

# **HANSCAM CENTER ONE-STOP RESOURCE SHARING AGREEMENT**

## **Program Year 2007 - 2008**

### **Purpose**

The purpose of this Resource Sharing Agreement is to establish the terms and conditions under which the Hanscam Center Partnership will allocate costs and share resources at the Hanscam Center One-Stop located at 16399 Lower Harbor Road, Harbor, Oregon (hereafter called "Center"). Through this Agreement, the Hanscam Center Partners (hereafter called Partners) have identified those costs related to the operation and maintenance of the One-Stop Service delivery system that are of mutual benefit and have identified mechanisms for the payment of such costs.

### **Term of Agreement**

Agreement shall remain in place from July 1, 2007 through June 30, 2008 or such time as a new agreement is approved by Center partners, whichever is earlier.

### **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 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.

### **Partner Organizations**

The following Partner organizations provide services through the Hanscam Center One-Stop, which share costs and receive benefit from participating in the One-Stop Center:

<b>Partner Organization</b>
WorkSource Oregon Employment Department
South Coast Business Employment Corporation (non-profit)
Oregon Coast Community Action (non-profit)
Department of Human Services, Self Sufficiency Program
South Coast Community Resource Center (non-profit)
South Coast Independent Living Services (non-profit)
Curry County Commission on Children and Families (non-profit)
Department of Human Services, Vocational Rehabilitation

## **Definitions**

### **Agreement Manager**

The agency named to be responsible for the oversight, monitoring and review of fiscal functions of the Resource Sharing Agreement. Region 7's Fiscal Agent shall be South Coast Business Employment Corporation (SCBEC) effective July 1, 2007 and until further notice. In this capacity SCBEC shall also serve as the Agreement Manager.

### **Basic Rent**

Basic rent will include facility costs (janitorial, electricity, water, sewage, and garbage services) and the occupied space. This cost includes charges for dedicated (occupied) and a percentage portion of common space. This amount will be the obligation of the Partner and payable monthly.

### **Shared Costs**

Shared Center costs have been identified, benefiting partners have been determined, an allocation methodology has been applied, and Partners have agreed to share resources for the operation of the Hanscam Center One-Stop. Center Partners may discuss these items during regularly scheduled Hanscam Center Partner meetings.

### **Identified Shared Costs**

*Secretary/Receptionist* (POE - 1 FTE) at the Point of Entry -- Greets customers of all Partners, takes incoming telephone calls, answers inquiries or directs caller to appropriate personnel, and provides information to customers. All participating realize a proportionate share of benefit. (\$37,100.00)

*One-Stop Coordinator* (.20 FTE) -- This individual performs duties that benefit all Partners in the Hanscam Center One-Stop delivery system and is responsible for the coordination of Partner activities, including convening meetings of the Partners, coordinating special events and dealing with building issues. The Coordinator manages joint partner funds, such as vending machine income which is considered as program income for the benefiting partners (See Cost Allocation Details Section), submits check requests for various expenses and purchases common use supplies. The Coordinator assures Center compliance with Equal Opportunity Laws and that performance data are gathered. The Coordinator also supervises the POE Receptionist. All participating partners realize a proportionate share of benefit. (\$14,400.00)

*Resource Room Staff* (.25 FTE) -- Resource Room Staff provides assistance with services and computers, answers job seeker and employer questions, and oversees the operations of the Resource Room. South Coast Business Employment Corporation, South Coast Independent Living Services, Vocational Rehabilitation and the WorkSource Oregon Employment Department all realize this benefit. (\$16,363.00)

Shared costs shall be paid by Partners quarterly within thirty (30) days upon receipt of an invoice prepared by the agreement manager.

### **Allocation**

The Partners agree that the appropriate method for determining proportionate share should be based on the percentage of square feet a partner occupies in the Center to the total of Partner occupied space. This allocation base is suitable for use by the Partners in allocating the shared costs identified in this agreement related to the services available within the One-Stop Center. Partners can demonstrate the benefit to shared costs in terms of reduced individual program costs.

Additionally, the partners have agreed that all contributions will be cash except for the Oregon Employment Department who is the employer of record for the Resource Room staff person whose time is contributed at .25 FTE.

## Hanscam Center One Stop Shared Costs 2007-2008

Partner	% of occupancy	Personnel Annual Costs - by % occupancy			Resource Room Annual Costs		TOTAL ANNUAL SHARED COSTS
		POE	Coordinator	Total Personnel	%of occupancy	.25 FTE wage/fringe	
		<b>\$37,100.00</b>	<b>\$14,400.00</b>	<b>\$51,500.00</b>		<b>\$16,363.00</b>	<b>\$67,863.00</b>
SCBEC 1	26.41%	\$9,798.11	\$3,803.04	\$13,601.15	36.01%	\$5,893.22	\$19,494.37
SCBEC 2	3.33%	\$1,235.43	\$479.52	\$1,714.95	4.26%	\$697.48	\$2,412.43
SCCRC	3.33%	\$1,235.43	\$479.52	\$1,714.95			\$1,714.95
SCCRC	5.63%	\$2,088.73	\$810.72	\$2,899.45			\$2,899.45
SCILS 1	5.36%	\$1,988.56	\$771.84	\$2,760.40	7.23%	\$1,182.68	\$3,943.08
SCILS 2	5.36%	\$1,988.56	\$771.84	\$2,760.40	7.23%	\$1,182.68	\$3,943.08
DHS SSP	5.29%	\$1,962.59	\$761.76	\$2,724.35			\$2,724.35
Voc Rehab	1.34%	\$497.14	\$192.96	\$690.10	1.85%	\$301.99	\$992.09
Voc Rehab	1.34%	\$497.14	\$192.96	\$690.10	1.85%	\$301.99	\$992.09
ORCCA	4.44%	\$1,647.24	\$639.36	\$2,286.60			\$2,286.60
OED *	36.76%	\$13,637.96	\$5,293.44	\$18,931.40	41.57%	\$6,802.96	\$25,734.36
CCCCF	1.41%	\$523.11	\$203.04	\$726.15			\$726.15
Program Income **							
<b>Totals</b>	<b>100.00%</b>	<b>\$37,100.00</b>	<b>\$14,400.00</b>	<b>\$51,500.00</b>	<b>100%</b>	<b>\$16,363.00</b>	<b>\$67,863.00</b>

Shaded area shows partner that does not benefit from cost pool.

\* Shared resource cost reimbursements will all be cash except for the Oregon Employment Department who is the employer of record for the Resource Room staff person whose time is contributed at .25 FTE.

\*\*Program income generated from vending machines and/or other sources will be reconciled quarterly as described in the Escalation/De-Escalation and Reconciliation Section of this RSA.

## **ESCALATION/DE-ESCALATION AND RECONCILIATION**

Shared expenses may be subject to escalation or de-escalation. Allocated costs will be reconciled to actual costs quarterly to determine if any adjustments to the rent payment are necessary and presented at a regularly scheduled Hanscam Center Partners Meeting. Costs may be adjusted if necessary to ensure that benefiting programs contribute to costs proportionally to benefit received. Within 90 days of the end of the program year, payments will be collected or overages will be returned to Partners. Partners will pay basic space costs monthly based on their individual leases or Memorandums of Agreements. Shared staff costs will be paid quarterly within 30 days of an invoice sent by SCBEC detailing the partner's fair share of those expenses. Partners will make invoices payable to SCBEC (Attention: Patti Landes).

## **Notification of Review of Shared Resources and/or Cost Allocations**

Any contributing Center Partner may request review of shared resources or cost allocations more frequently by notifying Center Coordinator in writing at least two weeks in advance of a regularly scheduled Hanscam Center Partners meeting and requesting the item be included on the meeting agenda. All Partners will be notified in writing at least five (5) working days prior to the scheduled meeting that the resource sharing and/or cost allocation plan will be discussed at the meeting.

At any time a contributing Center Partner terminates their lease in the building or the amount of leased space changes, shared resources and cost sharing allocations will be reviewed and adjusted at a regularly scheduled or specially convened Hanscam Center Partners meeting. Changes will take effect on final date lease is in force or on date lease agreement changes.

## **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.

## **Modifications**

This Agreement may be modified at any time with approval of at least two-thirds majority of signatories. All partners contributing to a particular cost must approve any changes to the cost or its allocation. Intent to request modification must be provided in writing to Center Coordinator at least two weeks in advance of meeting at which modification will be discussed for inclusion on meeting agenda. All partners must be notified in writing at least five (5) working days prior to the scheduled meeting that modification will be discussed. Modification of covered resources or cost sharing allocations will not affect any other terms or conditions of this Agreement.

## **Dispute Resolution Procedure**



**Curry County Commission on  
Children and Families**

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Myrna Barber  
Director

Date