

**ATTACHMENT B**

Upstate Workforce Board  
(UWB)

And

South Carolina Vocational Rehabilitation Department  
(SCVRD)

Serving Upstate Workforce Development Area



**RESOURCE SHARING AGREEMENT**



July 1, 2016 to June 30, 2017



Partner: South Carolina Vocational Rehabilitation Department (SCVRD)

#### INTRODUCTION

- This RSA is between the Upstate Workforce Board and the SC Vocational Rehabilitation Department. It is in effect January 1, 2017, through June 30, 2017. It will remain in effect unless terminated by the repeal of the WIOA or upon the elimination of funding for either partner.

#### JOINT PLANNING

- Continuous partnership building amongst all parties to this agreement.
- Continuous and cohesive planning responsive to federal and state requirements.
- Responsive to specific local and economic conditions, reflective of present and future employer needs.
- Adherence to common data collection and cooperation in seeking reliable, accurate, and timely performance measurement statistics.
- Diligence in developing coordinated local leadership in Workforce Development; responsive to customer needs; maintain system infrastructure always looking at ways to streamline and/or improve service to job seekers and employer; and utilizing all forms of data collection- measure the success of our One-Stop system.

#### STAFF PROFESSIONALS

- The One-Stop partner agrees that representatives from its agency housed either full- or part-time in the One-Stop Center (Comprehensive or Affiliate) will maintain a professional attitude and dress while in the center, and will adhere to all general rules of operation set by the Operator.

**MARKETING:** Any and all marketing efforts on behalf of or in reference to the local One-Stop system must be coordinated with the Host Agency and local WB staff.

#### SERVICES:

- Parties agree to integrate services to the extent possible, in bringing resources of each and every partner's program, staff, and funding to provide operations as the complete One-Stop, serving job seekers and employers alike.

#### SHARED COSTS

- The Upstate Workforce Board utilizes the Square Foot Methodology when determining fair shared costs for partners. These costs are incurred by partners in the provision of customer services through the SC Works Upstate One-Stop Delivery System. Costs will be shared as indicated in attachments C and D. Changes to the list of financially contributing partners is included in the budget; any future changes will be communicated to partners in this agreement in a timely matter in



the form of a written addendum to ensure fiduciary responsibility and accurate quarterly invoicing. The source for the Square Foot Methodology is the One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG).

- Square footage is designated as Sole Space, Public Access Resource Shared, or Common/Shared. Should there be any changes to assigned space as indicated on attached, after agreement of responsible parties, it would be indicated accordingly on the Quarterly Invoicing.
- Attachment C is the RSA Budget PY2016 Spartanburg.
- Attachment D is the RSA Square Footage Methodology PY2016 Spartanburg.
- Any budget change reflecting an increase to be assessed to SCVRD would be discussed with SCVRD and could not be obligated without the approval of SCVRD.

Career services under WIOA encompass core and intensive services, with training being an option should the others not meet the needs of the job seeker. Mandatory partner services must be paid for and offered within the One-Stop Comprehensive Center (Spartanburg) and/or system, and in affiliate centers as possible. ***In the following sections, partners should clearly describe their services to be provided to customers/clients within the Comprehensive Center (Spartanburg) and/or the One-Stop system. (Additional sheets may be added as needed)***

1. Outreach, intake, and orientation services available in the One-Stop system. South Carolina Vocational Rehabilitation Department (SCVRD) has a counselor who attends SC Works once per week (Thursdays – 8:30 a.m. to 12 Noon). The counselor sees walk-ins, scheduled appointments, and provides quarterly orientation to SCVRD services for ex-offenders. In addition, the counselor provides orientation and referrals to other partner services as deemed appropriate.
2. Initial assessment of skills, aptitudes, abilities, and supportive service needs. SCVRD provides a Vocational Assessment for each client to determine an appropriate Vocational Objective based on abilities and functional limitations. Referrals are made to other entities for supportive services if appropriate.
3. Job search and placement services assistance including, when appropriate, career counseling. Coordination is made with the Upstate Business Services Team to provide job placement. Each client obtains an Individualized Plan for Employment (IPE) that guides career direction. Clients receive a Vocational Objective that is determined by a Vocational Assessment.
4. Provision of employment statistics, job vacancy listings, local labor market, skills/abilities necessary, information relating to local jobs and skills in demand, and a



looking forward insight to possible future employment opportunities.  
Labor Market Information from the South Carolina Department of Employment and Workforce (SCDEW) is shared with our clients. Clients are encouraged to register in the SC Workforce Online System (SCWOS).

5. Provision of performance information including program cost data.  
SCVRD's total cost per rehabilitation of \$14,565 ranked as the 7<sup>th</sup> lowest in the nation and the lowest among states in the Southeast. The total cost per person served of \$2,093 was the 13<sup>th</sup> lowest nationally and 3<sup>rd</sup> lowest in the Southeast.

6. Provision of information regarding how the local area is performing on local performance measures and any additional data deemed relevant to One-Stop system.  
SCVRD ranks 4<sup>th</sup> nationally in the number of persons rehabilitated into successful employment per 100,000 population (136).

7. Provision of accurate information relating to the availability of supportive services, including child care, work related expenses, and transportation, available in local area and referral to such services as appropriate. Assistance in establishing eligibility for welfare-to-work activities and programs of financial aid assistance.  
Information specific to the SCVRD program's supportive services will be provided to individuals as needed.

8. Provision of information regarding filing claims for unemployment compensation and related matters.  
Individuals would be referred to SCDEW regarding filing claims for unemployment compensation and related matters.

9. Follow-up services, including counseling regarding the workplace, for participants in WIOA activities authorized under this article who are placed in unsubsidized employment, for not less than 12 months after first day of employment.  
SCVRD provides follow up for a minimum of 90 days after stability on the job. In addition, Post Employment services are offered to clients who have been successfully closed out but may need limited short term assistance in order to maintain employment.

10. Specialized services that are unique to your organization in addressing job seeker barriers to employment.  
Professional Counseling & Guidance to address disability issues, Rehabilitation Engineering, Inpatient Substance Abuse Treatment (Two four-week Residential Treatment Facilities), Deaf & Hard of Hearing Services, Traumatic Brain Injury services, Physical Therapy/Occupational Therapy and Supported Employment.



## SCVR WORKS

Parties to the MOU agree to provide services through (select as appropriate, comment as needed)

XXX Co-location of staff (either full- or part-time) (please indicate staff below)

           Co-location of services (please describe below how this will be conducted without co-location of staff)

XXX SCVRD agrees to lease one 105sf office space as indicated on attachments.

XXX Cross training of One-Stop staff (to be coordinated between partner/host)

           Specialized translation service(s)

XXX Specialized ADA accommodations; services for disabled population

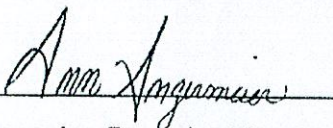
           Other (please list as appropriate)

Presently SCVRD staff visit the Comprehensive Center on a part time basis for 3 ½ hours weekly. Leasing of the office space full time will allow SCVRD more options on staffing and services. Attachments C and D are applicable to leased office space and costs related.

Reference to funds identified in support of this RSA is contingent upon receipt of those funds by partners. Either party may withdraw from this agreement in the event funding for the mandatory program is eliminated or the party is no longer responsible for the program. Such withdrawal shall be effective upon written notification to the partner of the lack of funding.

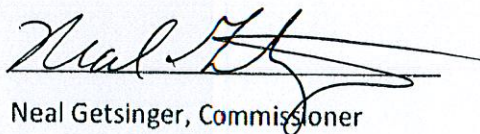
The signatories hereunder warrant and declare that they are duly authorized to execute this Agreement/RSA by virtue of their position and title.

Approved and accepted by:



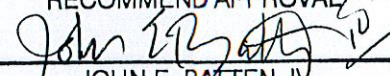
Ann Angermeier, Executive Director  
Upstate Workforce Board

Approved and accepted by:



Neal Getsinger, Commissioner  
S.C. Vocational Rehabilitation Department

REVIEWED AND  
RECOMMEND APPROVAL

  
JOHN E. BATTEN, IV  
SCVRD GENERAL COUNSEL



Q2 - Q4 PY16 Budget - Spartanburg Co-located

Spartanburg SUPPLIES - SHARED (ITEM 1)	Annual Budget \$ 1,500.00	SCDEW Portion \$ 572.36	SC DSS Portion \$ 49.08	SCVRD Portion** \$ 30.86	WIOA Portion \$ 847.70	Achieve Portion \$ -	Total Verification \$ 1,500.00
<b>FACILITIES</b>							
Communications - Phone Lines - Shared	\$3,500.00	\$1,115.47	\$95.66	\$60.14	\$1,652.02	\$576.71	\$3,500.00
Office Equipment Rental	\$2,700.00	\$1,030.26	\$88.34	\$55.55	\$1,525.85	\$0.00	\$2,700.00
Premises - Rent	\$65,500.00	\$20,875.20	\$1,790.16	\$1,125.54	\$30,916.30	\$10,792.80	\$65,500.00
Premises - Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Premises - Janitorial, etc.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous - Document Shredding, Floor Mats, etc.	\$650.00	\$207.16	\$17.76	\$11.17	\$306.81	\$107.10	\$650.00
<b>FACILITIES - TOTAL (ITEM 2)</b>							
<b>TOTAL ACTUAL COSTS</b>	<b>\$73,850.00</b>	<b>\$23,800.44</b>	<b>\$2,041.01</b>	<b>\$1,283.26</b>	<b>\$35,248.68</b>	<b>\$11,476.61</b>	<b>\$73,850.00</b>

\*These costs included in rent paid to SCC in



## SPARTANBURG SQUARE FOOTAGE ALLOCATION METHODOLOGY

[illegible]



## PY 2016 RSA Allocations - Spartanburg Co-located

### Supplies - Shared Costs\*

#### Facilities

Communications – Phone Lines - Shared

Communications – Internet - Shared

Equipment Rental\*\*

Premises – Rent, Electric, Cleaning, Water, Sewer, Mail Hndl

Miscellaneous - Document Shredding, Floor Mats, Etc.

Spartanburg				
ACHIEVE	SCDEW	SC DSS	SCVRD	WIOA
0.000%	38.158%	3.272%	2.057%	56.513%
16.478%	31.871%	2.733%	1.718%	47.200%
16.478%	31.871%	2.733%	1.718%	47.200%
0.000%	38.158%	3.272%	2.057%	56.513%
16.478%	31.871%	2.733%	1.718%	47.200%
16.478%	31.871%	2.733%	1.718%	47.200%

\*Achieve orders their own supplies. SCDEW orders supplies for their employees. The percentage of shared supplies for clients was prorated among SCDEW, SC DSS and WIOA in order to share 100% of those costs.

\*\*Copier Related Costs at facilities with assigned copier codes by department are charged by copier metered usage - Achieve has own machine