

SFY2021 CARES ACT AGENCY FUNDING ITEMIZED SERVICE BUDGET

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	\$ 60,261.00	\$ 7,590.69	\$590.69	\$0.00	\$7,000.00	\$0.00
1	Fiscal/Contract Manager	\$ 54,300.00	\$ 8,181.38	\$1,181.38	\$0.00	\$7,000.00	\$0.00
1	Progrm/Payroll Manager	\$ 56,143.00	\$ 8,181.38	\$1,181.38	\$0.00	\$7,000.00	\$0.00
1	Secetary	\$ 42,347.00	\$ 7,590.69	\$590.69	\$0.00	\$7,000.00	\$0.00
2	Region Coordinator	\$ 104,200.00	\$ 28,634.59	\$14,634.59	\$9,000.00	\$3,000.00	\$2,000.00
4	Case Manager	\$ 192,044.00	\$ 32,000.00	\$0.00	\$28,000.00	\$4,000.00	\$0.00
1	WAP Program Manager	\$ 54,300.00	\$ -	\$0.00	\$0.00	\$0.00	\$0.00
2	WAP Supervisors	\$ 104,200.00	\$ 10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
1	WAP Crew Member	\$ 48,011.00	\$ 5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
TOTAL PERSONNEL:			\$ 107,178.73	\$18,178.73	\$37,000.00	\$35,000.00	\$17,000.00

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		\$ 13,885.56	\$1,865.41	\$2,000.00	\$10,020.15	\$0.00
Unemployment Insurance		\$ 3,500.00	\$0.00	\$1,500.00	\$2,000.00	\$0.00
Worker's Compensation		\$ 4,500.00	\$2,000.00	\$2,500.00	\$0.00	\$0.00
Health Benefits		\$ 3,266.26	\$266.26	\$3,000.00	\$0.00	\$0.00
Life Insurance		\$ 6,996.63	\$0.00	\$1,996.63	\$5,000.00	\$0.00
TOTAL EMPLOYEE RELATED EXPENSES:		\$ 32,148.45	\$4,131.67	\$10,996.63	\$17,020.15	\$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	\$ 1,566.25	\$1,566.25	\$0.00	\$0.00	\$0.00
Professional Contracted Services	Contracted Direct Services 17 hrs/mo x \$75/hr x 12 months x 41.480%	\$ 1,342.50	\$0.00	\$0.00	\$1,342.50	\$0.00
Bank Charges	\$290/mo Bank fees x 12 months (Account Analysis Statement Fee)	\$ 134.25	\$0.00	\$0.00	\$134.25	\$0.00
TOTAL PROFESSIONAL & OUTSIDE SERVICE:		\$ 3,043.00	\$1,566.25	\$0.00	\$1,476.75	\$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 Milleage	10,000 miles/month x 12 months x \$.445	\$ 31,890.74	\$0.00	\$15,998.92	\$15,891.82	\$0.00
Staff/Board per Diem	\$36 per day x 24 employees/Board members x 30 meeting	\$ 14,508.29	\$6,508.84	\$7,999.45	\$0.00	\$0.00
Lodging	Average \$200 per night x 4 rooms x 30 nights	\$ 2,013.75	\$2,013.75	\$0.00	\$0.00	\$0.00
Conference Registration	Average \$450 x 34 Registrations	\$ 1,566.29	\$0.00	\$0.00	\$1,566.29	\$0.00
Vehicle Fuel Maintenance	2,703 miles/month x 12 months x \$.445	\$ -	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL TRAVEL:		\$ 49,979.07	\$8,522.59	\$23,998.37	\$17,458.11	\$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	\$ 3,546.41	\$0.00	\$0.00	\$3,546.41	\$0.00
Utilities	\$1200/month x 12 months	\$ 1,476.75	\$1,476.75	\$0.00	\$0.00	\$0.00
TOTAL SPACE:		\$ 5,023.16	\$1,476.75	\$0.00	\$3,546.41	\$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>	\$ 2,685.00	\$0.00	\$0.00	\$2,685.00	\$0.00
Equipment Purchases	\$1,000/month x 12 months x 79.166%	\$ 1,566.25	\$1,566.25	\$0.00	\$0.00	\$0.00
TOTAL EQUIPMENT:		\$ 4,251.25	\$1,566.25	\$0.00	\$2,685.00	\$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	\$ 2,237.50	\$2,237.50	\$0.00	\$0.00	\$0.00
Cleaning Supplies	Avg. \$225/month x 12 months	\$ 402.76	\$402.76	\$0.00	\$0.00	\$0.00
Postage	Avg. \$450/month x 12 months	\$ 620.68	\$0.00	\$0.00	\$620.68	\$0.00
TOTAL MATERIALS & SUPPLIES:		\$ 3,260.94	\$2,640.26	\$0.00	\$620.68	\$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	\$ 4,475.00	\$4,475.00	\$0.00	\$0.00	\$0.00
Dues - ACAA	\$60 Ind. Membership x 10 plus \$ 300 Agency Membership	\$ 172.29	\$0.00	\$0.00	\$172.29	\$0.00
Fees - Corporation Commission	\$50 Annual Fee	\$ 7.78	\$0.00	\$0.00	\$7.78	\$0.00
General Liability Insurance	\$17,752 Annual Premium	\$ 1,790.00	\$1,790.00	\$0.00	\$0.00	\$0.00
Board of Directors Insurance	\$3,500 Annual Premium	\$ 268.50	\$268.50	\$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>	\$ 74.96	\$0.00	\$0.00	\$74.96	\$0.00
TOTAL OPERATING SERVICES:		\$ 6,788.53	\$6,533.50	\$0.00	\$255.03	\$0.00

SUBTOTAL ADMIN COST:	\$211,673.13	\$44,616.00	\$71,995.00	\$78,062.13	\$17,000.00
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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 ASSURANCE 16	Utility Assistance	\$287,981.00	\$287,981.00			
	Utility Assistance	\$8,426.00				\$8,426.00
CSV	Assistance Vouchers	\$148,113.87			\$148,113.87	
ACAA	Appliance Repair & Utility Assistance	\$0.00				
WAP	Weatherization Assistance	\$0.00				
SUBTOTAL VOUCHER COST:		\$444,520.87	\$287,981.00	\$0.00	\$148,113.87	\$8,426.00

TOTAL AGENCY CARES ACT BUDGET:	\$656,194.00	\$332,597.00	\$71,995.00	\$226,176.00	\$25,426.00
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ALLOCATED 2021 CARES ACT BUDGET:	\$ 332,597.00	\$ 71,995.00	\$ 226,176.00	\$ 25,426.00
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