

**GOVERNOR'S GUIDELINES TO STATE AND LOCAL PROGRAM PARTNERS
NEGOTIATING COSTS AND SERVICES UNDER THE WORKFORCE INNOVATION AND
OPPORTUNITY ACT OF 2014 (WIOA)**

**PURPOSE AND
APPLICABILITY**

These guidelines fulfill the WIOA requirement that the Governor issue guidance to State and local partners for negotiating cost sharing, service access, service delivery and other matters essential to the establishment of effective local workforce development services under WIOA (20 CFR Part 678.705). They apply to:

1. All State-level agencies and entities in Illinois responsible for planning and administration of Federally-funded workforce development programs (20 CFR Part 678.400 through 20 CFR Part 678.410), and
2. Local Workforce Innovation Boards (LWIBs), chief elected officials (CEOs) and local partners responsible for planning, administration and delivery of workforce development services in a local workforce innovation area.

All required partners, LWIBs and CEOs are expected to act in accordance with these guidelines and to otherwise comply with them. As required by WIOA, the State will monitor local areas to assure compliance with these guidelines.

GOALS

WIOA establishes ambitious goals for the integration of workforce service programs. These goals are intended to maximize the value and benefits of services available to customers through Federally-funded workforce development programs. Included are business customers seeking to acquire the talent and skills needed to compete in a global economy. Also included are program participants seeking to acquire skills and recognized credentials to move along pathways that lead to high-paying jobs in growing sectors of the economy that offer long-term opportunities for stable employment.

Carefully planned and coordinated services among all Federally-funded workforce development programs are necessary to achieve the level of integrated service delivery WIOA envisions. This means that all Federally-funded workforce development programs work collaboratively in partnership to optimize the quality of services provided.

To assure a high-quality customer experience through aligned and integrated services and to improve service outcomes, State workforce partners in Illinois commit to:

1. Share customer information and data,

2. Closely plan and coordinate services to customers,
3. Train frontline staff to make them more knowledgeable about other workforce development programs and to improve the efficacy 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 both customers and programs.

Recognizing that successful integration is directly related to coordinated and joint use of resources, WIOA also requires each partner to contribute its proportionate share of costs required for operation of local one-stop delivery systems.

SCOPE

These guidelines:

1. Establish general guidance, direction and requirements for negotiating local memoranda of understandings (MOUs) that are required in each local workforce innovation area (LWIA) to support the operation of a local one-stop delivery system.
2. Provide guidance related to comprehensive one-stop center infrastructure costs, including guidance for budgeting, allocation and negotiation of these costs using the two funding methods WIOA prescribes.
3. Provide guidance for identifying and negotiating other local one-stop delivery system costs that will be shared among required partners.
4. Prescribe timelines for local negotiation of MOUs and for reporting of the outcomes of these negotiations.
5. Outline requirements for the process through which required partners can appeal decisions made in the application of these guidelines if the State infrastructure cost funding mechanism is used.

ORGANIZATION OF GUIDELINES

These guidelines are organized into six sections:

SECTION 1 – Negotiation of Local MOUs

SECTION 2 – Negotiation of Comprehensive One-Stop Center Infrastructure Costs

SECTION 3 – Negotiation of Local One-Stop Delivery System Costs

SECTION 4 – Timelines for Negotiation of MOUs and Shared Costs

SECTION 5 – Reporting of Interim and Final Negotiation Outcomes

SECTION 6 – Appeals Process for Costs Determined under the State Infrastructure Cost Funding Mechanism

**SECTION 1 –
NEGOTIATION OF
LOCAL MOUS**

1. Development and negotiation of local memoranda of understandings (MOUs) will follow these basic principles and guidelines:
 - a. The local MOU will be used as an essential tool for achieving a key goal of WIOA—establishing integrated and effective local workforce delivery systems that produce the skilled workers that businesses in the local and regional economies require.
 - b. Local MOUs will reflect the shared vision and commitment of Local Workforce Innovation Boards and required partners to establish and maintain high-quality workforce development systems and centers and be consistent with the vision articulated in WIOA and with State, regional and local planning priorities.
 - c. Local MOUs will reflect and document how each partner will contribute its proportionate and agreed upon share of comprehensive one-stop center infrastructure costs and local one-stop delivery system costs.
 - d. All required partners entering into the MOU development and negotiation process will be empowered to make commitments on behalf of their partner organizations, including staff or other local representatives of the following State entities and State administered programs:
 1. Department of Commerce – Title IB Services to Adults, Dislocated Workers, and Youth; Trade Adjustment Assistance and Community Services Block Grant Act
 2. Department of Employment Security – Employment Programs Authorized under the Wagner-Peyser Act, Unemployment Insurance, Jobs for Veterans State Grants, Trade Readjustment Allowances, Migrant and Seasonal Farmworkers
 3. Illinois Community College Board – Adult Education and Family Literacy and Career and Technical Education

- under the Perkins Act
 - 4. Department of Human Services – Vocational Rehabilitation Services under Title IV of WIOA and Title IV of the Social Security Act (TANF program)
 - 5. Department on Aging – Senior Community Service Employment Program (SCSEP)
 - 6. Department of Corrections – Second Chance Act of 2007
- e. Each required partner entering into the MOU development and negotiation process will designate a specific individual with authority to commit financially and programmatically on behalf of the required partner. This individual may be staff from a State agency’s central, regional or local office or a local representative providing services for a State-level entity through a contract, grant or similar agreement. Where multiple providers of Adult Education and Career and Technical Education services exist in one LWIA, ICCB will encourage these providers to appoint an individual to negotiate the MOU on behalf of all providers in a local area.
- f. 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 delivery system.
2. The MOU must be completed using a standard template provided to all required partners and included as Appendix Item 3 to these Guidelines. Using the prescribed template, the MOU will describe:
- a. The services that will be accessible through the local one-stop delivery system,
 - b. The location(s) at which these services will be accessible,
 - c. The method of delivery for each required partner providing services, and
 - d. How these services will be coordinated.

The MOU template includes local service matrices which must be completed as part of the MOU. The local service matrices will identify the specific services each required partner will provide and describe the methods of service delivery. A format for the required local service matrices is included in the MOU template as part of Appendix Item 3 to these Guidelines.

3. The MOU must also describe the specific methods that will be used to refer participants between the one-stop operator and required partners to obtain needed services. These methods must encompass specific

arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services.

4. The chair of the Local Workforce Innovation Board (LWIB) will designate an individual who will take the lead responsibility for negotiation of the MOU. The chair will also designate a private sector member of the board, or other impartial individual, as having lead responsibility for negotiation of comprehensive one-stop center infrastructure and local service delivery system costs.
5. The individual the LWIB chair designates to lead the MOU negotiation process and local required partners will consider the three allowable methods for delivery of career services and other required partner programs and activities. These are:
 - a. Having a required partner program staff person, or a required partner's contractor staff, physically present at a comprehensive one-stop center,
 - b. Having a staff member from a different required partner physically present at a comprehensive one-stop center who has been trained to provide information and services on behalf of another required partner, and
 - c. Establishing a direct linkage to program staff who can provide meaningful information and services through technology. *(Appendix Item 4 describes detailed requirements to provide services via direct linkage in Illinois.)*
6. Additional partners may be added at the discretion of the LWIB and CEOs and with agreement of these additional partners.
7. The MOU will identify the local comprehensive one-stop center(s) in the local area. Each local area must have at least one comprehensive one-stop center, per 20 CFR Part 678.300(c). LWIBs and CEOs may also designate affiliated sites or specialized centers at their discretion provided they meet the requirements of 20 CFR Parts 678.310, 678.315 and 678.320.
8. The MOU must describe the role of the competitively-procured operator for the local comprehensive one-stop center(s), including the local operator's role and responsibilities for coordinating referrals among required partners. The role of the one-stop operator must comply with requirements specified in 20 CFR Parts 678.620, 678.625 and 678.630 and in Illinois state policy.

The LWIB chair may elect to designate the one-stop operator as a resource required partners can access to provide staff who can be cross-

trained to provide services on behalf of a required partner. If this action is taken, then the MOU must describe the basis on which each participating partner's contribution toward the cost of the one-stop operator staff available for cross training will be determined.

9. The MOU will define how core program partners will share local data and information and otherwise collaborate to assure that all common primary indicators of performance for the local area will be achieved while also ensuring confidentiality of Personally Identifiable Information (PII) for program participants.
10. The MOU will identify the specific comprehensive one-stop center infrastructure and local workforce delivery system costs that will be shared among the required partners. Cost sharing decisions will be documented in an approved annual budget using a standard budget template included as Appendix Item 8, and will be negotiated in accordance with Sections 2 and 3 of these Guidelines.
11. The proportion of each required partner's shared infrastructure and local workforce delivery system costs will be determined according to these guidelines. All cost sharing determinations must be consistent with the ["Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."](#)
12. Upon agreement, the LWIB, required partners and CEO(s) will be required to sign the MOU, which may either be an umbrella agreement encompassing all required partner programs or separate agreements with each required partner or groups of required partners. LWIAs are encouraged to use umbrella MOUs in the interest of transparency. The LWIB will report to the Governor on the results of MOU negotiations as prescribed in Section 4 of these guidelines and using the report template provided as Appendix Item 10.
13. Signed MOUs must be submitted to an individual designated by the Governor before July 1st of each year in which an MOU is negotiated.
14. The process and efforts of the LWIB and required partners to negotiate the MOU, and the process to be followed when consensus cannot be reached, must be described in the MOU. The MOU should also address the process for resolving any disputes that evolve after the agreement is reached.
15. The duration of local MOUs and the frequency with which MOUs will be reviewed will be determined by each LWIB but may not exceed three years. A budget for infrastructure and shared system costs must be negotiated annually and incorporated annually into the MOU through

the amendment procedures described in the MOU.

16. Local MOU negotiations will occur during a prescribed 105-day period as described in Section 4, with each local area reporting to the Governor at the end of this negotiation period as described in Section 5.
17. In addition to the 105-day period of negotiation, a 30-day remediation period will be provided for local areas reporting that they were unable to reach agreement on an MOU during the prescribed period of negotiation. During this remediation period, a State-level Team, comprised of representatives of the core programs under WIOA, supplemented as necessary with a representative of other affected required program partner(s), will work with the LWIB, CEOs and required partners in an attempt to facilitate agreement. This State-level Team is empowered to assign specific cost contributions to required partners when disagreements are minor or deemed unreasonable. This assignment of a required partner's cost share will follow the methodology described in item 13 of Section 2 of these Governor's Guidelines.
18. Only local areas that fail to reach agreement at the end of the remediation period will be considered to be at impasse. Only impasses on infrastructure costs will trigger infrastructure cost funding under the State funding mechanism (a definition is provided in Appendix Item 1). The State funding mechanism is available only to certified comprehensive one-stop centers in local areas which cannot reach agreement on an MOU at the end of the 30-day remediation period.
19. The MOU must acknowledge that the agreements made are contingent on the availability of Federal funding for each required program.
20. Two or more local areas in a region may develop a single, joint MOU if they are in a region that has submitted a regional plan (§678.500(a)).

**SECTION 2 –
NEGOTIATION OF
COMPREHENSIVE
ONE-STOP
CENTER
INFRASTRUCTURE
COSTS**

1. The primary method for funding comprehensive one-stop center infrastructure costs is the local funding mechanism. The State funding mechanism will be used only as a last resort if local partners fail to reach local agreement. Local areas are expected to reach agreement on how infrastructure costs will be shared among required partners for each comprehensive one-stop center in the area.

Use of the local infrastructure funding mechanism means each required partner's contribution to one-stop center infrastructure costs is determined locally. If the LWIB and local partners cannot agree on comprehensive one-stop center infrastructure costs, local control of

partner contributions is lost. Instead, partner contributions will be determined independently by the Governor.

2. Methods for funding comprehensive one-stop center infrastructure costs must conform to the requirements of 20 CFR Subpart E – One-Stop Operating Costs. *(A summary comparison of requirements and features associated with each mechanism is included as Appendix Item 5 to these Guidelines.)*
3. Local comprehensive one-stop center infrastructure costs to be shared among all required partners will be defined on a standard budget form as described in Section 5. *(A list of infrastructure cost line items and definitions is included as Appendix Item 6 to these Guidelines. This list is not all inclusive.)*
4. An infrastructure cost budget for each comprehensive one-stop center will be prepared annually on a State fiscal year (WIOA program year) basis using the prescribed budget template and submitted annually to the individual designated by the Governor.
5. The chair of each Local Workforce Innovation Board (LWIB) will designate a private sector member of the board, or other impartial individual, to assume lead responsibility for negotiation of infrastructure costs. Upon designation, the private sector board member or other impartial individual will convene an initial meeting of all required partners and CEOs, or their representatives, to begin developing the one-stop center infrastructure cost budget.
6. Prior to the initial meeting, the entity or entities serving as the leaseholder for the designated comprehensive one-stop center(s) will provide the representative of the LWIB, CEOs, and all required partners with the following specific information:
 - a. Information on the term of the lease,
 - b. The specific items of cost covered by the lease, and
 - c. Actual costs in the prior year for all one-stop center infrastructure cost line items which are not covered by the lease, and to be included in the one-stop center infrastructure budget.
7. The private sector board member or other impartial individual designated by the LWIB chair to lead the infrastructure cost negotiation process will also see that required partners are provided information on the number of FTEs that required partners committed to the operation of the local one-stop delivery system the prior year and any information required partners collected regarding the demand for their services at the

comprehensive one-stop center in the prior year.

8. At their initial meeting, the private sector board member or other impartial individual designated by the LWIB chair, and required partners will review and discuss actual costs in the prior year, the demand for services at the comprehensive one-stop center in the prior year and expected new needs for the coming budget year.
9. The private sector member or other impartial individual the LWIB chair designates to lead the infrastructure negotiation process will obtain assistance as needed to prepare a draft budget for future consideration by all required partners. The draft budget must be consistent with these Guidelines.
10. The private sector board member or other impartial individual the LWIB chair designates to lead the infrastructure cost negotiation process will see that a draft budget is presented to all required partners at least two weeks prior to a second meeting of required partners.
11. At their second meeting, the required partners will review the draft budget and make all agreed-upon revisions.
12. The private sector board member or other impartial individual the LWIB chair designates to lead the infrastructure cost negotiation process will prepare a final budget that allocates agreed-upon infrastructure costs equitably among required partners. These costs will be allocated among required partners in accordance with the methodology specified in item 13 of this section of these guidelines.
13. The proportion of each required partner's FTE staffing dedicated to support the operation of each comprehensive one-stop center in the local area will be used as the basis for determining each required partner's share of infrastructure costs. Calculations will be documented in the Standard Budget Format for Shared Costs – FTE Calculations (Appendix Item 9). FTE staffing is defined to include:
 - a. Required partner or contractor FTE staff onsite at the one-stop center, and
 - b. Required partner or contractor FTE staff offsite but who are dedicated and available on demand to meet service access requirements via "direct linkage."

While they are discouraged, other cost allocation methods may be used as long as all the required partners formally agree on the method and it is consistent with "[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.](#)"

14. Required partners may meet their infrastructure cost obligations through any of the following methods (each method is defined in Appendix Item 1):
 - a. Cash contributions provided either directly or by interagency transfer.
 - b. Locally agreed upon and fairly valued non-cash contributions comprised of expenditures incurred by one-stop partners on behalf of the one-stop center, non-cash contributions of goods and services contributed by a required partner and used by the one-stop center that provide tangible benefits for the local service delivery system. Each non-cash contribution must meet the following criteria:
 1. Be recognized and accepted by all other partners,
 2. Have the effect of offsetting a cash contribution toward local infrastructure costs of the comprehensive one-stop center that would otherwise be due from the partner making the non-cash contribution, and
 3. Be valued consistent with 2 CFR Part 200.306 to ensure they are fairly evaluated and meet the contributing partner's proportionate share.
 - c. Third-party in-kind contributions of space, equipment, technology or other non-personnel costs by a *non*-one-stop partner and intended to support the one-stop center in general or a specific partner's proportionate share of one-stop infrastructure costs.
15. The private sector board member or other impartial individual designated by the LWIB chair to lead infrastructure cost negotiations will distribute this final budget at least two weeks prior to a third meeting of required partners, at which time all required partners will be asked to approve the infrastructure cost budget.
16. The final approved budget will be incorporated annually into the approved Memorandum of Understanding (MOU) as an amendment using amendment procedures specified in the MOU and submitted to the individual designated by the Governor.
17. If, after the 30-day period of remediation, a required partner identified in Section 1, Item 1.d. of these Guidelines does not agree to approve the local budget, then the infrastructure costs allocated to that required partner under the local budget will be determined as described in items 20 and 21 of this Section.
18. Failure to reach agreement on comprehensive one-stop center

infrastructure costs at the end of the established 30-day remediation period will trigger the State infrastructure cost funding mechanism. For comprehensive one-stop centers outside of Cook County, the State infrastructure funding mechanism may be considered for only one comprehensive one-stop center. Infrastructure funding using the State funding mechanism is possible for additional centers in Cook County provided all required partners agree to make services accessible at each additional center.

19. Local Workforce Innovation Boards in local areas where agreement on comprehensive one-stop center cost contributions is not reached, thereby triggering the State infrastructure cost funding mechanism, must provide the following written materials and documents for the Governor's use in determining the infrastructure cost contributions to be made by required partners:

- a. The local WIOA plan,
- b. The proposed comprehensive one-stop center budget, along with a statement indicating whether the disagreement is about:
 1. The total infrastructure cost budget and/or individual line items included in it,
 2. The proportionate share of the budget to be allocated to partners, including a list of required partners not in agreement with the proportionate shares as allocated, or
 3. Both the infrastructure cost budget itself and the proportionate share allocations,
- c. A description of the cost allocation method used to determine proportionate share allocations,
- d. The amounts allocated to each required partner using the selected cost allocation method,
- e. The amount of each partner's allocated proportionate share being made via cash and non-cash contributions, and
- f. A list and brief description of all outstanding, non-financial areas on which required partners have failed to reach agreement.

20. Upon review of these materials, the Governor may either accept the comprehensive one-stop center budget a Local Workforce Innovation Board submits or establish a new one by applying the following factors, weights and guidance the Illinois Workforce Innovation Board has established pursuant to §678.745:

“If the Governor does not accept the one-stop infrastructure budget developed in the local area which fails to reach agreement, the Governor will develop a reasonable one-stop center infrastructure cost budget taking into account center size, location, local area

demographics, services provided and cost factors for similarly-sized and situated comprehensive one-stop centers.”

21. Regardless of which infrastructure budget the Governor chooses, the Governor will make determinations of each partner’s proportionate share using the allocation methodology described in item 13, provided these amounts do not exceed the statutory cap calculated for each partner according to the requirements of §678.731, §678.737 and §678.738.
22. Following the end of each State fiscal year, and after all budgeted infrastructure costs have been incurred, the private sector board member the LWIB chair designates to lead the MOU negotiation process will assure budgeted costs are reconciled to actual costs and relative benefits received to assure each partner is contributing its proportionate share in accordance with the terms of the MOU.

**SECTION 3:
NEGOTIATION OF
LOCAL ONE-
STOP DELIVERY
SYSTEM COSTS**

1. The private sector board member or other impartial individual identified by the local board chair also has lead responsibility for negotiating how local one-stop delivery system costs will be shared among required partners.
2. All required partners under WIOA are required to use a portion of their program funds to pay additional costs relating to operation of the local one-stop delivery system. These costs include the costs of providing shared career services to individuals, costs to support LWIB functions and other costs that promote integration of services. *(Appendix Item 7 to these guidelines provides a list of costs that may be considered shared local system costs. This list should not be considered all inclusive.)*
3. Required partners may meet their cost sharing obligations through any of the following methods (each method is defined in Appendix Item 1):
 - a. Cash contributions provided either directly or by interagency transfer, or
 - b. Locally agreed upon and fairly valued non-cash contributions comprised of expenditures incurred by one-stop partners on behalf of the one-stop center, non-cash contributions of goods, services or staff time contributed by a required partner and used by the one-stop center that provide tangible benefits for the local service delivery system. Each non-cash contribution must meet the following criteria:
 1. Be recognized and accepted by all other partners,
 2. Have the effect of offsetting a cash contribution toward local one-stop delivery system costs that would otherwise be due from the partner making the non-cash

- contribution, and
3. Be valued consistent with 2 CFR Part 200.306 to ensure they are fairly evaluated and meet the contributing partner's proportionate share, or
 - c. Third-party in-kind contributions of space, equipment, technology or other non-personnel costs by a *non*-one-stop partner and intended to support the one-stop center in general or a specific partner's proportionate share of local service delivery system costs.
4. Required partners are encouraged to give priority to those shared costs which bring about integration, streamline service delivery and lead to better outcomes.
 5. The amount each required partner contributes to local one-stop service delivery system costs must be allowable under each required partner's statutory and regulatory requirements. Contribution amounts must also be proportionate to the benefit received and determined in accordance with "[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.](#)"

**SECTION 4:
TIMELINES FOR
NEGOTIATION OF
MOUS AND
SHARED COSTS**

1. Local boards may begin their negotiations related to services, methods of delivery, infrastructure and other shared costs at any time, but they must be concluded by April 15th of each calendar year.
2. A final report on the outcomes of these negotiations must be provided by April 15th each calendar year to an individual designated by the Governor (*see Appendix Item 10 of these Guidelines*).
3. A budget for infrastructure and shared system costs must be negotiated in good faith annually. A final version of the budget approved by all partners must be incorporated into the MOU through amendment procedures specified in the MOU. The final approved budget must also be submitted to the individual designated by the Governor by July 1 each year.
4. A 30-day period for remediation will begin on or around May 1st of each calendar year and continue through the end of May. Failure to reach agreement on shared costs – both infrastructure costs of the comprehensive one-stop center and local one-stop delivery system costs – at the end of the established 30-day remediation period will trigger the State infrastructure funding mechanism. Each required partner's proportionate share of infrastructure costs using the State infrastructure cost funding mechanism will be determined based on FTEs as described in Item 13 of Section 2.

5. Local areas that cannot reach agreement on an MOU at the end of the 30-day remediation period for reasons other than the allocation of infrastructure costs will be reported to the U.S. Secretary of Labor and the head of any other relevant Federal agency as required in 20 CFR Part 678.510(c)(2).

**SECTION 5:
REPORTING OF
INTERIM AND
FINAL
NEGOTIATION
OUTCOMES**

1. A final report on the outcomes of the MOU negotiations must be provided by April 15th each calendar year to an individual designated by the Governor. Local boards must also provide a draft budget with the final report on MOU negotiation outcomes. This budget is to be provided in a standard format illustrated in Appendix Item 8 of these Guidelines. *(Appendix Item 10 to these Guidelines is the report required from local areas regarding final outcomes of MOU negotiations.)*

**SECTION 6:
APPEALS
PROCESS FOR
COSTS
DETERMINED
UNDER THE
STATE
INFRASTRUCTURE
COST FUNDING
MECHANISM**

1. The Governor will make the final determination of each required partner's proportionate share of infrastructure costs under the State funding mechanism as described in these guidelines.
2. As provided in 20 CFR Part 678.750, a required partner may appeal the Governor's determination on the basis of a claim that:
 - a. The Governor's determination is inconsistent with the proportionate share requirements of 20 CFR Parts 678.735, 678.736 and 678.737.
 - b. The Governor's determination is inconsistent with the cost contribution caps described in 20 CFR Part 678.738.
3. An appeal to the WIOA Interagency Work Group must be made within 21 days of the Governor's determination of each required partner's proportionate share of comprehensive one-stop center infrastructure costs.
4. The WIOA Interagency Work Group must act on the appeal within 30 days of receipt of an appeal.
5. Following receipt of the Interagency Work Group's determination, a required partner may request a review of this determination through an appeal to the Illinois Workforce Innovation Board.
6. The Illinois Workforce Innovation Board has 30 days to either hear the

appeal and render a decision or to inform the required partner of its decision to not hear an appeal.

7. In instances where the Illinois Workforce Innovation Board refuses to hear a required partner appeal, the decision of the WIOA Interagency Work Group stands.

**APPENDIX ITEM 1 TO GOVERNOR’S GUIDELINES
GLOSSARY**

TERM	DEFINITION
1. Comprehensive one-stop center	A single physical location in each Local Workforce Innovation Area (LWIA) where on-demand access to career services, training services, employment services and all required programs is available. Staff must provide Adult, Dislocated Worker, Youth and Wagner-Peyser services physically on-site.
2. Full-time equivalent (FTE)	The total number of hours worked (whether part-time, full-time or contracted) divided by an average full-time work week (e.g., 40 hours). Example: <i>Two employees who each work 20 hours per week are the equivalent of one full-time employee e (FTE) (20 +20 =40/40 =1 FTE). One employee who works 20 hours per week is expressed as .5 FTE 20/40 = .5 FTEs)</i>
3. Comprehensive one-stop center infrastructure costs	WIOA Section 121(h)(4) defines infrastructure costs to mean: “...the non-personnel costs that are necessary for the general operation of the one-stop center, including the rental costs of facilities, the costs of utilities and maintenance, equipment (including assessment-related products and assistive technology for individuals with disabilities), and technology to facility access to the one-stop center, including the center’s planning and outreach activities.”
4. Local one-stop center infrastructure cost funding mechanism	The method used to cover infrastructure costs of the local comprehensive one-stop center(s) in a local area when all required partners agree about how those costs will be shared. Cash, non-cash and third-party in-kind contributions are allowable types of contributions required partners can use to cover their fair share of the infrastructure costs under this mechanism. Under this mechanism, there is no maximum amount that each required partner can contribute to a one-stop center’s infrastructure costs, subject to limitations and requirements of each specific program.
5. Cash contributions	Cash funds provided to the Local Workforce Innovation Board or its designee by one-stop partners, either directly or by an interagency transfer.
6. Non-cash contributions	Expenditures incurred by one-stop partners on behalf of the one-stop center and non-cash contributions or goods or services contributed by a partner program and used by the one-stop center.
7. Third-party in-kind contributions	Contributions of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs

TERM	DEFINITION
	associated with one-stop operations, by a non-one-stop partner to support the one-stop center in general, not a specific partner; or contributions by a non-one-stop partner of space, equipment, technology, non-personnel services, or other like items to support the infrastructure costs associated with one-stop operations, to a one-stop partner to support its proportionate share of one-stop infrastructure costs.
8. Local one-stop delivery system	The network of workforce-related products, programs, services and service locations established to meet business and jobseeker needs in a Local Workforce Innovation Area.
9. Local Workforce Innovation Area (LWIA)	A geographic area designated by the Governor to receive and administer WIOA funding at the local level according to Section 106 of the Workforce Innovation and Opportunity Act.
10. Memorandum of Understanding (MOU)	A document defining the agreement between the Local Workforce Innovation Board, CEOs and required partners relating to the operation of the workforce delivery system in the local area, including shared delivery system and one-stop center infrastructure costs.
11. Proportionate share	An amount determined by the Governor that represents a required partner’s portion of comprehensive one-stop infrastructure costs using the State infrastructure funding mechanism. This amount is determined through a reasonable cost allocation methodology that assigns costs to required partners in proportion to relative benefits received based on FTEs.
12. Proportionate use	<p>Factors that reasonably indicate the potential demand in a geographic area for services in comprehensive one-stop centers. Proportionate use is a formula element used in the calculation of required partner caps under the State infrastructure cost funding mechanism. In Illinois, these factors are:</p> <ul style="list-style-type: none"> • <i>1/3 is based on the relative number of unemployed individuals in an LWIA compared to the total number in the State,</i> • <i>1/3 is based on the “relative excess” number of unemployed in an LWIA compared to the total excess number in the State, and</i> • <i>1/3 is based on the relative number of disadvantaged adults in an LWIA compared to the total number of disadvantaged adults in the State.</i>
13. Required partners	WIOA identifies 17 required program partners, four of which are “core program partners,” that must make services available in comprehensive one-stop centers and share in the cost of

TERM	DEFINITION
	<p>maintaining the one-stop delivery system as agreed upon in the Memorandum of Understanding (MOU). The 17 required partners follow:</p> <ol style="list-style-type: none"> 1. Workforce Development Activities serving youth, adults and dislocated workers under Title IB of WIOA 2. Adult Education and Literacy programs under Title II of WIOA 3. Employment Services under the Wagner-Peyser Act and Title III of WIOA 4. Vocational rehabilitation services under Title I of the Rehabilitation Act of 1973 and Title IV of WIOA 5. Career and technical education programs at the secondary and post-secondary levels under the Carl D. Perkins Career and Technical Education Act 6. Programs under the Trade Act of 1974 7. Title IV of the Social Security Act (Temporary Assistance for Needy Families (TANF) programs) 8. Senior Community Services Employment Program (SCSEP) 9. Employment and training activities under the Community Services Block Grant (CSBG) 10. Housing and Urban Development employment and training activities 11. Unemployment compensation programs 12. Activities under the Second Chance Act of 2007 13. Veterans job counseling, training and placement programs under Chapter 41 of Title 38, United States Code 14. Migrant and Seasonal Farmworkers 15. National Farmworker Jobs Program 16. Job Corps career and technical education for youth 17. YouthBuild education and job pathways
<p>14. Shared one-stop delivery system costs</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>15. State one-stop infrastructure cost funding mechanism</p>	<p>The method used to cover infrastructure costs of the comprehensive one-stop center(s) in a local area when required partners are unable to agree on how to share those costs. The amount that each required partner can contribute to one-stop infrastructure costs is capped under the State funding mechanism. Funding under the State infrastructure funding mechanism is available only to certified comprehensive one-stop centers in local areas that cannot reach agreement on an MOU at the end of a 30-day remediation period.</p>

**APPENDIX ITEM 2 TO GOVERNOR’S GUIDELINES
GENERAL TIMELINE FOR MOU AND INFRASTRUCTURE NEGOTIATIONS**

ANNUAL TIMEFRAME	ACTIVITY
JANUARY 1	<ul style="list-style-type: none"> ○ Initiation of local negotiations of memoranda of understandings (MOUs) and cost sharing agreements
APRIL 15 OF EACH YEAR IN WHICH A LOCAL AREA RENEGOTIATES ITS MOU (MINIMUM OF ONCE EVERY 3 YEARS)	<ul style="list-style-type: none"> ○ Local MOU negotiations end¹ ○ Local board chairs and chief elected officials report outcomes from local MOU negotiations to the Governor using the standard form (with copy sent to all required partners) (<i>Appendix Item 10 is a facsimile of the report to be submitted</i>) ○ Local boards provide a draft local one-stop delivery system budget with the report of negotiation outcomes (<i>using the standard format illustrated in Appendix Items 8 and 9</i>)
MAY 1	<ul style="list-style-type: none"> ○ For LWIAs not reaching agreement on infrastructure costs, a 30-day remediation period begins
MAY 31 OF EACH YEAR	<ul style="list-style-type: none"> ○ LWIAs at an impasse on infrastructure costs are referred to the Governor’s Office
JUNE 15	<ul style="list-style-type: none"> ○ The Governor makes the final determination of each required partner’s proportionate share of infrastructure costs under the State infrastructure cost funding mechanism²
JULY 1	<ul style="list-style-type: none"> ○ A signed MOU must be submitted to an individual designated by the Governor in every year in which an MOU is re-negotiated ○ LWIAs unable to reach agreement on MOUs for reasons other than infrastructure costs are referred to the U.S. Secretary of Labor and head of any other relevant Federal agency ○ An agreed upon final local service delivery system budget is submitted annually

¹ LWIAs may include an interim infrastructure funding agreement in the MOU if all other parts of the MOU have been negotiated (§ 678.715(c)). The interim infrastructure agreement must be finalized within six months of when the MOU is signed.

² A required partner has 21 days from the Governor’s determination to appeal.

**APPENDIX ITEM 3
LOCAL MOU TEMPLATE**

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

AND

**Individual designated by the Local Board
Chair to lead MOU negotiations**

Email address

**Impartial individual designated by the Local
Board Chair to lead annual budget
negotiations**

Email address

1. PARTIES TO MOU (SEC. 121 (C)(1)) (GOVERNOR’S GUIDELINES, SECTION 1, ITEM (D))

- *List the required partner providing services in the local area*
- *List the partner agency providing services of each required partner*

PARTIES TO MOU	TYPED NAME
Local Workforce Innovation Board Chair	
Chief Elected Official	
REQUIRED PARTNERS AS PARTIES TO MOU	ENTITY ADMINISTERING PROGRAM TYPED NAME
Title I: Adult, Dislocated Worker, Youth	
Title II: Adult Education and Family Literacy	
Title III: Employment Programs under Wagner-Peyser	
Title IV: Rehabilitation Services	
Perkins/Post-secondary Career & Technical Education	
Unemployment Insurance	
Job Counseling, Training, Placement Services for Veterans	
Trade Readjustment Assistance (TRA)	
Trade Adjustment Assistance (TAA)	
Migrant and Seasonal Farmworkers	
Community Services Block Grant (CSBG)	
Senior Community Services Employment Program (SCSEP)	
TANF	

Second Chance		
OTHER REQUIRED PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU		IF MARKED YES, ENTITY ADMINISTERING PROGRAM
National Farmworker Jobs Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Job Corps	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Youth Build	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ADDITIONAL PARTNERS AS PARTIES TO MOU		ENTITY ADMINISTERING PROGRAM

2. PURPOSE AND SCOPE OF MOU

- Describe the general purpose and scope of the umbrella MOU

3. VISION FOR THE SYSTEM (Governor’s Guidelines, Section 1, Item 1(b))

- Describe the shared vision and commitment of the local board and required partners to 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)
- Describe which aspects of the vision are currently in place
- Outline the steps to be taken and the general timeline for how required partners will implement any aspects of the vision that are not yet in place

4. MOU DEVELOPMENT (Governor’s Guidelines, Section 1, Items 1(e)-(g), 2 and 14)

- Fully describe the process and efforts of the Local Workforce Innovation Board and required partners to negotiate the MOU
- Confirm whether all required partners participated in negotiations
- Explain the process to be used if consensus on the MOU is not reached by partners

5. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) (Governor’s Guidelines, Section 1, Item 2) (§ 678.310, § 678.315 and § 678.320)

- *Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system*
- *Where applicable list the designated affiliated sites or specialized centers*
- *Define any other operating titles that the local area assigns to each center*

Note: The information provided in this section must match the Illinois Workforce Development System (IWDS) and Illinois workNet listings

6. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i) (§ 678.500(b)(1)) (Governor’s Guidelines, Section 1, Items 2 and 5)

- *Complete a local service matrix (template attached) illustrating local methods of service delivery, which includes:*
 - *Career services to be provided by each required partner in each comprehensive one-stop center*
 - *Other programs and activities to be provided by each required partner*
 - *Method of delivery for each service provided by each required partner (e.g., staff physically present, cross-trained staff, direct linkage technology)*
- *In the spaces provided below:*
 - *In the introductory paragraph of this section, describe the required partners’ combined commitment to integration and “manner in which the services will be coordinated and delivered through the system” (§ 678.500(b)(1))*
 - *In the spaces below designated for each required partner, describe each partner’s commitment to coordinated service delivery and explain how the local service matrices illustrate that commitment*
 - *For each required partner below, describe the location(s) at which services of each required partner will be accessible*

Title I (Adult, Dislocated Worker and Youth) –

Title II (Adult Education and Family Literacy) –

Title III (Employment Services under Wager-Peyser) –

Title IV (Rehabilitation Services) –

Perkins/Post-Secondary Career and Technical Education –

IDES/Unemployment Insurance (UI) –

IDES/Job Counseling, Training and Placement Services for Veterans –

IDES/Trade Readjustment Assistance –

Trade Adjustment Assistance (TAA) –

IDES/ Migrant & Seasonal Farmworkers (MSFW) –

National Farmworker Jobs Program (NFJP) –

Community Service Block Grant (CSBG) –

Senior Community Services Employment Program (SCSEP) –

DHS/TANF –

IDOC Second Chance –

HUD Employment and Training Activities –

Job Corps –

YouthBuild –

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

- *Name the procured one-stop operator*
- *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*
- *Assure that the one-stop operator will not perform any of the proscribed functions (§ 678.620(b)) to avoid a conflict of interest*

Note: One-stop operator designation takes effect July 1, 2017 (§ 678.635)

8. REFERRAL PROCESS (Sec. 121 (c)(2)(iii)) (Governor’s Guidelines, Section 1, Items 3 and 8) (§678.500(b)(3)-(4))

- *In the spaces provided below, address all of the following:*
 - *In the introductory paragraph of this section, describe local one-stop operator’s role and responsibilities for coordinating referrals among required partners (§678.500(b)(3))*
 - *In the spaces below designated for each required partner, each partner must list the other programs to which it will make referrals and the method(s) of referral to each partner; for example, in the Title I box, Title I will list all other programs to which it will refer clients and the method(s) of referral for each*
 - *Identify the method of tracking referrals*

Note: Local areas must be as specific as possible when describing the differences in referral methods

between partner programs. DOL has expressed concern about this area in the past.

Title I (Adult, Dislocated Worker and Youth) –

Title II (Adult Education and Family Literacy) –

Title III (Employment Services under Wager-Peyser) –

Title IV (Rehabilitation Services) –

Perkins/Post-Secondary Career and Technical Education –

IDES/Unemployment Insurance (UI) –

IDES/Job Counseling, Training and Placement Services for Veterans –

IDES/Trade Readjustment Assistance –

Trade Adjustment Assistance (TAA) –

IDES/ Migrant & Seasonal Farmworkers (MSFW) –

National Farmworker Jobs Program (NFJP) –

Community Service Block Grant (CSBG) –

Senior Community Services Employment Program (SCSEP) –

DHS/TANF –

IDOC Second Chance –

HUD Employment and Training Activities –

Job Corps –

YouthBuild –

9. PHYSICAL ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))

Describe how—through specific examples and commitments—required partners will assure the physical accessibility of the comprehensive one-stop center(s), including the following:

- *The comprehensive one-stop center’s layout supports a culture of inclusiveness*
- *The location of the comprehensive one-stop center 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*

10. PROGRAMMATIC ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§ 678.500(b)(4))

- *Describe how the comprehensive one-stop center provides access to all required career services in the most inclusive and appropriate settings for each individual participant*
- *Describe specific arrangements and resources available to assure that individuals with barriers to employment, including individuals with disabilities, can access available services (§678.500(b)(4))*
- *Explain how services will be provided using technology that is actually available and in accordance with the “direct linkage” requirement under WIOA*

Note: Provide as much specificity as possible for each partner program

11. DATA SHARING (Governor’s Guidelines, Section I, Item 9)

- *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*
- *Provide assurances that participants’ Personally Identifiable Information (PII) will be kept confidential*
- *In each description, cite specific examples of required partners demonstrating a commitment to integration in the local area*

NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff

12. COSTS AND COST SHARING OF SERVICES (Sec. 121 (c)(2)(ii)) (§678.755 and §678.760) (Governor’s Guidelines, Section 1, Items 1(c), 10-19; Section 2, Section 3)

Using Appendix Item 8 in the Governor's Guidelines:

- Identify the agreed-upon amount that each partner will contribute toward infrastructure costs to operate each comprehensive one-stop center (infrastructure costs must be negotiated on an annual basis)
- Specify the agreed-upon amount of the shared system costs that each required partner will contribute (shared costs must be negotiated on an annual basis)
- Complete all fields of the FTE Calculations and Cost Allocation sections of the standard budget spreadsheet
 - For partners whose staff will be cross-trained to provide services of another partner's program:
 1. Identify the FTE commitments being made to provide services on behalf of another required partner
 2. Enter that FTE commitment in the "FTE Calculations – Center 1PY17" tab of the budget spreadsheet.
 - For partners whose services are being provided by another partner's cross-trained staff:
 1. Identify an FTE commitment that corresponds with the required partner providing the services on your behalf
 2. Enter this FTE commitment in the "FTE Calculations – Center 1PY17" tab of the budget spreadsheet.

In the space below and following the Governor's Guidelines, provide the following narrative:

- Confirm that required program partners annually negotiate infrastructure costs of the comprehensive one-stop center(s) and other shared costs
- Clearly identify the time period for which the shared cost funding agreement is effective; e.g., July 1, 2017 through June 30, 2018
- Specify whether the budget submitted represents an interim or final budget agreement
- Describe the agreed-upon method that each partner will contribute as a proportionate share of costs to support the services and operations of the local one-stop delivery system
- Specify which staff will be cross-trained to provide services on behalf of other required partners
 - For each required partner providing cross-trained staff to provide services on behalf of another partner, confirm how the contributing partner's infrastructure cost allocations will be reduced in correlation with the number of FTEs that will be cross-trained to provide another partner's programs
 - For each required partner whose program services will be provided by cross-trained staff of another partner, confirm how the receiving partner's infrastructure cost allocations will cover the cost of the FTEs that will be cross-trained to provide the program services
- Outline steps the local board, chief elected officials, and required partners used to reach consensus on shared costs
- Describe the process to be used to resolve issues during the term of the MOU when consensus cannot be reached specific to infrastructure costs
- Describe the procedures that will be used to reconcile budgeted infrastructure costs to actual costs to assure each local partner pays its proportionate share in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Acknowledge that the agreements are made contingent on the availability of Federal funding for each required program

13. AMENDMENT PROCEDURES (Sec. 121 (c)(2)(v)) (§ 678.500(b)(5)) (Governor’s Guidelines, Section 2, Item 16)

Describe amendment procedures, including annual negotiation of infrastructure and shared system costs to address the following:

- *The amount of notice a partner agency must provide the other partners to make amendments*
- *The procedures for informing other partners of the pending amendment*
- *The circumstances under which the local partners agree the MOU must be amended*
- *The procedures for amending the MOU to incorporate the final approved budget on an annual basis*
- *The procedures for terminating the MOU or a specific partner’s participation in the MOU*
- *The process for resolving any disputes that evolve after the agreement is reached*

NOTE: Ensure the MOU reflects the most recent date as amendments are approved

14. RENEWAL PROVISIONS (Sec. 121(c)(2)(v)) (Governor’s Guidelines, Section 1, Item 13-15) (§ 678.500(b)(6))

Provide the process and timeline in which MOU will be reviewed, including:

- *Explain the renewal process, which must occur at a minimum of every three years*
- *Describe the required renewal process if substantial changes occur before the MOU’s three-year expiration date*

NOTE: Ensure the MOU reflects the most recent date as renewals are approved

15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (Sec. 121(c)(2)(B)) (§678.500(c))

16. ADDITIONAL PARTNERS (Sec. 121 (b)(2))

17. DURATION OF AGREEMENT (Sec. 121(c)(2)(v)) (§ 678.500(b)(5)) (Governor's Guidelines, Section 1, Item 15)

- *Provide the effective date of the MOU*
- *List the agreed upon expiration date (cannot exceed three years)*

18. AUTHORITY AND SIGNATURES (§678.500(d)) (Governor's Guidelines, Section 1, Items 1(d)-(e) and Item 12)

- *Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA*

19. ATTACHMENTS

LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

INCLUDES:

- CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)
- OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)
- SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

STANDARD BUDGET FOR SHARED COSTS

OTHER

20. REQUIRED PARTNER SIGNATURES

LOCAL WORKFORCE INNOVATION BOARD CHAIR

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

LOCAL WORKFORCE INNOVATION BOARD CHAIR

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

CHIEF ELECTED OFFICIAL

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

CHIEF ELECTED OFFICIAL

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

CHIEF ELECTED OFFICIAL

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

CHIEF ELECTED OFFICIAL

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

TITLE IB – ADULT, DISLOCATED WORKER, YOUTH

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IB
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

TITLE II – ADULT EDUCATION AND FAMILY LITERACY

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE II
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

**TITLE III – EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER,
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE III – WAGNER-PEYSER
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

**TITLE IV – REHABILITATION SERVICES,
ILLINOIS DEPARTMENT OF HUMAN SERVICES**

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IV – REHABILITATION SERVICES
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR POST-SECONDARY PERKINS
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

**UNEMPLOYMENT INSURANCE,
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR UNEMPLOYMENT INSURANCE
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

**JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS,
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR VETERANS ACTIVITIES
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

**TRADE READJUSTMENT ALLOWANCE (TRA),
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE READJUSTMENT ACT
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

TRADE ADJUSTMENT ASSISTANCE (TAA)

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE ADJUSTMENT ASSISTANCE
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

**MIGRANT AND SEASONAL FARMWORKER PROGRAM,
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR MIGRANT AND SEASONAL
FARMWORKER PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

NATIONAL FARMWORKER JOBS PROGRAM

Signature

Printed Name

Title

Date

Organization

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR NATIONAL FARMWORKER JOBS PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR CSBG PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF),
ILLINOIS DEPARTMENT OF HUMAN SERVICES**

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TANF
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

**SECOND CHANCE PROGRAM,
ILLINOIS DEPARTMENT OF CORRECTIONS**

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SECOND CHANCE PROGRAM
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

HOUSING AND URBAN DEVELOPMENT EMPLOYMENT AND TRAINING ACTIVITIES

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR HUD EMPLOYMENT & TRAINING
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

JOB CORPS

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR JOB CORPS
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

YOUTHBUILD

Signature

Printed Name

Title

Date

Organization

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR YOUTHBUILD
IF DIFFERENT THAN THE SIGNATORY ABOVE**

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

OTHER PARTY TO THE MOU:

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

OTHER PARTY TO THE MOU:

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

OTHER PARTY TO THE MOU:

Signature

Printed Name

Title

Date

Organization

20. REQUIRED PARTNER SIGNATURES

OTHER PARTY TO THE MOU:

Signature

Printed Name

Title

Date

Organization

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

BASIC CAREER SERVICES												
REQUIRED PARTNERS	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education	
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"/>	
Title II: Adult Education and Family 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"/>	
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"/>	
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"/>	
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"/>	
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"/>	
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"/>	
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"/>	
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"/>	
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"/>	
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"/>	
Community Services Block Grant (CSBG)	<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"/>	
Senior Community Services Employment Program (SCSEP)	<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"/>	
TANF	<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"/>	
Second Chance	<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"/>	
Housing and Urban Development Employment and	<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"/>	

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

BASIC CAREER SERVICES												
REQUIRED PARTNERS	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education	
Training Activities												
Job Corps	<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"/>	
YouthBuild	<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"/>	
Other (specify):	<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"/>	
Other (specify):	<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"/>	
Other (specify):	<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"/>	

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
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"/>
Title II: Adult Education and Family 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"/>
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"/>
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"/>
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"/>
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"/>
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"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
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"/>
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"/>
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"/>
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"/>
Community Services Block Grant (CSBG)	<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"/>
Senior Community Services Employment Program (SCSEP)	<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"/>
TANF	<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"/>
Second Chance	<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"/>
Housing and Urban Development Employment and Training Activities	<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 Corps	<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"/>
YouthBuild	<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"/>
Other (specify):	<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"/>
Other (specify):	<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"/>
Other (specify):	<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"/>

TEMPLATE
LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS

OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

REQUIRED PARTNER	OTHER PROGRAMS AND ACTIVITIES PROVIDED
Title I (Adult, Dislocated Worker, Youth)	
Title II: Adult Education and Family Literacy	
Title III: Employment Programs under Wagner-Peyser	
Title IV: Rehabilitation Services	
Post-secondary Career and Technical Education under Perkins	
Unemployment Insurance	
Job Counseling, Training and Placement Services for Veterans	
Trade Readjustment Allowance (TRA)	
Trade Adjustment Assistance (TAA)	
Migrant and Seasonal Farmworkers	
National Farmworker Jobs Program	
Community Services Block Grant (CSBG)	
Senior Community Services Employment Program (SCSEP)	
TANF	
Second Chance	
Housing and Urban Development Employment and Training Activities	
Job Corps	
YouthBuild	

**APPENDIX ITEM 4 TO GOVERNOR’S GUIDELINES
REQUIREMENTS FOR PROVIDING SERVICES VIA DIRECT LINKAGE IN ILLINOIS**

Background

The WIOA Final Rule identifies three methods through which required partners can provide access to services at comprehensive one-stop centers. Illinois is electing to specify more detailed requirements for one of these methods, making services available through technology via a “direct linkage,” to assure a high-level of service quality for the customers of required partners using this service delivery method.

Relevant Citation

20 CFR Part 678.305

(d) “Access” to each partner program and its services means:

- (1) Having a program staff member physically present at the one-stop center;
- (2) Having a staff member from a different partner program physically present at the one-stop center appropriately trained to provide information to customers about the programs, services, and activities available through partner programs; or
- (3) Making available a direct linkage through technology to program staff who can provide meaningful information or services.
 - (i) A “direct linkage” means providing direct connection at the one-stop center, within a reasonable time, by phone or through a real-time Web-based communication to a program staff member who can provide program information or services to the customer.
 - (ii) A “direct linkage” cannot exclusively be providing a phone number or computer Web site or providing information, pamphlets, or materials.

Additional Requirements in Illinois

The table below identifies additional requirements for three core components of required partner services being provided through technology via a direct linkage.

CORE COMPONENT	ADDITIONAL REQUIREMENTS
1. Direct connection at the one-stop center via phone or web-based communication	By phone: <ul style="list-style-type: none"> a. A specific, dedicated phone number b. Phone coverage during normal business hours on all normal business days c. Voicemail or other capability enabling customers to leave a message if access to services via phone is unavailable at the time of contact By video:

CORE COMPONENT	ADDITIONAL REQUIREMENTS
	<ul style="list-style-type: none"> a. High-speed Internet capability b. Dedicated, computer-enabled communications access between devices at two or more locations c. Communications via two-way real-time video and audio transmission d. Back-up capability, instructions or appointment scheduling if access to services via video is unavailable at the time of contact e. Examples: <ul style="list-style-type: none"> 1. Skype 2. Zoom 3. Go-to-meeting
2. Reasonable period of time	<ul style="list-style-type: none"> a. Immediate, on-demand access as the norm b. Contact initiated within 24 hours if service via direct linkage was unavailable at the time of initial contact from the customer
3. Program staff member who can provide information or services to the customer	<ul style="list-style-type: none"> a. Specifically identified required partner staff person(s) who are: <ul style="list-style-type: none"> 1. Trained and knowledgeable regarding the required partner's services and programs, and 2. For whom providing services via direct linkage is a formal part of his/her job duties

The specific method(s) used to provide services through technology via a direct linkage must be accessible to individuals with disabilities.

**APPENDIX ITEM 5 TO THE GOVERNOR’S GUIDELINES
SUMMARY COMPARISON OF INFRASTRUCTURE FUNDING REQUIREMENTS
UNDER THE LOCAL AND STATE FUNDING MECHANISMS**

Requirement or Characteristic	Local Funding Mechanism³	State Funding Mechanism
Mandatory contribution from all required partners to infrastructure costs	Required	Required
Required partner compliance with its own governing laws and regulations	Required	Required
Partner compliance with OMB Uniform Guidance: Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, commonly referred to as the Omni Circular	Required	Required
One-stop center infrastructure budget	As agreed upon by all required partners	Determined by the Governor as described in the Governor’s Guidelines
Partner contributions based on proportionate share	Proportionate share determined locally	Proportionate share determined by the Governor as described in the Governor’s Guidelines
Cost allocation methodology	Determined locally (in compliance with the Omni Circular)	Determined by the Governor as described in the Governor’s Guidelines
Partner contributions determined by Governor	No	Yes
Cash contributions from required partners	Allowed	Required
Non-cash contribution from required partners	Allowed	Not allowed
Third-party in-kind contributions	Allowed	Allowed

³ The MOU may include an interim infrastructure funding agreement if all other parts of the MOU have been negotiated by April 15th. The interim infrastructure cost agreement must be finalized within six months of when the MOU is signed. 20 CFR §678.715(c)

Cap on partner's contribution	Local Funding Mechanism	Defined caps under the State Funding Mechanism
WIOA formula programs (Title IB) and Wagner-Peyser	Only as imposed by the statutory and regulatory requirements of each required program	3% of the amount of the program in the State for a program year
Perkins Career and Technical Education		1.5% of the funds made available by the State for postsecondary level programs and activities and the amount of funds used by the State under Section 112(a)(3) of the Perkins Act during the prior year to administer postsecondary level programs and activities
Vocational rehabilitation		1.5% phased in over 4 years
Title IV of Social Security Act (TANF)		1.5% of the total Federal TANF funds expended by the State for work, education and training activities during the prior Federal fiscal year (as reported to HHS on the quarterly TANF Financial Report Form), plus any additional amount of Federal TANF funds that the State TANF agency reasonably determines was expended for administration costs in connection with these activities but was separately reported as HHS as an administrative cost
Community Services Block Grant		Total amount of CSBG funds determined by the State to have been expended by local CSBG-eligible entities for the provision of employment and training activities during the prior Federal fiscal year for which information is available (as

Cap on partner's contribution	Local Funding Mechanism	Defined caps under the State Funding Mechanism
		reported to HHS on the CSBG Annual Report and any additional amount that the State CSBG agency reasonably determines was expended for administrative purposes costs in connection with these activities but was separately reported as HHS as an administrative cost
<ul style="list-style-type: none"> • Adult Education and Family Literacy • SCSEP • Trade Act of 1974 • Senior Community Services Employment Program (SCSEP) • Housing and Urban Development employment and training • Veterans job counseling, training and placement • Migrant and Seasonal Farmworkers • National Farmworker Jobs Program • Jobs Corps for youth • YouthBuild 		1.5% of the amount of Federal funds provided to carry out the program in the State for a fiscal year

Additional Requirements and Characteristics	Local Funding Mechanism	State Funding Mechanism
Source of funds for partner cash contributions	<p>All WIOA Title I programs</p> <ul style="list-style-type: none"> • May be considered administration or program costs <p>Adult Education and Family Literacy programs</p> <ul style="list-style-type: none"> • Federal funds made available for local administration <p>Perkins Career and Technical Education program</p> <ul style="list-style-type: none"> • Funds available for local administration expenses 	<p>All WIOA Title I programs and SCSEP</p> <ul style="list-style-type: none"> • May be considered administration or program costs <p>Adult Education and Family Literacy</p> <ul style="list-style-type: none"> • Funds available for local administration <p>Perkins Career and Technical Education</p> <ul style="list-style-type: none"> • Funds available for local administration of postsecondary

Additional Requirements and Characteristics	Local Funding Mechanism	State Funding Mechanism
	All other required partners <ul style="list-style-type: none"> • Determined by each required partner in accordance with applicable statutes and regulations 	level programs and activities to eligible recipients or consortia of eligible recipients All other programs <ul style="list-style-type: none"> • Funds for administration
Philanthropic and private entities	Allowed	Not allowed
Interim agreement for up to six months if all other parts of the MOU have been negotiated	Allowed	Not allowed
Appeal process available to partners	No	Yes
Certification required for infrastructure cost sharing	No	Yes
Reconciliation requirement (i.e., monthly or quarterly)	Yes	Yes

**APPENDIX ITEM 6 TO GOVERNOR’S GUIDELINES
INFRASTRUCTURE COST LINE ITEMS AND DEFINITIONS**

COST CATEGORY/LINE ITEM	LINE ITEM DEFINITION
Facilities Costs	
Lease cost	Annual amount due for comprehensive center space costs pursuant to a lease or other contractual arrangement.
Facility maintenance	Annual costs for upkeep and maintenance of leased space, including grounds keeping, trash and shredding, if not already included as part of the lease.
Property and casualty insurance	Annual cost of property and general liability insurance for the space, if not already included in the lease.
Security services	The cost of third party contractors and/or camera-based surveillance, if not already included in the lease.
Cleaning services	Cost of janitorial services, if not already included in the lease.
Utilities	Electricity, water, gas and other utility costs associated with the comprehensive center space, if not included in the lease cost.
Technology Costs	
Telecommunications, including Internet	Cost of phone and internet connectivity in the resource room and other shared spaces in the comprehensive center.
Equipment and technology costs	Costs of shared computers, printers, fax machines, copiers, postage machines utilized for the operation of the comprehensive center and related maintenance and supply costs.
Assistive technology for individual with disabilities	Cost of assistive technology enabling individuals with disabilities to utilize the resource room or other services provided at the comprehensive one-stop center.
Marketing Costs Related to Common Identifier	
Signage	One-time costs associated with new exterior and interior signage displaying the “common identifier”
Other “common identifier” costs (see Illinois state policy for additional guidance on American Job Center (AJC) branding)	Printed materials, costs of website changes, business cards and similar costs incurred to implement the “common identifier.”

**APPENDIX ITEM 7 TO GOVERNOR'S GUIDELINES
SELECTED LIST OF POSSIBLE LOCAL ONE-STOP SYSTEM SHARED COSTS**

COST TYPE	EXAMPLES OF POSSIBLE SHARED SYSTEM COSTS
Costs related to local board functions	<ol style="list-style-type: none"> 1. Salary, benefits and other expenses associated with staffing board functions 2. Board meeting costs 3. Audit costs of incorporated boards 4. Errors and omissions insurance for board directors and officers 5. Costs associated with marketing services to employers and other customers 6. Costs of strategic data gathering and analysis projects intended to isolate area workforce needs, priorities and issues
Costs to promote integration and streamlining of services	<ol style="list-style-type: none"> 1. Joint staff training, including staff of comprehensive one-stop centers 2. Customer satisfaction measurement 3. Business services 4. Receptionist at comprehensive one-stop center 5. Resource room materials and staffing costs at comprehensive one-stop centers or affiliated sites
Shared services costs authorized for one-stop partner programs	<ol style="list-style-type: none"> 1. Any allowable cost item (e.g., initial intake or needs assessments) agreed upon by local required partners

**APPENDIX ITEM 9 TO GOVERNOR’S GUIDELINES
STANDARD BUDGET FORMAT FOR SHARED COSTS – FTE CALCULATIONS
UPDATED SHEET UNDER DEVELOPMENT**

Instructions: Enter Data into Yellow Highlighted Fields											
Local Workforce Innovation Area:											
Cost Allocation Spreadsheets for PY:											
For the Center Located in:											

FTEs:

There are two core partners under WIOA required to provide onsite services: Title IB and Wagner-Peyser. All other required partners have the flexibility to determine the method of service delivery. Other required partners may meet their service obligations through a mix of onsite staff physically present, cross-trained staff from other partner program physically present, or through direct linkage. All program partners providing services through onsite staff must account for those positions in the Onsite FTEs column. Those decisions will be made locally and will vary by local area.

Onsite FTEs Provided by program staff, cross-trained partner program staff or contractual service provider physically present at the center during normal business hours

Offsite FTE Offsite staff when services are being provided via technology that meets WIOA’s definition of “direct linkage” (Section 121(b)(1)(A) of WIOA and § 678.305(c) and (d)) and “Requirements for Providing Direct Linkage Services in Illinois”.

Staff members who are offsite but who can still provide the requested service on demand and in real time as if that staff member were in the same room as the customer. The staff member who supports that direct linkage technology is counted toward the FTEs used to allocate the infrastructure costs each required partner must pay.

Type A. Offsite FTEs provided by a State-level partner at a central or regional location

Type B. Offsite FTEs not provided by a State-level partner at a central or regional location (e.g., multiple local CTE providers share responsibility for full-time accessibility via technology)

List the number of FTEs that required partners will be committing to the operation of the local comprehensive one-stop.
Minimum Total FTE (column N) is 1.00. Minimum partial FTE is 0.25.

		Onsite FTEs	Onsite FTEs from Cross-Trained Partners				Total Onsite FTEs	Offsite FTEs Thru Direct Linkage		Total Offsite FTEs	TOTAL FTEs	
			Contributing Partner (If applicable)	FTEs	Contributing Partner (If applicable)	FTEs		Type A	Type B			
Commerce	Title IB - Adult, Youth, & Dis. Workers					-			-	-	Title IB - Adult, Youth, & Dis. Workers	Commerce
	TAA					-			-	-	TAA	
	CSGB					-			-	-	CSGB	
IDES	Title III - Wagner-Peyser					-			-	-	Title III - Wagner-Peyser	IDES
	Veterans Services					-			-	-	Veterans Services	
	UI Comp Programs					-			-	-	UI Comp Programs	
	TRA					-			-	-	TRA	
ICCB	Title II - Adult Education					-			-	-	Title II - Adult Education	ICCB
	Career & Tech Ed - Perkins					-			-	-	Career & Tech Ed - Perkins	
DHS	Title IV - Vocational Rehab					-			-	-	Title IV - Vocational Rehab	DHS
	TANF - DHS					-			-	-	TANF - DHS	
Aging	SCSEP					-			-	-	SCSEP	Aging
DOC	Second Chance					-			-	-	Second Chance	DOC
HUD						-			-	-	HUD	
	Title IC - Job Corp					-			-	-	Title IC - Job Corp	
	Title III - MSFWs					-			-	-	Title III - MSFWs	
	Title ID - National Farmworkers					-			-	-	Title ID - National Farmworkers	
	Title ID - YouthBuild					-			-	-	Title ID - YouthBuild	
	Other 1					-			-	-	Other 1	
	Other 2					-			-	-	Other 2	
	TOTAL											

**APPENDIX ITEM 10 TO GOVERNOR'S GUIDELINES
REPORT OF OUTCOMES FROM LOCAL MOU NEGOTIATIONS**

Local Workforce Innovation Area: _____

- Notice is provided to the Governor as required by 20 CFR 678.725 that the local partners in this local area have reached agreement on a memorandum of understanding (MOU), including how comprehensive one-stop center infrastructure costs will be funded for the year beginning July 1, ____.

OR

- Notice is provided to the Governor as required by 20 CFR 678.725 that, despite every effort, the local partners in this local area did not reach agreement on a local memorandum of understanding for the period beginning July 1, ____.

Failure to agree for reasons *other* than infrastructure costs

- Listed below are the program partners that did not agree and a summary of the main reasons for their inability to agree.

Program Partner Name	Reasons
1.	
2.	

Failure to agree on the one-stop center infrastructure cost budget

- The inability to reach agreement was because one or more partners do not agree with the comprehensive one-stop center infrastructure budget for the year beginning July 1, _____. Listed below are the program partners that did not agree to the budget for comprehensive one-stop center infrastructure costs and a summary of the reasons for their inability to agree.

Program Partner Name	Reasons
1.	
2.	

Failure to agree on how one-stop center infrastructure costs in the agreed-upon budget are allocated among partners

- The inability to reach agreement was because one or more partners do not agree with the comprehensive one-stop center infrastructure costs being allocated to them for the year beginning July 1, _____. Listed below are the program partners that did not agree to their allocation of comprehensive one-stop center infrastructure costs and a summary of the reasons for their inability to agree.

Program Partner Name	Reasons
1.	
2.	
3.	

Signatures:

Chair, Local Workforce Innovation Board

Chief Elected Official

Chief Elected Official

Chief Elected Official

Chief Elected Official

A completed and signed copy of this REPORT OF OUTCOMES FROM MOU NEGOTIATIONS and a draft local service delivery system budget must be submitted by April 15th to:

Michael Baker
Manager – Strategic Planning & Innovation
Office of Employment & Training
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