

**REGION 13
RESOURCE SHARING AGREEMENT RSA
Attachment D, MOU**

I. STATEMENT OF PURPOSE

The purpose of this Agreement of the Region 13 partners is to establish the terms and conditions under which the partnership will share resources in performance of their One-Stop Center, Enterprise – Wallowa County One-Stop (Prairie Creek Center). Prairie Creek Center is located at 104 Litch St, Enterprise, OR 97828. All notices regarding this Agreement shall be given to the persons designated in the MOU.

One Stop Partner Organizations

The following partner organizations have agreed to provide services through the Prairie Creek Center and who realize benefit through the One Stop Center.

Partner Organization	Center Location
Oregon Employment Department	Prairie Creek Center
Training & Employment Consortium Title 1b Title V	Prairie Creek Center
Office of Vocational Rehabilitation Services Title IV	Prairie Creek Center
TEC/DHS - JOBS	Prairie Creek Center

II. ASSUMPTIONS

- A. The Region 13 One-Stop Partners' agreement is reflective of its long-term, stable, flexible and collaborative partner composition and its desire to provide workforce activities in a proactive, stable manner.
- B. As new partners are added the percentage contribution will be reallocated in the same month.
- C. Partner contributions may be cash, goods and services and negotiated between the affected partners.

III. DEFINITIONS

Agreement Manager: The agency named by the partnership, Training & Employment Consortium (TEC), to be responsible for the billing, tracking and payment of shared costs, oversight and review of shared costs, monitoring the allocation methodology and agreement execution.

IV. SHARED COSTS & BENEFIT

The Prairie Creek Center is located in downtown Enterprise, Oregon. The partners meet at the Center regularly to assist job seekers and employer customers. Employment and training services are provided routinely and the Center serves as an important aspect of the workforce arena. Below are the shared costs related to support the Center.

ITEM OF COST	ANNUAL COST	BENEFIT
Resource room supplies & printed materials and copier	\$1,465	Copier, supplies and materials for providing universal services thereby benefiting all partners.
Reception and Customer Service Staff (estimated .25 FTE)	\$8,068	Common staff position that greets and serves the public thereby benefiting all partners.
TOTAL	\$9,533	

V. ALLOCATION BASE

The partners agree that the appropriate method for determining proportionate shares will be based on the FTE used in the actual resource room of the Prairie Creek Center.

In the event staffing levels change during the time of this agreement, agencies are still responsible for their share of costs as stated in this agreement based upon the agreed cost allocation methodology.

The table below depicts the projected amount of FTE in the center including the reception and customer service staff identified as a shared cost above and the proportionate share of each partner under the agreement. The dollar amounts identify the costs associated with each partner as their proportionate share.

Partner	FTE providing services to one- stop customers	Proportionate Share	
		%	\$
TEC – 1b	1.98	.56	\$5,338
TEC - JOBS	.5	.14	\$1,334
OVRS	.02	.01	\$96
TEC - TV	.02	.01	\$96
OED	1.0	.28	\$2,669
TOTAL	3.52	100%	\$9,533

VI. COST ALLOCATION

Each partner will contribute their proportionate share in the form of cash, manpower, services, materials or other resource as agreed upon by the One Stop Partners.

The table below describes how each partner contributes resources thereby covering the shared costs which consists of resource room supplies (copier and other paper materials) and staffing in performing one-stop services.

Goods & Services	Est. Budget	TEC – 1b	TEC - JOBS	OED	TEC - TV	OVRS
Proportional Share		\$5,338	\$1,334	\$2,669	\$96	\$96
Resource Rm Mat/Supplies	\$1,465			\$1,275 (copier)		
Staff	\$8,068	\$8,068				
Total	\$9,533	\$8,068		\$1,275		
Cash Rebalancing	\$190*	(2,730)	\$1,334	\$1,394	\$96	\$96

*This is the cash that will be used to purchase the balance of supplies needed for the Resource Rm.

VII. Reconciliation Process / Billing

Reconciliation: The Agreement Manager (TEC) will maintain information from each partner related to hours agencies staff the resource room and the resources provided. This information will be submitted on a quarterly basis to TEC by each partner agency that provided resources during the previous quarter. The One Stop Partners will be responsible for making adjustments to the needed resources in subsequent periods based on the actual costs incurred or staff hours worked by each partner.

Deleted: The reconciliation information will be documented on the attached form.

All system shared cost payments shall be made to the Agreement Manager. Billing by the Agreement Manager shall occur on day 1 of the executed agreement. The Agreement Manager must receive all payments no later than 30 calendar days after receipt of invoice or notice for payment. Partner non-payment will be referred to the Region 13 WorkSource Oregon Board for collection.

VIII Agreement Modification

This Resource Sharing Agreement may be modified at any time by written agreement of all parties to the RSA. As authorized by the Region 13 WorkSource Oregon, R13 WSO shall have final approval of the format and timing of modifications. Modifications to the MOU may be cause for a modification to this RSA, and shall occur when partner organizations join or leave the Prairie Creek Center One Stop.

Additionally, modifications may be made on a quarterly basis as a result of the analysis of shared costs and partner contributions, or other changes such as additional services that benefit the One-Stop system that are approved by a 2/3 majority of the partners. Modifications should be completed within 30 days of the authorizing change event.

The terms of this Resource Sharing Agreement shall not be waived, altered, modified or supplemented in any way except upon full agreement by all partners. Any amendments to this Agreement shall be effective only when they are reduced to writing and duly signed by all partners.

IX. Assurances

Partners to this Agreement shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the scope of this Agreement. Representatives who sign this agreement on behalf of their agency attest that they have the authority to do so.

X. Dispute Resolution Process

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of the One Stop Partners or additional parties involved to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the Chair of the Region 13 WorkSource Oregon Board (R 13 WSO) within 15 days, who shall place the dispute upon the agenda of a special meeting of the R 13 WSO. The R 13 WSO shall attempt to mediate and resolve the dispute. Disputes shall be resolved by 2/3-majority consent of the Committee members present. The decision of the R13

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