One completed, signed, and dated Authority and Signature p	age is required for each signatory official.
By signing my name below, I, <u>David A. Hunn</u>	, certify that I
have read the information contained in this <u>Attachment C – William Center IFA</u> . All of my questions have been discussed a	_
My signature certifies my understanding of the terms outline	-
This MOU Modification as outlined/described below:	
Attachment C – FY 2025 Virginia Career Works – Prin	nce William Center IFA
By signing this document, I also certify that I have the legal at to the terms of this modification and all changes made herein	, , , , , , , , , , , , , , , , , , , ,
I understand that this modification may be executed in coun and that this modification shall expire with the terms of the N	
Except as provided herein, all terms and conditions of <u>the Northern Center System MOU</u> , remains unchanged and in	
David A. Hunn	02/03/25
Signature	Date
David A. Hunn, President and CEO	
Print Name and Title	
The SkillSource Group, Inc.	
Agency Name	

One completed, signed, and dated Authority and Signature page is r	equired for each signatory official.
By signing my name below, I, Phyllis Jennings	, certify that I
have read the information contained in this Attachment C – FY 202	5 Virginia Career Works – Prince
William Center IFA. All of my questions have been discussed and ans	=
My signature certifies my understanding of the terms outlined herei	n and in agreement with:
This MOU Modification as outlined/described below:	
Attachment C – FY 2025 Virginia Career Works – Prince Wil	liam Center IFA
By signing this document, I also certify that I have the legal authority to the terms of this modification and all changes made herein.	y to bind my agency (outlined below)
I understand that this modification may be executed in counterpart and that this modification shall expire with the terms of the MOU.	s, each being considered an original,
Except as provided herein, all terms and conditions of <u>the FY 202</u> Northern Center System MOU, remains unchanged and in full fo	
Phyllis Jennings-Holt	
, inglate gamenge , is a	11/26/2024
Signature	Date
Phyllis Jennings, Director	
Print Name and Title	
Prince William County Department of Social Services	
Agency Name	

One completed, signed, and dated Authority and Signature pag	e is required for each signatory official.
By signing my name below, I, <u>LaTanya McDade</u>	, certify that I
have read the information contained in this <u>Attachment C – F</u> Y	Y 2025 Virginia Career Works – Prince
William Center IFA. All of my questions have been discussed an	d answered satisfactorily.
My signature certifies my understanding of the terms outlined	herein and in agreement with:
This MOU Modification as outlined/described below:	
Attachment C – FY 2025 Virginia Career Works – Prince	e William Center IFA
By signing this document, I also certify that I have the legal autito the terms of this modification and all changes made herein.	hority to bind my agency (outlined below)
I understand that this modification may be executed in counte and that this modification shall expire with the terms of the MC	
Except as provided herein, all terms and conditions of <u>the F</u> Northern Center System MOU, remains unchanged and in for	
LaTanya D. M. Dade (bec 17, 2024 10:55 EST)	Dec 17, 2024
Signature	Date
LaTanya D. McDade, Ed.D., Superintendent of Schools	
Print Name and Title	
Prince William County Public Schools	
Agency Name	

One completed, signed, and dat	ed Authority and Signature pa	age is required for each signatory official.
By signing my name below, I, have read the information conta William Center IFA. All of my qu	ained in this <u>Attachment C</u>	, certify that I FY 2025 Virginia Career Works – Prince and answered satisfactorily.
My signature certifies my under	standing of the terms outlined	d herein and in agreement with:
This MOU Modification	as outlined/described below:	
Attachment C – FY 202	5 Virginia Career Works – Prin	nce William Center IFA
to the terms of this modification	n and all changes made herein	
and that this modification shall of	-	terparts, each being considered an original, MOU.
Except as provided herein, all to Northern Center System MOU		FY 2025 – FY 2026 Virginia Career Works – full force and effect.
LIsa Martin	ıez	12.18.2024
Signature		Date
Lisa A. Martinez, Senior Procure	ment Officer	
Print Name and Title		
Virginia Department for Aging a	nd Rehabilitative Services	
Agency Name		

One completed, signed, and dated Authority and Signature page is required for each signatory official.
By signing my name below, I,, certify that
have read the information contained in this <u>Attachment C – FY 2025 Virginia Career Works – Prince</u>
William Center IFA. All of my questions have been discussed and answered satisfactorily.
My signature certifies my understanding of the terms outlined herein and in agreement with:
This MOU Modification as outlined/described below:
Attachment C – FY 2025 Virginia Career Works – Prince William Center IFA
By signing this document, I also certify that I have the legal authority to bind my agency (outlined belo
to the terms of this modification and all changes made herein.
I understand that this modification may be executed in counterparts, each being considered an origin and that this modification shall expire with the terms of the MOU.
Except as provided herein, all terms and conditions of <u>the FY 2025 – FY 2026 Virginia Career Works</u> . Northern Center System MOU , remains unchanged and in full force and effect.
MOC) 1/30/25
Signature
Nicole Overley, Commissioner
Print Name and Title
Virginia Works (Department of Workforce Development and Advancement)
Agency Name

One completed, signed, and dated Authority and Signature page is r	equired for each signatory official.
By signing my name below, I,	certify that I
have read the information contained in this Attachment C – FY 202	
William Center IFA. All of my questions have been discussed and ans	
My signature certifies my understanding of the terms outlined herei	n and in agreement with:
This MOU Modification as outlined/described below:	
Attachment C – FY 2025 Virginia Career Works – Prince Wil	liam Center IFA
By signing this document, I also certify that I have the legal authority	y to bind my agency (outlined below)
to the terms of this modification and all changes made herein.	
I understand that this modification may be executed in counterpart	s, each being considered an original
and that this modification shall expire with the terms of the MOU.	
Except as provided herein, all terms and conditions of the FY 202	
Northern Center System MOU , remains unchanged and in full fo	rce and effect.
	1/10/25
912-	1/15/2025
Signature	Date
Demetrios Melis, Commissioner	
Print Name and Title	
Virginia Employment Commission	
Agency Name	

ONE-STOP COST CENTER BUDGET FOR JULY 1, 2025 TO JUNE 30, 2026

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Prince William Workforce Center, Woodbridge

VES or NO

VES or NO

YES or NO

YES or NO

Staff Costs: Center Manager - Salaries Center Manager - Benefits Staff - Salaries Staff - Salaries Staff - Benefit Staff - Salaries Staff - Benefit Staff - Benefit Staff - Salaries Staff - Benefit Staff - Salaries Staff - Benefit Staff	costs	SHARED (INDIRECT)	Notes on Source & Cal	culations		
Center Manager - Salaries Sastif - Salaries Sastif - Salaries Salarie		(_	
Center Manager - Benefits Staff - Salaries Staff - Benefit		\$ 33.538	Per Comp tab			
Staff - Salaries Staff - Benefit Staff - Security Rent Utilities Staff - Benefit S						
Staff - Benefit	Conton Manager Benome	Ψ 11,000	r or comp tab			
Staff - Benefit	Staff - Salaries	\$ 28.084	Per Comp tab			
Indirect Costs INFRASTRUCTURE COSTS Facility Costs: Rent Utilities Maintenance Contracts S						
Rent Statistics Rent Rent Statistics Rent		7,200	1			
Facility Costs: Rent Utilities \$ 166,800 Per calculation Exemply Exem	Indirect Costs	\$ 17.463	Per Indirect cost tab			
Rent Utilities S		,				
Rent Utilities S	Facility Costs:					Rent A
Utilities \$ 19,950		\$ 166.800	Per calculation	excluded from MTDC		
Maintenance Contracts Sa6,121 Historic x 70% Security Se			-1			13,900
Repairs Security Secu	Maintenance Contracts		Historic x 70%		L	.,
Security Property Tax Furniture & Fixtures S S Security & Surveillance System (Installation & Maintenance) S Security & Surveillance Software Software S Security S Securi			-1			
Property Tax S	Security	\$ -				
Furniture & Fixtures Other - Security & Surveillance System (Installation & Maintenance) Equipment/Communication Costs: Computer Hardware Computer Software Data Line Telephone Equipment Telephone Equipment Pagers Pagers Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees Frieight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services Frosephone Services Fax Services Fax Service Fees Frosephone Cutside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services Fisional Services Fax Services Food Frosephone Cutside Services Frosephone Cutside Services Food Frosephone Cutside Services Food Food Frosephone Cutside Services Food Food Food Food Food Food Food Foo						
Other - Security & Surveillance System (Installation & Maintenance) \$						
Equipment/Communication Costs: Computer Hardware Computer Software Data Line Telephone Equipment \$ -	Other - Security & Surveillance System (Installation &					
Computer Hardware Computer Software Data Line Telephone Equipment Telephone Service Fees Pagers Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services S 12,400 S 2,326 As calculated Find this toric Exclude from MTDC As calculated Estimate Stimate Estimate Estimate Stimate Estimate Estimate Stimate			Historic			
Computer Hardware Computer Software Data Line Data Line S 12,400 S 2,326 Pagers Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Marketing/Community Awareness Professional Services Pagers Copier Equipment & Maintenance S 3,172 S 4s calculated As calculated As calculated As calculated Extimate Estimate Estimate Estimate Estimate	·					
Computer Software Data Line Data Line Telephone Equipment Telephone Service Fees Pagers Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees Fax Service Fees Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services \$ 12,400 \$ 2,326 As calculated As calculated As calculated As calculated Estimate Estimate Estimate Estimate Estimate Estimate	Equipment/Communication Costs:					
Computer Software Data Line Data Line Telephone Equipment Telephone Service Fees Pagers Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees Fax Service Fees Fax Service Fees Telephone Service Fees Pagers Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees Fax Service Fees Telephone Service Fees Sandard As calculated As calculated As calculated As calculated As calculated Estimate Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services Sandard Estimate Estimate Estimate	Computer Hardware	\$ -				
Telephone Equipment Telephone Service Fees Pagers Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees General Supplies Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services S 2,326 Historic exclude from MTDC As calculated Estimate Estimate Estimate Estimate Estimate Estimate Estimate						
Telephone Service Fees Pagers Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees Other Operations: General Supplies Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services \$ 2,326 Historic As calculated Historic Estimate	Data Line	\$ 12,400	As calculated			
Pagers Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees Fax Service Fees Other Operations: General Supplies Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services Find thistoric As calculated Estimate Estimate Estimate Estimate Estimate Estimate Estimate Estimate Estimate	Telephone Equipment	\$ -				
Copier Equipment & Maintenance Designated Phone Lines Fax Service Fees Other Operations: General Supplies Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services S 3,172 As calculated Estimate Estimate Estimate Estimate Estimate	Telephone Service Fees	\$ 2,326	As calculated			
Designated Phone Lines Fax Service Fees Other Operations: General Supplies Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services Fax Service Fees \$ 4,000 \$ Estimate Estimate Estimate Estimate	Pagers	\$ -				
Other Operations: General Supplies Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services Stimate Estimate Estimate Estimate Estimate	Copier Equipment & Maintenance	\$ 3,172	Historic	exclude from MTDC		
Other Operations: General Supplies \$ 4,000 Freight & Messenger Printing (Outreach, Community Awareness, Signage) \$ 1,000 Other Outside Services (itemize below) \$ - Recruiting/Dues & Membership Marketing/Community Awareness Professional Services \$ 5,000 Estimate Estimate Estimate			As calculated			
General Supplies Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services \$ 4,000 \$ Estimate Estimate	Fax Service Fees	\$ -				
General Supplies Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services \$ 4,000 \$ Estimate Estimate						
Freight & Messenger Printing (Outreach, Community Awareness, Signage) Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services \$ 1,000 \$ - \$ 600 Marketing/Community Awareness Professional Services \$ 5,000 Estimate	Other Operations:					
Printing (Outreach, Community Awareness, Signage) \$ 1,000 Other Outside Services (itemize below) \$ - Recruiting/Dues & Membership Marketing/Community Awareness Professional Services \$ 5,000 Estimate			Estimate			
Other Outside Services (itemize below) Recruiting/Dues & Membership Marketing/Community Awareness Professional Services \$ 5,000 Estimate						
Recruiting/Dues & Membership \$ 600 Marketing/Community Awareness Professional Services \$ 5,000 Estimate			Estimate			
Marketing/Community Awareness Professional Services \$ 5,000 Estimate	Other Outside Services (itemize below)	\$ -				
Professional Services \$ 5,000 Estimate		*				
Staff Travel \$ -			Estimate			
	Staff Travel	\$ -				
			_			
TOTAL COSTS \$ 362,070	TOTAL COSTS	\$ 362,070]			

NOTE: If more rows are needed, ensure that they are inserted in the same position in all applicable spreadsheets, and that formulas are in place as appropriate.

LWDB in consultation with partners and CEO(s) must complete the TOTAL BUDGET section above and DIRECT COSTS spreadsheet. The amounts currently listed are provided **only** as sample information.

One-Stop Center Name:

PARTNER ENTITY or PARTNER PROGRAM

Annual Cost

DWDA - JVSG

VEC Reg. Tax Rep

DWDA Manager

WIOA One Stop

DWDA - RESEA

DWDA Workforce Services

PW Financial Empower

SSG Center Manager

DWDA - RESEA

DWDA - JVSG

DWDA - JVSG

PW Public Schools

VEC Copier

PW DSS

DARS

VCW -Prince William

SQUARE FEET

ASSESSED

503.00

415.94

411.47

411.47

411.47

656.21

348.96

154.04

906.95

300.55

413.70

235.11

69.91

421.10

421.10

6,081.00

POSITIONS

LESS State Staff *

1.00

1.00

1.00

1.00

1.00

3.00

1.00

0.00

4.00

2.00

1.00

1.00

1.00

2.00

2 00

% of Total

8.27%

6.84%

6.77%

6.77%

6.77%

10.79%

5.74%

2.53%

14.91%

4.94%

6.80%

3.87%

1.15%

6.92%

6.92%

The calculations below are to make the Square Feet Assessed

	Off Mgr/Supplie	s	consistent wit	th historic agre	eement and pr	a	ctice.				
6 6	% of Total		SQUARE FEET OCCUPIED	% of Total	Allocated Common Space		# OF POSITIONS LESS State Staff	Allocated Shared Use Space (Sq Ft)	Allocated Shared Use Space (Staff)	Annual Cost	
0	4.55%		194.00	9.53%	239		1.00	127	70	\$ 25,173	
0	4.55%		155.00	7.62%	191		1.00	105	70	\$ 21,824	
0	4.55%		153.00	7.52%	189		1.00	104	70	\$ 21,653	
0	4.55%		153.00	7.52%	189		1.00	104	70	\$ 21,653	
0	4.55%		153.00	7.52%	189		1.00	104	70	\$ 21,653	
0	13.64%		200.00	9.83%	246		3.00	166	210	\$ 42,719	
0	4.55%		125.00	6.14%	154		1.00	88	70	\$ 19,248	
0	0.00%		69.00	3.39%	85		0.00	39	0	\$ 5,925	
0	18.18%		281.00	13.81%	346		4.00	229	280	\$ 58,189	
0	9.09%		72.00	3.54%	89		2.00	76	140	\$ 23,213	
0	4.55%		154.00	7.57%	190		1.00	105	70	\$ 21,738	
0	4.55%		74.00	3.64%	91		1.00	59	70	\$ 14,869	
0	4.55%		0.00	0.00%	-		1.00	18	70	\$ 8,515	
0	9.09%		126.00	6.19%	155		2.00		140	\$ 27,849	
0	9.09%		126.00	6.19%	155		2.00	107	140	\$ 27,849	
0	100%		2,035.00	100%	2,508.00		22.00	1538.00	1538.00	\$ 362,070	

Total by Partner	Monthly	12	2 Months
DWDA	\$16,483	\$	197,793
PW DSS	\$ 1,819	\$	21,824
VEC	\$ 2,051	\$	24,615
DARS	\$ 1,804	\$	21,653
UW FEC	\$ 1,934	\$	23,213
PW Public Schools	\$ 710	\$	8,515
WIOA	\$ 3,560	\$	42,719
SSG	\$ 1,812	\$	21,738
	\$30,172	\$	362,070

100.00% *Customer visits are not tracked by partner; have selected One-Stop Center Staff as allocation base.

List each partner's programs providing service through Virginia's Career Works Center: If the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.

-If new rows are inserted the formulas must be also inserted in the new rows/columns across all spreadsheets.

OF

POSITIONS

(Except

WIOA

1.00

1.00

1.00

1.00

1.00

3.00

1.00

0.00

4.00

2.00

1.00

1.00

1.00

2.00

2 00

% of Tota

4.55%

4.55%

4.55%

4.55%

4.55%

13.64%

4.55%

0.00%

18.18%

9.09%

4.55%

4.55%

4.55%

9.09%

9.09%

-Once program is inserted in Column A row within table above, the balance of the spreadsheets will be automatically populated with he program name information. The balance of the spreadsheets should be formated appropriately to display the information.

-Once partner name is keyed, the balance of the spreadsheets will be populated with this information.

Square Foot Occupied is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

OF POSITIONS are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: # of hours per week that a program staffs the One-Stop Center/40

Customers Receiving Service are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

Common space 1	
Area	SF
Hallways, lounge, restroom	1,93
mechanical, vestibule, offic	
files, storage, janitor,	
reception	423
Manager	15
<u> </u>	
	2,50

1) All partners share the cost of these spaces on the basis of their deidcated space.

loyees
SF
1,063
195
280
1,538

2) All partners share the cost of these spaces on the basis of their total number of employees less VEC regional staff.

Virginia Career Works - Woodbridge

		T		I	1												T
00070	BUDGET/ EXPENSE	DWDA - JVSG	DW Dee	VEC Reg. Tax Rep	DARS	DWDA	WIOA One Stop	DWDA -	VEC Copier	DWDA Workforce Services	PW Financial	SSG Center Manager	DWDA - RESEA	PW Public Schools	DWDA - JVSG	DWDA - JVSG	TOTALS
COSTS Staff Costs:	BUDGET/ EXPENSE	3756	PWDSS	VEC Reg. Tax Rep	DARS	Wanagei	WIOA One Stop	KESEA	VEC Copier	Services	Empower.	wanager	RESEA	SCHOOLS	JVSG	JVSG	IUIALS
Center Manager - Salaries	33.538.25	1.524.47	1.524.47	1.524.47	1.524.47	1.524.47	4.573.40	1.524.47	-	6.097.86	3.048.93	1.524.47	1.524.47	1.524.47	3.048.93	3.048.93	33.538.25
Center Manager - Salahes Center Manager - Benefits		503.07	503.07	503.07	503.07	503.07	1.509.22	503.07	-	2.012.30	1.006.15	503.07	503.07	503.07	1.006.15	1.006.15	11.067.62
Center Manager - Indirect Costs		303.01	303.07	505.07	303.07	303.07	1,000.22	303.01		2,012.00	1,000.10	303.07	303.07	303.01	1,000.10	1,000.10	11,007.02
Ochter Wallager - Mulicet Oosta																	
Staff - Salaries	28.083.74	1.276.53	1.276.53	1,276,53	1.276.53	1.276.53	3.829.60	1.276.53	-	5.106.14	2.553.07	1,276,53	1.276.53	1.276.53	2.553.07	2.553.07	28.083.74
Staff - Benefit	9.267.64	421.26	421.26	421.26	421.26	421.26	1,263,77	421.26	-	1,685,02	842.51	421.26	421.26	421.26	842.51	842.51	9.267.64
Indirect Costs	17,463.42	793.79	793.79	793.79	793.79	793.79	2,381.38	793.79	-	3,175.17	1,587.58	793.79	793.79	793.79	1,587.58	1,587.58	17,463.42
										•		-	-	-	-	-	-
Facility Costs:													-				-
Rent	166,800.00	13,797.17	11,409.00	11,286.53	11,286.53	11,286.53	17,999.75	9,571.95	4,225.21	24,877.36	8,244.09	11,347.77	6,448.97		11,550.77	11,550.77	166,800.00
Utilities		1,650.20	1,364.57	1,349.92	1,349.92	1,349.92	2,152.85	1,144.85	505.35	2,975.44	986.03	1,357.24	771.32	229.35	1,381.52	1,381.52	19,950.00
Maintenance Contracts		2,987.80	2,470.64	2,444.12	2,444.12	2,444.12	3,897.88	2,072.82	914.98	5,387.24	1,785.27	2,457.38	1,396.54	415.26	2,501.34	2,501.34	36,120.84
Repairs		911.66	753.86	745.77	745.77	745.77	1,189.35	632.48	279.19	1,643.80	544.74	749.82	426.12	126.71	763.23	763.23	11,021.50
Security		-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
Property Tax		-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
Furniture & Fixtures		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other - Security & Surveillance System (Installation &																	
Maintenance)	-	-	-	-		-	-	-	-		-	-	-	-	-	-
Equipment/Communication Costs:																	-
Computer Hardware	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
Computer Software	-	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
. Data Line	12,400.00	563.64	563.64	563.64	563.64	563.64	1,690.91	563.64	-	2,254.55	1,127.27	563.64	563.64	563.64	1,127.27	1,127.27	12,400.00
Telephone Equipment	t -	-	-	-	-	-	-	-	-	-		-	-	-	-	-	-
Telephone Service Fees	2,326.15	105.73	105.73	105.73	105.73	105.73	317.20	105.73	-	422.94	211.47	105.73	105.73	105.73	211.47	211.47	2,326.15
Pagers	-	-	-		-		-			-			-				-
Copier Equipment	3,172.32	144.20	144.20	144.20	144.20	144.20	432.59	144.20		576.79	288.39	144.20	144.20	144.20	288.39	288.39	3,172.32
Designated Phone Lines	258.46	11.75	11.75	11.75	11.75	11.75	35.24	11.75	-	46.99	23.50	11.75	11.75	11.75	23.50	23.50	258.46
Fax Service Fees	-	-	-	-	-		-	-	-	-		-	-	-	-	-	-
Other Operations:																	-
General Supplies	4.000.00	181.82	181.82	181.82	181.82	181.82	545.45	181.82	-	727.27	363.64	181.82	181.82	181.82	363.64	363.64	4.000.00
Freight & Messenger		101.02	101.02	101.02	101.02	101.02	545.45	101.02	-	121.21	303.04	101.02	101.02	101.02	505.04	505.04	-,000.00
Printing (Outreach, Community Awareness, Signage)		45.45	45.45	45.45	45.45	45.45	136.36	45.45		181.82	90.91	45.45	45.45	45.45	90.91	90.91	1.000.00
Other Outside Services		-					100.00			101.02	30.31				30.31	30.31	.,500.00
Recruiting/Outreach		27.27	27.27	27.27	27.27	27.27	81.82	27.27		109.09	54.55	27.27	27.27	27.27	54.55	54.55	600.00
Marketing/Community Awareness		-	-	-	-			-	-	-		-	-	-	-	-	-
Professional Services		227.27	227.27	227.27	227.27	227.27	681.82	227.27	-	909.09	454.55	227.27	227.27	227.27	454.55	454.55	5.000.00
Staff Trave		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL 000T0		A 05.470	A 04 004	04.050	A 04 050		40.740	* 40.040	A	50.400		A 04 700	A 44.000	A 0.545	A 07.040	A 07.040	4 000 070
TOTAL COSTS	\$ 362,070	\$ 25,173	\$ 21,824	\$ 21,653	\$ 21,653	\$ 21,653	15 42.719	\$ 19.248	\$ 5.925	\$ 58,189	\$ 23,213	IS 21.738 I	5 14.869	\$ 8.515	5 27.849	\$ 27.849	\$ 362,070

-	
Ī	Allocation based on number of staff
Ī	Allocation based on square feet occupied
-	Allocation based on number of customers served

	Partner	DWDA	PW DSS		VEC	DARS	DW	/DA	WIOA	DWDA	VEC/DWI	DA	DWDA	UW FEC	SSG	DWDA	PW PS	DWDA	DWDA	
	DWI	DA - JVSG	PW DSS	VEC Reg. T	Tax Rep	DARS	DWDA Mana	ager W	VIOA One Stop	A - RESEA	VEC Cop	ier DW	/DA Workforce Services	PW Financial Empower.	SSG Center Manager	A - RESEA	ilic Schools	DA - JVSG	DA - JVSG	TOTALS:
Totals Less DGS Facilities Costs	_	\$ 25,173	\$ 21,824	\$	21,653	\$ 21,653	\$ 21,6	653 \$	42,719	\$ 19,248	\$ 5,9	25 \$	58,189	\$ 23,213	\$ 21,738	\$ 14,869	\$ 8,515	\$ 27,849	\$ 27,849	\$ 362,070
VEC/DARS Annual Shared Costs	_		\$ 21,824	\$		\$ 21,653		653 \$		\$ 19,248		25 \$	58,189			\$ 14,869				\$ 362,070
# of Months Occupancy Monthly Rent		12.00 \$ 2,098	12.00 \$ 1,819	\$	12.00 1,804	12.00 \$ 1,804		2.00 804 \$	12.00 3,560	12.00 \$ 1,604	\$ 4	.00 194 \$	12.00 4,849	\$ 12.00 \$ 1,934	12.00 \$ 1,812	12.00 \$ 1,239	\$ 710	12.00 \$ 2,321	12.00 \$ 2,321	12.00 \$ 30,172

	Total by Partner		Monthly	12	Months
	DWDA	\$	16,483	\$	197,793
	PW DSS	\$	1,819	\$	21,824
	VEC	\$	2,051	\$	24,615
	DARS	\$	1,804	\$	21,653
# of positions less state staff	UW FEC	\$	1,934	\$	23,213
# of positions	PW Public Schools	\$	710	\$	8,515
Square feet assessed	WIOA	\$	3,560	\$	42,719
Communications by-line per partner	SSG	\$	1,812	\$	21,738
		Ф	20 172	0	262 070

FY26 VCW PW IFA - FY26 Rev.Nov 2024 2/6/2025

Allocation of Phone Lines & Calculation of ISP

	Monthly	# Lines	Per Line I	Per Month							
Comcast	273 Internet				VITA Lines			Verizon Lines			T
Verizon	280 Phones		13 21.53846	5	703-586-6541	PWCPS		703-565-0068	ADA Workstation		
Verizon	760 Internet				703-586-6542	Ctr Mngr		703-565-0069	UW FEC Fax		
VITA	0 Phones		13 ()	703-586-6543	Res Coord	WIOA Youth	703-565-0070	Customer		
					703-586-6544	Job Corps	VEC Trade	703-565-0071	UW FEC		
					703-586-6545	Melwood		703-565-0072	Customer		
Comcast	3,276				703-586-6546	WIOA Youth		703-565-0073	SSG Wagner Peysor	Dept of Social Services	
Verizon	9,120				703-586-6547	WIOA A/DW		703-565-0074	TANE	Tied to Cubicle 7 VEC/JV	/SG DV
ISP	12,396				703-586-6800	Main Line		703-565-0091	Ctr Mgr Fax		
								703-565-0092	Partners Fax		
					703-586-6801	DARS		703-565-0093	Interview Room		
					703-586-6428	WIOA Youth	#31	703-565-0094	Interview Room		
					703-586-6604	SSG/TANF	Add to list	703-565-0095	Fax - Resource Rm		
					703-586-6539		#32	703-565-0096	Workroom		
					703-586-6794		#19	571-589-4638	Internet Phone Line?	Unknown	

VITA 703-686-6429 703-686-643 703-586-64794 VITA 703-686-6409 703-686-6408 703-586-64794 VITA 703-686-6409 703-686-6408																			
Employment VEC - Services Uning Wagner VEC - Services Uning Wagner									Design	nated Phone I	ines								
Services Part Washing Washin																			
Wagner W																	DIM Coolel		
Shared Peyser Insurance JVSQ VEC -Trand Adult WinOATHel Youth SSG -TANF EA DARS THILE Vacant PWPCS -ABE FC TANF Vacant SHillSource VITA 703-586-542							MICA THE I			CCC CNAD						Hales of Mess.			V
VITA 703-586-629 703-586-634 703-586-6794 TRUSH WITA LINE 13 0 0 0 0 1 1 2 1 0 0 0 0 0 0 0 0 0 0 0 0		Shared				VEC - Trade		WIOA Title I Youth	SSG - TANF		DARS Title IV	Vacant						Vacant	
VITA 703-586-6800 703-586-6428	VITA					703-586-6544	703-586-6547		703-586-6604		703-586-6801		703-586-654	1					
Total # VITA Lines 13 3 0 0 0 1 1 1 3 1 2 1 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0										703-586-6794									
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		703-586-6800						703-586-6428											
Total per month 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		3 3	3	0 1	0	0	1	1	3	1 :	2	1	0	1	0	0 1	0	0	0 0
	Per Line per month	0 ()	0 (0	0	0	0	0	0 ()	0	0	0	0		0	0	0 0
Annualized 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		0 ()	0	0	0	0	Ď	0	0 ()	0	0	0	0		0	0	0 0
	Annualized	0 ()	0	0	0	0	Ô	0	0 1)	0	0	0	0		Ď	0	0 0

Verizon	703	3-565-0068		703	3-565-0074							703-	565-0073	703-	565-0069 703-50	65-0073		
Verizon	703	3-565-0070												703-	565-0071			
Verizon	703	3-565-0072																
Verizon		3-565-0091																
Verizon		3-565-0092																
Verizon		3-565-0093																
Verizon		3-565-0094																
Verizon		3-565-0095																
Verizon	703	3-565-0096																
Total # Verizon	13	9	0	0	1	0	0	0	0	0	0	0	0		2	1	0	0
Per Line per month	22	22	22	22	22	22	22	22	22	22	22	22	22					
Per month total	280	194			22	 				-								
Annualized	3360	2,326			258					-						-	-	-
Total	3.360.00	2.326			258	-	-										-	-

This phone number either needs to be deleted or paid by SSG (in colume S)

Y c

Prince William Center Annual Cost

MTDC	\$174,634	
De minimis rate	10%	
Indirect costs	\$17,463.42	Entered in One-Stop Ctr Budget Indirect cost line

Annual Cost		Office 1	Office 2	Office 3	Office 4	Office 5	Office 6	Office 7	Office 8	Office 9	Office 10	Office 11	Office 12	Office 13	Office 14	Office 15	_'
COSTS	BUDGET/ EXPENSE	DWDA - JVSG	PW DSS	VEC Reg. Tax Rep	DARS	DWDA Manager	WIOA One Stop	DWDA - RESEA	VEC Copier	DWDA Workforce Services	PW Financial Empower.	SSG Center Manager	DWDA - RESEA	PW Public Schools	DWDA - JVSG	DWDA - JVSG	TOTALS:
Staff Costs:																	
Center Manager - Salaries		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Center Manager - Benefits		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Staff - Salaries		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Staff - Benefit		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100,0000
Indirect Costs		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Facility Costs:																	
Rent	t	8.2717%	6.8399%	6.7665%	6.7665%	6.7665%	10.7912%	5.7386%	2.5331%	14.9145%	4.9425%	6.8032%	3.8663%	1.1496%	6.9249%	6.9249%	100.0000
Utilities		8.2717%	6.8399%	6.7665%	6.7665%	6.7665%	10.7912%	5.7386%	2.5331%	14.9145%	4.9425%	6.8032%	3.8663%	1.1496%	6.9249%	6.9249%	100.0000
Maintenance Contracts		8.2717%	6.8399%	6.7665%	6.7665%	6.7665%	10.7912%	5.7386%	2.5331%	14.9145%	4.9425%	6.8032%	3.8663%	1.1496%	6.9249%	6.9249%	100.0000
Repairs		8.2717%	6.8399%	6.7665%	6.7665%	6.7665%	10.7912%	5.7386%	2.5331%	14.9145%	4.9425%	6.8032%	3.8663%	1.1496%	6.9249%	6.9249%	100.0000
Security																	
Property Tax																	
Furniture & Fixtures																	
Other - Security & Surveillance System (Installation & Maintenance)																	
Equipment/Communication Costs:																	
Computer Hardware																	
Computer Software																	
Data Line		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Telephone Equipment	1																
Telephone Service Fees		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Pagers	;																
Copier Equipment		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Designated Phone Lines		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Fax Service Fees																	
Other Operations:																	
General Supplies	1	4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Freight & Messenger																	
Printing (Outreach, Community Awareness, Signage)		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
Other Outside Services																	
Recruiting/Outreach		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	
Marketing/Community Awareness																	
Staff Training Staff Travel		4.5455%	4.5455%	4.5455%	4.5455%	4.5455%	13.6364%	4.5455%	0.0000%	18.1818%	9.0909%	4.5455%	4.5455%	4.5455%	9.0909%	9.0909%	100.0000
TOTAL COSTS																	

_								^	_																							
								Squa	re Fe														Pe	ersonn								
Office #	Square Feet	DSVL - ADWD	PWDSS	VEC Reg. Tax Rep	DARS	DWDA Manager	WIOA One Stop	DWDA - RESEA	VEC Copier	DWDA Workforce Services	PW Financial Empower.	SSG Center Manager	DWDA - RESEA	PW Public Schools	DWDA - JVSG	DWDA - JVSG	DWDA - JVSG	PW DSS	VEC Reg. Tax Rep	DARS	DWDA Manager	WIOA One Stop	DWDA - RESEA	VEC Copier	DWDA Workforce Services	PW Financial Empower.	SSG Center Manager	DWDA - RESEA	PW Public Schools	DWDA - JVSG	DWDA - JVSG	Notes
1	194	194															1.00															
2	155		155															1.00														
3	153			153															1.00													
4	153				153															1.00												
5	153					153															1.00											
6	200						200															3.00										
7	125							125															1.00									
8	69								69															0.00								
9	281									281															4.00							
10	72										72															2.00						
11	154											154															1.00					
12	74												74															1.00				
13	76													76															1.00			
14	126														126															2.00		
15	126															126															2.00	
	2111	194	155	153	153	153	200	125	69	281	72	154	74	76	126	126	1.00	1.00	1.00	1.00	1.00	3.00	1.00	0.00	4.00	2.00	1.00	1.00	1.00	2.00	2.00	

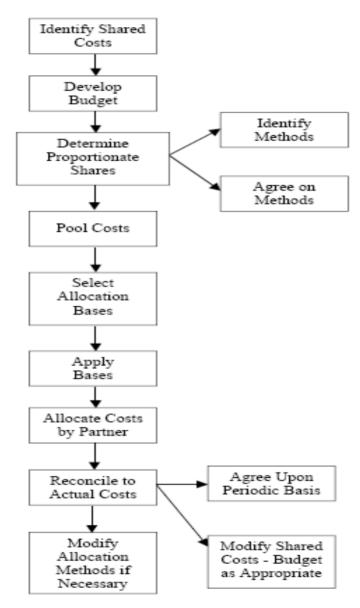
COST ALLOCATION PROCESS

APPENDIX D - Sample Cost Allocation Plan

This information is from the U.S. Department of Labor One-Stop Comprehensive Financial Management Technical Assistance Guide Cost Sharing/Cost Allocation Chapters 1-1 through 1-6 issued in 2002. The process remains applicable under WIOA.

Attachment I-3-1

Steps in the Cost Allocation Process



July 2002