

SFY2020 CARES ACT AGENCY FUNDING ITEMIZED SERVICE BUDGET

5/24/2020

PERSONNEL			TOTAL ANNUAL BUDGET	LIHEAP PROVIDER ADMIN CARES ACT COST	LIHEAP INTAKE CARES ACT COST (VOUCHERS)	CSV CARES ACT COST	LIHEAP A-16 CARES ACT COST
FTE Level	Position Title	Total Salary for the Contract Period					
1	Excecutive Director	\$ 53,261.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	Fiscal/Contract Manager	\$ 47,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	Progrm/Payroll Manager	\$ 49,143.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	Secetary	\$ 35,347.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	Region Coordinator	\$ 90,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	Case Manager	\$ 164,044.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	WAP Program Manager	\$ 47,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1	WAP Supervisor	\$ 45,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	WAP Crew Members	\$ 82,022.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PERSONNEL:			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

EMPLOYEE RELATED EXPENSES	TOTAL ANNUAL BUDGET	LIHEAP PROVIDER ADMIN CARES ACT COST	LIHEAP INTAKE CARES ACT COST (VOUCHERS)	CSV CARES ACT COST	LIHEAP A-16 CARES ACT COST
ITEM					
FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Worker's Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EMPLOYEE RELATED EXPENSES:	\$0	\$0.00	\$0.00	\$0.00	\$0.00

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PROFESSIONAL AND OUTSIDE SERVICES		TOTAL ANNUAL BUDGET	LIHEAP PROVIDER ADMIN CARES ACT COST	LIHEAP INTAKE CARES ACT COST (VOUCHERS)	CSV CARES ACT COST	LIHEAP A-16 CARES ACT COST
ITEM	BASIS					
Audit & 990 Return	\$13,698 Annual Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Contracted Services	Contracted Direct Services 17 hrs/mo x \$75/hr x 12 months x 41.480%	\$6,346.46	\$0.00	\$0.00	\$6,346.46	\$0.00
Bank Charges	\$290/mo Bank fees x 12 months (Account Analysis Statement Fee)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROFESSIONAL & OUTSIDE SERVICE:		\$6,346.46	\$0.00	\$0.00	\$6,346.46	\$0.00

TRAVEL		TOTAL ANNUAL BUDGET	LIHEAP PROVIDER ADMIN CARES ACT COST	LIHEAP INTAKE CARES ACT COST (VOUCHERS)	CSV CARES ACT COST	LIHEAP A-16 CARES ACT COST
ITEM	BASIS					
Staff/Board Owned Vehicle Mileage	10,000 miles/month x 12 months x \$.445	\$23,077.21	\$0.00	\$15,998.92	\$7,078.29	\$0.00
Staff/Board per Diem	\$36 per day x 24 employees/Board members x 30 meeting	\$15,898.28	\$0.00	\$7,999.45	\$7,898.83	\$0.00
Lodging	Average \$200 per night x 4 rooms x 30 nights	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conference Registration	Average \$450 x 34 Registrations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel Maintenance	2,703 miles/month x 12 months x \$.445	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL TRAVEL:		\$38,975.49	\$0.00	\$23,998.37	\$14,977.12	\$0.00

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SPACE		TOTAL ANNUAL BUDGET	LIHEAP PROVIDER ADMIN CARES ACT COST	LIHEAP INTAKE CARES ACT COST (VOUCHERS)	CSV CARES ACT COST	LIHEAP A-16 CARES ACT COST
ITEM	BASIS					
Office Rent	\$4,184/month 12 months	\$6,791.48	\$0.00	\$0.00	\$6,791.48	\$0.00
Utilities	\$1200/month x 12 months	\$4,107.45	\$0.00	\$0.00	\$4,107.45	\$0.00
TOTAL SPACE:		\$10,898.93	\$0.00	\$0.00	\$10,898.93	\$0.00

EQUIPMENT		TOTAL ANNUAL BUDGET	LIHEAP PROVIDER ADMIN CARES ACT COST	LIHEAP INTAKE CARES ACT COST (VOUCHERS)	CSV CARES ACT COST	LIHEAP A-16 CARES ACT COST
ITEM	BASIS					
Telephone Maintenance Contracts	\$2,075/month x 12 months x 31.419% <i>(Copier Maintenance / Software Support Contracts)</i>	\$7,823.33	\$0.00	\$0.00	\$7,823.33	\$0.00
Equipment Purchases	\$1,000/month x 12 months x 79.166%	\$9,500.00	\$4,500.00	\$0.00	\$5,000.00	\$0.00
TOTAL EQUIPMENT:		\$17,323.33	\$4,500.00	\$0.00	\$12,823.33	\$0.00

MATERIALS AND SUPPLIES		TOTAL ANNUAL BUDGET	LIHEAP PROVIDER ADMIN CARES ACT COST	LIHEAP INTAKE CARES ACT COST (VOUCHERS)	CSV CARES ACT COST	LIHEAP A-16 CARES ACT COST
ITEM	BASIS					
General Office Supplies	Avg. \$1,100/month x 12 months	\$15,372.00	\$10,372.00	\$0.00	\$5,000.00	\$0.00
Cleaning Supplies	Avg. \$225/month x 12 months	\$10,200.04	\$0.00	\$0.00	\$10,200.04	\$0.00
Postage	Avg. \$450/month x 12 months	\$5,400.00	\$0.00	\$0.00	\$5,400.00	\$0.00
TOTAL MATERIALS & SUPPLIES:		\$30,972.04	\$10,372.00	\$0.00	\$20,600.04	\$0.00

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OPERATING SERVICES		TOTAL ANNUAL BUDGET	LIHEAP PROVIDER ADMIN CARES ACT COST	LIHEAP INTAKE CARES ACT COST (VOUCHERS)	CSV CARES ACT COST	LIHEAP A-16 CARES ACT COST
ITEM	BASIS					
Telephone	\$3,500 per month x 12 months	\$9,746.12	\$0.00	\$0.00	\$9,746.12	\$0.00
Dues - ACAA	\$60 Ind. Membership x 10 plus \$ 300 Agency Membership	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fees - Corporation Commission	\$50 Annual Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$17,752 Annual Premium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Board of Directors Insurance	\$3,500 Annual Premium	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Personnel Fingerprinting	\$67 x 5 employees <i>(allowing for additional hires and or terminations throught the fiscal year)</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL OPERATING SERVICES:		\$9,746.12	\$0.00	\$0.00	\$9,746.12	\$0.00

SUBTOTAL ADMIN COST:	\$114,262.37	\$14,872.00	\$23,998.37	\$75,392.00	\$0.00
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VOUCHERS		TOTAL ANNUAL BUDGET	LIHEAP PROVIDER ADMIN CARES ACT COST	LIHEAP INTAKE CARES ACT COST (VOUCHERS)	CSV CARES ACT COST	LIHEAP A-16 CARES ACT COST
ITEM	BASIS					
TANF	Rent & Utility Assistance	\$0.00				
LIHEAP	Utility Assistance	\$95,993.63	\$95,993.63			
ASSURANCE 16	Utility Assistance	\$8,475.00				\$8,475.00
ACAA	Appliance Repair & Utility Assistance	\$0.00				
WAP	Weatherization Assistance	\$0.00				
SUBTOTAL VOUCHER COST:		\$104,468.63	\$95,993.63	\$0.00	\$0.00	\$8,475.00

TOTAL AGENCY CARES ACT BUDGET:	\$218,731.00	\$110,865.63	\$23,998.37	\$75,392.00	\$8,475.00
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ALLOCATED 2020 CARES ACT BUDGET:	\$	110,865.63	\$	23,998.37	\$	75,392.00	\$	8,475.00
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