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# Los Angeles County

## WIA Adult and Dislocated Workers Directive

**DRAFT**

**Number:** D-DWA -07- ?      **Subject:** MANDATORY SUBMITTAL OF MOUs and RSAs  
By October 26, 2007

**Date:** 9/12/07      **EFFECTIVE DATE:** IMMEDIATELY      **PAGE 1 OF 3**

### FOR YOUR IMMEDIATE ATTENTION

**TO: Executive Directors  
Los Angeles County WorkSource Centers**

The purpose of this directive is to request submittal of the Operational Memorandum of Understanding (MOU) and Resource Sharing Agreement (RSA) as outlined in Attachment A&B of the Los Angeles County WIA Adult and Dislocated Directive number: D-DWA-00-039 issued on January 2, 2002. Additionally, the technical assistance training conducted on September 4, and 11, 2007 provided each WorkSource Center an MOU and RSA Resource Kit to assist with development of each document. Specifically the Resource Kit included the following:

MOU and RSA Resource Kit Content	
<b>MOU &amp; RSA</b>	<b>Los Angeles County Directive – Operational Memorandum of Understanding and Resource Sharing Agreement D-DWA-0039</b>
<b>MOU</b>	<b>Printed copy of the WIA Final Rule section on the One-Stop Partners and MOU requirements</b>
<b>RSA</b>	<b>Department of Labor Final Notice published in the Federal Register: Resource Sharing for the Workforce Investment Act One-Stop Centers; Methodologies for Paying or Funding Each Partner Program's Fair Share of Allocable One-Stop Costs</b> <i>Procedures</i>
<b>RSA</b>	<b>One-Stop Comprehensive Financial Management Technical Assistance Guide</b>
<b>MOU</b>	<b>The complete Workforce Investment Act of 1998</b>
<b>MOU</b>	<b>The complete WIA Final Rule</b>

Further, the consultant Ruben Pacheco who conducted the training is available to provide technical assistance and can be reached at 805-974-3964 or by e-mail: pachecor2@aol.com

The framework of the One-Stop Delivery System is built on the expectation that seventeen federal job training programs designated in WIA will work together in partnership to serve job seekers and employers. The mandatory partners are required under WIA to enter an MOU with the local Workforce Investment Board to provide core service to their customer through the One-Stop Center and to contribute their proportionate share of the common costs of developing and operating the system.

According to the terms established in the Governance MOU between the Los Angeles County Workforce Investment Board and the One-Stop Partners, the following definitions and provisions apply:

- **“One-Stop Center Operational MOU”** means the binding agreement entered into between the WIB and the One-Stop Operator(s).
- **“Operational MOU”** means the document prepared and signed by the One-Stop lead agency and their partners to describe the services, referral mechanisms and funding arrangements in place at each One-Stop Center. Together with this MOU and **Resource Sharing Agreement (RSA)**, the Operational MOU sets forth the rights and responsibilities of all the parties with respect to activities and services within the Workforce Investment Area.
- **“Resource Sharing Agreement” or “RSA”** means the document prepared by the **One-Stop lead agency** and their Partners to describe the shared costs and funding arrangements. The RSA shall consist of the shared costs identified by partners as necessary for the operation of the One-Stop center, a budget document, the cost allocation plan allocating shared costs, and a description of the process to be used to reconcile the budgets to the actual costs incurred by each partner.

Moreover, **Section 5. FUNDING** of the Governance MOU specifies the agreement of the parties to the following provisions regarding the funding of the One-Stop services and system:

...Each Partner shall contribute a fair share of the operating costs of the One-Stop delivery system proportionate to the use of the system by eligible individuals or Participants attributable to the Partner’s program(s) in support of WIA, consistent with requirements of the federal law authorizing such program(s). The method used to determine proportionate share shall be described in the Resource Sharing Agreement and reflected in the cost allocation methodology used to distribute shared costs. The methodology shall be consistent with the U.S. Department of Labor, Employment and Training Administration guidance entitled “Resource Sharing Methodologies for Workforce Investment Act One-Stop Centers: Methodologies for Paying or Funding Each Partner’s Fair Share of Allocable One-Stop Costs”

The Los Angeles County Workforce Investment Board (LACWIB) has established the Governance MOU as the Umbrella agreement with the Operational MOU and RSA serving as the vehicles to implement the development and operation of the One-Stop Delivery System. At the One-Stop Center level, the Lead Agency is responsible for preparing and submitting the Operational MOU and RSA. Because the Governance MOU, Operational MOU and RSA must be attached to the Strategic Five-Year Local Plan when it is submitted in November, we are requesting that the Operational MOUs and RSAs be submitted by October 26, 2007. Please send your Operational MOU and RSA to:

Maggie Mireles, Program Manager  
Planning and Operations Division  
L.A. County Community and Senior Services  
3175 W. 6<sup>th</sup> Street, Box # 15  
Los Angeles, CA 90020

Should you have any questions, please contact \_\_\_\_\_

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Josie Marquez, Director  
Workforce Investment Programs