

**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	<b>Lease</b> - 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
		<b>Sub-total</b>	<b>135616</b>
	<b>Utilities</b> - Cost of gas, electric, water	Level 2	0
		Level 1	17000
		<b>Sub-total</b>	<b>17000</b>
	<b>Maintenance (Janitorial)</b> - Cost of cleaning crew and cleaning supplies	Level 2	12750
		Level 1	14500
		<b>Sub-total</b>	<b>27250</b>
	<b>Maintenance (Repairs, etc.)</b> - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring)	Level 2	6250
		Level 1	6000
		<b>Sub-total</b>	<b>12250</b>
	<b>Total - Facilities Pool</b>	Level 2	<b>76418</b>
	Level 1	<b>115698</b>	
	<b>Total</b>	<b>192116</b>	

<b>One-Stop Management Pool</b>	<b>One-Stop Operator/Manager</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Receptionist/Greeter</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Data Entry/Support Staff</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Fiscal Support Staff</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Technology Support Staff</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Total - One-Stop Management Pool</b>	<b>Level 2</b>	<b>0</b>
		<b>Level 1</b>	<b>0</b>
		<b>Total</b>	<b>0</b>

Resource Room Pool	Description		
		Level 2	Level 1
Resource Room Pool	<b>Computer Equipment (Hardware) -</b> 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	10500
		Level 1	19000
		<b>Sub-total</b>	<b>29500</b>
	<b>Computer Equipment (Software) -</b> 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	1000
		Level 1	1000
		<b>Sub-total</b>	<b>2000</b>
	<b>Copier and Copier Maintenance -</b> Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for customer use in duplicating documents	Level 2	2050
		Level 1	2000
		<b>Sub-total</b>	<b>4050</b>
	<b>Fax and Fax Maintenance -</b> 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Telephone System -</b> 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
		<b>Sub-total</b>	<b>0</b>
<b>Internet Access -</b> 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	2094	
	Level 1	1439	
	<b>Sub-total</b>	<b>3533</b>	
<b>Furniture -</b> 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	5000	
	Level 1	0	
	<b>Sub-total</b>	<b>5000</b>	
<b>Audio-Visual Equipment -</b> 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	3000	
	Level 1	0	
	<b>Sub-total</b>	<b>3000</b>	
<b>Supplies -</b> Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	Level 2	2750	
	Level 1	12000	
	<b>Sub-total</b>	<b>14750</b>	
<b>Other -</b> Some examples may be ADA equipment, newspaper and professional journal subscriptions, training manuals, postage for customer use, etc.	Level 2	3375	
	Level 1	4500	
	<b>Sub-total</b>	<b>7875</b>	
<b>Total - Resource Room Pool</b>	Level 2	29769	
	Level 1	39939	
	<b>Total</b>	<b>69708</b>	

<b>Equipment and Supplies Pool (Partner Use)</b>	<b>Telephone System</b> - 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		
	<b>Sub-total</b>		<b>22000</b>
	<b>Copier and Copier Maintenance</b> - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for partner use in duplicating documents	Level 2	
		Level 1	
	<b>Sub-total</b>		<b>0</b>
	<b>Fax and Fax Maintenance</b> - 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	
	<b>Sub-total</b>		<b>0</b>
	<b>Postage</b> - Cost for Pinckney postage meter machine and related postage costs of partner mailings and One-Stop System mailings.	Level 2	1332
		Level 1	420
	<b>Sub-total</b>		<b>1752</b>
	<b>Furniture</b> - Cost for partner use furniture, may include office space furniture, cubicles, etc.	Level 2	
		Level 1	
	<b>Sub-total</b>		<b>0</b>
	<b>Supplies</b> - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	Level 2	
		Level 1	
<b>Sub-total</b>		<b>0</b>	
<b>Computer Equipment (Hardware)</b> - 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		
<b>Sub-total</b>		<b>0</b>	
<b>Total - Equipment and Supplies Pool (Partner Use)</b>	Level 2	12832	
	Level 1	10920	
	<b>Total</b>	<b>23752</b>	

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

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

**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	<b>Lease</b> - 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
		<b>Sub-total</b>	<b>140149</b>
	<b>Utilities</b> - Cost of gas, electric, water	Level 2	0
		Level 1	17000
		<b>Sub-total</b>	<b>17000</b>
	<b>Maintenance (Janitorial)</b> - Cost of cleaning crew and cleaning supplies	Level 2	12750
		Level 1	14500
		<b>Sub-total</b>	<b>27250</b>
	<b>Maintenance (Repairs, etc.)</b> - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring)	Level 2	6250
		Level 1	6000
		<b>Sub-total</b>	<b>12250</b>
	<b>Total - Facilities Pool</b>	Level 2	<b>76418</b>
	Level 1	<b>120231</b>	
	<b>Total</b>	<b>196649</b>	

<b>One-Stop Management Pool</b>	<b>One-Stop Operator/Manager</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Receptionist/Greeter</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Data Entry/Support Staff</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Fiscal Support Staff</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Technology Support Staff</b> - 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Total - One-Stop Management Pool</b>	<b>Level 2</b>	<b>0</b>
		<b>Level 1</b>	<b>0</b>
		<b>Total</b>	<b>0</b>



Resource Room Pool			
<b>Resource Room Pool</b>	<b>Computer Equipment (Hardware) -</b> 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
		<b>Sub-total</b>	<b>29500</b>
	<b>Computer Equipment (Software) -</b> 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
		<b>Sub-total</b>	<b>2000</b>
	<b>Copier and Copier Maintenance -</b> 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
		<b>Sub-total</b>	<b>5050</b>
	<b>Fax and Fax Maintenance -</b> 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Telephone System -</b> 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	
		<b>Sub-total</b>	<b>0</b>
	<b>Internet Access -</b> 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
		<b>Sub-total</b>	<b>3533</b>
	<b>Furniture -</b> 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
		<b>Sub-total</b>	<b>5000</b>
	<b>Audio-Visual Equipment -</b> 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
		<b>Sub-total</b>	<b>3000</b>
	<b>Supplies -</b> Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	Level 2 Level 1	2750 12000
		<b>Sub-total</b>	<b>14750</b>
	<b>Other -</b> Some examples may be ADA equipment, newspaper and professional journal subscriptions, training manuals, postage for customer use, etc.	Level 2 Level 1	3375 4500
		<b>Sub-total</b>	<b>7875</b>
	<b>Total - Resource Room Pool</b>	Level 2 Level 1	29769 40939
	<b>Total</b>	<b>70708</b>	

<b>Equipment and Supplies Pool (Partner Use)</b>	<b>Telephone System</b> - 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		
	<b>Sub-total</b>		<b>22000</b>
	<b>Copier and Copier Maintenance</b> - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for partner use in duplicating documents	Level 2	
		Level 1	
	<b>Sub-total</b>		<b>0</b>
	<b>Fax and Fax Maintenance</b> - 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	
	<b>Sub-total</b>		<b>0</b>
	<b>Postage</b> - Cost for Pinckney postage meter machine and related postage costs of partner mailings and One-Stop System mailings.	Level 2	1332
		Level 1	420
	<b>Sub-total</b>		<b>1752</b>
	<b>Furniture</b> - Cost for partner use furniture, may include office space furniture, cubicles, etc.	Level 2	
		Level 1	
	<b>Sub-total</b>		<b>0</b>
	<b>Supplies</b> - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	Level 2	
		Level 1	
	<b>Sub-total</b>		<b>0</b>
	<b>Computer Equipment (Hardware)</b> - 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			
<b>Sub-total</b>		<b>0</b>	
<b>Total - Equipment and Supplies Pool (Partner Use)</b>	Level 2	12832	
	Level 1	10920	
	<b>Total</b>	<b>23752</b>	

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

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

**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.



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	
<b>Columbiana- Level 2</b>																													
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																													
<b>Sub-total Columbiana</b>	<b>12,832</b>	<b>1,740</b>	<b>2,610</b>	<b>4,350</b>	<b>870</b>	<b>870</b>	-	-	<b>435</b>	-	-	<b>1,740</b>	-	-	-	<b>218</b>	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Mahoning- Level 1</b>																													
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																													
<b>Sub-total Mahoning</b>	<b>10,920</b>	<b>439</b>	<b>4,394</b>	<b>4,306</b>	<b>439</b>	<b>88</b>	<b>88</b>	<b>110</b>	-	-	-	<b>88</b>	<b>88</b>	<b>110</b>	<b>219</b>	<b>110</b>	<b>440</b>	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Area 17</b>																													
<b>Total Area 17 Equip and Supplies Pool</b>	<b>23,752</b>	<b>2,179</b>	<b>7,004</b>	<b>8,656</b>	<b>1,309</b>	<b>958</b>	<b>88</b>	<b>110</b>	<b>435</b>	-	-	<b>1,828</b>	<b>88</b>	<b>110</b>	<b>219</b>	<b>328</b>	<b>440</b>	-	-	-	-	-	-	-	-	-	-	-	-

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
<b>Columbiana- Level 2</b>																												
Outreach	4,013	236	236	236	236	236			236	236	236	236				236						236	236	236	236	236	236	236
<b>Sub-total Columbiana</b>	<b>4,013</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	-	-	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	-	-	-	<b>236</b>	-	-	-	-	-	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>
<b>Mahoning- Level 1</b>																												
Outreach	6,000	375	375	375	375	375	375	375				375	375	375	375	375	375			375	375	375						
<b>Sub-total Mahoning</b>	<b>6,000</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	-	-	-	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	-	-	<b>375</b>	<b>375</b>	<b>375</b>	-	-	-	-	-	-
<b>Total Area 17</b>																												
<b>Total Area 17 - Outreach/Marketing Pool</b>	<b>10,013</b>	<b>611</b>	<b>611</b>	<b>611</b>	<b>611</b>	<b>611</b>	<b>375</b>	<b>375</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>611</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>611</b>	<b>375</b>	-	<b>375</b>	<b>375</b>	<b>375</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	

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
<b>Columbiana- Level 2</b>																												
Misc- Copies/ Postage/ Long Distance		75	250																									
<b>Sub-Total Columbiana</b>		<b>75</b>	<b>250</b>																									
<b>Mahoning- Level 1</b>																												
Misc- Copies/ Postage/ Long Distance		75	250																									
<b>Sub-Total- Mahoning</b>		<b>75</b>	<b>250</b>																									
<b>Total Area 17</b>																												
<b>Total Area 17- Miscellaneous Pool</b>	-	<b>150</b>	<b>500</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-



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	
<b>Columbiana- Level 2</b>																													
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	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Sub-total Columbiana</b>	<b>119,019</b>	<b>10,247</b>	<b>14,495</b>	<b>36,078</b>	<b>6,000</b>	<b>6,000</b>	-	-	<b>3,876</b>	<b>1,752</b>	<b>1,752</b>	<b>16,158</b>	-	-	-	<b>2,814</b>	-	<b>7,600</b>	-	-	-	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	
<b>Mahoning- Level 1</b>																													
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	-	-	-	-	-	-	-	-	-	-	-	-
<b>Sub-total Mahoning</b>	<b>166,557</b>	<b>6,914</b>	<b>49,262</b>	<b>53,939</b>	<b>6,915</b>	<b>3,022</b>	<b>3,022</b>	<b>3,601</b>	-	-	-	<b>3,260</b>	<b>3,022</b>	<b>3,601</b>	<b>4,405</b>	<b>4,021</b>	<b>6,716</b>	<b>7,367</b>	<b>2,496</b>	<b>2,496</b>	<b>2,496</b>	-	-	-	-	-	-	-	-
<b>Columbiana- Level 2</b>																													
Outreach/Marketing Pool	4,013	236	236	236	236	236	-	-	236	236	236	236	-	-	-	236	-	-	-	-	-	236	236	236	236	236	236	236	236
<b>Sub-total Columbiana</b>	<b>4,013</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	-	-	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	-	-	-	<b>236</b>	-	-	-	-	-	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>	<b>236</b>
<b>Mahoning- Level 1</b>																													
Outreach/Marketing Pool	6,000	375	375	375	375	375	375	375	-	-	-	375	375	375	375	375	375	-	375	375	375	-	-	-	-	-	-	-	-
<b>Sub-total Mahoning</b>	<b>6,000</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	-	-	-	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	<b>375</b>	-	<b>375</b>	<b>375</b>	<b>375</b>	-	-	-	-	-	-	-	-
<b>Columbiana- Level 2</b>																													
Misc. Copies/ Postage/ Long Distance		75	250																										
<b>Sub-total Columbiana</b>		<b>75</b>	<b>250</b>																										
<b>Mahoning - Level 1</b>																													
Misc. Copies/ Postage/ Long Distance		75	250																										
<b>Sub-toal Mahoning</b>		<b>75</b>	<b>250</b>																										
<b>Total Columbiana- Level 2</b>																													
<b>Columbiana Total- All Cost Pools</b>	<b>123,032</b>	<b>10,558</b>	<b>14,981</b>	<b>36,314</b>	<b>6,236</b>	<b>6,236</b>	-	-	<b>4,112</b>	<b>1,988</b>	<b>1,988</b>	<b>16,394</b>	-	-	-	<b>3,050</b>	-	<b>7,600</b>	-	-	-	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>
<b>Total Mahoning- Level 1</b>																													
<b>Mahoning Total- All Cost Pools</b>	<b>172,557</b>	<b>7,364</b>	<b>49,887</b>	<b>54,314</b>	<b>7,290</b>	<b>3,397</b>	<b>3,397</b>	<b>3,976</b>	-	-	-	<b>3,635</b>	<b>3,397</b>	<b>3,976</b>	<b>4,780</b>	<b>4,396</b>	<b>7,091</b>	<b>7,367</b>	<b>2,871</b>	<b>2,871</b>	<b>2,871</b>	-	-	-	-	-	-	-	-
<b>Total Area 17- All Cost Pools/All Sites</b>	<b>295,589</b>	<b>17,922</b>	<b>64,868</b>	<b>90,627</b>	<b>13,526</b>	<b>9,633</b>	<b>3,397</b>	<b>3,976</b>	<b>4,112</b>	<b>1,988</b>	<b>1,988</b>	<b>20,029</b>	<b>3,397</b>	<b>3,976</b>	<b>4,780</b>	<b>7,446</b>	<b>7,091</b>	<b>14,967</b>	<b>2,871</b>	<b>2,871</b>	<b>2,871</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>	<b>1,988</b>
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	1,988
Funding Commitments - Other (See IV)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Workforce Investment Area # 17  
Budget Period PY 14  
Cost Sharing Agreement  
Allocation of Shared Costs

Facilities Pool																										Allocation Base: Occupancy												
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																																						
Lease Cost (includes common area)	57,418	5,076	7,613	22,523	2,538	2,538			1,269			9,517				634		5,710																				
Utilities																																						
Maintenance - Janitorial Service	12,750	1,127	1,691	5,001	564	564			282			2,113				141		1,268																				
Maintenance - Building (repairs, upkeep)	6,250	552	829	2,452	276	276			138			1,036				69		622																				
<b>Sub-Total Columbiana</b>	<b>76,418</b>	<b>6,755</b>	<b>10,133</b>	<b>29,976</b>	<b>3,378</b>	<b>3,378</b>			<b>1,689</b>			<b>12,666</b>				<b>844</b>		<b>7,600</b>																				
Mahoning- Level 1																																						
Lease Cost (includes common area)	82,731	2,845	30,299	33,706	2,845	313	313	711				484	313	711	1,209	1,013	2,703	5,268																				
Utilities	17,000	585	6,226	6,926	585	64	64	146				99	64	146	248	208	555	1,082																				
Maintenance - Janitorial Service	14,500	499	5,310	5,907	499	55	55	125				85	55	125	212	177	474	923																				
Maintenance - Building (repairs, upkeep)	6,000	206	2,197	2,444	206	23	23	52				35	23	52	88	73	196	382																				
<b>Sub-Total Mahoning</b>	<b>120,231</b>	<b>4,135</b>	<b>44,032</b>	<b>48,983</b>	<b>4,135</b>	<b>455</b>	<b>455</b>	<b>1,034</b>				<b>703</b>	<b>455</b>	<b>1,034</b>	<b>1,757</b>	<b>1,471</b>	<b>3,928</b>	<b>7,655</b>																				
Total Area 17																																						
<b>Total Area 17 - Facilities Pool</b>	<b>196,649</b>	<b>10,890</b>	<b>54,165</b>	<b>78,959</b>	<b>7,513</b>	<b>3,833</b>	<b>455</b>	<b>1,034</b>	<b>1,689</b>			<b>13,369</b>	<b>455</b>	<b>1,034</b>	<b>1,757</b>	<b>2,315</b>	<b>3,928</b>	<b>15,255</b>																				

Resource/Cost Sharing Agreement  
Allocation of Shared Costs

Resource Room 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																																						
Computer Equipment (Hardware)	10,500	618	618	618	618	618			618	618	618	618				618							618	618	618	618	618	618	618									
Computer Equipment (Software)	1,000	59	59	59	59	59			59	59	59	59				59							59	59	59	59	59	59										
Copier and Copier Maintenance	2,050	121	121	121	121	121			121	121	121	121				121						121	121	121	121	121	121	121										
Fax and Fax Maintenance																																						
Telephone System																																						
Internet Access	2,094	123	123	123	123	123			123	123	123	123				123						123	123	123	123	123	123	123										
Furniture	5,000	294	294	294	294	294			294	294	294	294				294						294	294	294	294	294	294	294										
Audio-Visual Equipment	3,000	176	176	176	176	176			176	176	176	176				176						176	176	176	176	176	176	176										
Supplies (paper, materials, etc.)	2,750	162	162	162	162	162			162	162	162	162				162						162	162	162	162	162	162	162										
Other (i.e., ADA equipment)	3,375	199	199	199	199	199			199	199	199	199				199						199	199	199	199	199	199	199										
<b>Sub-total Columbiana</b>	<b>29,769</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>			<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>				<b>1,752</b>						<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>										
Mahoning- Level 1																																						
Computer Equipment (Hardware)	19,000	1,188	1,188	1,188	1,188	1,188	1,188	1,188				1,188	1,188	1,188	1,188	1,188	1,188	1,188	1,188																			
Computer Equipment (Software)	1,000	63	63	63	63	63	63	63				63	63	63	63	63	63	63	63				63	63	63	63	63	63										
Copier and Copier Maintenance	3,000	188	188	188	188	188			188	188	188	188				188						188	188	188	188	188	188	188										
Fax and Fax Maintenance																																						
Telephone System																																						
Internet Access	1,439	90	90	90	90	90			90	90	90	90				90						90	90	90	90	90	90											
Furniture																																						
Audio-Visual Equipment																																						
Supplies (paper, materials, etc.)	12,000	750	750	750	750	750			750	750	750	750				750						750	750	750	750	750	750											
Other (i.e., ADA equipment)	4,500	281	281	281	281	281			281	281	281	281				281						281	281	281	281	281	281											
<b>Sub-total Mahoning</b>	<b>40,939</b>	<b>2,559</b>	<b>2,559</b>	<b>2,559</b>	<b>2,559</b>	<b>2,559</b>			<b>2,559</b>	<b>2,559</b>	<b>2,559</b>	<b>2,559</b>				<b>2,559</b>					<b>2,559</b>	<b>2,559</b>	<b>2,559</b>	<b>2,559</b>	<b>2,559</b>	<b>2,559</b>	<b>2,559</b>											
Total Area 17																																						
<b>Total Area 17 - Resource Room Pool</b>	<b>70,708</b>	<b>4,311</b>	<b>4,311</b>	<b>4,311</b>	<b>4,311</b>	<b>4,311</b>	<b>2,559</b>	<b>2,559</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>4,311</b>	<b>2,559</b>	<b>2,559</b>	<b>2,559</b>	<b>4,311</b>	<b>2,559</b>				<b>2,559</b>	<b>2,559</b>	<b>2,559</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>	<b>1,752</b>										





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%
<b>Total ODJFS Veteran Services</b>	<b>\$ 17,922.33</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,922.33</b>	<b>100%</b>

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%
<b>Total ODJFS Employment Services</b>	<b>\$ 64,868.05</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,868.05</b>	<b>100%</b>

<b>ODJFS Invoice Total</b>	<b>\$ 82,790.38</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 82,790.38</b>	<b>1</b>
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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	Site	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
<b>Operating Cost Pools</b>	<b>(Including Cost Benefit)</b>								
<b>Facilities Pool</b>	<b>Lease</b>								
	Level 2 located at 7989 Dickey Dr. Lisbon, Oh includes 1448 square feet	Level 2	57418	0	57418				
	Level 1 located at 149 Boardman Canfield Rd. Boardman , Oh includes 2908 square feet	Level 1	78198	0	78198				
	<b>Sub-total</b>		<b>135616</b>	<b>0</b>	<b>135616</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Utilities</b>								
	Level 2	Level 2	0	0	0				
	Level 1	Level 1	17000	0	17000				
	<b>Sub-total</b>		<b>17000</b>	<b>0</b>	<b>17000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Maintenance (Janitorial)</b>								
	Level 2	Level 2	12750	0	12750				
	Level 1	Level 1	14500	0	14500				
	<b>Sub-total</b>		<b>27250</b>	<b>0</b>	<b>27250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Maintenance (Repairs, etc.)</b>								
	Level 2	Level 2	6250	0	6250				
Level 1	Level 1	6000	0	6000					
<b>Sub-total</b>		<b>12250</b>	<b>0</b>	<b>12250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total - Facilities Pool</b>									
	Level 2		76418	0	76418	0	0	0	0
	Level 1		115698	0	115698	0	0	0	0
	<b>Total</b>		<b>192116</b>	<b>0</b>	<b>192116</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>One-Stop Management Pool</b>	<b>One-Stop Operator/Manager</b>								
	Level 2	Level 2	0	0	0				
	Level 1	Level 1	0	0	0				
	<b>Sub-total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Receptionist/Greeter</b>								
	Level 2	Level 2	0	0	0				
	Level 1	Level 1	0	0	0				
	<b>Sub-total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Data Entry/Support Staff</b>								
	Level 2	Level 2	0	0	0				
	Level 1	Level 1	0	0	0				
	<b>Sub-total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Fiscal Support Staff</b>								
	Level 2	Level 2	0	0	0				
Level 1	Level 1	0	0	0					
<b>Sub-total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Technology Support Staff</b>									
Level 2	Level 2	0	0	0					
Level 1	Level 1	0	0	0					
<b>Sub-total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total - One-Stop Management Pool</b>									
	Level 2		0	0	0	0	0	0	0
	Level 1		0	0	0	0	0	0	0
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resource Room Pool</b>	<b>Computer Equipment (Hardware) -</b>								
	Level 2	Level 2	10500	0	10500				
	Level 1	Level 1	19000	0	19000				
	<b>Sub-total</b>		<b>29500</b>	<b>0</b>	<b>29500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Computer Equipment (Software)</b>									
Level 2	Level 2	1000	0	1000					
Level 1	Level 1	1000	0	1000					



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