

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 support and follow-up services that are applicable to each partner's program; and
- Contribute a share of the rent of the facility proportionate to each partner's use of square footage, which includes utilities (i.e., heating and cooling). The lease for the facility is a full service lease which includes utilities and janitorial services.
- **Attachments 1 – 4 of this MOU, on pages 11-14, are the Martinsville One Stop Cost Allocation Plans.**

VEC and DARS are responsible for their Virginia Information Technologies Agency ("VITA") expenses including a proportionate amount of the access charge, telephone line charges, equipment, long distance and internet charges.

All agencies which 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 any cost for overage based on usage. The WPWIB has agreed to provide the upfront cost for this expense and will invoice each agency. The WPWIB may choose to invoice annually for those expenses.

The WPWIB covers the costs associated with the salary of the Center Receptionist whether as an employee or through contract; however, Center partners are encouraged to cost allocate these positions as they support the entire Center. Excessive capacity for space, maintenance of the resource room computers, outreach, special events that include and benefit all the agencies (i.e., job fairs), One Stop Operator and dumpster.

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

Martinsville One Stop								
Cost Allocation								
ONE STOP LEASE - TOTAL RSF		12,138						
	TOTAL RENT	\$177,138.99						
	RATE/SF	\$14.59						
			One Stop	One Stop	Circulation &			
			Shared	Common/	Corridors		Total One	Total
Occupant	Directly	Percentage	Area	Divided	Allocation	Unused	Stop Lease	Annual Rent
	Assigned USF		Direct USF	Shared (N/A)		N/A		
	4,753 USF		3,556 USF		3,829 USF		12,138 RSF	
State Agencies								
DARS	797	16.77%	596		642		2,035	29,695.66
VEC	1,835	38.61%	1,373		1,478		4,686	68,370.80
PHCC	64	1.35%	48		52		163	2,384.59
TOTAL STATE AGENCIES	2696	56.72%	2,017		2,172		6,885	\$100,451.05
Local Partners								
SCEP	128	2.69%	96		103		327	4,769.19
ABE	64	1.35%	48		52		163	2,384.59
WIB OTHER	749	15.76%	560		603		1,913	27,952.78
PCCA	412	8.67%	308		332		1,052	15,350.83
RESCARE	640	13.47%	479		516		1,634	23,845.95
PCCA - Block Grant	64	1.35%	48		52		163	2,384.59
TOTAL LOCAL PARTNERS	2,057	43.28%	1,539		1,657		5,253	\$76,687.94
TOTAL ONE STOP LEASE	4,753	100.00%	3,556		3,829		12,138	\$177,138.99
*** Tenant to reimburse Landlord beginning with 2nd full lease year an amount equal to 50% of the cost of electricity & gas that exceeds Landlord's cost of the same during the 1st full lease year.								
*** State partners shall pay a 4% DGS surcharge beginning with 2011 fiscal year.								