

One-Stop Center Name:

Virginia Career Works Lynchburg Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	Customers Receiving Service	% of Total
VEC - UI	1.00	4.17%		0.00%		0.00%
VA Works	13.00	54.17%		0.00%		0.00%
CVWDB - WIOA Title I Adult & DW	3.00	12.50%		0.00%		0.00%
CVWDB - WIOA Title I Youth	2.00	8.33%		0.00%		0.00%
LynCag	1.00	4.17%		0.00%		0.00%
DARS Title IV	1.00	4.17%		0.00%		0.00%
Old Dominion Job Corp	1.00	4.17%		0.00%		0.00%
Adult Continuing Education	1.00	4.17%		0.00%		0.00%
DSS	0.00	0.00%		0.00%		0.00%
CVCC	0.00	0.00%		0.00%	1.00	100.00%
SCSEP - Goodwill	1.00	4.17%		0.00%		0.00%
B		0.00%		0.00%		0.00%
C		0.00%		0.00%		0.00%
D		0.00%		0.00%		0.00%
E		0.00%		0.00%		0.00%
F		0.00%		0.00%		0.00%
G		0.00%		0.00%		0.00%
H		0.00%		0.00%		0.00%
I		0.00%		0.00%		0.00%
J		0.00%		0.00%		0.00%
K		0.00%		0.00%		0.00%
TOTALS:	24.00	100.00%	0.00	0%	1.00	100%

List each partner's programs providing service through Virginia's Career Works Center. If the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.
 -Once program is inserted in Column A row within table above, the balance of the spreadsheets will be automatically populated with the program name information. The balance of the spreadsheets should be formatted appropriately to display the information.

Square Foot Occupied is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

OF POSITIONS are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: **# of hours per week that a program staffs the One-Stop Center/40 (full time workweek hours).**

Customers Receiving Service are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

DIRECT COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works Lynchburg Center

COSTS	BUDGET/ EXPENSE	VEC - UI	VA Works	CVWDB - WIOA Title I Adult & DW	CVWDB - WIOA Title I Youth	LynCag	DARS Title IV	Old Dominion Job Corp	Contin uing Educati on	DSS	CVCC	SCSEP - Goodwill
Staff Costs:												
Salaries/Benefits	\$7,500									\$7,500		
INFRASTRUCTURE COSTS												
Facility Costs:												
Rent	\$13,540			\$6,770	\$6,770							
Utilities												
Maintenance Contracts												
Repairs												
Security												
Property Tax												
Furniture & Fixtures												
Other (itemize below)												
Equipment/Communication Costs:												
IT Managed Services - one time charges	\$9,721			\$4,861	\$4,860							
IT Managed Services - Monthly	\$14,307			\$7,154	\$7,153							
Internet Service												
Telephone Equipment												
Telephone Service Fees												
Cell Phones												
Resource Room Copier												
Staff Copier	\$3,120			\$515	\$515	\$418	\$418	\$418	\$418			\$418
Fax Service Fees												
Other Operations:												
Contract: One-Stop Operator	\$7,500									\$7,500		
General Supplies												
Freight & Messenger												
Printing (Outreach, Community Awareness, Signage)												
Other Outside Services (itemize below)												
Business and Community Outreach												
Marketing/Community Awareness												
Staff Training												
Staff Travel												
Career Scope/Tab testing - software												
TOTAL COSTS	\$55,688			\$19,300	\$19,298	\$418	\$418	\$418	\$418	\$15,000		\$418

SHARED COSTS BY PARTNER OR PARTNER PROGRAM
ONE-STOP CENTER NAME:

Virginia Career Works Lynchburg Center

COSTS	BUDGET/ EXPENSE	VEC - UI	VA Works	CWDB -WIOA Title I Adult & DW	CWDB - WIOA Title I Youth	LynCag	DARS Title IV	Old Dominion Job Corp	Adult Continuing Education	DSS	CVCC	SCSEP - Goodwill	TOTALS;
Staff Costs:													
Salaries/Benefits	\$53,262	\$2,219	\$28,850	\$6,658	\$4,439	\$2,219	\$2,219	\$2,219	\$2,219			\$2,219	\$53,262
INFRASTRUCTURE COSTS													
Facility Costs:													
Rent	(\$0)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0			\$0	(\$0)
Utilities													
Maintenance Contracts													
Repairs													
Security													
Property Tax													
Furniture & Fixtures													
Other (itemize below)													
Equipment/Communication Costs:													
IT Managed Services - one time charges	\$2,300	\$96	\$1,246	\$288	\$192	\$96	\$96	\$96	\$96			\$96	\$2,300
IT Managed Services - Monthly	\$9,725	\$405	\$5,268	\$1,216	\$810	\$405	\$405	\$405	\$405			\$405	\$9,725
Internet Service	\$2,880	\$120	\$1,560	\$360	\$240	\$120	\$120	\$120	\$120			\$120	\$2,880
Telephone Equipment													
Telephone Service Fees	\$1,200	\$50	\$650	\$150	\$100	\$50	\$50	\$50	\$50			\$50	\$1,200
Cell Phones													
Resource Room Copier	\$3,840	\$160	\$2,080	\$480	\$320	\$160	\$160	\$160	\$160			\$160	\$3,840
Staff Copier													
Fax Service Fees													
Other Operations:													
Contract: One-Stop Operator	\$65,139	\$2,714	\$5,284	\$8,142	\$5,426	\$2,714	\$2,714	\$2,714	\$2,714			\$2,714	\$65,139
General Supplies	\$1,000	\$42	\$542	\$125	\$83	\$42	\$42	\$42	\$42			\$42	\$1,000
Freight & Messenger													
Printing (Outreach, Community Awareness, Signage)													
Other Outside Services (Itemize below)													
Business and Community Outreach	\$5,000										\$5,000		\$5,000
Marketing/Community Awareness													
Staff Training													
Staff Travel													
Career Scope/Tab testing - software	\$2,250	\$94	\$1,219	\$281	\$188	\$94	\$94	\$94	\$94			\$94	\$2,250
TOTAL COSTS	\$146,596	\$5,900	\$76,698	\$17,700	\$11,800	\$5,900	\$5,900	\$5,900	\$5,900		\$5,000	\$5,900	\$146,596

1	Allocation based on number of staff
2	Allocation based on square feet occupied
3	Allocation based on number of customers served

Note: This spreadsheet allocates costs based on a suggested allocation method (see color key above). Partners may agree on a different basis for allocation, as long as it is appropriately supportable and applied consistently. If a different allocation method is applied, the percentages on the Partner Information tab must be revised to reflect the agreed on basis.

TOTAL COSTS BY PARTNER OR PARTNER PROGRAM

ONE-STOP CENTER NAME:

Virginia Career Works Lynchburg Center

BUDGET/ EXPENSE	VEC - UI	VA Works	CWDB - WIOA Title I Adult & DW	CWDB - WIOA Title I Youth	LynCag	DARS Title IV	Old Dominion Job Corp	Adult Continuing Education	DSS	CVCC	SCSEP - Goodwill	TOTALS:
Staff Costs:												
Salaries/Benefits	\$2,219	\$28,850	\$6,658	\$4,439	\$2,219	\$2,219	\$2,219	\$2,219	\$7,500		\$2,219	\$60,762
INFRASTRUCTURE COSTS												
Facility Costs:												
Rent												
Utilities												
Maintenance												
Contracts												
Repairs												
Security												
Property Tax												
Furniture & Fixtures												
Other (itemize below)												
Equipment/Communication Costs:												
IT Managed Services - one time charges	\$96	\$1,246	\$5,149	\$5,052	\$96	\$96	\$96	\$96			\$96	\$12,021
IT Managed Services - Monthly	\$405	\$5,268	\$8,370	\$7,963	\$405	\$405	\$405	\$405			\$405	\$24,032
Internet Service	\$120	\$1,560	\$360	\$240	\$120	\$120	\$120	\$120			\$120	\$2,880
Telephone Equipment												
Telephone Service Fees	\$50	\$650	\$150	\$100	\$50	\$50	\$50	\$50			\$50	\$1,200
Cell Phones												
Resource Room Copier	\$160	\$2,080	\$480	\$320	\$160	\$160	\$160	\$160			\$160	\$3,840
Staff Copier												
Fax Service Fees												
Other Operations:												
Contract: One-Stop Operator	\$2,714	\$35,284	\$9,142	\$5,428	\$2,714	\$2,714	\$2,714	\$2,714	\$7,500		\$2,714	\$72,639
General Supplies	\$42	\$542	\$125	\$83	\$42	\$42	\$42	\$42			\$42	\$1,000
Freight & Messenger												
Printing (Outreach, Community Awareness, Signage)												
Other Outside Services (itemize below)												
Business and Community Outreach												
Marketing/Community Awareness												
Staff Training												
Staff Travel												
Career Scope/Tab testing - software	\$94	\$1,219	\$281	\$188	\$94	\$94	\$94	\$94			\$94	\$2,250
TOTAL COSTS	\$5,900	\$76,698	\$37,000	\$31,098	\$6,318	\$6,318	\$6,318	\$6,318	\$15,000	\$5,000	\$6,318	\$202,284
PARTNER RATIO	2.9%	37.9%	18.3%	15.4%	3.1%	3.1%	3.1%	3.1%	7.4%	2.5%	3.1%	100.0%

OK!

Allocated costs Direct and Indirect must equal the amount on the One-Stop Center Budget spreadsheet (1st sheet in this workbook)

Program Year (PY) 2025 Infrastructure Funding Agreement (IFA)/Cost Allocation Plan

July 1, 2025 – June 30, 2026

Virginia Career Works – Lynchburg Center

By signing this agreement, the individual signifies that they have reviewed the revised IFA/Cost Allocation Plan for the Virginia Career Works – Lynchburg Center for PY2025 and agree to the costs outlined in the IFA/Cost Allocation Plan to support the operation of the Center/Workforce System.

The signatory also certifies that he or she is authorized to sign on behalf of the organization subject to the IFA/Cost Allocation Plan and that they bind the organization to the faithful performance of this agreement.

This IFA/Cost Allocation Plan will be in place for costs incurred at the Lynchburg Center from July 1, 2025 through June 30, 2026.

The IFA/Cost Allocation Plan will be reviewed on an annual basis, however, the PY2025 IFA/Cost Allocation Plan may be reviewed at any time and may be modified, so long as all Parties agree and provide authorized signature to confirm the modification. The PY2025 IFA/Cost Allocation Plan will expire on June 30, 2026, and must be reviewed, renewed, updated, and/or signed off on by all Partners for PY2025.

Central Virginia Workforce Development Board (in Partnership with HumanKind)

Organization Name

Nathaniel X. Marshall, Chairman

Printed Name



Signature

7/8/25

Date

Program Year (PY) 2025 Infrastructure Funding Agreement (IFA)/Cost Allocation Plan
July 1, 2025 – June 30, 2026
Virginia Career Works – Lynchburg Center

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The VEC agrees that this IFA represents its costs as \$6,156 for Career Works Center one-stop operation costs.

Virginia Employment Commission

Organization Name

Demetrios Melis, Commissioner

Printed Name

Signature

Date



7/3/2025



Program Year (PY) 2025 Infrastructure Funding Agreement (IFA)/Cost Allocation Plan
July 1, 2025 – June 30, 2026
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Virginia Works

Organization Name

Nicole Overley, Commissioner

Printed Name

Signature

8/25/25

Date



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Lynchburg Community Action Group

Organization Name

Tamara Rosser, CEO

Printed Name

Tamara Rosser

Signature

June 17, 2025

Date



CENTRAL REGION

Program Year (PY) 2025 Infrastructure Funding Agreement (IFA)/Cost Allocation Plan

July 1, 2025 – June 30, 2026

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Virginia Department for Aging and Rehabilitative Services (DARS)

Organization Name

Lisa A. Martinez

Printed Name

Lisa Martinez

Signature

7.18.2025

Date



Program Year (PY) 2025 Infrastructure Funding Agreement (IFA)/Cost Allocation Plan
July 1, 2025 – June 30, 2026
Virginia Career Works – Lynchburg Center

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Old Dominion Job Corps
Organization Name

James M. Davis
Printed Name

JMD
Signature

August 5, 2025
Date

Program Year (PY) 2025 Infrastructure Funding Agreement (IFA)/Cost Allocation Plan

July 1, 2025 – June 30, 2026

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Adult and Career Education of Central Virginia

Organization Name

Luke Saechao, Ed. D., Regional Program Manager

Printed Name



Signature

Date

9/9/25



CENTRAL REGION

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City of Lynchburg Department of Human Services

Organization Name

Preston Sellers

Printed Name

Signature

7-2-2025

Date



CENTRAL REGION

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Central Virginia Community College

Organization Name

Dr. John S. Capps, President

Printed Name

Signature

6-20-25

Date

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Goodwill Industries of the Valleys

Organization Name

Brenda Moore

Printed Name

Brenda Moore

Signature

06/17/2025

Date