CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: **Comptroller**

AGENDA DATE: **05/10/05**

CONTACT PERSON/PHONE: **Carmen Arrieta-Candelaria/541-4293**

DISTRICT(S) AFFECTED: **Citywide**

SUBJECT:

Resolution authorizing the acceptance of approximately $5.8 million from the El Paso Electric Company for certain City projects and for a new program through El Paso Community Action Program, Project Bravo, Inc. These funds were obtained through a ruling from the PUC of Texas.

BACKGROUND / DISCUSSION:
Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The City will use sixty percent (60%) or approximately $3,493,304 of the Rewards for projects that fall within the definition of "demand-side management" and the remaining forty percent (40%) or approximately $2,328,869 of the Rewards, will be set aside for El Paso Community Action Project Bravo, a private non-profit organization ("Project Bravo") or other projects that meet the original intent set out by the Docket from the PUC. The definition of demand side management as defined by the PUC Energy Efficiency Rule Subst. Rule 25.181 is "activities that affect the magnitude or timing of customer electrical usage or both." The City will work with Project Bravo, along with Texas Ratepayer's Organization to Save Energy ("Texas Rose") and Texas Legal Services Center ("TLSC") in establishing energy efficiency programs, that will benefit households whose income are between one hundred twenty-five percent (125%) and two hundred percent (200%) of federal poverty guidelines. The proposal from Project Bravo is attached for review.
If the resolution is approved, the City Manager will accept the funds for the City and adhere to the guidelines set out by the resolution which include ensuring that all monies are expended for City projects that fall within the guidelines; executing all budget transfers necessary; and ensuring that the Project Bravo project meets the requirements set out by the City. These include providing for a three-year timeline from the time of acceptance of said proposals for the completion of the project as approved by the City Manager;

PRIOR COUNCIL ACTION
Has the Council previously considered this item or a closely related one?

Council has not considered such a item previously, however, Council has accepted grant monies in the past for various capital projects.

AMOUNT AND SOURCE OF FUNDING:
How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

This item will be funded from the El Paso Electric Company and funds will flow into the City upon the approval of the resolution. Budget transfers will be executed once the resolution has passed and specific projects have been identified.

BOARD / COMMISSION ACTION:
Enter appropriate comments or N/A

N/A

**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

WHEREAS, the City of El Paso (the "***City***") is entitled to an award from the El Paso Electric Company ("***EPE***") in an amount equal to or approximately $5,822,173 for Palo Verde Performance Rewards (the "***Rewards***") as called for in Public Utility Commission of Texas ("***PUC***") Docket No 20450 (the "***Docket***");

WHEREAS, the City desires to use sixty percent (60%) or approximately $3,493,304 of the Rewards for projects that fall within the definition of "demand-side management" (defined hereinafter) and the remaining forty percent (40%) or approximately $2,328,869 of the Rewards, will be set aside for El Paso Community Action Project Bravo, a private non-profit organization ("***Project Bravo***") or other projects that meet the original intent set out by the Docket;

WHEREAS, the definition of demand side management as defined by the PUC Energy Efficiency Rule Subst. Rule 25.181 is "activities that affect the magnitude or timing of customer electrical usage or both;" and

WHEREAS, the City desires to work with Project Bravo, along with Texas Ratepayer's Organization to Save Energy ("***Texas Rose***") and Texas Legal Services Center ("***TLSC***") in establishing energy efficiency programs, that will benefit households whose income are below two hundred percent (200%) of federal poverty guidelines; and while the Rewards will primarily benefit small commercial customers, the City desires to work with Project Bravo and utilize forty percent (40%) of the Reward to provide access to energy efficiency programs for those moderate income households.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF EL PASO:

THAT, the City Manager is hereby authorized to accept, on behalf of the City, the Rewards as called for by the Docket. The City will use sixty percent (60%) or approximately $3,493,304 of the Rewards for projects that fall within the definition of demand-side management and the remaining forty percent (40%) or approximately $2,328,869 of the Rewards, will be set aside for Project Bravo or other projects that meet the original intent set out by the Docket;

THAT, the City Manager will ensure that all monies will be expended for City projects that fall within the demand-side management definition, provided that such monies will be expended after the "Lame Duck" period (as defined in Section 3.3.C of the City's Charter);

THAT, the City Manager is hereby authorized to execute budget transfers related to the Rewards and to allocate project budgets as necessary;

THAT, the City hereby agrees to review proposals submitted by Project Bravo to ensure that they meet the requirements set out by the City and to provide for a four-year timeline from

the time of acceptance of said proposals for the completion of the project as approved by the City Manager, provided that such approval is given after the Lame Duck period;

THAT, the City hereby agrees to work with Project Bravo, along with Texas Rose and TLSC in establishing energy efficiency programs, that will benefit households whose income are below two hundred percent (200%) of federal poverty guidelines; and while the Rewards will primarily benefit small commercial customers, the City hereby agrees to work with Project Bravo and to utilize forty percent (40%) of the Reward to provide access to energy efficiency programs for those moderate income households; and

THAT, if Project Bravo fails to comply with the timelines and/or project specifications as approved by the City Manager, the remaining funds of the forty percent (40%) set aside will revert back to the City and shall be used for other energy efficiency projects that fall within the original guidelines set up by the Docket.

ADOPTED this 24th day of May, 2005.

CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Jorge Villegas
Assistant City Attorney

APPROVED AS TO CONTENT:

Carmen Arrieta-Candelaria
Comptroller

Document Name:UTILITIES/5/RESO REGARDING PROJECT BRAVO FUNDS
Document #: 11484
Author_Id: JVIL

EL PASO COMMUNITY ACTION PROGRAM
PROJECT BRAVO, INC.

4838 Montana Avenue -- El Paso, Texas 79903 -- (915) 562-4100

EL PASO SAVING HOME ENERGY

EXECUTIVE DIRECTOR
MRS. SOFIA MORENO

April 25, 2005

EXECUTIVE SUMMARY
PROJECT BRAVO PROPOSAL TO THE CITY OF EL PASO

EL PASO SAVING HOME ENERGY

Project Bravo submits the following proposal to the City of El Paso to offer a new program to help moderate income residents of El Paso reduce their home energy bills.

The program called "El Paso Saving Home Energy" would use $2.3 million of the Palo Verde Performance Rewards to:

- Help an estimate 400 or more households in El Paso reduce their energy use and utility bills on a long-term basis.

- Fund a pilot project to help elderly and disabled clients start up and shut down of their evaporative coolers and heaters.

The funds will be used to provide energy efficiency improvements such as increased insulation, duct repair and replacement, solar screens, low-E windows, water heater and refrigerator replacement, and replacement of evaporative cooling units, air conditioners and heating equipment.

Project Bravo is also proposing to use some or all of the interest accrued on the funds to establish a pilot project to assist the elderly and disabled with seasonal maintenance of evaporative coolers and heaters.

The program will serve single family and multi-family households. Single family households must have incomes between 125% and 200% of the federal poverty guideline. For multi-family only subsidized apartment buildings qualify, the owner is expected to pay a portion of the costs and the cost savings have to be passed on to the renter.

The program will be structured as a grant from the City to Project Bravo and Project Bravo will be solely responsible for the proper disposition of the funds. The program is scheduled to begin September 1, 2005 for a period of three years.

PROPOSAL FROM EL PASO COMMUNITY ACTION PROGRAM-- PROJECT BRAVO, INC. TO THE CITY OF EL PASO FOR FUNDING OF EL PASO SAVING HOME ENERGY

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I. Introduction

El Paso Community Action Program, Project Bravo, Inc. (hereafter called "Project Bravo") is pleased to submit this proposal to the Comptroller of the City of El Paso (hereafter called "the City") to offer a new program for moderate-income residents of El Paso called El Paso Saving Home Energy. The program is consistent with an Agreement between the City and El Paso Electric Company regarding the Palo Verde Performance Rewards. Under the agreement the City intends to spend $2.3 million for a program to help households with incomes in the range of 125% to 200% of the federal poverty guideline reduce their energy use and utility bills on a long-term basis.

Project Bravo, with the full commitment of its board of directors to provide a successful program, outlines in this document its proposal to achieve cost and energy savings for moderate-income households in El Paso. The program described herein is a modification of an energy efficiency program approved by the Public Utility Commission of Texas for use by the electric utilities it regulates.

II. Background

Data available from the Low-Income Home Energy Assistance Program estimate that approximately 1,825,298 households in Texas have incomes under 150% of the poverty guidelines. These households represent 30% of total households.[1] Households at or below 200% of the poverty guidelines fall within 71% of the state's household median income (68% for metro counties and 98% for non-metro counties).

By extrapolating U.S. Census and other data Project Bravo estimates that approximately 113,530 households in El Paso County earn incomes at or below 200% of the federal poverty

guideline. We further estimate that 34,000 of these households have incomes at or below 125% of the federal poverty guideline.

A limited amount of funds are available every year that are targeted to the below 125% of poverty population. Households at or below 125% of poverty are eligible for participation in the federal Weatherization Assistance Program supplemented by El Paso Electric Company and the Low-Income Home Energy Assistance Program.

El Paso Saving Home Energy will not replace nor compete with programs currently available to the low-income population in El Paso. The purpose of El Paso Saving Home Energy is to target the estimated 78,530 households living between 125% and 200% of the federal poverty guideline in the City of El Paso. These families who lack adequate income to invest in home energy efficiency do not qualify for other programs that provide energy efficiency at no cost to the customer. In essence, El Paso Saving Home Energy will provide a new and much needed category of assistance providing home energy improvements for families who cannot be served by the Low-income Weatherization Program. El Paso Saving Home Energy will give an underserved, needy population access to long term energy efficiency improvements over the next three years.

III. Description of El Paso Saving Home Energy

A. Objectives

The primary objective of El Paso Saving Home Energy is to help households reduce their energy use by making improvements to the building and mechanical equipment. El Paso Saving Home Energy will serve households with income levels too high to qualify for low-income weatherization program services whose income level is still too low for them to be able to afford energy efficiency investments. The improvements made under the program will be free to the

eligible household and all improvements made will be cost effective. Cost-effective means the improvements will cost less than the value of the energy they will save.

Additional objectives of the program are:

- To provide meaningful utility cost and energy savings for qualifying households.
- To provide energy efficiency improvements to individual households at no cost.
- To provide energy efficiency improvements in single family homes and apartments occupied by eligible low-income customers.

B. Eligibility Criteria

Single Family Housing

To be eligible to receive energy efficiency services a single-family household must meet the following criteria:

- Dwelling unit must be located in the City of El Paso.
- Dwelling unit must be occupied by a household with total income above 125% and at or below 200% of the federal poverty guideline. Annual income limits are as follows:

ANNUAL INCOME LIMITS

Family Size	Poverty Guideline 125%	Poverty Guideline 200%
1	$11,963	$19,500
2	$16,038	$25,660
3	$20,113	$32,180
4	$24,188	$38,700
5	$28,263	$45,220
6	$32,338	$51,740
7	$36,413	$58,260
8	$40,488	$64,780

Multi-family dwelling units are eligible provided that:

- The housing units are for households with incomes at or below 80% of household median income, such as Section 8, Public Housing, and other affordable housing owned and operated by non-profit organizations.
- The owner of the housing units complies with other terms and conditions outlined herein.

General Prohibitions

The following dwelling units, both single-family and multi-family, will be excluded from the program:

- Dwelling units that are less than 10 years old.
- Dwelling units that were weatherized through the Low-Income Weatherization Program within the past 10 years.
- Dwelling units that require building improvements that exceed the expenditure caps per dwelling unit.

C. Target Population

El Paso Saving Home Energy will be available to households with incomes between 125% to 200% of the federal poverty guidelines and to households living in subsidized apartment complexes. At a minimum the target population includes:

- Households denied weatherization or utility assistance program benefits under the Low-income Weatherization Program because their income exceeds 125% of poverty guidelines.
- Apartment complexes subsidized or built with U.S. Department of Housing and Urban Development funds that are occupied by households with incomes at or

below 80% of household median income, such as Section 8, Public Housing, and other affordable housing owned and operated by non-profit organizations.

- Households eligible for the Children's Health Insurance Program (CHIP) and the reduced school lunch programs.

D. Costs per Dwelling Unit

The average cost per dwelling unit will be $4,500.

Project Bravo anticipates the costs will break down as follows for a typical dwelling unit receiving the maximum benefit:

(1) $3,900 for program materials, mechanical equipment and labor;

(2) $450 for minor repairs necessary to properly install an energy efficiency measure;

(3) and $150 for health and safety measures including carbon monoxide sensors and smoke alarms.

E. Eligible Energy Efficiency Measures

Through El Paso Saving Home Energy, Project Bravo proposes to establish a comprehensive approach to energy efficiency in each individual household by utilizing specific measures for installations that meet minimum criteria and follow set priorities. Specifications will be developed for all allowable measures to assure that the participating households receive high efficiency products and equipment that meet high quality standards. Project Bravo will apply standards already used for similar programs developed by the Texas Department of Housing and Community Affairs, the Public Utility Commission of Texas or other standard setting entity such as the Environmental Protection Agency's Energy Star Program.

At least one building envelope measure must be installed in each dwelling unit before any measures are provided from the interior energy use category. At least one measure must be

installed from the interior use category before heating and cooling equipment measures are provided. The priorities are as follows:

Priority 1. Building Envelope Efficiency

- Single-family dwelling insulation measures (all exterior walls, ceiling or floor with pier and beam).
- Multifamily insulation measures (all exterior walls, ceilings or floors with pier and beam). If an insulation measure is adopted for a particular building, that measure shall be applied to the entire building.
- Infiltration measures (weather-stripping, caulking, and roof patches).
- Installation of Solar Screens
- Installation of Low E Windows
- Replacement of double-pane glass
- Replacement of Exterior Doors
- Installation of Screen Doors
- HVAC duct integrity (repair, replace and joint sealing with mastic).

Priority 2. Interior Energy Use

- Compact fluorescent lighting (CFL) (combined 50 watt difference, minimum 3 hour use per day).
- Refrigerator replacement
- Water heater repair or replacement
- Ceiling Fans

Priority 3 Heating and Cooling Efficiency

- Room air conditioning.

- Packaged unit (install to manufacturer's specifications).
- Split system (complete coils and compressor replacement).
- Evaporative Cooling (repair or replacement of roof and window units)
- Heating unit (repair or replacement of central and individual units)

Each customer site must meet the minimum standards for installation (as described in the Eligible Measures and Installation Criteria, and approved savings estimates).

IV. Scope of Work

A. Program Outreach

Project Bravo will develop outreach materials to promote the program and work as closely as possible with the City to reach households in El Paso in need of energy efficiency services that are income qualified for El Paso Saving Home Energy. The following are our proposed outreach activities.

Develop Outreach Materials

An El Paso Saving Home Energy brochure and posters will be developed to explain basic program information to potential participants. Every brochure and other outreach materials will clearly state the program name, El Paso Saving Home Energy, with the acknowledgement "A Project Bravo program fund by the City of El Paso Palo Verde Performance Rewards."

News Conference/Open House

To announce the starting date of the new program, Project Bravo representatives along with City Officials will hold a news conference and open house.

Distribute Outreach Materials

Project Bravo staff will make posters and brochures available to libraries, community centers, city buildings and private businesses. Project Bravo staff will also meet with managers

of multi-family developments to explore options for making subsidized apartment housing more energy efficient.

B. Verifying Eligibility

Single Family

The income requirement for El Paso Saving Home Energy is above 125% and at or below 200% of the federal poverty guideline. The procedures used to determine income eligibility will be similar to those used for the federal programs operated by Project Bravo that are funded through TDHCA. Program staff will use applicant's total household income documentation from the 30 days prior to application to annualize income and determine eligibility as specified in Section III, B. Eligibility Criteria. Household income used for eligibility purposes will be money, wages and salaries before any deductions, net receipts from self-employment; regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments; private pensions, government employee pensions, and regular insurance or annuity payments; dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

Multi-Family

All units in a multi-family (apartment) building or apartment complex are considered income eligible if the housing units are: (1) subsidized by a federal housing program or (2) an affordable housing project owned and operated by a non-profit organization. Eligibility will be verified by the subsidizing entity.

Renter occupied units are included provided that the non-profit agency (owner) or their agent provides, in writing, permission to work on the building, agrees to pass the benefits of the program on to the tenant and will not use the program to raise rents for one year.

The non-profit agency (owner), whenever feasible, will contribute up to 5% or more of the total spent to weatherize the apartment complex. If demand for the funds exceeds available resources, priority will be given to projects making the highest cost share contribution to the project.

C. Program Operation

Project Bravo will hire staff dedicated to El Paso Saving Home Energy. Two full-time staff members will be responsible for:

- Verifying the applicant's income and the eligibility of the dwelling unit.
- Conducting assessments in individual dwelling units and multi-family buildings to identify the energy efficiency measures that will do the most to lower the household's energy bills.
- Procuring contractors to perform the work, materials, and equipment.
- Conducting inspections of completed projects.
- Maintaining program records and reports.

D. Program Management

Program management will include:

- Outreach
- Hiring Personnel
- Bookkeeping, Recordkeeping
- Reporting to the City of El Paso

- Financial Audits
- Training and Technical Assistance

E. Priorities

Priority will be given to households with elderly and handicapped members and children under 6 years of age. Households with incomes at or below 125% of poverty will be referred to the Project Bravo Low-Income Weatherization Assistance Program.

Applications for single family households will be date and time stamped to prioritize on a first-come first-served basis.

Priority will be given to rental properties on the basis of the time of application and the contribution of the non-profit agency (owner) to the project.

F. Reporting

Regular reports will be submitted to the city to account for all energy efficiency projects completed under El Paso Saving Home Energy and the disposition and disbursement of program funds. Reports will be provided on a monthly, quarterly or annual basis depending on the nature of the report.

1. Monthly Report

Project Bravo will provide monthly reports to the City on program activity including information on:

- Outreach Activities
- Program Applications Received
- Assessments Completed
- Dwelling Units Completed
- Inspections Completed

- Households Denied
- Demographics of Applicants

2. Quarterly Report

On a quarterly basis Project BRAVO will provide accounting and financial information including:

- Expenditures by Budget Category
- Number of Households Served
- Demographics of Households Served
- Average Expenditure per Household
- Estimated Energy Savings
- Activity under the cooling & heating units start up and shut down program for the elderly and disabled.

3. Annual Report

Program Activity

The activity reported on a monthly and quarterly basis will be summarized for the program year and compared to the annual goals of the program.

Spending and Finances

The annual financial report will provide a break down of program expenditures and a report on any necessary amendments.

Program Assessment

Project Bravo will provide an assessment of the program's operations and identify changes that may be advisable for improving the quality of services provided under El Paso Saving Home Energy.

Financial Audit Report

A Certified Public Accountant will audit the program's operation and financial expenditures to ensure that they are in compliance with OMB requirements. This audit will be done in conjunction with the agency's annual audit.

V. Disbursement of Funds and Cost Allocation

Project Bravo is proposing that funds for El Paso Saving Home Energy be provided to Project Bravo in the form of a grant. Project Bravo would be fully responsible for the operation of El Paso Saving Home Energy and report to the City as provided in Section IV.

The total amount of funding available for El Paso Saving Home Energy is $2,328,269. Project Bravo proposes that these funds be spent over a three year period. When the contract between the City and Project Bravo is approved the City will disburse $802,337 to Project Bravo for its initial year of operations. Upon the completion of the first year of the program and the receipt of a satisfactory financial audit report, the City shall disburse a second payment of $760,913 to Project Bravo for the second program year. Upon the completion of the second year of the program and the receipt of a satisfactory financial audit report, the City shall disburse the remaining $765,019 to Project Bravo for the third program year. Any interest accrued will be used for El Paso Saving Home Energy purposes.

Project BRAVO identifies two cost categories – program management and program operations. These costs are defined as follows:

Program Management (10% of total program costs) shall include: program outreach, training and technical assistance, bookkeeping, accounting, audit fees, record keeping, reporting, administrative oversight, office space, utilities, supplies, equipment, postage and other necessary costs not directly related to the installation of energy efficiency measures.

Program Operation (90% of total program costs) shall include costs such as staff salaries and fringe benefits, office furniture and equipment, office supplies and other related costs necessary to operate the office, vehicle lease or purchase, vehicle maintenance and operation, insurance, tools, and costs related to installation of energy efficiency measures in homes such as labor, materials, mechanical equipment, and health and safety measures.

VI. Proposed Use of Accrued Interest

Every year, Project Bravo is contacted by a large number of elderly and disabled clients that need assistance with the start-up and shut-down of their evaporative coolers and heaters. Project Bravo will utilize interest earned on the funds from El Paso Saving Home Energy to develop a pilot project that will provide additional support services to the elderly and disabled. The accrued funds will be kept in a separate account and reported separately to the City. Any interest funds that cannot be spent on the pilot project will rollover to the permanent program or be reinvested in El Paso Saving Home Energy. Once sufficient funds are accrued to start the pilot project, a proposal will be presented to the Project Bravo Board of Directors for approval. Project Bravo staff will coordinate with the City's staff during program development.

VII. Resolution of Client Complaints

Project BRAVO shall make every effort to provide excellent and outstanding service to the households eligible for El Paso Saving Home Energy. In the event that a client is dissatisfied with the outcome of a telephone call or visit to Project Bravo to resolve a complaint, Project Bravo will follow a standard procedure.

The client will be informed of the right to have the situation reviewed. The complaint must be in writing. Project Bravo staff will assist the client in writing up the complaint to the extent possible. The written complaint will be reviewed by a committee of department heads.

This committee will make a decision as to Project Bravo's responsibilities. If the client is dissatisfied with the outcome of the process the decision can be appealed to the Housing Committee of the Project Bravo Board of Directors. The Housing Committee's decision shall be final.

VIII. Program Amendments

El Paso Saving Home Energy is a three year program. Project Bravo anticipates that program experience and other factors may make is necessary or desirable to amend the technical specifications of the program. Any amendment would serve to: improve services, comply with future changes in laws, or respond to increases in the cost of materials and labor. Program amendments will be subject to formal approval by the Project Bravo board of directors.

Project Bravo recommends a policy on amendments as follows:

> "Project Bravo has the authority to amend the program with notice to the City provided that the amendment has no effect on the eligibility requirements outlined herein, the share of budget dedicated to program management and program operations, or the ending date of the program. Any change affecting the eligibility requirements outlined herein, the share of budget dedicated to program management and program operations, or the ending date of the program shall require formal written approval from the City".

ATTACHMENT A

EL PASO COMMUNITY ACTION PROGRAM--PROJECT BRAVO, INC.

EL PASO SAVING HOME ENERGY PROGRAM

PROGRAM TIMETABLE

Program Activities	Fiscal Year 2005												Fiscal Year 2006	Fiscal Year 2007
	2005				2006									
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
Open bank account and set-up accounting controls														
Purchase furniture & equipment to establish program office														
Recruit and hire staff														
Purchase additional office supplies & program tools														
Procurement of contractors and consultants														
Consultants to develop procedures, forms, report guidelines														
Consultants to provide training & technical assistance														
Develop outreach material														
News Conference & Open House														
Outreach and Education of program														
Schedule appointments & perform intake of applications														
Assessments of dwelling units														
Contractors perform weatherization of dwelling units														
Inspections of work performed by contractors														
Submit monthly reports														
Submit quarterly reports														
Submit annual report														
End of program report														
Program closeout procedures														

EL PASO COMMUNITY ACTION PROGRAM--PROJECT BRAVO, INC.

El Paso Saving Home Energy Program

Grant Period: September 1, 2005 to August 31, 2008

		FISCAL YEAR 2005	FISCAL YEAR 2006	FISCAL YEAR 2007	TOTAL BUDGET	
Revenues						
	Local Grants	802,337	760,913	765,019	2,328,269	
Expenses						
	Program Management					
	Salaries	28,500	29,640	30,826	88,966	
	Social Security Expense	2,751	2,861	2,975	8,588	
	Workers Comp	1,400	1,456	1,514	4,370	
	Fringe Benefits	4,900	5,096	5,300	15,296	
	Consultants	34,928	17,464	17,464	69,855	
	Travel - Out of Area	6,000	3,000	3,000	12,000	
	Office Supplies	1,400	1,100	1,100	3,600	
	Postage and Delivery	200	200	200	600	
	Dues and Registrations	1,000	500	500	2,000	
	Audit Fees	500	500	500	1,500	
	Legal Fees	1,000	250	250	1,500	
	Rent	3,192	2,508	2,508	8,208	
	Outreach & Education	4,867	1,567	1,567	8,000	
	Building Maint. & Janitorial	2,733	2,133	2,133	7,000	
	Utilities	1,400	1,100	1,100	3,600	
	Subtotal: Program Management	94,771	69,375	70,937	235,082	10%
	Program Operation					
	Salaries	42,640	44,346	46,119	133,105	
	Social Security Expense	4,115	4,280	4,451	12,845	
	Workers Comp	2,400	2,496	2,596	7,492	
	Fringe Benefits	12,000	12,480	12,979	37,459	
	Office Supplies	2,150	1,625	1,625	5,400	
	Office Equipment,Furnishing, Fixtures	10,250	0	0	10,250	
	Internet	200	200	200	600	
	Telephone	2,300	1,550	1,550	5,400	
	Tools	3,350	0	0	3,350	
	Vehicle Lease	10,400	6,800	6,800	24,000	
	Vehicle Fuel & Maint	3,000	3,000	3,000	9,000	
	Vehicle Insurance	1,800	1,800	1,800	5,400	
	General Liability	2,133	2,133	2,133	6,400	
	Materials & Labor					
	Materials	343,295	343,295	343,295	1,029,885	
	Labor	240,867	240,867	240,867	722,600	
	Health & Safety					
	Materials	16,000	16,000	16,000	48,000	
	Labor	10,667	10,667	10,667	32,000	
	Subtotal: Program Operation	707,567	691,538	694,082	2,093,186	90%
	Total Expenses	802,337	760,913	765,019	2,328,269	