



# Final Supplemental Guidance for PY 2021 Negotiations



November 19, 2020

*Bethany Jaeger, KEB*

*In partnership with the WIOA Interagency TA Team*







## Online Marketing Coordinator

Illinois Center for Specialized  
Professional Support

[ksheary@ilstu.edu](mailto:ksheary@ilstu.edu)

309-438-1838



# Are you new to MOU negotiations for PY 2021?

Yes

No



Do you or your team need an orientation to the Governor's Guidelines and MOU negotiations?

Yes

No

# Overview

1. Background and Reminders About MOU and Budget Negotiations
2. Final Supplemental Guidance for PY 2021
3. Timeline
4. Note about the National Farmworker Jobs Program
5. Q&A

## Background About the Governor's Guidelines

### What do the Governor's Guidelines cover?

- Negotiation of local MOUs
- Annual Negotiation of Local Shared Costs
- Negotiation Outcomes (for MOUs and Annual Budgets)
- Waiver Process
- Annual Submission Requirements / Amendment Procedures
- Annual State-level Review of MOUs
- Periodic Reconciliation of Shared Costs
- Additional Annual Guidance
- Appendices, including Glossary, Forms and other resources

# Background About the Governor's Guidelines

## Governor's Guidelines and Revisions:

- 2015: Original Version
- **Revision 1** (March 2016) – DOL delayed the effective date of infrastructure costs
- **Revision 2** (December 2016) – DOL issued guidance on infrastructure costs
- **Revision 3** (November 2018) – Illinois brought all guidance into one document
- **Revision 4** (November 2019) – Illinois clarified guidance for new PY 2020 MOUs

## Supplemental Guidance:

- PY 2016 provided an alternative timeline for negotiations
- PY 2017 explained Illinois' approach for affiliate and specialized centers
- PY 2018 incorporated federal guidance about periodic reconciliation and affiliate centers
- PY 2021 will provide guidance for negotiations specific to implications of the COVID-19 pandemic

## Reminders: MOU and Budget Negotiations

### MOUs:

- Serve as a tool to achieve integration
- Reflect a shared vision and commitment of local workforce innovation boards (LWIBs)
- Document each required partner's commitments to service delivery
- Demonstrate negotiations were in good faith by individuals with authority to commit financial and programmatic resources

**MOU negotiated every 3 years**

**Shared costs negotiated annually**

# Reminders: MOU and Budget Negotiations (continued)

## Decisions reflected in the MOU:

1. Services that can be accessed in the local one-stop delivery system
2. Locations where services are made available
3. Each program partner's method of delivering services
4. Role of one-stop center operators
5. Coordination of referrals
6. Partner commitments to operationalize Service Integration Action Plans
7. Partner commitments to share in infrastructure costs and local service delivery system costs (annually)

# Final Supplemental Guidance to the Governor's Guidelines for Negotiating Costs and Services

Supplemental Guidance specific to negotiations of PY 2021 MOUs/budgets

# Supplemental Guidance for PY 2021

Governor's Guidelines –  
Revision 4 remains in  
effect

1. Guidance for Shared Costs During the COVID-19 Pandemic
2. Guidance for Public Safety Measures within American Job Centers
3. Guidance for the Universal Design of Service Delivery
4. Guidance for One-Stop Operator Payment Provisions (pending DOL)
5. Guidance for MOU Amendment Submittals for PY 2021

# Supplemental Guidance for Shared Costs During the COVID-19 Pandemic

## Supplemental Guidance for Shared Costs During the COVID-19 Pandemic

Early in the annual MOU budget negotiations for PY 2021, required partners should jointly discuss whether and how partners in each American Job Center will share in planned or unplanned costs specific to the pandemic.

### **Cost examples include:**

- increased sanitation supplies
- masks for employees and the public
- additional security presence

### **Discussion examples include:**

- Identify which pandemic-specific costs could benefit the entire American Job Center (AJC) versus which costs are limited to one required partner.
- Decide which pandemic-specific costs will be shared and allocated out to all required partners in the AJC.
- Identify any agreed-upon exceptions for partners that will not absorb the extra shared costs related to the pandemic. Document the rationale.
- Discuss special processes and time estimates for seeking approval of increased spending authority from the applicable State agency or parent organization.

# Supplemental Guidance for Shared Costs During the COVID-19 Pandemic (cont.)

## **Once partners agree to share pandemic-specific costs:**

- Develop a method to track the amount owed for those shared costs.
- Then confirm invoicing processes through State agencies or parent organizations.

## Supplemental Guidance for Shared Costs During the COVID-19 Pandemic (cont.)

**If our American Job Center is open by appointment only or does not offer in-person services, do we still have to pay infrastructure costs?**

- Yes. The required program's cost sharing commitments for infrastructure costs (i.e., operating overhead of the physical center) must still be met for PY 2021.
- Examples: A proportion of utilities, rent, assistive technology

## Supplemental Guidance for Shared Costs During the COVID-19 Pandemic (cont.)

**If our program staff are working remotely and are not physically present in the American Job Center, will our program still have to share in infrastructure costs?**

- Staff who work remotely or provide services using direct linkage technology still count toward the program's FTE commitment.
- A required program's FTE commitment is still the basis on which costs are allocated to that program partner.

# Supplemental Guidance on Personal Protective Equipment (PPE) Procurement

**Procurement of PPE is still best done at the local level**

To procure PPE for staff and customers:

- LWIBs must follow local procurement policies and procedures
- LWIBs may secure PPE from known sources in the local area
- Eligible units of government and eligible nonprofits may procure PPE through Illinois Central Management Services (CMS)

PPE Procurement Info at the WIOA Implementation Portal: <https://www.illinoisworknet.com/WIOA/Pages/covid.aspx>

# Supplemental Guidance for Shared Costs During the COVID-19 Pandemic (cont.)

## Who/how should we assess whether our American Job Center needs increased security?

- One-Stop Operator
- Local Workforce Board
- Required Partners

## What should we assess?

- Traffic and occupancy
- Preparedness for opening the AJC in any capacity
- Presence of required partners
- Community environment
- Capacity of existing security

## FAQ About Security at AJCs

**Q:** Why is onsite security required for some program partners to operate within an American Job Center?

**A:** Some state agencies have processes and protocols in place that mandate that security be onsite before allowing staff to be physically present.

## FAQ About Security at AJCs

**Q:** Why do centers need to conduct routine assessments of safety conditions?

**A:** Continual assessments of the safety conditions at American Job Centers is a best practice during the COVID-19 public health emergency and should be considered when Local Workforce Boards, one-stop operators and required partners face decisions about whether to reopen a center to the public for in-person services, enter into a new phase of the Governor's Restore Illinois Plan, or enter into mitigation plans or phases. One-stop operators and required partners should also consider arranging a dedicated entrance for program staff and a dedicated entrance for customers who have appointments. These assessments can help inform MOU and budget negotiations as conditions evolve over the term of the MOU.

## FAQ About Security at AJCs

**Q:** Why are additional or separate security contracts prohibited where IDES holds the primary contract for security services in an American Job Center?

**A:** Where IDES holds a security contract, separate and/or additional security cannot be added by other partners and/or parties to the MOU. The security contract would be breached if another security service were to be added for increased security.

# Supplemental Guidance for Public Safety Measures within American Job Centers

Have you used the Reopening Checklist to support conversations with partners about service delivery during the pandemic?

- Yes
- No
- What is the Reopening Checklist?

# Checklist for Reopening American Job Centers

## **Purpose:**

To identify a few requirements and offer additional guidance to support LWIBs in making decisions about when to reopen American Job Centers with the appropriate safety measures in place.

The checklist was originally issued in May 2020. It has been periodically revised based on new guidance or feedback from required partners.

# Checklist Background (continued)

## 5 Phases of the 11 Emergency Medical Service Regions:

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating &amp; fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

# Checklist Background (continued)

- The Checklist was created using information and input from the following Federal agencies, State agencies and workforce partners:
  - Center for Disease Control and Prevention
  - Illinois Department of Public Health
  - Occupational Safety and Health Administration
  - Central Management Services (CMS)
  - Illinois Department of Commerce and Economic Opportunity
  - Illinois Department of Employment Security (IDES)
  - Illinois Community College Board (ICCB)
  - WIOA Interagency Leadership Team
  - WIOA Interagency Technical Assistance Team and required partner networks
  - Illinois Workforce Partnership

## Checklist Background (continued)

The “Checklist for Reopening American Job Centers in Illinois” is not mandatory and offers considerations for what fits best in each local workforce area.

**Partners should agree to a communications protocol to ensure:**

- **Staff who are onsite or remote are aware of safety concerns**
- **Clear protocol in public health or public safety emergencies**

## Checklist Background (Continued)

### Minimum Reopening Requirements:

1. Ensure adequate Personal Protection Equipment (PPE) is available for all staff and customers through Phases 3 and 4.
2. Ensure the safety of staff and customers, including through designated onsite security personnel.
3. Establish an agreed-upon process for making decisions for a practical reopening that includes conversations between the leaseholder, one-stop operator and required partners before deciding or announcing that an American Job Center will reopen to the public.

The content appearing after the above criteria are just guidelines.

# Checklist for Reopening American Job Centers

#	ACTIVITY / AREA	CONSIDERATIONS – RESTORE ILLINOIS PHASES		
		PHASE 3 RECOVERY	PHASE 4 REVITALIZATION	PHASE 5 ILLINOIS RESTORED
<b>SERVICE DELIVERY</b>				
<b>1. Center Services</b> <i>This category offers guidelines in accordance with the Governor’s “Restore Illinois” Plan for service delivery within American Job Centers.</i>				
	<b>In-person service delivery</b>	If a center is open to the public, appointments are required for all services; walk-ins are not permitted. (Sample dialogue is included as <b>Attachment 1</b> if customers must be turned away for services.) If Unemployment Insurance services are necessary, the customer may go to the website at <a href="http://www.ides.illinois.gov">www.ides.illinois.gov</a> or call 800-244-5631.	Appointments are still the standard practice; walk-in services are allowed only if PPE is readily available in the center for customers and only if staffing capacity allows. Face coverings and social distancing are mandatory. If Unemployment Insurance services are necessary, the customer may go to the website at <a href="http://www.ides.illinois.gov">www.ides.illinois.gov</a> or call 800-244-5631.	Centers may fully reopen to in-person service delivery. Additional safety precautions remain in place. If Unemployment Insurance services are necessary, the customer may go to the website at <a href="http://www.ides.illinois.gov">www.ides.illinois.gov</a> or call 800-244-5631.
	<b>Customer/Staff screening</b>	If a center is open to the public, screen customers and staff via phone to assess illness or exposure when scheduling appointments or re-entering the center; upon entrance, staff verifies screening questions. (Sample screening procedures and questions are included in the procedures section below and	Screen customers and staff upon entrance. Face coverings and social distancing are mandatory for anyone entering the center.	Centers may fully reopen and screening is not mandatory. Additional safety precautions remain in place.

# Resources in the Checklist

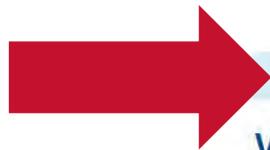
- WIOA Implementation During COVID-19: <https://www.illinoisworknet.com/WIOA/Pages/covid.aspx>
- Guidance on the use of masks – Illinois Department of Public Health:  
<http://www.dph.illinois.gov/sites/default/files/SIREN%20Memo%20-%20IDPH%20Guidance%20for%20the%20Use%20of%20Masks%20by%20the%20General%20Public%2004.06.2020.pdf>
- FAQ for Businesses Concerning Use of Face-Coverings During COVID-19:  
[https://www2.illinois.gov/dhr/Documents/IDHR\\_FAQ\\_for\\_Businesses\\_Concerning\\_Use\\_of\\_Face-Coverings\\_During\\_COVID-19\\_Ver\\_2020511b%20copy.pdf](https://www2.illinois.gov/dhr/Documents/IDHR_FAQ_for_Businesses_Concerning_Use_of_Face-Coverings_During_COVID-19_Ver_2020511b%20copy.pdf)
- United States Centers for Disease Control and Prevention:
  - <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
  - <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>
- Illinois Coronavirus Resources: <https://coronavirus.illinois.gov/s/>

# Resources in the Checklist (Continued)

- Restore Illinois: A Public Health Approach to Safely Reopen Our State:
  - Website: <https://coronavirus.illinois.gov/s/restore-illinois-introduction>
  - PDF:  
<https://coronavirus.illinois.gov/sfc/servlet.shepherd/document/download/069t000000BadS0AAJ?operationContext=S1>
  - Phase 3 Business Toolkit – The State of Illinois has developed this business toolkit complete with signage, training checklists, and other resources to ensure business and activities are conducted in accordance with the latest and greatest public. <https://dceocovid19resources.com/assets/Restore-Illinois/businesstoolkits/all.pdf>
  
- Illinois Community College Board Guidance for the return to Campus for Illinois Community Colleges in response to the COVID-19 Pandemic: [https://www.iccb.org/iccb/wp-content/uploads/2020/06/ICCB\\_Return\\_to\\_Campus\\_Guidance.pdf](https://www.iccb.org/iccb/wp-content/uploads/2020/06/ICCB_Return_to_Campus_Guidance.pdf)
  
- Occupational Safety and Health Administration (OSHA) Guidance on preparing workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>

# Accessing the Reopening Checklist

- <https://www.illinoisworknet.com/wioa>



Visit the [WIOA Implementation Workforce Professionals COVID-19 Web Page](#)

## WIOA Works Illinois

WIOA Works Illinois is an online resource to assist business and industry leaders, policy makers, community organizations and workforce professionals in achieving success under the Workforce Innovation and Opportunity Act (WIOA). This site will keep you up-to-date on our state's policies and programs, highlight local innovation by sharing best practices and success stories, and outline specific policies to ensure a skilled workforce for our state's employers.

# Accessing the Reopening Checklist (Continued)

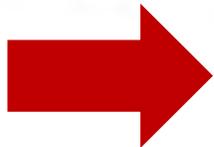
## WIOA IMPLEMENTATION DURING COVID-19

Visit the State of Illinois Coronavirus Web Page

### Background

The resources on this page are to help address questions and concerns of Workforce Professionals to best assist businesses and individuals and adapt daily operations affected by the COVID-19 pandemic.

This page will be updated regularly as new information is made available.



- COVID-19 Individuals Page
- COVID-19 Employers Page

### FAQs

Q&A for WIOA Implementation under COVID-19 protocols.



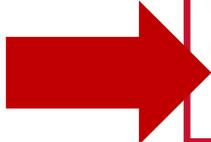
### American Job Centers Reopening

- *(NEW) Reopening Checklist*
  - *without Tracked Changes (PDF)*
  - *with Tracked Changes (PDF)*

### Adapting AJC Operations to COVID-19

#### Operations Guidance

- IL Dept. of Human Rights Mask FAQs for Businesses - 7/20
- Cover Letter - 6/2020



# Supplemental Guidance for Universal Design of Service Delivery

# Universal Design



**Universal Design is the design and composition of an environment so that digital services can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability. Universal Design provides recommendations for meeting a range of physical and programmatic accessibility needs.**

**Universal Design is not a regulation or legislation like the American with Disabilities Act (ADA), but came about to address issues not directly covered by the ADA.**

# Universal Design (continued)

- ❑ Certain principles should be applied to ensure “universal design” in the development of WIOA documents and activities, including accessible features for all methods of service delivery, including online platforms. Please consult the detailed description of the seven principles of Universal Design, which can be found by following the first link below.
- ❑ Definition according to the National Disability Authority:  
<http://universaldesign.ie/What-is-Universal-Design/>

## Principles of Universal Design

1. Equitable Use
2. Flexibility in Use
3. Simple and Intuitive Use
4. Perceptible Information
5. Tolerance for Error
6. Low Physical Effort
7. Size and Space for Approach and Use

# Universal Design (continued)

Resources concerning Universal Design, including how to apply its principles for content creation and teaching may be found here:

- [Learn to Create Accessible Websites with the Principles of Universal Design](#)
- [Universal Design for Learning](#)
- [The Difference between Universal Design and the ADA](#)

# Supplemental Guidance for One-Stop Operator Payment Provisions

Does your local area already include One-Stop Operator Costs as a shared cost in the local MOU budget?

- Yes
- No
- I don't know

# Background About One-Stop Operator Payment Provisions

U.S. DOL in 2018 monitored MOUs, One-Stop Operator Agreements and other WIOA governing documents in Illinois.

## Corrective Actions for Illinois:

1. Ensure local workforce boards award funds to the selected bidder of a competitive procurement process
2. Clearly identify invoicing and payment processes in the contractual documents
3. Ensure all local workforce boards award funds to the selected one-stop operators with evidence of the exchange of funds



# Background About One-Stop Operator Payment Provisions

The WIOA Interagency TA Team is in continued conversations with DOL Region V about potential solutions that do not add administrative burden or unnecessary financial transactions to demonstrate the exchange of funds between the LWIB and the OSO.

In the meantime ...

# Supplemental Guidance for One-Stop Operator Payment Provisions

## Supplemental Guidance and Templates:

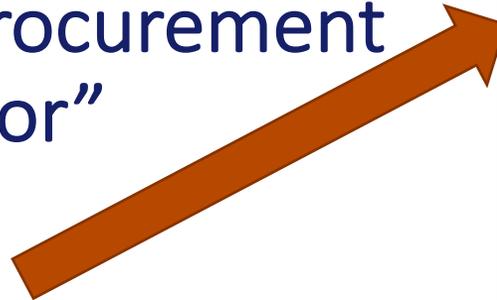
1. MOU Section 10 – one section with new required content
2. MOU Budget Spreadsheet – new rows in the existing tabs
3. MOU Budget Spreadsheet – new tab specific to OSO cost sharing
4. Invoicing Process for OSO shared costs – sample invoice provided

Separate but parallel to the Supplemental Guidance, MOU commitments would align with the OSO Agreement. A sample template will be provided.

# New Content Required for MOU Section 10 “Procurement of One-Stop Operator”

New for PY 2021

1. Payment terms and frequency
2. Total cost of the OSO
3. Which partners are contributing to the OSO costs
4. Method of contribution



**10. PROCUREMENT OF ONE-STOP OPERATOR (Governor’s Guidelines, Section 1, Item 8(j)) (§ 678.600-635)**

*[NOTE: Ensure that the following content agrees with and aligns to the budget spreadsheet and notes.]*

- Name the procured one-stop operator and identify the agreed upon one-stop operator model used for each one-stop center in the local area. The operator may be a single entity (public, private, or nonprofit) or a consortium of entities (if the consortium of entities is composed of one-stop partners, it must include a minimum of three of the one-stop partners).
- Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process.  
**New for PY 2021:**
- Describe the payment provisions, including the term, frequency and method of payment for one-stop operator services.
- For each shared cost center, state the total cost of the one-stop operator and the required partners which are contributing to that cost ~~cost per partner~~.
- For each shared cost center, explain the method of contribution(s) (e.g. cash, non-cash, in-kind) ~~each required partner is contributing to the cost of the one-stop operator will utilize to exchange funds between the local board (e.g. cash, non cash, in kind). Example: A consortium partner contributes the required one-stop operator payment via a non-cash contribution(s) in the amount of the market value for specific services under the One-Stop Operator Agreement, which have a fair market value to credit their amount owed.~~
- Assure that the one stop operator will not perform any of the proscribed functions (§ 678.620(b)) to avoid a conflict of interest.

By clicking on the boxes below, required partners in the local area affirm that the one-stop operator will not perform the following proscribed functions:

- convene system stakeholders to assist in the development of the local plan
- prepare and submit local plans (as required under sec. 107 of WIOA)
- be responsible for oversight of itself
- manage or significantly participate in the competitive selection process for one-stop operators
- select or terminate one-stop operators, career services, and youth providers
- negotiate local performance accountability measures
- develop and submit budget for activities of the Local WDB in the local area.

# Supplemental Guidance for One-Stop Operator Payment Provisions

Required partners should establish an invoicing process to document the value of the OSO services provided by the one-stop operator, whether a consortium or single entity.

Option 1: Designate an invoice showing the value of the shared cost of the OSO services and the required partners' contribution toward that allocated cost (even if a non-cash contribution results in a \$0 cash balance owed).

Option 2: Issue an invoice that sums a required partner's total allocated costs, delineating a line item to OSO services.

# Supplemental Guidance for Revised Budget Spreadsheet

New rows reflect partners' contribution methods toward the shared cost of the one-stop operator services.

Total Annual Budget  
One-Stop Operator  
Contribution Methods

61	<b>Balance</b>	\$	-
62			
63	<b>Shared Cost Category</b>		
64			
65	<b>Part 2: SHARED DELIVERY SYSTEM COSTS</b> Total Shared Delivery System Costs that are center-specific (This section will automatically populate center-specific delivery system costs identified in each Shared Cost Center tab)		<b>Total Annual Budget</b>
66	<b>Methodology Used - FTE Staffing</b>		
67	<b>If Other Methodology Used Define &amp; Uncheck FTE box</b>		
68	<b>Total</b>	\$	5,000
69	One-Stop Center Reception	\$	5,000
70	Resource Room Materials and Staffing	\$	-
71	List Allowable Cost Item Agreed To	\$	-
72	U - Customize Other Allowable Shared Local System Cost	\$	-
73	V - Customize Other Allowable Shared Local System Cost	\$	-
74	W - Customize Other Allowable Shared Local System Cost	\$	-
75	<b>One-Stop Operator Costs Summed Across Centers</b>		
76			
77	One-Stop Operator (if costs allocated among all partners for each center, with the correlating contribution backed out in Rows 84 or 85, as applicable)	\$	31,400
78	<b>OR</b>		
79	One-Stop Operator (if costs allocated among only some partners for each center, with the correlating contribution backed out in Row 87)	\$	-
80			
81	<b>Total, Shared One Stop Delivery System Costs All Centers</b>	\$	36,400
82	<b>Delivery System Costs per FTE</b>	\$	3,551
83			
84	Less Cash Contribution (Sum of All Center-Specific Contributions)	\$	5,000
85	Less Non-Cash Contribution (Sum of All Center-Specific Contributions)	\$	-
86	Less Non-Cash Staffing (Sum of All Center-Specific Contributions)	\$	-
87			
88	<b>One-Stop Operator Contributions</b>		
89	Less Cash Contribution - (Sum of All Center-Specific Contributions)	\$	30,634
90	Less Non-Cash Contribution - (Sum of All Center-Specific Contributions)	\$	-
91	Less Non-Cash Staffing Contribution - (Sum of All Center-Specific Contributions)	\$	766
92	<b>Sub-Total - One-Stop Operator Contributions</b>	\$	31,400
93			
94	Less Third-Party In-Kind Contributions (Sum of All Center-Specific Contributions)	\$	-
95	<b>Total (Sum of All Center-Specific Contributions)</b>	\$	67,800
96	<b>Balance</b>	\$	(31,400)
97			

# Supplemental Guidance for One-Stop Operator Payment Provisions Budget Spreadsheet

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
2	One-Stop Operator Costs & Payments		Costs		Commerce				IDES				ICCB		DHS		Aging	DOC			Title ID - National Farm-workers	Title ID - YouthBuild		
3	Total Costs Full Contract Period	MOU Budget Year	Title IB - Adult, D/W, Youth	TAA	CSBG	Title III - Wagner-Peyser	Title III - MSFW	Veterans Services	UI Comp Programs	TRA	Title II - Adult Education	Career & Tech Ed - Perkins	Title IV - Vocational Rehab	TANF - DHS	SCSEP	Second Chance	HUD	Title IC - Job Corp					Other 1	
4	Personnel	\$ 60,000	\$ 20,000	\$ 7,805	\$ 488	\$ 488	\$ 5,854	\$ 488	\$ 488	\$ 488	\$ 488	\$ 488	\$ 488	\$ 976	\$ 488	\$ 488	\$ 488	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
5	Fringe Benefits	18,000	6,000	2,341	146	146	1,756	146	146	146	146	146	146	293	146	146	146	-	-	-	-	-	-	
6	Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
7	Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8	Supplies	300	100	39	2	2	29	2	2	2	2	2	2	5	2	2	2	-	-	-	-	-	-	
9	Contractual Services & Subawar	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
10	Consultant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
11	Occupancy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
12	Telecommunications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
13	Training and Education	9,000	3,000	1,171	73	73	878	73	73	73	73	73	73	-	-	-	-	-	-	-	-	-	-	
14	Direct Administrative Costs	600	200	78	5	5	59	5	5	5	5	5	5	-	-	-	-	-	-	-	-	-	-	
15	Miscellaneous Costs	300	100	39	2	2	29	2	2	2	2	2	2	-	-	-	-	-	-	-	-	-	-	
16	<b>Total Direct</b>	<b>\$ 88,200</b>	<b>\$ 29,400</b>	<b>\$ 11,473</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ 8,605</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ 717</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
17	Indirect Costs	6,000	2,000	778	49	49	585	49	49	49	49	49	49	-	-	-	-	-	-	-	-	-	-	-
18	<b>TOTAL</b>	<b>\$ 94,200</b>	<b>\$ 31,400</b>	<b>\$ 12,252</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ 9,190</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ 766</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
20	OSO Contract Start		07/01/19																					
21	OSO Contract End		06/30/22																					
23	Total FTEs		10.25																					
24	Partner FTEs			4.00	0.25	0.25	3.00	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.25	0.25	0.25	-	-	-	-	-	-	-
25	Partner % of Total FTEs			39%	2%	2%	29%	2%	2%	2%	2%	2%	2%	5%	2%	2%	2%	0%	0%	0%	0%	0%	0%	0%
26	(Mar			all partners share OSO																				

A new tab (B.2) is specific annual costs of one-stop operator services, by line item, by partner.

Start / End date of the OSO Agreement

Total OSO cost in the full term of OSO Agreement

Annual OSO cost specific to this program year

# FAQ About the OSO Payment Provisions

**Q:** When do the One-stop Operator payment provisions take effect?

**A:** The MOUs that took effect on July 1, 2020 must be amended annually to append the agreed-upon budget for that program year. As part of that MOU amendment process, new content in the MOU Template Section 10 would be required to update in the PY 2021 submittal to verify the total cost of the OSO and the contributions of required partners toward those shared costs.

**A:** Also, the annual one-stop operating budget spreadsheet (a.k.a., MOU budget spreadsheet) must be amended for PY 2021 to incorporate the new rows for one-stop operator costs and contributions and the new tab specific to the annual budget for sharing one-stop operator costs.

# FAQ About the OSO Payment Provisions

**Q:** Do we have to amend our PY 2020 (current) MOUs and one-stop operating budgets to reflect the one-stop operator payment provisions?

**A:** No. The one-stop operating budget spreadsheet must be amended and agreed upon for the PY 2021 budget, which will be submitted by June 30, 2021.

# FAQ About the OSO Payment Provisions

**Q:** What if we do not include OSO costs in the MOU?

**A:** The U.S. Department of Labor made it clear that regardless of whether the one-stop operating model is a consortium of required partners or a single entity, the payment provisions must be made clear. Therefore, the PY 2021 MOU and one-stop operating budget spreadsheet must identify the full cost of the one-stop operator and indicate whether that cost is shared among any required partners in the local area.

## FAQ About the OSO Payment Provisions

**Q:** We are still working on revisions to our MOU for Program Year 2020. When will the new forms be available to utilize for next program year?

**A:** Any forms that change will be issued with the final Supplemental Guidance in November 2020 so that required partners can incorporate them in the PY 2021 negotiation period (which starts in December 2020 and January 2021).

# Supplemental Guidance for PY 2021 MOU/Budget Submittals

# Pre-Program Year Planning Form

A new checkbox asks if the LWIA would like technical assistance about enforcing safety protocols in the American Job Centers.



6. Using the fillable table below, please submit the proposed schedule for Program Year MOU and Budget Negotiations, in alignment with the general timeline provided in Appendix A of the Governor’s Guidelines – Revision 4 (Use only the rows needed to fully describe your specific negotiations schedule). Please include:
  - a. Title of the meeting;
  - b. What is to be discussed and/or decided in accordance with the timeline below;
  - c. Whether the meeting is slotted to be in-person or over the phone; and
  - d. The week and year of the planned date of completion of task.

PRIMARY ACTIVITY IN NEGOTIATIONS	PLANNED DATE OF COMPLETION (WEEK ENDING ON A SPECIFIC CALENDAR DATE AND YEAR)
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date

7.  Please select this checkbox if there is a partner agency or individual new to the MOU negotiations process in your local that would benefit from a WIOA orientation.
8.  Please select this checkbox if the Local Workforce Innovation Area would benefit from technical assistance on enforcing safety protocols in American Job Centers.



# Cover Page for Submittal of MOU Amendments

COVER PAGE FOR SUBMITTAL OF MOU AMENDMENTS  
AND ANNUAL ONE-STOP OPERATING BUDGETS

MEMORANDUM OF UNDERSTANDING  
BETWEEN

[Name of local workforce board]

AND

LOCAL REQUIRED PARTNERS UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
(WIOA)

***This cover page is only intended for use any time the MOU is amended.***

**Amendment No. 1**

Pursuant to the Workforce Innovation and Opportunity Act of 2014, the signatories are the Parties to the Memorandum of Understanding for integrated delivery of federally funded workforce services in [Local Area #], effective Click or tap to enter a date., (MOU). In accordance with Section 14 of the MOU, the Parties hereby mutually agree to this Amendment No. Click or tap here to enter text., which is set out in its entirety as follows:

1. Section(s) # \_\_\_\_\_ of the MOU are hereby revised and replaced with amended Section(s) # \_\_\_\_\_ as provided in Attachment \_1\_ of this Amendment No. \_\_.
2. IDES Non-Disclosure Agreement is attached hereto as Attachment \_2\_ of this Amendment No. \_\_ and is incorporated by reference into the MOU.
3. All terms, conditions, provisos, covenants and provisions of the MOU other than those expressly modified by this Amendment No. \_\_ shall remain in full force and effect as written. In the event of conflict, this Amendment No. \_\_ shall prevail.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. \_\_ on the date of last signature.

# PY 2021 Signature Guidance (for now)

The use of electronic signatures on some PY 2021 required documents and forms is allowed and encouraged, consistent with the U.S. Electronic Signatures in Global and National Commerce (ESIGN) Act. These documents include the:

- Pre-Program Year Planning Form
- Report of Outcomes
- Direct Linkage Checklist

The Illinois Office of Comptroller (IOC) does not currently accept digital or electronic signatures, including signatures originated from DocuSign.

**Agencies that are unable to sign the physical copy of a document may submit the document without a signature to the IOC during the COVID-19 emergency. If an agency opts to submit a document without a signature or one that contains an electronic signature, an email approval from the agency will still be required by the IOC.**



## **Email Approval Requirements**

- The approval email must be sent from the vendor's/grantee's business email address.
- The email Subject must include the agency name that is contracting with the vendor and the contract/grant agreement number.
- The body of the email must include the statement, "I authorize [Vendor Name] to enter into the agreement referenced above."
- The signature block on the email must include:
  - Approver's Name and Title
  - Vendor Name
  - Address (including city/state/zip)
  - Phone Number

*NOTE: It is the agency's responsibility to determine if the individual approving the agreement is authorized to do so.*

- The date of the email from the vendor will serve as the date executed by the vendor.
- The email from the vendor must be printed and incorporated in the agreement packet, placed directly behind the signature page of the agreement.

## FAQ About the OSO Payment Provisions

**Q:** We received DocuSign signatures on our PY2020 MOU. Do we need to revisit the signatures and ensure that we have physical signatures on file?

**A:** The Office of the Illinois Comptroller does not currently accept digital or electronic signatures, including signatures originated from DocuSign. Therefore, original MOUs that were submitted for PY 2020 (July 1, 2020 – June 30, 2021) using DocuSign signatures must be resubmitted with original signatures.

# Timeline

Annual Timeline	Activity
November	<ul style="list-style-type: none"> <li>Final Supplemental Guidance for PY 2021 issued</li> </ul>
December	<ul style="list-style-type: none"> <li>Fillable templates and forms provided by the State</li> <li>MOU/budget negotiators gather essential information</li> <li>Pre-Program Year Planning Form due 12/30/20</li> </ul>
January	<ul style="list-style-type: none"> <li>Start negotiations</li> </ul>
April 15	<ul style="list-style-type: none"> <li>Negotiations end → Report of Outcomes due</li> <li>Draft one-stop operating budget spreadsheets due</li> </ul>
May 1	<ul style="list-style-type: none"> <li>Remediation period begins for any local areas not yet in agreement</li> </ul>
May 31	<ul style="list-style-type: none"> <li>State gives feedback on draft budgets</li> <li>Local areas at impasse are identified</li> </ul>
June 15	<ul style="list-style-type: none"> <li>State Infrastructure Cost Mechanism applied to areas at impasse</li> </ul>
June 30	<ul style="list-style-type: none"> <li>Final MOUs due</li> <li>Areas at impasse reported to applicable Federal agencies</li> </ul>
Fall	<ul style="list-style-type: none"> <li>State-level review of MOUs/budgets → Identifies required revisions due in 30 days</li> </ul>

Due Date →

Due Date →

Due Date →

# Note about the National Farmworker Jobs Program (NFJP)

The new federal grantee for the National Farmworker Jobs Program (NFJP) in Illinois is United Migrant Opportunity Services (UMOS). Retroactive to July 1, 2020, UMOS replaced the Illinois Migrant Council (IMC) as the Federal grantee for the NFJP for the State of Illinois. The transition occurred on October 1, 2020.

- UMOS is hiring supervisors and case managers in Illinois now.
- UMOS intends to make NFJP services available in all LWIAs in Illinois.



**UMOS will be a party to the MOU in all LWIAs for PY 2021 MOU Amendments/Budgets**

## NFJP Update (Continued)

- ❑ UMOS' immediate priority during this transition period is to negotiate MOU and budget amendments to PY 2020 MOUs in LWIAs 13, 17 and 25. UMOS has already established a physical office in these areas. UMOS is also in conversations with LWIA 15.
- ❑ UMOS' longer-term priority is to initiate contact with all LWIAs as much as possible this winter to introduce UMOS, share information about NFJP services, and discuss being a party to the MOU with FTE commitments and contributions toward shared costs going forward.
- ❑ UMOS plans to negotiate non-cash contributions unless it is physically present and co-located in the center.

## NFJP Update (Continued)

For PY 2020 MOU cost sharing:

- NFJP financial obligations incurred through 9/30/20 should be sought from IMC.
- NFJP financial obligations incurred 10/1/20 and after should be subject to an MOU and budget amendment with UMOS as the required partners.

Shirley Aviles, UMOS

Director of Farmworker Services

[Shirley.Aviles@umos.org](mailto:Shirley.Aviles@umos.org)



Email questions to: [wioaplan@illinoisworknet.com](mailto:wioaplan@illinoisworknet.com)



**Bethany Jaeger**

*Principal, KEB*

[wioaplan@illinoisworknet.com](mailto:wioaplan@illinoisworknet.com)

thank you