

**Workforce Investment Area #17
One-Stop Budget Planning and Reconciliation Document
Budget Period PY15**

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	85970	
		Sub-total		143388
	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		123470	
	Total		199888	

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	Description		
		Level 2	Level 1
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	10500
		Level 1	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	1000
		Level 1	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	2050
		Level 1	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	
		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	0
		Level 1	
		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	2094	
	Level 1	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	1026	
	Level 1	0	
	Sub-total	1026	
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	3000	
	Level 1	0	
	Sub-total	3000	
Supplies - Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	Level 2	2750	
	Level 1	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	3375	
	Level 1	4500	
	Sub-total	7875	
Total - Resource Room Pool	Level 2	25795	
	Level 1	40939	
	Total	66734	

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	3066
		Sub-total	7079
		System-wide	
		Sub-total	
		System-wide	
		Sub-total	
		System-wide	
		Sub-total	
		System-wide	
Sub-total			
Total - Outreach/Marketing Pool			
		Total	7079
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	123470
		Sub-total	199888
	One-Stop Management Pool	Level 2	0
		Level 1	0
		Sub-total	0
	Resource Room Pool	Level 2	25795
		Level 1	40939
		Sub-total	66734
	Equipment and Supplies Pool (Partner Use)	Level 2	12832
		Level 1	10920
		Sub-total	23752
	Outreach/Marketing Pool	Level 2	4013
		Level 1	3066
		Sub-total	7079
	Miscellaneous Pool	Level 2	0
		Level 1	0
		System-wide	0
		Sub-total	0
	Total - All Pools	Level 2	119057
		Level 1	178396
		System-wide	
		Total	297453

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.

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	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 PY 15
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	PORT	CNG CTR	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																		
Sub-Total Columbiana	76,418	6,756	10,132	29,976	3,378	3,378			1,689			12,666				844		7,600																		
Mahoning- Level 1																																				
Lease Cost (includes common area)	85,970	2,956	31,485	35,025	2,956	325	325	739				503	325	739	1,256	1,052	2,809	5,474																		
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																		
Sub-Total Mahoning	123,470	4,246	45,218	50,303	4,246	467	467	1,062				722	467	1,062	1,805	1,511	4,034	7,861																		
Total Area 17																																				
Total Area 17- Facilities Pool	199,888	11,001	55,351	80,279	7,623	3,845	467	1,062	1,689			13,388	467	1,062	1,805	2,355	4,034	15,461																		

One-Stop Management 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	PORT	CNG CTR	COMP FAMILY										
Columbiana- Level 2																																				
One-Stop Operator/Manager																																				
Receptionist/Greeter																																				
Data Entry Support Staff																																				
Fiscal Support Staff																																				
Technology Support Staff																																				
Sub-total Columbiana	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
Mahoning- Level 1																																				
One-Stop Operator/Manager																																				
Receptionist/Greeter																																				
Data Entry Support Staff																																				
Fiscal Support Staff																																				
Technology Support Staff																																				
Sub-total Mahoning	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-									
Total Area 17																																				
Total Area 17 - One-Stop Mgmt Pool	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-									

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	PORT	CNG CTR	COMP FAMILY										
Columbiana- Level 2																																				
Computer Equipment (Hardware)	10,500	700	700	700	700	700			700	700	700	700				700						700	700	700	700	700	700									
Computer Equipment (Software)	1,000	67	67	67	67	67			67	67	67	67				67						67	67	67	67	67	67									
Copier and Copier Maintenance	2,050	137	137	137	137	137			137	137	137	137				137						137	137	137	137	137	137									
Fax and Fax Maintenance																																				
Telephone System																																				
Internet Access	2,094	140	140	140	140	140			140	140	140	140				140						140	140	140	140	140										
Furniture	1,026	68	68	68	68	68			68	68	68	68				68						68	68	68	68	68										
Audio-Visual Equipment																																				
Supplies (paper, materials, etc.)	5,750	383	383	383	383	383			383	383	383	383				383						383	383	383	383	383										
Other (i.e., ADA equipment)	3,375	225	225	225	225	225			225	225	225	225				225						225	225	225	225	225										
Sub-total Columbiana	25,795	1,720	1,720	1,720	1,720	1,720			1,720	1,720	1,720	1,720				1,720					1,720	1,720	1,720	1,720	1,720	1,720										
Mahoning- Level 1																																				
Computer Equipment (Hardware)	19,000	1,267	1,267	1,267	1,267	1,267	1,267	1,267				1,267	1,267	1,267	1,267	1,267	1,267	1,267	1,267			1,267														
Computer Equipment (Software)	1,000	67	67	67	67	67	67	67				67	67	67	67	67	67	67	67			67														
Copier and Copier Maintenance	3,000	200	200	200	200	200	200	200				200	200	200	200	200	200	200	200			200														
Fax and Fax Maintenance																																				
Telephone System																																				
Internet Access	1,439	96	96	96	96	96	96	96				96	96	96	96	96	96	96	96			96														
Furniture																																				
Audio-Visual Equipment																																				
Supplies (paper, materials, etc.)	12,000	800	800	800	800	800	800	800				800	800	800	800	800	800	800	800			800														
Other (i.e., ADA equipment)	4,500	300	300	300	300	300	300	300				300	300	300	300	300	300	300	300			300														
Sub-total Mahoning	40,939	2,729	2,729	2,729	2,729	2,729	2,729	2,729				2,729	2,729	2,729	2,729	2,729	2,729	2,729	2,729			2,729														
Total Area 17																																				
Total Area 17 - Resource Room Pool	66,734	4,449	4,449	4,449	4,449	4,449	2,729	2,729	1,720	1,720	1,720	4,449	2,729	2,729	2,729	4,449	2,729	-	2,729	-	2,729	1,720	1,720	-	1,720	1,720										

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	PORT	CNG CTR	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	220	110	439	-	-	-	-	-	-	-	-	-	-	
Total Area 17																												
Total Area 17 Equip and Supplies Pool	23,752	2,179	7,004	8,656	1,310	958	88	110	435	-	-	1,828	88	110	220	327	439	-	-	-	-	-	-	-	-	-	-	
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	PORT	CNG CTR	COMP FAMILY		
Columbiana- Level 2																												
Outreach	4,013	268	268	268	268	268			268	268	268	268				268						268	268		268	268	268	
Sub-total Columbiana	4,013	268	268	268	268	268	-	-	268	268	268	268	-	-	-	268	-	-	-	-	-	268	268	-	268	268	268	
Mahoning- Level 1																												
Outreach	3,066	204	204	204	204	204	204	204				204	204	204	204	204	204			204		204						
Sub-total Mahoning	3,066	204	204	204	204	204	204	204	-	-	-	204	204	204	204	204	204	-	-	204	-	204	-	-	-	-	-	
Total Area 17																												
Total Area 17- Outreach/Marketing Pool	7,079	472	472	472	472	472	204	204	268	268	268	472	204	204	204	472	204	-	204	-	204	268	268	-	268	268	268	
Miscellaneous Pool																												
Allocation Base: 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	PORT	CNG CTR	COMP FAMILY		
Columbiana- Level 2																												
Misc. Copies/ Postage/ Long Distance	325	75	250																									
Sub-total Columbiana	325	75	250																									
Mahoning- Level 1																												
Misc. Copies/ Postage/ Long Distance	325	75	250																									
Sub-total Mahoning	325	75	250																									
Total Area 17																												
Total Area 17 - Miscellaneous Pool	650	150	500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Cost Sharing Agreement Summary																												
Shared Cost Item	Total	ODJFS (VETS)	ODJFS (WP/ TAA/ UC)	MCTA	CDJFS	CCTC	YSU	MYCAP	ODJFS SR AIDES	KSU	EOCC	ORSC	CHOFFIN	YMHA	SR EMPLOY	ESTRN GTWY	DESI	AVAIL	COMPS	UMCC	CCA	CMHA	ECON DEV	PORT	CNG CTR	COMP FAMILY		
Columbiana- Level 2																												
Facilities Pool	76,418	6,756	10,132	29,976	3,378	3,378	-	-	1,689	-	-	12,666	-	-	-	844	-	7,600	-	-	-	-	-	-	-	-	-	
One-Stop Management Pool	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Resource Room Pool	25,795	1,720	1,720	1,720	1,720	1,720	-	-	1,720	1,720	1,720	1,720	-	-	-	1,720	-	-	-	-	-	1,720	1,720	-	1,720	1,720	1,720	
Equipment and Supplies Pool	12,832	1,740	2,610	4,350	870	870	-	-	435	-	-	1,740	-	-	-	218	-	-	-	-	-	-	-	-	-	-	-	
Sub-total Columbiana	115,045	10,215	14,462	36,045	5,968	5,968	-	-	3,844	1,720	1,720	16,125	-	-	-	2,781	-	7,600	-	-	-	1,720	1,720	-	1,720	1,720	1,720	
Mahoning- Level 1																												
Facilities Pool	123,470	4,246	45,218	50,303	4,246	467	467	1,062	-	-	-	722	467	1,062	1,805	1,511	4,034	7,861	-	-	-	-	-	-	-	-	-	
One-Stop Management Pool	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Resource Room Pool	40,939	2,729	2,729	2,729	2,729	2,729	2,729	2,729	-	-	-	2,729	2,729	2,729	2,729	2,729	2,729	2,729	-	-	-	-	-	-	-	-	-	-
Equipment and Supplies Pool	10,920	439	4,394	4,306	439	88	88	110	-	-	-	88	88	110	220	110	439	-	-	-	-	-	-	-	-	-	-	
Sub-total Mahoning	175,329	7,414	52,342	57,338	7,414	3,285	3,285	3,901	-	-	-	3,539	3,285	3,901	4,754	4,350	7,202	7,861	2,729	-	-	-	-	-	-	-	-	
Columbiana- Level 2																												
Outreach/Marketing Pool	4,013	268	268	268	268	268	-	-	268	268	268	268	-	-	-	268	-	-	-	-	-	268	268	-	268	268	268	
Sub-total Columbiana	4,013	268	268	268	268	268	-	-	268	268	268	268	-	-	-	268	-	-	-	-	-	268	268	-	268	268	268	
Mahoning- Level 1																												
Outreach/Marketing Pool	3,066	204	204	204	204	204	204	204	-	-	-	204	204	204	204	204	204	204	-	-	-	204	204	-	204	204	204	
Sub-total Mahoning	3,066	204	204	204	204	204	204	204	-	-	-	204	204	204	204	204	204	204	-	-	-	204	204	-	204	204	204	
Columbiana- Level 2																												
Misc. Copies/ Postage/ Long Distance	325	75	250																									
Sub-total Columbiana	325	75	250																									
Mahoning- Level 1																												
Misc. Copies/ Postage/ Long Distance	325	75	250																									
Sub-total Mahoning	325	75	250																									
Total Columbiana- Level 2																												
Columbiana Total- All Cost Pools	119,058	10,483	14,729	36,313	6,235	6,235	-	-	4,111	1,987	1,987	16,393	-	-	-	3,049	-	7,600	-	-	-	1,987	1,987	-	1,987	1,987	1,987	
Total Mahoning- Level 1																												
Mahoning Total- All Cost Pools	178,396	7,619	52,546	57,543	7,619	3,489	3,489	4,105	-	-	-	3,743	3,489	4,105	4,958	4,554	7,407	7,861	2,934	-	2,934	-	-	-	-	-	-	
Overall Regional System																												
Total - All Cost Pools/All Sites	297,453	18,101	67,276	93,855	13,854	9,724	3,489	4,105	4,111	1,987	1,987	20,136	3,489	4,105	4,958	7,603	7,407	15,461	2,934	-	2,934	1,987	1,987	-	1,987	1,987	1,987	
Partner Expense outside of MOU		150	500																									
Funding Commitments - Cash	297,453	18,251	67,776	93,855	13,854	9,724	3,489	4,105	4,111	1,987	1,987	20,136	3,489	4,105	4,958	7,603	7,407	15,461	2,934	-	2,934	1,987	1,987	-	1,987	1,987	1,987	
Funding Commitments - Other (See IV)																												

**Workforce Investment Area #17
Budget to Actual Reconciliation
Budget Period PY15**

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
Operating Cost Pools	(Including Cost Benefit)								
Facilities Pool	Lease								
	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	85970	0	85970				
	Sub-total		143388	0	143388	0	0	0	0
	Utilities								
	Level 2	Level 2	0	0	0				0
	Level 1	Level 1	17000	0	17000				0
	Sub-total		17000	0	17000	0	0	0	0
	Maintenance (Janitorial)								
	Level 2	Level 2	12750	0	12750				
	Level 1	Level 1	14500	0	14500				
	Sub-total		27250	0	27250	0	0	0	0
	Maintenance (Repairs, etc.)								
	Level 2	Level 2	6250	0	6250				
Level 1	Level 1	6000	0	6000					
Sub-total		12250	0	12250	0	0	0	0	
Total - Facilities Pool									
Level 2	Level 2	76418	0	76418	0	0	0	0	
Level 1	Level 1	123470	0	123470	0	0	0	0	
Total		199888	0	199888	0	0	0	0	
One-Stop Management Pool	One-Stop Operator/Manager								
	Level 2	Level 2	0	0	0				
	Level 1	Level 1	0	0	0				
	Sub-total		0	0	0	0	0	0	0
	Receptionist/Greeter								
	Level 2	Level 2	0	0	0				
	Level 1	Level 1	0	0	0				
	Sub-total		0	0	0	0	0	0	0
	Data Entry/Support Staff								
	Level 2	Level 2	0	0	0				
	Level 1	Level 1	0	0	0				
	Sub-total		0	0	0	0	0	0	0
	Fiscal Support Staff								
	Level 2	Level 2	0	0	0				
Level 1	Level 1	0	0	0					
Sub-total		0	0	0	0	0	0	0	
Technology Support Staff									
Level 2	Level 2	0	0	0					
Level 1	Level 1	0	0	0					
Sub-total		0	0	0	0	0	0	0	
Total - One-Stop Management Pool									
Level 2	Level 2	0	0	0	0	0	0	0	
Level 1	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 2	10500	0	10500				
	Level 1	Level 1	19000	0	19000				
	Sub-total		29500	0	29500	0	0	0	0
Computer Equipment (Software)									
Level 2	Level 2	1000	0	1000					
Level 1	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		3000	0	3000				
	Sub-total		5050	0	5050	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				
	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		1026	0	1026				
	Level 1		0	0	0				
	Sub-total		1026	0	1026	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		25795	0	25795	0	0	0	0
	Level 1		40939	0	40939	0	0	0	0
	Total		66734	0	66734	0	0	0	0
Equipment and Supplies Pool (Partner Use)	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				
	Sub-total		0	0	0	0	0	0	0
Computer Equipment (Hardware) -	Level 2		0	0	0				
	Level 1 (site)		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	0	0	0	0
			3066	0	3066	0	0	0	0
		Sub-total	7079	0	7079	0	0	0	0
		Total - Outreach/Marketing Pool	Level 2	4013	0	4013	0	0	0
		Level 1	3066	0	3066	0	0	0	0
		Total	7079	0	7079	0	0	0	0
Miscellaneous Pool	Other -	Level 2							
		Level 1							
		Sub-total	0	0	0	0	0	0	0
	Other -	System-wide							
		Sub-total	0	0	0	0	0	0	0
	Other -	System-wide							
		Sub-total	0	0	0	0	0	0	0
	Total - Miscellaneous Pool	Total	0	0	0	0	0	0	0
Summary of Cost Pools	Facilities Pool	Level 2	76418	0	76418	0	0	0	0
		Level 1	123470	0	123470	0	0	0	0
		Sub-total	199888	0	199888	0	0	0	0
	One-Stop Management Pool	Level 2	0	0	0	0	0	0	0
		Level 1	0	0	0	0	0	0	0
		Sub-total	0	0	0	0	0	0	0
	Resource Room Pool	Level 2	25795	0	25795	0	0	0	0
		Level 1	40939	0	40939	0	0	0	0
		Sub-total	66734	0	66734	0	0	0	0
	Equipment and Supplies Pool (Partner Use)	Level 2	12832	0	12832	0	0	0	0
		Level 1	10920	0	10920	0	0	0	0
		Sub-total	23752	0	23752	0	0	0	0
	Outreach/Marketing Pool	Level 2	4013	0	4013	0	0	0	0
		Level 1	3066	0	3066	0	0	0	0
	Sub-total	7079	0	7079	0	0	0	0	
Miscellaneous Pool	Level 2	0	0	0	0	0	0	0	
	Level 1	0	0	0	0	0	0	0	
	System-wide	0	0	0	0	0	0	0	
	Sub-total	0	0	0	0	0	0	0	
Total - All Pools	Level 2	119057	0	119057	0	0	0	0	
	Level 1	178396	0	178396	0	0	0	0	
	System-wide	0	0	0	0	0	0	0	
	Total	297453	0	297453	0	0	0	0	