

Feasibility Review/Cost Analysis for Out-Sourcing vs. In-House Labor for Professional Grant Writing Services

Estimated Annual City Costs	Year 1
Salary for one Grants Coordinator	\$75,000
Salary for one Clerical Specialist	\$40,000
Benefits/Burden Costs - FICA (7.65%)	\$8,798
Benefits/Burden Costs - Retirement (12%)	\$13,800
Benefits/Burden Costs - Health Insurance (\$18,416 per FTE)	\$36,832
Benefits/Burden Costs - Life Insurance (0.5846%)	\$672
Benefits/Burden Costs - Workers' Compensation Insurance (3.3961%)	\$3,906
Benefits/Burden Costs - OPEB (\$16,112 per FTE)	\$32,224
Misc. Equipment, Office Supplies and Operating Supplies (\$2,000 per FTE)	\$4,000
Sub-Total	\$215,231

Estimated Annual In Rem Costs	Year 1
Professional Grant Writing Services	\$75,000
Sub-Total	\$75,000

Estimated Savings by Out-Sourcing Vs. In-House Labor	\$140,231
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Assumptions:

1. Salaries are based on averages from salaries of same or similar titles from surrounding municipalities.