



**Western Virginia Workforce Development Board
Finance Committee**

November 20, 2019 - 2:00 PM
Virginia Career Works – Roanoke Center
3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

I.	Call to Order	Casey Nicely
II.	Public Comment	
III.	Old Business	Morgan Romeo
	<ul style="list-style-type: none">• FY2020 Budget vs. Actual Report – September 30, 2019• FY2020 Budget Modification• WIOA Title I Programs Update	
IV.	Directors Report	Morgan Romeo
	<ul style="list-style-type: none">• Additional Funding Opportunities	
V.	New Business	Morgan Romeo
	<ul style="list-style-type: none">• Infrastructure Funding Agreements• A-133 Audit Results• Holiday Family Sponsorship• Virginia Career Works – Roanoke Center Landlord Update	
VI.	Other Business	
VII.	Upcoming Meetings	
	<ul style="list-style-type: none">• WVVWDB Meeting – December 13, 2019 – Virginia Career Works – Roanoke Center	
VIII.	Adjournment	



Western Virginia Workforce Development Board

Finance Committee

May 29, 2019 - 3:00 PM

Western Virginia Workforce Development Board Offices
313 Luck Avenue SW, Roanoke, VA 24016

Committee Members:	Present:
Casey Nicely, Chair	
Katherine Holcomb	X
Shawn Hildebrand	X
Bill Jones	X
WVWDB Staff:	Present:
Morgan Romeo	X
Leah Gibson	
Marshall Stanley	

Call to Order

Morgan Romeo called the meeting to order and noted that Casey Nicely would not be in attendance at the meeting.

Public Comment

There were no comments from the public.

Old Business

FY2019 Budget vs. Actual Report

Morgan Romeo presented the FY2019 Budget vs. Actual report through March 31, 2019. Morgan noted that there were no significant issues to discuss at this time but that the Committee would hear more about the challenges with spending in the WIOA Title I Youth program later in the agenda.

Finance Committee Action: A motion was made by Bill Jones to accept the FY2019 Budget vs. Actual Report as presented. The motion was seconded by Kathy Holcomb. The motion was carried.

FY2019 Budget Modification

Morgan Romeo presented a modification to the approved budget for FY2019 which included the addition of contractual fees to hire PowerNotes LLC to assist in conducting an operational assessment of the local area. This assessment would include a review of the operations at the Virginia Career Works Centers in the region, as well as Board operations including administrative, fiscal, and programmatic operations.

Finance Committee Action: A motion was made by Bill Jones to accept the FY2019 Budget Modification as presented. The motion was seconded by Kathy Holcomb. The motion was carried by a roll call vote as detailed below:

Katherine Holcomb	Yes
Shawn Hildebrand	Yes
Bill Jones	Yes

WIOA Title I Youth Program Update

Morgan Romeo updated the Finance Committee that the WIOA Title I Youth program had not had significant progress since the last Committee meeting. Morgan noted that the Board staff were now preparing for funding to be given back at the end of the fiscal year to the Virginia Community College System. The Board has continued to have decreased spending in the WIOA Title I Youth program which has resulted in the local area not spending all the two-year allocation that is provided to the region. Morgan stated that she had informed the Virginia Community College System staff of this issue and they had reviewed actions taken by the Board and staff to date to try to increase spending. VCCS staff stated that if money was given back to the state, the Board would need to procure for WIOA Title I Youth services again for the next program year. VCCS also stated that if the Board was able to provide justification to the state of changes to the WIOA Title I Youth program, that there may be an opportunity for the VCCS to reinvest the funding back into the region next year. Morgan noted that they would discuss this more during the FY2020 Budget Presentation.

FY2020 Budget Presentation (Closed Session)

Finance Committee Action: A motion was made by Bill Jones to enter closed session Pursuant to Virginia Code 2.2-3711 A. 6. Discussion of consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected and 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees or any public body... The motion was seconded by Kathy Holcomb. The motion was carried.

Finance Committee Action: A motion was made by Kathy Holcomb to return to open session and that no other business as stated in the motion was discussed by the Finance Committee. The motion was seconded by Bill Jones. The motion was carried by a roll call vote as detailed below:

Katherine Holcomb	Yes
Shawn Hildebrand	Yes
Bill Jones	Yes

Finance Committee Action: A motion was made by Bill Jones to recommend the FY2020 Budget for approval to the Western Virginia Workforce Development Board. The motion was seconded by Kathy Holcomb. The motion as carried by a roll call vote as detailed below:

Katherine Holcomb	Yes
Shawn Hildebrand	Yes
Bill Jones	Yes

New Business

Financial Operations Manual

Morgan Romeo presented the newly revised Financial Operations Manual to the Finance Committee for their review. Morgan stated that the Financial Operations Manual had not been reviewed for a few years and the auditors from Robinson, Farmer, and Cox had recommended some additions to conform with Uniform Grant Guidance. Morgan outlined the changes which included adding additional statements about monitoring sub-recipients to grants, the action that would be taken if sub-contractors were not compliant in their activities, and general changes regarding job titles and other formatting issues. Kathy Holcomb asked if this manual was reviewed on a regular basis and Morgan replied it had not been in the past. Kathy recommended that the manual be reviewed on an annual basis by either the Finance Committee or by the auditors with Robinson, Farmer, and Cox. Morgan recommended that the Board staff review and bring changes to the Finance Committee on an annual basis at their spring meeting.

Finance Committee Action: A motion was made by Bill Jones to approve the Financial Operations Manual as presented. The motion was seconded by Kathy Holcomb. The motion was carried.

Rapid Response Request

Morgan Romeo reported that the Board staff were considering applying for additional Rapid Response funding to assist with the layoffs that were occurring from General Electric in Salem, VA. Morgan noted that the Virginia Career Works – Roanoke Center was expecting an influx of participants in the Roanoke Center once the layoffs at G.E. become permanent. There was no expected date for when the layoffs would occur, although that information is being gathered at this time from G.E. Human Resources staff by the Virginia Employment Commission. Morgan noted that money would more than likely be requested to add additional staff for WIOA Title I Dislocated Worker program, or to devote existing staff solely to that program. It may also be requested to assist with the Resource Room to accommodate the influx of visitors looking for employment.

Economic Equity Grant Opportunity

Morgan Romeo informed the Finance Committee that a grant opportunity was forthcoming from the Governor's office which would involve the local Departments of Social Services. While the grant had not yet been released, the funding would correspond with getting out-of-work target populations into the workforce system to be assisted with education and employment activities. Morgan said that she would keep the Committee updated on this funding and any other funding that became available.

Other Business

There was no other business at this time.

Adjournment

The meeting was adjourned at 4:14 PM.

Western Virginia Workforce Development Board, Inc.
Profit & Loss Budget vs. Actual
 July through September 2019

	America Promise				Board			
	Jul - Sep 19	Budget	\$ Over Budget	% of Budget	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions		0.00				0.00		
43450 · Individ, Business Contributions		0.00				0.00		
Total 43400 · Direct Public Support		0.00				0.00		
46000 · Rke Center Rent		0.00				0.00		
48000 · Federal Grants	11,375.10	95,469.00	-84,093.90	11.92%	6,750.00			
48200 · Partner Grant Revenue		0.00				0.00		
Total Income	11,375.10	95,469.00	-84,093.90	11.92%	6,750.00			
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees		0.00				0.00		
Total 60900 · Business Expenses		0.00				0.00		
62100 · Contract Services								
62110 · Accounting Fees	0.00	943.21	-943.21	0.0%	0.00			
62140 · Legal Fees		0.00				0.00		
Total 62100 · Contract Services	0.00	943.21	-943.21	0.0%	0.00			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	1,425.60	5,706.97	-4,281.37	24.98%	0.00			
62891 · Rent-One Stop		0.00				0.00		
62892 · Furniture		0.00				0.00		
Total 62800 · Facilities and Equipment	1,425.60	5,706.97	-4,281.37	24.98%	0.00			
65000 · Operations								
65030 · Printing and Copying	35.13	144.18	-109.05	24.37%	0.00			
65040 · Supplies	72.94	200.26	-127.32	36.42%	226.00			
65050 · Telephone, Telecommunications	14.97				0.00			
65051 · Information Technology	0.00				0.00			
65060 · Membership Dues	0.00				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	123.04	344.44	-221.40	35.72%	226.00			
65052 · IT Software	283.51	300.38	-16.87	94.38%	0.00			
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O		0.00				0.00		
Total 65100 · Other Types of Expenses		0.00				0.00		
65130 · Marketing		0.00				0.00		
66000 · Payroll Expenses								
66001 · Wages	12,137.86	60,300.03	-48,162.17	20.13%	0.00			
66014 · Benefits	3,275.40	6,923.18	-3,647.78	47.31%	0.00			
Total 66000 · Payroll Expenses	15,413.26	67,223.21	-51,809.95	22.93%	0.00			
66025 · Payroll Other	609.38	2,450.00	-1,840.62	24.87%	0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00	490.63	-490.63	0.0%	0.00			
68320 · Travel	0.00				0.00			
68330 · Training	59.50				0.00			
68300 · Travel and Meetings - Other	434.07	2,235.00	-1,800.93	19.42%	0.00			
Total 68300 · Travel and Meetings	493.57	2,725.63	-2,232.06	18.11%	0.00			
69060 · Program Services	0.00				0.00			
69500 · Miscellaneous	2.74				93.36			
Total Expense	18,351.10	79,693.84	-61,342.74	23.03%	319.36			
Net Ordinary Income	-6,976.00	15,775.16	-22,751.16	-44.22%	6,430.64			
Net Income	-6,976.00	15,775.16	-22,751.16	-44.22%	6,430.64			

Western Virginia Workforce Development Boa
Profit & Loss Budget vs. Actual
July through September 2019

	CareerQuest				GOVA Reg CTE			
	Jul - Sep 19	Budget	\$ Over Budget	% of Budget	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	11,100.00				0.00			
43450 · Individ, Business Contributions	33.33				0.00			
Total 43400 · Direct Public Support	11,133.33				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00				0.00			
48200 · Partner Grant Revenue	0.00				0.00	3,600.00	-3,600.00	0.0%
Total Income	11,133.33				0.00	3,600.00	-3,600.00	0.0%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00				0.00	71.25	-71.25	0.0%
62140 · Legal Fees	0.00				0.00			
Total 62100 · Contract Services	0.00				0.00	71.25	-71.25	0.0%
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	0.00				-0.30	90.77	-91.07	-0.33%
62891 · Rent-One Stop	0.00				0.00			
62892 · Furniture	0.00				0.00			
Total 62800 · Facilities and Equipment	0.00				-0.30	90.77	-91.07	-0.33%
65000 · Operations								
65030 · Printing and Copying	540.00				-0.03	10.89	-10.92	-0.28%
65040 · Supplies	3,786.16				-0.01	15.13	-15.14	-0.07%
65050 · Telephone, Telecommunications	0.00				-0.03			
65051 · Information Technology	0.00				0.00			
65060 · Membership Dues	0.00				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	4,326.16				-0.07	26.02	-26.09	-0.27%
65052 · IT Software	0.00				0.31	22.69	-22.38	1.37%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	0.00				91.15	2,093.18	-2,002.03	4.36%
66014 · Benefits	0.00				24.37	523.01	-498.64	4.66%
Total 66000 · Payroll Expenses	0.00				115.52	2,616.19	-2,500.67	4.42%
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00				0.00	37.06	-37.06	0.0%
68320 · Travel	0.00				-3.00			
68330 · Training	0.00				0.00			
68300 · Travel and Meetings - Other	0.00				2.97	50.00	-47.03	5.94%
Total 68300 · Travel and Meetings	0.00				-0.03	87.06	-87.09	-0.03%
69060 · Program Services	0.00				0.00			
69500 · Miscellaneous	0.00				-0.01			
Total Expense	4,326.16				115.42	2,913.98	-2,798.56	3.96%
Net Ordinary Income	6,807.17				-115.42	686.02	-801.44	-16.83%
Net Income	6,807.17				-115.42	686.02	-801.44	-16.83%

Western Virginia Workforce Development Boa
Profit & Loss Budget vs. Actual
July through September 2019

	GOVA Talent				PY2018 Admin			
	Jul - Sep 19	Budget	\$ Over Budget	% of Budget	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
43450 · Individ, Business Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00				74,818.84	116,131.43	-41,312.59	64.43%
48200 · Partner Grant Revenue	0.00	5,000.00	-5,000.00	0.0%	0.00			
Total Income	0.00	5,000.00	-5,000.00	0.0%	74,818.84	116,131.43	-41,312.59	64.43%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				25.00			
Total 60900 · Business Expenses	0.00				25.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00	94.20	-94.20	0.0%	0.00	7,500.02	-7,500.02	0.0%
62140 · Legal Fees	0.00				75.00	3,000.00	-2,925.00	2.5%
Total 62100 · Contract Services	0.00	94.20	-94.20	0.0%	75.00	10,500.02	-10,425.02	0.71%
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	89.70	120.00	-30.30	74.75%	572.70	2,187.69	-1,614.99	26.18%
62891 · Rent-One Stop	0.00				0.00			
62892 · Furniture	0.00				0.00			
Total 62800 · Facilities and Equipment	89.70	120.00	-30.30	74.75%	572.70	2,187.69	-1,614.99	26.18%
65000 · Operations								
65030 · Printing and Copying	10.52	14.40	-3.88	73.06%	67.09	262.52	-195.43	25.56%
65040 · Supplies	21.87	20.00	1.87	109.35%	138.74	364.63	-225.89	38.05%
65050 · Telephone, Telecommunications	4.47				28.65			
65051 · Information Technology	0.00				0.00	1,946.92	-1,946.92	0.0%
65060 · Membership Dues	0.00				175.00	2,295.00	-2,120.00	7.63%
65068 · Newspaper Ads	0.00				152.08	500.00	-347.92	30.42%
Total 65000 · Operations	36.86	34.40	2.46	107.15%	561.56	5,369.07	-4,807.51	10.46%
65052 · IT Software	30.31	30.00	0.31	101.03%	197.56			
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				949.00	3,250.00	-2,301.00	29.2%
Total 65100 · Other Types of Expenses	0.00				949.00	3,250.00	-2,301.00	29.2%
65130 · Marketing	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	1,708.95	2,877.26	-1,168.31	59.4%	10,084.49	42,772.01	-32,687.52	23.58%
66014 · Benefits	467.42	691.43	-224.01	67.6%	2,696.11	12,605.33	-9,909.22	21.39%
Total 66000 · Payroll Expenses	2,176.37	3,568.69	-1,392.32	60.99%	12,780.60	55,377.34	-42,596.74	23.08%
66025 · Payroll Other	0.00				9,221.25	37,654.00	-28,432.75	24.49%
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00	49.00	-49.00	0.0%	0.00	893.31	-893.31	0.0%
68320 · Travel	7.50				3.37			
68330 · Training	17.85				113.64			
68300 · Travel and Meetings - Other	87.70	70.00	17.70	125.29%	68.22	900.00	-831.78	7.58%
Total 68300 · Travel and Meetings	113.05	119.00	-5.95	95.0%	185.23	1,793.31	-1,608.08	10.33%
69060 · Program Services	0.00				0.00			
69500 · Miscellaneous	0.82				5.26			
Total Expense	2,447.11	3,966.29	-1,519.18	61.7%	24,573.16	116,131.43	-91,558.27	21.16%
Net Ordinary Income	-2,447.11	1,033.71	-3,480.82	-236.73%	50,245.68	0.00	50,245.68	100.0%
Net Income	-2,447.11	1,033.71	-3,480.82	-236.73%	50,245.68	0.00	50,245.68	100.0%

Western Virginia Workforce Development Boa
Profit & Loss Budget vs. Actual
July through September 2019

	PY2018 Adult				PY2018 Dislocated			
	Jul - Sep 19	Budget	\$ Over Budget	% of Budget	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
43450 · Individ, Business Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00	479,859.34	-479,859.34	0.0%	0.00	346,606.64	-346,606.64	0.0%
48200 · Partner Grant Revenue	0.00				0.00			
Total Income	0.00	479,859.34	-479,859.34	0.0%	0.00	346,606.64	-346,606.64	0.0%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00				0.00			
62140 · Legal Fees	0.00				0.00			
Total 62100 · Contract Services	0.00				0.00			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	89.70	480.00	-390.30	18.69%	239.70	1,078.46	-838.76	22.23%
62891 · Rent-One Stop	0.00				0.00			
62892 · Furniture	0.00				0.00			
Total 62800 · Facilities and Equipment	89.70	480.00	-390.30	18.69%	239.70	1,078.46	-838.76	22.23%
65000 · Operations								
65030 · Printing and Copying	10.51	57.60	-47.09	18.25%	28.09	129.42	-101.33	21.71%
65040 · Supplies	21.89	1,727.57	-1,705.68	1.27%	58.37	1,102.53	-1,044.16	5.29%
65050 · Telephone, Telecommunications	4.50				12.00			
65051 · Information Technology	863.33				746.67			
65060 · Membership Dues	0.00				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	900.23	1,785.17	-884.94	50.43%	845.13	1,231.95	-386.82	68.6%
65052 · IT Software	31.49	120.00	-88.51	26.24%	83.30	269.62	-186.32	30.9%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	1,693.54	9,317.44	-7,623.90	18.18%	4,580.31	21,897.23	-17,316.92	20.92%
66014 · Benefits	452.77	2,765.73	-2,312.96	16.37%	1,224.55	6,214.02	-4,989.47	19.71%
Total 66000 · Payroll Expenses	2,146.31	12,083.17	-9,936.86	17.76%	5,804.86	28,111.25	-22,306.39	20.65%
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00	196.00	-196.00	0.0%	0.00	440.37	-440.37	0.0%
68320 · Travel	-3.75				-3.75			
68330 · Training	17.85				47.60			
68300 · Travel and Meetings - Other	14.96	195.00	-180.04	7.67%	52.38	475.00	-422.62	11.03%
Total 68300 · Travel and Meetings	29.06	391.00	-361.94	7.43%	96.23	915.37	-819.14	10.51%
69060 · Program Services	60,342.40	465,000.00	-404,657.60	12.98%	36,211.27	315,000.00	-278,788.73	11.5%
69500 · Miscellaneous	0.82				2.20			
Total Expense	63,540.01	479,859.34	-416,319.33	13.24%	43,282.69	346,606.65	-303,323.96	12.49%
Net Ordinary Income	-63,540.01	0.00	-63,540.01	100.0%	-43,282.69	-0.01	-43,282.68	432,826,900.0%
Net Income	-63,540.01	0.00	-63,540.01	100.0%	-43,282.69	-0.01	-43,282.68	432,826,900.0%

Western Virginia Workforce Development Boa
Profit & Loss Budget vs. Actual
 July through September 2019

	PY2018 Youth In School				PY2018 Youth Out School			
	Jul - Sep 19	Budget	\$ Over Budget	% of Budget	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
43450 · Individ, Business Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00	178,896.90	-178,896.90	0.0%	0.00	550,732.33	-550,732.33	0.0%
48200 · Partner Grant Revenue	0.00				0.00			
Total Income	0.00	178,896.90	-178,896.90	0.0%	0.00	550,732.33	-550,732.33	0.0%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00				0.00			
62140 · Legal Fees	0.00				0.00			
Total 62100 · Contract Services	0.00				0.00			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	678.67	3,555.00	-2,876.33	19.09%	1,916.66	9,945.00	-8,028.34	19.27%
62891 · Rent-One Stop	0.00				0.00			
62892 · Furniture	0.00	125.00	-125.00	0.0%	0.00	375.00	-375.00	0.0%
Total 62800 · Facilities and Equipment	678.67	3,680.00	-3,001.33	18.44%	1,916.66	10,320.00	-8,403.34	18.57%
65000 · Operations								
65030 · Printing and Copying	49.19	201.60	-152.41	24.4%	123.01	518.40	-395.39	23.73%
65040 · Supplies	357.13	742.95	-385.82	48.07%	1,108.99	1,686.69	-577.70	65.75%
65050 · Telephone, Telecommunications	21.00	750.00	-729.00	2.8%	52.50	2,250.00	-2,197.50	2.33%
65051 · Information Technology	280.00				443.33			
65060 · Membership Dues	0.00				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	707.32	1,694.55	-987.23	41.74%	1,727.83	4,455.09	-2,727.26	38.78%
65052 · IT Software	172.65	845.00	-672.35	20.43%	455.40	2,355.00	-1,899.60	19.34%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	0.00	1,250.00	-1,250.00	0.0%	0.00	3,750.00	-3,750.00	0.0%
66000 · Payroll Expenses								
66001 · Wages	6,075.97	29,401.31	-23,325.34	20.67%	15,373.24	74,496.71	-59,123.47	20.64%
66014 · Benefits	1,624.42	9,680.04	-8,055.62	16.78%	4,110.07	24,891.53	-20,781.46	16.51%
Total 66000 · Payroll Expenses	7,700.39	39,081.35	-31,380.96	19.7%	19,483.31	99,388.24	-79,904.93	19.6%
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00	936.00	-936.00	0.0%	0.00	2,514.00	-2,514.00	0.0%
68320 · Travel	-3.55				-0.20			
68330 · Training	83.29				208.22			
68300 · Travel and Meetings - Other	186.65	1,160.00	-973.35	16.09%	267.98	3,200.00	-2,932.02	8.37%
Total 68300 · Travel and Meetings	266.39	2,096.00	-1,829.61	12.71%	476.00	5,714.00	-5,238.00	8.33%
69060 · Program Services	23,400.24	130,250.00	-106,849.76	17.97%	42,245.99	424,750.00	-382,504.01	9.95%
69500 · Miscellaneous	10.06				30.40			
Total Expense	32,935.72	178,896.90	-145,961.18	18.41%	66,335.59	550,732.33	-484,396.74	12.05%
Net Ordinary Income	-32,935.72	0.00	-32,935.72	100.0%	-66,335.59	0.00	-66,335.59	100.0%
Net Income	-32,935.72	0.00	-32,935.72	100.0%	-66,335.59	0.00	-66,335.59	100.0%

Western Virginia Workforce Development Boa
Profit & Loss Budget vs. Actual
July through September 2019

	Rke Center Rent				RVWC			
	Jul - Sep 19	Budget	\$ Over Budget	% of Budget	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
43450 · Individ, Business Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
46000 · Rke Center Rent	65,739.39	236,988.00	-171,248.61	27.74%	0.00			
48000 · Federal Grants	0.00				0.00			
48200 · Partner Grant Revenue	0.00				0.00			
Total Income	65,739.39	236,988.00	-171,248.61	27.74%	0.00			
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00				0.00			
62140 · Legal Fees	0.00				0.00			
Total 62100 · Contract Services	0.00				0.00			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	0.00				0.00			
62891 · Rent-One Stop	40,943.36	236,988.00	-196,044.64	17.28%	0.00			
62892 · Furniture	0.00				0.00			
Total 62800 · Facilities and Equipment	40,943.36	236,988.00	-196,044.64	17.28%	0.00			
65000 · Operations								
65030 · Printing and Copying	0.00				491.68			
65040 · Supplies	0.00				270.39			
65050 · Telephone, Telecommunications	0.00				3,142.99			
65051 · Information Technology	0.00				0.00			
65060 · Membership Dues	0.00				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	0.00				3,905.06			
65052 · IT Software	0.00				0.00			
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				354.00			
Total 65100 · Other Types of Expenses	0.00				354.00			
65130 · Marketing	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	0.00				0.00			
66014 · Benefits	0.00				0.00			
Total 66000 · Payroll Expenses	0.00				0.00			
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00				0.00			
68320 · Travel	0.00				0.00			
68330 · Training	0.00				0.00			
68300 · Travel and Meetings - Other	0.00				0.00			
Total 68300 · Travel and Meetings	0.00				0.00			
69060 · Program Services	0.00				4,790.13			
69500 · Miscellaneous	0.00				0.00			
Total Expense	40,943.36	236,988.00	-196,044.64	17.28%	9,049.19			
Net Ordinary Income	24,796.03	0.00	24,796.03	100.0%	-9,049.19			
Net Income	24,796.03	0.00	24,796.03	100.0%	-9,049.19			

Western Virginia Workforce Development Boa
Profit & Loss Budget vs. Actual
July through September 2019

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10/31/2019

Accrual Basis

	TAP SWIFTSTART				United Way				TOTAL			
	Jul - Sep 19	Budget	\$ Over Budget	% of Budget	Jul - Sep 19	Budget	\$ Over Budget	% of Budget	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
43400 · Direct Public Support												
43410 · Corporate Contributions	0.00				0.00				11,100.00	0.00	11,100.00	100.0%
43450 · Individ, Business Contributions	0.00				0.00				33.33	0.00	33.33	100.0%
Total 43400 · Direct Public Support	0.00				0.00				11,133.33	0.00	11,133.33	100.0%
46000 · Rke Center Rent	0.00				0.00				65,739.39	236,988.00	-171,248.61	27.74%
48000 · Federal Grants	0.00	16,000.00	-16,000.00	0.0%	0.00				92,943.94	1,783,695.64	-1,690,751.70	5.21%
48200 · Partner Grant Revenue	0.00				0.00	36,000.00	-36,000.00	0.0%	0.00	44,600.00	-44,600.00	0.0%
Total Income	0.00	16,000.00	-16,000.00	0.0%	0.00	36,000.00	-36,000.00	0.0%	169,816.66	2,065,283.64	-1,895,466.98	8.22%
Expense												
60900 · Business Expenses												
60920 · Business Registration Fees	0.00				0.00				25.00	0.00	25.00	100.0%
Total 60900 · Business Expenses	0.00				0.00				25.00	0.00	25.00	100.0%
62100 · Contract Services												
62110 · Accounting Fees	0.00	542.25	-542.25	0.0%	0.00	118.35	-118.35	0.0%	0.00	9,269.28	-9,269.28	0.0%
62140 · Legal Fees	0.00				0.00				75.00	3,000.00	-2,925.00	2.5%
Total 62100 · Contract Services	0.00	542.25	-542.25	0.0%	0.00	118.35	-118.35	0.0%	75.00	12,269.28	-12,194.28	0.61%
62800 · Facilities and Equipment												
62890 · Rent, Parking, Utilities	179.70	690.77	-511.07	26.01%	59.70	150.77	-91.07	39.6%	5,251.83	24,005.43	-18,753.60	21.88%
62891 · Rent-One Stop	0.00				0.00				40,943.36	236,988.00	-196,044.64	17.28%
62892 · Furniture	0.00				0.00				0.00	500.00	-500.00	0.0%
Total 62800 · Facilities and Equipment	179.70	690.77	-511.07	26.01%	59.70	150.77	-91.07	39.6%	46,195.19	261,493.43	-215,298.24	17.67%
65000 · Operations												
65030 · Printing and Copying	21.06	82.89	-61.83	25.41%	7.01	18.09	-11.08	38.75%	1,383.26	1,439.99	-56.73	96.06%
65040 · Supplies	43.77	115.13	-71.36	38.02%	14.45	25.13	-10.68	57.5%	6,120.69	6,000.02	120.67	102.01%
65050 · Telephone, Telecommunications	8.97				2.97				3,292.99	3,000.00	292.99	109.77%
65051 · Information Technology	38.94				0.00				2,372.27	1,946.92	425.35	121.85%
65060 · Membership Dues	0.00				0.00				175.00	2,295.00	-2,120.00	7.63%
65068 · Newspaper Ads	0.00				0.00				152.08	500.00	-347.92	30.42%
Total 65000 · Operations	112.74	198.02	-85.28	56.93%	24.43	43.22	-18.79	56.53%	13,496.29	15,181.93	-1,685.64	88.9%
65052 · IT Software	23.15	172.69	-149.54	13.41%	2,771.06	37.69	2,733.37	7,352.24%	4,048.74	4,153.07	-104.33	97.49%
65100 · Other Types of Expenses												
65120 · Insurance - Liability, D and O	0.00				0.00				1,303.00	3,250.00	-1,947.00	40.09%
Total 65100 · Other Types of Expenses	0.00				0.00				1,303.00	3,250.00	-1,947.00	40.09%
65130 · Marketing	0.00				0.00				0.00	5,000.00	-5,000.00	0.0%
66000 · Payroll Expenses												
66001 · Wages	1,306.87	9,177.00	-7,870.13	14.24%	982.89	3,920.44	-2,937.55	25.07%	54,035.27	256,252.61	-202,217.34	21.09%
66014 · Benefits	349.39	3,980.16	-3,630.77	8.78%	262.78	868.72	-605.94	30.25%	14,487.28	69,143.15	-54,655.87	20.95%
Total 66000 · Payroll Expenses	1,656.26	13,157.16	-11,500.90	12.59%	1,245.67	4,789.16	-3,543.49	26.01%	68,522.55	325,395.76	-256,873.21	21.06%
66025 · Payroll Other	0.00				0.00				9,830.63	40,104.00	-30,273.37	24.51%
68300 · Travel and Meetings												
68310 · Conference, Convention, Meeting	0.00	282.06	-282.06	0.0%	0.00	61.56	-61.56	0.0%	0.00	5,899.99	-5,899.99	0.0%
68320 · Travel	0.75				2.63				0.00	0.00	0.00	0.0%
68330 · Training	35.70				11.30				594.95	0.00	594.95	100.0%
68300 · Travel and Meetings - Other	21.73	115.00	-93.27	18.9%	4.85	100.00	-95.15	4.85%	1,141.51	8,500.00	-7,358.49	13.43%
Total 68300 · Travel and Meetings	58.18	397.06	-338.88	14.65%	18.78	161.56	-142.78	11.62%	1,736.46	14,399.99	-12,663.53	12.06%
69060 · Program Services	0.00				7,207.44	30,000.00	-22,792.56	24.03%	174,197.47	1,365,000.00	-1,190,802.53	12.76%
69500 · Miscellaneous	1.66				0.55				147.86	0.00	147.86	100.0%
Total Expense	2,031.69	15,157.95	-13,126.26	13.4%	11,327.63	35,300.75	-23,973.12	32.09%	319,578.19	2,046,247.46	-1,726,669.27	15.62%
Net Ordinary Income	-2,031.69	842.05	-2,873.74	-241.28%	-11,327.63	699.25	-12,026.88	-1,619.97%	-149,761.53	19,036.18	-168,797.71	-786.72%
Net Income	-2,031.69	842.05	-2,873.74	-241.28%	-11,327.63	699.25	-12,026.88	-1,619.97%	-149,761.53	19,036.18	-168,797.71	-786.72%

	WIOA Programs														
	Total Budget	Admin	Adult	DWP	IS Youth	OS Youth	United Way - OnRAMP	WVWDB Funds	TAP - SwiftStart	GOVA - Talent Collab.	GOVA - CTE Study	NRMWRDB - America's Promise	VCW-RC Rent		
66000 Payroll Expenses															
66001 Wages	\$ 256,252.61	\$ 42,772.01	\$ 9,317.44	\$ 21,897.23	\$ 29,401.31	\$ 74,496.71	\$ 3,920.44	\$ -	\$ 9,177.00	\$ 2,877.26	\$ 2,093.18	\$ 60,300.03	\$ -		
66014 Benefits	\$ 69,143.15	\$ 12,605.33	\$ 2,765.73	\$ 6,214.02	\$ 9,680.04	\$ 24,891.53	\$ 868.72	\$ -	\$ 3,980.16	\$ 691.43	\$ 523.01	\$ 6,923.18	\$ -		
62100 Contract Services															
62110 Accounting Fees	\$ 9,269.29	\$ 7,500.02	\$ -	\$ -	\$ -	\$ -	\$ 118.35	\$ -	\$ 542.25	\$ 94.20	\$ 71.25	\$ 943.21	\$ -		
62140 Legal Fees	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
62150 Outside Contract Services	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -		
62800 Facilities and Equipment															
62810 Depr and Amort - Allowable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
62830 Donated Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
62835 Donated Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
62840 Equip Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
62870 Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
62890 Rent, Parking, Utilities	\$ 24,005.43	\$ 2,187.69	\$ 480.00	\$ 1,078.46	\$ 3,555.00	\$ 9,945.00	\$ 150.77	\$ -	\$ 690.77	\$ 120.00	\$ 90.77	\$ 5,706.97	\$ -		
62891 Rent - One Stop	\$ 236,988.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 236,988.00		
62892 Furniture	\$ 500.00	\$ -	\$ -	\$ -	\$ 125.00	\$ 375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
62895 Equipment Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65000 Operations															
65010 Books, Subscriptions, Reference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65020 Postage, Mailing Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65030 Printing and Copying	\$ 1,440.00	\$ 262.52	\$ 57.60	\$ 129.42	\$ 201.60	\$ 518.40	\$ 18.09	\$ -	\$ 82.89	\$ 14.40	\$ 10.89	\$ 144.18	\$ -		
65040 Supplies	\$ 6,000.01	\$ 364.63	\$ 1,727.57	\$ 1,102.53	\$ 742.95	\$ 1,686.69	\$ 25.13	\$ -	\$ 115.13	\$ 20.00	\$ 15.13	\$ 200.26	\$ -		
65050 Telephone, Telecommunications	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 750.00	\$ 2,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65051 Information Technology/Software	\$ 6,100.00	\$ 1,946.92	\$ 120.00	\$ 269.62	\$ 845.00	\$ 2,355.00	\$ 37.69	\$ -	\$ 172.69	\$ 30.00	\$ 22.69	\$ 300.38	\$ -		
65060 Membership Dues	\$ 2,295.00	\$ 2,295.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65065 Meeting Room Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65066 Meeting Refreshments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65068 Newspaper Ads	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65070 Recruitment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65100 Other Types of Expenses															
65120 Insurance - Liability, D&O	\$ 3,250.00	\$ 3,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65130 Marketing	\$ 10,000.00	\$ -	\$ 2,745.95	\$ 1,537.98	\$ 1,604.92	\$ 4,111.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65151 Event Refreshments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65152 Event Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
65153 Event Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
66025 Payroll Other	\$ 40,104.00	\$ 37,654.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,450.00	\$ -		
68300 Travel and Meetings															
68310 Conference, Convention, Meeting	\$ 5,900.00	\$ 893.31	\$ 196.00	\$ 440.37	\$ 936.00	\$ 2,514.00	\$ 61.56	\$ -	\$ 282.06	\$ 49.00	\$ 37.06	\$ 490.63	\$ -		
68320 Travel	\$ 8,500.00	\$ 900.00	\$ 195.00	\$ 475.00	\$ 1,160.00	\$ 3,200.00	\$ 100.00	\$ -	\$ 115.00	\$ 70.00	\$ 50.00	\$ 2,235.00	\$ -		
69060 Program Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
FY2019 WVWDB Total Costs	\$ 689,447.48	\$ 118,131.43	\$ 17,605.29	\$ 33,144.62	\$ 49,001.82	\$ 126,343.48	\$ 5,300.76	\$ 1,200.00	\$ 15,157.96	\$ 3,966.29	\$ 2,913.98	\$ 79,693.84	\$ 236,988.00		
PY2017 Carryforward	\$ 74,597.32	\$ -	\$ -	\$ -	\$ 11,895.48	\$ 62,701.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
PY2018 Carryforward	\$ 812,758.01	\$ 39,337.99	\$ 235,208.54	\$ 143,731.68	\$ 95,371.20	\$ 286,113.60	\$ -	\$ 12,995.00	\$ -	\$ -	\$ -	\$ -	\$ -		
PY2019 Funds	\$ 1,594,735.00	\$ 118,817.80	\$ 345,040.20	\$ 360,855.00	\$ 90,866.25	\$ 272,598.75	\$ 36,000.00	\$ 13,500.00	\$ 16,000.00	\$ 5,000.00	\$ 3,600.00	\$ 95,469.00	\$ 236,988.00		
Total Funds Available	\$ 2,482,090.33	\$ 158,155.79	\$ 580,248.74	\$ 504,586.68	\$ 198,132.93	\$ 621,414.19	\$ 36,000.00	\$ 26,495.00	\$ 16,000.00	\$ 5,000.00	\$ 3,600.00	\$ 95,469.00	\$ 236,988.00		
Vendor Allocations															
WVWDB Costs	\$ 689,447.48	\$ 118,131.43	\$ 17,605.29	\$ 33,144.62	\$ 49,001.82	\$ 126,343.48	\$ 5,300.76	\$ 1,200.00	\$ 15,157.96	\$ 3,966.29	\$ 2,913.98	\$ 79,693.84	\$ 236,988.00		
Adult/DLW Provider	\$ 750,000.00	\$ -	\$ 450,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Youth Provider (Thru 9/30/19)	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 37,500.00	\$ 112,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Youth Provider (Pre-Ed Services)	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Youth Provider (Training)	\$ 325,000.00	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Youth Provider (Financial & Entrepreneurial)	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 3,750.00	\$ 11,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Roanoke/Covington One-Stop Operator	\$ 60,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 7,500.00	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Franklin One-Stop Operator	\$ 15,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 1,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Roanoke Center Leases	\$ 236,988.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 236,988.00		
PY2020 Grant Carryforward	\$ 427,642.85	\$ 40,024.36	\$ 97,643.45	\$ 156,442.06	\$ 18,881.11	\$ 70,320.71	\$ 699.24	\$ 25,295.00	\$ 842.04	\$ 1,033.71	\$ 686.02	\$ 15,775.16	\$ -		
	27%	34%	28%	43%	21%	26%	2%	100%	5%	21%	19%	17%			

Workforce Innovation and Opportunity Act (WIOA) Title I Adult & Dislocated Worker Programs Performance Report
Financial Expenditure Goals

Adult Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$400,000.00		\$183,629.99			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$10,278.44	3%	\$270.00	\$0.00	0%	0%
August	\$31,867.75	11%	\$14,905.00	\$0.00	8%	8%
September	\$19,969.13	16%	\$7,055.00	\$0.00	4%	4%
October						
November						
December						
January						
February						
March						
April						
May						
June						

Dislocated Worker Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$300,000.00		\$146,779.70			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$17,687.68	6%	\$3,500.00	\$0.00	2%	2%
August	\$21,181.39	13%	-\$3,651.00	\$0.00	0%	0%
September	\$11,934.00	17%	\$3,751.00	\$0.00	2%	2%
October						
November						
December						
January						
February						
March						
April						
May						
June						

Financial Expenditure Requirements Performance

Requirement: A minimum of 40% of total expenditures must be spent on Training activities

Total WDWDB Adult & Dislocated Worker Expenditures	\$10,269.03
Total Ross Adult & Dislocated Worker Expenditures	\$112,918.39
Total Ross Adult & Dislocated Worker Training Expenditures	\$25,830.00
% Training Expenditures	21%

**As of September 30, 2019, 25% through the year*

ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2019 (JULY 1, 2019 - JUNE 30, 2020)

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Virginia Career Works - Covington Center

YES or NO	
Is this a Comprehensive Center?	No

COSTS		TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:				
	Salaries	\$ -	\$ -	\$ -
	Benefits	\$ -	\$ -	\$ -
INFRASTRUCTURE COSTS				
Facility Costs:				
	Rent	\$ 48,777.43	\$ 48,777.43	\$ -
	Utilities	\$ -	\$ -	\$ -
	Maintenance Contracts	\$ -	\$ -	\$ -
	Repairs	\$ -	\$ -	\$ -
	Security	\$ -	\$ -	\$ -
	Property Tax	\$ -	\$ -	\$ -
	Furniture & Fixtures	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -
Equipment/Communication Costs:				
	Computer Hardware	\$ -	\$ -	\$ -
	Computer Software	\$ -	\$ -	\$ -
	Data Plan	\$ -	\$ -	\$ -
	Telephone Equipment	\$ -	\$ -	\$ -
	Telephone Service Fees	\$ -	\$ -	\$ -
	Cell Phones	\$ -	\$ -	\$ -
	Copier Equipment	\$ -	\$ -	\$ -
	Fax Equipment	\$ -	\$ -	\$ -
	Fax Service Fees	\$ -	\$ -	\$ -
Other Operations:				
	One-Stop Operator	\$ -	\$ -	\$ -
	General Supplies	\$ -	\$ -	\$ -
	Freight & Messenger	\$ -	\$ -	\$ -
	Printing (Outreach, Community Awareness, Signage)	\$ -	\$ -	\$ -
	Other Outside Services	\$ -	\$ -	\$ -
	Recruiting/Outreach	\$ -	\$ -	\$ -
	Marketing/Community Awareness	\$ -	\$ -	\$ -
	Staff Training	\$ -	\$ -	\$ -
	Staff Travel	\$ -	\$ -	\$ -
TOTAL COSTS		\$ 48,777.43	\$ 48,777.43	\$ -

PARTNER INFORMATION

One-Stop Center Name:

Virginia Career Works - Covington Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	CUSTOMERS RECEIVING SERVICES	% of Total
Wagner-Peyser Employment Services (Virginia Employment Commission)	--	--	5,657.00	91.97%	--	--
Additional Partner/Program (Covington Redevelopment & Housing Authority)	--	--	352.00	5.72%	--	--
WIOA Title I Adult (Ross IES)	--	--	63.66	1.03%	--	--
WIOA Title I Dislocated Worker (Ross IES)	--	--	63.66	1.03%	--	--
WIOA Title I Youth (Ross IES)	--	--	14.68	0.24%	--	--
TOTALS:	--	--	6151.00	100%	--	--

List each partner's programs providing service through Virginia's Career Works Center: If the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.

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

Square Foot Occupied is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

OF POSITIONS are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: # of hours per week that a program staffs the One-Stop Center/40 (full time workweek hours).

Customers Receiving Service are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works - Covington Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Additional Partner/Program (Covington Redevelopment & Housing Authority)	WIOA Title I Adult (Ross IES)	WIOA Title I Dislocated Worker (Ross IES)	WIOA Title I Youth (Ross IES)	TOTALS:
Staff Costs:							
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INFRASTRUCTURE COSTS							
Facility Costs:							
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Communication Costs:							
Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Data Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operations:							
One-Stop Operator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Freight & Messenger	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing (Outreach, Community Awareness, Signage)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recruiting/Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing/Community Awareness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OK

NOTE: Partners will list the direct costs associated with the program providing services. The direct costs should be those costs of service delivery that pertains specifically and only to the program listed and billed directly to the partner administering the program. These costs will be subtracted from the total budget amount listed in the One-Stop Center Budget spreadsheet and will result in identifying the shared (Indirect Costs).

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

Virginia Career Works - Covington Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Additional Partner/Program (Covington Redevelopment & Housing Authority)	WIOA Title I Adult (Ross IES)	WIOA Title I Dislocated Worker (Ross IES)	WIOA Title I Youth (Ross IES)	TOTALS:
Staff Costs:							
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INFRASTRUCTURE COSTS							
Facility Costs:							
Rent	\$ 48,777.43	\$ 44,860.01	\$ 2,791.36	\$ 504.81	\$ 504.81	\$ 116.44	\$ 48,777.43
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Communication Costs:							
Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Data Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operations:							
One-Stop Operator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Freight & Messenger	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing (Outreach, Community Awareness, Signage)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recruiting/Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing/Community Awareness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COSTS	\$ 48,777.43	\$ 44,860.01	\$ 2,791.36	\$ 504.81	\$ 504.81	\$ 116.44	\$ 48,777.43

1	Allocation based on number of staff
2	Allocation based on square feet occupied
3	Allocation based on number of customers served

Note: This spreadsheet allocates costs based on a suggested allocation method (see color key above). Partners may agree on a different basis for allocation, as long as it is appropriately supportable and applied consistently. If a different allocation method is applied, the percentages on the Partner Information tab must be revised to reflect the agreed on basis.

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works - Covington Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Additional Partner/Program (Covington Redevelopment & Housing Authority)	WIOA Title I Adult (Ross IES)	WIOA Title I Dislocated Worker (Ross IES)	WIOA Title I Youth (Ross IES)	TOTALS:
Staff Costs:							
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INFRASTRUCTURE COSTS							
Facility Costs:							
Rent	\$ 48,777.43	\$ 44,860.01	\$ 2,791.36	\$ 504.81	\$ 504.81	\$ 116.44	\$ 48,777.43
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Communication Costs:							
Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Data Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operations:							
One-Stop Operator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Freight & Messenger	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing (Outreach, Community Awareness, Signage)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recruiting/Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing/Community Awareness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COSTS	\$ 48,777.43	\$ 44,860.01	\$ 2,791.36	\$ 504.81	\$ 504.81	\$ 116.44	\$ 48,777.43
PARTNER RATIO		91.97%	5.72%	1.03%	1.03%	0.24%	100.00%

OK!

Allocated costs, Direct and Indirect, must equal the amount on the One-Stop Center Budget spreadsheet (1st sheet in this workbook)

ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2019 (JULY 1, 2019 - JUNE 30, 2020)

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Virginia Career Works - Franklin Center

YES or NO	
Is this a Comprehensive Center?	No

COSTS		TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:				
	Salaries	\$ 90,435.00	\$ -	\$ 90,435.00
	Benefits	\$ 45,066.00	\$ -	\$ 45,066.00
INFRASTRUCTURE COSTS				
Facility Costs:				
	Rent	\$ -	\$ -	\$ -
	Utilities	\$ 57,557.00	\$ -	\$ 57,557.00
	Maintenance Contracts	\$ -	\$ -	\$ -
	Repairs	\$ -	\$ -	\$ -
	Security	\$ -	\$ -	\$ -
	Property Tax	\$ -	\$ -	\$ -
	Furniture & Fixtures	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -
Equipment/Communication Costs:				
	Computer Hardware	\$ 7,141.00	\$ -	\$ 7,141.00
	Computer Software	\$ 1,116.00	\$ -	\$ 1,116.00
	IT Support	\$ 92,389.00	\$ -	\$ 92,389.00
	Telephone Equipment	\$ -	\$ -	\$ -
	Internet	\$ 4,227.00	\$ -	\$ 4,227.00
	Cell Phones	\$ -	\$ -	\$ -
	Copier Equipment	\$ 15,000.00	\$ -	\$ 15,000.00
	Fax Equipment	\$ -	\$ -	\$ -
	Fax Service Fees	\$ -	\$ -	\$ -
Other Operations:				
	Non-Administrative Usage	\$ 64,500.00	\$ 64,500.00	\$ -
	General Supplies	\$ 2,700.00	\$ -	\$ 2,700.00
	Freight & Messenger	\$ -	\$ -	\$ -
	Printing (Outreach, Community Awareness, Signage)	\$ -	\$ -	\$ -
	Other Outside Services	\$ -	\$ -	\$ -
	Recruiting/Outreach	\$ -	\$ -	\$ -
	Marketing/Community Awareness	\$ 6,000.00	\$ -	\$ 6,000.00
	Staff Training	\$ 250.00	\$ -	\$ 250.00
	Staff Travel	\$ 500.00	\$ -	\$ 500.00
TOTAL COSTS		\$ 386,881.00	\$ 64,500.00	\$ 322,381.00

PARTNER INFORMATION

One-Stop Center Name:

Virginia Career Works - Franklin Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	CUSTOMERS RECEIVING SERVICES	% of Total	NON-ADMIN USAGE ALLOCATION	% of Total
Wagner-Peyser Employment Services (Virginia Employment Commission)	--	--	--	--	--	--	0.52%	0.52%
Additional Partner/Program (STEP)	--	--	--	--	--	--	0.52%	0.52%
Carl D. Perkins (Virginia Western Community College)	--	--	--	--	--	--	12.41%	12.41%
Vocational Rehabilitation (Department for Aging and Rehabilitative Services)	--	--	--	--	--	--	1.29%	1.29%
WIOA Title I Adult (Ross IES)	--	--	--	--	--	--	0.29%	0.29%
WIOA Title I Dislocated Worker (Ross IES)	--	--	--	--	--	--	0.29%	0.29%
WIOA Title I Youth (Ross IES)	--	--	--	--	--	--	0.07%	0.07%
WIOA Title II Adult Education (West Piedmont Adult & Career Education)	--	--	--	--	--	--	1.29%	1.29%
Additional Partner/Program (Franklin County)	--	--	--	--	--	--	83.33%	83.33%
TOTALS:	--	--	--	--	--	--	100.00%	100.00%

List each partner's programs providing service through Virginia's Career Works Center: If the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.

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

Square Foot Occupied is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

OF POSITIONS are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: # of hours per week that a program staffs the One-Stop Center/40 (full time workweek hours).

Customers Receiving Service are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works - Franklin Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Additional Partner/Program (STEP)	Carl D. Perkins (Virginia Western Community College)	Vocational Rehabilitation (Department for Aging and Rehabilitative Services)	WIOA Title I Adult (Ross IES)	WIOA Title I Dislocated Worker (Ross IES)	WIOA Title I Youth (Ross IES)	WIOA Title II Adult Education (West Piedmont Adult & Career Education)	Additional Partner/Program (Franklin County)	TOTALS:
Staff Costs:											
Salaries	\$ 90,435.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,435.00	\$ 90,435.00
Benefits	\$ 45,066.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,066.00	\$ 45,066.00
INFRASTRUCTURE COSTS											
Facility Costs:											
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 57,557.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,557.00	\$ 57,557.00
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Communication Costs:											
Computer Hardware	\$ 7,141.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,141.00	\$ 7,141.00
Computer Software	\$ 1,116.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,116.00	\$ 1,116.00
IT Support	\$ 92,389.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,389.00	\$ 92,389.00
Telephone Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet	\$ 4,227.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,227.00	\$ 4,227.00
Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier Equipment	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
Fax Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operations:											
Non-Administrative Usage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Supplies	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00	\$ 2,700.00
Freight & Messenger	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing (Outreach, Community Awareness, Signage)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recruiting/Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing/Community Awareness	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00
Staff Training	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00
Staff Travel	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
TOTAL COSTS	\$ 322,381.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322,381.00	\$ 322,381.00
	OK										

NOTE: Partners will list the direct costs associated with the program providing services. The direct costs should be those costs of service delivery that pertains specifically and only to the program listed and billed directly to the partner administering the program.
These costs will be subtracted from the total budget amount listed in the One-Stop Center Budget spreadsheet and will result in identifying the shared (Indirect Costs).

SHARED COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works - Franklin Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Additional Partner/Program (STEP)	Carl D. Perkins (Virginia Western Community College)	Vocational Rehabilitation (Department for Aging and Rehabilitative Services)	WIOA Title I Adult (Ross IES)	WIOA Title I Dislocated Worker (Ross IES)	WIOA Title I Youth (Ross IES)	WIOA Title II Adult Education (West Piedmont Adult & Career Education)	Additional Partner/Program (Franklin County)	TOTALS:
Staff Costs:											
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INFRASTRUCTURE COSTS											
Facility Costs:											
Rent	\$ -										\$ -
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Communication Costs:											
Computer Hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
IT Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operations:											
Non-Administrative Usage	\$ 64,500.00	\$ 2,000.00	\$ 2,000.00	\$ 48,000.00	\$ 5,000.00	\$ 1,217.69	\$ 1,217.69	\$ 64.62	\$ 5,000.00	\$ -	\$ 64,500.00
General Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Freight & Messenger	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing (Outreach, Community Awareness, Signage)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recruiting/Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing/Community Awareness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COSTS	\$ 64,500.00	\$ 2,000.00	\$ 2,000.00	\$ 48,000.00	\$ 5,000.00	\$ 1,217.69	\$ 1,217.69	\$ 64.62	\$ 5,000.00	\$ -	\$ 64,500.00

1	Allocation based on number of staff
2	Allocation based on square feet occupied
3	Allocation based on number of customers served
4	Allocation on non-administrative usage agreed to by the partners

Note: This spreadsheet allocates costs based on a suggested allocation method (see color key above). Partners may agree on a different basis for allocation, as long as it is appropriately supportable and applied consistently. If a different allocation method is applied, the percentages on the Partner Information tab must be revised to reflect the agreed on basis.

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works - Franklin Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Additional Partner/Program (STEP)	Carl D. Perkins (Virginia Western Community College)	Vocational Rehabilitation (Department for Aging and Rehabilitative Services)	WIOA Title I Adult (Ross IES)	WIOA Title I Dislocated Worker (Ross IES)	WIOA Title I Youth (Ross IES)	WIOA Title II Adult Education (West Piedmont Adult & Career Education)	Additional Partner/Program (Franklin County)	TOTALS:
Staff Costs:											
Salaries	\$ 90,435.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,435.00	\$ 90,435.00
Benefits	\$ 45,066.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,066.00	\$ 45,066.00
INFRASTRUCTURE COSTS											
Facility Costs:											
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 57,557.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,557.00	\$ 57,557.00
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fixtures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Communication Costs:											
Computer Hardware	\$ 7,141.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,141.00	\$ 7,141.00
Computer Software	\$ 1,116.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,116.00	\$ 1,116.00
IT Support	\$ 92,389.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,389.00	\$ 92,389.00
Telephone Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet	\$ 4,227.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,227.00	\$ 4,227.00
Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier Equipment	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 15,000.00
Fax Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fax Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Operations:											
Non-Administrative Usage	\$ 64,500.00	\$ 2,000.00	\$ 2,000.00	\$ 48,000.00	\$ 5,000.00	\$ 1,217.69	\$ 1,217.69	\$ 64.62	\$ 5,000.00	\$ -	\$ 64,500.00
General Supplies	\$ 2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00	\$ 2,700.00
Freight & Messenger	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing (Outreach, Community Awareness, Signage)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recruiting/Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing/Community Awareness	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00
Staff Training	\$ 250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	\$ 250.00
Staff Travel	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
TOTAL COSTS	\$ 386,881.00	\$ 2,000.00	\$ 2,000.00	\$ 48,000.00	\$ 5,000.00	\$ 1,217.69	\$ 1,217.69	\$ 64.62	\$ 5,000.00	\$ 322,381.00	\$ 386,881.00
PARTNER RATIO		0.52%	0.52%	12.41%	1.29%	0.31%	0.31%	0.02%	1.29%	83.33%	100.00%

OK!

Allocated costs, Direct and Indirect, must equal the amount on the One-Stop Center Budget spreadsheet (1st sheet in this workbook)

ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2019 (JULY 1, 2019 - JUNE 30, 2020)

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Virginia Career Works - Roanoke Center

YES or NO	
Is this a Comprehensive Center?	YES

COSTS		TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:				
	Salaries	\$ 36,500.00	\$ 36,500.00	\$ -
	Benefits	\$ 3,500.00	\$ 3,500.00	\$ -
INFRASTRUCTURE COSTS				
Facility Costs:				
	Rent	\$ 240,757.12	\$ 240,757.12	\$ -
	Utilities	\$ -	\$ -	\$ -
	Maintenance Contracts	\$ -	\$ -	\$ -
	Repairs	\$ -	\$ -	\$ -
	Security	\$ -	\$ -	\$ -
	Property Tax	\$ -	\$ -	\$ -
	Furniture & Fixtures	\$ 3,000.00	\$ 3,000.00	\$ -
	Other	\$ -	\$ -	\$ -
Equipment/Communication Costs:				
	Computer Hardware	\$ 5,000.00	\$ 5,000.00	\$ -
	Computer Software	\$ 1,000.00	\$ 1,000.00	\$ -
	IT Support	\$ -	\$ -	\$ -
	Telephone & Internet	\$ 21,384.00	\$ 21,384.00	\$ -
	Cell Phones	\$ -	\$ -	\$ -
	Copier Equipment	\$ 2,040.33	\$ 2,040.33	\$ -
	Fax Equipment	\$ -	\$ -	\$ -
	Customer Service Accommodations	\$ 1,200.00	\$ 1,200.00	\$ -
Other Operations:				
	General Supplies	\$ 3,000.00	\$ 3,000.00	\$ -
	Freight & Messenger	\$ 200.00	\$ 200.00	\$ -
	Printing (Outreach, Community Awareness, Signage)	\$ 1,000.00	\$ 1,000.00	\$ -
	Other Outside Services	\$ -	\$ -	\$ -
	Recruiting/Outreach	\$ -	\$ -	\$ -
	Marketing/Community Awareness	\$ -	\$ -	\$ -
	Staff Training	\$ 1,500.00	\$ 1,500.00	\$ -
	Staff Travel	\$ -	\$ -	\$ -
TOTAL COSTS		\$ 320,081.45	\$ 320,081.45	\$ -

PARTNER INFORMATION

One-Stop Center Name:

Virginia Career Works - Roanoke Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	CUSTOMERS RECEIVING SERVICES	% of Total	LICENSE AGREEMENT	% of Total
Wagner-Peyser Employment Services (Virginia Employment Commission)	10.00	31.25%	1,087	31.77%	--	--	\$76,522.07	31.78%
Unemployment Insurance (Virginia Employment Commission)	2.00	6.25%	217	6.34%	--	--	\$15,276.25	6.35%
Jobs for Veterans State Grant (Virginia Employment Commission)	4.00	12.50%	435	12.72%	--	--	\$30,622.90	12.72%
Trade Adjustment Assistance (Virginia Employment Commission)	1.00	3.13%	217	6.34%	--	--	\$15,276.25	6.35%
Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	1.00	3.13%	109	3.19%	--	--	\$7,673.33	3.19%
Vocational Rehabilitation (Dept. for Aging and Rehabilitative Services)	1.00	3.13%	120	3.51%	--	--	\$8,444.40	3.51%
Adult Education (Roanoke Valley Alleghany Region 5 Adult Education)	1.00	3.13%	120	3.51%	--	--	\$8,444.40	3.51%
Carl D. Perkins (Virginia Western Community College)	1.00	3.13%	120	3.51%	--	--	\$8,444.40	3.51%
United Way/OnRamp (Total Action for Progress)	1.00	3.13%	120	3.51%	--	--	\$8,444.40	3.51%
SwiftStart (Total Action for Progress)	1.00	3.13%	64	1.87%	--	--	\$4,503.68	1.87%
Senior Community Service Employment Program (Goodwill Industries of the Valleys)	0.25	0.78%	16	0.47%	--	--	\$1,125.92	0.47%
GoodCare (Goodwill Industries of the Valleys)	0.25	0.78%	16	0.47%	--	--	\$1,125.92	0.47%
GoodStart (Goodwill Industries of the Valleys)	0.25	0.78%	16	0.47%	--	--	\$1,125.92	0.47%
Careers in Technology (Goodwill Industries of the Valleys)	0.25	0.78%	16	0.47%	--	--	\$1,125.92	0.47%
Pathways to the American Dream (Western Virginia Workforce Development Board)	1.00	3.13%	64	1.87%	--	--	\$4,503.68	1.87%
WIOA Title I Youth Program (Western Virginia Workforce Development Board)	1.00	3.13%	64	1.87%	--	--	\$4,503.68	1.87%
WIOA Title I Youth Program (Ross IES)	1.00	3.13%	64	1.87%	--	--	\$4,484.22	1.86%
WIOA Title I Adult Program (Ross IES)	2.50	7.81%	278	8.13%	--	--	\$19,554.89	8.12%
WIOA Title I Dislocated Worker Program (Ross IES)	2.50	7.81%	278	8.13%	--	--	\$19,554.89	8.12%
TOTALS:	32.00	100.00%	3,421	100%	--	--	\$240,757.12	100%

List each partner's programs providing service through Virginia's Career Works Center: If the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.

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

Square Foot Occupied is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

OF POSITIONS are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: # of hours per week that a program staffs the One-Stop Center/40 (full time workweek hours).

Customers Receiving Service are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE STOP CENTER NAME:

Virginia Career Works - Roanoke Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Unemployment Insurance (Virginia Employment Commission)	Jobs for Veterans State Grant (Virginia Employment Commission)	Trade Adjustment Assistance (Virginia Employment Commission)	Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	Vocational Rehabilitation (Dept. for Aging and Rehabilitative Services)	Adult Education (Roanoke Valley Alleghany Region 3 Adult Education)	Carl D. Perkins (Virginia Western Community College)	United Way OutRamp (Total Action for Progress)	SwiftStart (Total Action for Progress)	Senior Community Service Employment Program (Goodwill Industries of the Valleys)	GoodCare (Goodwill Industries of the Valleys)	GoodStart (Goodwill Industries of the Valleys)	Careers in Technology (Goodwill Industries of the Valleys)	Pathways to the American Dream (Western Virginia Workforce Development Board)	WIOA Title I Youth Program (Western Virginia Workforce Development Board)	WIOA Title I Youth Program (Ross IES)	WIOA Title I Adult Program (Ross IES)	WIOA Title I Dislocated Worker Program (Ross IES)	TOTALS:
Staff Costs:																					
Salaries	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Benefits	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
INFRASTRUCTURE COSTS																					
Facility Costs:																					
Rent	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Utilities	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Maintenance Contracts	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Repairs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Security	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Property Tax	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Furniture & Fixtures	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Other	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Equipment/Communication Costs:																					
Computer Hardware	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Computer Software	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
IT Support	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Telephone & Internet	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Cell Phones	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Printer Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Fax Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Customer Service Accommodations	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Other Operations:																					
General Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Freight & Messenger	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Printing (Outreach, Community Awareness, Signage)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Other Outside Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Recruiting/Outreach	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Marketing/Community Awareness	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Staff Training	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Staff Travel	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
TOTAL COSTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$

0%

NOTE: Partners will list the direct costs associated with the program-providing services. The direct costs should be those costs of service delivery that pertain specifically and only to the program listed and billed directly to the partner administering the program. These costs will be subtracted from the total budget amount listed in the One-Stop Center Budget spreadsheet and will result in identifying the shared Business Costs.

ONE-STOP CENTER NAME:

1	Allocation based on number of staff
2	Allocation based on square feet occupied
3	Allocation based on number of customers served
4	Allocation based on license agreements

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ONE-STOP CENTER NAME:

Virginia Career Works - Roanoke Center

COSTS	BUDGET / EXPENSE	Wagner-Peyser Employment Services (Virginia Department of Commission)	Unemployment Insurance (Virginia Department of Commission)	Jobs for Veterans State Grant (Virginia Department of Commission)	Trade Adjustment Assistance (Virginia Department of Commission)	Reemployment Services and Eligibility Assessments (Virginia Department of Commission)	Vocational Readjustment (Dept. for Aging and Rehabilitation Services)	Adult Education Roanoke Valley Alphabacy Region 3 Adult Education)	Carl D. Perkins (Virginia Western Community College)	United Way/Dalhousie (Total Section for Programs)	SwiftStart (Total Action for Progress)	Senior Community Service Employment Program (Goodwill Industries of the Valleys)	GoodCare (Goodwill Industries of the Valleys)	GoodStart (Goodwill Industries of the Valleys)	Careers in Technology (Western Virginia Industries of the Goodwill)	Pathways in the American Dream (Western Virginia Development Board)	WIOA Title I Youth Program (Western Virginia Workforce Development Board)	WIOA Title I Youth Program (Ross ES)	WIOA Title I Adult Program (Ross ES)	WIOA Title I Dislocated Worker Program (Ross ES)	TOTALS:
Staff Costs																					
	Salaries	\$ 36,500.00	\$ 11,587.83	\$ 2,315.26	\$ 4,481.19	\$ 2,315.26	\$ 1,182.88	\$ 1,280.33	\$ 1,280.33	\$ 1,280.33	\$ 683.84	\$ 170.71	\$ 170.71	\$ 170.71	\$ 170.71	\$ 683.84	\$ 683.84	\$ 683.84	\$ 2,968.09	\$ 2,968.09	\$ 36,500.00
	Benefits	\$ 3,500.00	\$ 1,112.22	\$ 222.01	\$ 443.03	\$ 222.01	\$ 111.32	\$ 122.77	\$ 122.77	\$ 122.77	\$ 63.48	\$ 16.37	\$ 16.37	\$ 16.37	\$ 16.37	\$ 63.48	\$ 63.48	\$ 63.48	\$ 264.42	\$ 264.42	\$ 3,500.00
INFRASTRUCTURE COSTS																					
Facility Costs:	Rent	\$ 240,737.12	\$ -	\$ 13,276.79	\$ 30,627.00	\$ 15,276.79	\$ 7,473.33	\$ 8,444.40	\$ 8,444.40	\$ 8,444.40	\$ 4,503.88	\$ 1,253.52	\$ 1,253.52	\$ 1,253.52	\$ 1,253.52	\$ 4,503.88	\$ 4,503.88	\$ 4,503.88	\$ 19,554.80	\$ 19,554.80	\$ 240,737.12
	Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Furniture & Fixtures	\$ 3,000.00	\$ 953.23	\$ 190.30	\$ 381.47	\$ 190.30	\$ 95.16	\$ 100.33	\$ 100.33	\$ 100.33	\$ 50.17	\$ 14.03	\$ 14.03	\$ 14.03	\$ 14.03	\$ 50.17	\$ 50.17	\$ 50.17	\$ 243.70	\$ 243.70	\$ 3,000.00
	Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Communication Costs:																					
	Computer Hardware	\$ 3,000.00	\$ 1,585.50	\$ 312.50	\$ 615.00	\$ 312.50	\$ 156.25	\$ 166.67	\$ 166.67	\$ 166.67	\$ 83.33	\$ 89.58	\$ 89.58	\$ 89.58	\$ 89.58	\$ 312.50	\$ 312.50	\$ 312.50	\$ 1,585.50	\$ 1,585.50	\$ 3,000.00
	Computer Software	\$ 1,000.00	\$ 512.50	\$ 102.50	\$ 205.00	\$ 102.50	\$ 51.25	\$ 55.56	\$ 55.56	\$ 55.56	\$ 27.78	\$ 30.19	\$ 30.19	\$ 30.19	\$ 30.19	\$ 102.50	\$ 102.50	\$ 102.50	\$ 512.50	\$ 512.50	\$ 1,000.00
	Telephone & Internet	\$ 21,348.00	\$ 6,982.50	\$ 1,396.50	\$ 2,793.00	\$ 1,396.50	\$ 698.25	\$ 759.00	\$ 759.00	\$ 759.00	\$ 379.50	\$ 416.67	\$ 416.67	\$ 416.67	\$ 416.67	\$ 1,396.50	\$ 1,396.50	\$ 1,396.50	\$ 6,982.50	\$ 6,982.50	\$ 21,348.00
	Cell Phones	\$ 2,040.33	\$ 637.80	\$ 127.56	\$ 255.14	\$ 127.56	\$ 63.78	\$ 69.94	\$ 69.94	\$ 69.94	\$ 34.97	\$ 38.97	\$ 38.97	\$ 38.97	\$ 38.97	\$ 127.56	\$ 127.56	\$ 127.56	\$ 637.80	\$ 637.80	\$ 2,040.33
	Copier Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Fax Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Customer Service Accommodations:																					
	Travel	\$ 1,200.00	\$ 375.00	\$ 75.00	\$ 150.00	\$ 75.00	\$ 37.50	\$ 41.67	\$ 41.67	\$ 41.67	\$ 20.83	\$ 22.92	\$ 22.92	\$ 22.92	\$ 22.92	\$ 75.00	\$ 75.00	\$ 75.00	\$ 375.00	\$ 375.00	\$ 1,200.00
Other Operations:																					
	General Supplies	\$ 3,000.00	\$ 937.50	\$ 187.50	\$ 375.00	\$ 187.50	\$ 93.75	\$ 104.17	\$ 104.17	\$ 104.17	\$ 52.08	\$ 57.08	\$ 57.08	\$ 57.08	\$ 57.08	\$ 187.50	\$ 187.50	\$ 187.50	\$ 937.50	\$ 937.50	\$ 3,000.00
	Freight & Shipping	\$ 12,000.00	\$ 3,600.00	\$ 720.00	\$ 1,440.00	\$ 720.00	\$ 360.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 200.00	\$ 220.00	\$ 220.00	\$ 220.00	\$ 220.00	\$ 720.00	\$ 720.00	\$ 720.00	\$ 3,600.00	\$ 3,600.00	\$ 12,000.00
	Printing Outreach, Community Awareness, Signage)	\$ 4,000.00	\$ 1,200.00	\$ 240.00	\$ 480.00	\$ 240.00	\$ 120.00	\$ 133.33	\$ 133.33	\$ 133.33	\$ 66.67	\$ 73.33	\$ 73.33	\$ 73.33	\$ 73.33	\$ 240.00	\$ 240.00	\$ 240.00	\$ 1,200.00	\$ 1,200.00	\$ 4,000.00
	Other Outreach, Signage)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Marketing Community Awareness,	\$ 1,500.00	\$ 450.00	\$ 90.00	\$ 180.00	\$ 90.00	\$ 45.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 25.00	\$ 27.50	\$ 27.50	\$ 27.50	\$ 27.50	\$ 90.00	\$ 90.00	\$ 90.00	\$ 450.00	\$ 450.00	\$ 1,500.00
	Staff Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Staff Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COSTS		\$ 220,081.43	\$ 100,436.38	\$ 20,274.06	\$ 40,838.14	\$ 19,138.95	\$ 10,478.53	\$ 11,087.87	\$ 11,087.87	\$ 11,087.87	\$ 5,443.28	\$ 1,410.81	\$ 1,410.81	\$ 1,410.81	\$ 1,410.81	\$ 4,443.28	\$ 4,443.28	\$ 4,443.28	\$ 19,554.80	\$ 19,554.80	\$ 220,081.43
PARTNER RATIO			51.72%	6.23%	12.66%	5.98%	3.18%	3.46%	3.46%	3.46%	2.04%	0.50%	0.50%	0.50%	0.50%	2.00%	2.00%	2.00%	8.09%	8.09%	100.00%

OK!

Allocated costs, Direct and Indirect, must equal the amount on the One-Stop Center Budget spreadsheet (1st sheet in this workbook)

ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2019 (OCTOBER 1, 2019 - JUNE 30, 2020)

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Virginia Career Works - Roanoke Center

Is this a Comprehensive Center?	YES or NO
YES	YES

COSTS		TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:				
	Salaries	\$ 27,375.00	\$ 27,375.00	\$ -
	Benefits	\$ 2,625.00	\$ 2,625.00	\$ -
INFRASTRUCTURE COSTS				
Facility Costs:				
	Rent	\$ 180,560.34	\$ 180,560.34	\$ -
	Utilities	\$ -	\$ -	\$ -
	Maintenance Contracts	\$ -	\$ -	\$ -
	Repairs	\$ -	\$ -	\$ -
	Security	\$ -	\$ -	\$ -
	Property Tax	\$ -	\$ -	\$ -
	Furniture & Fixtures	\$ 3,000.00	\$ 3,000.00	\$ -
	Other	\$ -	\$ -	\$ -
Equipment/Communication Costs:				
	Computer Hardware	\$ 5,000.00	\$ 5,000.00	\$ -
	Computer Software	\$ 1,000.00	\$ 1,000.00	\$ -
	IT Support	\$ -	\$ -	\$ -
	Telephone & Internet	\$ 16,038.00	\$ 16,038.00	\$ -
	Cell Phones	\$ -	\$ -	\$ -
	Copier Equipment	\$ 1,530.25	\$ 1,530.25	\$ -
	Fax Equipment	\$ -	\$ -	\$ -
	Customer Service Accommodations	\$ 1,200.00	\$ 1,200.00	\$ -
Other Operations:				
	General Supplies	\$ 2,250.00	\$ 2,250.00	\$ -
	Freight & Messenger	\$ 200.00	\$ 200.00	\$ -
	Printing (Outreach, Community Awareness, Signage)	\$ 1,000.00	\$ 1,000.00	\$ -
	Other Outside Services	\$ -	\$ -	\$ -
	Recruiting/Outreach	\$ -	\$ -	\$ -
	Marketing/Community Awareness	\$ -	\$ -	\$ -
	Staff Training	\$ 1,500.00	\$ 1,500.00	\$ -
	Staff Travel	\$ -	\$ -	\$ -
TOTAL COSTS		\$ 243,278.59	\$ 243,278.59	\$ -

PARTNER INFORMATION

One-Stop Center Name:

Virginia Career Works - Roanoke Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	CUSTOMERS RECEIVING SERVICES	% of Total	LICENSE AGREEMENT	% of Total
Wagner-Peyser Employment Services (Virginia Employment Commission)	10.00	30.30%	1,087	31.78%	--	--	\$76,522.07	31.79%
Unemployment Insurance (Virginia Employment Commission)	2.00	6.06%	217	6.35%	--	--	\$15,276.25	6.35%
Jobs for Veterans State Grant (Virginia Employment Commission)	4.00	12.12%	435	12.72%	--	--	\$30,622.90	12.72%
Trade Adjustment Assistance (Virginia Employment Commission)	1.00	3.03%	217	6.35%	--	--	\$15,276.25	6.35%
Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	1.00	3.03%	109	3.19%	--	--	\$7,673.33	3.19%
Vocational Rehabilitation (Dept. for Aging and Rehabilitative Services)	1.00	3.03%	120	3.51%	--	--	\$8,444.40	3.51%
Adult Education (Roanoke Valley Alleghany Region 5 Adult Education)	1.00	3.03%	120	3.51%	--	--	\$8,444.40	3.51%
Carl D. Perkins (Virginia Western Community College)	1.00	3.03%	120	3.51%	--	--	\$8,444.40	3.51%
United Way/OnRamp (Total Action for Progress)	1.00	3.03%	120	3.51%	--	--	\$8,444.40	3.51%
SwiftStart (Total Action for Progress)	1.00	3.03%	64	1.87%	--	--	\$4,503.68	1.87%
Senior Community Service Employment Program (Goodwill Industries of the Valleys)	0.25	0.76%	16	0.47%	--	--	\$1,125.92	0.47%
GoodCare (Goodwill Industries of the Valleys)	0.25	0.76%	16	0.47%	--	--	\$1,125.92	0.47%
GoodStart (Goodwill Industries of the Valleys)	0.25	0.76%	16	0.47%	--	--	\$1,125.92	0.47%
Careers in Technology (Goodwill Industries of the Valleys)	0.25	0.76%	16	0.47%	--	--	\$1,125.92	0.47%
Pathways to the American Dream (Western Virginia Workforce Development Board)	1.00	3.03%	64	1.87%	--	--	\$4,503.68	1.87%
WIOA Title I Youth Program (Western Virginia Workforce Development Board)	1.00	3.03%	64	1.87%	--	--	\$4,503.68	1.87%
WIOA Title I Youth Program (The WorkPlace)	2.00	6.06%	128	3.74%	--	--	\$9,007.36	3.74%
WIOA Title I Adult Program (Ross IES)	2.50	7.58%	245	7.16%	--	--	\$17,288.32	7.18%
WIOA Title I Dislocated Worker Program (Ross IES)	2.50	7.58%	246	7.19%	--	--	\$17,288.32	7.18%
TOTALS:	33.00	100.00%	3,420	100%	--	--	\$240,747.12	100%

List each partner's programs providing service through Virginia's Career Works Center: If the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.

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

Square Foot Occupied is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

OF POSITIONS are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: # of hours per week that a program staffs the One-Stop Center/40 (full time workweek hours).

Customers Receiving Service are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE STOP CENTER NAME:

Virginia Career Works - Roanoke Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Unemployment Insurance (Virginia Employment Commission)	Jobs for Veterans State Grant (Virginia Employment Commission)	Trade Adjustment Assistance (Virginia Employment Commission)	Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	Vocational Rehabilitation (Dept. for Aging and Rehabilitative Services)	Adult Education (Roanoke Valley Alleghany Region 3 Adult Education)	Carl D. Perkins (Virginia Western Community College)	United Way OutRamp (Total Action for Progress)	SwiftStart (Total Action for Progress)	Senior Community Service Employment Program (Goodwill Industries of the Valleys)	GoodCare (Goodwill Industries of the Valleys)	GoodStart (Goodwill Industries of the Valleys)	Careers in Technology (Goodwill Industries of the Valleys)	Pathways to the American Dream (Western Virginia Workforce Development Board)	WIOA Title 1 Youth Program (Western Virginia Workforce Development Board)	WIOA Title 1 Youth Program (The WorkPlace)	WIOA Title 1 Adult Program (Ross IES)	WIOA Title 1 Dislocated Worker Program (Ross IES)	TOTALS:
Staff Costs:																					
Salaries	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Benefits	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
INFRASTRUCTURE COSTS																					
Facility Costs:																					
Rent	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Utilities	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Maintenance Contracts	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Repairs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Security	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Property Tax	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Furniture & Fixtures	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Other	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Equipment/Communication Costs:																					
Computer Hardware	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Computer Software	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
IT Support	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Telephone & Internet	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Cell Phones	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Printer Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Fax Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Customer Service Accommodations	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Other Operations:																					
General Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Freight & Messenger	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Printing (Outreach, Community Awareness, Signage)	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Other Outside Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Recruiting/Outreach	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Marketing/Community Awareness	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Staff Training	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
Staff Travel	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$
TOTAL COSTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$

0%

NOTE: Partners will list the direct costs associated with the program-providing services. The direct costs should be those costs of service delivery that pertain specifically and only to the program listed and billed directly to the partner administering the program. These costs will be subtracted from the total budget amount listed in the One-Stop Center Budget spreadsheet and will result in identifying the shared Business Costs.

SHARED COSTS BY PARTNER OR PARTNER PROGRAM

ONE STOP CENTER NAME:

Virginia Career Works - Roanoke Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Unemployment Insurance (Virginia Employment Commission)	Jobs for Veterans State Grant (Virginia Employment Commission)	Trade Adjustment Assistance (Virginia Employment Commission)	Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	Vocational Rehabilitation (Dept. for Aging and Rehabilitative Services)	Adult Education (Roanoke Valley Alleghany Region 3 Adult Education)	Carl D. Perkins (Virginia Western Community College)	United Way/OutRamp (Total Action for Progress)	SwiftStart (Total Action for Progress)	Seaside Community Services Employment Program (Goodwill Industries of the Valleys)	GoodCare (Goodwill Industries of the Valleys)	GoodStart (Goodwill Industries of the Valleys)	Careers in Technology (Goodwill Industries of the Valleys)	Pathways to the American Dream (Western Virginia Workforce Development Board)	WIOA Title I Youth Program (Western Virginia Workforce Development Board)	WIOA Title I Youth Program (The WorkPlace)	WIOA Title I Adult Program (Roan ES)	WIOA Title I Dislocated Worker Program (Roan ES)	TOTALS:
Staff Costs:	Salaries	\$ 27,375.00	\$ 8,700.37	\$ 1,790.95	\$ 1,488.91	\$ 1,790.95	\$ 879.48	\$ 860.51	\$ 860.51	\$ 860.51	\$ 112.58	\$ 128.07	\$ 128.07	\$ 128.07	\$ 128.07	\$ 121.78	\$ 121.78	\$ 1,024.40	\$ 1,961.07	\$ 1,969.08	\$ 27,375.00
	Benefits	\$ 2,625.00	\$ 853.50	\$ 169.50	\$ 133.58	\$ 169.50	\$ 81.08	\$ 80.51	\$ 80.51	\$ 80.51	\$ 10.11	\$ 12.58	\$ 12.58	\$ 12.58	\$ 12.58	\$ 12.58	\$ 12.58	\$ 102.44	\$ 196.11	\$ 198.92	\$ 2,625.00
INFRASTRUCTURE COSTS																					
Facility Costs:	Rent	\$ 180,590.34	\$ 57,395.55	\$ 11,437.10	\$ 11,967.18	\$ 11,437.10	\$ 5,753.00	\$ 6,333.30	\$ 6,333.30	\$ 6,333.30	\$ 5,377.76	\$ 844.44	\$ 844.44	\$ 844.44	\$ 844.44	\$ 3,377.76	\$ 3,377.76	\$ 6,355.55	\$ 12,966.14	\$ 12,966.14	\$ 180,590.34
	Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Maintenance Contracts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Security	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Property Tax	\$ 3,000.00	\$ 953.51	\$ 190.51	\$ 191.58	\$ 190.51	\$ 95.61	\$ 103.26	\$ 103.26	\$ 103.26	\$ 16.14	\$ 14.04	\$ 14.04	\$ 14.04	\$ 14.04	\$ 16.14	\$ 16.14	\$ 112.28	\$ 214.91	\$ 215.79	\$ 3,000.00
	Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Equipment/Communication Costs:	Computer Hardware	\$ 5,000.00	\$ 1,521.55	\$ 303.00	\$ 495.06	\$ 351.57	\$ 151.57	\$ 151.57	\$ 151.57	\$ 151.57	\$ 124.57	\$ 37.88	\$ 37.88	\$ 37.88	\$ 37.88	\$ 151.57	\$ 151.57	\$ 303.00	\$ 594.76	\$ 594.76	\$ 5,000.00
	Computer Software	\$ 1,000.00	\$ 300.00	\$ 60.00	\$ 121.31	\$ 90.30	\$ 30.30	\$ 30.30	\$ 30.30	\$ 30.30	\$ 30.30	\$ 7.58	\$ 7.58	\$ 7.58	\$ 7.58	\$ 30.30	\$ 30.30	\$ 60.00	\$ 116.76	\$ 116.76	\$ 1,000.00
	IT Support	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Telephone & Internet	\$ 16,008.00	\$ 4,880.00	\$ 972.00	\$ 1,944.00	\$ 486.00	\$ 486.00	\$ 486.00	\$ 486.00	\$ 486.00	\$ 486.00	\$ 161.26	\$ 161.26	\$ 161.26	\$ 161.26	\$ 486.00	\$ 486.00	\$ 972.00	\$ 1,935.00	\$ 1,935.00	\$ 16,008.00
	Cell Phone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Capex Equipment	\$ 1,530.25	\$ 463.74	\$ 92.74	\$ 185.48	\$ 46.37	\$ 46.37	\$ 46.37	\$ 46.37	\$ 46.37	\$ 46.37	\$ 11.58	\$ 11.58	\$ 11.58	\$ 11.58	\$ 46.37	\$ 46.37	\$ 92.74	\$ 185.93	\$ 185.93	\$ 1,530.25
	Fax Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Customer Service Accommodation	\$ 1,000.00	\$ 303.84	\$ 72.73	\$ 145.45	\$ 36.36	\$ 36.36	\$ 36.36	\$ 36.36	\$ 36.36	\$ 36.36	\$ 9.09	\$ 9.09	\$ 9.09	\$ 9.09	\$ 36.36	\$ 36.36	\$ 72.73	\$ 145.45	\$ 145.45	\$ 1,000.00
Other Operations:	General Supplies	\$ 2,250.00	\$ 681.82	\$ 136.36	\$ 272.73	\$ 68.18	\$ 68.18	\$ 68.18	\$ 68.18	\$ 68.18	\$ 68.18	\$ 17.05	\$ 17.05	\$ 17.05	\$ 17.05	\$ 68.18	\$ 68.18	\$ 136.36	\$ 270.45	\$ 270.45	\$ 2,250.00
	Printing (Outreach, Community Awareness, Signage)	\$ 200.00	\$ 60.61	\$ 12.12	\$ 24.24	\$ 6.06	\$ 6.06	\$ 6.06	\$ 6.06	\$ 6.06	\$ 6.06	\$ 1.52	\$ 1.52	\$ 1.52	\$ 1.52	\$ 6.06	\$ 6.06	\$ 12.12	\$ 24.24	\$ 24.24	\$ 200.00
	Other Outreach Services	\$ 1,000.00	\$ 303.03	\$ 60.61	\$ 121.21	\$ 30.30	\$ 30.30	\$ 30.30	\$ 30.30	\$ 30.30	\$ 30.30	\$ 7.58	\$ 7.58	\$ 7.58	\$ 7.58	\$ 30.30	\$ 30.30	\$ 60.61	\$ 121.21	\$ 121.21	\$ 1,000.00
	Recruiting/Outreach	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Marketing/Community Awareness	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Staff Training	\$ 1,600.00	\$ 414.55	\$ 82.91	\$ 165.82	\$ 41.45	\$ 41.45	\$ 41.45	\$ 41.45	\$ 41.45	\$ 41.45	\$ 11.36	\$ 11.36	\$ 11.36	\$ 11.36	\$ 41.45	\$ 41.45	\$ 82.91	\$ 165.82	\$ 165.82	\$ 1,600.00
	Staff Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL COSTS		\$ 243,278.59	\$ 76,883.68	\$ 15,557.15	\$ 30,766.76	\$ 14,431.60	\$ 7,707.30	\$ 8,391.75	\$ 8,391.75	\$ 8,391.75	\$ 4,893.86	\$ 1,223.96	\$ 1,223.96	\$ 1,223.96	\$ 1,223.96	\$ 4,893.86	\$ 4,893.86	\$ 9,791.71	\$ 17,581.66	\$ 17,591.31	\$ 243,278.59

1 Allocation based on number of staff
2 Allocation based on square feet occupied
3 Allocation based on number of customers served
4 Allocation based on license agreements

Note: This spreadsheet allocates costs based on a suggested allocation method (see value key above). Partners may agree on a different basis for allocation, as long as it is appropriately supportable and applied consistently. If a different allocation method is applied, the percentages on the Partner Information tab must be revised to reflect the agreed-upon basis.

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE STOP CENTER NAME:

Virginia Career Works - Roanoke Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Unemployment Insurance (Virginia Employment Commission)	Jobs for Veterans State Grant (Virginia Employment Commission)	Trade Adjustment Assistance (Virginia Employment Commission)	Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	Vocational Rehabilitation (Dept. for Aging and Rehabilitative Services)	Adult Education (Roanoke Valley Alleghany Region & Adult Education)	Carl D. Perkins (Virginia Western Community College)	United Way/OutRamp (Total Action for Progress)	SwiftStart (Total Action for Progress)	Senior Community Service Employment Program (Goodwill Industries of the Valley)	GoodCare (Goodwill Industries of the Valley)	GoodStart (Goodwill Industries of the Valley)	Careers in Technology (Goodwill Industries of the Valley)	Pathways to the American Dream (Western Virginia Workforce Development Board)	WIOA Title I Youth Program (Western Virginia Workforce Development Board)	WIOA Title I Youth Program (The WorkPlace)	WIOA Title I Adult Program (Ross IES)	WIOA Title I Dedicated Worker Program (Ross IES)	TOTALS:
Staff Costs:																					
Salaries	\$ 27,375.00	\$ 8,350.77	\$ 1,736.56	\$ 3,481.91	\$ 1,750.95	\$ 872.48	\$ 960.53	\$ 960.53	\$ 960.53	\$ 960.53	\$ 112.28	\$ 128.07	\$ 128.07	\$ 128.07	\$ 128.07	\$ 128.07	\$ 128.07	\$ 128.07	\$ 128.07	\$ 128.07	\$ 128.07
Benefits	\$ 2,425.00	\$ 834.32	\$ 166.56	\$ 333.88	\$ 166.56	\$ 83.69	\$ 92.11	\$ 92.11	\$ 92.11	\$ 92.11	\$ 49.12	\$ 12.78	\$ 12.78	\$ 12.78	\$ 12.78	\$ 12.78	\$ 12.78	\$ 12.78	\$ 12.78	\$ 12.78	\$ 12.78
INFRASTRUCTURE COSTS																					
Facility Costs:																					
Rent	\$ 180,960.34	\$ 37,395.33	\$ 11,437.10	\$ 22,967.18	\$ 11,437.10	\$ 5,718.55	\$ 6,333.30	\$ 6,333.30	\$ 6,333.30	\$ 6,333.30	\$ 3,377.76	\$ 844.44	\$ 844.44	\$ 844.44	\$ 844.44	\$ 844.44	\$ 844.44	\$ 844.44	\$ 844.44	\$ 844.44	\$ 844.44
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture & Fixtures	\$ 2,000.00	\$ 313.31	\$ 69.35	\$ 138.70	\$ 69.35	\$ 34.68	\$ 38.56	\$ 38.56	\$ 38.56	\$ 38.56	\$ 19.28	\$ 4.04	\$ 4.04	\$ 4.04	\$ 4.04	\$ 4.04	\$ 4.04	\$ 4.04	\$ 4.04	\$ 4.04	\$ 4.04
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment/Communication Costs:																					
Computer Hardware	\$ 5,000.00	\$ 1,315.35	\$ 303.03	\$ 606.06	\$ 303.03	\$ 151.52	\$ 166.67	\$ 166.67	\$ 166.67	\$ 166.67	\$ 83.33	\$ 17.78	\$ 17.78	\$ 17.78	\$ 17.78	\$ 17.78	\$ 17.78	\$ 17.78	\$ 17.78	\$ 17.78	\$ 17.78
Computer Software	\$ 1,000.00	\$ 203.03	\$ 40.61	\$ 81.21	\$ 40.61	\$ 20.30	\$ 22.59	\$ 22.59	\$ 22.59	\$ 22.59	\$ 11.29	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36
IT Support	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone & Internet	\$ 16,038.00	\$ 4,880.00	\$ 976.00	\$ 1,952.00	\$ 976.00	\$ 488.00	\$ 536.80	\$ 536.80	\$ 536.80	\$ 536.80	\$ 268.40	\$ 57.68	\$ 57.68	\$ 57.68	\$ 57.68	\$ 57.68	\$ 57.68	\$ 57.68	\$ 57.68	\$ 57.68	\$ 57.68
Cell Phones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copier Equipment	\$ 1,530.25	\$ 483.71	\$ 96.74	\$ 193.48	\$ 96.37	\$ 48.37	\$ 53.21	\$ 53.21	\$ 53.21	\$ 53.21	\$ 26.60	\$ 5.73	\$ 5.73	\$ 5.73	\$ 5.73	\$ 5.73	\$ 5.73	\$ 5.73	\$ 5.73	\$ 5.73	\$ 5.73
Fax Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Customer Service Accommodations	\$ 1,200.00	\$ 383.84	\$ 76.77	\$ 153.55	\$ 76.38	\$ 38.39	\$ 42.21	\$ 42.21	\$ 42.21	\$ 42.21	\$ 21.10	\$ 4.55	\$ 4.55	\$ 4.55	\$ 4.55	\$ 4.55	\$ 4.55	\$ 4.55	\$ 4.55	\$ 4.55	\$ 4.55
Other Operations:																					
General Supplies	\$ 2,250.00	\$ 483.82	\$ 96.76	\$ 193.52	\$ 96.38	\$ 48.39	\$ 53.22	\$ 53.22	\$ 53.22	\$ 53.22	\$ 26.61	\$ 5.74	\$ 5.74	\$ 5.74	\$ 5.74	\$ 5.74	\$ 5.74	\$ 5.74	\$ 5.74	\$ 5.74	\$ 5.74
Freight & Mailings	\$ 250.00	\$ 60.51	\$ 12.10	\$ 24.20	\$ 12.10	\$ 6.05	\$ 6.67	\$ 6.67	\$ 6.67	\$ 6.67	\$ 3.33	\$ 0.73	\$ 0.73	\$ 0.73	\$ 0.73	\$ 0.73	\$ 0.73	\$ 0.73	\$ 0.73	\$ 0.73	\$ 0.73
Printing (Outreach, Community Awareness, Signage)	\$ 1,000.00	\$ 203.03	\$ 40.61	\$ 81.21	\$ 40.61	\$ 20.30	\$ 22.59	\$ 22.59	\$ 22.59	\$ 22.59	\$ 11.29	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36	\$ 2.36
Other Outside Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recruiting/Outreach	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing/Community Awareness	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Training	\$ 1,400.00	\$ 344.33	\$ 68.87	\$ 137.74	\$ 68.37	\$ 34.39	\$ 37.77	\$ 37.77	\$ 37.77	\$ 37.77	\$ 18.89	\$ 4.11	\$ 4.11	\$ 4.11	\$ 4.11	\$ 4.11	\$ 4.11	\$ 4.11	\$ 4.11	\$ 4.11	\$ 4.11
Staff Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL COSTS	\$ 243,278.59	\$ 76,885.68	\$ 15,335.15	\$ 30,766.76	\$ 15,434.40	\$ 7,767.30	\$ 8,591.75	\$ 8,591.75	\$ 8,591.75	\$ 8,591.75	\$ 8,591.75	\$ 4,885.86	\$ 1,223.96	\$ 1,223.96	\$ 1,223.96	\$ 1,223.96	\$ 1,223.96	\$ 1,223.96	\$ 1,223.96	\$ 1,223.96	\$ 1,223.96
PARTNER RATIO		31.60%	6.21%	12.63%	6.34%	3.17%	3.45%	3.45%	3.45%	3.45%	3.45%	2.00%	0.50%	0.50%	0.50%	0.50%	2.00%	2.00%	4.00%	7.23%	7.23%

ONE

Allocated costs. Direct and Indirect must equal the amount on the One-Stop Center Budget spreadsheet (1st sheet in this workbook)

ONE-STOP COST CENTER BUDGET FOR PROGRAM YEAR 2019 (JULY 1, 2019 - JUNE 30, 2020)

VIRGINIA CAREER WORKS ONE-STOP CENTER NAME:

Virginia Career Works - Roanoke Center

Is this a Comprehensive Center?	YES or NO
YES	YES

COSTS		TOTAL BUDGET	SHARED (INDIRECT)	DIRECT
Staff Costs:				
	Salaries	\$ 27,375.00	\$ 27,375.00	\$ -
	Benefits	\$ 2,625.00	\$ 2,625.00	\$ -
INFRASTRUCTURE COSTS				
Facility Costs:				
	Rent	\$ 160,636.64	\$ 160,636.64	\$ -
	Utilities	\$ -	\$ -	\$ -
	Maintenance Contracts	\$ -	\$ -	\$ -
	Repairs	\$ -	\$ -	\$ -
	Security	\$ -	\$ -	\$ -
	Property Tax	\$ -	\$ -	\$ -
	Furniture & Fixtures	\$ 3,000.00	\$ 3,000.00	\$ -
	Other	\$ -	\$ -	\$ -
Equipment/Communication Costs:				
	Computer Hardware	\$ 5,000.00	\$ 5,000.00	\$ -
	Computer Software	\$ 1,000.00	\$ 1,000.00	\$ -
	IT Support	\$ -	\$ -	\$ -
	Telephone & Internet	\$ 16,038.00	\$ 16,038.00	\$ -
	Cell Phones	\$ -	\$ -	\$ -
	Copier Equipment	\$ 1,530.20	\$ 1,530.20	\$ -
	Fax Equipment	\$ -	\$ -	\$ -
	Customer Service Accommodations	\$ 1,200.00	\$ 1,200.00	\$ -
Other Operations:				
	General Supplies	\$ 2,250.00	\$ 2,250.00	\$ -
	Freight & Messenger	\$ 200.00	\$ 200.00	\$ -
	Printing (Outreach, Community Awareness, Signage)	\$ 1,000.00	\$ 1,000.00	\$ -
	Other Outside Services	\$ -	\$ -	\$ -
	Recruiting/Outreach	\$ -	\$ -	\$ -
	Marketing/Community Awareness	\$ -	\$ -	\$ -
	Staff Training	\$ 1,500.00	\$ 1,500.00	\$ -
	Staff Travel	\$ -	\$ -	\$ -
TOTAL COSTS		\$ 223,354.84	\$ 223,354.84	\$ -

PARTNER INFORMATION

One-Stop Center Name:

Virginia Career Works - Roanoke Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	CUSTOMERS RECEIVING SERVICES	% of Total	LICENSE AGREEMENT	% of Total
Wagner-Peyser Employment Services (Virginia Employment Commission)	10.00	29.41%	1,087	30.53%	--	--	\$70,048.89	29.07%
Unemployment Insurance (Virginia Employment Commission)	2.00	5.88%	217	6.09%	--	--	\$25,041.62	10.39%
Jobs for Veterans State Grant (Virginia Employment Commission)	4.00	11.76%	435	12.22%	--	--	\$27,884.20	11.57%
Trade Adjustment Assistance (Virginia Employment Commission)	1.00	2.94%	217	6.09%	--	--	\$12,453.13	5.17%
Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	1.00	2.94%	109	3.06%	--	--	\$4,331.52	1.80%
Vocational Rehabilitation (Dept. for Aging and Rehabilitative Services)	1.00	2.94%	120	3.37%	--	--	\$8,135.68	3.38%
Adult Education (Roanoke Valley Alleghany Region 5 Adult Education)	1.00	2.94%	120	3.37%	--	--	\$8,135.68	3.38%
Carl D. Perkins (Virginia Western Community College)	1.00	2.94%	120	3.37%	--	--	\$8,135.68	3.38%
United Way/OnRamp (Total Action for Progress)	1.00	2.94%	120	3.37%	--	--	\$8,124.63	3.37%
SwiftStart (Total Action for Progress)	1.00	2.94%	64	1.80%	--	--	\$4,333.13	1.80%
Senior Community Service Employment Program (Goodwill Industries of the Valleys)	0.25	0.74%	16	0.45%	--	--	\$1,080.52	0.45%
GoodCare (Goodwill Industries of the Valleys)	0.25	0.74%	16	0.45%	--	--	\$1,080.52	0.45%
GoodStart (Goodwill Industries of the Valleys)	0.25	0.74%	16	0.45%	--	--	\$1,080.52	0.45%
Careers in Technology (Goodwill Industries of the Valleys)	0.25	0.74%	16	0.45%	--	--	\$1,080.52	0.45%
Pathways to the American Dream (Western Virginia Workforce Development Board)	1.00	2.94%	64	1.80%	--	--	\$4,331.16	1.80%
WIOA Title I Youth Program (Western Virginia Workforce Development Board)	1.00	2.94%	64	1.80%	--	--	\$4,331.16	1.80%
WIOA Title I Youth Program (The WorkPlace)	2.00	5.88%	64	1.80%	--	--	\$8,652.24	3.59%
WIOA Title I Adult Program (Ross IES)	2.50	7.35%	278	7.81%	--	--	\$16,573.50	6.88%
WIOA Title I Dislocated Worker Program (Ross IES)	2.50	7.35%	278	7.81%	--	--	\$16,641.14	6.91%
TANF/VIEW (City of Roanoke Department of Human & Social Services)	1.00	2.94%	140	3.93%	--	--	\$9,479.52	3.93%
TOTALS:	34.00	100.00%	3,561	100%	--	--	\$240,954.96	100%

List each partner's programs providing service through Virginia's Career Works Center: If the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.

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

Square Foot Occupied is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

OF POSITIONS are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: # of hours per week that a program staffs the One-Stop Center/40 (full time workweek hours).

Customers Receiving Service are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works - Roanoke Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Unemployment Insurance (Virginia Employment Commission)	Jobs for Veterans State Grant (Virginia Employment Commission)	Trade Adjustment Assistance (Virginia Employment Commission)	Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	Vocational Rehabilitation (Dept. for Aging and Rehabilitation Services)	Adult Education (Roanoke Valley Alleghany Region 3 Adult Education)	Carl D. Perkins (Virginia Western Community College)	United Way OutRamp (Total Action for Progress)	SwiftStart (Total Action for Progress)	Senior Community Service Employment Program (Goodwill Industries of the Valleys)	GoodCare (Goodwill Industries of the Valleys)	GoodStart (Goodwill Industries of the Valleys)	Careers in Technology (Goodwill Industries of the Valleys)	Pathways to the American Dream (Western Virginia Workforce Development Board)	WIOA Title 1 Youth Program (Western Virginia Workforce Development Board)	WIOA Title 1 Youth Program (The WorkPlace)	WIOA Title 1 Adult Program (Ross IES)	WIOA Title 1 Dislocated Worker Program (Ross IES)	TANF/VIEW (City of Roanoke Department of Human & Social Services)	TOTALS:	
Staff Costs:																							
	Salaries	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Benefits	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
INFRASTRUCTURE COSTS																							
Facility Costs:																							
	Rent	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Utilities	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Maintenance Contracts	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Repairs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Security	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Property Tax	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Furniture & Fixtures	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Other	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Equipment/Communication Costs:																							
	Computer Hardware	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Computer Software	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	IT Support	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Telephone & Internet	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Cell Phones	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Copier Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Fax Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Customer Service Accommodations	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Other Operations:																							
	General Supplies	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Freight & Messenger	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Printing (Outreach, Community Awareness, Signage)																							
	Other Outside Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Recruiting/Outreach	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Marketing/Community Awareness																							
	Staff Training	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
	Staff Travel	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL COSTS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	

0%

NOTE: Partners will list the direct costs associated with the program-providing services. The direct costs should be those costs of service delivery that pertain specifically and only to the program listed and billed directly to the partner administering the program. These costs will be subtracted from the total budget amount listed in the One-Stop Center Budget spreadsheet and will result in identifying the shared Business Costs.

SHARED COSTS BY PARTNER OR PARTNER PROGRAM

ONE STOP CENTER NAME:

Virginia Career Works - Roanoke Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Employment Services (Virginia Employment Commission)	Unemployment Insurance (Virginia Employment Commission)	Jobs for Veterans State Grant (Virginia Employment Commission)	Trade Adjustment Assistance (Virginia Employment Commission)	Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	Vocational Rehabilitation (Dept. for Aging and Rehabilitation)	Adult Education (Roanoke Valley Alleghany Region 3 Adult Education)	Carl D. Perkins (Virginia Western Community College)	United Way/OutRamp (Total Action for Progress)	SwiftStart (Total Action for Progress)	Senior Community Service Employment Program (Goodwill Industries of the Valleys)	GoodCare (Goodwill Industries of the Valleys)	GoodStart (Goodwill Industries of the Valleys)	Careers in Technology (Goodwill Industries of the Valleys)	Pathways to the American Dream (Western Virginia Workforce Development Board)	WIOA Title I Youth Program (Western Virginia Workforce Development Board)	WIOA Title I Youth Program (The WorkPlace)	WIOA Title I Adult Program (Roan IES)	WIOA Title I Dislocated Worker Program (Roan IES)	TANF/VIEW (City of Roanoke Department of Human & Social Services)	TOTALS:		
Staff Costs:																								
		Salaries	\$	27,375.00	\$	8,356.36	\$	1,688.18	\$	1,344.04	\$	1,688.18	\$	837.93	\$	832.49	\$	832.49	\$	832.49	\$	832.49	\$	27,375.00
		Benefits	\$	2,625.00	\$	801.28	\$	159.90	\$	100.00	\$	159.90	\$	80.35	\$	80.46	\$	80.46	\$	80.46	\$	80.46	\$	2,625.00
INFRASTRUCTURE COSTS																								
Facility Costs:																								
		Rent	\$	180,438.64	\$	46,499.36	\$	16,434.41	\$	16,585.47	\$	8,300.00	\$	2,887.08	\$	3,423.79	\$	3,423.79	\$	3,423.79	\$	3,423.79	\$	180,438.64
		Utilities	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Maintenance Contracts	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Repairs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Security	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Property Tax	\$	3,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Furniture & Fixtures	\$	-	\$	913.75	\$	182.80	\$	365.47	\$	182.80	\$	91.83	\$	101.00	\$	101.00	\$	101.00	\$	101.00	\$	3,000.00
		Other	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
Equipment/Communication Costs:																								
		Computer Hardware	\$	5,000.00	\$	1,470.39	\$	354.12	\$	585.74	\$	127.06	\$	147.06	\$	147.06	\$	147.06	\$	147.06	\$	147.06	\$	5,000.00
		Computer Software	\$	1,000.00	\$	284.12	\$	58.80	\$	107.85	\$	28.41	\$	28.41	\$	28.41	\$	28.41	\$	28.41	\$	28.41	\$	1,000.00
		IT Support	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Telephone & Internet	\$	16,068.00	\$	4,127.06	\$	1,643.41	\$	1,686.82	\$	471.71	\$	471.71	\$	471.71	\$	471.71	\$	471.71	\$	471.71	\$	16,068.00
		Cell Phone	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Capex Equipment	\$	1,530.20	\$	450.86	\$	90.00	\$	180.02	\$	45.01	\$	45.01	\$	45.01	\$	45.01	\$	45.01	\$	45.01	\$	1,530.20
		Fax Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Customer Service Accommodations	\$	1,000.00	\$	352.94	\$	70.59	\$	141.18	\$	35.29	\$	35.29	\$	35.29	\$	35.29	\$	35.29	\$	35.29	\$	1,000.00
Other Operations:																								
		General Supplies	\$	2,250.00	\$	684.76	\$	132.35	\$	264.71	\$	68.18	\$	68.18	\$	68.18	\$	68.18	\$	68.18	\$	68.18	\$	2,250.00
		Printing & Mailing	\$	500.00	\$	15.82	\$	11.35	\$	23.13	\$	5.93	\$	5.93	\$	5.93	\$	5.93	\$	5.93	\$	5.93	\$	500.00
		Community Awareness, Signage	\$	1,000.00	\$	294.12	\$	58.80	\$	107.85	\$	28.41	\$	28.41	\$	28.41	\$	28.41	\$	28.41	\$	28.41	\$	1,000.00
		Other Outside Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Recruiting/Outreach	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Marketing/Community Awareness	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
		Staff Training	\$	1,000.00	\$	441.18	\$	88.24	\$	176.47	\$	44.12	\$	44.12	\$	44.12	\$	44.12	\$	44.12	\$	44.12	\$	1,000.00
		Staff Travel	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
TOTAL COSTS	\$		\$	273,354.84	\$	65,543.21	\$	20,453.49	\$	26,116.91	\$	13,187.11	\$	4,771.86	\$	7,409.90	\$	7,409.90	\$	7,409.90	\$	7,409.90	\$	273,354.84

1 Allocation based on number of staff
2 Allocation based on square feet occupied
3 Allocation based on number of customers served
4 Allocation based on license agreements

Note: This spreadsheet allocates costs based on a suggested allocation method (see value key above). Partners may agree on a different basis for allocation, as long as it is appropriately supportable and applied consistently. If a different allocation method is applied, the percentages on the Partner Information tab must be revised to reflect the agreed on basis.

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE STOP CENTER NAME:

Virginia Career Works - Roanoke Center

COSTS	BUDGET/ EXPENSE	Wagner-Peyser Services (Virginia Employment Commission)	Unemployment Insurance (Virginia Employment Commission)	Jobs for Veterans State Grant (Virginia Employment Commission)	Trade Adjustment Assistance (Virginia Employment Commission)	Reemployment Services and Eligibility Assessments (Virginia Employment Commission)	Vocational Rehabilitation (Dept. for Aging and Rehabilitative Services)	Adult Education (Roanoke Valley Alleghany Region 3 Adult Education)	Carl D. Perkins (Virginia Western Community College)	United Way OnRamp (Total Action for Progress)	SwiftStart (Total Action for Progress)	Senior Community Service Employment Program (Goodwill Industries of the Valleys)	GoodCare (Goodwill Industries of the Valleys)	GoodStart (Goodwill Industries of the Valleys)	Careers in Technology (Goodwill Industries of the Valleys)	Pathways to the American Dream (Western Virginia Workforce Development Board)	WIOA Title 1 Youth Program (Western Virginia Workforce Development Board)	WIOA Title 1 Youth Program (The WorkPlace)	WIOA Title 1 Adult Program (Ross RES)	WIOA Title 1 Dislocated Worker Program (Ross RES)	TANF/VIEW (City of Roanoke Department of Human & Social Services)	TOTALS:																						
Staff Costs:																																												
Salaries	\$	27,373.00	\$	8,356.36	\$	1,688.18	\$	3,344.04	\$	1,688.18	\$	837.53	\$	922.49	\$	922.49	\$	922.49	\$	922.49	\$	492.00	\$	123.00	\$	123.00	\$	123.00	\$	492.00	\$	492.00	\$	492.00	\$	2,137.11	\$	2,137.11	\$	1,076.34	\$	27,373.00		
Benefits	\$	3,653.09	\$	803.28	\$	159.10	\$	322.06	\$	159.10	\$	80.33	\$	88.46	\$	88.46	\$	88.46	\$	88.46	\$	47.18	\$	11.79	\$	11.79	\$	11.79	\$	47.18	\$	47.18	\$	47.18	\$	244.83	\$	244.83	\$	123.00	\$	3,653.09		
INFRASTRUCTURE COSTS																																												
Facility Costs:																																												
Rent	\$	180,436.64	\$	46,636.36	\$	10,694.41	\$	18,389.47	\$	8,302.06	\$	2,887.68	\$	5,423.76	\$	5,423.76	\$	5,423.76	\$	5,423.76	\$	2,887.68	\$	720.35	\$	720.35	\$	720.35	\$	720.35	\$	2,887.68	\$	2,887.68	\$	5,768.16	\$	11,048.08	\$	11,048.08	\$	5,319.88	\$	180,436.64
Utilities	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Maintenance Contracts	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Repairs	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Security	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Property Tax	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Furniture & Fixtures	\$	3,000.00	\$	362.75	\$	187.83	\$	362.47	\$	187.83	\$	93.92	\$	101.10	\$	101.10	\$	101.10	\$	101.10	\$	93.92	\$	23.92	\$	23.92	\$	23.92	\$	23.92	\$	93.92	\$	93.92	\$	187.83	\$	187.83	\$	93.92	\$	3,000.00		
Other	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Equipment/Communication Costs:																																												
Computer Hardware	\$	5,000.00	\$	1,420.55	\$	354.12	\$	588.74	\$	117.06	\$	147.06	\$	147.06	\$	147.06	\$	147.06	\$	147.06	\$	147.06	\$	36.76	\$	36.76	\$	36.76	\$	36.76	\$	147.06	\$	147.06	\$	354.12	\$	354.12	\$	147.06	\$	5,000.00		
Computer Software	\$	1,000.00	\$	294.12	\$	18.83	\$	117.05	\$	29.41	\$	29.41	\$	29.41	\$	29.41	\$	29.41	\$	29.41	\$	29.41	\$	7.35	\$	7.35	\$	7.35	\$	7.35	\$	29.41	\$	29.41	\$	18.83	\$	18.83	\$	7.35	\$	1,000.00		
IT Support	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Telephone & Internet	\$	16,098.00	\$	4,197.96	\$	943.43	\$	1,888.86	\$	471.71	\$	471.71	\$	471.71	\$	471.71	\$	471.71	\$	471.71	\$	471.71	\$	117.93	\$	117.93	\$	117.93	\$	117.93	\$	471.71	\$	471.71	\$	943.43	\$	943.43	\$	117.93	\$	16,098.00		
Cell Phones	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Center Equipment	\$	1,530.20	\$	450.06	\$	90.00	\$	360.02	\$	45.00	\$	45.00	\$	45.00	\$	45.00	\$	45.00	\$	45.00	\$	45.00	\$	11.25	\$	11.25	\$	11.25	\$	11.25	\$	45.00	\$	45.00	\$	90.00	\$	90.00	\$	11.25	\$	1,530.20		
Fax Equipment	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Customer Service Accommodations	\$	1,500.00	\$	352.84	\$	70.56	\$	141.18	\$	35.29	\$	35.29	\$	35.29	\$	35.29	\$	35.29	\$	35.29	\$	35.29	\$	8.82	\$	8.82	\$	8.82	\$	8.82	\$	35.29	\$	35.29	\$	70.56	\$	70.56	\$	8.82	\$	1,500.00		
Other Operations:																																												
General Supplies	\$	2,250.00	\$	661.76	\$	132.35	\$	264.71	\$	66.18	\$	66.18	\$	66.18	\$	66.18	\$	66.18	\$	66.18	\$	66.18	\$	16.54	\$	16.54	\$	16.54	\$	16.54	\$	66.18	\$	66.18	\$	132.35	\$	132.35	\$	66.18	\$	2,250.00		
Freight & Mailings	\$	700.00	\$	18.02	\$	17.95	\$	73.15	\$	2.80	\$	2.80	\$	2.80	\$	2.80	\$	2.80	\$	2.80	\$	2.80	\$	1.47	\$	1.47	\$	1.47	\$	1.47	\$	18.02	\$	18.02	\$	17.95	\$	17.95	\$	2.80	\$	700.00		
Printing (Outreach, Community Awareness, Signage)	\$	1,000.00	\$	294.12	\$	18.83	\$	117.05	\$	29.41	\$	29.41	\$	29.41	\$	29.41	\$	29.41	\$	29.41	\$	29.41	\$	7.35	\$	7.35	\$	7.35	\$	7.35	\$	29.41	\$	29.41	\$	18.83	\$	18.83	\$	7.35	\$	1,000.00		
Other Outside Services	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Recruiting/Outreach	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Marketing/Community Awareness	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
Staff Training	\$	1,600.00	\$	441.18	\$	88.24	\$	176.47	\$	44.12	\$	44.12	\$	44.12	\$	44.12	\$	44.12	\$	44.12	\$	44.12	\$	11.03	\$	11.03	\$	11.03	\$	11.03	\$	44.12	\$	44.12	\$	88.24	\$	88.24	\$	11.03	\$	1,600.00		
Staff Travel	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-	\$	-	
TOTAL COSTS	\$	213,334.84	\$	65,413.23	\$	10,413.49	\$	18,118.91	\$	11,187.11	\$	4,771.86	\$	7,409.90	\$	7,409.90	\$	7,409.90	\$	7,409.90	\$	7,409.90	\$	1,087.42	\$	1,087.42	\$	1,087.42	\$	1,087.42	\$	7,409.90	\$	7,409.90	\$	15,863.50	\$	15,863.50	\$	7,409.90	\$	213,334.84		
PARTNER RATIO			29.33%	9.16%	11.89%	8.01%	2.14%	3.22%	3.32%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%	3.33%		

OK

Allocated costs, Direct and Indirect, must equal the amount on the One-Stop Center Budget spreadsheet (1st sheet in this workbook)