

Memorandum

To: Prospective Bidders of the Workforce Investment Act (WIA) One Stop Delivery System in Planning District 10

From: Heather Foor, Director

Date: May 21, 2009

Re: Cost Allocation funds included in the Request for Proposal

I would like to provide a response to a question that was asked regarding the approximately \$100,000 of cost allocation funds that is listed on page 5 of the Request for Proposal word document.

The \$100,000 cost allocation funds are an estimate based on the budget preparation and input from the One Stop partners. The \$100,000 will be collected based on an appropriate cost allocation methodology agreed upon by the One Stop partners. The FY 2010 cost allocation plan is currently in draft stage and will be approved by the Piedmont Workforce Network Board at their June 18 meeting. The new Operator will be required to use these funds as they are intended to be used as outlined in the approved resource sharing agreement and the cost allocation plan.

I am including a draft of both documents. **Please note that these documents are in DRAFT form and are subject to be changed prior to approval. Also please note that the WIA contribution will need to be included in the budget for Adult and Dislocated Worker funds.**

Please call me at 434-979-5610 if you have any questions. Thank you.

Attachments

DRAFT
VIRGINIA WORKFORCE CENTER - CHARLOTTESVILLE
FY 2010 COST ALLOCATION PLAN

I. OVERVIEW AND PURPOSE

The Cost Allocation Plan provides the shared funding arrangements entered into by the partners in the Virginia Workforce Center – Charlottesville serving employers, job seekers and those seeking career advancement in the Piedmont Workforce Network (PWN) in Planning District 10. Through this Plan, which is appended to the respective Memorandum of Understanding between each partner and the Piedmont Workforce Network, the partners have identified those costs related to the operation and maintenance of the Virginia Workforce Center - Charlottesville that are of mutual benefit and have identified mechanisms for the payment of such costs. The Cost Allocation Plan includes the following sections:

- I. Identification of Shared Costs
- II. Cost Allocation Plan
- III. Modification and Reconciliation Process
- IV. Authority and Signatures

I. IDENTIFICATION OF SHARED COSTS

The costs identified as shared are reflected in the budget document (Attached). The costs consist of operational costs that are incurred by the partners in the provision of customer services through the Virginia Workforce Center- Charlottesville:

Workforce Center costs:

Salaries – Salary costs for 50% of the full-time Center Manager and 100% of the Resource Room Coordinator (30 hour week position). \$57,405

Benefits – Benefit costs for 50% of the full-time Center Manager and 100% of the Resource Room Coordinator. \$13,600

Contributions to Disability Program Navigator – This position serves as the staff trainer for the Virginia Workforce Connection system and the learning coordinator for the on-line workforce certification. This position also assists with service mapping and service integration across partners and enhancing the customer service of the Center. \$0

Furniture and Fixtures – Anticipated Resource Room furniture and/or equipment replacement costs \$501

Telephone Service Fees – Shared costs for the phone system. Vendor for phone system is VITA. \$29,350

Copier/Fax/Scan Equipment – Projected copier/fax/scan equipment lease cost. \$3,176

Resource Room Computers – Since all 13 computers in the resource room are at least 4 years old, this would provide a replacement plan for 3 new computers a year. \$2,000

Resource Room Computer Maintenance & Connection – Shared cost for connectivity and maintenance of 13 computers in the Resource Room. Service Provider will be DRS. \$2,000

General Supplies – General office supplies to operate the Resource Room, such as paper, pens, desk supplies, toner, etc. \$6,501

Postage and Mailing – Postage, including postage meter and scale rental costs. \$500

Printing (Outreach/Community Awareness/Signage) – Projected expenditures for signage, posters, prints, communication materials, newspaper rack, career pamphlets, etc. \$2,501

SNAPs (satellite and information centers) – Expenses incurred by the satellite and information centers. \$10,000

II. COST ALLOCATION PLAN

The shared costs contained in the budget spreadsheets have been allocated based on 4 different cost allocation methodologies. Each of the methods used for allocating costs to partner organizations is described below. The Application of the methodologies for costs is contained in the spreadsheet entitled Shared Cost by Partner (Attached).

Square Feet Occupied – Square Footage 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 FTE – The number of FTE is represented in full time position equivalents in relation to 40 hour workweeks that have office space at the Center.

of One Stop Positions – The number of staff in FTE that are assigned to the function and mission of the Center.

of Phone Devices – The number of phone devices that each agency utilizes through the VITA telephone service.

Each partner will be billed quarterly if their cost allocation is more than \$500 and annually if it is \$500 or less.

III. MODIFICATION AND RECONCILIATION PROCESS

Modification – This Cost Allocation Plan may be modified at any time by written agreement of all parties to the Cost Allocation Plan. Substantive modifications to the MOU may be cause for a modification of the Cost Allocation Plan and may occur when partner organizations join or leave the Virginia Workforce Center – Charlottesville.

Also, the shared budget is usually developed using estimated dollar values, so as the costs become known, and as the one-stop operation becomes more refined, the budget may need to be adjusted. The decision on when the budget is to be modified remains a local decision of the Virginia Workforce Center - Charlottesville operator and the partner agencies. The budget should be reviewed and adjusted on a periodic basis, at least quarterly, by all the partner agencies.

Additionally, modifications may be made on a quarterly basis as a result of the analysis of shared costs and partner contributions, or other changes such as additional services that benefit the Workforce Center that are approved by a majority of the partners and the PWNB.

The parties to the Cost Allocation Plan shall first attempt to resolve all disputes through the One-Stop Center Planning Advisory Council. Any party may call for a meeting of the Council to discuss and resolve disputes.

IV. AUTHORITY AND SIGNATURES

This section may be used if needed for any major modifications to the FY09 Cost Allocation Plan or for approving the Annual Cost Allocation Plan, which will reflect an updated fiscal year shared budget for the Center.

SHARED COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME: Virginia Workforce Center-Charlottesville

COSTS	BUDGET/ EXPENSE	VEC	DRS	PVCC	GMU	DVS	Operator (WIA)	The Choice Group	JABA	Goodwill Industries	Title II Adult Ed	Total
Staff Costs:												
Salaries	\$57,405	\$21,420	\$14,280	\$892	\$0	\$7,140	\$8,925	\$892	\$286	\$2,677	\$892	\$57,405
Benefits	\$13,600	\$5,075	\$3,383	\$211	\$0	\$1,692	\$2,114	\$211	\$68	\$634	\$211	\$13,600
Disability Program Navigator	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Facility Costs:												
Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furniture & Fixtures	\$501	\$130	\$243	\$5	\$29	\$32	\$43	\$3	\$3	\$11	\$3	\$501
Other (Provide details below)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment/Communication Costs:												
Computer Hardware	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Computer Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Data Line	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Telephone Service Fees	\$29,350	\$8,590	\$12,885	\$716	\$2,148	\$1,432	\$2,863	\$0	\$0	\$716	\$0	\$29,350
Pagers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Copier/Fax/Scan Equipment	\$3,176	\$923	\$1,450	\$44	\$158	\$176	\$308	\$22	\$7	\$66	\$22	\$3,176
3 New Resource Room Computers	\$2,000	\$746	\$498	\$31	\$0	\$249	\$311	\$31	\$10	\$93	\$31	\$2,000
RR Computer Maintenance & Connection	\$2,000	\$746	\$498	\$31	\$0	\$249	\$311	\$31	\$10	\$93	\$31	\$2,000
Operations:												
General Supplies	\$6,501	\$1,889	\$2,969	\$90	\$324	\$360	\$630	\$45	\$14	\$135	\$45	\$6,501
Dues and Memberships	\$0											
Postage & Mailing	\$500	\$187	\$124	\$8	\$0	\$62	\$78	\$8	\$2	\$23	\$8	\$500
Printing (Outreach & Awareness)	\$2,501	\$933	\$622	\$39	\$0	\$311	\$389	\$39	\$12	\$117	\$39	\$2,501
Other Outside Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recruiting/Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Staff Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SNAPS (satellite and information centers)	\$10,000	\$3,731	\$2,488	\$155	\$0	\$1,244	\$1,555	\$155	\$50	\$466	\$155	\$10,000
TOTAL COSTS	\$127,532	\$44,370	\$39,440	\$2,223	\$2,659	\$12,945	\$17,526	\$1,438	\$462	\$5,032	\$1,438	\$127,532
Local Contributions:												
Localities	\$ 28,036	\$8,148	\$12,804	\$388	\$1,397	\$1,552	\$2,716	\$194	\$62	\$582	\$194	\$28,036
Cost Allocation:		\$36,222	\$26,636	\$1,835	\$1,262	\$11,393	\$14,810	\$1,244	\$400	\$4,450	\$1,244	\$99,496

- Allocation based on number of FTE
- Allocation based on square feet occupied
- Allocation based on number of customers served
- Allocation based on number of One Stop positions
- Allocation based on number of phone devices
- Allocation based on # of partners

Note: Partners may choose a different basis for allocation, as long as it is supportable and applied consistently.