

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 2026 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 2026 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

09/30/25

Signature

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 2026 Virginia Career Works – Prince William Center IFA. All of my questions have been discussed and answered satisfactorily.

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Phyllis Jennings-Holt
Signature

08/01/2025
Date

Phyllis Jennings-Holt, Director

Print Name and Title

Prince William County Department of Social Services

Agency Name

Modification Authority and Signature

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By signing my name below, I, LaTanya McDade, certify that I have read the information contained in this Attachment C – FY 2026 Virginia Career Works – Prince William Center IFA. All of my questions have been discussed and answered satisfactorily.

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Signature

Aug 22, 2025

Date

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

Print Name and Title

Prince William County Public Schools

Agency Name

Modification Authority and Signature

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By signing my name below, I, Lisa A. Martinez, certify that I have read the information contained in this Attachment C – FY 2026 Virginia Career Works – Prince William Center IFA. All of my questions have been discussed and answered satisfactorily.

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Lisa Martinez

Signature

7.18.25

Date

Lisa A. Martinez, Senior Procurement Officer

Print Name and Title

Virginia Department for Aging and Rehabilitative Services

Agency Name

Modification Authority and Signature

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By signing my name below, I, Nicole Overley, certify that I have read the information contained in this Attachment C – FY 2026 Virginia Career Works – Prince William Center IFA. All of my questions have been discussed and answered satisfactorily.

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Signature

10/20/25
Date

Nicole Overley, Commissioner

Print Name and Title

Virginia Works (Department of Workforce Development and Advancement)

Agency Name

Modification Authority and Signature

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By signing my name below, I, Demetrios Melis, certify that I have read the information contained in this Attachment C – FY 2026 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 2026 Virginia Career Works – Prince William Center IFA

The VEC agrees this IFA represents its one-stop costs at \$25,666.

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.

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Signature

7/18/2025

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

	YES or NO
Is this a Comprehensive Center?	YES

COSTS	TOTAL BUDGET	SHARED (INDIRECT)	DIRECT	Notes on Source & Calculations
Staff Costs:				
Center Manager - Salaries	\$ 51,316	\$ 51,316		Per Comp tab
Center Manager - Benefits	\$ 16,934	\$ 16,934		Per Comp tab
Staff - Salaries	\$ 28,111	\$ 28,111		Per Comp tab
Staff - Benefit	\$ 9,277	\$ 9,277		Per Comp tab
Indirect Costs	\$ 36,028	\$ 36,028		Per Indirect cost tab
INFRASTRUCTURE COSTS				
Facility Costs:				
Rent	\$ 168,885	\$ 168,885		Per calculation excluded from MTDC
Utilities	\$ 28,500	\$ 28,500		Historic
Maintenance Contracts	\$ 51,601	\$ 51,601		Per calculation below
Repairs	\$ 15,745	\$ 15,745		Per calculation below
Security	\$ -	\$ -		Historic
Property Tax	\$ -	\$ -		
Furniture & Fixtures	\$ -	\$ -		
Other - Security & Surveillance System (Installation & Maintenance)	\$ -	\$ -		
Equipment/Communication Costs:				
Computer Hardware	\$ -	\$ -		
Computer Software	\$ -	\$ -		
Data Line	\$ 13,200	\$ 13,200		Historic
Telephone Equipment	\$ -	\$ -		
Telephone Service Fees	\$ 9,600	\$ 9,600		Historic
Pagers	\$ -	\$ -		
Copier Equipment & Maintenance	\$ 3,172	\$ 3,172		Historic exclude from MTDC
Designated Phone Lines	\$ 300	\$ 300		Historic
Fax Service Fees	\$ -	\$ -		
Other Operations:				
General Supplies	\$ 8,000	\$ 8,000		Estimate
Freight & Messenger	\$ -	\$ -		
Printing (Outreach, Community Awareness, Signage)	\$ 2,000	\$ 2,000		Estimate
Other Outside Services (itemize below)	\$ -	\$ -		
Recruiting/Dues & Membership	\$ 600	\$ 600		
Marketing/Community Awareness	\$ -	\$ -		
Professional Services	\$ 5,000	\$ 5,000		Estimate
Staff Travel	\$ -	\$ -		
TOTAL COSTS	\$ 448,270	\$ 448,270	\$ -	

Rent A
Rent
Years 1 (6 months) \$ 13,900.00
Years 2 (6 months) \$ 14,247.50

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:

VCW -Prince William

The calculations below are to make the Square Feet Assessed

Annual Cost

Staff

Facilities

Off Mgr/Supplies

consistent with historic agreement and practice.

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS (Except WIOA)	% of Total	SQUARE FEET ASSESSED	% of Total	# of POSITIONS LESS State Staff *	% 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)	Annal Cost
DWDA - JVSG	1.00	4.55%	497.75	7.98%	1.00	4.55%	194.00	9.18%	231	1.00	128	73	\$ 29,477
PW DSS	1.00	4.55%	412.37	6.61%	1.00	4.55%	155.00	7.33%	184	1.00	106	73	\$ 25,852
VEC Reg. Tax Rep	1.00	4.55%	408.00	6.54%	1.00	4.55%	153.00	7.24%	182	1.00	105	73	\$ 25,666
DARS	1.00	4.55%	408.00	6.54%	1.00	4.55%	153.00	7.24%	182	1.00	105	73	\$ 25,666
DWDA Manager	1.00	4.55%	408.00	6.54%	1.00	4.55%	153.00	7.24%	182	1.00	105	73	\$ 25,666
WIOA One Stop	3.00	13.64%	656.98	10.54%	3.00	13.64%	200.00	9.46%	238	3.00	169	219	\$ 52,923
DWDA - RESEA	1.00	4.55%	346.70	5.56%	1.00	4.55%	125.00	5.91%	149	1.00	89	73	\$ 23,063
Copier Room	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	-	0.00	-	0	\$ -
DWDA Workforce Services	4.00	18.18%	907.35	14.55%	4.00	18.18%	281.00	13.29%	334	4.00	234	292	\$ 71,896
PW Financial Empower.	2.00	9.09%	461.34	7.40%	2.00	9.09%	144.00	6.81%	171	2.00	119	146	\$ 36,273
SSG Center Manager	1.00	4.55%	410.18	6.58%	1.00	4.55%	154.00	7.28%	183	1.00	106	73	\$ 25,759
DWDA - RESEA	1.00	4.55%	235.05	3.77%	1.00	4.55%	74.00	3.50%	88	1.00	61	73	\$ 18,323
PW Public Schools	1.00	4.55%	239.43	3.84%	1.00	4.55%	76.00	3.60%	90	1.00	62	73	\$ 18,508
DWDA - JVSG	2.00	9.09%	421.93	6.77%	2.00	9.09%	126.00	5.96%	150	2.00	109	146	\$ 34,600
DWDA - JVSG	2.00	9.09%	421.93	6.77%	2.00	9.09%	126.00	5.96%	150	2.00	109	146	\$ 34,600
TOTALS:	22.00	100.00%	6,235.00	100%	22.00	100%	2,114.00	100%	2,514.00	22.00	1607.00	1607.00	\$ 448,270

* 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.

Common space ¹	
Area	SF
Hallways, lounge, restroor mechanical, vestibule, offi	1,937
files, storage, janitor, reception	423
Manager	154
	2,514

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
Copier room	69
Shared Use Space	1,607

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

Total by Partner	Monthly	12 Months
DWDA	\$ 12,492	\$ 149,898
PW DSS	\$ 2,154	\$ 25,852
VEC	\$ 1,218	\$ 14,614
DARS	\$ 1,218	\$ 14,614
UW FEC	\$ 3,023	\$ 36,273
PW Public Schools	\$ 1,542	\$ 18,508
WIOA	\$ 4,410	\$ 52,923
SSG	\$ 2,147	\$ 25,759
	\$ 28,203	\$ 338,442

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

Virginia Career Works - Woodbridge

COSTS	BUDGET/ EXPENSE	DWDA - JVSG	PW DSS	VEC Reg. Tax Rep	DARS	DWDA Manager	WIOA One Stop	DWDA - RESEA	Copier Room	DWDA Workforce Services	PW Financial Empower.	SSG Center Manager	DWDA - RESEA	PW Public Schools	DWDA - JVSG	DWDA - JVSG	TOTALS:
Staff Costs:																	
Center Manager - Salaries	51,316.20	2,332.55	2,332.55	2,332.55	2,332.55	2,332.55	6,997.66	2,332.55	-	9,330.22	4,665.11	2,332.55	2,332.55	2,332.55	4,665.11	4,665.11	51,316.20
Center Manager - Benefits	16,934.35	769.74	769.74	769.74	769.74	769.74	2,309.23	769.74	-	3,078.97	1,539.49	769.74	769.74	769.74	1,539.49	1,539.49	16,934.35
Center Manager - Indirect Costs																	-
Staff - Salaries	28,111.20	1,277.78	1,277.78	1,277.78	1,277.78	1,277.78	3,833.35	1,277.78	-	5,111.13	2,555.56	1,277.78	1,277.78	1,277.78	2,555.56	2,555.56	28,111.20
Staff - Benefit	9,276.70	421.67	421.67	421.67	421.67	421.67	1,265.00	421.67	-	1,686.67	843.34	421.67	421.67	421.67	843.34	843.34	9,276.70
Indirect Costs	36,027.70	1,637.62	1,637.62	1,637.62	1,637.62	1,637.62	4,912.87	1,637.62	-	6,550.49	3,275.25	1,637.62	1,637.62	1,637.62	3,275.25	3,275.25	36,027.70
Facility Costs:																	
Rent	168,885.00	13,482.44	11,169.81	11,051.21	11,051.21	11,051.21	17,795.34	9,390.85	-	24,577.07	12,496.08	11,110.51	6,366.64	6,485.23	11,428.71	11,428.71	168,885.00
Utilities	28,500.00	2,275.21	1,884.95	1,864.93	1,864.93	1,864.93	3,003.03	1,584.74	-	4,147.48	2,108.76	1,874.94	1,074.39	1,094.41	1,928.64	1,928.64	28,500.00
Maintenance Contracts	51,601.20	4,119.43	3,412.83	3,376.59	3,376.59	3,376.59	5,437.20	2,869.29	-	7,509.29	3,818.06	3,394.71	1,945.26	1,981.50	3,491.93	3,491.93	51,601.20
Repairs	15,745.00	1,256.96	1,041.35	1,030.29	1,030.29	1,030.29	1,659.04	875.50	-	2,291.30	1,165.00	1,035.82	593.56	604.61	1,065.49	1,065.49	15,745.00
Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Property Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other - Security & Surveillance System (Installation & Maintenance)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment/Communication Costs:																	
Computer Hardware	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Computer Software	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Data Line	13,200.00	600.00	600.00	600.00	600.00	600.00	1,800.00	600.00	-	2,400.00	1,200.00	600.00	600.00	600.00	1,200.00	1,200.00	13,200.00
Telephone Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Telephone Service Fees	9,600.00	436.36	436.36	436.36	436.36	436.36	1,309.09	436.36	-	1,745.45	872.73	436.36	436.36	436.36	872.73	872.73	9,600.00
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	300.00	13.64	13.64	13.64	13.64	13.64	40.91	13.64	-	54.55	27.27	13.64	13.64	13.64	27.27	27.27	300.00
Fax Service Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Operations:																	
General Supplies	8,000.00	363.64	363.64	363.64	363.64	363.64	1,090.91	363.64	-	1,454.55	727.27	363.64	363.64	363.64	727.27	727.27	8,000.00
Freight & Messenger	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Printing (Outreach, Community Awareness, Signage)	2,000.00	90.91	90.91	90.91	90.91	90.91	272.73	90.91	-	363.64	181.82	90.91	90.91	90.91	181.82	181.82	2,000.00
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	\$ 448,270	\$ 29,477	\$ 25,852	\$ 25,666	\$ 25,666	\$ 25,666	\$ 62,923	\$ 23,063	\$ -	\$ 71,896	\$ 36,273	\$ 25,759	\$ 18,323	\$ 18,508	\$ 34,600	\$ 34,600	\$ 448,270

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

	Partner	DWDA - JVSG	PW DSS	VEC Reg. Tax Rep	DARS	DWDA Manager	WIOA One Stop	DWDA - RESEA	Copier Room	DWDA Workforce Services	PW Financial Empower.	SSG Center Manager	DWDA - RESEA	PW PS	DWDA - JVSG	DWDA - JVSG	TOTALS:
Totals		\$ 29,477	\$ 25,852	\$ 25,666	\$ 25,666	\$ 25,666	\$ 62,923	\$ 23,063	\$ -	\$ 71,896	\$ 36,273	\$ 25,759	\$ 18,323	\$ 18,508	\$ 34,600	\$ 34,600	\$ 448,270
Less DGS Facilities Costs		\$ (13,482)		\$ (11,051)	\$ (11,051)	\$ (11,051)		\$ (9,391)	\$ -	\$ (24,577)			\$ (6,367)		\$ (11,429)	\$ (11,429)	\$ (109,828)
VEC/DARS Annual Shared Costs		\$ 15,994	\$ 25,852	\$ 14,614	\$ 14,614	\$ 14,614	\$ 52,923	\$ 13,672	\$ -	\$ 47,319	\$ 36,273	\$ 25,759	\$ 11,956	\$ 18,508	\$ 23,171	\$ 23,171	\$ 338,442
# of Months Occupancy		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
Monthly Rent		\$ 1,333	\$ 2,154	\$ 1,218	\$ 1,218	\$ 1,218	\$ 4,410	\$ 1,139	\$ -	\$ 3,943	\$ 3,023	\$ 2,147	\$ 996	\$ 1,542	\$ 1,931	\$ 1,931	\$ 28,203
Total by Partner	Monthly	12 Months															
DWDA	\$ 12,492	\$ 149,898															
PW DSS	\$ 2,154	\$ 25,852															
VEC	\$ 1,218	\$ 14,614															
DARS	\$ 1,218	\$ 14,614															
UW FEC	\$ 3,023	\$ 36,273															
PW Public Schools	\$ 1,542	\$ 18,508															
WIOA	\$ 4,410	\$ 52,923															
SSG	\$ 2,147	\$ 25,759															
	\$ 28,203	\$ 338,442															

of positions less state staff
of positions
Square feet assessed
Communications by-line per partner

PERCENTAGES BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Annual Cost

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	Copier Room	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	7.9832%	6.6139%	6.5436%	6.5436%	6.5436%	10.5370%	5.5605%	0.0000%	14.5525%	7.3992%	6.5787%	3.7698%	3.8400%	6.7672%	6.7672%	100.0000%
	Utilities	7.9832%	6.6139%	6.5436%	6.5436%	6.5436%	10.5370%	5.5605%	0.0000%	14.5525%	7.3992%	6.5787%	3.7698%	3.8400%	6.7672%	6.7672%	100.0000%
	Maintenance Contracts	7.9832%	6.6139%	6.5436%	6.5436%	6.5436%	10.5370%	5.5605%	0.0000%	14.5525%	7.3992%	6.5787%	3.7698%	3.8400%	6.7672%	6.7672%	100.0000%
	Repairs	7.9832%	6.6139%	6.5436%	6.5436%	6.5436%	10.5370%	5.5605%	0.0000%	14.5525%	7.3992%	6.5787%	3.7698%	3.8400%	6.7672%	6.7672%	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																	

**Prince William Center
Annual Cost**

	Center Manager	Staff
Salaries & Wages	114,036	56,222
Percent to PWSSC	45%	50%
Salaries & Wages	51,316	28,111
Fringe Benefits - 33%	16,934	9,277
Total Compensation	<u>68,250.55</u>	<u>37,387.90</u>

Prince William Center
Annual Cost

MTDC	\$240,185	
De minimis rate	15%	
Indirect costs	\$36,027.70	Entered in One-Stop Ctr Budget Indirect cost line

[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

