

**The Work and Career Connection
Region 11 – Klamath-Lake Counties
Resource/Cost Sharing Agreement
7/1/2005 – 6/30/2006**

1. Statement of Purpose:

To put forth a document that outlines the Resource Sharing Agreement (RSA) per Region 11's Unified Plan and Memorandum of Understanding. The RSA outlines the terms and conditions under which the Region 11 One-Stop Career Center partners will share costs in the operation of the Klamath Falls One-Stop, known as The Work and Career Connection (TW&CC).

2. One-Stop Descriptions/Locations:

TW&CC in Klamath Falls is located at 1940 South Sixth Street, Klamath Falls, OR 97601.

It is Region 11's intent to provide seamless delivery of core services to the universal population. Core services identified under the WIA legislation will be provided through The Work and Career Connection

Intensive and training services will be reflective of individual program design that captures the uniqueness of each work force partner and their specific regulatory constraints. However, TW&CC will function as an "information broker and value added referral" for customers to connect with the wide array of intensive and training services/programs in Region 11, statewide and nationally. All parties to the Region 11 Local Unified Plan agree to adhere to all provisions of the act including §134(d) (4) and all other federal and state laws, regulations, and policies governing the Local Unified Plan.

3. Parties to the Agreement

Klamath Falls Location—Parties to the Agreement:

The following partners have agreed to the above RSA:

Partner Names

Klamath Community College Fred Smith President (Adult Education & Literacy Programs) (Postsecondary Vocational Education under Perkins)	Employment Department Teresa Carroll Field Office Manager (Wagner-Peysner)	Dept. of Human Services, Office of Vocational Rehabilitation Services Kelly Franklin Field Office Manager
Dept. of Human Services Children, Adults and Families Greg Chandler Program Manager (TANF)	Klamath-Lake Employment Training Institute, Inc. Sheila Crawford Director (Workforce Investment Act Program) (Title 1B Funding)	Oregon Human Development Corp. Ron Hauge Executive Director (WIA167 Program for Migrant Seasonal Farmworker)

4. Identifications of Shared Costs

Shared costs are those that support the operation of the One-Stop Center. In Klamath Falls, TW&CC is a stand-alone center that benefits all jobseekers and business customers by providing one facility in which all core services, such as employment and career information, connections to education, support service and referral information regarding job finding, keeping and retention can be accessed. Businesses can also access a wide array of business core services along with labor market information to help them recruit and employ a qualified workforce.

Participating partners are benefited by having a shared One-Stop career center (TW&CC) where core services are offered for their various customers. The benefits include: reduced cost of operations, increased capacity through extended evening and weekend hours without increasing staff and more available resources (i.e. non-English speaking, persons with disabilities, youth, etc.) than one partner could provide by itself.

The above named partners (with the exception of Fred Smith and Ron Hauge) met on March 21, 2006 and agreed to the identified shared costs of TW&CC in the table below and the benefits to all.

BUDGET

ITEM OF COST	ANNUAL COST	BENEFIT
Customer Service Staff for providing Universal Services	\$454,552.49	Staff that provides universal services to the public thereby benefiting all partners. 1FTE – OS coordinator; 6 FTE Career Specialist; 28 FTE CS Back-up; 1 FTE Receptionist; 1FTE=fiscal, EEO/MOA compliance/administrative.
Space designated for providing universal services.	\$68,963.15	Allocated space for providing services to the public thereby benefiting all partners.
Allocated office costs supporting universal services.	\$9,306.52	Allocated office costs provided for operation of universal services thereby benefiting all partners.
Allocated bonding, insurance in support of universal services.	\$4,079.98	Bonding/insurance provides coverage for the operation of universal services for all partners.
Expendable equipment used to provide universal services.	\$11,720.52	Computers, faxes, etc. in center used by all partners saving time and money on expendable equip. purchase.
Equipment rental & lease	\$5,193.04	Equipment rental and leased for all partners use (i.e. copy machines).
Travel & Staff Development	\$744.52	Provides compliance, performance and program updates and training to insure federal regulations are met, benefiting all partners by risk management.
Contract & Professional Services	\$18,814.05	Provides computer support, IT system support and upgrades, equipment maintenance so services can be provided by all partners and clients.
Utilities & Maintenance	\$16,751.73	General janitorial and routine building maintenance to keep center safe, clean and comfortable for customers and partners.
TOTAL	\$590,126.00	

All shared costs listed above are allowable. In addition they are monitored quarterly or more frequently to be in compliance with appropriate federal financial and budget guidelines.

5. Narrative Description of Allocation Methodologies

The costs for providing the core services are pooled and allocated based on benefits received by the partner agency's clients. The determination of benefit received is based on client count. Each client receiving core services registers and identifies which partner agency(s) they are attached to. (See attached Resource Sharing Weighting Methodology).

A. RESOURCE SHARING WEIGHTING METHODOLOGY

1. Allocation Base

The cost allocation base for shared costs is derived from the extent of customer use of Core Services.

a. Other Program Attached Customers:

Some customers are attached to programs which provided additional services to Core services and which were funded by those programs. Customers in this group included: NEG, TANF, Title V, VRD, Adult & Family Literacy, Migrant Farm Workers, Veterans and Carl Perkins, etc. These individuals would normally not use the whole range of Core services and received a lesser weight.¹ An example would include a TANF customer who had attended workshops and received skill assessments funded out of TANF and then utilized the One-stop for Core services - active job search, application assistance, interviewing skills, skill assessment, etc. Staff time was higher with TANF clients due to barriers such as lack of job experience, low skills, drug and alcohol related problems that affected their ability to access the open job market with success. Because they came with plans for service, referrals in place, and were attending work related workshops, their rate of use at the One-stop was approximately 64% of what a Title IB participant would use. This was true for Vocational Rehabilitation customers as well.

Carl Perkins customers are less barriered than TANF clients and enrolled in community college courses. They generally have marketable skills and career aspirations. However, lack of job experience, job search techniques and/or interviewing skills created a need for more staff assistance in Core Services. Their rate was approximately 61% of what Title IB participants would use.

Adult and Family Literacy customers are a unique group. When they do access Core services, they are often skilled or in part-time employment. They tend to do targeted job search and not access the full range of Core services available. Their usage is about 27% of a Title IB participant.

OHDC customers are generally barriered through language and their tendencies to migrate frequently to agricultural jobs. Their use of the Core services usage is about 30% of a Title IB participant.

Title V participants are served by their respective program and use very limited job referral to part-time jobs. Use is limited by the grant to identified services. Their usage represents approximately 15% of what Title IB participants use.

National Emergency Grants. These grants participate in cost sharing of the One-stop because that is the entry point to access services. Those not going into long term training avail themselves of job opportunities in the local area. Due to the amount of service provided by the NEG grants their usage of Core services is considerably less than other program attached customers. Each NEG grant targets a different customer base with different skills, educational levels and re-training needs. These grants usually run over a two year or longer cycle. Weighting is based on the months the grant runs through

¹ Weights were established by identifying Core services clients received daily over a period of time which were funded by the One-stop.

the RSA period (less than 12 months is prorated accordingly) and the percentage of Core service as compared to that of a Title IB participant.

b. Core Service Customers – not attached programs:

Customers who were not attached to other programs that provided additional services to Core included Title IB Adults, Youth (18 – 21, not economically disadvantaged) and Dislocated Workers. They received a whole weight of 1 or 100%. Wagner-Peyser customers participate primarily in self-assisted services, and receive a weighting of .20.²

The partners agreed that benefit received would be best captured using a weighted head-count to reflect the amount of core services each partner agency's clients typically receive and account for duplicated head count. Some clients use core services more than others. As an example, the Temporary Assistance to Needy Family (TANF) clients are provided intensive services through TANF prior to being referred to core services. Their level of use in core services is less than other clients who don't receive the intensive services first.

2. Weighting Methodology Chart & Instructions

CHART INSTRUCTIONS

- First Column: Identifies program associated with customer.
- Second Column: Weight (for simplicity whole weight is 100% or 1)
- Third Column: Weighted Percent: weight divided by subtotal.
- Fourth Column: Number Served: Number of people using Core services.
This number is reviewed quarterly and adjusted if the variance exceeds + or – 15%.
- Fifth Column: # of Participants = # served multiplied by the weighted % (third column).
- Sixth Column: Cost per customer = budget for Core Costs divided by Total number served.
- Seventh Column: Planned Core Costs = Fifth Column multiplied by Sixth Column.

² Many of the Title IB, Youth (18-21), DW and Wagner Peyser are not severely barriered and have work history. They are not supported by other programs and use the full range of Core Services.

WEIGHTING BY PROGRAM CHART

CHART								
Weighting by Program								
Title	Weight	Weight (%)	Number	Wtd No.	Cost Per	Share of Core Budget	Percentage Share	
1E/A	1.00	17.99%	3300	594	\$722	\$428,404	72.60%	
1B/C	1.00	17.99%	200	16	\$722	\$25,964	4.40%	
NEG KFF	0.25	4.50%	35	2	\$722	\$1,138	0.19%	
NEG Sykes	0.50	8.99%	30	3	\$722	\$1,947	0.33%	
OED	0.20	3.60%	3000	106	\$722	\$7,182	1.20%	
TANF	0.64	11.51%	500	59	\$722	\$41,542	7.00%	
Title V	0.15	2.70%	18	0	\$722	\$3,611	0.65%	
Voc Rehab	0.64	11.51%	49	6	\$722	\$4,074	0.69%	
Carl Perkins	0.61	10.97%	98	11	\$722	\$7,754	1.32%	
Adult Literacy	0.27	4.86%	18	1	\$722	\$871	0.11%	
OHDC	0.30	5.40%	11	1	\$722	\$428	0.07%	
Total	5.56		7259	818	\$722			
Core Budget				\$590,126		\$590,126	100.00%	

6. Cost Allocation Plan

Distributed Budget	Budget	1E/A	1B/C	NEG KFF	NEG Sykes	DED	TANF	Title V	Voc Rehab	Carl Perkins	Adult Literacy	OHDC	Total
Budget Item													
Percentage Share		77.89%	2.01%	5.19%	0.33%	13.20%	7.04%	0.06%	0.69%	1.32%	0.11%	0.07%	100.00%
Staff costs	\$454,552	\$29,004	\$19,096	\$875	\$1,500	\$59,897	\$31,808	\$270	\$3,136	\$5,978	\$486	\$330	\$454,552
Space costs	\$68,963	\$40,164	\$3,034	\$133	\$228	\$9,163	\$4,855	\$41	\$476	\$907	\$74	\$50	\$68,963
Office costs	\$9,307	\$67,656	\$409	\$16	\$31	\$1,228	\$655	\$6	\$64	\$122	\$10	\$7	\$9,307
Insurance/bonding	\$4,080	\$2,462	\$180	\$8	\$13	\$639	\$287	\$2	\$28	\$54	\$4	\$3	\$4,080
Expendable equipment	\$11,721	\$6,505	\$416	\$23	\$39	\$1,547	\$825	\$7	\$81	\$154	\$13	\$9	\$11,721
Equipment Rent/Lease	\$5,193	\$3,770	\$228	\$10	\$17	\$685	\$366	\$3	\$36	\$68	\$6	\$4	\$5,193
Travel/Staff Development	\$745	\$540	\$33	\$1	\$2	\$98	\$52	\$0	\$5	\$10	\$1	\$1	\$745
Contracts & Professional Sys	\$18,814	\$13,658	\$628	\$36	\$62	\$2,463	\$1,324	\$11	\$130	\$247	\$20	\$14	\$18,814
Utilities & Maintenance	\$16,752	\$12,161	\$137	\$22	\$55	\$2,241	\$1,179	\$10	\$116	\$220	\$18	\$12	\$16,752
Total	\$590,126	\$428,404	\$25,964	\$1,136	\$1,947	\$77,892	\$41,542	\$351	\$4,071	\$7,761	\$631	\$428	\$590,126
Cash Contributions						\$17,885			\$4,071	\$7,761	\$631	\$428	

RSA - Line Item	Methodology			
Space	Square Feet	Cost per Square foot	Monthly Cost	Annual Cost
	7059	0.8141	\$5,746.73	\$68,960.78
Office costs:	Time Allocation & Square Feet		Monthly Cost	Annual Cost
Supplies: Paper, File Folders, Pens/Pencils, Etc.	Averaging 43% of total costs.		\$775.50	\$9,306.00
Bonding/Insurance	Time Allocation & Square Feet		Monthly Cost	Annual Cost
	Averaging 43% of total costs.		\$340.00	\$4,080.00
Expendable Equip:	Time Allocation or Direct		Monthly Cost	Annual Cost
Computers, Monitors, keyboards, other computer hardware, etc. Includes replacement schedule.	Averaging 43% of total costs.		variable	\$11,720.52
Equipment Rental	Direct		Monthly Cost	Annual Cost
One copy machine @ \$500/month for 10.4 months.			\$500.00	\$5,193.04
Travel & Staff Devel	Direct		Monthly Cost	Annual Cost
			variable	744.52
Contract/Prof Sys	Participant count & direct		Monthly Cost	Annual Cost
Audit, Security & service contracts & IT			variable	\$18,814.05
Utilities & Maintenance	Sq. feet		Monthly Cost	Annual Cost
Personnel costs for regular janitorial and maintenance routines.			\$1,395.97	\$16,751.73
Staff Salary	FTE		Monthly Cost	Annual Cost
OS Coordinator	1		\$5,971.33	\$71,656
OED (1 FTE)	1		\$4,999.75	\$59,997
Career Center Specialist	4		\$15,528.33	\$188,340
Career Center Spec/Spanish Outreach	1		\$3,874.00	\$46,488
CS Back-up - On Call Receptionist	0.28		\$788.25	\$9,458
Admin/EE/OA/OA	1		\$3,709.00	\$47,308
			\$3,608.67	\$43,304

7. Reconciliation and Adjustment Process

Quarterly, KLETT's Fiscal Manager will prepare a report based on the usage rates of agency clients for each partner. Usage rates and realized shared costs to date will be compared for variance from plan to actual and shared at the partner's regularly scheduled meeting. Should variance be significant (changes the amount of contribution), partners will discuss remedies and adjustments will be entered into the cost sharing spreadsheet. That amount will remain until the next quarterly report is issued.

8. Billing & Payment

All payments shall be made to the Fiscal Agent. The Fiscal Agent is KLETT. Billing will occur for cash contributions on a quarterly basis. Payment must be received no later than 10 calendar days after receipt of invoice or notice for payment. Partner not payment will follow the appropriate regulatory process.

9. Dispute Resolution Process

Partners of this RSA will follow the process set forth in the MOU, Article XII (page 8 of the MOU).

10. Effective Date for RSA

July 1, 2005 – June 30, 2006

11. Relationship to MOU

The RSA is an attachment.

12. Termination

Any partner may terminate from this Resource Sharing Agreement by giving written notice of intent to withdraw at least 30 calendar days in advance of the effective withdrawal date.

13. Program Income

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.

The following partners have agreed to the above RSA, KLAMATH FALLS LOCATION for the timeframe of 7/1/05 - 6/30/06:

Date

Fred Smith
President
Klamath Community College

Date

Teresa Carroll
Field Office Manager
Employment Department

Date

Kelly Franklin
Field Office Manager
DHS, Office of Vocational Rehabilitation
Services

5/10/06

Date

Sheila Crawford
Sheila Crawford
Director
Klamath-Lake Employment Training Institute,
Inc.

Date

Ron Hauge
Ron Hauge
Executive Director
Oregon Human Development Corporation

6/2/06

Date

Greg Chandler
Program Manager
DHS, Children, Adults and Families

The following partners have agreed to the above RSA, KLAMATH FALLS LOCATION for the timeframe of 7/1/05 - 6/30/06:

Date

5/15/06

Date

Fred Smith
President
Klamath Community College

Sheila Crawford
Director
Klamath-Lake Employment Training Institute,
Inc.

Date

Date

Teresa Carroll
Field Office Manager
Employment Department

Ron Hauge
Executive Director
Oregon Human Development Corporation

Date

Date

Kelly Franklin

Kelly Franklin
Field Office Manager
DHS, Office of Vocational Rehabilitation
Services

Greg Chandler
Program Manager
DHS, Children, Adults and Families

The following partners have agreed to the above RSA, KLAMATH FALLS LOCATION for the timeframe of 7/1/05 -- 6/30/06:

Date

Fred Smith
President
Klamath Community College

Date

Teresa Carroll
Field Office Manager
Employment Department

Date

Kelly Franklin
Field Office Manager
DHS, Office of Vocational Rehabilitation
Services

Date

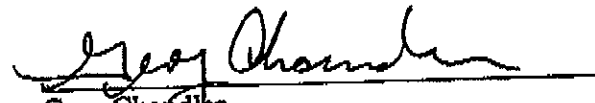
Sheila Crawford
Director
Klamath-Lake Employment Training Institute,
Inc.

Date

Ron Hauge
Executive Director
Oregon Human Development Corporation

Date

5-18-06


Greg Chandler
Program Manager
DHS, Children, Adults and Families

The following partners have agreed to the above RSA, KLAMATH FALLS LOCATION for the timeframe of 7/1/05 – 6/30/06:

Date

Fred Smith
President
Klamath Community College

Date

Sheila Crawford
Director
Klamath-Lake Employment Training Institute,
Inc.

Date



Teresa Carroll
Field Office Manager
Employment Department

Date

Kelly Franklin
Field Office Manager
DHS, Office of Vocational Rehabilitation
Services

Date

Ron Hauge
Executive Director
Oregon Human Development Corporation

Date

Greg Chandler
Program Manager
DHS, Children, Adults and Families