SOLAR Line Item Definitions

Infrastructure Costs

Common Identifier Costs (Signs, Website)	e.g. signage identifying the Job Center, One Stop Operator website maintenance.
Equipment (Copier, Computers, Furniture)	Allocated costs of equipment for shared spaces/ conference rooms, and the resource room.
Equipment for Assistive Technology	Equipment and contracted services e.g. translation interpretive services, ADA compliance.
General Supplies	Building and other general supplies not included in existing contracted services or leasing agreements.
Grounds Maintenance	Total cost of a contracted grounds maintenance services for the entire Job Center e.g. pest control, snow removal, lawncare where the services are not performed by existing staff at the Job Center.
Janitorial	Contracted janitorial service where the services are not performed by existing staff at the Job Center and the service is not already included in the leasing agreement.
Leasing Agreements	Allocated cost of shared spaces/conference rooms, and the resource room. This includes the costs of rent, property taxes, utilities (gas, electric, water, sewer) and janitorial.
Maintenance/ Repairs	Allocated costs of maintenance and repairs to shared spaces/ conference rooms and the resource room.
Other	Costs that do not belong to the previously stated categories. Costs identified as Other require a comment in SOLAR. Use of this field should prompt a discussion with your Local Program Liaison (LPL) to discuss the option for adding the cost item as a new category within SOLAR.
Resource Room Phones and Phone Lines/ Internet (BCN)	Total cost of phones, monthly phone line and internet charges to operate the Resource Room in the Job Center.
Security	Total cost of contracted security services for the entire Job Center where the services are not performed by existing staff at the Job Center.
Technology for Outreach Activities	Technology used to provide off site services and events for the Job Center.

Shared Delivery Costs

General Supplies (Copy Paper etc.)	Supplies required for providing services to the consumers of the Job Center.
IT Services	Cost to provide continuous and uninterrupted connectivity for users in shared spaces/ conference rooms and the resource room.
Office Manager (salary, fringe, etc.)	One Stop Operator or Job Center Coordinator who coordinates the services amongst all partners in the Job Center. These costs include salary, fringe, and other administrative costs necessary for funding the position and expected job duties.
Other	Costs that do not belong to the previously stated categories. Costs identified as Other require a comment in SOLAR. Use of this field should prompt a discussion with your Local Program Liaison (LPL) to discuss the option for adding the cost item as a new category within SOLAR.
Outreach	Costs associated with reaching potential consumers and employers for the programs provided by a Job Center.
Receptionist (salary, fringe, etc.)	Total cost of a Job Center receptionist that provides receptionist services to benefit all Job Center consumers. These costs include salary, fringe, and other administrative costs necessary for funding the position and expected job duties.
Resource Room Materials	Informational handouts on Job Center programs and Job Center events.
Strategic Data Gathering	Cost of surveys/ reviews to help reach more potential consumers for the partner programs and workforce needs.

Cash Contribution Costs

Cash Contributions	Cash received by a 3rd party contribution.
Employer Events	e.g. job fairs, business services events.
Other	Costs that do not belong to the previously stated categories. Costs identified as Other require a comment in SOLAR. Use of this field should prompt a discussion with your Local Program Liaison (LPL) to discuss the option for adding the cost item as a new category within SOLAR.
Room Rental	Shared space in the Job Center rented to a 3rd party entity.