

CITY OF LOS ANGELES

CLIFFORD W. GRAVES
GENERAL MANAGER

CALIFORNIA


COMMUNITY DEVELOPMENT
DEPARTMENT
215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

DATE: OCT 02 2003

TO: All City of Los Angeles Full Service and Satellite WorkSource Centers and Mandatory Partners

FROM: Ann Giagni, Director 
Workforce Development Division

SUBJECT: **WDD Directive Number 04-10
RESOURCE SHARING AGREEMENT TRAINING FOR WORKSOURCE
CENTER OPERATORS AND MANDATORY PARTNERS**

WIA requires One-Stop partners to collaborate and create a seamless delivery system of services that improve employment outcomes for customers. Because WIA mandates that employment and training programs funded by various Federal agencies partner in a One-Stop setting, it is necessary to develop a methodology for cost allocation and resource sharing.

The Workforce Development Division, in coordination with KOG Associates, is hosting two training sessions designed to facilitate the process of understanding and preparing Resource Sharing Agreements.

TRAINING TOPICS TO BE COVERED

- Requirements of the Workforce Investment Act for development of a Memorandum of Understanding and a Resource Sharing Agreement;
- Definition of "Fair Share";
- Identification of elements (activities, supplies, equipment, etc.) that may be used for resource sharing; and
- Process for developing the Resource Sharing Agreement.

Agency tasks will be clearly defined and a calendar of meetings will be developed. Subsequent meetings and staff work will be required.

WHO SHOULD ATTEND- MANDATORY

Fiscal Directors, Program Directors
WIA Mandatory Partners

WHEN

Thursday, October 16, 2003

Morning Session – 8:00 am – 12:00 pm **OR** Afternoon Session – 1:00 pm – 5:00 pm

WHERE

Community Development Department - 3rd Floor Conference Room
215 W. Sixth Street, Los Angeles, 90014

Please email Jude Helfman at jhelfman@cdd.lacity.org to confirm your attendance.

AG:LA:LM:JH