

WorkSource Oregon One-Stop Center
 Resource Sharing Agreement
 July 1, 2012 – June 30, 2013
 (Addendum to MOU)

I. STATEMENT OF PURPOSE

The purpose of this agreement is to establish the terms and conditions under which the WorkSource Oregon Partners will allocate costs and share resources at the WorkSource Oregon Centers located at:

- 120 NE Avery Street, Newport, Oregon 97365 (OED, DHS, CSC)
- 400 SE College Way, Newport, Oregon 97366 (OCCC)
- 545 SW 2nd Street, Corvallis, Oregon 97333 (OED, DHS, CSC, OVRS)
- 139 4th Avenue SE, Albany, Oregon 97321 (OED, CSC)
- 250 SW Broadalbin, Suite 2A, Albany, Oregon 97321 (CSC)
- 118 2nd Avenue SE, Albany, Oregon 97321 (DHS)
- 6500 Pacific Boulevard SW, Albany, Oregon 97321 (LBCC)
- 44 Industrial Way, Lebanon, Oregon 97355 (OED, DHS, LBCC)
- 380 Market Street, Lebanon, Oregon 97355 (CSC)

II. PARTIES TO THE AGREEMENT

The following partner organizations have agreed to provide services through the Region 4 WorkSource Oregon Centers and to share such costs that are of mutual benefit:

ORGANIZATION	PRIMARY FUNDING STREAM	PARTNER CONTACT INFORMATION
Community Services Consortium (CSC)	Workforce Investment Act	Clay Martin 545 SW 2 nd Street, Suite A Corvallis, OR 97333 (541) 758-2615 cmartin@communityservices.us
Linn-Benton Community College (LBCC)	Carl D. Perkins Vocational and Technical Education Act	Ann Malosh 6500 Pacific Boulevard SW Albany, OR 97321 (541) 917-4948 malosha@linnbenton.edu
Oregon Employment Department (OED)	Wagner-Peyser Act	Tom Erhardt 139 4 th Avenue SE Albany, OR 97321 (541) 812-8638 thomas.m.erhardt@state.or.us

III. DEFINITIONS

Agreement Manager: The person named by the partnership and LWIB to be responsible for the oversight, monitoring, reconciliation and review of fiscal functions of the Resource Sharing Agreement in accordance with WIA 662.300 and 662.310.

System Shared Costs: Those cost that benefits all One-Stop partners even if they are not co-located.

Center Shared Costs: Those costs of the One-Stop Center that benefit multiple partners co-located at the Center and are incurred in support of the services delivered through a One-Stop. (DOL One Stop Comprehensive Financial Management Technical Assistance Guide July 2002)

IV. SHARED COSTS AND BENEFIT

The Region 4 One-Stop partners will use the system shared cost method to determine shared costs. System costs that benefit all One-Stop partners are:

SYSTEM COSTS	ANNUAL COST	BENEFIT
Outreach: LBCC 2013 Career and Community Resource Fair	\$1,050	All One-Stop partners participating agree that they benefit from the costs associated with outreach to the residents of the Region.
TOTAL	\$1,050	

V. ALLOCATION METHODOLOGY

The partners agree that System Costs equally benefit all the partners participating therefore each partner participating will share an equal portion of the costs depending on their involvement.

System Shared Costs

PARTNER	%	\$
CSC	33.3%	\$350
LBCC	33.3%	\$350
OED	33.3%	\$350
TOTAL	100%	\$1,050

VI. RESOURCE SHARING PLAN

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

System Resources Sharing Plan

Cost Category	CSC	LBCC	OED	Totals
Marketing	\$300	\$0	\$300	\$600
Outreach	\$0	\$100	\$0	\$100
Supplies	\$50	\$180	\$50	\$280
Other Costs	\$0	\$70	\$0	\$70
Total	\$350	\$350	\$350	\$1,050

AGREEMENT MANAGEMENT

The Agreement Manager responsible for oversight and review of shared costs for the WorkSource Oregon Center, billing and reconciliation of shared costs, as well as monitoring of the allocation methodology and funding information is:

Clay Martin, Workforce & Education Director
Community Services Consortium
545 SW 2nd Street, Suite A, Corvallis, Oregon 97333
(541) 758-2615
(541) 752-2348
cmartin@communityservices.us

VII. MODIFICATIONS, RECONCILIATION AND ADJUSTMENTS

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

In the event program income is earned at the WorkSource Oregon Center as a result of shared costs or activities, that income must be distributed to all partner organizations that participated in the activity and must be allocated using the same basis as described in section V of this document. Program income will be used to reduce each party's share of costs or resources needed to fund the shared costs identified in this agreement so long as it is allowable under the party's organization authorizing statutes and regulations.

Reconciliation to actual costs and resource sharing will occur quarterly. Final reconciliation can be realized through the payment of cash or goods and services. Each partner is responsible to provide supporting documentation for each quarter.

VIII. DISPUTE RESOLUTION PROCESS

The parties shall first attempt to resolve all disputes informally. Any party may call a meeting of the WorkSource Oregon Center 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 Local Workforce Investment Board within 15 days, who shall place the dispute upon the agenda of a special meeting of the Board's Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute. Disputes shall be resolved in accordance with LWIB by-laws unless such a decision is in contradiction of applicable State and Federal laws or regulations governing the WorkSource Oregon Center partner agencies.

IX. 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 party, the future costs associated with this agreement shall be reallocated among the remaining agencies, and this agreement shall be modified in writing, accordingly.

