

February 2026



# Preparation for PY26 MOU Narrative, Budget, and Negotiator roles

# Overview

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**Impartial Lead Negotiator**

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**Program Negotiator**

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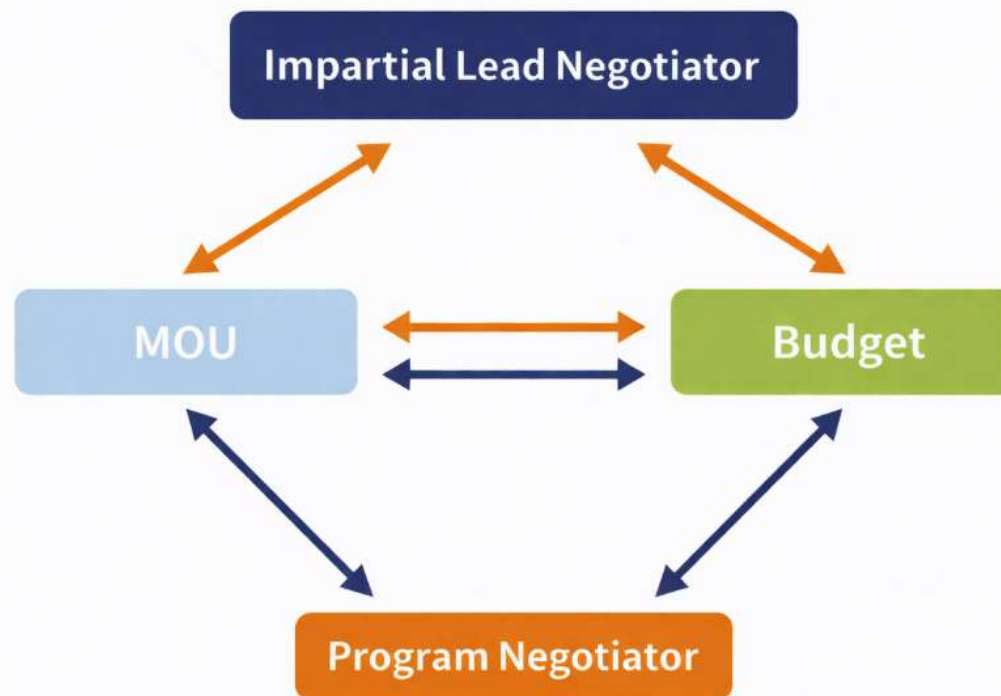
**MOU and Budget Spreadsheet**

# 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

|                       |                       |
|-----------------------|-----------------------|
| _____<br>Signature    | _____<br>Printed Name |
| _____<br>Title        | _____<br>Date         |
| _____<br>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

|                       |                       |
|-----------------------|-----------------------|
| _____<br>Signature    | _____<br>Printed Name |
| _____<br>Title        | _____<br>Date         |
| _____<br>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                                     | <b>December 2025</b>     |
| PY 2026 Pre-Program Year Planning form due  | <b>December 31, 2025</b> |
| PY 2026 Report of Outcomes Due (with preliminary budget and any waiver requests)    | <b>April 15, 2026</b>    |
| PY 2026 Final MOU and Budgets due   | <b>May 29, 2026</b>      |
| LWIAs make any needed changes to MOUs and Budgets (based on TA Team feedback)       | <b>October 2026</b>      |
| <b>Final reviews are completed, and plans are uploaded to the IL workNet portal</b> | <b>November 2026</b>     |

**WIOA Implementation Documents & Updates Webpage:**  
<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

Questions



QUESTIONS?

# Questions? Comments?



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