

APPENDIX ITEM 8 TO GOVERNOR'S GUIDELINES  
STANDARD BUDGET FORMAT FOR SHARED COSTS

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Instructions: Enter Data into Yellow Highlighted Fields																						
2																							
3	Local Workforce Innovation Area: 01																						
4																							
5	Cost Allocation Spreadsheets for PY: 2017																						
6																							
7	For the Center Located in: Job Center of Lake County, Waukegan, Illinois																						
8																							
9	Shared Cost Category		Annual Budget Allocation of Partners																				Total
10	Part 1: Comprehensive One-Stop Center		Commerce			IDES			ICCB		DHS		Aging	DOC		Title IC - Job Corp	Title III - MSFMA	Title ID - National Farmworkers	Title ID - YouthBuild	Other 1	Other 2		
11	<b>SHARED INFRASTRUCTURE COSTS</b>		Title IB - Adult Youth & Dis. Workers	TAA	CSBG	Title III - Wagner Peysner	Veterans Services	UI Camp Programs	TRA	Title II - Adult Education	Career & Tech Ed - Perkins	Title IV - Vocational Rehab	TANF - DHS	SSEB	Second Chance	HUD							
12	Methodology Used - FTE Staffing <input checked="" type="checkbox"/>		10	1	0.25	1.75	2	0.25	0.25	1.125	0.25	1	0.25	0.25	0	0	0	0.25	0	0.25	0.25	0	
13	If Other Methodology Used Define & Uncheck FTE box		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
14	Facilities Costs		124,685.00																				
15	Lease Cost		40,977.78	4,097.78	1,024.44	7,171.11	8,195.56	1,024.44	1,024.44	4,610.00	1,024.44	4,097.78	1,024.44	1,024.44	-	-	-	1,024.44	-	1,024.44	1,024.44	-	
16	Facility Maintenance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
17	Property and Casualty Insurance		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
18	Security Services		14,292.29	1,429.23	357.31	2,501.15	2,858.46	357.31	357.31	1,607.88	357.31	1,429.23	357.31	357.31	-	-	-	357.31	-	357.31	357.31	-	
19	Cleaning Services		2,168.37	216.84	54.21	379.46	433.67	54.21	54.21	243.94	54.21	216.84	54.21	54.21	-	-	-	54.21	-	54.21	54.21	-	
20	Utilities		6,548.50	654.85	163.71	1,145.99	1,309.70	163.71	163.71	736.71	163.71	654.85	163.71	163.71	-	-	-	163.71	-	163.71	163.71	-	
21	List Other Facilities Costs		2,310.00	1,207.84	120.78	30.20	211.37	241.57	30.20	135.88	30.20	120.78	30.20	30.20	-	-	-	30.20	-	30.20	30.20	-	
22	List Other Facilities Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
23	List Other Facilities Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
24	Technology Costs		21,107.00																				
25	Telecommunications and Internet		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
26	Equipment and Technology Costs		17,500.00	9,150.33	915.03	228.76	1,601.31	1,830.07	228.76	228.76	1,029.41	228.76	915.03	228.76	228.76	-	-	228.76	-	228.76	228.76	-	
27	Assistive Technology		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
28	Equipment Rental (Copier & Fax)		3,607.00	1,886.01	188.60	47.15	330.05	377.20	47.15	47.15	212.18	47.15	188.60	47.15	47.15	-	-	47.15	-	47.15	47.15	-	
29	List Other Technology Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
30	List Other Technology Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
31	Common Identifier Marketing Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
32	Signage		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
33	List Other Common Identifier Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
36	Other Infrastructure Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
37	List Other Infrastructure Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
38	List Other Infrastructure Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
39	List Other Infrastructure Costs		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
40	Total, Shared Infrastructure Costs		\$ 145,792.00	\$ 76,231.11	\$ 7,623.11	\$ 1,905.78	\$ 13,340.44	\$ 15,246.22	\$ 1,905.78	\$ 1,905.78	\$ 8,576.00	\$ 1,905.78	\$ 7,623.11	\$ 1,905.78	\$ 1,905.78	\$ -	\$ -	\$ -	\$ 1,905.78	\$ -	\$ 1,905.78	\$ 1,905.78	\$ -
41	Shared Infrastructure Cost per FTE		\$ 7,623.11																				
42																							
43	Less Cash Contribution		\$ 143,621.18	\$ 108,136.21		\$ 8,690.04	\$ 8,690.04			\$ 8,576.00	\$ 1,905.78	\$ 7,623.11											
44	Less Non-Cash Contribution		\$ 32,170.15		\$ 7,623.11	\$ 1,905.78	\$ 4,650.40	\$ 6,556.18	\$ 1,905.78	\$ 1,905.78		\$ 1,905.78						\$ 1,905.78		\$ 1,905.78	\$ 1,905.78		
45	Less Third-Party In-Kind Contributions		\$ -																				
46	Balance			\$ (31,905.10)	\$ 0.00	\$ (0.00)	\$ 0.00	\$ 0.00	\$ (0.00)	\$ (0.00)	\$ 0.00	\$ (0.00)	\$ 0.00	\$ (0.00)	\$ 1,905.78	\$ -	\$ -	\$ -	\$ (0.00)	\$ -	\$ (0.00)	\$ (0.00)	\$ -
47																							

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48	Shared Cost Category	Annual Budget Allocation of Partners																					Total	
49		Commerce			IDES			ICCB			DHS		Aging	DOC		Title IC - Job Corp	Title III - MSFMA	Title ID - National Farmworkers	Title ID - YouthBuild	Other 1	Other 2			
50	Part 2: Local One-Stop <b>SHARED DELIVERY SYSTEM COSTS</b>	Total Annual Budget	Title I - Adult Youth & Dis-Workers	TAA	CSBG	Title II - Wagner Pysner	Veterans Services	UI Comp Programs	TRA	Title II - Adult Education	Career & Tech Ed - Perkins	Title IV - Vocational Rehab	TANF - DHS	SCSEP	Second Chance	HUD								
51	Methodology Used - FTE Staffing		10	1	0.25	1.75	2	0.25	0.25	1.125	0.25	1	0.25	0.25	0	0	0	0.25	0	0.25	0.25	0	19.125	
52	If Other Methodology Used Define & Uncheck FTE box		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0	
53	Costs Related to Board Functions	30,000.00																						
54	Staffing Salary, Benefits, and Other Expenses																							
55	Board Meeting Costs																							
56	Audit Costs of Incorporated Boards																							
57	Errors and Omission Insurance																							
58	Costs Associated with Marketing Services																							
59	Costs of Strategic Data Gathering	10,000.00	5,228.76	522.88	130.72	915.03	1,045.75	130.72	130.72	588.24	130.72	522.88	130.72	130.72	-	-	-	130.72	-	130.72	130.72	-	10,000.00	
60	Regional Work	20,000.00	10,457.52	1,045.75	261.44	1,830.07	2,091.50	261.44	261.44	1,176.47	261.44	1,045.75	261.44	261.44	-	-	-	261.44	-	261.44	261.44	-	20,000.00	
61	List Other Costs Related to Board Functions																							
62	List Other Costs Related to Board Functions																							
63	Costs to Promote Service Integration	602,051.00																						
64	Joint Staff Training																							
65	Customer Satisfaction Measurement																							
66	Business Services	144,466.00	75,537.78	7,553.78	1,888.44	13,219.11	15,107.56	1,888.44	1,888.44	8,498.00	1,888.44	7,553.78	1,888.44	1,888.44	-	-	-	1,888.44	-	1,888.44	1,888.44	-	144,466.00	
67	One-Stop Center Reception	118,550.00	61,986.93	6,198.69	1,549.67	10,847.71	12,397.39	1,549.67	1,549.67	6,973.53	1,549.67	6,198.69	1,549.67	1,549.67	-	-	-	1,549.67	-	1,549.67	1,549.67	-	118,550.00	
68	Resource Room Materials and Staffing	334,379.00	174,838.69	17,483.87	4,370.97	30,596.77	34,967.74	4,370.97	4,370.97	19,669.35	4,370.97	17,483.87	4,370.97	4,370.97	-	-	-	4,370.97	-	4,370.97	4,370.97	-	334,379.00	
69	List Other Costs to Promote Integration																							
70	Resource Materials	4,656.00	2,434.51	243.45	60.86	426.04	486.90	60.86	60.86	273.88	60.86	243.45	60.86	60.86	-	-	-	60.86	-	60.86	60.86	-	4,656.00	
71	List Other Costs to Promote Integration																							
72	Shared Services Costs	23,631.00																						
73	Office/Operational Supplies	10,404.00	5,440.00	544.00	136.00	952.00	1,088.00	136.00	136.00	612.00	136.00	544.00	136.00	136.00	-	-	-	136.00	-	136.00	136.00	-	10,404.00	
74	Dues & Subscriptions	2,727.00	1,425.88	142.59	35.65	249.53	285.18	35.65	35.65	160.41	35.65	142.59	35.65	35.65	-	-	-	35.65	-	35.65	35.65	-	2,727.00	
75	Outreach Materials	500.00	261.44	26.14	6.54	45.75	52.29	6.54	6.54	29.41	6.54	26.14	6.54	6.54	-	-	-	6.54	-	6.54	6.54	-	500.00	
76	FindHelp Lake County	10,000.00	5,228.76	522.88	130.72	915.03	1,045.75	130.72	130.72	588.24	130.72	522.88	130.72	130.72	-	-	-	130.72	-	130.72	130.72	-	10,000.00	
77	List Allowable Cost Item Agreed To																							
78	Total, Shared One Stop Delivery System Costs	\$ 655,682.00	\$ 342,840.26	\$ 34,284.03	\$ 8,571.01	\$ 59,997.05	\$ 68,568.05	\$ 8,571.01	\$ 8,571.01	\$ 38,569.53	\$ 8,571.01	\$ 34,284.03	\$ 8,571.01	\$ 8,571.01	\$ -	\$ -	\$ -	\$ 8,571.01	\$ -	\$ 8,571.01	\$ 8,571.01	\$ -	\$ 655,682.00	
79	Delivery System Costs per FTE	\$ 34,284.03																						
80																								
81	Less Cash Contribution	\$ 66,858.01	\$ 58,287.00							\$ 8,571.01													66,858.01	
82	Less Non-Cash Contribution	\$ -																						
83	Less In-Kind Staffing	\$ 548,347.92	\$ 252,648.16	\$ 34,284.03	\$ 8,571.01	\$ 59,997.05	\$ 68,568.05	\$ 8,571.01	\$ 8,571.01	\$ 38,569.53	\$ 8,571.01	\$ 34,284.03	\$ 8,571.01	\$ 8,571.01				\$ 8,571.01		\$ 8,571.01	\$ 8,571.01		548,347.92	
84	Less Third-Party In-Kind Contributions	\$ -																						
85	Balance		\$ 31,905.10	\$ (0.00)	\$ (0.00)	\$ (0.00)	\$ 0.00	\$ (0.00)	\$ (0.00)	\$ (0.00)	\$ (0.00)	\$ (0.00)	\$ (0.00)	\$ (0.00)	\$ 8,571.01	\$ -	\$ -	\$ -	\$ (0.00)	\$ -	\$ (0.00)	\$ (0.00)	\$ -	\$ 40,476.07
86																								
87	Shared Costs Summary																							
88	Shared Infrastructure Costs - Main Center	145,792.00	76,231.11	7,623.11	1,905.78	13,340.44	15,246.22	1,905.78	1,905.78	8,576.00	1,905.78	7,623.11	1,905.78	1,905.78	-	-	-	1,905.78	-	1,905.78	1,905.78	-	145,792.00	
89	Shared Infrastructure Costs - Other Center(s)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
90	Shared One-Stop Delivery System Costs	655,682.00	342,840.26	34,284.03	8,571.01	59,997.05	68,568.05	8,571.01	8,571.01	38,569.53	8,571.01	34,284.03	8,571.01	8,571.01	-	-	-	8,571.01	-	8,571.01	8,571.01	-	655,682.00	
91	Total, All Shared Costs at All Centers	\$ 801,474.00	\$ 419,071.37	\$ 41,907.14	\$ 10,476.78	\$ 73,337.49	\$ 83,814.27	\$ 10,476.78	\$ 10,476.78	\$ 47,145.53	\$ 10,476.78	\$ 41,907.14	\$ 10,476.78	\$ 10,476.78	\$ -	\$ -	\$ -	\$ 10,476.78	\$ -	\$ 10,476.78	\$ 10,476.78	\$ -	\$ 801,474.00	
92	Less Cash Contribution	210,479.19	166,423.21	-	-	8,690.04	8,690.04	-	-	8,576.00	10,476.79	7,623.11	-	-	-	-	-	-	-	-	-	-	210,479.19	
93	Less Non-Cash Contribution	32,170.15	-	7,623.11	1,905.78	4,650.40	6,556.18	1,905.78	1,905.78	-	-	-	1,905.78	-	-	-	-	1,905.78	-	1,905.78	1,905.78	-	32,170.15	
94	Less In-Kind Staffing	548,347.92	252,648.16	34,284.03	8,571.01	59,997.05	68,568.05	8,571.01	8,571.01	38,569.53	-	34,284.03	8,571.01	-	-	-	-	8,571.01	-	8,571.01	8,571.01	-	548,347.92	
95	Less Third-Party In-Kind Contributions																							
96	Total, All Contributions	\$ 790,997.26	\$ 419,071.37	\$ 41,907.14	\$ 10,476.79	\$ 73,337.49	\$ 83,814.27	\$ 10,476.79	\$ 10,476.79	\$ 47,145.53	\$ 10,476.79	\$ 41,907.14	\$ 10,476.79	\$ 10,476.79	\$ -	\$ -	\$ -	\$ 10,476.79	\$ -	\$ 10,476.79	\$ 10,476.79	\$ -	\$ 790,997.26	
97	Balance	\$ 10,476.74	\$ 0.00	\$ (0.00)	\$ (0.01)	\$ 0.00	\$ 0.00	\$ (0.01)	\$ (0.01)	\$ (0.00)	\$ (0.01)	\$ (0.00)	\$ (0.01)	\$ (0.01)	\$ 10,476.78	\$ -	\$ -	\$ -	\$ (0.01)	\$ -	\$ (0.01)	\$ (0.01)	\$ -	\$ 10,476.74
98																								
99	NOTES:																							
100																								
101																								