

Section 4

OSO Payment Provisions

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OSO Payment Provisions

The WIOA Interagency TA Team is in continued conversations with DOL Region V about potential solutions that do not add administrative burden or unnecessary financial transactions to demonstrate the exchange of funds between the LWIB and the OSO.

In the meantime ...



Governor's Guidelines for OSO Payment Provisions

Supplemental Guidance and Templates:

- 1. MOU Section 10 one section with new required content
- 2. MOU Budget Spreadsheet new rows in the existing tabs
- 3. MOU Budget Spreadsheet new tab specific to OSO cost sharing
- 4. Invoicing Process for OSO shared costs sample invoice provided

Separate but parallel to the Supplemental Guidance, MOU commitments would align with the OSO Agreement. A sample template will be provided.



New Content Required for MOU Section 10 "Procurement of One-Stop Operator"

New for PY 2021

- 1. Payment terms and frequency
- 2. Total cost of the OSO
- 3. Which partners are contributing to the OSO costs
- 4. Method of contribution

 PROCUREMENT OF ONE-STOP OPERATOR (Governor's Guidelines, Section 1, Item 8(j)) (§ 678,600-635)

[NOTE: Ensure that the following content agrees with and aligns to the budget spreadsheet and notes.]

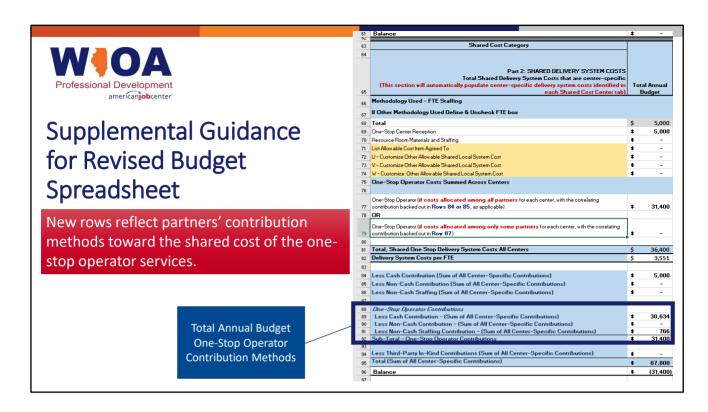
- Name the procured one-stop operator and identify the agreed upon one-stop operator model used
 for each one-stop center in the local area. The operator may be a single entity (public, private, or
 nonprofit) or a consortium of entities (if the consortium of entities is composed of one-stop partners,
 it must include a minimum of three of the one-stop partners).
- Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process.
 New for PY 2021:
- Describe the payment provisions, including the term, frequency and method of payment for onestop operator services.
- For each shared cost center, state the total cost of the one-stop operator and the required partners
 which are contributing to that costeost per partner.
- For each shared cost center, explain the method of contribution(s) (e.g. cash, non-cash, in-kind)
 each required partner is contributing to the cost of the one-stop operator will-utilize-to-exchange
 funds between the local-board (e.g. cash, non-cash, in-kind). Example: A consortium
 partner
 contributes the required one-stop-operator payment via-a non-cash contribution(s) in the amount
 of the market value for specific services under the One-Stop Operator Agreement, which have a fair
 market value to credit their amount owed.
- Assure that the one-stop operator will not perform any of the proscribed functions (§ 678.620(b)) to avoid a conflict of interest.

	cking on the boxes below, required partners in the local area affirm that the on rform the following proscribed functions:	e-stop operator wi
	☐ convene system stakeholders to assist in the development of the local plan	
	☐ prepare and submit local plans (as required under sec. 107 of WIOA)	
	☐ be responsible for oversight of itself	
	☐ manage or significantly participate in the competitive selection process for	one-stop operators
	☐ select or terminate one-stop operators, career services, and youth providers	2
	☐ negotiate local performance accountability measures	
	\square develop and submit budget for activities of the Local WDB in the local area	ı.
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Multiple Ways to Document the OSO Payment Provisions

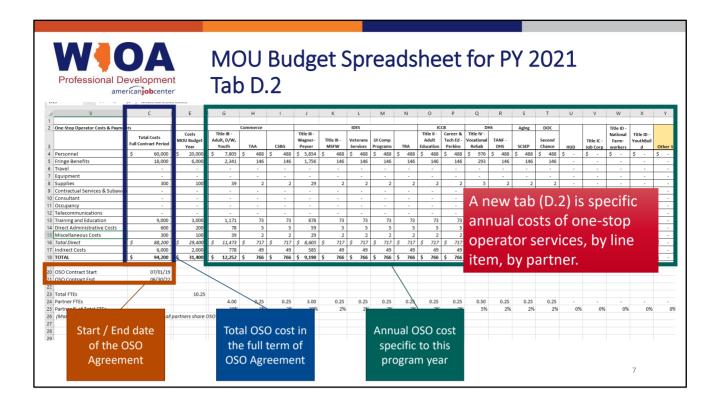
MOU budget spreadsheet showing annual contributions to OSO
☐ New rows in the Shared Cost Category
☐ New Tabs, B.2 and D.2
Invoice dedicated to a partner's contributions toward shared costs of the OSO services



Tab B of the One-Stop Operating Budget Spreadsheet sums the total amount per line item agreed upon by partners to share for a specific program year. The blue section identifies the shared delivery system costs across all American Job Centers.

Rows 88-92 are new. See the blue box. These new rows sum contribution methods toward the shared OSO costs.

Where does that information pull from? The new tab, which is called D.2.



Tab D2 shows the full amount of the OSO contract by line item, as well as the amount owed by each partner for that program year. This data feeds into Tab D, summing the one-stop operator costs and contribution methods by required program partner.

Step 1. Use Tab D.2 to <u>determine</u> the amount owed by participating partners. Step 2. Use Tab D to <u>indicate</u> the <u>amount owed</u> and <u>method of contribution</u> for participating partners.

Reminder - Amounts from each center's Tab D.2 must be manually added to each center's Tab D in Rows 89 -91 to indicate the manner in which the partner is making their contribution; i.e., cash, non-cash or in-kind staffing.

Tab D.2 is set up to spread the annual OSO cost across ALL partners using the FTEs methodology.

If your area does not share costs across all partners, then you may manually enter the cost.

If you have multiple centers...

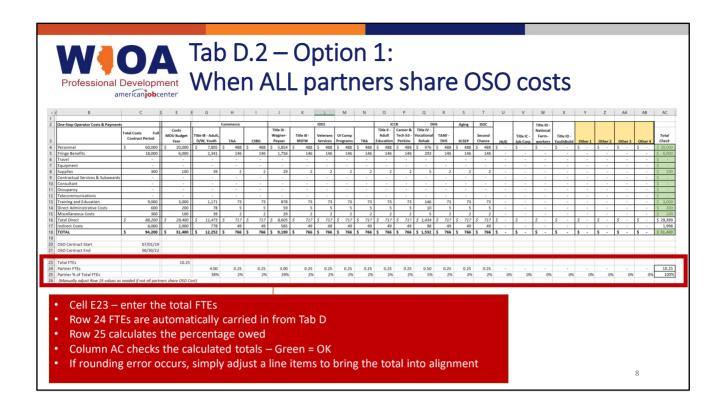
- * Tabs D.2 for each center automatically roll up into Tab B.2
- * B.2 shows the full amount of the OSO contract by line item, as well as the amount owed by each partner for that program year.

- * Amounts from each center's Tab D.2 must be manually added to each center's Tab D.
- * Once in Tab D, the data automatically feeds into Tab B, summing the one-stop operator costs and contribution methods by required program partner across all centers.

Looking more closely:

- The budget line items should align with the One-Stop Operator Agreement.
- Column C reflects the total cost of the one-stop operator services covering the full term of the One-Stop Operator Agreement.
- Column E shows the total cost for this budget year.
- Columns F through AB break down the annual cost per partner for this program year, alone.

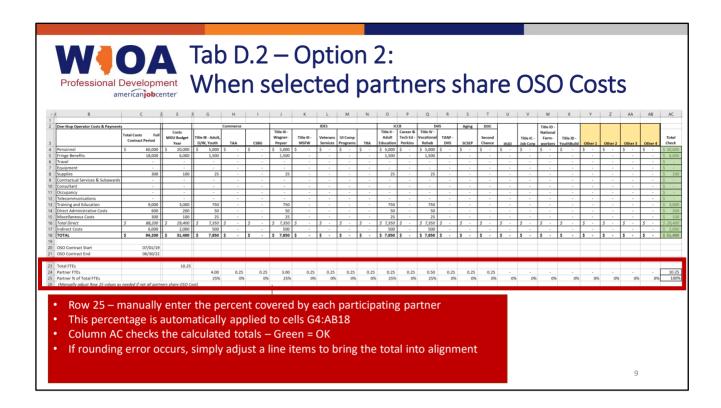
The OSO Agreement = term of the agreement
The MOU budget = annual breakout of costs / contributions



Step 1. Use Tab D.2 to <u>determine</u> the amount owed by participating partners.

If your area does not share costs across all partners...

 manually change the percentages in Row 25 and the sheet will calculate the amount owed by each participating partner.



If your area does not share costs across all partners...

 manually change the percentages in Row 25, and the sheet will calculate the amount owed by each participating partner in Rows 4-18



Sample Invoice

Required partners should establish an invoicing process to document the value of the OSO services provided by the one-stop operator, whether a consortium or single entity.

From: (Consortium Partner)	Invoice #
Address:	
Phone Number:	
To: (LWIB)	
Attention: (LWIB Fiscal Agent)	
Address:	
Phone Number:	
For one-stop operator services delivered during the period of under outlined in the One-Stop Operator Agreement dated (MM/DD/YYYY) and accordistop operating budget for Program Year 2021 effective July 1, 2020.	
Budget Line Items	Agreed-upon Value
Personnel	\$13,333.00
Fringe Benefits	\$3,100,00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$100.00
Contractual Services & Subawards	\$0.00
Consultant	\$0.00
Occupancy	\$0.00
Telecommunications	\$0.00
Training and Education	\$1,667.00
Direct Administrative Costs	\$200.00
Miscellaneous Costs	\$100.00
Total Direct	\$18,500.00
Indirect Costs	\$1,500.00
Total Value of Services	\$20,000.00
Consortium Partner Cash Contribution	\$0.00
Consortium Partner Cost Contribution	\$20.000.00
Composition and their contribution	\$20,000100
Total Amount due to One-Stop Operator	\$20,000.00
Less Contributions by Consortium Partner	(\$20,000.00)
Total Amount Due	\$0
Please make all checks payable to Total due within 30 days.	



Q: When do the One-stop Operator payment provisions take effect?

A: The MOUs that took effect on July 1, 2020 must be amended annually to append the agreed-upon budget for that program year. As part of that MOU amendment process, new content in the MOU Template Section 10 would be required to update in the PY 2021 submittal to verify the total cost of the OSO and the contributions of required partners toward those shared costs.

Also, the annual one-stop operating budget spreadsheet (a.k.a., MOU budget spreadsheet) must be amended for PY 2021 to incorporate the new rows for one-stop operator costs and contributions and the new tab specific to the annual budget for sharing one-stop operator costs.

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Q: Do we have to amend our PY 2020 (current) MOUs and one-stop operating budgets to reflect the one-stop operator payment provisions?

A: No. The one-stop operating budget spreadsheet must be amended and agreed upon for the PY 2021 budget, which will be submitted by June 30, 2021.

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Q: What if we do not include OSO costs in the MOU?

A: The U.S. Department of Labor made it clear that regardless of whether the one-stop operating model is a consortium of required partners or a single entity, the payment provisions must be made clear. Therefore, the PY 2021 MOU and one-stop operating budget spreadsheet must identify the full cost of the one-stop operator and indicate whether that cost is shared among any required partners in the local area.

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Q: We are still working on revisions to our MOU for Program Year 2020. When will the new forms be available to utilize for next program year?

A: All forms are available for download on the WIOA Implementation Portal on the "Documents & Updates" page: https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx

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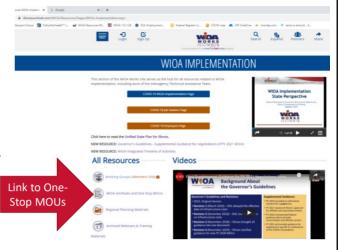


Documents Available for Download

WIOA Implementation Documents & Updates

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

- ☐ Supplemental Guidance for PY 2021 MOU negotiations
- ☐ MOU Template Revised for PY 2021
- One-Stop Operating Budget Spreadsheet – Revised for PY 2021
- ☐ Sample Invoice for One-Stop Operator Services







Submit questions to WIOA Frequently Asked Questions (FAQ)

https://www.illinoisworknet.com/WIOA/Resources/Pages/Advisory-Group-FAQ.aspx