

February 2026



Preparation for PY26 MOU Narrative, Budget, and Negotiator roles



Overview

Impartial Lead Negotiator

Program Negotiator

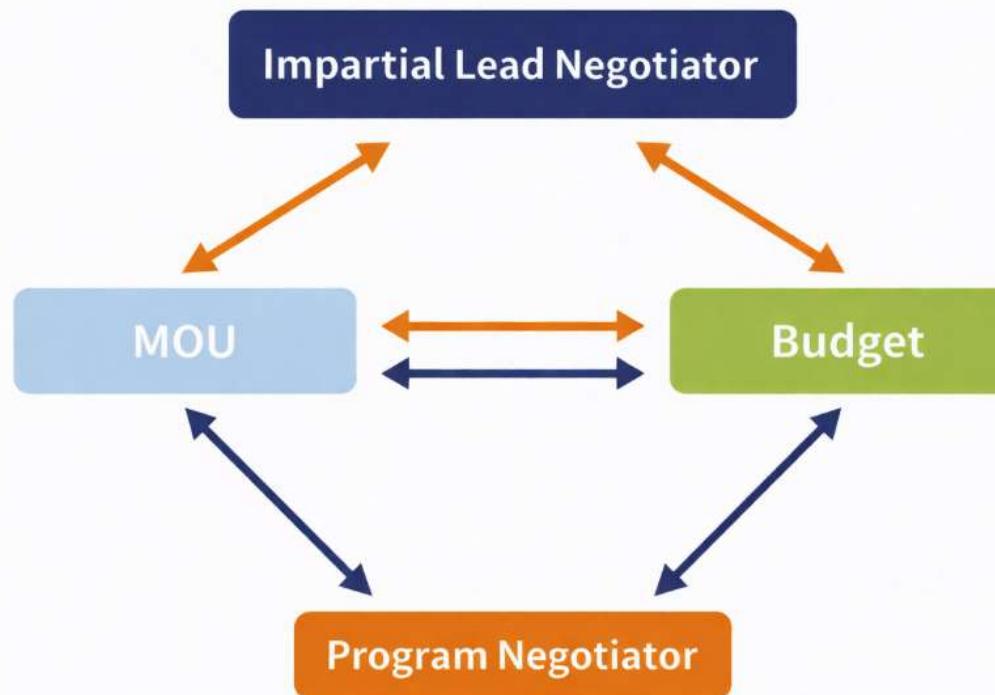
MOU and Budget Spreadsheet

Purpose of Annual MOU Budget



- Establishes how partners share costs and responsibilities
- Incorporated into the local MOU
- Reflects negotiated decisions
- Includes: infrastructure costs and local service delivery system costs
- Resets partner commitments for PY26

MOU & Budget Negotiation Flow





Impartial Lead Negotiator

Impartial Lead Negotiator



- Appointed by the local workforce board
- Serves as a neutral facilitator of negotiations
- Coordinates meetings and timelines
- Ensures all required partners have input

Budget Negotiator



- Represents a specific required partner program
- Provides program-specific cost and FTE information
- Reviews draft budgets and proposed allocations
- Raises questions or concerns during negotiations

Preparing for Negotiations



- Confirm required partners for the program year
- Gather prior-year cost information
- Confirm FTEs and service delivery methods
- Review existing leases and contracts

Lease and Cost Information



- Lease terms and covered services
- Costs included vs. costs billed separately
- Prior-year actual infrastructure costs

Initial Negotiation Meeting



- Review prior-year costs
- Discuss service demand and changes
- Confirm FTEs and service delivery models
- Identify new or anticipated costs

Draft Budget Development



- Draft budget developed by lead negotiator
- Shared with partners in advance of next meeting
- Time provided for review and questions

Second Negotiation Meeting



- Review draft budget and MOU narrative
- Discuss partner questions and concerns
- Agree on revisions and cost allocation

Final Budget & Approval



- Review final negotiated budget
- Confirm partner agreement
- Approve budget for inclusion in the MOU

First Year of a New MOU Cycle



- PY26 begins a new three-year MOU cycle
- All partner commitments are reset
- Annual budgets will be incorporated each year

Interactive Scenario: Reviewing a Partner Program Narrative



- You are reviewing the narrative section below as part of the negotiation process.
 - This partner program operates at service center located at 123 Anywhere St. Springfield, IL and provides a variety of community-based and supportive services designed to meet participant needs.
 - Services are delivered offsite as direct linkage via phone.
 - Services offered Monday – Friday 8:00-4:30.
 - Staffing onsite: 2 FTE

Negotiation Questions to Consider



Moving From Narrative Review to Negotiation

1. As the lead negotiator, what questions would you raise next?
2. Are the services described clearly defined and measurable?
3. Do the delivery methods align with how services are funded and accessed?
4. Is the staffing level (FTEs) reasonable for the scope of services described?
5. Are there services or roles that may overlap with other partners?
6. What additional detail is needed to support the MOU and budget?

Questions



QUESTIONS?



Program Negotiator

Program Negotiator: Role Overview



- Designated by each required partner
- Authorized to commit on behalf of the program
- Participates fully in negotiations

Program Negotiator Expectations



- Participate in all negotiation meetings
- Review materials in advance
- Raise questions and concerns early

Program Commitments in the MOU



- Services provided by the program
- Where and how services are delivered
- Staffing levels and access methods

Service Deliver Commitments



- Onsite staff
- Cross-trained staff
- Direct linkage technology

Choosing the Right Delivery Method



- Aligns with program capacity
- Supports customer access
- Matches budget commitment

Cost Sharing and Budget Review



- Review costs tied to your program
- Understand infrastructure vs. system costs
- Confirm accuracy before approval

Final Approval and Signatures



- Share approved commitments internally
- Follow agency signature processes
- Ensure consistency across documents

Questions



QUESTIONS?

MOU and Budget Spreadsheet

MOU Narrative: What this Document Does



- Documents negotiated decisions
- Defines partner roles and services
- Aligns service delivery and cost sharing
- Serves as the formal agreement

MOU Narrative: What Negotiators Must Confirm



- How each partner delivers services
- Where services are provided
- Staffing method used
- One-Stop Operator roles

MOU Narrative: Common Issues We See



- Vague service descriptions
- Staffing methods unclear
- MOU and budget don't align
- OSO roles not fully described

One-Stop Operating Budget: Purpose



- Documents shared costs
- Reflects negotiated contributions
- Supports the MOU narrative
- Required annually

Budget: Decisions Needed Before Entry



- Which costs are shared
- Who contributes
- Type of contribution
- Allocation methodology

Budget: Common Issues We See



- Missing payees
- OSO details inconsistent
- Contributions unclear
- Variance issues

Signature Pages: What to Know



- Reflect final agreements
- Avoid using acronyms
- Complete all required signature fields (including electronic signature affirmation, if applicable)
- Follow agency processes

MOU Signature Page



TITLE IB – ADULT, DISLOCATED WORKER, YOUTH

Signature

Printed Name

Title

Date

Organization

If submitting an electronic signature, check the box below. Failure to do so will result in a rejection of the signature page.

By checking this box, I affirm that I have followed the protocol for submitting an electronic signature as described in the Governor's Guidelines to State and Local Program Partners Negotiating Costs and Services Under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and any supplemental guidance for negotiating annual costs and services under WIOA.

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

Signature

Printed Name

Title

Date

Organization

Support and Next Steps



- Negotiate first
- Document second
- Ask questions early

PY 2026 MOU Activity Timeline



- Utilize most recent MOU Template

Activity	Proposed Date
Final Guidance for PY25 MOU negotiations issued	December 2025
PY 2026 Pre-Program Year Planning form due	December 31, 2025
PY 2026 Report of Outcomes Due (with preliminary budget and any waiver requests)	April 15, 2026
PY 2026 Final MOU and Budgets due	May 29, 2026
LWIAs make any needed changes to MOUs and Budgets (based on TA Team feedback)	October 2026
Final reviews are completed, and plans are uploaded to the IL workNet portal	November 2026

WIOA Implementation Documents & Updates Webpage:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

Questions



QUESTIONS?

Questions? Comments?



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