

Attachment I: Examples of Cost Pools and Possible Allocation Bases

| Cost Pool | Possible Allocation Bases |
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| <p>Facilities: Building rent, maintenance costs, utilities, tenant improvements, or any other similar costs related to the physical structure housing the one-stop center.</p> | <p>Square footage occupied by each partner agency as compared to the total space. Workstation usage by partners as compared to total workstations.</p> |
| <p>Telecommunications: Monthly telephone costs, telephone system equipment, data lines, T-1 lines, and other similar costs.</p> | <p>Dedicated telephone units as compared to all units.</p> |
| <p>Information Technology: Shared equipment, software, IT maintenance costs, Internet access, and other similar costs.</p> | <p>Number of dedicated computers (including all necessary equipment) as compared to total.</p> |
| <p>Resource Center: Costs of shared equipment, displays, computer learning, specialized software for computer learning, furniture, copier, fax machine; may also include related staff costs.</p> | <p>Number of program participants or reportable individuals utilizing the resource center.</p> |
| <p>Common Intake System: Costs of developing common intake data formats, preparation and interview of customers, and similar costs.</p> | <p>Use of common data formats and data elements required for each program. Use of number of customer or participant records maintained by each partner program.</p> |
| <p>One-Stop Center Management Staff: Costs of the center director.</p> | <p>Number of partner program staff FTEs. Square footage of partner program benefit or number of program participants and reportable individuals served.</p> |
| <p>One-Stop Center General Operations Staff: Costs of the receptionist, staff of the resource center.</p> | <p>Number of partner program participants.</p> |
| <p>Shared Equipment and Supplies: Staff copier, fax, associated supplies, and furniture.</p> | <p>Usage by staff of each partner program. Occupancy (square footage) basis; numbers of staff workstations.</p> |
| <p>Career Services: Staff and benefit costs, development of common forms for case management, and similar costs.</p> | <p>Time distribution system (time sheets, work sampling, time and motion studies); numbers of clients eligible for specific program; weighted participation numbers.</p> |