

December 4, 2024



# Final MOU Guidance for Program Year 2025

# OVERVIEW



Reminders

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**WIOA Frequently Asked Questions:**

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



**Program Year 2025 MOU and  
Budget Negotiation Reminders**

# Reminders: MOUs and Budget Negotiations



MOUs:

- Serve as a tool to achieve integration
- Reflect a shared vision and commitment of local workforce innovation boards (LWIBs)
- Document each required partner's commitments to service delivery
- Demonstrate negotiations were in good faith by individuals with authority to commit financial and programmatic resources

**MOU negotiated every 3 years**

**Shared costs negotiated annually**

# Reminders: MOUs and Budget Negotiations (continued)



## Decisions reflected in the MOU:

1. Services that can be accessed in the local one-stop delivery system
2. Locations where services are made available
3. Each program partner's method of delivering services
4. Role of one-stop center operators
5. Coordination of referrals
6. Partner commitments to operationalize Service Integration Action Plans
7. Partner commitments to share in infrastructure costs and local service delivery system costs (annually)



# **Feedback** from Draft MOU Guidance

# Reference guide for annual MOU date changes-Budget



1. In the “A-Total FTEs All Centers” and “C-FTEs-Center 1” tabs, Cell C5 asks for the Program Year. Please include the upcoming Program Year.
2. In the “B-Total Shared Costs All Ctrs” and “D-Shared Costs-Center 1” tabs, Cell B5 asks for the Program Year. Please include the upcoming Program Year.
3. Also in the “B-Total Shared Costs All Ctrs” and “D-Shared Costs-Center 1” tabs, the notes section on the bottom of each tab could potentially list the Program Year and/or date. Please make sure these references have the updated Program Year and/or appropriate date.
4. In the “D.2-OSO Costs-Center 1” tab, Cells C20 and 21 may need updated if the contract end date has expired. If the contract is for several years and the end date has not expired, then you would not need to make an update to these cells.

**\*\*As a note for the LWIAs that have multiple comprehensive one-stop centers – you will need to do the above steps for additional center you have (not just Center 1, like referenced above).**

# Reference guide for annual MOU date changes-MOU



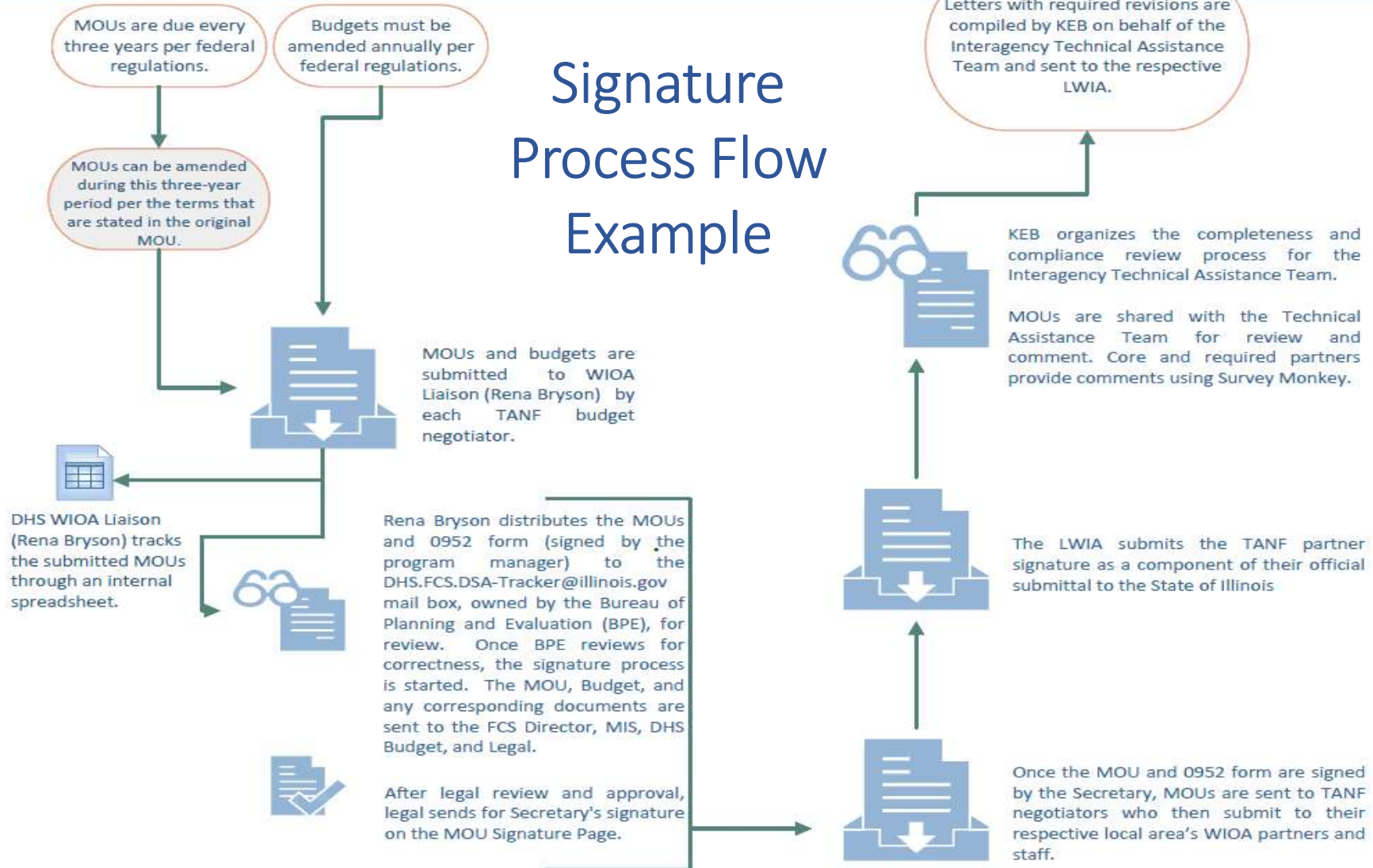
1. In Section 2, ensure the three required dates are accurately listed. As an example for PY25:
  - a. Effective date of the original MOU: July 1, 2023
  - b. Effective date of the MOU Amendment: July 1, 2025
  - c. Termination date of the MOU: June 30, 2026
2. In Section 5, the first requirement asks for a description of the process and efforts of the LWIB and required partners to negotiate the MOU. Most areas listed the dates of their meetings and of the different phases of the process. Ensure that these dates are updated.
3. In Section 10, dates are required regarding the RFP process. Please ensure older dates in this section are updated.
4. In Section 13, dates are required regarding the time period for which the Infrastructure Funding Agreement is effective. Typically, there are other dates listed throughout this section with reconciliation and other important dates associated with finances. Ensure that all dates in Section 13 are updated.
5. On the MOU Cover Page, the amendment year should be updated to say Number 2 for this upcoming year.
6. In the IDES Non-Disclosure Agreement, dates should be updated to say July 1, 2025 – June 30, 2026.



# Contact List



## Signature Process Flow Example



# Poll Results



- **Training**
  - 60% would find Direct Linkage checklist training helpful
  - 72% would find Budget training helpful
  - 74% would find negotiators role training helpful
- Mark your calendars February 5, 2025, 1:00-2:30
  - PY25 MOU Training for Negotiators role and Budget completion



**FINAL MOU** Guidance for Program  
Year 2025

# FINAL MOU Guidance



MOU Guidance to the Governor's Guidelines will be issued in November 2024 specific to PY25 MOU negotiations that start in December 2024.

1. MOU Template (no changes from PY 2024)
2. MOU Narrative Assistance
3. Appendix I - Required Checklist for Local Partner Service Delivery via Direct Linkage
4. Budget Spreadsheet Assistance
5. Final MOU Submittal Date
6. Requirements for electronic signatures and other Signature Guidance

# FINAL MOU Guidance



1. MOU Template (no changes from PY2024)
2. MOU Narrative Assistance

# FINAL MOU Guidance



- Reminder
  - Update the Program Year 2024 (PY24) references to Program Year 2025 (PY25)
  - The final MOU narrative would be submitting a clean and a redlined version.
  - The MOU narrative cover page is used during amendment years 2 and 3.

# FINAL MOU Guidance



**6. NAME AND LOCATION OF ALL SERVICE LOCATIONS (Governor’s Guidelines, Section 1, Item 8(d)) (§ 678.310, § 678.315 and § 678.320)**

- Provide the name and address of the comprehensive one-stop center(s) in the local service delivery system.
- Clearly identify and list any designated affiliate sites and specialized centers, clearly indicating which type of site has been designated.<sup>2</sup>

*Note: The information provided in this section must match the Illinois Workforce Development System (IWDS) and Illinois workNet listings.*

| Comprehensive One-Stop Center(s)  | Designated Affiliate Sites | Designated Specialized Centers |
|---|----------------------------|--------------------------------|
| Crystal Lake One Stop Center<br>13 Elm Street<br>Blairstown, Illinois 60608 | [ ]                        | [ ]                            |



# FINAL MOU Guidance



## 7. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1))

- In the spaces provided below:
  - *For each program, describe the staffing plan around which services will be provided by in-person staff, cross-trained partner staff (included the partner's name) or contract provider (include the provider's name), or direct linkage (include the specific method of direct linkage).*
  - *Describe how each required program's services are provided in real time in all service locations during all regular business hours.*

# FINAL MOU Guidance



## 7. DESCRIPTION OF COMPREHENSIVE ONE-STOP SERVICES (Sec. 121 (c)(2)(i)) (Governor's Guidelines, Section 1, Items 8(e)-(g)) (§ 678.500(b)(1))

- In the spaces provided below:
  - The agreed-upon plan for holding in-person orientations, workshops, or other group events, including capacity limits for such group events.
  - The Resource Room protocol when capacity is reached, and customers wait to access the Resource Room services.
  - The agreed-up staffing plan to designate a program position to direct walk-in customers. The staffing plan must specify that if security personnel are present at the one-stop center, they cannot be responsible for determining which customers require an appointment and which customer can be seen on a walk-in basis. This is a program staff responsibility.
  - The agreed-upon messaging, signage, and communications planned to make it explicit to customers which services are available to walk in customer and which require appointments.
  - If security personnel are present at the one-stop center(s), the agreed-upon plan to ensure initial staff interaction with the public is within the security personnel's line of sight, that security personnel are aware of the service area, and the protocol for alerting security if staff need assistance during service delivery.
  - Explain the programs and services that correlate with the boxes checked in the Career

# FINAL MOU Guidance



## 9. PHYSICAL ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§678.500(b)(4))

- *Describe how—through specific examples and commitments —required partners will assure the physical accessibility of the comprehensive one-stop center(s) and any designated affiliate sites or specialized centers, including the following:*
  - *The designated service location layout supports a culture of inclusiveness*
  - *The location 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 designated for individuals with disabilities*
  - ⊖ *The agreed upon plan for addressing waiting lines outside of the one-stop center entrance*

# FINAL MOU Guidance



## 3. Appendix I - Required Checklist for Local Partner Service Delivery via Direct Linkage

# FINAL MOU Guidance



## IDENTIFYING INFORMATION

|   |
|---|
| <b>LWIA:</b><br>[REDACTED]  |
| <b>ONE-STOP CENTER ADDRESS:</b><br>[REDACTED]   |
| <b>COMPREHENSIVE ONE-STOP CENTER NAME:</b><br>[REDACTED]  |
| <b>NAME OF PARTNER AND/OR AFFILIATED REQUIRED PROGRAM:</b><br>[REDACTED]                            |
| <b>CONTACT PERSON:</b><br>[REDACTED]  |
| <b>CONTACT PHONE NUMBER:</b><br>[REDACTED]  |
| <b>DATE OF DIRECT LINKAGE CHECKLIST COMPLETION:</b><br><a href="#">Click here to enter a date.</a>  |
| <b>NAME(S) &amp; TITLE(S) OF INDIVIDUALS COMPLETING THE DIRECT LINKAGE CHECKLIST:</b><br>[REDACTED] |
| <b>LOCAL AREA LEAD MOU NEGOTIATOR:</b><br>[REDACTED]  |

# FINAL MOU Guidance



## APPENDIX I

### OTHER COMMENTS

### INDIVIDUAL COMPLETING CHECKLIST ON BEHALF OF LOCAL PARTNER SIGNATURE(S)

|              |              |
|--------------|--------------|
| Signature    | Printed Name |
| Title        | Date         |
| Organization |              |

# FINAL MOU Guidance



## 4. Budget Spreadsheet Assistance



# FINAL MOU Guidance



|  |                                    |
|--|------------------------------------|
| OSO Contract Start   | 7/1/2022                           |
| OSO Contract End   | 6/30/2026                          |
| Total FTEs   |                                    |
| Partner FTEs   |                                    |
| Partner % of Total FTEs                                      |                                    |
| <i>(Manually adjust Row 25 values as needed if not all p</i> |                                    |
| <b>The .25 Total FTE is a formula placeholder</b>            |                                    |
| <b>NOTE: ALL COSTS FOR THE ONE STOP OPERATOR ARE</b>         |                                    |
| ▶ ...  | D.2-OSO Costs-Center 1 FTEs-Center |

| Shared Cost Category   | Total Annual Budget                 | Partner Responsible for Payment (Payee) |
|--|-------------------------------------|---|
| Part 1:<br>One-Stop Center<br><b>SHARED INFRASTRUCTURE COSTS</b> |                                     |   |
| Methodology Used - FTE Staffing                                  | <input checked="" type="checkbox"/> |   |
| If Other Methodology Used Define & Uncheck FTE box               |                                     |   |
| Facilities Costs   | \$ 95,967.91                        |   |
| Lease Cost   | \$ 50,000.00                        | IDES                                    |
| Facility Maintenance   |                                     |   |
| Property and Casualty Insurance                                  |                                     |   |
| Security Services  | \$ 30,000.00                        | IDES                                    |
| Cleaning Services / Janitorial                                   | \$ 10,000.00                        | IDES                                    |



# FINAL MOU Guidance



|    |                             |
|----|-----------------------------|
| 22 | Notes on one-stop operator: |
| 23 |                             |
| 24 |                             |
| 25 |                             |
| 26 |                             |
| 27 |                             |
| 28 |                             |

... A-Total FTEs All Centers B-Total Shared Costs All Ctrs B.2-OSO Costs All Ctrs C-FTEs-Center 1 D-Shared Costs-Center 1

Accessibility: Investigate

# FINAL MOU Guidance



|          |   | Partner's Total Cash Contribution | Dollar Amount of 10% Variance (if applicable) | Partner's Total Cash Contribution plus 10% Variance (if applicable) |
|----------|---|-----------------------------------|---|---|
| Commerce | Title IB - Adult, Youth, & Dis. Workers |                                   |   |   |
|          | TAA                                     |                                   |   |   |
|          | CSBG                                    |                                   |   |   |
| IDES     | Title III - Wagner-Peyser               |                                   |   |   |
|          | Title III - MSFW                        |                                   |   |   |
|          | Veterans Services                       |                                   |   |   |
|          | UI Comp Programs                        |                                   |   |   |
|          | TRA                                     |                                   |   |   |
| ICCB     | Title II - Adult Education              |                                   |   |   |
|          | Career & Tech Ed - Perkins              |                                   |   |   |
| DHS      | Title IV - Vocational Rehab             |                                   |   |   |
|          | TANF - DHS                              |                                   |   |   |
| Aging    | SCSEP                                   |                                   |   |   |
| DOC      | Second Chance                           |                                   |   |   |
| HUD      |   |                                   |   |   |

# FINAL MOU Guidance



5. Final MOU Submittal Due Date is May 30, 2025
6. Requirements for Using Electronic Signatures and other Signature Guidance

# FINAL MOU Guidance



REQUIRED PARTNER SIGNATURES

**LOCAL WORKFORCE INNOVATION BOARD CHAIR**

|              |                      |              |                      |
|--------------|----------------------|--------------|----------------------|
| Signature    | <input type="text"/> | Printed Name | <input type="text"/> |
| Title        | <input type="text"/> | Date         | <input type="text"/> |
| Organization | <input type="text"/> |              |                      |

*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.



# **Program Year 2025 MOU Activity Timeline**

# PY 2025 MOU Activity Timeline



- Utilize most recent MOU Template (Same from PY24)

| Activity  | Proposed Date            |
|---|--------------------------|
| Final Guidance for PY25 MOU negotiations issued                                     | <b>December 2024</b>     |
| <b>PY 2025 Pre-Program Year Planning form due</b>                                   | <b>December 31, 2024</b> |
| PY 2025 Report of Outcomes Due (with preliminary budget and any waiver requests)    | <b>April 15, 2025</b>    |
| PY 2025 Final MOU and Budgets due   | <b>May 30, 2025</b>      |
| LWIAs make any needed changes to MOUs and Budgets (based on TA Team feedback)       | <b>October 2025</b>      |
| <b>Final reviews are completed, and plans are uploaded to the IL workNet portal</b> | <b>November 2025</b>     |

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

# QUESTIONS ON FINAL PY 2025 MOU GUIDANCE?

# Questions? Comments?



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