

**Workforce Investment Area #17
One-Stop Budget Planning and Reconciliation Document
Budget Period PY13**

I. **Identification of Shared Costs:** The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the One-Stop System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

One-Stop System Cost Pools	Line Item (Including Cost Benefit)	Site	Budgeted Annual Cost
Facilities Pool	Lease - Cost of the physical space used for partner services, resource rooms, conference rooms, interview rooms, common areas, and training labs. Lease includes snow removal, refuse pickup and landscaping services. Level 2 located at 7989 Dickey Dr. Lisbon, Oh includes 1448 square feet Level 1 located at 149 Boardman Canfield Rd. Boardman , Oh includes 2908 square feet		
		Level 2	57418
		Level 1	78198
		Sub-total	135616
	Utilities - Cost of gas, electric, water	Level 2	0
		Level 1	17000
		Sub-total	17000
	Maintenance (Janitorial) - Cost of cleaning crew and cleaning supplies	Level 2	12750
		Level 1	14500
		Sub-total	27250
	Maintenance (Repairs, etc.) - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring)	Level 2	6250
		Level 1	6000
		Sub-total	12250
	Total - Facilities Pool	Level 2	76418
	Level 1	115698	
	Total	192116	

One-Stop Management Pool	One-Stop Operator/Manager - Salary for 1 FTE to manage the activities of the One-Stop system. These duties include: oversight of integration of program services, scheduling of services and activities, daily management of operations, conducting One-Stop partner meetings, production of performance reports with analysis, etc.	Level 2	
		Level 1	
		Sub-total	0
	Receptionist/Greeter - Salary for 1 FTE receptionist available to assist the partners with phone coverage, mail needs, light typing, some scheduling, ordering of supplies, inventory, etc.	Level 2	
		Level 1	
		Sub-total	0
	Data Entry/Support Staff - Salary for 2 FTE support staff to enter common customer information into the state automated system for all partner access, maintenance of records for Common Referral Form tracking, assisting partners in retrieving information on customers, maintenance of a central file of customer products (work plans, resumes, applications), etc.	Level 2	
		Level 1	
		Sub-total	0
	Fiscal Support Staff - Salary for .3 FTE fiscal staff for accounting services that include invoicing, accounts payable/receivable, maintenance of fiscal documentation for audit purposes, preparation of spreadsheets for analysis, quarterly reconciliations of cost sharing expenses, etc.	Level 2	
		Level 1	
		Sub-total	0
	Technology Support Staff - Salary for .25 FTE IT staff for maintenance of resource room hardware and software, web site maintenance and design, creation of one-stop production reports and materials, etc.	Level 2	
		Level 1	
		Sub-total	0
	Total - One-Stop Management Pool	Level 2	0
		Level 1	0
		Total	0

Resource Room Pool	Computer Equipment (Hardware) - Level 2 - 12 cubicles equipped with Dell AS2000 Systems (includes monitors, hard drives, keyboards, mouse(s), ergonomic chair and related attachments) Level 1 - 8 cubicles similarly equipped Level 1 - 8 cubicles similarly equipped - for customer use in: internet searches of job postings, word processing for employment, seeking documents, researching labor market information, communicating via e-mail to employers, researching training program opportunities, on-line applications to educational institutions or prospective employers, etc. (- may include costs for training lab equipment)	Level 2 Level 1	10500 19000
	Sub-total		29500
	Computer Equipment (Software) - Tutorials for Resume Writing, Word Products, OCSIS, etc. available at all sites for customer use in job search and/or training activities, etc.	Level 2 Level 1	1000 1000
	Sub-total		2000
	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for customer use in duplicating documents	Level 2 Level 1	2050 2000
	Sub-total		4050
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for customer use in transmittal of documents	Level 2 Level 1	 0
	Sub-total		0
	Telephone System - Cost of maintaining telephone lines in the Resource Room for customer use and fax machines. Includes the cost of Meridian Model NT437 phones and related equipment Level 2 - 6 lines, 4 phones Level 1 - 3 lines, 2 phones Level 1 - 3 lines, 2 phones	Level 2 Level 1	 0
	Sub-total		0
	Internet Access - Cost of maintaining internet access to all computers in the Resource Room for customer use. This is accomplished in each site via (internet provider, T-1 line, etc.)	Level 2 Level 1	2094 1439
	Sub-total		3533
	Furniture - Cost for customer use of furniture that includes 8 ft. tables and chairs, brochure stands, bulletin boards for job postings, waiting area furniture, etc. (- may include training lab and/or conference room and/or interview room furniture)	Level 2 Level 1	5000 0
	Sub-total		5000
	Audio-Visual Equipment - Cost of television and VCR/DVD player in orientation room, Litebox Model 3000 projector in training lab, mobile whiteboards, overhead projector, etc. for use in providing services to customers such as orientations, workshops, trainings, relaying information for partner supportive services, etc.	Level 2 Level 1	3000 0
	Sub-total		3000
	Supplies - Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	Level 2 Level 1	2750 12000
	Sub-total		14750
	Other - Some examples may be ADA equipment, newspaper and professional journal subscriptions, training manuals, postage for customer use, etc.	Level 2 Level 1	3375 4500
	Sub-total		7875
	Total - Resource Room Pool	Level 2 Level 1	29769 39939
Total		69708	

Equipment and Supplies Pool (Partner Use)	Telephone System - Cost of installing and maintaining telephone lines for partner use and fax machines. Includes the cost of Meridian Model NT437 phones. Includes local area telephone costs and long distance usage costs. Level 2 - 24 lines, 20 phones Level 1 - 6 lines, 4 phones Level 1 - 6 lines, 4 phones	Level 2	11500
		Level 1	10500
		Sub-total	22000
	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for partner use in duplicating documents	Level 2	
		Level 1	
		Sub-total	0
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for partner use in transmittal of documents	Level 2	
		Level 1	
		Sub-total	0
	Postage - Cost for Pinckney postage meter machine and related postage costs of partner mailings and One-Stop System mailings.	Level 2	1332
		Level 1	420
		Sub-total	1752
	Furniture - Cost for partner use furniture, may include office space furniture, cubicles, etc.	Level 2	
		Level 1	
		Sub-total	0
	Supplies - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	Level 2	
		Level 1	
		Sub-total	0
	Computer Equipment (Hardware) - Level 2 - 12 cubicles equipped with Dell AS2000 Systems (includes monitors, hard drives, keyboards, mouse(s), ergonomic chair and related attachments.) Level 1 (site) - 8 cubicles similarly equipped Level 1 (site) - 8 cubicles similarly equipped - for partner use in delivery of program services and for internet access	Level 2	
		Level 1	
		Sub-total	0
	Total - Equipment and Supplies Pool (Partner Use)	Level 2	12832
Level 1		10920	
Total		23752	

Outreach/ Marketing Pool	Outreach/Marketing	Level 2	4013
		Level 1	6000
		Sub-total	10013
		System-wide	
		Sub-total	
		System-wide	
		Sub-total	
		System-wide	
		Sub-total	
		System-wide	
Sub-total			
Total - Outreach/Marketing Pool			
		Total	10013
Miscellaneous Pool	Other -	Level 2	
		Level 1	
		Sub-total	0
	Other -	System-wide	
		Sub-total	0
Other -	System-wide		
	Sub-total	0	
Total - Miscellaneous Pool			
		Total	0

Summary of Cost Pools	Facilities Pool	Level 2	76418
		Level 1	115698
		Sub-total	192116
	One-Stop Management Pool	Level 2	0
		Level 1	0
		Sub-total	0
	Resource Room Pool	Level 2	29769
		Level 1	39939
		Sub-total	69708
	Equipment and Supplies Pool (Partner Use)	Level 2	12832
		Level 1	10920
		Sub-total	23752
	Outreach/Marketing Pool	Level 2	4013
		Level 1	6000
		Sub-total	10013
	Miscellaneous Pool	Level 2	0
		Level 1	0
		System-wide	0
		Sub-total	0
	Total - All Pools	Level 2	123032
		Level 1	172558
		System-wide	0
Total		295590	

Workforce Investment Area #17
One-Stop Budget Planning and Reconciliation Document
Budget Period PY14

- I. **Identification of Shared Costs:** The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the One-Stop System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

One-Stop System Cost Pools	Line Item (Including Cost Benefit)	Site	Budgeted Annual Cost
Facilities Pool	Lease - Cost of the physical space used for partner services, resource rooms, conference rooms, interview rooms, common areas, and training labs. Lease includes snow removal, refuse pickup and landscaping services. Level 2 located at 7989 Dickey Dr. Lisbon, Oh includes 1448 square feet Level 1 located at 149 Boardman Canfield Rd. Boardman , Oh includes 2908 square feet		
		Level 2	57418
		Level 1	82731
		Sub-total	140149
	Utilities - Cost of gas, electric, water	Level 2	0
		Level 1	17000
		Sub-total	17000
	Maintenance (Janitorial) - Cost of cleaning crew and cleaning supplies	Level 2	12750
		Level 1	14500
		Sub-total	27250
	Maintenance (Repairs, etc.) - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring)	Level 2	6250
		Level 1	6000
		Sub-total	12250
	Total - Facilities Pool	Level 2	76418
Level 1		120231	
Total		196649	

One-Stop Management Pool	One-Stop Operator/Manager - Salary for 1 FTE to manage the activities of the One-Stop system. These duties include: oversight of integration of program services, scheduling of services and activities, daily management of operations, conducting One-Stop partner meetings, production of performance reports with analysis, etc.	Level 2	
		Level 1	
		Sub-total	0
	Receptionist/Greeter - Salary for 1 FTE receptionist available to assist the partners with phone coverage, mail needs, light typing, some scheduling, ordering of supplies, inventory, etc.	Level 2	
		Level 1	
		Sub-total	0
	Data Entry/Support Staff - Salary for 2 FTE support staff to enter common customer information into the state automated system for all partner access, maintenance of records for Common Referral Form tracking, assisting partners in retrieving information on customers, maintenance of a central file of customer products (work plans, resumes, applications), etc.	Level 2	
		Level 1	
		Sub-total	0
	Fiscal Support Staff - Salary for .3 FTE fiscal staff for accounting services that include invoicing, accounts payable/receivable, maintenance of fiscal documentation for audit purposes, preparation of spreadsheets for analysis, quarterly reconciliations of cost sharing expenses, etc.	Level 2	
		Level 1	
		Sub-total	0
	Technology Support Staff - Salary for .25 FTE IT staff for maintenance of resource room hardware and software, web site maintenance and design, creation of one-stop production reports and materials, etc.	Level 2	
		Level 1	
		Sub-total	0
	Total - One-Stop Management Pool	Level 2	0
		Level 1	0
		Total	0

Resource Room Pool	Computer Equipment (Hardware) - Level 2 - 12 cubicles equipped with Dell AS2000 Systems (includes monitors, hard drives, keyboards, mouse(s), ergonomic chair and related attachments) Level 1 - 8 cubicles similarly equipped Level 1 - 8 cubicles similarly equipped - for customer use in: internet searches of job postings, word processing for employment, seeking documents, researching labor market information, communicating via e-mail to employers, researching training program opportunities, on-line applications to educational institutions or prospective employers, etc. (- may include costs for training lab equipment)	Level 2 Level 1	10500 19000
	Sub-total		29500
	Computer Equipment (Software) - Tutorials for Resume Writing, Word Products, OCSIS, etc. available at all sites for customer use in job search and/or training activities, etc.	Level 2 Level 1	1000 1000
	Sub-total		2000
	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for customer use in duplicating documents	Level 2 Level 1	2050 3000
	Sub-total		5050
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for customer use in transmittal of documents	Level 2 Level 1	 0
	Sub-total		0
	Telephone System - Cost of maintaining telephone lines in the Resource Room for customer use and fax machines. Includes the cost of Meridian Model NT437 phones and related equipment Level 2 - 6 lines, 4 phones Level 1 - 3 lines, 2 phones Level 1 - 3 lines, 2 phones	Level 2 Level 1	 0
	Sub-total		0
	Internet Access - Cost of maintaining internet access to all computers in the Resource Room for customer use. This is accomplished in each site via (internet provider, T-1 line, etc.)	Level 2 Level 1	2094 1439
	Sub-total		3533
	Furniture - Cost for customer use of furniture that includes 8 ft. tables and chairs, brochure stands, bulletin boards for job postings, waiting area furniture, etc. (- may include training lab and/or conference room and/or interview room furniture)	Level 2 Level 1	5000 0
	Sub-total		5000
	Audio-Visual Equipment - Cost of television and VCR/DVD player in orientation room, Litebox Model 3000 projector in training lab, mobile whiteboards, overhead projector, etc. for use in providing services to customers such as orientations, workshops, trainings, relaying information for partner supportive services, etc.	Level 2 Level 1	3000 0
	Sub-total		3000
	Supplies - Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	Level 2 Level 1	2750 12000
	Sub-total		14750
	Other - Some examples may be ADA equipment, newspaper and professional journal subscriptions, training manuals, postage for customer use, etc.	Level 2 Level 1	3375 4500
	Sub-total		7875
	Total - Resource Room Pool	Level 2 Level 1	29769 40939
Total		70708	

Equipment and Supplies Pool (Partner Use)	Telephone System - Cost of installing and maintaining telephone lines for partner use and fax machines. Includes the cost of Meridian Model NT437 phones. Includes local area telephone costs and long distance usage costs.	Level 2	11500
		Level 1	10500
	Level 2 - 24 lines, 20 phones		
	Level 1 - 6 lines, 4 phones		
	Level 1 - 6 lines, 4 phones		
	Sub-total		22000
	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for partner use in duplicating documents	Level 2	
		Level 1	
	Sub-total		0
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for partner use in transmittal of documents	Level 2	
		Level 1	
	Sub-total		0
	Postage - Cost for Pinckney postage meter machine and related postage costs of partner mailings and One-Stop System mailings.	Level 2	1332
		Level 1	420
	Sub-total		1752
	Furniture - Cost for partner use furniture, may include office space furniture, cubicles, etc.	Level 2	
		Level 1	
	Sub-total		0
	Supplies - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	Level 2	
		Level 1	
Sub-total		0	
Computer Equipment (Hardware) - Level 2 - 12 cubicles equipped with Dell AS2000 Systems (includes monitors, hard drives, keyboards, mouse(s), ergonomic chair and related attachments.) Level 1 (site) - 8 cubicles similarly equipped Level 1 (site) - 8 cubicles similarly equipped - for partner use in delivery of program services and for internet access	Level 2		
	Level 1		
Sub-total		0	
Total - Equipment and Supplies Pool (Partner Use)	Level 2	12832	
	Level 1	10920	
	Total	23752	

Outreach/ Marketing Pool	Outreach/Marketing	Level 2	4013
		Level 1	6000
		Sub-total	10013
		System-wide	
		Sub-total	
		System-wide	
		Sub-total	
		System-wide	
		Sub-total	
		System-wide	
Sub-total			
Total - Outreach/Marketing Pool			
		Total	10013
Miscellaneous Pool	Other -	Level 2	
		Level 1	
		Sub-total	0
	Other -	System-wide	
		Sub-total	0
Other -	System-wide		
	Sub-total	0	
Total - Miscellaneous Pool			
		Total	0

Summary of Cost Pools	Facilities Pool	Level 2	76418
		Level 1	120231
		Sub-total	196649
	One-Stop Management Pool	Level 2	0
		Level 1	0
		Sub-total	0
	Resource Room Pool	Level 2	29769
		Level 1	40939
		Sub-total	70708
	Equipment and Supplies Pool (Partner Use)	Level 2	12832
		Level 1	10920
		Sub-total	23752
	Outreach/Marketing Pool	Level 2	4013
		Level 1	6000
		Sub-total	10013
	Miscellaneous Pool	Level 2	0
		Level 1	0
		System-wide	0
		Sub-total	0
	Total - All Pools	Level 2	123032
		Level 1	178091
System-wide			
Total		301122	

II. Allocation Methodology: The One-Stop System partners have agreed upon the following three methodologies for determining proportionate shares for the shared cost items.

A. **Position Usage:** Based on partners' Full-Time Equivalent (FTE) staff stationed at the One-Stop. Partners with Part-Time staff stationed at the One-Stop are calculated based on Full-Time Equivalency. Illustrated as follows:

	ODJFS (VETS)	ODJFS (WP/TAA/UC)	MCTA	MCDJFS	MCCTC	YSU	MYCAP	ORSC	CHOFFIN	YMHA	SR EMPLOYMENT	ESTRN GTWY	DESI	AVAIL
# of FTE Equivalent	1	10	9.8	1	0.2	0.2	0.25	0.2	0.2	0.25	0.5	0.25	1	
% of overall FTE Equivalent	4.02%	40.24%	39.44%	4.02%	0.80%	0.80%	1.01%	0.80%	0.80%	1.01%	2.01%	1.01%	4.02%	

(Information in table is a sample for illustrative purposes.)

B. **Occupancy:** Based on actual square footage used by each partner with common space (hallways, classrooms, restrooms, Resource Center) prorated based on the percentage of actual space used. Illustrated as follows:

	ODJFS (VETS)	ODJFS (WP/TAA/UC)	MCTA	MCDJFS	MCCTC	YSU	MYCAP	ORSC	CHOFFIN	YMHA	ST EMPLOYMENT	ESTRN GTWY	DESI	AVAIL
Partner Sq. Ft.	100	1065	1,185	100	11	11	25	17	11	25	43	36	95	185
% of overall FTE Equivalent	3.44%	36.62%	40.74%	3.44%	0.38%	0.38%	0.86%	0.58%	0.38%	0.86%	1.46%	1.22%	3.27%	6.37%

(Information in table is a sample for illustrative purposes.)

C. **Equal Access:** Calculation based on the total number of partners sharing equally in the cost and/or services.

II. Allocation Methodology: The One-Stop System partners have agreed upon the following three methodologies for determining proportionate shares for the shared cost items.

A. Position Usage: Based on partners' Full-Time Equivalent (FTE) staff stationed at the One-Stop. Partners with Part-Time staff stationed at the One-Stop are calculated based on Full-Time Equivalency. Illustrated as follows:

	ODJFS (VETS)	ODJFS (WP/ TAA/ UC)	MCTA	CCDJFS	ORSC	CCDJFS SR AIDES	CCCTC	ESTRN GATWY	AVAIL	Total
# of FTE Equivalent	2	3	5	1	2	0.5	1	0.25		14.75
% of overall FTE Equivalent	13.56%	20.34%	33.90%	6.78%	13.56%	3.39%	6.78%	1.69%	0.00%	100.00%

(Information in table is a sample for illustrative purposes.)

B. Occupancy: Based on actual square footage used by each partner with common space (hallways, classrooms, restrooms, Resource Center) prorated based on the percentage of actual space used. Illustrated as follows:

	ODJFS (VETS)	ODJFS (WP/TAA/ UC)	MCTA	CCDJFS	ORSC	CCDJFS SR AIDES	CCCTC	ESTRN GATWY	AVAIL	Total
Partner Sq. Ft.	128	192	568	64	240	32	64	16	144	1,448
% of overall FTE Equivalent	8.84%	13.26%	39.23%	4.42%	16.57%	2.21%	4.42%	1.10%	9.94%	100.00%

(Information in table is a sample for illustrative purposes.)

C. Equal Access: Calculation based on the total number of partners sharing equally in the cost and/or services.

Workforce Investment Area # 17
Budget Period PY13
Cost Sharing Agreement
Allocation of Shared Costs

Facilities Pool table with columns: Shared Cost Item, Total, ODJFS (VETS), ODJFS (WP/ TAA/ UC), MCTA, CDJFS, CCTC, YSU, MYCAP, CDJFS SR AIDES, KSU, EOCC, ORSC, CHOFFIN, YMHA, SR EMPLOY, ESTRN GTWY, DESI, AVAIL, COMPS, UMCC, CCA, CMHA, ECON DEV, ESC, PORT, CNG CTR, SHNG FRCT, COMP FAMLY. Includes sub-totals for Columbiana and Mahoning levels.

One-Stop Management Pool table with columns: Shared Cost Item, Total, ODJFS (VETS), ODJFS (WP/ TAA/ UC), MCTA, CDJFS, CCTC, YSU, MYCAP, CDJFS SR AIDES, KSU, EOCC, ORSC, CHOFFIN, YMHA, SR EMPLOY, ESTRN GTWY, DESI, AVAIL, COMPS, UMCC, CCA, CMHA, ECON DEV, ESC, PORT, CNG CTR, SHNG FRCT, COMP FAMLY. Includes sub-totals for Columbiana and Mahoning levels.

Resource/Cost Sharing Agreement
Allocation of Shared Costs

Resource Room Pool table with columns: Shared Cost Item, Total, ODJFS (VETS), ODJFS (WP/ TAA/ UC), MCTA, CDJFS, CCTC, YSU, MYCAP, CDJFS SR AIDES, KSU, EOCC, ORSC, CHOFFIN, YMHA, SR EMPLOY, ESTRN GTWY, DESI, AVAIL, COMPS, UMCC, CCA, CMHA, ECON DEV, ESC, PORT, CNG CTR, SHNG FRCT, COMP FAMLY. Includes sub-totals for Columbiana and Mahoning levels.

Resource/Cost Sharing Agreement
Allocation of Shared Costs

Equipment and Supplies Pool (Partner Use)													Allocation Base: Position Usage																	
Shared Cost Item	Total	ODJFS (VETS)	ODJFS (WP/ TAA/ UC)	MCTA	CDJFS	CCTC	YSU	MYCAP	CDJFS SR AIDES	KSU	EOCC	ORSC	CHOFFIN	YMHA	SR EMPLOY	ESTRN GTWY	DESI	AVAIL	COMPS	UMCC	CCA	CMHA	ECON DEV	ESC	PORT	CNG CTR	SHNG FRCT	COMP FAMILY		
Columbiana- Level 2																														
Telephone System/Equipment	11,500	1,559	2,339	3,898	780	780			390			1,559				195														
Copier and Copier Maintenance																														
Fax and Fax Maintenance																														
Postage	1,332	181	271	452	90	90			45			181				23														
Furniture																														
Office Supplies (paper, materials, etc.)																														
Common Tracking System Software																														
Computer Equipment																														
Other																														
Sub-total Columbiana	12,832	1,740	2,610	4,350	870	870	-	-	435	-	-	1,740	-	-	-	218	-	-	-	-	-	-	-	-	-	-	-	-	-	
Mahoning- Level 1																														
Telephone System/Equipment	10,500	423	4,225	4,141	423	85	85	106				85	85	106	211	106	423													
Copier and Copier Maintenance																														
Fax and Fax Maintenance																														
Postage	420	17	169	166	17	3	3	4				3	3	4	8	4	17													
Furniture																														
Office Supplies (paper, materials, etc.)																														
Common Tracking System Software																														
Computer Equipment																														
Other																														
Sub-total Mahoning	10,920	439	4,394	4,306	439	88	88	110	-	-	-	88	88	110	219	110	440	-	-	-	-	-	-	-	-	-	-	-	-	
Total Area 17																														
Total Area 17 Equip and Supplies Pool	23,752	2,179	7,004	8,656	1,309	958	88	110	435	-	-	1,828	88	110	219	328	440	-	-	-	-	-	-	-	-	-	-	-	-	

Outreach/Marketing Pool													Allocation Base: Equal Access																
Shared Cost Item	Total	ODJFS (VETS)	ODJFS (WP/ TAA/ UC)	MCTA	CDJFS	CCTC	YSU	MYCAP	CDJFS SR AIDES	KSU	EOCC	ORSC	CHOFFIN	YMHA	SR EMPLOY	ESTRN GTWY	DESI	AVAIL	COMPS	UMCC	CCA	CMHA	ECON DEV	ESC	PORT	CNG CTR	SHNG FRCT	COMP FAMILY	
Columbiana- Level 2																													
Outreach	4,013	236	236	236	236	236			236	236	236	236				236						236	236	236	236	236	236	236	236
Sub-total Columbiana	4,013	236	236	236	236	236	-	-	236	236	236	236	-	-	-	236	-	-	-	-	-	236	236	236	236	236	236	236	236
Mahoning- Level 1																													
Outreach	6,000	375	375	375	375	375	375	375				375	375	375	375	375	375			375	375	375							
Sub-total Mahoning	6,000	375	375	375	375	375	375	375	-	-	-	375	375	375	375	375	375	-	-	375	375	375	-	-	-	-	-	-	
Total Area 17																													
Total Area 17 - Outreach/Marketing Pool	10,013	611	611	611	611	611	375	375	236	236	236	611	375	375	375	611	375	-	375	375	375	236	236	236	236	236	236	236	

Miscellaneous Pool													Allocation Base: Direct Partner Expense																
Partner Expense	Total	ODJFS (VETS)	ODJFS (WP/ TAA/ UC)	MCTA	CDJFS	cctc	YSU	MYCAP	CDJFS SR AIDES	KSU	EOCC	ORSC	CHOFFIN	YMHA	SR EMPLOY	ESTRN GTWY	DESI	AVAIL	COMPS	UMCC	CCA	CMHA	ECON DEV	ESC	PORT	CNG CTR	SHNG FRCT	COMP FAMILY	
Columbiana- Level 2																													
Misc- Copies/ Postage/ Long Distance		75	250																										
Sub-Total Columbiana		75	250																										
Mahoning- Level 1																													
Misc- Copies/ Postage/ Long Distance		75	250																										
Sub-Total- Mahoning		75	250																										
Total Area 17																													
Total Area 17- Miscellaneous Pool	-	150	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Resource/Cost Sharing Agreement
Summary Allocation of Shared Costs

Cost Sharing Agreement Summary																													
Shared Cost Item	Total	ODJFS (VETS)	ODJFS (WP/ TAA/ UC)	MCTA	CDJFS	CCTC	YSU	MYCAP	CDJFS SR AIDES	KSU	EOCC	ORSC	CHOFFIN	YMHA	SR EMPLOY	ESTRN GTWY	DESI	AVAIL	COMPS	UMCC	CCA	CMHA	ECON DEV	ESC	PORT	CNG CTR	SHNG FRCT	COMP FAMILY	
Columbiana- Level 2																													
Facilities Pool	76,418	6,755	10,133	29,976	3,378	3,378	-	-	1,689	-	-	12,666	-	-	-	844	-	7,600	-	-	-	-	-	-	-	-	-	-	-
One-Stop Management Pool	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Resource Room Pool	29,769	1,752	1,752	1,752	1,752	1,752	-	-	1,752	1,752	1,752	1,752	-	-	-	1,752	-	-	-	-	-	1,752	1,752	1,752	1,752	1,752	1,752	1,752	
Equipment and Supplies Pool	12,832	1,740	2,610	4,350	870	870	-	-	435	-	-	1,740	-	-	-	218	-	-	-	-	-	-	-	-	-	-	-	-	
Sub-total Columbiana	119,019	10,247	14,495	36,078	6,000	6,000	-	-	3,876	1,752	1,752	16,158	-	-	-	2,814	-	7,600	-	-	-	1,752	1,752	1,752	1,752	1,752	1,752	1,752	
Mahoning- Level 1																													
Facilities Pool	115,698	3,979	42,372	47,136	3,979	438	438	995	-	-	-	676	438	995	1,690	1,415	3,780	7,367	-	-	-	-	-	-	-	-	-	-	-
One-Stop Management Pool	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Resource Room Pool	39,939	2,496	2,496	2,496	2,496	2,496	2,496	2,496	-	-	-	2,496	2,496	2,496	2,496	2,496	2,496	-	2,496	2,496	2,496	-	-	-	-	-	-	-	-
Equipment and Supplies Pool	10,920	439	4,394	4,306	439	88	88	110	-	-	-	88	88	110	219	110	440	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total Mahoning	166,557	6,914	49,262	53,939	6,915	3,022	3,022	3,601	-	-	-	3,260	3,022	3,601	4,405	4,021	6,716	7,367	2,496	2,496	2,496	-	-	-	-	-	-	-	-
Columbiana- Level 2																													
Outreach/Marketing Pool	4,013	236	236	236	236	236	-	-	236	236	236	236	-	-	-	236	-	-	-	-	-	236	236	236	236	236	236	236	236
Sub-total Columbiana	4,013	236	236	236	236	236	-	-	236	236	236	236	-	-	-	236	-	-	-	-	-	236	236	236	236	236	236	236	236
Mahoning- Level 1																													
Outreach/Marketing Pool	6,000	375	375	375	375	375	375	375	-	-	-	375	375	375	375	375	375	-	375	375	375	-	-	-	-	-	-	-	-
Sub-total Mahoning	6,000	375	375	375	375	375	375	375	-	-	-	375	375	375	375	375	375	-	375	375	375	-	-	-	-	-	-	-	-
Columbiana- Level 2																													
Misc. Copies/ Postage/ Long Distance		75	250																										
Sub-total Columbiana		75	250																										
Mahoning - Level 1																													
Misc. Copies/ Postage/ Long Distance		75	250																										
Sub-toal Mahoning		75	250																										
Total Columbiana- Level 2																													
Columbiana Total- All Cost Pools	123,032	10,558	14,981	36,314	6,236	6,236	-	-	4,112	1,988	1,988	16,394	-	-	-	3,050	-	7,600	-	-	-	1,988	1,988	1,988	1,988	1,988	1,988	1,988	
Total Mahoning- Level 1																													
Mahoning Total- All Cost Pools	172,557	7,364	49,887	54,314	7,290	3,397	3,397	3,976	-	-	-	3,635	3,397	3,976	4,780	4,396	7,091	7,367	2,871	2,871	2,871	-	-	-	-	-	-	-	
Total Area 17- All Cost Pools/All Sites	295,589	17,922	64,868	90,627	13,526	9,633	3,397	3,976	4,112	1,988	1,988	20,029	3,397	3,976	4,780	7,446	7,091	14,967	2,871	2,871	2,871	1,988	1,988	1,988	1,988	1,988	1,988	1,988	
Funding Commitments - Cash	295,589	17,922	64,868	90,627	13,526	9,633	3,397	3,976	4,112	1,988	1,988	20,029	3,397	3,976	4,780	7,446	7,091	14,967	2,871	2,871	2,871	1,988	1,988	1,988	1,988	1,988	1,988	1,988	
Funding Commitments - Other (See IV)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Your WIA Area Fiscal Agent Letterhead Here

WIA Area / Subsystem: _____

Area Contact: _____

Invoice Date: _____

Phone Number: _____

Invoice Period: MM/DD/YY - MM/DD/YY

E-mail Address: _____

ODJFS Veterans Services - Partner Invoice Detail						
Description	Partner Annual Budget per MOU (linked to Cost Share Tab C)	Prior Amount Invoiced This Fiscal Year*	Amount Requested This Invoice**	Cumulative Expenses (Including this Invoice)	Budget Balance	% of Budget Remaining
Facilities Pool	\$ 10,733.80			\$ -	\$ 10,733.80	100%
One Stop Management Pool	\$ -			\$ -	\$ -	#DIV/0!
Resource Room Pool	\$ 4,248.04			\$ -	\$ 4,248.04	100%
Equipment and Supplies Pool	\$ 2,179.44			\$ -	\$ 2,179.44	100%
Outreach/Marketing Pool	\$ 611.05			\$ -	\$ 611.05	100%
Miscellaneous Pool	\$ 150.00			\$ -	\$ 150.00	100%
Total ODJFS Veteran Services	\$ 17,922.33	\$ -	\$ -	\$ -	\$ 17,922.33	100%

ODJFS - Employment Services - Partner Invoice Detail						
Description	Partner Annual Budget per MOU (linked to Cost Share Tab C)	Prior Amount Invoiced This Fiscal Year	Amount Requested This Invoice*	Cumulative Expenses (Including this Invoice)	Budget Balance	% of Budget Remaining
Facilities Pool	\$ 52,504.48			\$ -	\$ 52,504.48	100%
One Stop Management Pool	\$ -			\$ -	\$ -	#DIV/0!
Resource Room Pool	\$ 4,248.16			\$ -	\$ 4,248.16	100%
Equipment and Supplies Pool	\$ 7,004.36			\$ -	\$ 7,004.36	100%
Outreach/Marketing Pool	\$ 611.05			\$ -	\$ 611.05	100%
Miscellaneous Pool	\$ 500.00			\$ -	\$ 500.00	100%
Total ODJFS Employment Services	\$ 64,868.05	\$ -	\$ -	\$ -	\$ 64,868.05	100%

ODJFS Invoice Total	\$ 82,790.38	\$ -	\$ -	\$ -	\$ 82,790.38	1
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Signature of Official Submitting Invoice _____

_____ Date

* In the July to September 2012 quarter, an allocation was issued which areas could draw down to cover ODJFS One-Stop costs. Areas should count their actual expenditures attributable to the ODJFS partner as their July to September 2012 expenses when calculating "Prior Amount Invoiced This Fiscal Year". This will ensure that the "Cumulative Expenses (Including this Invoice)" will exactly equal actual One-Stop expenses.

** Invoices must be for actual costs incurred in accordance with the terms of the MOU, not for budgeted or projected costs, nor for an advance to cover costs not yet incurred.

For ODJFS Use Only Purchase Order #: _____	Agreement #: _____
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**Workforce Investment Area #17
Budget to Actual Reconciliation
Budget Period PY13**

I. **Identification of Shared Costs:** The following costs have been agreed upon by the local partners as shared cost items associated with the operation of the One-Stop System. A description of the cost item and benefit derived is illustrated as follows:

One-Stop System	Line Item		Budgeted Annual Cost (linked to Budget Tab A)	Cumulative Expenses to Date	Budget Balance	Quarter 1 July 1st thru September 30th	Quarter 2 October 1st thru December 31st	Quarter 3 January 1st thru March 31st	Quarter 4 April 1st thru June 30th
Operating Cost Pools	(Including Cost Benefit)	Site							
Facilities Pool	Lease Level 2 located at 7989 Dickey Dr. Lisbon, Oh includes 1448 square feet Level 1 located at 149 Boardman Canfield Rd. Boardman , Oh includes 2908 square feet	Level 2	57418	0	57418				
		Level 1	78198	0	78198				
		Sub-total	135616	0	135616	0	0	0	0
	Utilities	Level 2	0	0	0				
		Level 1	17000	0	17000				
		Sub-total	17000	0	17000	0	0	0	0
	Maintenance (Janitorial)	Level 2	12750	0	12750				
		Level 1	14500	0	14500				
		Sub-total	27250	0	27250	0	0	0	0
	Maintenance (Repairs, etc.)	Level 2	6250	0	6250				
		Level 1	6000	0	6000				
		Sub-total	12250	0	12250	0	0	0	0
	Total - Facilities Pool	Level 2	76418	0	76418	0	0	0	0
		Level 1	115698	0	115698	0	0	0	0
Total		192116	0	192116	0	0	0	0	
One-Stop Management Pool	One-Stop Operator/Manager	Level 2	0	0	0				
		Level 1	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Receptionist/Greeter	Level 2	0	0	0				
		Level 1	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Data Entry/Support Staff	Level 2	0	0	0				
		Level 1	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Fiscal Support Staff	Level 2	0	0	0				
		Level 1	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Technology Support Staff	Level 2	0	0	0				
		Level 1	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Total - One-Stop Management Pool	Level 2	0	0	0	0	0	0	0
		Level 1	0	0	0	0	0	0	0
		Total	0	0	0	0	0	0	0
Resource Room Pool	Computer Equipment (Hardware) - Level 2 Level 1	Level 2	10500	0	10500				
		Level 1	19000	0	19000				
		Sub-total	29500	0	29500	0	0	0	0
	(- may include costs for training lab equipment)								
	Computer Equipment (Software)	Level 2	1000	0	1000				
	Level 1	1000	0	1000					

		Sub-total	2000	0	2000	0	0	0	0
Copier and Copier Maintenance	Level 2		2050	0	2050				
	Level 1		2000	0	2000				
	Sub-total		4050	0	4050	0	0	0	0
Fax and Fax Maintenance	Level 2		0	0	0				
	Level 1		0	0	0				
	Sub-total		0	0	0	0	0	0	0
Telephone System	Level 2		0	0	0				
	Level 1		0	0	0				
	Level 2		0	0	0				
	Level 1		0	0	0				
		Sub-total	0	0	0	0	0	0	0
Internet Access	Level 2		2094	0	2094				
	Level 1		1439	0	1439				
	Sub-total		3533	0	3533	0	0	0	0
Furniture	Level 2		5000	0	5000				
	Level 1		0	0	0				
	Sub-total		5000	0	5000	0	0	0	0
Audio-Visual Equipment	Level 2		3000	0	3000				
	Level 1		0	0	0				
	Sub-total		3000	0	3000	0	0	0	0
Supplies	Level 2		2750	0	2750				
	Level 1		12000	0	12000				
	Sub-total		14750	0	14750	0	0	0	0
Other	Level 2		3375	0	3375				
	Level 1		4500	0	4500				
	Sub-total		7875	0	7875	0	0	0	0
Total - Resource Room Pool	Level 2		29769	0	29769	0	0	0	0
	Level 1		39939	0	39939	0	0	0	0
	Total		69708	0	69708	0	0	0	0
Equipment and Supplies Pool (Partner Use)	Telephone System	Level 2	11500	0	11500				
		Level 1	10500	0	10500				
		Sub-total	22000	0	22000	0	0	0	0
	Copier and Copier Maintenance	Level 2	0	0	0				
		Level 1	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Fax and Fax Maintenance	Level 2	0	0	0				
		Level 1	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Postage	Level 2	1332	0	1332				
		Level 1	420	0	420				
		Sub-total	1752	0	1752	0	0	0	0
	Furniture	Level 2	0	0	0				
Level 1		0	0	0					
Sub-total		0	0	0	0	0	0	0	
Supplies	Level 2	0	0	0					
	Level 1	0	0	0					
	Level 1	0	0	0					
	Sub-total	0	0	0	0	0	0	0	
Computer Equipment (Hardware) -		0	0	0					
	Level 2	0	0	0					
	Level 1 (site)	0	0	0					
		0	0	0					

		Sub-total	0	0	0	0	0	0	0
	Total - Equipment and Supplies Pool (Partner Use)	Level 2	12832	0	12832	0	0	0	0
		Level 1	10920	0	10920	0	0	0	0
		Total	23752	0	23752	0	0	0	0
Outreach/Marketing Pool	Outreach/Marketing	System-wide	4013	0	4013				
			6000	0	6000				
		Sub-total	10013	0	10013	0	0	0	0
						0	0	0	0
						0	0	0	0
						0	0	0	0
						0	0	0	0
			Sub-total	0	0	0	0	0	0
	Total - Outreach/Marketing Pool		0	0	0	0	0	0	0
		Total	10013	0	10013	0	0	0	0
Miscellaneous Pool	Other -	Level 2	0	0	0				
		Level 1	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Other -	System-wide	0	0	0				
			0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Other -	System-wide	0	0	0				
			0	0	0				
	Sub-total	0	0	0	0	0	0	0	
	Total - Miscellaneous Pool		0	0	0	0	0	0	0
		Total	0	0	0	0	0	0	0
Summary of Cost Pools	Facilities Pool	Level 2	76418	0	76418				
		Level 1	115698	0	115698				
		Sub-total	192116	0	192116	0	0	0	0
	One-Stop Management Pool	Level 2	0	0	0				
		Level 1	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Resource Room Pool	Level 2	29769	0	29769				
		Level 1	39939	0	39939				
		Sub-total	69708	0	69708	0	0	0	0
	Equipment and Supplies Pool (Partner Use)	Level 2	12832	0	12832				
		Level 1	10920	0	10920				
		Level 1	0	0	0				
		Sub-total	23752	0	23752	0	0	0	0
	Outreach/Marketing Pool	Level 2	4013		4013				
		Level 1	6000		6000				
		Sub-total	10013	0	10013	0	0	0	0
	Miscellaneous Pool	Level 2	0	0	0				
		Level 1	0	0	0				
		System-wide	0	0	0				
		Sub-total	0	0	0	0	0	0	0
	Total - All Pools	Level 2	123032	0	123032	0	0	0	0
		Level 1	172558	0	172558	0	0	0	0
System-wide		0	0	0	0	0	0	0	
Total		295590	0	295590	0	0	0	0	