

Resource/Cost Sharing Agreement
Region #1 – Clatsop, Columbia and Tillamook Counties
7/01/07 to 06/30/08 (Year 5)
(Addendum to MOU)

1. Overview & Purpose:

The purpose of this Agreement is to establish the terms and conditions under which the Region #1 One Stop Delivery System participating organizations will share resources in the One Stop. Participating organizations are listed below, and all notices regarding this Agreement shall be given to the following: Management & Training Corporation (Agreement Manager), 450 Marine Drive, Suite 140, Astoria, OR 97103.

2. Location of One Stops:

The One Stop in Region #1 is located at:
WorkSource Clatsop, 450 Marine Drive, Suite 140, Astoria, OR 97103

3. Parties to the Agreement:

The following partner organizations have agreed to provide services through the Region #1 One Stop Delivery System and to share such costs that are of mutual benefit:

| <u>Partner Organization</u> |
|--|
| Clatsop Community College |
| Management & Training Corporation (MTC Works) |
| Department of Human Services Self Sufficiency Program |
| Oregon Employment Department |
| Office of Vocational Rehabilitation Services |

4. Definition:

Agreement Manager: The Agreement Manager is responsible for the billing and payment of shared costs, RSA execution, the Five Year Workforce Plan and the MOA Administration.

5. Identification of Costs:

Direct Charge Costs:

Partners individually pay their own rent, personnel, utilities, maintenance, phones, equipment and supplies, resource room rent and maintenance, receptionists, unless such items are included in joint activities or expenditures.

Shared Costs:

The one-stop partners have identified two types of shared costs. System costs that benefit all one-stop partners and Center costs, which benefit the partners at the Center.

| SYSTEM COST | ANNUAL COST | BENEFIT |
|---|-------------|---|
| Clatsop County Job Fair: i.e. postage, marketing, staffing, facility costs, advertising, rental, office supplies, booth fees, etc | \$2,000.00 | All one-stop partners benefit, as this is a function of outreach to the residents of Clatsop County. |
| Total | \$2,000.00 | |

| CLATSOP CENTER COST | ANNUAL COST | BENEFIT |
|---|-------------|--|
| A. .5 FTE ONE STOP GREETER * | \$9,414 | OED/OVRS/MTC/DHS as this is a function of universal services for co- located partners |
| B. Supervision & Training of One-Stop Greeter (.02 FTE) | \$2,750 | OED/OVRS/MTC/DHS as this is a function of universal services for co- located partners |
| TOTAL | \$12,164 | |

***The intent is to staff the greeter using a participant Title V, WIA, TANF and /or Work Experience. If there is no participant available to fill this function a staff person will be hired and is estimated at \$9,414.**

Method of Allocation:

A methodology of equitably distributing each entity's share of the costs and expenses of the delivery of services amongst the organizations in the system was developed. Costs have been reviewed and determined that they equally benefit the partners resulting in an equitable distribution of shared costs. System costs are therefore allocated equitably across all the partners party to this agreement and Center costs are allocated equitably to those partners participating within the Center.

The Agreement Manager has been identified as the entity responsible for managing the RSA. The Agreement Manager is responsible for oversight and review of shared costs, as well as monitoring of the allocation methodology and resource information. In the event, a shared item of cost exceeds the estimated budget stated in this agreement, prior approval from the partners is required before the item or service can be secured. Total costs shall be allocated and born by the partners. All notices regarding this Agreement shall be sent to the Agreement Manager c/o Susan Brooks , MTC Works, 450 Marine Drive Suite 140, Astoria, OR 97103

System Shared Costs: Job Fair

| Partner | % | Allocation of costs |
|--------------|-------------|---------------------|
| MTC | 20 | \$400.00 |
| OED | 20 | \$400.00 |
| OVRs | 20 | \$400.00 |
| CCC | 20 | \$400.00 |
| DHS | 20 | \$400.00 |
| Total | 100% | \$2,000.00 |

Center Shared Costs: Greeter and Supervision/Training

| Partner | % | Allocation of costs |
|--------------|-------------|---------------------|
| MTC | 25 | \$3,041 |
| OED | 25 | \$3,041 |
| OVRs | 25 | \$3,041 |
| DHS | 25 | \$3,041 |
| Total | 100% | \$12,164 |

5. Resource Sharing Plan:

Each Region #1, One Stop Partner agrees to pay the appropriate share of shared costs by contributing in the following manner:

| System | MTC 20% | OED 20% | OVRs 20% | CCC 20% | DHS 20% | Total |
|---|------------------------|------------------------|--------------------|-------------------|---------------------|------------|
| Clatsop County Job Fair | \$400 (C, G&S) | \$400 (C, G&S) | \$400 Cash | \$400 (C, G&S) | \$400 (G&S) | \$2,000.00 |
| Center | MTC 25% | OED 25% | OVRs 25% | CCC NA | DHS 25% | |
| Greeter (.5 FTE) | \$2,353.50 (C, G&S) | \$2,353.50 (C, G&S) | \$2,353.50 Cash | | \$2,353.50 (G&S) | \$9,414 |
| Supervision & Training of One stop Greeter (.02 FTE) | \$687.50 (G&S) | \$687.50 (G&S) | \$687.50 (G&S) | | \$687.50 (G&S) | \$2,750 |

At the end of the year the partners understand that in the final quarter to reconcile to a zero balance it may be necessary to have cash exchanged between agencies.

G&S= Goods and Services

C= Cash

6. Reconciliation and Adjustment Process:

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

All payments and documentation of contributions shall be made to the Agreement Manager. No costs will be incurred until agreement is signed by all partners. Partner non-payment will be referred to the Regional Workforce Investment Board for collection. All invoices for costs incurred will be provided to the Workforce Investment Board for approval by the Board, if requested. All non-cash payments will be documented and retained by the Agreement Manager for audits or other reconciliation's.

In the event program 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 that participated in the activity 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.

Reconciliation to actual costs will occur quarterly. Final reconciliation can be realized through the payment of cash. Each partner is responsible to provide supporting documentation with each quarterly statement.

Dispute Resolution Process:

The parties to the Resource Sharing Agreement shall first attempt to resolve all disputes by way of the One-Stop Partners. Any party may call for a meeting of the One-Stop Partners to discuss and resolve disputes. Disputes shall be resolved by 2/3 majority consent of the One-Stop Partners.

Should the resolution efforts fail, the One-Stop Partners shall refer the dispute to the Region #1 RWIB within 15 days of failure to resolve the dispute. The decision of the Region #1 RWIB will be final and binding unless such decision is in contradiction of applicable state and federal laws or regulations governing the partner agencies.

This agreement will be interpreted under Oregon and Federal Law. The individual signing this agreement on behalf of his/her agency has the authority to do so. Each agency warrants that it will comply with all Federal and State laws, regulations and policy that apply to this Agreement.

Termination:

Withdrawal from the agreement requires ninety calendar days written notice to the other partners and thirty calendar days in the event of a major financial shortfall or non-appropriation of funds. Furthermore, upon the 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.

Dates Resource Sharing Agreement is in Effect:

July 1, 2007 through June 30, 2008

This agreement becomes effective upon date of signatures and shall continue without disruption unless a new agreement is executed by June 30th annually.

Relationship to MOU:

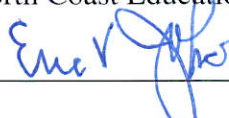
The Resource Sharing Agreement exists as an Addendum to the Region #1 Memorandum of Understanding.

The Partners have agreed to:

- ▶ integrate the shared costs as identified in this agreement associated with the Region #1 One Stop System and Center and use the allocation methodology as described to distribute the costs
- ▶ that access to the One Stop System activities is of benefit to all participating partners
- ▶ the total shared costs of the One Stop System and Center is based on Equal benefit as outlined in this agreement.
- ▶ all terms of this agreement by signing below:

Authorizing Signatures

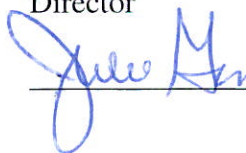
Clatsop Community College
North Coast Educational Consortium



Date

7/30/07

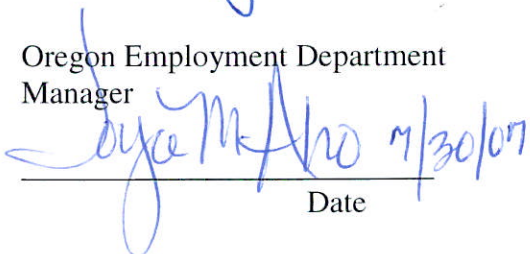
MTC Works
Director



Date

7-30-07

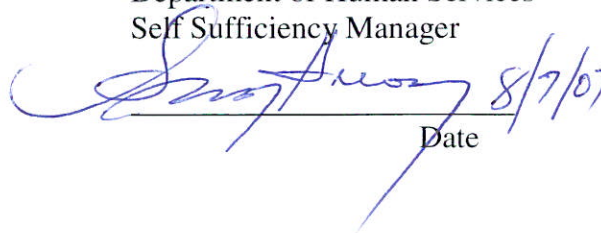
Oregon Employment Department
Manager



Date

7/30/07

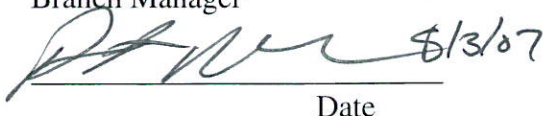
Department of Human Services
Self Sufficiency Manager



Date

8/7/07

Office of Vocational Rehabilitation Services
Branch Manager



Date

8/13/07