

ATTACHMENT F**MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding contains the following sections:

OVERVIEW AND PURPOSE

The purpose of this Memorandum of Understanding (hereinafter referred to as MOU) is to set forth the agreement between the Local Workforce Investment Board (Job Growers Incorporated, hereinafter referred to as Job Growers) and the One-Stop Partners in Marion, Polk and Yamhill counties (hereinafter referred to as Region 3) as required in Sections 121(c) and (d) of the Workforce Investment Act of 1998 (hereinafter referred to as WIA).

The parties to this MOU mutually share an expectation that the One-Stop System will represent and reflect the various and unique diversities and cultures of our communities. Our goals include:

- promoting and ensuring an effective diversified workforce
- creating and participating in opportunities to celebrate the diversity represented by our employees and the communities we serve
- engaging in activities, which will provide a model for multi-cultural team development in the One-Stop System

Job Growers and the One-Stop Partners share a vision for the region's One-Stop System, which is built upon the principles of universal access, quality service delivered in a timely and professional manner, friendly and helpful staff, and satisfied customers. The vision calls for an integrated and accessible system located throughout the region that focuses on co-location of partner staff and comprehensive service delivery wherever feasible. Where co-location is not feasible, the system relies on the partners named in Title I-B of WIA to devise methods to deliver integrated and accessible workforce services to their communities.

Job Growers Incorporated Board of Directors Key Strategies and Operational Goals are listed below:

Strategic Goals

- Promote business retention, expansion, and recruitment.
- Focus on developing transferrable skills and competencies that lead to self-sustaining employment.
- Facilitate pathways to youth employability.
- Align Job Growers' organization to meet the key strategies.

Operational Goals

- Develop partnerships and leverage resources available to meet the needs in all three counties.
- Identify and develop internal processes/models to strengthen service/program delivery.
- Identify and develop performance management processes/models to lead staff toward goal attainment.
- Recruit Board membership and subcommittee membership to represent regional diversity.

I. PARTIES TO THE AGREEMENT

Job Growers has determined that it is in the public interest in Region 3 to designate the required One-Stop Partners as allowed for in Section 121(d)(2)(A)(II) of WIA. The One-Stop Partners designated in Region 3, are as follows:

- The State of Oregon Employment Department
- The Office of Vocational Rehabilitation Services (OVRS), State of Oregon Department of Human Services
- Self Sufficiency Programs, State of Oregon Department of Human Services
- Oregon Human Development Corporation

Role of the One-Stop Partners

The One-Stop Partners under this MOU provide overall management and operation of the One-Stop service delivery system serving Region 3. Specifically, the One-Stop Partners will:

- Operate and maintain the region's One-Stop System;
- Make core services universally available and readily accessible; and
- Enter into cooperative agreements, as needed and appropriate, with local agencies which operate required partner programs and which are not One-Stop Partners.

Agreement of the Chief Local Elected Officials

The Chief Local Elected Officials for Region 3 are the County Commissioners for Marion, Polk and Yamhill counties. These persons (hereinafter referred to as LEOs) agree with the provisions above which created the One-Stop Partnership.

II. PROVISIONS

One-Stop Workforce System Services

The comprehensive One-Stop System shall have available all core services mandated under Title I-B of WIA. In addition, the System will make available the intensive training and business services identified in WIA.

Referrals Among Workforce Partners

Referrals for services will be based on the principles of customer convenience and quality service. Referrals will be made by the most available and appropriate methods.

Youth Services Available

Eligible out-of-school youth may be served by the One-Stop System staff. The services to be made available to such youth are described in 29 CFR 664.405. They include:

- Outreach and intake
- Objective assessment
- Development of individual service plans
- Linkages to academic and occupational training and to other required WIA youth program elements
- Access to labor market, program and consumer information
- Linkages to employers and the job market

One-Stop System Accessibility

The One-Stop Partners are responsible for ensuring convenient access to all One-Stop System services for all customers. The One-Stop Partners agree to comply with the Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973, as well as all regulations which implement these statutes and which prohibit discrimination on the basis of disability. The One-Stop Partners further agree to actively seek methods of assuring that individuals with disabilities are equitably served. To accomplish this, OVRS may provide training on Section 504 of the Rehabilitation Act and ADA. OVRS may take the lead with assistance from other

partners and consumers in developing methods to ensure each WSO Center is providing reasonable accommodations for individuals with disabilities.

The One-Stop Partners will take appropriate actions to ensure that customers and staff are free from discrimination and harassment in compliance with the state and federal laws. This includes discrimination or harassment based on sex, race, color, ancestry, religious creed, national origin, disability, age or marital status and any other basis prohibited by law.

Methods of Administration

The One-Stop Partners will comply with the State of Oregon's Methods of Administration Handbook published March 2001, and any rules issued pursuant to it. The Job Growers Board will designate an Equal Opportunity Officer for the One-Stop System.

General Funding and Cost-sharing Principles

The identification and allocation of the costs of operating the One-Stop System and providing services to customers is described in Attachment 3, Resource Sharing Agreement.

One-Stop System Accountability

Job Growers and the LEOs will share policy and oversight responsibilities and Job Growers will have the lead responsibility for the administration of WIA I-B funds and for the delivery of program services supported by those funds.

One-Stop Center Certification

Job Growers uses a One-Stop certification process to ensure that oversight responsibilities required by 29 CFR 662.1 OO(c) are carried out on a regular basis. The process includes site visits and written documentation of the services delivered in Region 3.

Reporting Requirements

Each partner will continue to maintain a separate data collection and reporting system keyed to its unique set of programs and reporting requirements.

General Provisions

This Memorandum of Understanding sets forth the full and complete understanding of the parties, as of the date herein. It supersedes any and all other agreements, oral or written, made or dated prior thereto.

Duration

This amended MOU shall take effect on January 1, 2013 or upon the signature, as appropriate, of Job Growers, the Partners, and the LEOs and the concurrence of the Governor's designated representative, whichever is later. The MOU will remain in effect through June 30, 2014, unless terminated earlier and may be extended in two-year increments commencing July 1, 2014, if agreed to by all parties.

Amendments

This MOU may be amended at any time upon the mutual written approval of Job Growers, the Partners, the LEOs, and the concurrence of the Governor's designated representative.

Assignment

If one of the partners assigns any duties and responsibilities under this MOU to another entity, which is not a party to this agreement, the assignor agency shall require the assignee to abide by

the terms of this MOU if they are applicable to that assignee's duties and responsibilities under the assignment.

Termination

This MOU may be terminated, with or without cause, by Job Growers or by the LEOs upon not less than six (6) months written notice to all parties to this agreement.

Withdrawal

Any Partner to this MOU may voluntarily withdraw upon not less than ninety (90) days written notice. Any liabilities or indebtedness incurred by the withdrawing partner under the terms of this MOU up to the date of withdrawal shall remain an obligation of that Partner. Job Growers or the remaining Partners, upon receipt of the notice of intent to withdraw, may request an amendment to the MOU to account for the loss of the services resulting from the withdrawal.

New One-Stop Operator Partners

Job Growers or the LEOs may add new Partners, required or otherwise, at any time in accordance with processes, subject to the execution of an amendment to this MOU.

III. LIABILITIES AND INDEMNIFICATION

Responsibility for Funds Provided Under WIA I-B

In addition to any other remedies available for recovery of funds, if such jurisdiction is a county subject to Article XI, section 10 of the Oregon Constitution, provision for payment of such potential liability is described in the Memorandum of Agreement between Job Growers and the LEOs.

Responsibility for Other Funds

Each party is liable for any misuse of funds related to this agreement caused by or resulting from any actions or omissions by its officers, employees, or agents. Each party is liable for, and shall indemnify the other parties for, any misuse of funds caused by or resulting from its officers', employees', or agents' actions or omissions under or relating to this agreement.

Responsibility for Torts

Each party shall be responsible only for the tortious acts, omissions, or negligence of its own officers, employees, or agents. Subject to Article XI, section 7 or 10 of the Oregon Constitution, if the party is the State or a county, it is responsible only to the extent required by the Oregon Tort Claims Act, ORS 30.260 to 30.300. If the party is any other "public body," as defined in ORS 30.260, it is responsible only to the extent required by the Oregon Tort Claims Act.

Responsibility for Comprehensive Liability and Property Damage Insurance

Each party to this agreement shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering themselves, their officers', employees' or agents' tortious acts, omissions or negligence under this agreement. Any "public body," as defined in ORS 30.260, may satisfy these requirements in any manner allowed by ORS 30.282. Such public body liability and property damage insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270. All other parties indicate by signature on this agreement that they have the insurance required above. Insurance coverage may not be canceled, materially changed, reduced, or not renewed without thirty (30) days prior written notice from the party to the local board. In the event of unilateral cancellation or restriction by the insurance company of the insurance policy, the public body or other party shall immediately notify the local board verbally and in writing.

Responsibility for Employment and Other Related Benefits and Deductions

Each party shall perform under this agreement as an independent contractor. Each party, with respect to its officers and employees, shall be exclusively responsible for providing for employment-related benefits and deductions that are required by law, including but not limited to federal and state income tax deductions, workers' compensation coverage, unemployment insurance coverage and contributions to the Public Employees Retirement System, if contributions are required.

Non-appropriations

If a party to this agreement fails to receive funding, appropriations or other expenditure authority, or has limitations placed on expenditure authority, the effect of which would cause the party to be unable to provide the resources it committed to provide under this agreement, then every effort will be made to renegotiate the agreement and allow the party to continue to participate. Failing such renegotiation, the affected party may withdraw as provided above.

Confidentiality

Parties to this agreement warrant that they will comply with the provisions of the Workforce Investment Act and other applicable federal and Oregon laws, regulations and administrative rules including, but not limited to, those relating to confidentiality of customer records.

Dispute Resolution

Every effort shall be made to resolve any disputes, which may arise among any of the parties to this MOU through informal negotiation. If such negotiation does not produce satisfactory resolution of the dispute within forty-five (45) calendar days of it being raised, then the dispute shall be resolved in accordance with the policy adopted by the Oregon Workforce Investment Board, "MOU Impasse Resolution."

Third Party Beneficiaries

The parties signing this MOU are the only parties to the MOU and are the only parties entitled to enforce its terms. Nothing in this MOU gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly or indirectly or otherwise, to third parties unless such third parties are individually identified by name herein and expressly described as intended beneficiaries.


Certification

The parties whose signatures appear below agree that, to the best of their knowledge, this agreement conforms with all applicable federal and state laws, regulations and policies, and that they have entered into this agreement in good faith on behalf of their respective organizations and constituencies for the purpose of achieving the vision set forth in Sections 1 and 2 above.

IV. PARTIES TO THE AGREEMENT

The individuals signing this MOU have the authority to commit the parties they represent to the terms of this MOU, and do so by signing. This MOU is effective unless dissolved using the process described above.

Local Workforce Investment Board and Local Elected Officials:



Michael Fowler, President
Job Growers Incorporated Board of Directors



Commissioner Janet Carlson
Marion County Board of Commissioners



Commissioner Craig Pope
Polk County Board of Commissioners

Commissioner Mary Stern
Yamhill County Board of Commissioners

Partners in the One-Stop System:

Tom Erhardt, Area Manager
Oregon Employment Department

Dan Haun, Marion/Polk Branch Manager
Office of Vocational Rehabilitation Services
Oregon Department of Human Services

Rene DuBoise, Manager
Service Delivery Area 3, Self Sufficiency Programs
Oregon Department of Human Service

Frances Alvarado Ronald J. Hauge
Oregon Human Development Corporation

**Region 3 WorkSource Oregon One-Stop
 CORE SERVICES FOR JOB SEEKERS**

Activity	System Definition
Outreach	Activities designed to inform and encourage customers to access the services available in Region 3 and by investor partner programs.
Intake	Process in which basic information is collected from customers by investor partner programs or One-Stop, which may determine program participation (e.g. name, SSN, demographic information etc.)
Orientation	Systematic Provision of information to job seekers on investor partner programs, Region 3, and Job and Career Center services. Provided by Job and Career Center resource staff. Delivered individually or through printed and electronic media (videotapes, computers, intra- and Internet, etc.)
Initial Assessment of skill levels, aptitudes, and support service needs	An initial identification of a customer's skill levels, aptitudes, and supportive service needs, this may be done through an interview, a needs survey, or self-assessed. Used to assess need for core, intensive or training services.
Labor Market Information (Employment Statistics)	Employment data and information relating to local, regional, and national economic/employment trends, demands, expectations, skill needs, wage rates, etc. Presented by Job and Career Center staff, self-service applications such as Intranet website access (OLMIS) or as part of group and individual job search assistance.
Job listings/job referrals	Job information that is provided by the "public labor exchange," a federally mandated service for the facilitated connection of appropriate job seekers with employer job openings, and/or through other job listing, job referral systems. There are normally two aspects to the service: the screening/referral of job seekers and the listing of employer job openings.
Job search assistance	Services designed to directly assist the job seeker in obtaining work, designed to help the individual's work search strategy (as opposed to career development). Can be provided to groups or individuals.
Information on other WSO Center Partner services	Information about Partner programs, eligibility criteria, and access. It may include the formal or informal scheduling and referral for customers with other investor partners.
Information and referral for supportive services	Provision of information to customers on the availability of services in the community such as childcare, transportation, and other assistance and referral to service providers when appropriate.
Information on filing for unemployment insurance	Information on filing claims for unemployment insurance.
Assistance in determining eligibility for Financial Aid	Assistance in establishing eligibility for training and education programs that are available in the local area but not funded by Title I of the WIA. At a minimum includes information about criteria, sources of and applications for such assistance May also include documentation of non-financial eligibility elements related to labor market and employability issues.
Resource Room usage	Participants' access and use of materials that are provided and designed to assist the job seeker in finding work, i.e. videos, access to computers for resumes, newspapers, electronic job listings, telephones, etc. Can be self-accessed or staff-assisted in nature.
Rapid Response activities	Assistance to individuals on the range of available services, normally upon mass layoff due to impact of economic/environmental factors, disaster situations, corporate changes, etc.
Career Development	Services designed to assist the job seeker in making appropriate vocational

	decisions (job search activities aid in work search strategies, "career development" is similar in nature but less involved than the intensive services "group counseling" and "individual counseling.")
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Region 3 WorkSource Oregon One-Stop
INTENSIVE SERVICES

Intensive Services are for individuals who are unemployed and are unable to obtain employment through core services and who have been determined in need of such services to obtain employment or are in need of such services to obtain/retain employment that allows for self-sufficiency.

Activity	System Definition
Comprehensive Assessment	Evaluation of an individual's skills and abilities related to obtaining and maintaining employment and identifying the types of activities and/or services needed to do so. As part of intensive services this assessment will be more detailed and comprehensive than the initial identification of needs done as part of core services. This could include specialized assessments or formal evaluations.
Individual Service Plan	A plan, jointly developed with the participant that identifies short term employment objectives and the appropriate combination of services and activities to achieve those objectives.
Short-Term Pre-vocational Services	Activities and services that can be delivered in a short period of time that are designed to assist an individual in increasing their job readiness. Intensive activities include, but are not limited to, Adult Basic Education, GED, English as a Second Language and workplace preparation. Services that are designed to remove barriers and improve employment opportunities.

Region 3 WorkSource Oregon One-Stop
TRAINING SERVICES

Training services are for individuals who are eligible for intensive services but unable to obtain or retain employment and have been (a) determined to be eligible for training, in accordance with the priority system, and in need of training; and (b) can successfully participate in training linked to employment opportunities.

Activity	System Definition
Adult Education	Services or instruction below the post-secondary level for individuals (a) who have attained 16 years of age; (b) who are enrolled or required to be enrolled in secondary school under State law, and (c) who: (i) lack sufficient mastery of basic educational skills to enable the individuals to function effectively in society; (ii) do not have a secondary school diploma or its recognized equivalent, and have not achieved an equivalent level of education; or (iii) are unable to speak, read, or write English language. This is combined with other WIA training.
Customized Training	Training (a) that is designed to meet the special requirements of an employer (including a group of employers); (b) that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and (c) for which the employer pays for not less than 50% of the cost of the training. (WIA)
Employer Training	Provision of training and technical expertise to individuals and groups of employers on areas of knowledge, normally on program topics such as American Disabilities Act, accommodations, agricultural, recruitment, labor law, etc.
Entrepreneurial Training	Training that provides an individual with the knowledge and skills to start and grow a business. (Small Business Administration)
Job Readiness Training	Training that provides an individual with the workplace competencies (resources, interpersonal skills, information, systems, technology) and foundation skills (basic skills, thinking skills and personal qualities) needed to obtain and maintain a job. (Based on the SCANS Report)
Occupational Skills Training	Programs designed to prepare a person with the skill and knowledge to enter employment in a specific occupation or group of occupations. Programs vary in length depending on the current knowledge of the participant and the skills necessary for employment in the particular field. (Based on occupational preparatory training definition, Oregon Community College Handbook)
On-the Job Training	Training by an employer that is provided to a paid participant while engaged in productive work in a job: (a) provides knowledge or skills essential to the full and adequate performance of the job; (b) provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and (c) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. (WIA)
Professional Technical Training	Programs offered by Oregon community colleges, private career schools and other providers to prepare a person with the knowledge and skills to enter employment or further education for a specific professional technical occupations or careers. Professional technical is defined as occupations concerned with the theoretical or practical aspects of such fields as science, art, education, law and business relations where substantial post-secondary educational preparation or equivalent On-the-Job Training or experience is required. Occupational groupings include: general management support, engineering and scientific; data processing and mathematical; social sciences, law and related; teaching and

	related; medicine and health; and writing, art and related.
Related Instruction	Programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted, must contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation, and 3) human relations. Additional topics, which should be covered as appropriate, include safety, industrial safety, and environmental awareness. Instruction in the related instructional areas may be either embedded with the program curriculum or taught in blocks of specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study. (Commission on Colleges Accreditation Handbook)
Retraining Services	Includes classroom training, occupational skill training, On-the-Job Training, out-of-area job search, relocation, basic and remedial education, literacy and English for non-English speakers training, entrepreneurial training, and any other appropriate training activities directly related to appropriate employment opportunities.
Skill Upgrade Training	Training that provides the skills necessary for an individual to maintain their job and/or increase their upward mobility to a better job.
Workplace Training/Related Instruction	A program of study that combines occupational skills training, related instruction and work-experience to provide persons with the skills, knowledge and abilities to enter employment in a specific occupation or group of occupations.

Region 3 WorkSource Oregon One-Stop
EMPLOYER SERVICES

Activity	System Definition
Employer Relations	Contact with employers to assist the employer in meeting workforce needs, solicit job orders, market career system services and place job seekers.
Labor market information, customized	Information and services such as labor market studies done in response to employer requests (the development, publication, and/or distribution of LMI material beyond that routinely done for the business and employer community.)
Labor market information, routine	A variety of information and services for employers covering work trends, labor market expectations, business outlooks, etc. that is developed and/or provided on a somewhat regular basis.
Job order taking	Obtaining and listing job orders from employers as an aspect of basic labor exchange services (referral of job seekers is the other "half" of the public labor exchange), investor partners may have their own labor exchange services (i.e. job listings for specific programs, OJTs, training, clientele, etc.)
Referral and interview scheduling, and employer use of facility/office	Making special arrangements for job applicants/program participants for an employer such as coordinating interview times, consolidating application forms, facilitating use of interview room, etc. (beyond referral of applicant to employer); done in situations for special employer needs, dependant upon resources and office priorities, etc.
Special Recruitment for employer	Solicitation of job seekers for specific employer needs; radio, mailings, media and other efforts to encourage job seekers to apply with an employer (activities beyond normal listing/referral.)
Reference checks of referrals/applicants	Verification of a job seeker's work background, normally contacting past employers and/or personal references for dates of work, evaluation of work, willingness to rehire, etc.
Occupational testing	Administration of standardized tests to meet employer needs.
Employer seminars/conferences	Training or workshops focused on the needs of employers.
Employer advisory committees	Participation with employers in a formalized setting to assist in developing/delivering services, addressing labor market concerns, sharing employment and training information.
Job Fair coordination	Development and coordination of employer job fairs with job seekers.
Training and Technical Assistance	Provision of training and technical expertise to individuals and groups of employers on areas of knowledge, normally on program topics such as ADA, workplace accommodations, agricultural recruitment, labor law etc.
Assistance on tax credit eligibility and other wage subsidy programs	Screening, informing, and/or assisting employers in eligibility for program or governmental programs with financial incentives for the business (e.g. JOBS Plus, WOTC, First Source Hiring, ADA accommodation, On-the-Job Training and other programs.)
Alien Certification and similar programs	Federal programs for recruitment/consideration of US workers and potential foreign workers (agricultural and non-ag workers employers)
Rapid Response Assistance	Services for an employer designed to assist in averting a layoff of employees or in the adjustment to a layoff (work with Human Relations/Personnel department, information on work-share unemployment insurance, coordination of service provider meetings, etc.)
Skill Training Services	The identification of an employer's skill needs, discussion, development, and coordination of training programs to assist the employer in resolving skill

	<p>needs. The service may be on the behalf of a single employer, an industry, or for different groups of employers. The service could be directed towards the current workforce of a business or the development of future employees.</p>
<p>Job Retention Services</p>	<p>Activities designed to assist the employer in maintaining a stable workforce. The services may be specifically for the employer, facilitated through the employer or provided directly to the employees. They include: employee assistance (e.g. resolving child care, transportation, accessing mental health and/or substance abuse services), staff training, or information on the "work-share" program, etc.</p>

ATTACHMENT G
Resource Sharing Agreement
**Region 3 Resource Sharing Agreement
 Cost Allocation Reconciliation Worksheet
 January 2013 – June 2014**
PARTIES TO THE AGREEMENT

The following partner organizations have agreed to provide services through the Region # (3) WorkSource Oregon Center and to share such costs that are of mutual benefit:

ORGANIZATION	PRIMARY FUNDING STREAM	PARTNER CONTACT INFORMATION
Partner A Oregon Employment Dept. Marion/Polk	Wagner-Peyser	Name: Danell Butler 605 Cottage St. NE Salem, Or 97301 Phone: (503) 378-8026 E-Mail: Danell.L.Butler@state.or.us
Partner A Oregon Employment Dept. Yamhill	Wagner-Peyser	Name: Michael Newstrom 370 Norton Lane McMinnville, Or 97128 Phone: (503) 434-7575 E-Mail: Mike.S.Newstrom@state.or.us
Partner B Job Growers Incorporated	WIA Title I-B	Name: Pat Grose 626 High St. NE. Salem, Or 97301 Phone: (503) 581-4505 E-Mail: pgrose@jobgrowers.com

RESOURCE SHARING PLAN

Each Region One-Stop partner agrees to pay the appropriate share of the agreed upon costs by contributing cash, or goods and services as follows:

Center Resource Sharing Plan (Aggregate of Centers)

Aggregate of Centers							
Cost Category	Total Estimate	OED Share			JGI Share		
		Estimate	Actual	Variance	Estimate	Actual	Variance
Photo Copier Lease	23,651	11,196			12,455		
Photo Copier Meter	6,921	2,727			4,194		
Fax Lease	2,592	2,592			0		
Copier Toner	0	0			0		
Copier/Fax paper	11,859	4,640			7,220		
Copier Supply Kit	0	0			0		
Fax Toner	0	0			0		
Member Swipe Cards	0	0			0		
Confidential Recycling	3,030	2,790			240		
Misc Supplies	35,036	23,342			11,694		
Totals	83,088	47,286	0	0	35,802	0	0

The aggregate roll-up of Center costs created a 2% variance from the formula utilized to determine "fair share." This is a direct result of "rounding off" when computing each of the four Center resource sharing plans. Since reconciliation will take place at the center level, we find the 2% variance created in the roll up acceptable.

Center Resources Sharing Plan (Salem WSO)

Salem WSO							
Cost Category	Total Estimate	OED Share			JGI Share		
		Estimate	Actual	Variance	Estimate	Actual	Variance
Photo Copier Lease	6,686	3,474			3,212		
Photo Copier Meter	1,587	1,080			507		
Fax Lease	2,592	2,592			0		
Copier Toner	0	0			0		
Copier/Fax paper	4,344	0			4,344		
Copier Supply Kit	0	0			0		
Fax Toner	0	0			0		
Member Swipe Cards	0	0			0		
Confidential Recycling	1,530	1,530			0		
Misc Supplies	24,744	20,135			4,610		
Totals	41,483	28,811	0	0	12,672	0	0

Center Resources Sharing Plan (Yamhill WSO)

Yamhill WSO							
Cost Category	Total Estimate	OED Share			JGI Share		
		Estimate	Actual	Variance	Estimate	Actual	Variance
Photo Copier Lease	6,189	3,330			2,859		
Photo Copier Meter	3,159	747			2,412		
Fax Lease	0	0			0		
Copier Toner	0	0			0		
Copier/Fax paper	2,598	1,808			791		
Copier Supply Kit	0	0			0		
Fax Toner	0	0			0		
Member Swipe Cards	0	0			0		
Confidential Recycling	1,260	1,260			0		
Misc Supplies	5,235	2,757			2,478		
Totals	18,441	9,902	0	0	8,540	0	0



Center Resources Sharing Plan (Woodburn WSO)

Woodburn WSO							
Cost Category	Total Estimate	OED Share			JGI Share		
		Estimate	Actual	Variance	Estimate	Actual	Variance
Photo Copier Lease	4,392	4,392			0		
Photo Copier Meter	900	900			0		
Fax Lease	0	0			0		
Copier Toner	0	0			0		
Copier/Fax paper	2,990	1,770			1,220		
Copier Supply Kit	0	0			0		
Fax Toner	0	0			0		
Member Swipe Cards	0	0			0		
Confidential Recycling	180	0			180		
Misc Supplies	4,362	450			3,912		
Totals	12,824	7,512	0	0	5,312	0	0

Center Resources Sharing Plan (Polk WSO)

Polk WSO							
Cost Category	Total Estimate	OED Share			JGI Share		
		Estimate	Actual	Variance	Estimate	Actual	Variance
Photo Copier Lease	6,384	0			6,384		
Photo Copier Meter	1,275	0			1,275		
Fax Lease	0	0			0		
Copier Toner	0	0			0		
Copier/Fax paper	1,928	1,062			866		
Copier Supply Kit	0	0			0		
Fax Toner	0	0			0		
Member Swipe Cards	0	0			0		
Confidential Recycling	60	0			60		
Misc Supplies	695	0			695		
Totals	10,341	1,062	0	0	9,279	0	0

I hereby certify that the above is a true statement of resources contributed by our agency in support of the shared costs identified in the Region 3 Resource Sharing Agreement.

Danell Butler 10/31/12
Signature Date

Danell Butler, Manager
Oregon Employment Department Marion/Polk

Danell Butler for Michael Newstrom 10/31/12
Signature Date

Michael Newstrom, Manager
Oregon Employment Department Yamhill

Patricia Grose 10/30/12
Signature Date

Patricia Grose, Executive Director
Job Growers Incorporated