

WASHINGTON COUNTY COUNCIL OF GOVERNMENTS

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Helping Washington County Communities Plan for Tomorrow

ANNUAL GENERAL MEETING

OCTOBER 17, 2011

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Helping Washington County
Communities Plan for Tomorrow

Judy East
Executive Director

Annual Meeting

Thursday, October 17th, 5:30-8:00PM at the Chandler River Lodge, Jonesboro

I. Agenda

Arrive, settle in	5:30 to 6:00
Dinner	6:00-6:30PM
Annual General Meeting	6:30-7:00PM
1. Approval of the Minutes from the Aug 31 st , 2011 Executive Committee Meeting	
2. FY12 Proposed Work Plan and Budget	
3. Election of Officers:	
Nominations - For President: Betsy Fitzgerald, County Manager For Vice President: Dale Crowley, Addison For Treasurer: Gail Wahl, Calais	
Program	7:00-8:00PM

Mike Eisensmith, Director of Economic Development, NMDC

Aroostook Washington Economic Development District

Newly created in July, 2011, what does this new EDD mean for Washington County, who are the players, and how does it relate to the, now underway, Regional Plan for Sustainable Development?

Judy East, Executive Director, WCCOG

Updates, Discussion and Listening Session on:

Bold Coast Scenic Byway Corridor Management Plan
Sustainable Communities Regional Plan for Sustainable Development
LURC Reform Commission

II. Organizational Structure

The Washington County Council of Governments (WCCOG) is a municipal membership organization that delivers a wide range of customized planning, advisory and resource development services to help communities build the future of Washington County. The State Legislature recognizes councils of governments and regional planning commissions as forms of regional councils in accordance with MRSA Title 30-A, Subsection 2301 and 2302. WCCOG is owned and operated by its member communities. In addition to municipalities, our membership includes the County Government, Unorganized Territories and local development groups. WCCOG consists of a General Assembly, Executive Committee, Officers, and professional staff. The General Assembly, which meets at the annual meeting, is composed of municipally appointed representatives of member communities, such as town managers, planning board members, or concerned citizens. The Executive Committee is composed of elected officials. Officers are elected by the General Assembly.

III. The Year in Review – 2011

The Washington County Council of Governments provided one on one consulting services to several communities and completed several successful regional projects in 2011. Highlights for the year include:

In Local Comprehensive Planning:

- Provided substantial comments and formal testimony in the **rule making process** to streamline the review process for consistency determinations on Comprehensive Plans under the Growth Management Act. The new rules went into effect in August.
- Completed first Comprehensive Plan for the town of **Whitneyville** now under review by the State Planning Office according to new criteria rule.
- Completed a Comprehensive Plan Update for the town of **Lubec** that was found consistent with the Growth Management Act and adopted locally in August.
- Nearing completion of a Comprehensive Plan Update for the town of **Milbridge**.

In Transportation:

- Completed the **Coastal Canadian Corridor Multi-Modal Management Plan** with assistance from a regional stakeholders group; Phase II (from Danforth to Houlton) to be completed in FY12 by Northern Maine Development Commission.
- Completed final **bike and pedestrian plans for Columbia Falls, Cherryfield, Whitneyville, East Machias, Harrington and Dennysville** to link villages to the Downeast Sunrise Trail.
- Successfully pursued Maine DOT designation of the **Bold Coast Scenic Byway** along Route 1 Downeast; obtained funds to prepare a Corridor Management Plan.
- Coordination with Washington County: One Community and Washington Hancock Community Agency on **rural/regional transportation options**.

In Solid Waste Management:

- Implemented a \$42,385 **Solid Waste Management** grant from USDA Rural Development to expand recycling programs and host three household hazardous collections (also sponsored by 20 municipalities, both tribal communities and all unorganized territories in Washington County) and two electronic waste collections serving the entire county.

In Natural Resources and Land Use:

- Worked with towns surrounding Cobscook Bay on **regional shellfish management** options for joint ordinances, inter-local agreements, shared enforcement and ways to improve management and participation in the harvesting of shellfish resources.

- Supported the University of Maine at Machias GIS Service Center in their state funded project to create a continuous **digital parcel map for the entire county**.

In Economic Development:

- Nearing completion of 3-year **Brownfields Assessment** grant; to date completed 9 Phase I Site Assessments (2 pending), 5 Phase II Site Assessments (3 pending); remediation planning on 2 sites; other sites are pending that will leverage/justify additional funds request in October, 2011.
- Participated in planning and supported decision (effective July, 2011) to change the **Economic Development District (EDD) alignment** for Washington County from EMDC to NMDC.
- Completion of work plan with NMDC, SCEC and other partners on **Washington Aroostook Regional Plan for Sustainable Development** – a 3 year initiative to address workforce development, economic development, infrastructure, energy efficiency, housing, transportation and healthy communities.

Boards and Commissions on which staff serve include:

- Vacationland Resources Committee (VRC)
- Sunrise Trail Coalition
- Maine Sea Grant Policy Advisory Committee
- LURC Reform Commission
- St Croix Valley Healthy Communities Coalition
- St Croix International Waterway Commission
- Washington County: One Community
- Maine Association of Planners

Our e-mail network and surface mail database brings information and deadlines about private, federal and state grants to Washington County communities. In the past year we provided grant writing assistance to numerous municipalities for planning, technical assistance, infrastructure, community development and emergency management. In fiscal year 2011 WCCOG assisted:

- The town of **Princeton** obtain a **\$104,000** CDBG Community Enterprise grant to construct a war memorial and install significant renovations to Legacy Square in the heart of the village.
- The City of **Eastport** obtain a **\$500,000** CDBG Public Infrastructure grant to perform multiple improvements to their sewage treatment pump stations and waste water treatment plant.
- **Washington County** to obtain a **\$4 million** Border Interoperability Demonstration Project (BIDP) Grant from the Department of Homeland Security to provide enhanced multimodal communications that eliminate many if not all of the “dead zones” where emergency responders cannot currently maintain real-time contact with the Regional Communications Center (RCC) to request assistance from neighboring municipalities and counties.
- The **Marion Transfer Station** Board of Directors to obtain **\$15,000** from the Unorganized Territories TIF funds to plan for enhancement of recycling efforts at Marion Transfer Station
- Multiple towns with CDBG applications for Public infrastructure, Public Facilities, Public Services, Community Enterprise, Business Development and Community Planning including assistance with income surveys, application preparation, data and eligibility analyses, project development (Phase II) paperwork once grants were awarded, and scoping additional funds for match and leverage.

In addition, in fiscal year 2010-11 WCCOG successfully obtained the following for regional projects:

- A contribution of **\$7500** from the **SPO Waste Management Division** to cover set-up fees associated with three Household Hazardous Waste (HHW) collections – this significantly reduced the fixed costs of the HHW collections which we would have had to pass on to municipalities; thereby increasing the participation/sponsorship of towns who only had to cover per/unit costs based on actual participation of their residents.
- WCCOG dedicated **\$2250 of the funds provided by Washington County** in 2011 to other costs associated with the HHW and two Universal (eWaste) collections to further reduce the fixed costs passed on to municipalities.
- A grant of **\$800,000** from the **HUD Sustainable Communities Regional Plan for Sustainable Development** program funds in cooperation with NMDC, SCEC, SHCA, LWIB, ACAP, SPO, MDOT, Four Directions Development Corp, Washington and Aroostook counties.

- A grant of \$7000 from an **anonymous donor to the Maine Community Foundation** seeking to support the communication and outreach needs of the Sustainable Communities regional planning project. The WCCOG is using the funds to create a web site to assist with outreach to the public as well as coordination among the many partners in both Washington and Aroostook County.
- A grant of \$100,000 (80:20 from the **Federal Transportation Administration, Maine DOT and Maine DECD**) to prepare a Corridor Management Plan for the newly designated Bold Coast Scenic Byway along coastal Route 1 from Milbridge to Eastport.

IV. Services and Staff

Technical Assistance Program

Consultation is available to municipal officials of member communities on land use regulations, including subdivisions, land use, comprehensive planning, shoreland zoning, floodplain management and the Community Development Block Grant (CDBG) program and diverse other funding sources. We host workshops on these issues and provide specific board workshops in your community.

Comprehensive Planning

We help communities develop comprehensive plans and facilitate inclusion of local interests in the state growth management law. A comprehensive plan addresses issues of land use, financial management, government administration, capital improvement and economic development.

Transportation Planning

We provide a variety of regional and local transportation assistance to municipalities including access to funding for port and harbor facilities and input into state priority-setting processes in the biennial capital work plans. Regional transportation planning initiatives include corridor planning, scenic byway strategies, bicycle and pedestrian plans and integration of the infrastructure needs of tourism, commuters and freight.

Ordinance Development

We offer assistance on the full range of land use issues facing communities and regions. From shoreland zoning to site plans to basic land use ordinances we can help create ordinances applicable to each community's needs and avoid ineffective regulation.

Economic Development and Regional Planning

WCCOG actively coordinates with Washington County economic development providers including the Sunrise County Economic Council, the Eastern Maine Development Corporation, the Northern Maine Development Commission, the Small Business Development service providers, the Washington Hancock Community Agency, the Washington County Soil and Water Conservation Service, and the Cooperative Extension Service.

Recent focus areas include realignment of the Economic Development District serving Washington County from Penobscot to Aroostook County; bicycle and pedestrian corridor planning; regional transportation corridor planning; tourism marketing, and infrastructure needs that will enhance the visitor's experience while ensuring the mobility of commuter and freight traffic.

Technical Resources

We offer an extensive library with publications on most of the topics of interest to municipal officials. This includes US Census data, Maine Revised Statutes Annotated, and the Smart Growth Tool Box provided by the State Planning Office.

Computer Mapping

Using Geographic Information Systems (GIS) technology, we can create customized maps of your community showing natural resources (aquifers, topography, wildlife habitats, wetlands and watersheds), public facilities (municipal and historic properties), infrastructure (roads, rail, and ports), development trends (based on municipal information), and locally defined land use districts (as set by municipal ordinances).

Surface and e-mail notifications

To inform member communities about the latest information the office sends regular and timely e-mails notifying members about training opportunities, grant offerings, legislative changes, state programs and other matters of interest to town managers, clerks, planning boards, councilors and selectmen.

STAFF

Judith C. East is **Executive Director** for the Washington County Council of Governments. She has 23 years of professional experience at the local, regional and state levels and has worked with communities throughout Washington County on varied issues in land use planning, economic development, and public facilities investment. Judy earned her Masters Degree in Community and Regional Planning from the University of British Columbia. She is a member of the American Institute of Certified Planners, the Maine Association of Planners and the Northern New England Chapter of the American Planning Association. Judy's home base is at the main office in Calais.

Jeremy Gabrielson was a **Senior Planner** with the Washington County Council of Governments for the last 5 years. With 6 years of experience in local and regional planning in Washington County his work included assistance to municipalities in the development of Comprehensive Plans, Emergency Management and preparedness, harbor planning, working waterfront access, transportation planning, and scenic inventory assessment. He has a Masters Degree in Community Planning and Development from the Muskie School of Public Service. Jeremy's home base was the satellite office in Machias. Jeremy left employment with WCCOG on April 30, 2011; he continues as a Planning Consultant for discrete projects and GIS mapping services.

The WCCOG is currently seeking to hire a full time Planner/Community Development Specialist.

Sandi Duchesne is a **Planning Consultant**, under contract in FY10-11, to assist with emergency management projects as well as solid waste management planning and feasibility work for the Marion regional recycling facility. Sandi is a Professional Engineer and a member of the American Institute of Certified Planners. She retired in November 2008 as a Commander (O-5) in the United States Navy Reserve and has also served as project manager for a regional planning project that involved collaboration with Bangor-area emergency responders to improve the quality of their mutual response, transponder coordination for area traffic signals, and joint training and staffing opportunities. She has over 30 years of public and private sector experience in coordinating multiple resources and working with all levels of government from large federal procurement agencies to very small Maine towns.

V. Profit & Loss October 2010 - September, 2011 (with comparison to FY10)

	<u>Oct '10 - Sep 11</u>	<u>Oct '09 - Sep 10</u>
Ordinary Income/Expense		
Income		
Earned revenues		
Grant Award MCF Web Site	7,000.00	0.00
Agency(government) contract/fee	154,919.51	136,545.83
Membership dues from towns	10,500.00	13,000.00
Miscellaneous revenue	241,639.87	184,466.89
Total Earned revenues	<u>414,059.38</u>	<u>334,012.72</u>
Total Income	414,059.38	334,012.72
Expense		
Grant & contract expense		
Contracts - program-related	0.00	0.00
Grant & contract expense - Other	0.00	6,650.00
Total Grant & contract expense	<u>0.00</u>	<u>6,650.00</u>
Misc expenses		
Advertising expenses	5,863.00	547.50
Insurance - non-employee	1,455.74	1,837.10
Interest expense - general	51.35	0.00
Membership dues - organization	887.50	825.00
Other expenses	2,956.49	4,901.10
Outside computer services	0.00	100.00
Staff development	68.00	250.00
Total Misc expenses	<u>11,282.08</u>	<u>8,460.70</u>
Non-personnel expenses		
Books, subscrip,computer licens	1,182.46	203.31
Donated materials & supplies	969.00	258.00
Equipment	5,890.53	130.55
Postage, shipping, delivery	508.41	345.17
Printing & copying	192.36	1,083.87
Supplies	872.72	2,919.28
Telephone & telecommunications	3,839.52	3,864.22
Total Non-personnel expenses	<u>13,455.00</u>	<u>8,804.40</u>
Occupancy expenses		
Rent, parking, other occupancy	1,949.00	3,777.00
Occupancy expenses - Other	0.00	207.00
Total Occupancy expenses	<u>1,949.00</u>	<u>3,984.00</u>
Payroll Expenses	100.00	0.00
Salaries & related expenses		
Employee benefits - not pension	918.19	365.88
Salaries & wages - other	4,502.00	0.00
Salaries & related expenses - Other	137,681.04	146,454.72
Total Salaries & related expenses	<u>143,101.23</u>	<u>146,820.60</u>
Travel & meetings expenses		
Meals	2,192.46	0.00
Conference,convention,meeting	2,483.11	2,177.28
Travel	8,639.72	12,018.92
Travel & meetings expenses - Other	0.00	405.84
Total Travel & meetings expenses	<u>13,315.29</u>	<u>14,602.04</u>
Contracted Services	<u>221,356.09</u>	<u>159,891.84</u>
Total Expense	<u>404,558.69</u>	<u>349,213.58</u>
Net Income	<u><u>9,500.69</u></u>	<u><u>-15,200.86</u></u>

VI. Balance Sheet September 30, 2011

	<u>Sep 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash in bank - operating	<u>11,087.76</u>
Total Checking/Savings	<u>11,087.76</u>
Accounts Receivable	
Accounts receivable	<u>40,532.74</u>
Total Accounts Receivable	<u>40,532.74</u>
Total Current Assets	<u>51,620.50</u>
TOTAL ASSETS	<u><u>51,620.50</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	<u>9,262.48</u>
Total Accounts Payable	<u>9,262.48</u>
Total Current Liabilities	<u>9,262.48</u>
Total Liabilities	9,262.48
Equity	
Opening Bal Equity	18,123.05
Unrestrict (retained earnings)	14,734.28
Net Income	<u>9,500.69</u>
Total Equity	<u>42,358.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>51,620.50</u></u>

VII. Work Plan October 2011 – September, 2012

The activities of the WCCOG follow the financial allocations noted in the budget. In FY11 this will include the following:

- Assistance to one town with the review process of their Comprehensive Plan by the State Planning Office and assistance to one town with an update on their mid-90s Comprehensive Plan.
- Complete implementation of the county-wide Brownfields site assessment work and apply for additional funding
- Complete the USDA Solid Waste Management grant and the Marion Transfer Station contract to assist with regional recycling and apply for additional funding.
- Initiate preparation of a Corridor Management Plan for the Bold Coast Scenic Byway.
- Complete alternative wastewater treatment project.
- Initiate the multiple regional planning components of the Washington Aroostook Regional Plan for Sustainable Development in the areas of housing and transportation, adaptation to climate change, outreach and communications, water infrastructure and regional visioning.
- Provide transportation planning assistance to the county and municipalities.
- Administer CDBG grants and assist towns with obtaining new CDBG funds.

Revenues

Anticipated revenues for the next 12 months (\$291,980.00) are essentially equivalent to anticipated expenses (\$291,377.15). This budget assumes that we successfully hire a full time Planner/Community Development Specialist within the month. If we are not successful in hiring a full time staff person we will need to hire a consulting planner as we did last year to meet contractual obligations. Current municipal contracts are listed in Table 1.

Table 1 – Municipal Contracts - Revenue Detail

Eastport Tides Communities for Maine's Future Admin	\$2,000
Milbridge Comprehensive Plan Update	\$3,000
Eastport CDBG admin	\$1,000
Princeton CDBG Admin	\$1,000
Cherryfield CDBG Admin	\$500
Whitneyville Comprehensive Plan	\$1000
Small Community Grant Program	\$1,500
Total	\$10,000

County-wide contractual obligations and responsibilities stem from a variety of contracts. Table 2 describes funding sources from technical assistance contracts with the State Planning Office (SPO), the Department of Economic and Community Development (DECD) and the Maine Department of Transportation (MDOT). Municipal dues and County funds are listed in Table 2 as they provide necessary matching funds for those contracts.

Table 2 - State Contracts, Municipal Dues & County Match – Revenue Detail

State Planning Office Technical Assistance Contract	\$22,480.00
Maine Department of Transportation Technical Assistance contract	\$35,000.00
Department of Economic and Community Development Technical Assistance contract	\$45,000.00
Municipal Dues	\$9,000.00
County Contribution	\$4,500.00
Total	\$115,980.00

The DECD contract is primarily to provide technical assistance to municipalities seeking to use the Community Development Block Grant program. The MDOT contract is focused on corridor planning work in northern Washington County, local transportation planning assistance and transportation-tourism infrastructure planning. The State Planning Office contract is separated into general technical assistance (from state general funds) and, for coastal towns (using state/federal coastal funds), a needs survey with later implementation based on survey input.

Table 3 describes regional contracts for specific programs based on federal funding agencies, the unorganized territories and regional planning. These include completing the recycling programs supported by the USDA Solid Waste Management grant, the on-going Brownfields Assessment program (year 3 of 3), a septic disposal alternatives program, Corridor Management Plan preparation for the Bold Coast Scenic Byway, completing regional shellfish management around Cobscook Bay, and the HUD-funded Sustainable Communities Regional Planning initiative in cooperation with multiple partners in Washington and Aroostook counties.

Table 3 – Regional Contracts - Revenue Detail

USDA Solid Waste Management	3,000.00
Septic Options Regional Challenge Grant	\$10,000.00
Brownfields USEPA - COG Revenue (excluding remaining pass through funds to consultant)	\$7,000.00
Marion Transfer Station Recycling Feasibility Study	\$12,000.00
Scenic Byway Planning	\$50,000.00
Maine Community Foundation - WARPSD web site	\$7,000.00
Unorganized Territories Animal Control Technical Assistance	\$2,000.00
Washington-Aroostook Regional Plan for Sustainable Development	\$40,000.00
Total	\$131,000.00

Expenses

Payroll and personnel costs are projected at \$291,377.15. This includes the current Executive Director, a Planner/Community Development Specialist and several sub-contracts including:

- Engineering firm assistance with Phase I and Phase II site assessments on Brownfields properties,
- Planning and engineering firm assistance to complete feasibility work for the Marion Transfer Station,
- UMM-GIS Service Center mapping work in support of several of the HUD-funded regional planning initiatives, and
- Sub-contracting technical assistance work to the Sunrise County Economic Council from the DECD Technical Assistance contract.

As in past years the budget assumes that the WCCOG will pay 100% of health insurance costs for full-time staff and 33% for their eligible dependants. The Maine Municipal Employees Health Trust (MMEHT) provides insurance benefits. No raises or changes in benefits are proposed in the budget.

Direct expenses and Administrative Allocation – need for decisions:

Direct expenses of \$28,226.96 are forecast to cover WCCOG direct office expenses and overhead associated with administration, training and member services.

Based on available information the proposed budget includes an administrative allocation rate to the Sunrise County Economic Council that increases in FY12 to 24% and be based on payroll

and all fringe benefits. This represents an increase over last year when the administrative allocation was 20% and did not include health insurance premiums in the calculation of the administrative allocation. The impact of this change on the WCCOG budget is significant, raising indirect expenses to \$33,464.55 from \$21,340.00 or over \$11,000.00/year. The Sunrise County Economic Council will be providing the WCCOG with the rationale behind this indirect rate in the weeks following the FY11 Annual General Meeting.

Both organizations, SCEC and WCCOG, **must provide a Board-approved administrative allocation rate to the Northern Maine Development Commission** and the Department of Housing and Urban Development in order to receive payment from the HUD-funded regional planning initiatives to which we have charged staff time and expenses since February of 2011 (\$13,411.83 as of 9/30/11).

When the SCEC administrative allocation rate of 24% is added to the direct expenses and overhead associated with WCCOG administration, training and member services, the WCCOG administrative allocation rate increases from 40% in FY11 to 43% in FY12.

Therefore two resolutions of approval are needed by the WCCOG General Assembly for:

1. An FY11 administrative allocation rate of 40%
2. An FY12 administrative allocation rate of 43%

With the increase in the administrative allocation rate the WCCOG billing rates will have to increase by 4%, not the most desirable of outcomes. The review by SCEC of the rationale behind the administrative allocation may cause it to increase or decrease.

Staff and the current WCCOG President believe it is fiscally prudent to examine how to reduce WCCOG administrative costs and resulting billing rates. We have therefore initiated research to reduce our total administrative costs (SCEC admin allocation + office expenses and overhead of Calais WCCOG office) by examining the cost of WCCOG hiring its own in-house bookkeeper and obtaining the advice of its own accountant.

Therefore a resolution of approval by the General Assembly is needed to direct:

1. Executive Leadership and staff to obtain the rationale behind the 24% administrative allocation rate from SCEC as soon as possible.
2. Executive Leadership and staff to explore costs and administrative requirements associated with obtaining the services of an in-house, part-time bookkeeper and the services of our own accountant with a report to the Executive Committee at its next meeting.

The next meeting of Executive Committee is proposed for November 30, 2011.

VIII. Proposed Budget: October 2011 – September, 2012

REVENUES

State Planning Office Technical Assistance Contract	\$22,480.00	7.70%
Maine Department of Transportation Technical Assistance Contract	\$35,000.00	11.99%
Department of Economic and Community Development Technical Assistance Contract	\$45,000.00	15.41%
Municipal Contracts	\$10,000.00	3.42%
Regional Contracts	\$131,000.00	44.87%
Municipal Dues	\$9,000.00	3.08%
Brownfields - pass through funding to consultant	\$35,000.00	11.99%
County Contribution	\$4,500.00	1.54%
TOTAL REVENUES	\$291,980.00	100.00%

EXPENDITURES

Staff - Executive Director and Planner/Community Development Specialist	\$104,049.90	35.71%
Benefits/Salary Expenses	\$35,385.73	12.14%
Admin expense for 125 plan	\$250.00	0.09%
Direct Expenses	\$28,226.96	9.69%
Mileage	\$7,000.00	2.40%
Meals	\$2,000.00	0.69%
DECD sub-contract of Technical Assistance funds to Sunrise County Economic Council	\$15,000.00	5.15%
Administrative/Contractual	\$31,000.00	10.64%
Letter of Credit	\$0.00	0.00%
Brownfields - contractual pass through to engineering consultant	\$35,000.00	12.01%
Indirect (24% allocation to staff and fringe expenses)	\$33,464.55	11.48%
TOTAL EXPENDITURES	\$291,377.15	100.00%
Surplus (deficit)	\$602.85	0.21%

Salary and Fringe Expenses Summary	\$139,685.63	47.94%
Administrative Allocation to SCEC	\$33,464.55	11.48%
Contractual Expenses Summary	\$81,000.00	27.80%
Direct Expenses Summary	\$37,226.96	12.78%
	\$291,377.15	100.00%

NOTES