Workforce Investment Area # 9
Cost Sharing Agreement
Budget Period From 10/01/11 To 06/30/12

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

One-Stop System Operating Cost Pools	Line Item (Including Cost Benefit)	FY12 9 mo. Budget
Facilities Pool	**Building Cost** - Annual cost of the physical space available for Partner services: Resource Room, conference rooms, interview rooms, common areas, and training labs. Total square footage= 46,720. (Includes 630 sq ft of generator space) Level 2 located at 1301 Monroe Street includes 46,720 square feet. Cost per sq. ft. of building only including common space = $1.54.	53,788.48
		53,788.48
	Utilities - Cost of electric, gas, water and sewer.	91,715.27
		91,715.27
	Maintenance (Janitorial) - Janitorial services and supplies. monthly costs for janitorial services and restroom supplies	50,767.50
		50,767.50
	Maintenance (Preventative and Minor Building and Parking Lot Maintenance) Includes preventative maintenance and minor repairs of the electrical, mechanical, HVAC and plumbing systems, and general building upkeep and maintenance. Also includes elevator service, parking lot/grounds upkeep, and waste removal. Snow Removal and Salting of lots provided by county at no cost to Partners	24,714.00
		24,714.00
	Other - Security/Building Maintenance- Includes the cost for 1 Lucas County Deputy Sherriff on-site during business hours, Habitec Security monitoring, and the uniforms, salary, benefits and associated administrative costs for 1 NetWORK staff to provide additional building & parking lot security and general building maintenance.	108,774.75
		108,774.75
	Other - Security Cameras- costs associated with the maintenance and upkeep of internal and external building surveillance system.	2,600.00
		2,600.00
	Total - Facilities Pool	332,360.00
		332,360.00

One-Stop Management Pool	**One-Stop Operator** - Salary, benefits and associated administrative costs for .60 FTE to manage the activities of the One-Stop system. These duties include: oversight of integration of program services, daily management of operations, conducting One-Stop Partner meetings, etc.	55,800.00
		55,800.00
	One-Stop Quality Assurance Manager - Salary, benefits and associated administrative costs for .25 FTE to ensure CQI within The Source via production of performance reports with analysis, etc.	15,225.00
		15,225.00
	Receptionist/Greeters - Salary, benefits and associated administrative costs for 3 FTE receptionist/greeters available to assist the Partners with phone coverage, mail needs, light typing, some scheduling, ordering of supplies, inventory, etc. Additional 1 FTE front desk receptionist provided by EW, valued at 15K.	136,890.00
		136,890.00
	Data Entry/Support Staff - Salary, benefits and associated administrative costs for 1 FTE support staff to enter common customer information into the state automated system for all Partner access, maintenance of records for Common Referral Form tracking, assisting Partners in retrieving information on customers, maintenance of a central file of customer products (work plans, resumes, applications), etc.	49,125.00
		49,125.00
	Fiscal Support Staff - Salary, benefits and associated administrative costs for .5 FTE fiscal staff for accounting services that include invoicing, accounts payable/receivable, maintenance of fiscal documentation for audit purposes preparation of spreadsheets for analysis, quarterly reconciliations of cost sharing expenses etc.	31,275.00
		31,275.00
	Technology Support Staff - Salary, benefits and associated administrative costs for .6 FTE plus outsourced hourly labor costs for Equipment & Information Technology Set-up and Maintenance- includes costs for set-up or moving of existing equipment, resolution of equipment-related workstation issues, ongoing equipment repair and maintenance, specialized report writing for gathering of information etc.	31,750.00
		31,750.00
	Total - One-Stop Management Pool	320,065.00
		320,065.00

Resource Room Pool	**Computer Equipment (Hardware & Software)** - includes cost for additional computer equipment if needed for replacement or increased traffic flow Level 2 - Resource Room, Computer Training Labs and Interview Rooms equipped with HP and Dell Computer Systems (includes monitors, hard drives, keyboards, mouses, and related software and attachments) - for customer use in: internet searches of job postings, word processing for employment, researching labor market information, communicating via e-mail to employers, researching training program opportunities, on-line applications to educational institutions or prospective employers, etc.	5,000.00
	Copier and Copier Maintenance - Cost of copiers and maintenance contracts for customer use in duplicating documents. Includes copiers in Resource Room and in client conference room.	13,770.00
		13,770.00
	Fax and Fax Maintenance - Replacement cost of fax machine for customer use in transmittal of documents.	700.00
		700.00
	Telephone System - Cost of maintaining telephone and fax lines for customer use in the Resource Room and Training Lab. Includes monthly costs for T-1 line, telephone book listing costs, and county Nortell Meridian phone system and related equipment to include telephones accessed by and used to serve clients of The Source. Includes 11 phones in RR.	6,750.00
		6,750.00
	Internet Access - Cost of broadband line for maintaining internet access to all computers in the Resource Room and Training Lab for customer use, plus one-time installation fee and monthly costs for addition of T-3 line.	4,755.00
		4,755.00
	Furniture - Cost for customer use of additional or replacement Resource Room furniture- includes cost for chairs, brochure stands, bulletin boards for job postings, waiting area furniture, etc. (includes training lab and/or conference room and/or interview room furniture)	4,000.00
		4,000.00
	Supplies - Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	19,500.00
		19,500.00
	Other - Reference Materials- includes reference books, posters & frames, journals, videos, CD's, software, and subscriptions made available for use by Universal Customer and Partner Staff. E.g. Subscription to The Toledo Blade, The Welfare Reporter, Job Seeker Brochures and additional reference materials for customer use as needed.	1,500.00
		1,500.00
	Other - Small Equipment Costs- costs for other small equipment - includes computer equipment accessories such as wiring, cables, patch cords, ports, switches, power strips, outlet components, surge protectors, & server, firewall, license needs.	3,600.00
		3,600.00
	Total - Resource Room Pool	59,575.00
		59,575.00

Equipment and Supplies Pool (Partner Use)	**Copier and Copier Maintenance** - Cost of copiers and maintenance contracts for use by Partner staff in shared Partner areas- for duplicating documents. Includes copiers in Partner areas with Partner access to additional copiers in Resource Room. Also includes cost for color copiers utilized by staff to create flyers promoting employers forums, job fairs, provide reports, etc.	21,037.50
		21,037.50
	Fax and Fax Maintenance - Replacement cost of fax machine for customer use in transmittal of documents.	
		0.00
	Telephone System - Cost of maintaining telephone and fax lines for customer use in the Resource Room and Training Lab. Includes monthly costs for T-1 line, yellow pages listings, and county Nortell Meridian phone system and related equipment to include telephones accessed by and used to serve clients of The Source. Includes 119 phones in Partner areas and lines for 6 fax machines.	27,000.00
		27,000.00
	Internet Access - Cost of broadband line for maintaining internet access to computers for Partner use.	4,762.50
		4,762.50
	Furniture - Cost for Partner use furniture, may include office space furniture, cubicles, etc.	2,000.00
		2,000.00
	Postage - Cost for postage meter machine and other postage costs for One-Stop System mailings to promote the services and resources of the One-Stop.	6,400.00
		6,400.00
	Supplies - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	10,500.00
		10,500.00
	Other - Small Equipment Costs- costs for other small equipment - includes computer equipment accessories such as wiring, cables, patch cords, ports, switches, power strips, outlet components, surge protectors, & server, firewall, software, & license needs.	400.00
		400.00
	Total - Equipment and Supplies Pool (Partner Use)	72,100.00
		72,100.00

Outreach/Marketing Pool	**Brochures, Ads and Printed Materials** - Cost of developing and producing The Source One-Stop System promotional materials such as informational brochures, name badges, business cards, flyers & resource pamphlets. Also includes ads to promote 1-stop events.	500.00
		500.00
	Signage - Cost for interior and exterior signs for the physical One-Stop System sites.	900.00
		900.00
	Job Fair related costs- includes costs to participate or host & have copies made at printer and mailed.	200.00
		200.00
	Website maintenance- includes costs for ongoing maintenance of interactive website.	1,200.00
		1,200.00
	Total - Outreach/Marketing Pool	2,800.00
		2,800.00
Miscellaneous	**Video Conferencing Access- monthly access fee for use of video conferencing equipment**	1,350.00
		1,350.00
	Interpreting Services needed to assist clients	500.00
		500.00
	Total - Miscellaneous Pool	1,850.00
		1,850.00

Summary of Cost Pools	Facilities Pool	332,360.00
		0.00
		0.00
		332,360.00
	One-Stop Management Pool	320,065.00
		0.00
		0.00
		320,065.00
	Resource Room Pool	59,575.00
		0.00
		0.00
		59,575.00
	Equipment and Supplies Pool (Partner Use)	72,100.00
		0.00
		0.00
		72,100.00
	Outreach/Marketing Pool	2,800.00
		0.00
		0.00
		2,800.00
	Miscellaneous Pool	1,850.00
		0.00
		0.00
		1,850.00
	Total - All Pools	785,950.00
		0.00
		0.00
		2,800.00
		788,750.00