

Danville One Stop Cost Allocation Plan
(As part of the Center MOU):

Financing and Allocating Costs

Each partner organization to this MOU must adhere to the following:

- Fund and provide all core and intensive services that are applicable to each partner's program.
- Fund and provide all supportive and follow-up services that are applicable to each partner's program; and
- Contribute a fair share of the rent of the facility proportionate to each partner's use of square footage, which include utilities (heating and cooling). This is a full service lease which includes utilities and janitorial services.
- **Attachments 1 – 4 on pages 12-16 are the Danville One Stop Cost Allocation Plans.**

VEC and DARS are responsible for their VITA expenses including a portion of the access charge, telephone line charges, long distance and internet charges.

All agencies who utilize the shared printer/fax/scanner shall be responsible for a proportionate amount of the contracted base cost of the printer/fax/scanner and each agency shall be responsible for its overage costs based on usage. The WPWIB may choose to invoice annually for those expenses.

The WPWIB covers the costs associated with the salaries of the Center Receptionist and Center Coordinator; however, the Center partners are encouraged to cost allocate the costs associated with the Center Receptionist. The WPWIB covers the expenses for excessive capacity for space, maintenance of the resource room internet and service of computers, and dumpster.

The copier in the resource room is a shared expense by the three lead agencies – DARS, VEC and WIA. DARS has agreed to complete a requisition to upfront the cost of the copier for the resource room. DARS will bill VEC and WIA an Interagency Transfer Invoice (IAT) on a quarterly basis for their share of the cost for the copier. Each agency has agreed to pay one third of the cost for the copier.

DARS, VEC, and WIA will be responsible for providing and replenishing office supplies for the resource room on a rotating schedule as identified in the schedule agreed upon by the management team. Office supplies include, paper, pens, and antibacterial wipes, and other items deemed essential by the Management Team.

Danville
One-Stop Rent Allocation

ONE STOP LEASE - TOTAL RSF 12,442 RSF
 TOTAL RENT \$142,321.68
 RATE/SF \$11.43

Occupant	Directly Assigned USF	Percentage	One Stop Shared Area Direct USF	One Stop Common Area Allocation	DSS Common Area Allocation	Circulation & Corridors Allocation	Fire Riser Allocation	Total One Stop Lease RSF	Total Annual Rent	Total Monthly Rent
	4,484 USF		3,442 USF	638 USF	634 USF	3,161 USF	83	12,442 RSF		
State Agencies										
DARS	1,737	38.74%	1,333	247		1,224	9	4,551	\$52,020.48	\$4,335.04
VEC	994	22.17%	763	141		701	9	2,608	\$29,813.85	\$2,484.49
DCC	100	2.23%	77	14		70	9	271	\$3,094.19	\$257.85
DSS - DC/SE					634		9	643	\$7,352.03	\$612.67
VDH							9	9	\$105.41	\$8.78
TOTAL STATE AGENCIES	2,831	63.14%	2,173	403	634	1,996	46	8,083	\$92,385.94	7,698,828.44
Local Partners										
SAAA	100	2.23%	77	14		70	9	271	\$3,094.44	\$257.87
DPS/ABE	64	1.43%	49	9		45	9	177	\$2,018.39	\$168.20
WB OTHER	336	7.49%	258	48		237	9	888	\$10,148.56	\$845.71
Rescare	517	11.53%	397	74		364	9	1,361	\$15,558.70	\$1,296.56
PCCA	636	14.18%	488	90		448	9	1,672	\$19,115.65	\$1,592.97
TOTAL LOCAL PARTNERS	1,653	36.86%	1,269	235		1,165	46	4,369	\$49,935.74	\$4,161.31
TOTAL ONE STOP LEASE	4,484	100.00%	3,442	638	634	3,161	92.22222222	12,452	\$142,321.68	\$11,860.14