

MEMORANDUM OF UNDERSTANDING SUBMITTAL INSTRUCTIONS FOR  
LOCAL WORKFORCE INNOVATION BOARDS

The Workforce Innovation and Opportunity Act of 2014 requires an approved Memorandum of Understanding (MOU) between a local workforce innovation board (LWIB) and required partner agencies that provide services in a local workforce area.

1. MOUs must at least be negotiated every three years. Fully executed MOUs must be submitted every three years or each time renegotiated within the three-year period.
2. Approved budgets must be submitted annually.

Although local areas can tailor the language within the MOU, the MOU must be submitted in the same format as in the template provided (Appendix Items 3 to the Governor's Guidelines, Revision 1). The electronic fillable document includes the narrative, signature sheets and a template for a local service matrix.

For guidance purposes only, a supporting document accompanies the MOU template. This supporting document provides example language that LWIBs may choose to use or customize, but it is not required.

Additional required items include the Annual Budget Form (Appendix Items 9 and 10 from the Governor's Guidelines, Revision 1) and Report of Outcomes from Local MOU Negotiations (Appendix 11 from the Governor's Guidelines, Revision 1). These forms are attached.

DRAFT BUDGETS

- 1) Local board chairs and chief elected officials are required to submit a draft budget using the attached spreadsheet (Appendix Items 9 and 10).
- 2) Documents must be submitted as an Excel spreadsheet named "DRAFT Annual MOU Budget-LWIAXX."
- 3) Draft annual budgets must be submitted by **April 30, 2016**.
- 4) Please submit via email to [wioaplans-mous@illinoisworknet.com](mailto:wioaplans-mous@illinoisworknet.com).

REPORT OF OUTCOMES SUBMITTAL PROCESS

- 1) Local board chairs and chief elected officials are required to report outcomes from local MOU negotiations using the attached fillable document (Appendix 11).
- 2) Documents must be submitted as a PDF named "Report of Outcomes-LWIAXX-YYYY-MM-DD" where YYYY-MM-DD is the date the document was finalized".
- 3) Report of Outcomes are due by **May 31, 2016**.
- 4) Please submit via email to [wioaplans-mous@illinoisworknet.com](mailto:wioaplans-mous@illinoisworknet.com).

MOU SUBMITTAL PROCESS

- 1) Documents must be submitted as a PDF and named "MOU-LWIAXX-YYYY-MM-DD" where YYYY-MM-DD is the date the document was finalized".
- 2) Executed MOU documents are due by **July 15, 2016**.
- 3) Please submit via email to [wioaplans-mous@illinoisworknet.com](mailto:wioaplans-mous@illinoisworknet.com).

ANNUAL BUDGET SUBMITTAL PROCESS

- 1) Documents must be submitted using the attached spreadsheet (Appendix Items 9 and 10).
- 2) Documents must be submitted as an Excel spreadsheet named "Annual MOU Budget-LWIAXX-YYYY-MM-DD where YYYY-MM-DD is the date the document was finalized."

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- 3) Approved annual budgets must be submitted by **July 15, 2016**.
- 4) Please submit via email to [wioaplans-mous@illinoisworknet.com](mailto:wioaplans-mous@illinoisworknet.com).

**You may submit when the required documents are in final form and all required signatures are obtained.**