



Douglas County Regional
WORKFORCE INVESTMENT BOARD REGION VI
 Douglas County's Workforce One Stop: www.DouglasWorkLinks.net

*Working with Economic Development,
 Community Development, and
 Workforce partners to create a skilled,
 well-prepared workforce meeting
 business, community, and individual needs.*

2007-2008 Resource Sharing Agreement
 As Specified in The Oregon Consortium/Oregon Workforce Alliance's
 Memorandum of Understanding
 Pursuant to the Workforce Investment Act of 1998
 Appendix

- I. **PURPOSE:** The Memorandum of Understanding for operating the Douglas County One Stop system specifies that shared costs in providing universal services at the two certified one-stop centers located at the Employment Department, 846 SE Pine Street, and Umpqua Training & Employment, 760 NW Hill Ave, both in Roseburg will be annually agreed to in writing by the Douglas County Regional Workforce Investment Board. These costs will then be allocated equitably to each of the parties of the agreement. This agreement serves as an attachment to the TOC/OWA MOU and constitutes such written agreement of One Stop system costs and commitment to pay for during the timeframe July 1, 2007 through June 30, 2008.
- II. **PARTNERS:** The parties to this agreement for Region 6 are:

Douglas County Regional Workforce Investment Board (DCRWIB) and the following Douglas County One-Stop Partners:

Partner	Programs Represented
WorkSource Oregon Employment Department	Wagner-Peyser, Unemployment Insurance, Trade Adjustment Assistance, NAFTA Transitional Adjustment Assistance, Veterans Workforce Investment programs, activities under 38 U.S.C. Chapter 41
Umpqua Training & Employment, Inc.	WIA Title 1B
Department of Human Services	TANF, Food Stamp Employment and Training, Work Programs
Umpqua Community College	Adult Education, Postsecondary Vocational Education
Office of Vocational Rehabilitation Services	WIA Title IV



III. IDENTIFICATION OF COSTS: The One-Stop partners have identified the following shared system costs that benefit all One-Stop partners.

1. SYSTEM COSTS: For 2007-2008, shared system costs shall total \$4,003.50. This represents the approximate cost of upkeep, maintenance, assistance with and modifications to the web-based system (\$1,500.00), Internet Service Provider (\$360.00), outreach (\$751.25) and membership training (\$1,401.25).

Cost Item	Annual Cost	Function-Benefit Statement
Web Based System / Maintenance & Repair	\$1,500.00	The means for Douglas County residents to have access to the virtual One Stop, therefore accessibility to all partners. Allows for upkeep of virtual One-Stop. Cost covers: maintenance, enhancements, software upgrades, etc.
Internet Service Provider includes Internet Security Certificate	\$360.00	Website hosting of electronic connectivity benefiting all partners.
Outreach	\$ 751.25	Promotion of universal services thru various media to all residents thereby benefiting all partners. Cost covers: brochures, posters, newspaper advertising, local publications, etc.
Training	\$1,401.25	Provides education and information to members and community on a quarterly basis regarding workforce related topics and issues. Costs covers: speaker fees, room rental, etc.

- IV. ALLOCATION BASE: Due to the nature of the items of shared costs, the One-Stop Technical Assistance Guide (page 1-3-6) counsels that the partners can consider an "equal access" allocation base. The partners concur that applying an equal access allocation base is appropriate and that these costs are of equal benefit to all participating partners; therefore, the costs are allocated on an equal share to each participating partner. Each participating partner to this agreement shall pay an equal share (20% each for 5 partners) toward the cost of electronic connectivity to Douglas Worklinks, the region's One-Stop Internet site. The shared cost is agreed upon by the partners to be of equal benefit to all participating partners.

V. COST ALLOCATION:

System Costs	Department of Human Services	Employment Department	Umpqua Training & Employment	Umpqua Community College	Office of Rehabilitation Services
Web Based System (\$1,500)	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
Internet Service Provider including Internet Security Certificate (\$360.00)	\$90.00	\$90.00	\$90.00	\$90.00	\$90.00
Outreach (\$751.25)	\$87.50	\$87.50	\$87.50	\$87.50	\$87.50
Membership Training (\$1,401.25)	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
TOTAL DUE	\$802.50	\$802.50	\$802.50	\$802.50	\$802.50

Each partner to this agreement will be responsible for cash contributions toward the system costs.

- VI. **RSA MANAGEMENT:** The oversight of the RSA, including tracking of costs and application of the allocation methodology will be the responsibility of the Fiscal Agent, Umpqua Training & Employment, for the Region. If procurement of goods or services represents costs that exceed the budgeted amount, purchase may not be approved without consent of all partners and modification of this agreement. In the event income is earned at the One-Stop as a result of shared costs or activities, then that income must be distributed to all partner organizations participating in such activities or costs and allocated in the same proportion. Program income will be used to reduce each partner's share of costs or resources needed to fund the shared costs identified in this agreement so long as it is allowable under the partners' authorizing statutes and regulations.
- VII. **BILLING AND PAYMENT:** The Fiscal Agent for the Region will be responsible for reconciling budgeted costs to actual on a quarterly basis. Any partner of this agreement that fails to contribute under the terms of this agreement will no longer retain the status of a full service or affiliate site.
- All payments shall be made to the Fiscal Agent. Billing by the Fiscal Agent shall occur on day one of the executed agreement. The Fiscal Agent must receive all payments no later than 30 calendar days after receipt of invoice or notice for payment. The Fiscal agent will provide monthly and quarterly reconciliations to the Workforce Manager who will distribute them to the partners. In the event that unforeseen additional expenses occur, each partner will pay an equal share. If all funds deposited with the Fiscal Agent are not expended by the end of the fiscal year, each partner will be refunded an equal share of the balance.
- VIII. **AGREEMENT MODIFICATION:** Modification of the agreement will occur if there are any increases in budgeted costs, changes to cost items or the exclusion of any partner from the agreement either due to non-payment or voluntary termination.
- IX. **TERMINATION:** Withdrawal from the agreement requires ninety calendar days written notice to other parties and thirty calendar days in the event of a major financial shortfall or non-appropriation of funds. Furthermore, upon withdrawal of any agency, the future costs associated with this Agreement shall be reallocated among the remaining agencies, and this Agreement shall be modified, in writing, accordingly.
- X. **DISPUTE RESOLUTION:** If disputes arise related to the terms of this agreement, the partners agree to first attempt to come to agreement among themselves. If dispute resolution fails, the partners agree that a decision of the Regional Workforce Investment Board will be final.

Each One Stop partner agrees to pay one fifth of the total shared system costs, as specified herein. This is a minimum of \$802.50 for each partner.

The individuals signing below have the authority to commit the organization they represent to the terms of this agreement, and do so commit by signing below.

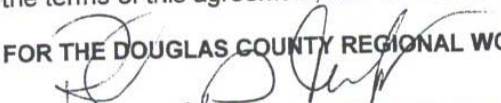
FOR THE DOUGLAS COUNTY REGIONAL WORKFORCE INVESTMENT BOARD

Signature (Chair, DCRWIB)

Print Name

Date

Title



Robert D. Craft

12/04/07

FOR THE ONE STOP PARTNERS:

DEPARTMENT OF HUMAN SERVICES, SELF SUFFICIENCY PROGRAMS

Jenny Boyle
Signature (DHS/SSP)

11/1/07
Date

Jenny Boyle
Print Name

Program Manager
Title

EMPLOYMENT DEPARTMENT

Shirley Pyle
Signature (OED)

10-31-07
Date

Shirley Pyle
Print Name

FO Manager
Title

UMPQUA COMMUNITY COLLEGE WORKFORCE TRAINING CENTER

Beverly Jo Brandt VPAS
Signature (UCCWTC)

11-9-07
Date

Beverly Jo Brandt
Print Name

Vice President
Title

UMPQUA TRAINING & EMPLOYMENT, INC.

Neil Gershon
Signature (UT&E)

11/2/07
Date

Neil Gershon
Print Name

President
Title

OFFICE OF VOCATIONAL REHABILITATION

Amy Kincaid
Signature (OVR)

12/3/07
Date

Amy Kincaid
Print Name

Branch Manager
Title