



CAREERLINK RESOURCE SHARING AGREEMENT POLICY

- 1.0 **Purpose.** To standardize and communicate an efficient process for the development, submission, approval, and modification of the annual Resource Sharing Agreement (RSA).

- 2.0 **Requirements.** Governing regulations and guidelines include:
 - Workforce Investment Act
 - PA Workforce Investment Information Notice No. 2-00, Change 2
 - Northwest PA Workforce Investment Area Local Plan
 - Northwest PA Workforce Investment Area One Stop Service Plan / Agreements
 - US DOL/ETA One-Stop Comprehensive Financial Management TAG
 - 29 CFR 97.36
 - OMB Circulars A-87, A-102 and A-110

- 3.0 **Scope.** All PA CareerLink operators, partners, and site administrators shall abide by the following considerations for the submission of the annual RSA and single subsequent revision:
 - 3.1 Only two submissions per fiscal year will be allowed; one initial RSA for July 1 due May 1 of each year and one revision for January 1 due by November 1.
 - 3.2 Site Administrators are responsible for developing the annual and revised RSA in conjunction with each respective Operator Consortium.
 - 3.3 All RSAs will be submitted to each PA CareerLink's respective operator consortium by the site administrator for review and discussion. This is the forum for debate and is where the RSA is finalized at the local level.
 - 3.4 Finalized RSA, complete with any changes requested by the operators, will be submitted along with a cover letter explaining changes from the prior RSA to the RCWE fiscal agent for review and submission to the state.
 - 3.5 All subsequent communication with relevant state representatives will take place between them and the RCWE fiscal agent. Site administrators and operators shall not communicate directly with the state regarding any RSA matter, unless specifically approved by the RCWE fiscal agent.
 - 3.6 Once approved by the state, the RCWE fiscal agent will instruct each site administrator to gather the signatures of each partner and operator. Signature pages will be forwarded to the RCWE fiscal agent by the site administrator once completed. Any problems with obtaining signatures shall be forwarded to the operator consortium for resolution.
 - 3.7 Site administrators shall plan budgets carefully as each site must carefully focus on any potential for changes in rent or other significant cost factors.



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- 3.8 In-kind services for each partner shall not be considered as a means to reduce one's financial responsibility as part of participation in the RSA. Community-based organizations that wish to utilize the PA CareerLink as a means to deliver services at a minimal or low cost – such as putting on a workshop – may qualify for reduced or waived conference room fees on a case-by-case basis, determined by the site administrator and/or operator consortium. Universal access must be a consideration.
- 3.9 Site administrators must submit a supplemental budget on a template to be provided by the RCWE fiscal agent. This supplemental budget shall include greater detail than allowed for on the state-approved RSA budget form. For example, state office phone lines and regular office phone lines should be broken out separately. Salaries and fringes of shared staff must be itemized. This will be utilized to provide monthly financial statements to relevant stakeholders.
- 3.10 Effective January 1, 2009, any additional partners added to the PA CareerLink outside of the mandated or standard partners should not be added directly to the RSA. A partner agreement should be signed between the RCWE, PA CareerLink Operators and the partner. RCWE will invoice the new partner monthly, with the rent funds collected to be added to the Earned Revenue Account. The PA CareerLink Operators will then agree and recommend to RCWE how the Earned Revenue funds will be allocated. A modification can then be made to the RSA in January if the partner is still of viable status. The intent of this policy is to avoid small partners being added to the RSA and then not fulfilling their commitment to the PA CareerLink, resulting in complications with the RSA process.
- 3.11 RCWE will provide a monthly aging report to PA CareerLink Operators/Site Administrators. When a partner becomes delinquent on a bill, RCWE will track the delinquency on the aging report through the first 30 - 60 days. If the delinquency extends to 90 days, the delinquency will be reported to the PA CareerLink Operators/Site Administrators. At 120 days, RCWE will contact legal counsel to proceed with collections. RCWE will contact the state directly for any state agency delinquency.
- 3.12 PA CareerLink Operators may move funds between single line items, as long as the expenditures do not cause the total budget amount to be exceeded.

4.0 **Responsibility.**

The responsibility for implementation and oversight of this policy shall reside with the RCWE fiscal agent.



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5.0 **History.**

Name	Date	Rev. Level	Description of change	Effective Date
Jim Triplett	5/20/ 2005	A	New Policy	
Jim Triplett	4/06/2006	B	Changes to due dates based on state requirements	
Deb O'Neil	6/18/2008	C	Update logo, content, EO Officer	
Deb O'Neil	5/1/2009	D	Add RSA policy info	7/01/2009

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