

# ONE-STOP OPERATOR AGREEMENT

## Modification

1. **PURPOSE:** It is the purpose of this agreement to specify the responsibilities of the PROVIDER in the role of One-Stop Operator as it relates to the coordination of the service delivery of core and mandated partners working with the comprehensive and affiliate Tri-Parish Works Career Centers. The specifics outlined in the original Agreement are aligned with the goals and strategies of the FPD WDB's strategic plan and founded on the principles of system excellence, accountability, innovation, and customer satisfaction.

This modification renews the original Agreement for an additional 12-month period based on successful outcomes during year one. The scope of work to be performed relative to One Stop Operator Services shall remain as expressed in the original Agreement.

As agreed upon by both parties hereto and approved by the First Planning District-Local Workforce Development Board, a 6-month Training/Technical Assistance component is added to the Agreement to ensure the new administrative staff can continue to learn all aspects of the law, accounting system, and their overall positions. The scope of work for Training and Technical Assistance shall include the provision of technical assistance/training in the following areas: U.S. OMB Circulars, relevant provisions of the Workforce Innovation and Opportunity Act (WIOA), Governmental Accounting Principles and Practices, creating and managing budgets and financial reports, cost principles, use of accounting software, etc. An additional \$9,976 is being added to the Agreement to cover the costs associated with this component.

**The original Agreement and all its Attachments shall become a part of this Modification.**

2. **PERFORMANCE BENCHMARKS:** The PROVIDER agrees to perform the functions and/or services as described in the Statement of Work, and which includes the attached deliverables identified for Program Year 2022/2023.
3. **DURATION OF AGREEMENT:** The period of this Agreement is being renewed for an additional year and shall be from 07/01/2022 to 06/30/2023.
4. **COMPENSATION:** The PROVIDER shall be compensated by the FPD for services furnished as described in this Agreement. Compensation will be made at the rate specified in the budget. The total annual compensation to be paid under this Agreement is \$63,976. Payments made under this Agreement are

contingent upon the availability/allocation of funds, and disbursed on a cost reimbursement basis in accordance with OMB Circulars A-110, A-122, and A-133. PROVIDER agrees to submit appropriate back-up documentation to the FPD WDB with each invoice or payment request.

It is acknowledged and understood by PROVIDER that it is responsible for maintaining original invoices, receipts and monthly reports when submitting for reimbursement of items and services provided under this Agreement.

All costs associated with this Agreement must be reasonable and necessary to carry out the planned functions. The costs must be allowable and allocable to appropriate funding streams and cost categories.

## **Year Two Scope of Work**

Specific tasks to be performed by PROVIDER include the following.

1. Establish and maintain key relationships with workforce partners
2. Develop an in-depth understanding of the partner programs, services and performance requirements
3. Coordinate regular Partner meetings, including
  - a. creating the agenda
  - b. identifying and scheduling guest speakers (when applicable)
  - c. communicating effectively to maintain partner participation
  - d. lead and facilitate meetings with a goal toward consensus building
  - e. complete tasks assigned at meetings, as well as holding partners accountable for assigned tasks, and/or follow-up as necessary
4. Plan and ensure cross training of staff for core and mandated partner programs on a variety of topics as identified by partners
5. Implement strategies to improve information sharing among partner programs
6. Serve as a "Point of Contact" to facilitate communication among partner agencies
7. Coordinate with partners, the implementation of quality and continuous improvement principles within the system, including streamlining services and minimizing duplication
8. Coordinate the development and implementation of a formal referral process for services within and outside of the Center(s); including minimum standards for referral, follow-up requirements, and documentation of referral outcomes
9. Assist the Board in ensuring partners are fulfilling responsibilities as outlined in the MOU/IFA, including the provision of providing meaningful access to partner services within the Tri-Parish Works Career Centers
10. Promote adoption of creative and innovative methods and best practices in the delivery of the required services
11. Participate in regular meetings with the WDB Executive Director to review contract terms, processes, and progress towards benchmarks
12. Provide presentations to the Workforce Board at regularly scheduled meetings on progress towards partnership development
13. Provide Training/Technical Assistance to new administrative fiscal staff to ensure FPD is able to maintain fiscal accountability and integrity within the WIOA law and relevant federal regulations (Refer to Exhibit 1 for a detailed outline of training topics)

## **Year Two Deliverables: (July 1, 2022 through June 30, 2023)**

1. Organize and facilitate, at a minimum, quarterly Partner meetings
2. Organize and facilitate a minimum of three (3) partner cross-training staff events
3. Improve overall referrals/co-enrollments among partner agencies
4. Increase quality of partnerships
5. Increase the knowledge of new administrative/fiscal staff to ensure a better understanding of internal/external processes, laws, regulations, policies and systems.




Achievement of deliverables will be evaluated by the FPD WDB and a determination made for the renewal option.

BUDGET

LINE ITEM	COSTS
PERSONNEL – SALARIES (list positions)	
a) See Professional Service Fees	\$ 0.00
b)	
PERSONNEL – FRINGE (list each fringe benefit separately)	
a)	\$ 0.00
b)	
c)	
d)	
TRAVEL	\$ 0.00
TELEPHONE	\$ 0.00
SUPPLIES	\$ 0.00
OTHER (Please list)	
a) OSO Professional Services @ \$4,500 per month	\$54,000
b) Training/Technical Assistance services @ \$29 hr X 344 hours	\$9,976
c)	
<b>TOTAL COSTS</b>	<b>\$63,976</b>

All payments under this Agreement are based upon the availability of funds provided by the USDOL to the First Planning District.

THIS extension to the original AGREEMENT is being made at Covington, Louisiana on June 28th, 2018, <sup>22</sup> written by and between the FPD WDB and PROVIDER, both parties being duly authorized to enter into said <sub>mk</sub> Agreement.

<p><b>FOR FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD:</b></p> 	<p>FOR:</p> 
<p>MELISSA KIRSCH, EXECUTIVE DIRECTOR</p>	<p>BRYAN MOORE, PRESIDENT/CEO</p>
<p>317 NORTH JEFFERSON AVENUE COVINGTON, LA 70433</p>	<p>5919 PARIS AVENUE NEW ORLEANS, LA 70122</p>
<p>985-875-9275 <a href="mailto:Firstplanning@bellsouth.net">Firstplanning@bellsouth.net</a></p>	<p>504-701-4171 <a href="mailto:castlesofdreamslc@gmail.com">castlesofdreamslc@gmail.com</a> FEIN #: 82-2072819</p>
<p><b>FOR FIRST PLANNING DISTRICT WORKFORCE DEVELOPMENT BOARD:</b></p> 	<p>Approved by the Workforce Board at the June 15<sup>th</sup> board meeting.</p>
<p>ALAN THRIFFILEY, SR. CHAIRMAN</p>	

## TRAINING/TECHNICAL ASSISTANCE PLAN

The purpose of this training plan is to outline the various topics to be addressed through an interactive approach to include but not limited to: one-on-one training, technical assistance with process flows, as well as use of applicable examples.

- Requirements of a single audit, including gathering requested documents and responding to findings
- Program monitoring, gathering and presenting requested information, and responding to findings
- Close out of funding sources, providing methods for verifying expenditures have been paid and properly documented
- Proper input processes of expenses into accounting system
- Creation of invoices for reimbursement contracts
- creation of new funding source, implementing the use of funding source and recording to and reporting on fund
- Accruals, use and purpose
- Moving of funds across funding sources as needed
- Appropriate charging of expenses across various funds and center locations
- Technical assistance on completing required forms such state and WDB reports.
- Use and functions of the ABILA accounting system
- Developing, implementing and tracking of yearly budget
- Administrative vs program expenses with state and federal requirements
- Cross-train administrative staff so that each individual can fill-in when needed with the other staff required duties

Based on feedback from trainees, additional and or more in-depth training and or technical assistance will be provided.