ 118,101.00
Fringe Benefits		\$ 28,134.00
Travel		\$ 1,000.00
Equipment		\$ 2,500.00
Supplies		\$ 2,500.00
Contractual		\$ 9,982.00
Other		\$ 18,929.00
Indirect Costs		\$ -
TOTAL		\$ 181,146.00
FTE's in SCCA Budget		3.81

EAP Program Year 15/16 Budget

CAA: STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC

A. PERSONNEL (FTE)

Position Title	FTE	Amount
PROGRAM DIRECTOR	0.20	\$ 11,398.00
PROGRAM MANAGER	0.50	\$ 16,640.00
INTAKE/BUDGET COUNSELORS	1.72	\$ 31,136.00
FISCAL SUPPORT	0.12	\$ 8,230.00
CERTIFIERS	1.16	\$ 40,295.00
SECRETARIAL/RECEPTIONIST SUPPORT	0.11	\$ 10,402.00
FTE Total	3.81	0 Sub-Total \$ 118,101.00

B. FRINGE BENEFITS

FICA	\$ 9,034.00
UNEMPLOYMENT	\$ 3,500.00
WORKERS/COMP	\$ 1,100.00
HEALTH & DENTAL INS	\$ 14,000.00
RETIREMENT	\$ 500.00
Sub-Total	\$ 28,134.00

C. TRAVEL

MILEAGE REIMBURSEMENT	\$ 1,000.00
Sub-Total	\$ 1,000.00

D. EQUIPMENT

COMPUTER UPGRADES, MAINTENANCE	\$ 2,500.00
Sub-Total	\$ 2,500.00

E. SUPPLIES

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

F. CONTRACTUAL

IT SERVICES	\$ 1,610.00
LEGAL AND AUDIT	\$ 2,500.00
SOFTWARE MAINTENANCE	\$ 4,872.00
PAYROLL SERVICES	\$ 1,000.00
Sub-Total	\$ 9,982.00

G. OTHER

POSTAGE	\$ 3,059.00
TELEPHONE	\$ 3,940.00
LIABILITY INSURANCE	\$ 430.00
BUILDING REPAIR/MAINTENACE	\$ 2,000.00
UTILIITIES	\$ 1,000.00
PRINTING	\$ 1,500.00
RENT	\$ 7,000.00
Sub-Total	\$ 18,929.00

H. INDIRECT COSTS

Not Applicable	
Sub-Total	

TOTAL BUDGET	\$ 181,146.00
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EAP Program Year 15/16 Budget
STRAFFORD COUNTY COMMUNITY ACTION COMMITTEE INC

A. PERSONNEL		(FTE)	AMOUNT
Program Director		0.20	\$11,398
	DUTIES: Oversees program operation and compliance		
Program Manager		0.50	\$16,640
	DUTIES: Supervises and coodinates EAP staff, takes & certifies apps		
Intake Staff		1.72	\$31,136
	DUTIES: Processing EAP application, client counseling on budgeting for utilities, referrals for other assistance.		
Certifier		1.16	\$40,295
	DUTIES: Certifying EAP applications		
Fiscal		0.12	\$8,230
	DUTIES: Budgeting, ,procesing payroll for EAP staff, processing payables budgeted to EAP, fiscal reporting		
Secretarial support		0.11	\$10,402
	DUTIES: Answering inquiries, preparing documents, etc.		
B. FRINGE BENEFITS		3.81	\$118,101
FICA	7.65% OF EAP WAGES		\$9,034
UNEMPLOYMENT	Individual EAP staff first \$14000 multiplied by company rate 6.3% multiplied by 6.3% of Salary budgeted to EAP		\$3,500
WORKMAN'S COMP	WC rate \$.90 per \$100 multiplied by EAP salaries		\$1,100
HEALTH/DENTAL INS	Monthly premium per class minus employee copay multiplied by amount of salary budgeted to EAP.		\$14,000
PENSION	Amount paid by agency multiplied by % of salary allocated to EAP		\$500
C. TRAVEL			\$28,134
	2000 miles @ .50 per mile		\$1,000
D. EQUIPMENT			\$1,000
COMPUTER HARDWARE/SOFTWARE	Allocated portion of expense		\$2,500.00
E. SUPPLIES			\$2,500.00
OFFICE SUPPLIES	Allocated portion of Office Supplies		\$2,500
F. CONTRACTUAL			\$2,500
COMPUTER CONSULTANTS	Network support for agency IT infrastructure		\$1,610
LEGAL AND AUDIT	Allocated portion of agency audit		\$2,500
SOFTWARE MAINTENANCE	Share of support for statewide system		\$4,872
PAYROLL SERVICES	Payroll processing company allocated expense		\$1,000
G. OTHER			\$9,982
BUILDING REPAIR/MAINTENANCE	Allocated portion of expense		\$2,000
POSTAGE	Direct postage 3000 clients X 2.5 mailings		\$3,059
UTILITIES	Allocated portion of utilities associated with offices		\$1,000
TELEPHONE/INTERNET	Allocatetion cost of telephone/internet expenses		\$3,940
PRINTING	Allocated cost for program printing expenses		\$1,500
LIABILITY INSURANCE	Allocated portion of liability ins		\$430
RENT	Portion of outreach and central office rents		\$7,000
H. INDIRECT COSTS			\$18,929
Not Applicable			\$181,146

EAP Program Year 15/16 Budget		
Southern New Hampshire Services		
CATEGORIES		AMOUNT
Personnel		\$ 433,078.00
Fringe Benefits		\$ 141,648.00
Travel		\$ 3,500.00
Equipment		\$ -
Supplies		\$ 17,000.00
Contractual		\$ 23,794.00
Other		\$ 75,000.00
Indirect Costs		\$ 69,402.00
TOTAL		\$763,422.00
FTE's in SNHS Budget		17.3

**EAP BUDGET BREAKDOWN
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL (FTE)

Position Title	Number	TOTAL FTEs	Amount
Director/Coordinator	2	0.4	\$ 27,190.00
Supervisors	6	0.6	\$ 22,418.00
Certifiers	6	2	\$ 47,411.00
Intake	27	10.8	\$ 231,728.00
Office Clerk	1	1	\$ 28,353.00
Receptionist	10	2.5	\$ 75,978.00

FTE Total 17.30 **Sub-Total** \$ 433,078.00

B. FRINGE BENEFITS

FICA	\$ 33,130.00
Work. Comp	\$ 6,496.00
NH Unemployment	\$ 9,980.00
Health/Dental/Life Insurance	\$ 78,392.00
Pension	\$ 13,650.00
Sub-Total	\$ 141,648.00

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	\$ 845.00
Space Costs	\$ 47,855.00
Telephone	\$ 13,000.00
Postage	\$ 12,000.00
Marketing	\$ 100.00
Liability Insurance	\$ 1,200.00
Sub-Total	\$ 75,000.00

H. INDIRECT COSTS

Approved Indirect Rate	10%	\$ 69,402.00
Sub-Total		\$ 69,402.00

TOTAL BUDGET \$ 763,422.00

**EAP BUDGET NARRATIVE
SOUTHERN NEW HAMPSHIRE SERVICES**

A. PERSONNEL		(FTE)		
Coordinator	2	0.40	\$	27,190.00
Supervisors	6	0.60	\$	22,418.00
Certifiers	6	2.00	\$	47,411.00
Intake	27	10.80	\$	231,728.00
Office	1	1.00	\$	28,353.00
Receptionist	10	2.50	\$	75,978.00
FTE Total		17.30	\$	433,078.00

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, enroll or deny. Allocated with other agency programs.
Complete applications, gather documentation, enter in system and complete to point of certification.
Generate, print and mail numerous letters generated by EAP system.
Answer calls, make appointments, send out letters, greet applicants, track documentation.

B. FRINGE BENEFITS				
FICA		\$	33,130.00	Federal rate 7.65%
Work. Comp		\$	6,496.00	Rate is 1.5 % per hundred
NH Unemployment		\$	9,980.00	State rate, 5% of first \$14,000 payroll per person
Health/Dental/Life Insurance		\$	78,392.00	Medical, dental, Life ins.
Pension		\$	13,650.00	10% for qualifying and participating employees

Sub-total \$141,648

C. TRAVEL				
Mileage Reimbursement		\$	3,500.00	.40 cents per mile reimbursement. Used for home visits and travel between intake/outreach sites for coverage, training and supervision

Sub-total \$3,500.00

D. EQUIPMENT

Equipment		\$	-	
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E. SUPPLIES

Office Supplies		\$	17,000.00	Paper, toner for printers, miscellaneous office supplies
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Sub-total \$17,000.00

F. CONTRACTUAL

Professional Services		\$	23,794.00	Computer services, maintenance and enhancements to software
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Sub-total \$23,794

G. OTHER

Staff training		\$	845.00	Seminar, training for all staff when applicable
Space Cost		\$	47,855.00	Rent, utilities, maintenance etc. 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	

Sub-total \$75,000

H. INDIRECT COSTS

HHS Indirect rate 10%		\$	69,402.00	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% as authorized by US Dept of Health and Human Services.
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TOTAL BUDGET

\$763,422.00

EAP Program Year 15/16 Budget		
Southwestern Community Services, Inc.		
CATEGORIES		AMOUNT
Personnel		\$ 95,160.00
Fringe Benefits		\$ 62,345.19
Travel		\$ 2,000.00
Equipment		\$ 500.00
Supplies		\$ 3,494.00
Contractual		\$ 7,150.00
Other		\$ 17,474.13
Indirect Costs		\$ 22,564.68
TOTAL		\$210,688.00
FTE's in SWCS Budget		2.45

EAP BUDGET BREAKDOWN

CAA: Southwestern Community Services, Inc.

A. PERSONNEL (FTE)

Position Title	FTE		Amount
Director	0.45	\$	26,000.00
EAP Coordinator	0.5	\$	19,290.00
EAP Intake	0.5	\$	17,040.00
EAP Intake	0.5	\$	16,915.00
EAP Intake	0.5	\$	15,915.00
FTE Total	2.45	Sub-Total	\$ 95,160.00

B. FRINGE BENEFITS

FICA		\$	6,961.00
Unemployment		\$	2,772.00
Health		\$	41,222.00
w/Comp		\$	3,611.19
Pension		\$	6,354.00
Life/STD/LTD		\$	1,425.00
Sub-Total		\$	62,345.19

C. TRAVEL

Mileage Reimbursement		\$	2,000.00
Sub-Total		\$	2,000.00

D. EQUIPMENT

Office Equipment		\$	500.00
Sub-Total		\$	500.00

E. SUPPLIES

Office Supplies		\$	3,494.00
Sub-Total		\$	3,494.00

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		\$	2,064.13
Rent		\$	5,000.00
Sub-Total		\$	17,474.13

H. INDIRECT COSTS

Approved Indirect Rate	12%	\$	22,564.68
Sub-Total		\$	22,564.68

TOTAL BUDGET

\$ 210,688.00

CAA: Southwestern Community Services, Inc.

A. PERSONNEL (FTE)

Personnel includes the Program Director (.45 FTE), and two EAP Coordinators (FTE)
Salaries total \$91,000.

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

The EAP Coordinators are responsible for the daily operation of the program, including communication with the utilities, maintaining information in the software, and monitoring the currently enrolled, withdrawn, and removed EAP caseload.

B. FRINGE BENEFITS

Fringe includes:

FICA - FICA rate is .0765 = 7279.74

NHUC - 6.6% on first 14,000 = 2772.00

W/C - W/C rate is .0408 = 3882.53

Health & Dental Insurance

Life Insurance/Short Term Disability/Long Term Disability - 1425.00

C. TRAVEL

Travel includes outreach to eleven (11) towns in addition to Keene and Claremont, brochure distribution, program presentations, home visits, and travel between the Keene and Claremont offices. Travel also covers staff meetings, trainings, etc.

The agency reimbursement rate is .42/mile = 2500.00.

D. EQUIPMENT

The 500 budgeted for equipment is for small office equipment that may need to be serviced and/or replaced during the fiscal year. Individual staff desk copiers, printers, etc. as well as the equipment for outreach activities (rolling crates, copiers, etc.).

E. SUPPLIES

Supplies include ongoing items necessary for the successful implementation of EAP.

Examples include paper, envelopes, toner, ink, highlighters, pens, file folders, etc.

F. CONTRACTUAL

Estimated software maintenance for River Delta (billed quarterly to each Community Action Agency. (estimating 1,100 each quarter billed to EAP).

Also includes IT service and support for individual staff computers, printers, phones, virus software, etc. through our IT department = 2750.00

G. OTHER

Postage: 1.47/per client x 4000 (enrolled and denied households need mailings: appointment card, reminder checklists, 45-day letters, enrollment or denial letters, etc. = 5880.00.

Printing: Printing applications, program forms, handouts, etc. = 3,000.00

Computers/Telephones: charge of 127.50/month = 1,530.00

Rent: Space cost for offices and storage/maintenance services = 5,000.00

Misc: Misc line item includes staff trainings, staff meetings, additional supplies, and outreach activities = 2064.13.

H. INDIRECT COSTS

12% Indirect Rate

EAP Program Year 15/16 Budget		
Tri-County Community Action		
CATEGORIES		AMOUNT
Personnel		\$173,964
Fringe Benefits		\$45,482
Travel		\$2,000
Equipment		\$500
Supplies		\$2,545
Contractual		\$8,000
Other		\$11,974
Indirect Costs		\$30,572
TOTAL		\$275,037
FTE's in TCCA Budget		6.15

EAP BUDGET BREAKDOWN			
CAA: Tri-County Community Action			
A. PERSONNEL (FTE)			
Position Title	FTE	Amount	
Director	0.15	9,000	
EAP Manager	0.5	20,000	
EAP Assistant	0.75	28,782	
Lead Certifier	0.25	8,840	
Seasonal Certifiers	0.75	8,760	
Receptionist	0.9	12,810	
Fiscal Support	0.15	4,875	
Intake	2.7	80,897	
FTE Total	6.15	Sub-Total	173,964
B. FRINGE BENEFITS			
FICA		13,308	
Unemployment		3,827	
Wk/Comp		2,652	
Health		25,430	
Dental		265	
		Sub-Total	45,482
C. TRAVEL			
Mileage Reimbursement		2,000	
		Sub-Total	2,000
D. EQUIPMENT			
Office Equipment		500	
		Sub-Total	500
E. SUPPLIES			
Office Supplies		2,545	
		Sub-Total	2,545
F. CONTRACTUAL			
Software Support		8,000	
		Sub-Total	8,000
G. OTHER			
Advertising		250	
Postage		6,000	
Printing		200	
Computer / Telephone		600	
Rent		3,924	
Staff Development		1,000	
		Sub-Total	11,974
H. INDIRECT COSTS			
Approved Indirect Rate	12.20%	30,572	
		Sub-Total	30,572
TOTAL BUDGET			
			275,037

EAP BUDGET NARRATIVECAA: **Tri-County Community Action**

A. PERSONNEL			
	(FTE)		
Program Director	0.15	\$9,000.00	Program management
Intake Staff	2.7	\$80,897.00	Taking of applications
Lead Certifier	0.25	\$8,840.00	Certification of applications
EAP Assistant	0.75	\$28,782.00	EAP enrollment, removals, notification letters
Seasonal Certifiers	0.75	\$8,760.00	Certification of applications
Receptionist	0.9	\$12,810.00	Making of appointments, mailings
EAP Manager	0.5	\$20,000.00	Program management, supervision
Fiscal Support	0.15	\$4,875.00	Prepares billing, compliance reviews
Total	6.15	\$173,964.00	
B. FRINGE BENEFITS			
FICA	\$13,308.00	7.65 % of Personnel costs	
Unemploy.	\$3,827.00	2.2% of first \$14,000 salary of each of each FTE Personnel	
W/Comp	\$2,652.00	3.82/100 for outreach - .31/100 for administrative staff	
Health	\$25,430.00	Agency has resumed providing health insurance benefits	
Dental	\$265.00	.16% of dental insurance	
Total	\$45,482.00		
C. TRAVEL			
Mileage	\$2,000.00	Reimbursement for private vehicle use: home visits, satellite sites, meetings, etc at \$.48/mile	
Total	\$2,000.00		
D. EQUIPMENT			
Office Equipment	\$500.00	Maintenance of computers and scanners	
Total	\$500.00		
E. SUPPLIES			
Office Supplies	\$2,545.00	Anticipated cost of misc office supplies	
Total	\$2,545.00		
F. CONTRACTUAL			
Software Support	\$8,000.00	Anticipated Cost of EAP Software maintenance	
G. OTHER			
Advertising	\$250	Program ads, help-wanted ads.	
Postage	\$6,000.00	Program mailing costs	
Printing	\$200.00	Printing of brochures and staff manuals	
Computer /Phone	\$600.00	Apportioned community & main office phone and internet	
Rent	\$3,924.00	Apportioned community & main office space costs	
Staff Development	\$1,000.00	Attendance to conferences and trainings	
Total	\$11,974.00		
H. INDIRECT COSTS			
Agency Indirects	\$30,572.00	12.20%	
TOTAL BUDGET	\$275,037.00		