

KCC _____

LWIA _____

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period From _____ To _____

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 KY Career Center System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Facilities Pool	Building Rent/Lease -	
	Utilities -	
	Maintenance -	
	Maintenance (Repairs, etc.) -	
	Total - Facilities Pool	\$ -
Telecommunication and Information Technology Pool	Cost of installing and maintaining telephone lines, telephone system equipment, data lines, and T-1 lines for partner use and fax machines -	
	Computer Equipment (Hardware) -	
	Software, Systems use costs, Internet Access, IT maintenance	
	Total - Telecommunication and Information Technology Pool	\$ -
KY Career Center Management Pool	KCC Operator/Manager -	
	Receptionist/Greeter -	
	Data Entry/Support Staff -	
	Fiscal Support Staff -	
	Technology Support Staff -	
	Total - KCC Management Pool	\$ -

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(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Resource Center Pool	Computer Equipment (Hardware) -	
	Computer Equipment (Software) -	
	Copier and Copier Maintenance -	
	Fax and Fax Maintenance -	
	Telephone System -	
	Internet Access -	
	Furniture -	
	Audio-Visual Equipment -	
	Supplies -	
	Other -	
	Total - Resource Center Pool	\$ -
Shared Equipment and Supplies Pool (Partner Use)	Copier and Copier Maintenance -	
	Fax and Fax Maintenance -	
	Postage -	
	Furniture -	
	Supplies -	
	Other -	
	Total - Equipment and Supplies Pool (Partner Use)	\$ -

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(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Outreach Pool	Brochures and Printed Materials -	
	Billboard Advertising -	
	Media Advertising -	
	Orientation Materials -	
	Signage -	
	Other -	
	Total - Outreach Pool	\$ -
Miscellaneous Pool	Other -	
	Other -	
	Total - Miscellaneous Pool	\$ -
Summary of Cost Pools	Facilities Pool	\$ -
	Telecommunications and Information Technology Pool	\$ -
	KCC Management Pool	\$ -
	Resource Center Pool	\$ -
	Equipment and Supplies Pool (Partner Use)	\$ -
	Outreach Pool	\$ -
	Miscellaneous Pool	\$ -
Total - All Pools		\$ -

KCC:

B. Cost Allocation Method(s)

A. Position Usage: Based on partners' Full-Time Equivalent (FTE) staff stationed at the Kentucky Career Center. Partners with Part-Time staff stationed at the Kentucky Career Center are calculated based on Full-Time Equivalency. Illustrated as follows:

(Information in table is a sample for illustrative purposes.)

(Information in table is a sample for illustrative purposes.)

[illegible]

ATTACHMENT L

% of eligible participants	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
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(Information in table is a sample for illustrative purposes.)

Cost Sharing - Computation of each partner's share of line items and costs pools

Shared Cost Item	Total from Budget Tab	WIOA Title I (Adult, Dislocated Worker, Youth)	Rehabilitation Act, Title I Rehabilitation Services	Employment Services (VETS, Wagner-Poyser, Trade, LMI, UI)	WIOA Title II Adult Education	Perkins Act Voc. Ed. Entity	Older American Title V (SCSEP)	WIOA Title I Job Corps	WIOA Title I MSFW	Community Services Block Grant	Key Farmworkers	TANF	Other	TOTAL
Facilities Pool														
Lease Cost (includes common area)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Allocation Base: Occupancy				
		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Utilities		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Maintenance - Janitorial Service		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Maintenance - Building (repairs, etc.)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total - Facilities Pool	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Telecommunications and Information Technology Pool														
Phone & data lines, equipment		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Computer Equip/Hardware		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Software, Systems, Internet, IT mnt		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total - Telecommunications and Information Technology Pool	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
KCC Management Pool														
One-Stop Operator/Manager		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Allocation Base: FTEs				
Receptionist/Greeter		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Data Entry Support Staff		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fiscal Support Staff		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Technology Support Staff		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total - KCC Mgmt Pool	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Resource Room Pool														
Computer Equipment (Hardware)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Allocation Base: Participants				
Computer Equipment (Software)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Copier and Copier Maintenance		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Fax and Fax Maintenance		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Telephone System		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Internet Access		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Furniture		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Audio-Visual Equipment		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Supplies (paper, materials, etc.)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Other (i.e., ADA equipment)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total - Resource Room Pool	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Equipment and Supplies Pool (Partner Use)														
Copier and Copier Maintenance		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Allocation Base: Participants				
Fax and Fax Maintenance		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Postage		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Furniture		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Office Supplies (paper, materials, etc.)		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Other		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Equip and Supplies Pool	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Outreach/Marketing Pool														
Brochures and Printed Materials		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Allocation Base: Occupancy				
Billboard Advertising		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Media Advertising		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Orientation Materials		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Signage		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Other		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Outreach/Marketing Pool	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Miscellaneous Pool														
Other		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Allocation Base: Occupancy				
Other		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Miscellaneous Pool	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TOTALS	\$ -	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

ATTACHMENT L

D(1). Non-Cash Commitments

Payment of shared costs through the provision of goods and services by each of the partner programs will likely be the most common method of payment. Using this payment method, the partners prepare the shared costs budget and allocate the costs using agreed-upon allocation methodologies, with a resulting total shared costs attributable to each partner. Within the budget, the partners agree on how those costs will be funded. One partner may pay all of the facilities costs, while another partner provides the telephone system to be used by all partners, and a third partner provides additional career services such as eligibility determination for all participating partner programs. This flexibility in payment allows the partners to determine which payment method works best for their particular agency and takes into consideration the available resources of each program.

IV. Partner Commitments - Goods and Services

SAMPLE

D(2). Non-Cash Commitments - Goods and Services

ATTACHMENT L

Partner	Contributions	Value	Proportionate Share
WIOA Title I			
	One-Stop Manager		
	Fiscal Support Staff		
	Cash from OET		
		\$ -	
Rehabilitation Act			
	Equip & Supplies Pool - Office supplies		
	Resource Room Supplies		
	Resource Room -Other (i.e., ADA equipment)		
	Cash to OET		
		\$ -	
Employment Services			
	Facilities Pool		
	Telecommunications Pool		
	Resource Room Computer Equip		
	Resource Room Computer Softw		
	Resource Room Copier		
	Resource Room FAX		
	Resource Room Phone Sys		
	Resource Room Internet		
	Data Entry Support Staff		
	Technology Support Staff		
	Receptionist/Greeter		
	Outreach Pool-Other		
	Equip & Supplies Pool (except Office Supplies		
	Cash from Partners		
	Cash to WIOA-Title I		
		\$ -	

SAMPLE

Partner	Contributions	Value	Proportionate Share
Adult Education			
	Outreach Pool (except Other)		
	Cash to OET		
		\$ -	
Perkins Act VOC Ed			
	Miscellaneous Pool		
	Cash to OET		
		\$ -	
Older American Title V			
	Cash to OET		
KY Farmworkers			
	Resource Room Furniture		
	Resource Room Audio-Visual Equip		
	Cash to OET		
		\$ -	
TANF			
	Cash to OET		
		\$ -	\$ -

E. Quarterly Reconciliation

KENTUCKY CAREER CENTER QUARTERLY RECONCILIATION

KCC Location: _____

Date: _____

KY Career Center System Cost Pools	Line Item (Including Cost Benefit)	Budgeted Annual Cost	Cumulative Expenses to Date	Budget Balance	Quarter 1 July 1st thru September 30th	Quarter 2 October 1st thru December 31st	Quarter 3 January 1st thru March 31st	Quarter 4 April 1st thru June 30th
Facilities Pool	Lease Costs	\$ -	\$ -	\$ -				
	Utilities -	\$ -	\$ -	\$ -				
	Maintenance -	\$ -	\$ -	\$ -				
	Maintenance (Repairs, etc.) -	\$ -	\$ -	\$ -				
	Total - Facilities Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunications & IT Pool	Telephone System -	\$ -	\$ -	\$ -				
	Computer Equipment (Hardware)	\$ -	\$ -	\$ -				
	Software, Systems use costs, Internet Access, IT maintenance	\$ -	\$ -	\$ -				
	Total - Telecommunications & IT Pool	\$ -	\$ -	\$ -				
KY Career Center Management Pool	One-Stop Operator/Manager -	\$ -	\$ -	\$ -				
	Receptionist/Greeter -	\$ -	\$ -	\$ -				
	Data Entry/Support Staff -	\$ -	\$ -	\$ -				
	Fiscal Support Staff -	\$ -	\$ -	\$ -				
	Technology Support Staff -	\$ -	\$ -	\$ -				
Resource Center Pool	Total - KCC Management Pool	\$ -	\$ -	\$ -				
	Computer Equipment (Hardware) -	\$ -	\$ -	\$ -				
	Computer Equipment (Software) -	\$ -	\$ -	\$ -				
	Copier and Copier Maintenance -	\$ -	\$ -	\$ -				
	Fax and Fax Maintenance -	\$ -	\$ -	\$ -				
Shared Equipment and Supplies Pool (Partner Use)	Telephone System -	\$ -	\$ -	\$ -				
	Internet Access -	\$ -	\$ -	\$ -				
	Furniture -	\$ -	\$ -	\$ -				
	Audio-Visual Equipment -	\$ -	\$ -	\$ -				
	Supplies -	\$ -	\$ -	\$ -				
Outreach Pool	Other -	\$ -	\$ -	\$ -				
	Total - Resource Center Pool	\$ -	\$ -	\$ -				
	Copier and Copier Maintenance -	\$ -	\$ -	\$ -				
	Fax and Fax Maintenance -	\$ -	\$ -	\$ -				
	Postage -	\$ -	\$ -	\$ -				
Miscellaneous Pool	Furniture -	\$ -	\$ -	\$ -				
	Supplies -	\$ -	\$ -	\$ -				
	Other -	\$ -	\$ -	\$ -				
	Total - Equipment and Supplies Pool (Partner Use)	\$ -	\$ -	\$ -				
	Brochures and Printed Materials -	\$ -	\$ -	\$ -				
Outreach Pool	Billboard Advertising -	\$ -	\$ -	\$ -				
	Media Advertising -	\$ -	\$ -	\$ -				
	Orientation Materials -	\$ -	\$ -	\$ -				
	Signage -	\$ -	\$ -	\$ -				
	Other -	\$ -	\$ -	\$ -				
Miscellaneous Pool	Total - Outreach/Marketing Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Other -	\$ -	\$ -	\$ -				
	Other -	\$ -	\$ -	\$ -				
	Total - Miscellaneous Pool	\$ -	\$ -	\$ -				
	TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

End Date:

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(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Facilities Pool	Building Rent/Lease - Cost of the physical space used for partner services, resource rooms, conference rooms, interview rooms, common areas, and training labs. Lease includes snow removal, refuse pickup and landscaping services.	\$ 500.00
	Utilities - Cost of gas, electric, water	\$ 700.00
	Maintenance - Cost of janitorial services including cleaning crew and cleaning supplies, exterminating/pest control, garbage collection	\$ 250.00
	Maintenance (Repairs, etc.) - Cost of minor building repairs, maintenance of equipment (air conditioning, heating systems), upkeep (painting, carpeting, flooring)	\$ 400.00
	Total - Facilities Pool	\$ 1,850.00
Telecommunication and Information Technology Pool	Cost of installing and maintaining telephone lines, telephone system equipment, data lines, and T-1 lines for partner use and fax machines. Includes the cost of Meridian Model NT437 phones. Includes local area telephone costs and long distance usage costs and other similar costs. (24 lines, 20 phones)	\$ 260.00
	Computer Equipment (Hardware) - 12 cubicles equipped with Dell AS2000 Systems (includes monitors, hard drives, keyboards, mouse(s), ergonomic chair and related attachments.)	\$ 560.00
	Software, Systems use costs, Internet Access, IT maintenance	\$ 500.00
	Total - Telecommunication and Information Technology Pool	\$ 1,320.00
KY Career Center Management Pool	KCC Operator/Manager - Salary for 1 FTE to manage the activities of the KCC system. These duties include: oversight of integration of program services, scheduling of services and activities, daily management of operations, conducting One-Stop partner meetings, production of performance reports with analysis, etc.	\$ 50,000.00
	Receptionist/Greeter - Salary for 1 FTE receptionist available to assist the partners with phone coverage, mail needs, light typing, some scheduling, ordering of supplies, inventory, etc.	\$ 35,000.00
	Data Entry/Support Staff - Salary for 2 FTE support staff to enter common customer information into the state automated system for all partner access, maintenance of records for Common Referral Form tracking, assisting partners in retrieving information on customers, maintenance of a central file of customer products (work plans, resumes, applications), etc.	\$ 60,000.00
	Fiscal Support Staff - Salary for .3 FTE fiscal staff for accounting services that include invoicing, accounts payable/receivable, maintenance of fiscal documentation for audit purposes, preparation of spreadsheets for analysis, quarterly reconciliations of cost sharing expenses, etc.	\$ 10,000.00
	Technology Support Staff - Salary for .25 FTE IT staff for maintenance of resource room hardware and software, web site maintenance and design, creation of one-stop production reports and materials, etc.	\$ 15,000.00
	Total - KCC Management Pool	\$ 170,000.00

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(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Resource Center Pool	Computer Equipment (Hardware) - for customer use in: internet searches of job postings, word processing for employment, seeking documents, researching labor market information, communicating via e-mail to employers, researching training program opportunities, on-line applications to educational institutions or prospective employers, etc. (- may include costs for training lab equipment) Six computers in Resource Room; 10 Computers in Training Room.	\$ 6,500.00
	Computer Equipment (Software) - Tutorials for Resume Writing, Word Products, OCSIS, etc. available at all sites for customer use in job search and/or training activities, etc.	\$ 3,000.00
	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for customer use in duplicating documents	\$ 1,800.00
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for customer use in transmittal of documents	\$ 1,200.00
	Telephone System - Cost of maintaining telephone lines in the Resource Room for customer use and fax machines. Includes the cost of Meridian Model NT437 phones and related equipment. Six lines, 4 phones.	\$ 3,500.00
	Internet Access - Cost of maintaining internet access to all computers in the Resource Room for customer use. This is accomplished in each site via (internet provider, T-1 line, etc.)	\$ 2,000.00
	Furniture - Cost for customer use of furniture that includes 8 ft. tables and chairs, brochure stands, bulletin boards for job postings, waiting area furniture, etc. (- may include training lab and/or conference room and/or interview room furniture)	\$ 2,500.00
	Audio-Visual Equipment - Cost of television and VCR/DVD player in orientation room, Litebox Model 3000 projector in training lab, mobile whiteboards, overhead projector, etc. for use in providing services to customers such as orientations, workshops, trainings, relaying information for partner supportive services, etc.	\$ 1,200.00
	Supplies - Miscellaneous supplies related to customer use such as paper, pens, envelopes, paper clips, staplers, etc.	\$ 2,500.00
	Other - Some examples may be ADA equipment, newspaper and professional journal subscriptions, training manuals, postage for customer use, etc.	\$ 1,500.00
	Total - Resource Center Pool	\$ 25,700.00
Shared Equipment and Supplies Pool (Partner Use)	Copier and Copier Maintenance - Cost of 3 Toshiba 4500 Copiers and maintenance contracts, one for each site, for partner use in duplicating documents	\$ 3,000.00
	Fax and Fax Maintenance - Cost of 3 Lexmark Model FA1200 fax machines and maintenance contracts, one for each site, for partner use in transmittal of documents	\$ 2,000.00
	Postage - Cost for Pinckney postage meter machine and related postage costs of partner mailings and KCC System mailings.	\$ 875.00
	Furniture - Cost for partner use furniture, may include office space furniture, cubicles, etc.	\$ 2,000.00
	Supplies - Miscellaneous supplies related to partner use such as paper, pens, envelopes, paper clips, staplers, etc.	\$ 1,500.00
	Other -	\$ 2,500.00
	Total - Equipment and Supplies Pool (Partner Use)	\$ 11,875.00

KCC _____

LWIA _____

Kentucky Career Center Budget Planning and Reconciliation Document

A. Shared Cost Budget

Budget Period From _____ To _____

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 KY Career Center System. A description of the cost item and benefit derived is illustrated as follows:

(Note: Line Item Cost Benefit language below is for illustrative purposes - local areas must define)

Kentucky Career System Costs	Line Item (Including Cost Benefit)	Budgeted Annual Cost
Outreach Pool	Brochures and Printed Materials - Cost of developing and producing KCC System informational brochures, business cards, flyers, resource pamphlets, etc.	\$ 3,000.00
	Billboard Advertising - Cost of public service announcement billboards advertising services of the KCC System, a total of 5 billboard rentals strategically placed in targeted service areas. Each billboard monthly cost = \$	\$ 2,000.00
	Media Advertising - Cost for public service announcements (PSAs) on local television, radio, and newspaper outlets. Costs include twelve PSA's, one per month targeting different services of the KCC System. Cost per PSA = \$	\$ 1,500.00
	Orientation Materials - Cost for production of KCC System orientation materials which include a repeating loop VCR tape describing services, self assisted exploration via local website, etc.	\$ 600.00
	Signage - Cost for interior and exterior signs for the physical KCC System site.	\$ 1,200.00
	Other -	\$ 500.00
	Total - Outreach Pool	\$ 8,800.00
Miscellaneous Pool	Other -	\$ 750.00
	Other -	\$ 800.00
	Total - Miscellaneous Pool	\$ 1,550.00
Summary of Cost Pools	Facilities Pool	\$ 1,850.00
	Telecommunications and Information Technology Pool	\$ 1,320.00
	KCC Management Pool	\$ 170,000.00
	Resource Center Pool	\$ 25,700.00
	Equipment and Supplies Pool (Partner Use)	\$ 11,875.00
	Outreach Pool	\$ 8,800.00
	Miscellaneous Pool	\$ 1,550.00
	Total - All Pools	\$ 221,095.00

KCC:

Workforce Investment Area: _____

Budget Period Begin Date: _____

End Date: _____

B. Cost Allocation Method(s)

Allocation Methodology: The Kentucky Career System partners have agreed upon the following three methodologies for determining proportionate shares for the shared cost items.

- A. Position Usage: Based on partners' Full-Time Equivalent (FTE) staff stationed at the Kentucky Career Center. Partners with Part-Time staff stationed at the Kentucky Career Center are calculated based on Full-Time Equivalency. Illustrated as follows:

	WIA Title I (Adult, Dislocated Worker, Youth)	Rehabilitation Act, Title I Rehabilitation Services	Employment Services (VETS, Wagner-Peyser, Trade, LMI, UI)	WIA Title II Adult Education	Perkins Act Voc. Ed. Entity	Older American Title V (SCSEP)	WIA Title I Job Corps	WIA Title I MSFW	WIA Title I Native American	HUD Employment & Training Programs	Community Services Block Grant	KY Farmworkers	TANF	Other	Total
# of FTE Equivalent	3	1	5	0.5	0.5	0.5	0	0	0	0	0	0.25	1	0	11.75
% of overall FTE Equivalent	25.53%	8.51%	42.55%	4.26%	4.26%	4.26%	0.00%	0.00%	0.00%	0.00%	0.00%	2.13%	8.51%	0.00%	100.00%

(Information in table is a sample for illustrative purposes.)

- B. Occupancy: Based on actual square footage used by each partner with common space (hallways, classrooms, restrooms, Resource Center) prorated based on the percentage of actual space used. Illustrated as follows:

	WIA Title I (Adult, Dislocated Worker, Youth)	Rehabilitation Act, Title I Rehabilitation Services	Employment Services (VETS, Wagner-Peyser, Trade, LMI, UI)	WIA Title II Adult Education	Perkins Act Voc. Ed. Entity	Older American Title V (SCSEP)	WIA Title I Job Corps	WIA Title I MSFW	WIA Title I Native American	HUD Employment & Training Programs	Community Services Block Grant	KY Farmworkers	TANF	Other	Total
# of Square feet	750	400	1,500	200	200	200	0	0	0	0	0	200	200	0	3,650
% of overall square feet	20.55%	10.96%	41.10%	5.48%	5.48%	5.48%	0.00%	0.00%	0.00%	0.00%	0.00%	5.48%	5.48%	0.00%	100.00%

(Information in table is a sample for illustrative purposes.)

- C. Number of Participants: Based on partners' participants eligible for each program as compared to the total number of participants served:

	WIA Title I (Adult, Dislocated Worker, Youth)	Rehabilitation Act, Title I Rehabilitation Services	Employment Services (VETS, Wagner-Peyser, Trade, LMI, UI)	WIA Title II Adult Education	Perkins Act Voc. Ed. Entity	Older American Title V (SCSEP)	WIA Title I Job Corps	WIA Title I MSFW	WIA Title I Native American	HUD Employment & Training Programs	Community Services Block Grant	KY Farmworkers	TANF	Other	Total
# Eligible Participants	250	80	500	15	12	12	0	0	0	0	0	10	25		904

% of eligible participants	27.65%	8.85%	55.31%	1.66%	1.33%	1.33%	1.33%	0.00%	0.00%	0.00%	0.00%	0.00%	1.11%	2.77%	0.00%	100.00%
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(Information in table is a sample for illustrative purposes.)

KCC:

Workforce Investment Area:

Budget Period Begin Date:

End Date:

C. Cost Sharing

Cost Sharing - Computation of each partner's share of line items and costs pools

Shared Cost Item	Total from Budget Tab	WIA Title I (Adult, Dislocated Worker, Youth)	Rehabilitation Ad. Title I Rehabilitation Services	Employment Services (VETS, Wagner-Peyser, Trade, LMI, UI)	WIA Title II Adult Education	Perkins Ad Voc. Ed. Entry	Older American Title V (SCSEP)	WIA Title I Job Corps	WIA Title I MSFW	WIA Title I Native American	HUD Employment & Training Programs	Community Services Block Grant	KY Farmworkers	TANF	Other	TOTAL
Facilities Pool																
Lease Cost (includes common area)	\$ 500.00	\$ 102.74	\$ 54.79	\$ 205.48	\$ 27.40	\$ 27.40	\$ 27.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.40	\$ 27.40	\$ -	\$ 500.00
Utilities	\$ 700.00	\$ 143.84	\$ 76.71	\$ 287.67	\$ 38.36	\$ 38.36	\$ 38.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38.36	\$ 38.36	\$ -	\$ 700.00
Maintenance - Janitorial Service	\$ 250.00	\$ 51.37	\$ 27.40	\$ 103.74	\$ 13.70	\$ 13.70	\$ 13.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.70	\$ 13.70	\$ -	\$ 250.00
Maintenance - Building (repairs, etc.)	\$ 400.00	\$ 82.19	\$ 43.84	\$ 164.38	\$ 21.92	\$ 21.92	\$ 21.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21.92	\$ 21.92	\$ -	\$ 400.00
Total - Facilities Pool	\$ 1,850.00	\$ 380.14	\$ 202.74	\$ 760.27	\$ 101.37	\$ 101.37	\$ 101.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 101.37	\$ 101.37	\$ -	\$ 1,850.00
Telecommunications and Information Technology Pool																
Phone & data lines, equipment	\$ 260.00	\$ 71.90	\$ 23.01	\$ 143.81	\$ 4.31	\$ 4.31	\$ 4.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.88	\$ 7.19	\$ -	\$ 260.00
Computer Equipment/Hardware	\$ 560.00	\$ 154.87	\$ 49.56	\$ 309.73	\$ 9.29	\$ 7.43	\$ 7.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.19	\$ 15.49	\$ -	\$ 560.00
Software, Systems, Internet, IT mnt	\$ 500.00	\$ 138.27	\$ 44.25	\$ 276.55	\$ 8.30	\$ 6.64	\$ 6.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.53	\$ 13.83	\$ -	\$ 500.00
Total - Telecommunications and Information Technology Pool	\$ 1,320.00	\$ 365.04	\$ 116.81	\$ 730.09	\$ 21.90	\$ 17.52	\$ 17.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14.60	\$ 36.50	\$ -	\$ 1,320.00
KCC Management Pool																
One-Stop Operator/Manager	\$ 50,000.00	\$ 12,765.96	\$ 4,255.32	\$ 21,276.60	\$ 2,127.66	\$ 2,127.66	\$ 2,127.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,063.83	\$ 4,255.32	\$ -	\$ 50,000.00
Receptionist/Greeter	\$ 35,000.00	\$ 8,936.17	\$ 2,978.72	\$ 14,893.62	\$ 1,489.36	\$ 1,489.36	\$ 1,489.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 744.68	\$ 2,978.72	\$ -	\$ 35,000.00
Data Entry Support Staff	\$ 60,000.00	\$ 15,319.15	\$ 5,106.38	\$ 25,531.91	\$ 2,553.19	\$ 2,553.19	\$ 2,553.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,276.60	\$ 5,106.38	\$ -	\$ 60,000.00
Fiscal Support Staff	\$ 10,000.00	\$ 2,553.19	\$ 851.06	\$ 4,255.32	\$ 425.53	\$ 425.53	\$ 425.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212.77	\$ 851.06	\$ -	\$ 10,000.00
Technology Support Staff	\$ 15,000.00	\$ 3,829.79	\$ 1,276.60	\$ 6,382.98	\$ 638.30	\$ 638.30	\$ 638.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 319.15	\$ 1,276.60	\$ -	\$ 15,000.00
Total - KCC Mgmt Pool	\$170,000.00	\$ 43,404.26	\$ 14,468.09	\$ 72,340.43	\$ 7,234.04	\$ 7,234.04	\$ 7,234.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,617.02	\$ 14,468.09	\$ -	\$ 170,000.00
Resource Room Pool																
Computer Equipment (Hardware)	\$ 6,500.00	\$ 1,797.57	\$ 575.22	\$ 3,595.13	\$ 107.85	\$ 86.28	\$ 86.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33.19	\$ 179.76	\$ -	\$ 6,500.00
Computer Equipment (Software)	\$ 3,000.00	\$ 829.65	\$ 265.49	\$ 1,659.29	\$ 49.78	\$ 39.82	\$ 39.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19.91	\$ 82.96	\$ -	\$ 3,000.00
Copier and Copier Maintenance	\$ 1,800.00	\$ 497.79	\$ 159.29	\$ 995.58	\$ 29.87	\$ 23.89	\$ 23.89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.27	\$ 49.78	\$ -	\$ 1,800.00
Fax and Fax Maintenance	\$ 1,200.00	\$ 331.86	\$ 106.19	\$ 663.72	\$ 19.91	\$ 15.93	\$ 15.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.27	\$ 33.19	\$ -	\$ 1,200.00
Telephone System	\$ 3,500.00	\$ 967.92	\$ 309.73	\$ 1,935.84	\$ 58.08	\$ 46.46	\$ 46.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38.72	\$ 96.79	\$ -	\$ 3,500.00
Internet Access	\$ 2,000.00	\$ 553.10	\$ 176.99	\$ 1,106.19	\$ 33.19	\$ 26.55	\$ 26.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22.12	\$ 55.31	\$ -	\$ 2,000.00
Furniture	\$ 2,500.00	\$ 691.37	\$ 221.24	\$ 1,382.74	\$ 41.48	\$ 33.19	\$ 33.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.65	\$ 69.14	\$ -	\$ 2,500.00
Audio-Visual Equipment	\$ 1,200.00	\$ 331.86	\$ 106.19	\$ 663.72	\$ 19.91	\$ 15.93	\$ 15.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.27	\$ 33.19	\$ -	\$ 1,200.00
Supplies (paper, materials, etc.)	\$ 2,500.00	\$ 691.37	\$ 221.24	\$ 1,382.74	\$ 41.48	\$ 33.19	\$ 33.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.65	\$ 69.14	\$ -	\$ 2,500.00
Other (i.e., ADA equipment)	\$ 1,500.00	\$ 414.82	\$ 132.74	\$ 829.65	\$ 24.89	\$ 19.91	\$ 19.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.59	\$ 41.48	\$ -	\$ 1,500.00
Total - Resource Room Pool	\$ 25,700.00	\$ 7,107.30	\$ 2,274.34	\$ 14,214.60	\$ 426.44	\$ 341.15	\$ 341.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 284.29	\$ 710.73	\$ -	\$ 25,700.00
Equipment and Supplies Pool (Partner Use)																
Copier and Copier Maintenance	\$ 3,000.00	\$ 829.65	\$ 265.49	\$ 1,659.29	\$ 49.78	\$ 39.82	\$ 39.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33.19	\$ 82.96	\$ -	\$ 3,000.00
Fax and Fax Maintenance	\$ 2,000.00	\$ 553.10	\$ 176.99	\$ 1,106.19	\$ 33.19	\$ 26.55	\$ 26.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22.12	\$ 55.31	\$ -	\$ 2,000.00
Postage	\$ 875.00	\$ 241.98	\$ 77.43	\$ 483.96	\$ 14.52	\$ 11.62	\$ 11.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9.68	\$ 24.20	\$ -	\$ 875.00
Furniture	\$ 2,000.00	\$ 553.10	\$ 176.99	\$ 1,106.19	\$ 33.19	\$ 26.55	\$ 26.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22.12	\$ 55.31	\$ -	\$ 2,000.00
Office Supplies (paper, materials, etc.)	\$ 1,500.00	\$ 414.82	\$ 132.74	\$ 829.65	\$ 24.89	\$ 19.91	\$ 19.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.59	\$ 41.48	\$ -	\$ 1,500.00
Other	\$ 2,500.00	\$ 691.37	\$ 221.24	\$ 1,382.74	\$ 41.48	\$ 33.19	\$ 33.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.65	\$ 69.14	\$ -	\$ 2,500.00
Total Equip and Supplies Pool	\$ 11,875.00	\$ 3,284.02	\$ 1,050.88	\$ 6,568.03	\$ 197.04	\$ 157.63	\$ 157.63	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 131.36	\$ 328.40	\$ -	\$ 11,875.00
Outreach/Marketing Pool																
Brochures and Printed Materials	\$ 3,000.00	\$ 616.44	\$ 328.77	\$ 1,232.88	\$ 164.38	\$ 164.38	\$ 164.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164.38	\$ 164.38	\$ -	\$ 3,000.00
Billboard Advertising	\$ 1,000.00	\$ 410.96	\$ 179.18	\$ 821.92	\$ 109.59	\$ 109.59	\$ 109.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109.59	\$ 109.59	\$ -	\$ 1,000.00
Media Advertising	\$ 2,000.00	\$ 308.22	\$ 164.38	\$ 616.44	\$ 82.19	\$ 82.19	\$ 82.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82.19	\$ 82.19	\$ -	\$ 2,000.00
Orientation Materials	\$ 600.00	\$ 123.29	\$ 65.75	\$ 246.58	\$ 32.88	\$ 32.88	\$ 32.88	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32.88	\$ 32.88	\$ -	\$ 600.00
Signage	\$ 1,200.00	\$ 246.58	\$ 131.51	\$ 493.15	\$ 65.75	\$ 65.75	\$ 65.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65.75	\$ 65.75	\$ -	\$ 1,200.00
Other	\$ 500.00	\$ 102.74	\$ 54.79	\$ 205.48	\$ 27.40	\$ 27.40	\$ 27.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.40	\$ 27.40	\$ -	\$ 500.00
Total Outreach/Marketing Pool	\$ 8,300.00	\$ 1,388.22	\$ 964.38	\$ 3,616.44	\$ 482.19	\$ 482.19	\$ 482.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 482.19	\$ 482.19	\$ -	\$ 8,300.00
Miscellaneous Pool																
Other	\$ 750.00	\$ 154.11	\$ 82.19	\$ 308.22	\$ 41.10	\$ 41.10	\$ 41.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41.10	\$ 41.10	\$ -	\$ 750.00
Other	\$ 800.00	\$ 164.38	\$ 87.67	\$ 328.77	\$ 43.84	\$ 43.84	\$ 43.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43.84	\$ 43.84	\$ -	\$ 800.00
Total Miscellaneous Pool	\$ 1,550.00	\$ 318.49	\$ 169.86	\$ 636.99	\$ 84.93	\$ 84.93	\$ 84.93	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84.93	\$ 84.93	\$ -	\$ 1,550.00
TOTALS	\$ 221,095.00	\$ 56,667.47	\$ 19,247.11	\$ 98,866.85	\$ 8,547.92	\$ 8,418.84	\$ 8,418.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,715.77	\$ 16,212.21	\$ -	\$ 221,095.00

D(1). Non-Cash Commitments

(Note: The following is an example of how some partners may fund their commitments other than through cash contributions. Areas should modify the language below to describe any non-cash contributions from partners.)

Payment of shared costs through the provision of goods and services by each of the partner programs will likely be the most common method of payment. Using this payment method, the partners prepare the shared costs budget and allocate the costs using agreed-upon allocation methodologies, with a resulting total shared costs attributable to each partner. Within the budget, the partners agree on how those costs will be funded. One partner may pay all of the facilities costs, while another partner provides the telephone system to be used by all partners, and a third partner provides additional core services such as eligibility determination for all participating partner programs. This flexibility in payment allows the partners to determine which payment method works best for their particular agency and takes into consideration the available resources of each program.

IV. Partner Commitments - Goods and Services

All partners are funding their fair shares in the form of cash with the exception of the following partners:

- * WIA Title I will provide the cost of the One-Stop Manager and Fiscal Support Staff thereby covering their entire funding commitment of \$56,667.
- * Voc Rehab will be providing the office supplies for the Career Center and the Resource Room supplies and ADA equipment, thereby reducing their funding commitment amount by \$5,500.
- * OET will assume the cost of the Facilities Pool, Telecommunications Pool, Resource Room Computer Equipment and Software, copier and copier maintenance, fax and fax maintenance, phone system and internet. OET will also cover the costs of Data Entry and Technology Support staff and the Receptionist/Greeter. Additionally OET will cover the cost of the "Other" in the Outreach Pool and all of the Equipment & Supplies Pool with the exception of Office supplies thereby covering their entire funding commitment of \$98,867.
- * Adult Education will cover the costs of the Outreach Pool with the exception of "Other" thereby covering their entire funding commitment of \$8,300.
- * The Perkins Act Vocational Ed Programs will assume the cost of paying for the Miscellaneous Pool thereby reducing their funding commitment by \$1,550.
- * The KY Farmworkers program will assume the costs of the Resource Room furniture and Audio-Visual Equipment thereby reducing their funding commitment by \$3,700.

SAMPLE

D(2). Non-Cash Commitments - Goods and Services

Partner	Contributions	Value	Proportionate Share
WIA Title I			\$ 56,667
	One-Stop Manager	\$ 50,000	
	Fiscal Support Staff	\$ 10,000	
	Cash from OET	\$ (3,333)	
		\$ 56,667	
Rehabilitation Act			\$ 19,247
	Equip & Supplies Pool - Office supplies	\$ 1,500	
	Resource Room Supplies	\$ 2,500	
	Resource Room -Other (i.e., ADA equipment)	\$ 1,500	
	Cash to OET	\$ 13,747	
		\$ 19,247	
Employment Services			\$ 98,867
	Facilities Pool	\$ 1,850	
	Telecommunications Pool	\$ 1,320	
	Resource Room Computer Equip	\$ 6,500	
	Resource Room Computer Softw	\$ 3,000	
	Resource Room Copier	\$ 1,800	
	Resource Room FAX	\$ 1,200	
	Resource Room Phone Sys	\$ 3,500	
	Resource Room Internet	\$ 2,000	
	Data Entry Support Staff	\$ 60,000	
	Technology Support Staff	\$ 15,000	
	Receptionist/Greeter	\$ 35,000	
	Outreach Pool-Other	\$ 500	
	Equip & Supplies Pool (except Office Supplie	\$ 10,375	
	Cash from Partners	\$ (46,511)	
	Cash to WIA	\$ 3,333	
		\$ 98,867	

SAMPLE

Partner	Contributions	Value	Proportionate Share
Adult Education			\$ 8,548
	Outreach Pool (except Other)	\$ 8,300	
	Cash to OET	\$ 248	
		\$ 8,548	
Perkins Act VOC Ed			\$ 8,419
	Miscellaneous Pool	\$ 1,550	
	Cash to OET	\$ 6,869	
		\$ 8,419	
Older American Title V			\$ 8,419
	Cash to OET	\$ 8,419	
KY Farmworkers			\$ 4,716
	Resource Room Furniture	\$ 2,500	
	Resource Room Audio-Visual Equip	\$ 1,200	
	Cash to OET	\$ 1,016	
		\$ 4,716	
TANF			\$ 16,212
	Cash to OET	\$ 16,212	
		\$ 221,095	\$ 221,095

E. Quarterly Reconciliation

KENTUCKY CAREER CENTER QUARTERLY RECONCILIATION

KCC Location: _____

Date: _____

KY Career Center System Cost Pools	Line Item (Including Cost Benefit)	Budgeted Annual Cost	Cumulative Expenses to Date	Budget Balance	Quarter 1 July 1st thru September 30th	Quarter 2 October 1st thru December 31st	Quarter 3 January 1st thru March 31st	Quarter 4 April 1st thru June 30th
Facilities Pool	Lease Costs	\$ 500.00	\$ -	\$ 500.00				
	Utilities -	\$ 700.00	\$ -	\$ 700.00				
	Maintenance -	\$ 250.00	\$ -	\$ 250.00				
	Maintenance (Repairs, etc.) -	\$ 400.00	\$ -	\$ 400.00				
	Total - Facilities Pool	\$ 1,850.00	\$ -	\$ 1,850.00	\$ -	\$ -	\$ -	\$ -
Telecommunication & IT Pool	Telephone System -	\$ 260.00	\$ -	\$ 260.00				
	Computer Equipment (Hardware)	\$ 560.00	\$ -	\$ 560.00				
	Software, Systems use costs, Internet Access, IT maintenance	\$ 500.00	\$ -	\$ 500.00				
	Total - Telecommunications & IT Pool	\$ 1,320.00	\$ -	\$ 1,320.00				
KY Career Center Management Pool	One-Stop Operator/Manager -	\$ 50,000.00	\$ -	\$ 50,000.00				
	Receptionist/Greeter -	\$ 35,000.00	\$ -	\$ 35,000.00				
	Data Entry/Support Staff -	\$ 60,000.00	\$ -	\$ 60,000.00				
	Fiscal Support Staff -	\$ 10,000.00	\$ -	\$ 10,000.00				
	Technology Support Staff -	\$ 15,000.00	\$ -	\$ 15,000.00				
Resource Center Pool	Total - KCC Management Pool	\$ 170,000.00	\$ -	\$ 170,000.00				
	Computer Equipment (Hardware) -	\$ 6,500.00	\$ -	\$ 6,500.00				
	Computer Equipment (Software) -	\$ 3,000.00	\$ -	\$ 3,000.00				
	Copier and Copier Maintenance -	\$ 1,800.00	\$ -	\$ 1,800.00				
	Fax and Fax Maintenance -	\$ 1,200.00	\$ -	\$ 1,200.00				
Shared Equipment and Supplies Pool (Partner Use)	Telephone System -	\$ 3,500.00	\$ -	\$ 3,500.00				
	Internet Access -	\$ 2,000.00	\$ -	\$ 2,000.00				
	Furniture -	\$ 2,500.00	\$ -	\$ 2,500.00				
	Audio-Visual Equipment -	\$ 1,200.00	\$ -	\$ 1,200.00				
	Supplies -	\$ 2,500.00	\$ -	\$ 2,500.00				
Outreach Pool	Other -	\$ 1,500.00	\$ -	\$ 1,500.00				
	Total - Resource Center Pool	\$ 25,700.00	\$ -	\$ 25,700.00				
	Copier and Copier Maintenance -	\$ 3,000.00	\$ -	\$ 3,000.00				
	Fax and Fax Maintenance -	\$ 2,000.00	\$ -	\$ 2,000.00				
	Postage -	\$ 875.00	\$ -	\$ 875.00				
Miscellaneous Pool	Furniture -	\$ 2,000.00	\$ -	\$ 2,000.00				
	Supplies -	\$ 1,500.00	\$ -	\$ 1,500.00				
	Other -	\$ 2,500.00	\$ -	\$ 2,500.00				
	Total - Equipment and Supplies Pool (Partner Use)	\$ 11,875.00	\$ -	\$ 11,875.00	\$ -	\$ -	\$ -	\$ -
	Brochures and Printed Materials -	\$ 3,000.00	\$ -	\$ 3,000.00				
Outreach Pool	Billboard Advertising -	\$ 2,000.00	\$ -	\$ 2,000.00				
	Media Advertising -	\$ 1,500.00	\$ -	\$ 1,500.00				
	Orientation Materials -	\$ 600.00	\$ -	\$ 600.00				
	Signage -	\$ 1,200.00	\$ -	\$ 1,200.00				
	Other -	\$ 500.00	\$ -	\$ 500.00				
Miscellaneous Pool	Total - Outreach/Marketing Pool	\$ 8,800.00	\$ -	\$ 8,800.00	\$ -	\$ -	\$ -	\$ -
	Other -	\$ 750.00	\$ -	\$ 750.00				
	Other -	\$ 800.00	\$ -	\$ 800.00				
	Total - Miscellaneous Pool	\$ 1,550.00	\$ -	\$ 1,550.00				
	TOTALS	\$ 221,095.00	\$ -	\$ 221,095.00	\$ -	\$ -	\$ -	\$ -

Budget Period Begin Date: End Date:

[illegible]