

Modification Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, David A. Hunn, certify that I have read the information contained in this Attachment C – FY 2025 Virginia Career Works – Prince 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 below) 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 original, and that this modification shall expire with the terms of the MOU.

Except as provided herein, all terms and conditions of the FY 2025 – FY 2026 Virginia Career Works – Northern Center System MOU, remains unchanged and in full force and effect.

David A. Hunn

Signature

02/03/25

Date

David A. Hunn, President and CEO

Print Name and Title

The SkillSource Group, Inc.

Agency Name

Modification Authority and Signature

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By signing my name below, I, Phyllis Jennings, certify that I have read the information contained in this Attachment C – FY 2025 Virginia Career Works – Prince 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 below) 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 original, and that this modification shall expire with the terms of the MOU.

Except as provided herein, all terms and conditions of the FY 2025 – FY 2026 Virginia Career Works – Northern Center System MOU, remains unchanged and in full force and effect.

Phyllis Jennings-Holt

Signature

11/26/2024

Date

Phyllis Jennings, Director

Print Name and Title

Prince William County Department of Social Services

Agency Name

Modification Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, LaTanya McDade, certify that I have read the information contained in this Attachment C – FY 2025 Virginia Career Works – Prince 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

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I understand that this modification may be executed in counterparts, 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 2025 – FY 2026 Virginia Career Works – Northern Center System MOU, remains unchanged and in full force and effect.


LaTanya D. McDade (Dec 17, 2024 10:55 EST)

Signature

Dec 17, 2024

Date

LaTanya D. McDade, Ed.D., Superintendent of Schools

Print Name and Title

Prince William County Public Schools

Agency Name

Modification Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Lisa A. Martinez, certify that I have read the information contained in this Attachment C – FY 2025 Virginia Career Works – Prince 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

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I understand that this modification may be executed in counterparts, 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 2025 – FY 2026 Virginia Career Works – Northern Center System MOU, remains unchanged and in full force and effect.

Lisa Martinez

Signature

12.18.2024

Date

Lisa A. Martinez, Senior Procurement Officer

Print Name and Title

Virginia Department for Aging and Rehabilitative Services

Agency Name

Modification Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Nicole Overlay, certify that I have read the information contained in this Attachment C – FY 2025 Virginia Career Works – Prince 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 below) 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 original, and that this modification shall expire with the terms of the MOU.

Except as provided herein, all terms and conditions of the FY 2025 – FY 2026 Virginia Career Works – Northern Center System MOU, remains unchanged and in full force and effect.



Signature

1/30/25

Date

Nicole Overlay, Commissioner

Print Name and Title

Virginia Works (Department of Workforce Development and Advancement)

Agency Name

Modification Authority and Signature

One completed, signed, and dated Authority and Signature page is required for each signatory official.

By signing my name below, I, Demetrios Melis, certify that I have read the information contained in this Attachment C – FY 2025 Virginia Career Works – Prince 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 below) 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 original, and that this modification shall expire with the terms of the MOU.

Except as provided herein, all terms and conditions of the FY 2025 – FY 2026 Virginia Career Works – Northern Center System MOU, remains unchanged and in full force and effect.



Signature

1/15/2025

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

Is this a Comprehensive Center?

YES

YES or NO

COSTS	SHARED (INDIRECT)	Notes on Source & Calculations
Staff Costs:		
Center Manager - Salaries	\$ 33,538	Per Comp tab
Center Manager - Benefits	\$ 11,068	Per Comp tab
Staff - Salaries	\$ 28,084	Per Comp tab
Staff - Benefit	\$ 9,268	Per Comp tab
Indirect Costs	\$ 17,463	Per Indirect cost tab
INFRASTRUCTURE COSTS		
Facility Costs:		
Rent	\$ 166,800	Per calculation excluded from MTDC
Utilities	\$ 19,950	Historic x 70%
Maintenance Contracts	\$ 36,121	Historic x 70%
Repairs	\$ 11,022	Historic x 70%
Security	\$ -	Historic
Property Tax	\$ -	
Furniture & Fixtures	\$ -	
Other - Security & Surveillance System (Installation & Maintenance)	\$ -	Historic
Equipment/Communication Costs:		
Computer Hardware	\$ -	
Computer Software	\$ -	
Data Line	\$ 12,400	As calculated
Telephone Equipment	\$ -	
Telephone Service Fees	\$ 2,326	As calculated
Pagers	\$ -	
Copier Equipment & Maintenance	\$ 3,172	Historic
Designated Phone Lines	\$ 258	As calculated
Fax Service Fees	\$ -	
Other Operations:		
General Supplies	\$ 4,000	Estimate
Freight & Messenger	\$ -	
Printing (Outreach, Community Awareness, Signage)	\$ 1,000	Estimate
Other Outside Services (itemize below)	\$ -	
Recruiting/Dues & Membership	\$ 600	
Marketing/Community Awareness		
Professional Services	\$ 5,000	Estimate
Staff Travel	\$ -	
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.

Rent A	
Years 1	Rent 13,900

One-Stop Center Name:

VCW -Prince William

The calculations below are to make the Square Feet Assessed consistent with historic agreement and practice.

Annual Cost

Staff

Facilities

Off Mgr/Supplies

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS (Except WIOA)	% of Total	SQUARE FEET ASSESSED	% of Total	# of POSITIONS LESS State Staff *	% of Total
DWDA - JVSG	1.00	4.55%	503.00	8.27%	1.00	4.55%
PW DSS	1.00	4.55%	415.94	6.84%	1.00	4.55%
VEC Reg. Tax Rep	1.00	4.55%	411.47	6.77%	1.00	4.55%
DARS	1.00	4.55%	411.47	6.77%	1.00	4.55%
DWDA Manager	1.00	4.55%	411.47	6.77%	1.00	4.55%
WIOA One Stop	3.00	13.64%	656.21	10.79%	3.00	13.64%
DWDA - RESEA	1.00	4.55%	348.96	5.74%	1.00	4.55%
VEC Copier	0.00	0.00%	154.04	2.53%	0.00	0.00%
DWDA Workforce Services	4.00	18.18%	906.95	14.91%	4.00	18.18%
PW Financial Empower.	2.00	9.09%	300.55	4.94%	2.00	9.09%
SSG Center Manager	1.00	4.55%	413.70	6.80%	1.00	4.55%
DWDA - RESEA	1.00	4.55%	235.11	3.87%	1.00	4.55%
PW Public Schools	1.00	4.55%	69.91	1.15%	1.00	4.55%
DWDA - JVSG	2.00	9.09%	421.10	6.92%	2.00	9.09%
DWDA - JVSG	2.00	9.09%	421.10	6.92%	2.00	9.09%
TOTALS:	22.00	100.00%	6,081.00	100%	22.00	100%

* 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.

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

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
194.00	9.53%	239	1.00	127	70	\$ 25,173
155.00	7.62%	191	1.00	105	70	\$ 21,824
153.00	7.52%	189	1.00	104	70	\$ 21,653
153.00	7.52%	189	1.00	104	70	\$ 21,653
153.00	7.52%	189	1.00	104	70	\$ 21,653
200.00	9.83%	246	3.00	166	210	\$ 42,719
125.00	6.14%	154	1.00	88	70	\$ 19,248
69.00	3.39%	85	0.00	39	0	\$ 5,925
281.00	13.81%	346	4.00	229	280	\$ 58,189
72.00	3.54%	89	2.00	76	140	\$ 23,213
154.00	7.57%	190	1.00	105	70	\$ 21,738
74.00	3.64%	91	1.00	59	70	\$ 14,869
0.00	0.00%	-	1.00	18	70	\$ 8,515
126.00	6.19%	155	2.00	107	140	\$ 27,849
126.00	6.19%	155	2.00	107	140	\$ 27,849
2,035.00	100%	2,508.00	22.00	1538.00	1538.00	\$ 362,070

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
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

Common space ¹	
Area	SF
Hallways, lounge, restroom mechanical, vestibule, offic	1,931
files, storage, janitor, reception Manager	423 154
	2,508

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

Shared Use Space ²	
Allocation base: Number of employees	
Space resource	SF
Reception	1,063
Conference Room	195
Interview Rooms	280
Shared Use Space	1,538

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

SHARED COSTS BY PARTNER OR PARTNER PROGRAM
 Annual Cost
 ONE-STOP CENTER NAME:

ONE-STOP CENTER NAME:

Virginia Career Works - Woodbridge																		
			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:
COSTS		BUDGET/ EXPENSE																
Staff Costs:																		
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 - Benefits	11,067.62	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																		-
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	1,917.59	11,550.77	11,550.77	166,800.00	
Utilities	19,950.00	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	36,120.84	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	11,021.50	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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Printing (Outreach, Community Awareness, Signage)	1,000.00	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	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recruiting/Outreach	600.00	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	5,000.00	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 Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS		\$ 362,070	\$ 25,173	\$ 21,824	\$ 21,653	\$ 21,653	\$ 42,719	\$ 19,248	\$ 5,925	\$ 58,189	\$ 23,213	\$ 21,738	\$ 14,869	\$ 8,515	\$ 27,849	\$ 27,849	\$ 362,070	

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

	Partner	DWDA - JVS	PW DSS	VEC Reg. Tax Rep	DARS	DWDA Manager	WIOA One Stop	DWDA - RESEA	VEC/DWDA	DWDA Workforce Services	UW FEC	SSG Center Manager	DWDA - RESEA	PW PS	DWDA - JVS	DWDA - JVS	TOTALS:
Totals		\$ 25,173	\$ 21,824	\$ 21,653	\$ 21,653	\$ 21,653	\$ 42,719	\$ 19,248	\$ 5,925	\$ 58,189	\$ 23,213	\$ 21,738	\$ 14,869	\$ 8,515	\$ 27,849	\$ 27,849	\$ 362,070
Less DGS Facilities Costs																	
VEC/DARS Annual Shared Costs		\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00	\$ 12.00
# of Months Occupancy		\$ 2,098	\$ 1,819	\$ 1,804	\$ 1,804	\$ 1,804	\$ 3,560	\$ 1,604	\$ 494	\$ 4,849	\$ 1,934	\$ 1,812	\$ 1,239	\$ 710	\$ 2,321	\$ 2,321	\$ 30,172

	Total by Partner	Monthly	12 Months
DWDA	\$ 16,483	\$ 1,373.58	\$ 16,483
PW DSS	\$ 1,819	\$ 151.58	\$ 1,819
VEC	\$ 2,051	\$ 170.92	\$ 2,051
DARS	\$ 1,804	\$ 150.33	\$ 1,804
UW FEC	\$ 1,934	\$ 161.17	\$ 1,934
PW Public Schools	\$ 710	\$ 59.17	\$ 710
WIOA	\$ 3,560	\$ 296.67	\$ 3,560
SSG	\$ 1,812	\$ 151.00	\$ 1,812
Communications by-line per partner	\$ 30,172	\$ 2,514.33	\$ 30,172

Designated Phone Lines

[illegible]

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

ONE-STOP CENTER NAME:

Virginia Career Works - Woodbridge

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		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																	
	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		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		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 Travel																		
TOTAL COSTS																		

[illegible]

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

