

October 16, 2019



Seeking Feedback About the Draft Governor's Guidelines – Revision 4

Webinar Overview



Invite your feedback
about proposed revisions

1. Background
2. Proposed Revisions to Governor's Guidelines narrative
3. Proposed Revisions to Pre-Program Year Planning Form
4. Updated State-level career service matrices
5. Proposed Revisions to MOU Template for PY 2020
6. Proposed New Form for Board Chair confirmation of MOU revisions
7. Timeline and other resources

Background



Governor's Guidelines Revisions:

- Original Version issued in 2015
- **Revision 1** (March 2016) when DOL delayed the effective date of infrastructure costs
- **Revision 2** (December 2016) when DOL issued guidance for negotiating infrastructure costs
- **Revision 3** (November 2018) to bring all guidance into one place
- **Revision 4** (November 2019) to streamline and clarify guidance for new PY 2020 MOUs

Supplemental Guidance:

- PY 2016 to
- PY 2017 to explain Illinois' approach for affiliate and specialized centers
- PY 2018 to incorporate federal guidance about periodic reconciliation and affiliate centers

Background (continued)



- Where can the Governor's Guidelines be streamlined?
- Where can the guidance be clearer in what is really needed to:
 1. Comply with regulations, and
 2. Help partners be specific in the commitments needed to deliver services?
- How can the guidance be more user-friendly to help make the MOU a realistic document to operationalize plans and commitments?

Background (continued)



- Survey about PY 2019 MOU negotiations process
- 86% responded that the MOU Template is clear
 - Comments suggest there is room for improvement for some sections of the MOU Template

Examples of Areas for Improvement

- **Aligning the MOU narrative with the Career Service Matrices for how service will be delivered**
- **Explaining the local referral process**
- **Describing amendment procedures**

Proposed Revisions to the Governor's Guidelines Narrative

In the draft Governor's Guidelines – Revision 4

Proposed Revisions to Narrative



Redline Version

Pages 1-2: Background

- Clarify cross training
- Emphasize service integration to reduce duplication

1. Negotiate in good faith the commitments of each required partner to provide access to services and programs, as well as to share in the costs of the local one-stop delivery system;
2. Share necessary data and customer information;
3. Cross-Train-train frontline staff of other required programs to learn about key program goals and eligibility criteria, improving the efficiency of referrals and providing the best customer experience with workforce services~~to make them more knowledgeable about other programs under WIOA and to improve the efficiency of referrals;~~
4. Plan and act strategically based on a common understanding of regional economies, key sectors, workforce demographics and employer needs; and
5. Leverage program resources where possible to the mutual benefit of customers and programs.
- ~~5-6.~~ Develop integrated service strategies which reduce duplication of services and improve the customer experience.

Proposed Revisions to Narrative



Redline Version

Page 5: Section 1 for Negotiating MOUs

- Emphasize required partner participation early in the negotiations process rather than requesting changes at the end of the process
- Download most current templates from WIOA Implementation Portal

6. **Requirement to conduct good faith negotiations:** All individuals participating in the development and negotiation of local MOUs will negotiate as equals and in good faith to reach agreement and to bring about a unified vision for the local one-stop deliver system. This includes participating in required partner meetings from the beginning of each negotiation period and addressing issues or requests for changes during each step of the development and approval of the MOU and one-stop operating budget.
7. **Requirement to use the MOU Template:** The MOU must be completed using a standard template provided annually.
 - a. The MOU Template is issued annually in conjunction with (but separately—in a separate document from) the Governor's Guidelines.
 - b. An electronic, fillable MOU Template will be available online at the WIOA Implementation portal. Each program year, please visit this portal when initiating the negotiations process for access to the most up to date version of the MOU Template.

Proposed Revisions to Narrative



Redline Version

Page 9: Section 1 for Negotiating MOUs

- Direct Linkage checklists can be requested by State-level remediation teams
- Referral methods must be more specific

h. **Required checklist for service delivery via direct linkage:** In conjunction with negotiating each required partner's commitment to specific service delivery methods, required partner staff familiar with the partner's direct linkage service delivery procedures must complete the "Required Checklist for Local Partner Service Delivery via Direct Linkage" provided as Appendix I to these guidelines.

i. The checklist will be submitted by April 15 to the lead MOU negotiator in the local area by each required partner that plans to use direct linkage as a service delivery method (as described in Section 5 of these guidelines).

~~ii.~~ Completed checklists may be requested and viewed by State-level review teams during remediation periods in local areas when partners have not yet reached agreement on the MOU.

~~iii.~~ The required checklist will be available on the WIOA Implementation portal as a fillable document.

i. **Identification of referral methods:** Required partners will negotiate and describe in the MOU specific methods to refer participants between the one-stop operator and the required partners in the local area. These methods must ~~encompass specific arrangements to assure that~~ detail the customer's needs, identify the services to meet those needs, and establish a communications protocol for tracking referrals between required partners. The referral process must ensure universal access for individuals with barriers to employment, including individuals with disabilities, can access available services.

Proposed Revisions to Narrative



Redline Version

Pages 11-12: Section 1 for Negotiating MOUs

- Clarify the process for resolving disputes after the MOU is signed
- Emphasize that partners' signatures affirm the commitments made for costs and services
- No abbreviations

NEGOTIATION OF LOCAL MOUS

the process to be followed when consensus cannot be reached— must be described in the MOU.

- i. The MOU will also describe the process and timeline for annual negotiations of shared costs and the procedures for amending the MOU annually or another time substantial changes have occurred before the MOU's three-year expiration date.~~the process for resolving any disputes that evolve after the agreement is reached.~~
- p. **Signatures:** Upon agreement, the LWIB, CEOs and required partners ~~are required to~~ sign the MOU to affirm the commitments made in service delivery and cost sharing.
- ~~iv.v.~~ The use of abbreviations and acronyms in the identification of partner programs and agencies is prohibited on all partner signature pages.

Proposed Revisions to Narrative



Redline Version

Page 15: Section 2 for Negotiating Shared Costs

- ☐ Clarify the process for requesting a waiver if all partners agree on an FTE commitment of less than .25 FTE

ANNUAL NEGOTIATION OF LOCAL SHARED COSTS

linkage” as defined in Appendix I of these guidelines and 20 CFR Part § 678.305(d).

- If all required partners agree to allow a partner ~~A required partner may~~ to commit to less than a .25 FTE, ~~s with approval of all local partners and the local board. Upon local agreement then,~~ and the local board chair concurs, the local board chair ~~must~~ ~~may then~~ submit a waiver using the waiver request form included in the Report of Outcomes template (Appendix G of the Governor’s Guidelines – Revision 3).

Proposed Revisions to Narrative



Redline Version

Page 26: Section 5 for Annual Submission Requirements/Amendments

- Clarify that the “MOU Cover Page” is required only in years when the MOU is amended

29. **MOU amendments:** Any time a local area amends an MOU, the LWIB chair and CEOs will submit the amended sections of the MOU and new signatures to the State. Amendments must be made annually to incorporate the one-stop operating budget and may be made at other times as determined locally. The submission will be made to the individual designated annually by the Governor.

~~28. —a. Cover Page for Submittal of MOU Amendments and Annual One-Stop Operating Budgets (Appendix H), in addition to all other documents required for submittal listed in item 28 above.~~

Proposed Revisions to Narrative



Redline Version

Page 29: Section 7 for
Periodic Reconciliation

- Specify CSBG's grant cycle
- Document any required partner's special invoicing deadlines in the MOU

PERIODIC RECONCILIATION OF SHARED COSTS

- i. Even if reconciliation is not performed because costs are invoiced as costs are incurred, required partners in that local area must still document that their share of costs are proportionate to the benefit received.
- ii. The CSBG required partner's grant cycle requires the partner to pay all actual costs, as indicated during the negotiations process, for the first half of the program year (July through December) by December 31, while a. All actual costs for the second half of the program year (January through June) must be paid by June 30.
 - i.1. If there are any other partners identified during the negotiations process as having special invoicing deadlines, please specify this information in the MOU.

Proposed Revisions to Narrative

Redline Version

Page 31: Timeline for MOU and Budget Negotiations

- ❑ Revised table to encompass the month, individuals responsible and activity

APPENDIX A

TIMELINE FOR MOU NEGOTIATIONS AND ANNUAL BUDGET NEGOTIATIONS

ANNUAL TIMELINE	INDIVIDUALS RESPONSIBLE	RECOMMENDED PREPARATORY ACTIVITY
November	<ul style="list-style-type: none"> State agency legal and fiscal staff of State agency administrators of WIOA programs 	<ul style="list-style-type: none"> State agency legal and financial staff identify and communicate any issues to an interagency work group comprised of representatives of core and required partners established to act on behalf of the Governor regarding requirements to include in the MOU Template or other items the agency requires to approve the MOU as a contract to authorize payment to required partners
December	<ul style="list-style-type: none"> Local MOU/budget negotiators 	<ul style="list-style-type: none"> Local MOU/budget negotiators: <ul style="list-style-type: none"> Develop list of core and required partners for LWIAs, including contact names and information Confirm required partners' commitment to enter negotiations and to participate in the local workforce delivery system Establish tentative schedule of negotiation meetings Gather and review contracts needed to support negotiations Compile and review actual costs for previous program year Initiate conversations with LWIB, CEOs, businesses, labor organizations, community-based organizations, Adult Education providers and other stakeholders to determine comprehensive, affiliate, and specialized centers and other service locations Electronic, fillable versions of required forms and spreadsheets are distributed and available on the WIOA Implementation portal
	<ul style="list-style-type: none"> Interagency partner representatives acting on behalf of the Governor 	<ul style="list-style-type: none"> The interagency partners acting on behalf of the Governor make available electronic, fillable versions of required forms and spreadsheets on the WIOA Implementation portal

Proposed Revisions to Narrative



Redline Version

Page 37: Glossary

- New definition of service integration
- New definition of situational partner

<p><u>16. Service integration</u></p>	<p><u>A combination of strategies to align and simplify access to one-stop center services and supports for employers, job seekers, and system customers with the goal of providing the best experience possible. Service integration may occur across entities delivering specific services or programs, across time as customer needs change, or both.</u></p>
<p>16.17. <u>Shared one-stop delivery system costs</u></p>	<p>Additional, non-infrastructure, costs all required one-stop partners are required to pay to support the local service delivery system. These shared costs may include the cost of shared services authorized for an individual participant, such as intake and assessment costs, as well as shared costs of local board functions.</p>
<p><u>18. Situational partner</u></p>	<p><u>Program partners that must make services available in comprehensive one-stop centers and share in the cost of maintaining the one-stop delivery system as agreed upon in the Memorandum of Understanding (MOU) when there is a designated provider of the program's services in the local area. Situational partners are not required to be a party to the MOU in each of the 22 local areas. The four situational partners in Illinois follow:</u></p> <ul style="list-style-type: none"> <u>• National Farmworkers Jobs Program (NFJP)</u> <u>• Housing and Urban Development Employment and Training Activities (HUD ETA)</u> <u>• Job Corps.</u> <u>• YouthBuild</u>

Updated State-Level Career Service Matrices

Redline Version



Pages 49-52

- ☐ Verified State agency partner expectations of what services their programs will offer in all local areas, as applicable

APPENDIX F

STATE-LEVEL CAREER SERVICE MATRICES
TO BE USED AS A RESOURCE FOR LOCAL NEGOTIATIONS

BASIC CAREER SERVICE	STATE REQUIRED PARTNERS AND METHOD(S) OF SERVICE DELIVERY ⁵											
	CSBG ⁶ (not included)	DHS – TANF	DHS – Rehab Services	ICCB – Adult Ed and Literacy	ICCB – Perkins	IDoA – SCSEP	Title IB	IDES – W-P ⁷	IDES – UI	IDES – Job Counseling ⁸	IDES – Migrant	IDES – TRA
1. Eligibility for Title I-B participants							x					
2. Outreach, intake and orientation		x	x	x	x	x	x	x	x	x	x	x
3. Skills and supportive service needs assessment		x	x	x		x	x					
4. Labor exchange services		x	x			x	x	x		x	x	
5. Program coordination and referral		x	x	x	x	x	x	x	x	x	x	x

⁵ HUD Employment and Training, Job Corps and YouthBuild are required programs but are not reflected in this matrix, as they apply in only some local areas.
⁶ The specific career services offered locally through 36 Community Action Agencies in Illinois are determined based on a community needs assessment each agency undertakes. It is common for different CSBG services to be available in different local areas based on the community needs discovered during the needs assessment. Even though a standard set of CSBG career services is not shown on this statewide WIOA career service matrix, each local CSBG partner still has all required partner obligations, including the obligation to provide career services in all comprehensive one-stop centers. The local CSBG partner is expected to be at the table in each local area to negotiate the specific career services that will be available, consistent with the configuration of CSBG services in each local area.
⁷ TEGL 3-15: Section 5. Career services provided by Wagner-Pevsner staff states, "All of the Basic Career Services must be made available by WP staff in coordination with other one-stop center partners." Career Services 1. through 11. on the WIOA Service Matrix – Career Services are Basic Career Services.
⁸ Veteran must retain a significant barrier to employment to be considered eligible for services.

Your feedback and questions

About the proposed revisions to the Governor's Guidelines narrative
and the Pre-program Year Planning Form

Proposed Revisions for the MOU Template for PY 2020

Appendix J to the Draft Governor's Guidelines – Revision 4

Examples of Survey Feedback About PY 2019 MOU



- Confusing with “too many changes to all the documents all the time, and too many documents to begin with. Streamline and simplify.”
- “There should be a more user-friendly, streamlined way to do this. It is repetitive and redundant.”
- The primary challenge is a “lack of understanding of exactly needs to be present in the MOU.”
- The primary challenge is the “time it takes to read all the required elements to know what is required.”
- “If many of the areas are not completing the question correctly, it might help to either rephrase it or address it in a webinar next year.”

Proposed Revisions Responding to Survey Feedback



Summary Approach to Revisions

- Combined MOU sections when the content was similar
- Replaced general language with more specific requirements
- Removed required content that was redundant to local plans
- Added checkboxes instead of repetitive paragraphs for referrals

Proposed New Items on Service Integration

- New Section 4
- Refined language in other sections
- The MOU documents how the Service Integration Action Plan and strategies are operationalized

Section 1. Parties to the MOU



Proposed Revision

1. Name the entity administering the program, not the individual negotiator for that program

Proposed New MOU Template language

- *Note: Please ensure abbreviations and acronyms are accurate and up to date for each required partner and partner agency.*

Section 2. Duration of Agreement



Proposed Revision	Proposed New MOU Template Language
<p>1. Combine Sections to ensure the effective date and expiration date are included at the beginning of the MOU and reduce redundancies</p>	<ul style="list-style-type: none">• <i>Provide the effective date of the MOU (not the MOU Amendment)</i>• <i>List the agreed upon expiration date (cannot exceed three years)</i>• <i>Confirm the purpose of the umbrella MOU</i>

Section 3. Vision for the System



Proposed Revision	Proposed New MOU Template Language
<p>1. When describing the vision for the local workforce system, describe the role of the local workforce board in working toward that vision</p> <p>2. Acknowledge the vision takes time to achieve, so what can be done within the term of this MOU?</p>	<ul style="list-style-type: none">• Describe the shared vision for the system and the role of the local board and required partners in ensuring a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor's Guidelines)• Outline the general steps to achieve the shared vision, including the aspects of the vision currently in place and a timeline of steps to implement aspects not currently in place within the current term of the MOU.• Note: It is acceptable to describe activities that may take multiple years within the term of this MOU to work towards the vision.

Your feedback on Sections 1-3

- Good idea?
- Feasible?
- Ways to improve the concepts?

Section 4. Service Integration



Proposed Revision

1. Add a new section of the MOU to operationalize the Service Integration Action Plan

Proposed New MOU Template Language

- *Identify steps that required partners will take within the term of this MOU to implement the strategies described in the Service Integration Action Plan.*

Section 5. MOU Development



Proposed Revision	Proposed New MOU Template Language
<p>1. Document that partners participated in decisions about service delivery methods, service locations and shared costs.</p>	<ul style="list-style-type: none">• <i>Fully describe the process and efforts of the Local Workforce Innovation Board and required partners to negotiate the MOU</i>• <i>To demonstrate the engagement of required partners and the Local Workforce Innovation Board, describe the process to review both draft and final commitments to:</i><ul style="list-style-type: none">○ <i>service delivery methods,</i>○ <i>service locations, and</i>○ <i>shared costs</i>

Section 6. Name and Location of all Service Locations



Proposed Revision	Proposed New MOU Template Language	Proposed Revision	Proposed New MOU Template Language
<ol style="list-style-type: none"> 1. Align language with one-stop certification policy 2. List of all designated service locations 	<ul style="list-style-type: none"> • <i>Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system</i> • <i>Clearly identify and list any designated affiliate sites and specialized centers, clearly indicating which type of site has been designated.</i> <p><i>Note: The information provided in this section must match Illinois workNet listings.</i></p>		
	<p><i>Comprehensive One-Stop Center(s)</i></p>	<p><i>Designated Affiliate Sites</i></p>	<p><i>Designated Specialized Centers</i></p>

Your feedback on Sections 4-6

- Good idea?
- Feasible?
- Ways to improve the concept?

Section 7. Description of Comprehensive One-Stop Services



Proposed Revision	Proposed New MOU Template Language
<p>1. Remove redundancy with Career Service Matrices</p> <p>2. Explain how FTE commitments for each partner will enable a customer to access services on demand during all regular business hours</p>	<ul style="list-style-type: none">• Complete a local service matrix provided as Appendix F. This appendix must be updated annually. (the State-level service matrix provided in Appendix F is intended to serve as a reference for local negotiations)• In the spaces provided below:<ul style="list-style-type: none">○ For each partner, describe how the committed number of FTEs will allow services to be made available during all business hours, including capacity or training of onsite staff, use of contractors and use of direct linkage (as described in each partner's corresponding Direct Linkage Checklist). If there are multiple providers of a program's services, please describe each provider's method of service delivery.○ Please describe how each partner will ensure services are provided in real time in all service locations during all regular business hours given the number of FTEs committed.

Section 8. Programmatic Accessibility



Proposed Revision	Proposed New MOU Template Language
<ol style="list-style-type: none">1. Describe <u>features or methods</u> that ensure programmatic accessibility (be specific)2. Consolidate required elements to one dot point	<ul style="list-style-type: none">• Describe features or methods to ensure the comprehensive one-stop center and any designated affiliate sites or specialized centers provide access to all required career services in the most inclusive and appropriate settings for each individual participant, including assuring that individuals with barriers to employment, such as individuals with disabilities, can access available services (§678.500(b)(4)) <p>Note: Provide as much specificity as possible for each partner program</p>

Section 9. Physical Accessibility



Proposed Revision

1. Apply the examples or commitments of physical accessibility to all comprehensive one-stop centers, affiliated or specialized centers
2. Check the box to affirm the standard requirements for accessibility are met

Proposed New MOU Template Language

- Describe how—through specific examples and commitments—required partners will assure the physical accessibility of the comprehensive one-stop center(s) and any designated affiliate sites or specialized centers, including the following:
 - The designated service location layout supports a culture of inclusiveness
 - The location is recognizable in a high-traffic area
 - Access to public transportation is available within reasonable walking distance
 - The location of a dedicated parking lot, with parking lot spaces closest to the door designated for individuals with disabilities
- Please affirm that the local one-stop system will comply with all federal and State physical inclusiveness and accessibility requirements, including the Americans with Disabilities Act (ADA) of 1990, Section 188 of WIOA, the Illinois Accessibility Code, the most recent ADA standards for Accessible Design and the Uniform Federal Accessibility Standards, and all other applicable statutory and regulatory requirements.

Your feedback on Sections 7-9

- Good idea?
- Feasible?
- Ways to improve the concept?

Section 10. Procurement of One-Stop Operator

Updated content



Proposed Revision	Proposed New MOU Template Language
<p>1. Specify the one-stop operator model</p> <p>2. Check the box to affirm that the one-stop operator will not perform the prohibited functions</p>	<ul style="list-style-type: none">• 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. <p>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:</p> <ul style="list-style-type: none"><input type="checkbox"/> convene system stakeholders to assist in the development of the local plan<input type="checkbox"/> prepare and submit local plans (as required under sec. 107 of WIOA)<input type="checkbox"/> be responsible for oversight of itself<input type="checkbox"/> manage or significantly participate in the competitive selection process for one-stop operators<input type="checkbox"/> select or terminate one-stop operators, career services, and youth providers<input type="checkbox"/> negotiate local performance accountability measures<input type="checkbox"/> develop and submit budget for activities of the Local WDB in the local area.

Section 11. Referral Process



Proposed Revision	Proposed New MOU Template Language
<p>1. Identify the method of making referrals for each partner by checking boxes on a new REFERRAL SYSTEM MATRIX</p>	<ul style="list-style-type: none">• <i>In the spaces provided below, address all of the following:</i><ul style="list-style-type: none">○ <i>Identify the method of making referrals for each partner</i>○ <i>Identify the method of tracking referrals</i>○ <i>In the introductory paragraph of this section, describe the local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3)).</i> <p><i>Please complete the Referral System matrix included on page 13 of this MOU Template.</i></p>

Proposed Referral System Matrix

TEMPLATE
REFERRAL SYSTEM MATRIX

REFERRAL BETWEEN PARTNERS																					
Instructions: Please indicate all partners to which each partner will make referrals																					
REQUIRED PARTNERS	Title I: Adult Dislocated	Title II: Adult Ed.	Title III: W-P	Title IV: Rehab. Services	Post-secondary CTE under Perkins	UI	Veterans Services	TRA	TAA	MSFW	NFP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)
Title I: Adult, Dislocated Worker, Youth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title II: Adult Education and Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-secondary Career and Technical Education under Perkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Readjustment Allowance (TRA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Adjustment Assistance (TAA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Farmworker Jobs Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Replaces the MOU narrative of describing each partner's referral to other partners.

Section 12. Shared Data and Information

Updated content



Proposed Revision	Proposed New MOU Template Language
<p>1. Give examples of service integration-related strategies to simplify and improve access to services</p> <p>2. Check the box to affirm the confidentiality of data</p>	<ul style="list-style-type: none">• <i>Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be collectively achieved</i>• <i>Cite strategies on how service integration efforts simplify the delivery and access to services for customers.</i>• <i>Provide assurances that participants' Personally Identifiable Information (PII) will be kept confidential.</i> <p><i>NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff</i></p> <p><input type="checkbox"/> <i>Please affirm that notwithstanding any other provisions in this MOU, only partners who have executed a separate data sharing agreement with IDES will have access to wage records and other confidential IDES data.</i></p> <p><input type="checkbox"/> <i>Please affirm that participants' Personally Identifiable Information (PII) will be kept confidential.</i></p>

Your feedback on Sections 10-12

- Good idea?
- Feasible?
- Ways to improve the concept?

Section 13. Costs and Cost Sharing of Services



Proposed Revision	Proposed New MOU Template Language
<ol style="list-style-type: none"> 1. Acknowledge the Federal funding contingency 2. Acknowledge the waiver request procedures 3. Describe the invoicing process for each partner to gain a more thorough and accurate understanding of local invoicing practices 	<ul style="list-style-type: none"> • Please complete the Infrastructure Funding Agreement (fillable spreadsheet) and submit annually with the MOU or MOU Amendment. <p><i>In the space below and following the Governor's Guidelines – Revision 4, provide the following narrative:</i></p> <p>...</p> <p>2. Acknowledge that the agreements are made contingent on the availability of Federal funding for each required program</p> <p>...</p> <p>4. Affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each comprehensive one-stop center and each designated affiliate site.</p> <p>If all required partners agree for a partner to commit to less than .25 FTE, then the local board may submit a waiver using the waiver request form included in the Report of Outcomes template (Appendix G of the Governor's Guidelines – Revision 3).</p> <p>...</p> <p>6. Please describe the invoicing process and any special deadlines for determining actual costs for each partner included in this MOU (Please note that CSBG's grant cycle requires the partner to pay all actual costs by 12/31 and by 6/30 each program year).</p> <p>...</p>

Section 14. Amendment Procedures and Renewal Provisions



Proposed Revision	Proposed New MOU Template Language
<p>1. Describe procedures for amending the MOU at least annually to adopt the MOU budget</p>	<ul style="list-style-type: none"><i>Describe the procedures for amending the MOU annually or any time substantial changes have occurred before the MOU's three-year expiration date.</i> <p><i>NOTE: Ensure the MOU reflects the most recent date as amendments and renewals are approved</i></p>

Signature Pages



Proposed Revision

1. To comply with the Office of the Illinois Comptroller's requirements, spell out the names of agencies and partners
2. Note that though the signature pages are included with the MOU Amendment Cover Page (Appendix H) on the WIOA Implementation Portal, the MOU Amendment Cover Page is only submitted in program years when amended.

Proposed New MOU Template Language

Note: Please spell out the names of agencies, titles, required partner programs and organizations. Do not use abbreviations or acronyms on MOU signature pages. Also, please do not include with your submission any blank signature pages of partners not included as a party to the MOU in your local area. When submitting MOU Amendments, all signature pages should immediately follow the submitted cover page.

Your feedback on Sections 13-14, Signature Pages

- Good idea?
- Feasible?
- Ways to improve the concept?

State-level Review Process



Proposed Revision	Proposed New MOU Template Language
1. When submitting revised MOUs to the State, include a letter from the Board Chair affirming that required revisions have been accepted by all parties	<ul style="list-style-type: none">• After MOUs/annual budgets are submitted to the State• State-level review team reviews for completeness, compliance and program-specific observations• Required revisions issued• Required revisions due within 30 calendar days along with a letter from Board Chair affirming that required revisions have been accepted by all parties• Public notice not required – encouraged to make available for public viewing

Forms to Support Negotiations



Updated Content

Concept	Details
<p>Electronic, fillable forms are available for download on the WIOA Implementation Portal.</p> <p>Appendices C, G, H, I, J, K, L</p> <p>New Template: Local Board Revision Response Letter</p>	<ol style="list-style-type: none">1. Pre-Program Year Planning Form2. MOU Template3. One-Stop Operating Budget Spreadsheet4. Report of Outcomes5. Required Checklist for Local Partner Service Delivery via Direct Linkage6. Cover Page for Submittal of MOU Amendments and Annual One-Stop Operating Budgets7. Local Board Revision Response Letter Template

Other Resources Available



In Revision 4

1. Timelines
2. Glossary
3. Examples of shared costs
4. Requirements for the State Funding Mechanism and Local Funding Mechanism

Timeline for Negotiations



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

Questions?

Watch for a document summarizing frequently asked questions (FAQ)

Thank you