

TOC/OWA WorkSource Oregon System  
Resource Sharing Agreement  
July 1, 2010 – June 30, 2011  
(Addendum to MOU)

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish the terms and conditions under which the TOC/OWA WorkSource Oregon System Partners will share resources across the 24 county Local Workforce Investment Area to serve employers, job seekers and those seeking career advancement with a focus of skilling up so rural Oregon can compete in the global economy. Though this Agreement, the partners have identified those shared costs directly related to the integrated services model as articulated in the Compass Policy including: Welcome, Job Search, Talent Development, and Employer Services. The RSA serves as an addendum to the MOU; however, it is essential that all *paying* partners be knowledgeable of the expenses associated with funding the TOC/OWA WorkSource Oregon System specified in this agreement. This will constitute paying partners signing the Agreement in addition to the MOU.

II. PARTIES TO THE AGREEMENT

The following *paying* partner organizations have agreed to provide services through the TOC/OWA WorkSource Oregon System and to share such costs that are of mutual benefit:

ORGANIZATION	PRIMARY FUNDING STREAM	PARTNER CONTACT INFORMATION
The Oregon Consortium	Title 1 WIA 1B	Judge Mike McCabe TOC Board Chair 260 SW Ferry Suite 202 Albany, OR 97321
Oregon Employment Department	Title III Wagner-Peyser / SEDAF / Veterans	Martin Burrows Assistant Director 875 Union Street NE Salem, OR 97311 W. 503947-1655
Oregon Department of Human Services	TANF / JOBS	Xochitl Esparza TANF Manager 500 Summer Street NE E-48 Salem, OR 97301 W: 503-945-6122
Oregon Department of Vocational Rehabilitation Services	Title IV Vocational Rehab.	Selaina Miller 500 Summer Street NE E-87 Salem, OR 97301 W: 503-945-6485 <a href="mailto:selaina.miller@state.or.us">selaina.miller@state.or.us</a>

The TOC/OWA System Partners would like to acknowledge the following partners who are offering additional leveraged resources: Klamath Community College and Umpqua Community College.

### III. DEFINITIONS

**Agreement Manager:** The person named by the partnership and LWIB to be responsible for the oversight, monitoring, reconciliation and review of fiscal functions of the Resource Sharing Agreement in accordance with WIA 662.300 and 662.310.

**System Shared Costs:** Those cost that benefits all One-Stop partners even if they are not co-located.

**Center Shared Costs:** Those costs of the one stop center that benefit multiple partners co-located at the center and are incurred in support of the services delivered through a one stop. (DOL One Stop Comprehensive Financial Management Technical Assistance Guide July 2002)

### IV. DESCRIPTION OF THE TOC/OWA WORKSOURCE OREGON SYSTEM

All TOC/OWA WorkSource Oregon customers will be welcomed and offered the common intake registration process and the standard skill assessment. Individuals who complete the common intake registration will be included in Wagner Peyser and the Workforce Investment Act Title I B performance calculations. Once the standardized skill assessment has been completed, they may be referred to job search, talent development and referral to an external community based organization or service.

### V. PLANNED INVESTMENTS

The One-Stop partners have identified TOC/OWA WorkSource Oregon System Planned Investments. (Individual Center cost identified in attachment "A")

SYSTEM COSTS	ANNUAL COST	%	BENEFIT
Direct Participant Costs -Training -Support Services -Needs Related Payments	\$ 2,523,440.00	13%	All One-Stop partners agree that investing in training and training related expenses is necessary so that rural citizens, business and industry can compete in the global economy.
Infrastructure Costs -Rent, Utilities, Maintenance, Technology, Marketing, Etc.	\$ 3,394,311.00	17%	All One-Stop partners agree that they benefit from the costs associated with infrastructure to ensure access of services to citizens of rural Oregon.
Welcome Process Staffing (52.25 FTE)	\$ 3,061,982.00	16%	All One-Stop partners agree that they benefit from common intake registration into Wagner-Peyser and WIA 1B.
Job Search Staffing (70 FTE)	\$ 4,634,170.00	24%	All One-Stop partners agree that they benefit from the costs associated with Job Search Staffing.
Talent Development Staffing (47 FTE)	\$ 1,994,766.00	10%	All One-Stop partners agree that investing in talent development is necessary so that rural citizens, business and industry can compete in the global economy.

Employer Services Staffing (37.75 FTE)	\$ 2,339,083.00	12%	All One-Stop partners agree that they benefit from the costs associated with Employer Services Staffing.
Other Staff Costs (27.75 FTE) -Management/Fiscal staff who do not directly provision integrated services.	\$ 1,470,295.00	8%	All One-Stop partners agree that they benefit from the costs associated with Other Staff costs as they are necessary to run the business and ensure compliance.  <i>Note: This includes management/fiscal throughout the respective service delivery sites and excludes costs at non-service locations. Such costs are outside the scope of the service delivery system RSA.</i>
<b>TOTAL</b>	<b>\$ 19,418,047.00</b>		

#### VI. ALLOCATION METHODOLOGY

The partners acknowledge that common intake in all WSO service locations results in customers being co-enrolled into multiple funding streams. If more than one of the programs allow for the reimbursement of a particular cost, then that cost could be charge in its entirety, to either one of those programs (DOLETA TAG I-3-7). As agreed to in the MOU and allowed for in the Federal Register (Vol 66, No 105), the partners can make a business decision regarding what combination of funds made available under these programs are to be applied to cover the shared costs within the flexibility of the Monthly WSO Program Eligibility Detail and Public Assistance Detail Reports.

The Monthly WSO Eligibility Detail Reports supplemented with the Public Assistance Detail Reports will provide the framework as to the flexibility or extent a partner may be allowed to pay for a cost which is allowable under one or more programs in accordance with existing program requirements.

PARTNER	Estimated Enrollees for PY10	The Extent of Flexibility in the Allocation of Costs to be in Compliance		Proportional Range
		Min % Alloc	Max %	
OED	134,604	9% 12,566/134,604	100% 134,604/134,604	\$1,747,624 - \$19,418,047
WIA 1B	122,038	0%	91% 122,038/134,604	\$ 0 - \$17,670,423
DHS	4,071	0%	3% 4,071/134,604	\$ 0 - \$582,541
OVRs	848	0%	.6% 848/134,604	\$ 0 - \$116,508

Note: Actual enrollees are reviewed quarterly along with the actual investments made by the paying partners and reconciled quarterly.

**VI. RESOURCE SHARING PLAN**

Each Region One-Stop partner agrees to pay the appropriate share of the agreed upon costs by contributing cash, or goods and services as follows:

**System Resources Sharing Plan**

Cost Category	OED	WIA 1B	DHS	OVRS	Other Leveraged Dollars*	TOTAL
Direct Participant Costs		2,523,440				2,523,440
Infrastructure	2,114,575	1,188,196	84,014	763	6,763	3,394,311
Welcome Process Staffing	2,160,759	886,582	7,800	2,342		3,061,982
Job Search Staffing	3,125,371	1,342,290	166,508			4,634,170
Talent Development Staffing	176,380	1,686,622	129,481	332	1,950	1,994,766
Employer Services Staffing	2,125,972	199,780	13,331			2,339,083
Other Staff Costs	281,255	1,178,315	10,725			\$1,470,295
<b>TOTAL</b>	<b>9,984,312</b>	<b>9,005,225</b>	<b>416,359</b>	<b>3,438</b>	<b>8,713</b>	<b>\$19,418,047</b>
Compliance investment range	\$1,747,624 to \$19,418,047	\$0 to \$17,670,423	\$0 to \$582,541	\$0 to \$116,508		
Planned investments within compliance range?	Y	Y	Y	Y		
Commitment beyond planned investments	\$0	\$0	\$0	\$0	\$0	

\*Leveraged resources contributed by Klamath Community College and Umpqua Community College

No additional resources are planned to exchange hands beyond the respective agency's budgeted contribution as described above.

## VII. AGREEMENT MANAGEMENT

The Agreement Manager responsible for oversight and review of shared costs for the TOC/OWA WorkSource Oregon System, reconciliation of shared costs, as well as monitoring of the agreement is:

Name: Melissa Metz, CAO  
Address: The Oregon Consortium  
Phone: 541-928-0241, 215  
E-Mail: [melissa@tocowa.org](mailto:melissa@tocowa.org)

Monitoring of source documentation that supports the online quarterly reconciliation submissions will happen annually by the agreement manager or an independent auditor representing the agreement manager.

## VIII. MODIFICATIONS, RECONCILIATION AND ADJUSTMENTS

The partners recognize that modifications may be necessary during the period that the Resource Sharing Agreement is in effect. Any modification to the Resource Sharing Agreement will be undertaken collaboratively. Any modifications to this agreement must be in writing and signed by all the paying parties as identified in Section II. Oral modifications shall have no effect. If any provision of the agreement is held invalid, the remainder of the agreement shall not be affected.

In the event program income is earned or reduced at a WorkSource Oregon Center as a result of shared costs or activities, that income must therefore reduce the WorkSource Oregon System costs of all partner organizations that participated in the activity. Program income will be used to reduce each party's share of costs or resources needed to fund the shared costs identified in this agreement so long as it is allowable under the party's organization authorizing statutes and regulations.

Reconciliation to actual costs and resource sharing will occur quarterly via a web form completed by the partners on the following schedule:

	<u>Online Submission Date</u>
Quarter End September 30	December 1
Quarter End December 31	March 1
Quarter End March 31	June 1
Quarter End June 30	September 1

## VIII. DISPUTE RESOLUTION PROCESS

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of the WorkSource Oregon Center partners or additional parties involved to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the President of the Oregon Workforce Alliance within 15 days, who shall place the dispute upon the agenda of a special meeting of the Board's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved in accordance with LWIB by-laws

unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the WorkSource Oregon Center partner agencies.

IX. TERMINATION

Withdrawal from the agreement requires ninety-calendar days written notice to the other parties and thirty calendar days in the event of a major budget reduction or non-appropriation of funds. Furthermore, upon the withdrawal of any party, the future costs associated with this agreement shall be renegotiated among the remaining agencies, and this agreement shall be modified in writing, accordingly.

X. TERMS OF AGREEMENT

This agreement shall be in effect July 1, 2010 through June 30, 2011. This agreement will be reviewed quarterly, and updated as necessary to ensure accuracy.

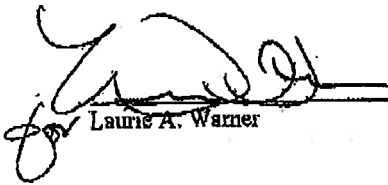
WORKSOURCE OREGON  
RESOURCE SHARING AGREEMENT  
AUTHORIZING SIGNATURES

The parties below attest to the following:

- Prior year RSA reconciliation has occurred and costs have been allocated.
- All parties to the RSA shall sign this document for it to be considered complete.

Oregon Employment Department

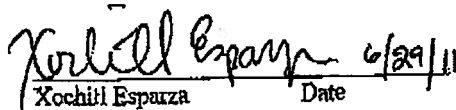
Title I WIA IB

  
 Laurie A. Warner  
 Date 6/28/11

  
 Judge McCabe  
 Date 7/28/2011

Oregon Department of Human Services

Oregon Department of Vocational Rehabilitation Services

  
 Xochitl Esparza  
 Date 6/29/11

  
 Selaina Miller  
 Date 7-15-11

Approved by Gary Cordy 6/8/11  
Senior Assistant Attorney General