

State of Oregon Governor's Office of Education and Workforce Policy Salem, Oregon 97310	Classification:
	Date: March 5, 2002 REVISED

Oregon Workforce Letter No. 6-01

TO: ALL LOCAL AND REGIONAL WORKFORCE BOARDS
ALL STATEWIDE ACTION TEAM MEMBERS
ALL STATE WORKFORCE AGENCIES
ALL WORKFORCE GRANT RECIPIENTS/FISCAL AGENTS

FROM: Annette Talbott, Governor's Workforce Policy Coordinator

SUBJECT: State MOU Team and Review Process/Procedures

1. Purpose

The purpose of this letter is to inform state and local workforce partners that the Memorandum of Understanding that is presently in place but have expired or will expire this year should be extended through June 30, 2002.

2. Background

The federal Department of Labor did not issue its initial draft guidance on resource sharing until June 27, 2000. At that time, most of the state's workforce regions had completed the majority of their work on the Memorandum of Understandings (MOUs). The state had also given some advice on resource allocation and cost sharing in a MOU Technical Assistance Memorandum dated May 25, 2000 (available through the Governor's Office of Education and Workforce Policy). Given the timing of the federal information, the regions completed their MOUs with the guidance that was available at the time.

Recently, the federal Department of Labor issued its final guidance on Resource Sharing and Cost Allocations. (Federal Register, May 31, 2001 Vol 66, No. 105, page 29638). In that guidance document, it indicated that there would be a One-Stop financial management technical assistance guide. DOL provided workshops and presented this guide in December, 2001. Each local/regional board should have received a copy of this guide.

Several changes have occurred with our state level partners. The state Department of Human Services (DHS) reorganized which resulted in different individuals and signatories for that agency at the local and regional level for the MOUs. DHS is also restructuring how it delivers services into new service delivery areas.

State partners experienced some significant budget reductions due to the state budget shortfall and agencies are developing plans to address these reductions at the present time. In addition, the workforce partners, who deliver WIA Title IB programs, have found themselves unclear as to their PY 01 budget as Congress has been considering rescission of some of these funding streams.

3. Description

This letter is to advise the workforce partners involved in developing and signing MOUs that circumstances dictate that any MOU which expired in 2001 should be extended through June 30, 2002 without modification as set forth below.

The Governor’s Office of Education and Workforce Policy has formed a Cost Sharing/Resource Allocation Technical Assistance Team. Individuals from this team will be available to travel to the regions to assist in development of MOUs/Cost Sharing/Resource Allocation agreements.

Office/Agency	Person and Contact Information
Governor’s Office of Education and Workforce Policy	Annette Talbott, 503-378-3921, x 24 Annette.Talbott@state.or.us
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Adult and Family Services	Lily Sehon, 503-945-5624 Lily.SEHON@state.or.us
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Community Colleges and Workforce Development Department	Roberta Lewis, 503-378-8648, x 363 Roberta.J.Lewis@state.or.us
State One Stop Coordinator	April M. Lackey, 503-378-8648, x 372 April.Lackey@state.or.us

4. Implementation

The MOU should be extended using the guidance in this letter as soon as practicable to assure that the agreement remain in effect as required by federal law.

5. Action Required

- a) Extend any MOUs until June 30, 2002 or signature of updated MOUs.
- b) As part of the extension, add the Methods of Administration (MOA) clause set forth below on the extension page so that all signatories understand their obligations under this federally required MOA document.

6. Inquiries: Contact Annette Talbott, Governor’s Workforce Policy Coordinator, at 503-378-3921, x 24.

Attachment

A- MOU Extension with MOA Assurance

Attachment A

By agreement of the parties signing below, the terms of this Memorandum of Understanding are extended through June 30, 2002.

As part of this extension, each signatory to the MOU which is a recipient of federal financial assistance as defined in 29 CFR Sec. 37.4, assures that it will comply with:

1. The state's Methods of Administration approved by the federal Department of Labor (located at www.workforce.state.or.us); and
2. The nondiscrimination and equal opportunity provisions of the following laws:
 - a. Section 188 of the Workforce Investment Act (WIA) and 29 CFR Part 37 which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation or belief and against beneficiaries on the basis of either citizenship/status as lawfully admitted immigrants authorized to work in the United State or participation in any WIA Title I financially assisted program or activity;
 - b. Title VI of the Civil Rights Act of 1964 as amended (42 USC Sec. 2000d et seq.), which prohibits discrimination on the bases of race, color and national origin;
 - c. Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794), which prohibits discrimination against qualified individuals with disabilities;
 - d. Age Discrimination Act of 1975 as amended (42 USC Sec. 6101 et seq.), which prohibits discrimination on the basis of age; and
 - e. Title IX of the Education Amendments of 1972 as amended (20 USC Sec. 1681 et seq.), which prohibits discrimination on the basis of sex in educational programs.