**MEMORANDUM OF UNDERSTANDING**

between

and

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| 1. PARTIES TO MOU (Sec. 121 (c)(1)) (Governor’s Guidelines, Section 1, Item (d))
 |
| * *Identify the programs covered by the agreement*
* *List the authorized representative of each required core partner and each local partner who shall negotiate and sign the MOU*
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| **Agency Name** | **Required Program** | **Authorized Signatory** |
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| 1. PURPOSE AND SCOPE OF MOU
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| * *Describe the general purpose and scope of the umbrella MOU*
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| 1. VISION FOR THE SYSTEM (Governor’s Guidelines, Section 1, Item 1(b))
 |
| * *Describe the shared vision for the local one-stop delivery system (vision must be consistent with federal, state, regional, and local planning priorities as well as the Governor’s Guidelines)*
* *Define what aspects of the vision are currently in place*
* *Outline the steps to be taken and general timeliness for implementing the aspects of the vision that are not currently in place*
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| 1. MOU DEVELOPMENT (Governor’s Guidelines, Section 1, Item 11)
 |
| * *Describe the process and efforts of the Local Workforce Innovation Board and partners to negotiate the MOU*
* *Explain the process used when consensus is not reached*
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| 1. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i)) (§678.500(b)(1)) (Governor’s Guidelines, Section 1, Item 2)
 |
| * *Complete a local service matrix (template attached) explaining local methods of service delivery, which includes:*
	+ *Career services to be provided by partner*
	+ *Other program services to be provided by partner*
	+ *Methods of service delivery for each service provided by partner*
* *Describe in detail the location(s) at which services will be accessible and how services will be coordinated between the operator and partners*
 |
| Title I (Adult, Dislocated Worker and Youth) --      Title II (Adult Education) --      Title III (Wagner-Peyser/ES) --      Title IV (Vocational Rehabilitation) --      Perkins/Career and Technical Education --      Trade Adjustment Assistance (TAA) --      IDES/Veterans --      CSBG (Community Service Block Grant) --      IDES/UI --      SCSEP (Older Americans) --      IDES/Trade Readjustment Assistance --      IDOC Second Chance --      DHS/TANF --      HUD --      IDES/MSFW (Migrant & Seasonal Farmworkers) --      Job Corps --      National Farmworkers Jobs Program --      YouthBuild --       |
| 1. PROCUREMENT OF ONE-STOP OPERATOR (Governor’s Guidelines, Section 1, Item 5)
 |
| * *Name of the procured one-stop operator (if operator is in place by July 1, 2016)*
* *Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal (if applicable)*
* *Assure that the one-stop operator will not perform any of the proscribed functions (§678.620(b))*

*Note: One-stop operator designation does not take effect until July 1, 2017 (§678.635)* |
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| 1. NAME AND LOCATION OF COMPREHENSIVE ONE-STOP CENTER(S) (Governor’s Guidelines, Section 1, Item 5)
 |
| * *Provide the name and address of the comprehensive one-stop center(s)*
* *Where applicable list the designated affiliated sites or specialized centers*

*Note: The information provided in Section VII must match the Illinois Workforce Development System (IWDS) and Illinois workNet listings* |
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| 1. COSTS AND COST SHARING OF SERVICES (Sec. 121 (c)(2)(ii)) (§678.755 and §678.760) (Governor’s Guidelines, Section 1, Item 1(c),7, 8, and 16)
 |
| *Following the Governor’s Guidelines:** *Specify infrastructure costs for all required program partners and describe the agreed upon amount that each partner will contribute using Attachment 8 of the Governor’s Guidelines (shared costs must be negotiated on an annual basis)*
* *Specify shared system costs for all required partners and describe the agreed upon amount that each partner will contribute using Attachment 8 of the Governor’s Guidelines (shared costs must be negotiated on an annual basis)*
* *Describe the agreed upon method that each partner will contribute as a proportional share of costs to support the services and operations of the local one-stop delivery system*
* *Outline steps the Local Board, chief elected officials, and local partners used to reach consensus on shared costs*
* *Define the period of time in which the shared cost funding agreement is effective (may differ from the duration of the MOU) e.g., July 1, 2016 through June 30, 2017*
* *Indicate whether the budget format represents an interim budget agreement or a final budget agreement*
* *Acknowledge that the agreements are made contingent on the availability of federal funding for each required program*
* *Describe the process to be used between partners to resolve issues during the MOU duration period 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*
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| 1. REFERRAL PROCESS (Sec. 121 (c)(2)(iii)) (Governor’s Guidelines, Section 1, Item 2) (§678.500(b)(3))
 |
| * *Describe local operator’s role and responsibilities for coordinating referrals among required partners*
* *Identify the entities between whom the referrals occur*
* *Explain the method(s) that will be used to refer participants between programs*
* *Define roles related to referrals*
* *Identify the method of tracking referrals*
* *Describe specific arrangements to assure that individuals with barriers to employment, including individuals with disabilities, can access available services*

Title I (Adult, Dislocated Worker and Youth) --       Title II (Adult Education) --       Title III (Wagner-Peyser/ES) –       Title IV (Vocational Rehabilitation) --       Perkins/Career and Technical Education --       Trade Adjustment Assistance (TAA) --       IDES/Veterans --       CSBG (Community Service Block Grant) --       IDES/UI --       SCSEP (Older Americans) --       IDES/Trade Readjustment Assistance --       IDOC Second Chance --       DHS/TANF --       HUD --       IDES/MSFW (Migrant & Seasonal Farmworkers) --       Job Corps --       National Farmworkers Jobs Program --       YouthBuild --       *Note: Local areas need to 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.* |
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| 1. PHYSICAL ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))
 |
| *Assure public accessibility to the comprehensive one-stop center, including:** *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 marked for individuals with disabilities*
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| 1. PROGRAMMATIC ACCESSIBLITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))
 |
| * *Describe how the comprehensive one-stop center provides access to the 13 required career services in the most inclusive and appropriate settings and accommodations for each individual participant, specifically addressing: adults, individuals with disabilities, dislocated workers, youth, and individuals with barriers to employment*
* *Explain how services will be provided using technology in accordance with the “direct linkage” requirement under WIOA*

*Note: Provide as much specificity as possible for each partner program* |
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| 1. AMENDMENT PROCEDURES (Sec. 121 (c)(2)(v)) (§678.500(b)(5))
 |
| *Describe amendment procedures, including annual negotiation of infrastructure and shared system costs, including:** *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 terminating the MOU or a specific partner’s participation in the MOU*

*NOTE: Make sure to have the latest date changes as amendment dates are established* |
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| 1. DATA SHARING (Governor’s Guidelines, Section I, Item 6)
 |
| * *Describe how core program partners will share data, information, and collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be achieved*
* *Explain how other partners will share data, information and collaborate to assure each partner achieves its performance goals*
* *Provide assurance that Personally Identifiable Information (PII) will be kept confidential*

*NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff* |
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| 1. RENEWAL PROVISIONS (Sec. 121(c)(2)(v)) (Governor’s Guidelines, Section 1, Item 12) (§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 three year expiration date*

*NOTE: Make sure to have the latest date changes as amendment dates are established* |
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| 1. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (Sec. 121(c)(2)(B)) (§678.500(c))
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| 1. ADDITIONAL PARTNERS (Sec. 121 (b)(2))
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| 1. DURATION OF AGREEMENT (Sec. 121(c)(2)(v))

(§678.500(b)(5)) (Governor’s Guidelines, Section 1, Item 12) |
| * *Provide the effective date of the MOU*
* *List the agreed upon expiration date (cannot exceed three years)*
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| 1. AUTHORITY AND SIGNATURES (§678.500(d)) (Governor’s Guidelines, Section 1, Item 9)
 |
| * *Include a statement that those signing have authority to represent and sign on behalf of their program*
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| 1. ATTACHMENTS
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| 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       |

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| 1. REQUIRED PARTNER SIGNATURES
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| **Local Workforce Development Board Chairperson**

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**Title IB-Workforce Development**

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**Title II-Adult Education and Family Literacy**

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**Illinois Department of Employment Security, Title III-Wagner-Peyser**

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**Illinois Department of Human Services, Title IV-Vocational Rehabilitation**

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**Perkins/Career and Technical Education**

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**Trade Act Program**

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**Illinois Department of Employment Security -** **Veterans Job Counseling, Training and Placement**

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**Community Services Block Grant Program**

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**Illinois Department of Employment Security - Unemployment Insurance**

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**Senior Community Services Employment Program**

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**Illinois Department of Employment Security – Trade Readjustment Act**

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**Illinois Department of Corrections - Second Chance Program**

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**Illinois Department of Human Services - Temporary Assistance for Needy Families**

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**Housing and Urban Development - Employment and Training**

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**Migrant and Seasonal Worker - Farmworkers Program**

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**Job Corps**

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**National Farmworkers Jobs Program**

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**Career Services Available through the Local Comprehensive One-Stop Center(s)**

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| **Required Partners** | **Eligibility for Title IB** | **Outreach, intake, orientation** | **Skills and supportive service needs assessment** | **Labor exchange services** | **Program coordination and referral** | **Labor market information** | **Training provider performance and cost information** | **Performance info for the local area as a whole** | **Info on the availability of supportive services and referrals** | **Info and Assistance with UI claims** | **Assistance establishing eligibility for financial aid** | **Employment retention services** | **Follow-up services for Title IB customers** |
| Title IB |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Adult Education and Family Literacy  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Employment Programs under Wagner-Peyser |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Vocational Rehabilitation |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Post-secondary Career and Technical Education under Perkins |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Trade Adjustment Assistance (TAA) |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Job Counseling, Training and Placement Services for Veterans  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Community Services Block Grant |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Unemployment Insurance |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Senior Community Services Employment Program (SCSEP)  |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Trade Readjustment Assistance (TRA) |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
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| Housing and Urban Development Employment and Training Activities |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Migrant and Seasonal Farmworkers |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| Job Corps |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| National Farmworker Jobs Program |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
| YouthBuild |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
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**Other Programs and Activities Available through the Local Comprehensive One-Stop Center(s)**

| **Required Partner** | **Other Programs and Activities Provided** |
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| Title IB |       |
| Adult Education and Family Literacy  |       |
| Employment Programs under Wagner-Peyser |       |
| Vocational Rehabilitation |       |
| Post-secondary Career and Technical Education under Perkins |       |
| Trade Adjustment Assistance (TAA) |       |
| Job Counseling, Training and Placement Services for Veterans |       |
| Community Services Block Grant |       |
| Unemployment Insurance |       |
| Senior Community Services Employment Program (SCSEP) |       |
| Trade Readjustment Assistance (TRA) |       |
| Second Chance |       |
| TANF |       |
| Housing and Urban Development Employment and Training Activities |       |
| Migrant and Seasonal Farmworkers |       |
| Job Corps |       |
| National Farmworker Jobs Program |       |
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**Service Delivery Method through the Local Comprehensive One-Stop Center(s)**

| **Required Partner** | **Service(s) to be Provided** | **Onsite** **Staff** | **Onsite Contractor** | **“Direct Linkage” Technology** | **Specify How Technology** **Meets “Direct Linkage” Requirement** |
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| Employment Programs under Wagner-Peyser |       |[ ] [ ] [ ]        |
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| Trade Adjustment Assistance (TAA) |       |[ ] [ ] [ ]        |
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| Job Counseling, Training and Placement Services for Veterans |       |[ ] [ ] [ ]        |
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| Community Services Block Grant |       |[ ] [ ] [ ]        |
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| Unemployment Insurance |       |[ ] [ ] [ ]        |
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| Senior Community Services Employment Program (SCSEP) |       |[ ] [ ] [ ]        |
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| Trade Readjustment Assistance (TRA) |       |[ ] [ ] [ ]        |
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| Second Chance |       |[ ] [ ] [ ]        |
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| TANF |       |[ ] [ ] [ ]        |
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| Housing and Urban Development Employment and Training Activities |       |[ ] [ ] [ ]        |
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| Migrant and Seasonal Farmworkers |       |[ ] [ ] [ ]        |
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| Job Corps |       |[ ] [ ] [ ]        |
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| National Farmworker Jobs Program |       |[ ] [ ] [ ]        |
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| YouthBuild |       |[ ] [ ] [ ]        |
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| Other (Specify):      |       |[ ] [ ] [ ]        |
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