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Wednesday Webinars

Webinar to Seek Feedback About the Governor's Guidelines – Supplemental Guidance for PY18 (SFY19)

November 8, 2017



Today's Webinar

- Background and purpose
- KEB presentation → Your feedback
- Main concepts in draft Supplemental Guidance for your feedback
 - Timeline
 - Affiliate centers
 - One-stop operator costs
 - Semi-annual reconciliation of costs
 - Revised one-stop operating budget spreadsheet
 - Revised MOU Section 12 budget narrative
 - New Outcome Report
 - Other technical changes to MOU template
- Next steps and timeline

Background

New requirements and clarifications explained in:

TEGL 17-16—*Infrastructure Funding in the One-Stop Delivery System*

TEGL 15-16—*Competitive Selection of One-Stop Operators*

- MOUs good for three years
- Budgets good for only one year
- PY17 reconciliation of costs required
- PY18 changes expanding infrastructure cost sharing requirements to affiliate centers
- PY18 need to show costs of one-stop operators in annual budgets

[TEGL 17-16 https://wdr.doleta.gov/directives/corr_doc.cfm?docn=4968](https://wdr.doleta.gov/directives/corr_doc.cfm?docn=4968)

[TEGL 15-16 https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8116](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8116)

Purpose of the Supplemental Guidance

Governor's Guidelines – Revision 2 remains in effect.

The Supplemental Guidance for PY18 focuses on new requirements for cost sharing. It also provides guidance on reconciliation of budgeted to actual costs for PY17 (current year).

New spreadsheets and a new “outcome report” are included.

1. Clarify timelines and requirements specific to PY18 budget negotiations
2. Affirm affiliate centers are subject to cost sharing requirements in PY18
3. Make technical changes
4. Provide a new “outcome report” for annual budget and two new spreadsheet templates
5. Provide guidance for reconciliation of PY17 costs

PY18 Timeline

General timeline and process used for MOU negotiations described in Governor's Guidelines – Revision 2 still apply to annual budget negotiations.

PY18 (SFY19) Timeline	Activity
January 1, 2018	<ul style="list-style-type: none">• PY18 local negotiation of shared costs begins
April 15, 2018	<ul style="list-style-type: none">• Local budget negotiations end• New Outcome Report of Annual Budget Negotiation for PY18 due• Draft one-stop delivery system budget spreadsheet due
May 1, 2018	<ul style="list-style-type: none">• 30-day remediation period begins for local areas not in agreement
May 31, 2018	<ul style="list-style-type: none">• LWIAs at impasse on cost sharing are referred to Governor's Office
June 15, 2018	<ul style="list-style-type: none">• Governor determines each required partner's share of costs for local areas that did not reach agreement
July 1, 2018	<ul style="list-style-type: none">• Signed, amended MOU incorporating the PY18 one-stop delivery system budget submitted to Mike Baker at Commerce

Affiliate and Specialized Centers

- **New:** Infrastructure cost sharing requirements will apply to affiliate and specialized centers in PY18, starting July 1, 2018.
 - This includes requirements for periodic reconciliation of budgeted to actual costs.
- State policy defining affiliate centers is under development.

In the meantime, the Supplemental Guidance says:

“Infrastructure costs must be shared proportionately among all required partners agreeing to provide services in any service location that a local workforce board designates as an affiliate.”

Feedback About Approach to Affiliate Centers in PY18

*In the meantime, the
Supplemental Guidance says:*

*“Infrastructure costs must be
shared proportionately among all
required partners agreeing to
provide services in any service
location that a local workforce
board designates as an affiliate.”*

One-Stop Operator Costs

Whether the one-stop operator is a single entity or a consortium, the cost of the one-stop operator must be included in the one-stop operating budget spreadsheet and explained in the budget narrative.

When required partners agree to share the one-stop operator costs:

- The cost of the one-stop operator is entered into the designated line item under Shared Delivery System Costs.

When required partners do not plan to share the one-stop operator costs:

- The cost of the one-stop operator is entered into the in-kind staffing line item and explained in the “notes” and budget narrative.

Feedback About One-Stop Operator Costs in Budget

Whether the one-stop operator is a single entity or a consortium, the cost of the one-stop operator must be included in the one-stop operating budget spreadsheet and explained in the budget narrative.

Reconciliation of Budgeted to Actual Costs

- **Purpose of reconciliation: Ensure the cost allocation methodology demonstrates that each partner pays in proportion to the relevant benefit received (TEGL 17-16, page 3).**
- “Periodic reconciliation” of budgeted to actual costs starts in PY17.
- Illinois is requiring reconciliation at least semi-annually.
- Required partners can opt to reconcile more frequently.
- Reconciliation does not require an MOU amendment or signatures.
- Partners who owe pay within 60 days.
- Partners who overpaid get a credit toward the next reconciliation.

Reconciliation Responsibility

- The LWIB is responsible for ensuring reconciliation occurs at least twice a year.
- The LWIB is responsible for designating an individual or entity that will actually perform the reconciliation and facilitate transactions (e.g., one-stop operator).

Reconciliation Details

- Reconciliation is based on actual costs incurred compared with budgeted amounts of each line item.
- For purposes of reconciliation, each partner's original FTE commitment remains the basis for adjusting its proportionate share during reconciliation.

- ***Rationale: If a required partner's FTE commitment in a one-stop center changed, that would automatically affect all other partners' proportionate share of costs.***
- ***A change in a required partner's FTE commitment requires a budget amendment and new signatures.***

Reconciliation Versus Budget Amendment

Reconciliation = Less than 15% variance of a line item that accounts for less than 10% of the total one-stop operating budget.

Example: The actual cost of signage was \$500 more than budgeted. This did not significantly change each required partner's proportionate share of the agreed-upon infrastructure cost. Reconciliation evens out each partner's contribution without requiring a budget amendment.

Budget amendment = More than 15% variance of a line item that accounts for at least 10% of the total one-stop operating budget.

Example: A required partner identified the actual demand for services justifies decreasing the partner's FTE commitment by 2 FTEs. This would affect all partners' proportion of the one-stop center shared costs. All required partners must agree to the one partner's reduced FTE commitment and execute a budget amendment signed by all partners.

Example of
PY17
Reconciliation

Column1	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Partner 11	Partner 12	Partner 13	Total
Budget														
Quarter 1 Budget	3628	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	10158
Quarter 2 Budget	3628	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	10158
Quarter 3 Budget	3628	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	10158
Quarter 4 Budget	3628	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	10158
Total annual budget	14512	1451	1451	5805	1451	1451	1451	1451	5805	1451	1451	1451	1451	40632
Actual Costs														
Quarter 1	3265.2	326.475	326.475	1306.125	326.475	326.475	326.475	326.475	1306.125	326.475	326.475	326.475	326.475	9142.2
Quarter 2	3628	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	10158
Quarter 3	2902.4	290.2	290.2	1161	290.2	290.2	290.2	290.2	1161	290.2	290.2	290.2	290.2	8126.4
Quarter 4	3628	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	1451.25	362.75	362.75	362.75	362.75	10158
Total annual cost	13423.6	1342.175	1342.175	5369.625	1342.175	1342.175	1342.175	1342.175	5369.625	1342.175	1342.175	1342.175	1342.175	37584.6
Budgeted FTEs	2.5	0.25	0.25	1	0.25	0.25	0.25	0.25	1	0.25	0.25	0.25	0.25	7
Partner % of Total	0.36	0.04	0.04	0.14	0.04	0.04	0.04	0.04	0.14	0.04	0.04	0.04	0.04	1.00
Quarter 1	2.5	0.25	0.25	1	0.25	0.25	0.25	0.25	1	0.25	0.25	0.25	0.25	7
Quarter 2	2.5	0.25	0.25	1	0.25	0.25	0.25	0.25	1	0.25	0.25	0.25	0.25	7
Quarter 3	2.5	0.25	0.25	1	0.25	0.25	0.25	0.25	1	0.25	0.25	0.25	0.25	7
Quarter 4	2.5	0.25	0.25	1	0.25	0.25	0.25	0.25	1	0.25	0.25	0.25	0.25	7
Annual Actual FTEs	2.25	0.25	0.25	0.75	0.25	0.25	0.25	0.25	1	0.5	0.25	0.25	0.25	6.75
Partner % of Total	0.33	0.04	0.04	0.11	0.04	0.04	0.04	0.04	0.15	0.07	0.04	0.04	0.04	1.00
Quarter 1	2.5	0.25	0.25	1	0.25	0.25	0.25	0.25	1	0.5	0.25	0.25	0.25	7.25
% of total in Qtr.	0.34	0.03	0.03	0.14	0.03	0.03	0.03	0.03	0.14	0.07	0.03	0.03	0.03	1.00
Quarter 2	2.5	0.25	0.25	1	0.25	0.25	0.25	0.25	1	0.5	0.25	0.25	0.25	7.25
% of total in Qtr.	0.34	0.03	0.03	0.14	0.03	0.03	0.03	0.03	0.14	0.07	0.03	0.03	0.03	1.00
Quarter 3	2	0.25	0.25	0.5	0.25	0.25	0.25	0.25	1	0.5	0.25	0.25	0.25	6.25
% of total in Qtr.	0.32	0.04	0.04	0.08	0.04	0.04	0.04	0.04	0.16	0.08	0.04	0.04	0.04	1.00
Quarter 4	2	0.25	0.25	0.5	0.25	0.25	0.25	0.25	1	0.5	0.25	0.25	0.25	6.25
% of total in Qtr.	0.32	0.04	0.04	0.08	0.04	0.04	0.04	0.04	0.16	0.08	0.04	0.04	0.04	1.00
Actual Share														
Quarter 1	3152.48	315.25	315.25	1260.99	315.25	315.25	315.25	315.25	1260.99	630.50	315.25	315.25	315.25	9142.20
Quarter 2	3502.76	350.28	350.28	1401.10	350.28	350.28	350.28	350.28	1401.10	700.55	350.28	350.28	350.28	10158.00
Quarter 3	2600.45	325.06	325.06	650.11	325.06	325.06	325.06	325.06	1300.22	650.11	325.06	325.06	325.06	8126.40
Quarter 4	3250.56	406.32	406.32	812.64	406.32	406.32	406.32	406.32	1625.28	812.64	406.32	406.32	406.32	10158.00
Annual total	12528.20	1392.02	1392.02	4176.07	1392.02	1392.02	1392.02	1392.02	5568.09	2784.04	1392.02	1392.02	1392.02	37584.60
Planned/Actual Difference														
Quarter 1	(475.52)	(47.50)	(47.50)	(190.26)	(47.50)	(47.50)	(47.50)	(47.50)	(190.26)	267.75	(47.50)	(47.50)	(47.50)	(1,015.80)
Quarter 2	(125.24)	(12.47)	(12.47)	(50.15)	(12.47)	(12.47)	(12.47)	(12.47)	(50.15)	337.80	(12.47)	(12.47)	(12.47)	0.00
Quarter 3	(1,027.55)	(37.69)	(37.69)	(801.14)	(37.69)	(37.69)	(37.69)	(37.69)	(151.03)	287.36	(37.69)	(37.69)	(37.69)	(2,031.60)
Quarter 4	(377.44)	43.57	43.57	(638.61)	43.57	43.57	43.57	43.57	174.03	449.89	43.57	43.57	43.57	0.00
Annual total	(2,005.75)	(58.98)	(58.98)	(1,628.93)	(58.98)	(58.98)	(58.98)	(58.98)	(236.91)	1,333.04	(58.98)	(58.98)	(58.98)	(3,047.40)

Feedback About Reconciliation Concepts

- Illinois is requiring reconciliation at least semi-annually.
- Required partners can opt to reconcile more frequently.
- Reconciliation does not require an MOU amendment or signatures.
- Partners who owe pay within 60 days.
- Partners who overpaid get a credit toward the next reconciliation.
- LWIB responsible for ensuring reconciliation occurs and designating someone to perform reconciliation

- Reconciliation = Less than 15% variance of a line item that accounts for less than 10% of the total one-stop operating budget.
- Budget amendment = More than 15% variance of a line item that accounts for at least 10% of the total one-stop operating budget.
- A change in a required partner's FTE commitment requires a budget amendment and new signatures.

One-stop Operating Budget Spreadsheet

Main concepts:

1. One-stop operating budget encompasses the Infrastructure Funding Agreement (IFA)
2. One-stop operating budget includes one tab for each service location
 - Every comprehensive one-stop center gets its own tab
 - Every affiliate or specialized center gets its own tab
3. Shared delivery system costs are split into two categories
 - Delivery system costs specific to that location (e.g., resource room specialist)
 - Delivery system costs spread across all locations in the LWIA (e.g., board staff costs)
4. Partners will make FTE commitments for each service location
5. One-stop operator costs must be reflected as either a shared cost or an in-kind contribution

One-stop Operating Budget Spreadsheet (cont.)

Additional improvements:

1. All cells identifying infrastructure costs and shared delivery system costs are now customizable and include more rows for additional line items
2. A new column indicates which partner is expending the money for that line item (i.e., who is owed money from other partners)
3. If multiple partners are paying lease costs, identify them in separate rows
 - Example: Show IDES lease costs in one row, and Title IB lease costs in another row
4. Partners who pay lease costs directly to a vendor (rather than shared among partners) enter that cost as a non-cash contribution

FTE Commitment (Center 1)

This tab is to be completed with each partner's FTE commitment **specific to this center.**

Local Workforce Innovation Area:	
Cost Allocation Spreadsheets for PY: 18	
For the Center Located in:	

		Required Partner FTEs Committed to Provide Onsite Program Services	Onsite FTEs Who Will be Cross-trained to Provide Program Services on Behalf of Another Partner				Total Onsite FTEs	Offsite FTEs Providing Program Services in the Center via Direct Linkage	TOTAL FTEs	
			Contributing Partner 1 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program Services	Contributing Partner 2 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program Services				
Commerce	Title IB - Adult, Youth, & Dis. Workers					-		-	Title IB - Adult, Youth, & Dis. Workers	Commerce
	TAA					-		-	TAA	
	CSBG					-		-	CSBG	
IDES	Title III - Wagner-Peyser					-		-	Title III - Wagner-Peyser	IDES
	Title III - MSFW					-		-	Title III - MSFW	
	Veterans Services					-		-	Veterans Services	
	UI Comp Programs					-		-	UI Comp Programs	
	TRA					-		-	TRA	
ICCB	Title II - Adult Education					-		-	Title II - Adult Education	ICCB
	Career & Tech Ed - Perkins					-		-	Career & Tech Ed - Perkins	
DHS	Title IV - Vocational Rehab					-		-	Title IV - Vocational Rehab	DHS
	TANF - DHS					-		-	TANF - DHS	
Aging	SCSEP					-		-	SCSEP	Aging
DOC	Second Chance					-		-	Second Chance	DOC
HUD						-		-	HUD	
	Title IC - Job Corp					-		-	Title IC - Job Corp	
	Title ID - National Farmworkers					-		-	Title ID - National Farmworkers	
	Title ID - YouthBuild					-		-	Title ID - YouthBuild	
	Other 1					-		-	Other 1	
	Other 2					-		-	Other 2	
	Other 3					-		-	Other 3	
	Other 4					-		-	Other 4	
TOTAL - SHARED COST FTEs		-	-	-	-	-	-	-	-	

Total FTE Commitment (All)

This tab is designed to show each partner's total FTE commitment across all service locations in the local area. This sheet will auto-populate with FTE Calculations for each Center.

Local Workforce Innovation Area:											
Cost Allocation Spreadsheets for PY: 18											
Sum of FTE Commitments Across All Service Locations		Partner FTEs Committed to Provide Onsite Program	Onsite FTEs Who Will be Cross-trained to Provide Program Services on Behalf of Another Partner				Total Onsite FTEs	Offsite FTEs Providing Program Services in the Center via Direct Linkage		TOTAL FTEs	
			Contributing Partner 1 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program Services	Contributing Partner 2 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program Services					
Commerce	Title IB - Adult, Youth, & Dis.					-			-	Title IB - Adult, Youth, & Dis. Workers	Commerce
	TAA					-			-	TAA	
	CSBG					-			-	CSBG	
IDES	Title III - Wagner-Peyser					-			-	Title III - Wagner-Peyser	IDES
	Title III - MSFW					-			-	Title III - MSFW	
	Veterans Services					-			-	Veterans Services	
	UI Comp Programs					-			-	UI Comp Programs	
	TRA					-			-	TRA	
ICCB	Title II - Adult Education					-			-	Title II - Adult Education	ICCB
	Career & Tech Ed - Perkins					-			-	Career & Tech Ed - Perkins	
DHS	Title IV - Vocational Rehab					-			-	Title IV - Vocational Rehab	DHS
	TANF - DHS					-			-	TANF - DHS	
Aging	SCSEP					-			-	SCSEP	Aging
DOC	Second Chance					-			-	Second Chance	DOC
HUD						-			-	HUD	
	Title IC - Job Corp					-			-	Title IC - Job Corp	
	Title ID - National Farmworkers					-			-	Title ID - National Farmworkers	
	Title ID - YouthBuild					-			-	Title ID - YouthBuild	
	Other 1					-			-	Other 1	
	Other 2					-			-	Other 2	
	Other 3					-			-	Other 3	
	Other 4					-			-	Other 4	
TOTAL - SHARED COST FTEs		-	-	-	-	-	-	-	-	-	

Cost Allocation (Center 1)

Shared Infrastructure Costs

This tab is to be completed with the 1) shared infrastructure costs and 2) location-specific service delivery system costs specific to this center.

Local Workforce Innovation Area: _____

Cost Allocation Spreadsheets for PY: 18 _____

For the Center Located in: _____

Shared Cost Category	Total Annual Budget	Partner responsible for payment (payee)	Commerce			
			Title IB - Adult, Youth, & Dis. Workers	TAA	CSBG	Title III - Wagner Peyster
Part 1: Comprehensive One-Stop Center SHARED INFRASTRUCTURE COSTS						
Methodology Used - FTE Staffing	<input type="checkbox"/>		N/A	N/A	N/A	N/A
If Other Methodology Used Define & Uncheck FTE box						
Facilities Costs						
Facility Maintenance						
Property and Casualty Insurance						
Security Services						
Cleaning Services						
Utilities						
List Other Facilities Costs						
List Other Facilities Costs						
List Other Facilities Costs						
List Other Facilities Costs						
List Other Facilities Costs						
List Other Facilities Costs						
Technology Costs						
Telecommunications and Internet						
Equipment and Technology Costs						
Assistive Technology						
List Other Technology Costs						
List Other Technology Costs						
List Other Technology Costs						
List Other Technology Costs						
List Other Technology Costs						
List Other Technology Costs						
Common Identifier Marketing Costs						
Signage						
List Other Common Identifier Costs						
List Other Common Identifier Costs						
List Other Common Identifier Costs						
List Other Common Identifier Costs						
List Other Common Identifier Costs						
List Other Common Identifier Costs						
Other Infrastructure Costs						
List Other Infrastructure Costs						
List Other Infrastructure Costs						
List Other Infrastructure Costs						
List Other Infrastructure Costs						
List Other Infrastructure Costs						
List Other Infrastructure Costs						
Total, Shared Infrastructure Costs	\$ -		\$ -	\$ -	\$ -	\$ -
Shared Infrastructure Cost per FTE	#DIV/0!					

New column for "Partner responsible for payment" →

All line items can be edited →

More rows to add line items →

Cost Allocation (Center 1)

Shared Delivery System Costs FOR THIS CENTER

Example of location-specific shared cost: resource room

All line items can be edited

Less other contributions specific to this center

Less shared costs specific to this center

Notes on cost allocation methodology

Notes on partner responsible for payment

Notes on non-cash and third-party contributions

Part 2: Local One-Stop SHARED DELIVERY SYSTEM COSTS FOR THIS CENTER		Total Annual Budget	Partner responsible for payment (payee)	Commerce		
				Title ID - Adult, Youth, & Dis. Workers	TAA	CSBG
Methodology Used - FTE Staffing				N/A	N/A	N/A
If Other Methodology Used Define & Uncheck FTE box:						
Shared Services Costs Specific to this Center						
One-Stop Center Reception		-				
Resource Room Materials and Staffing						
List Allowable Cost Item Agreed To						
List Allowable Cost Item Agreed To						
List Allowable Cost Item Agreed To						
List Allowable Cost Item Agreed To						
Total, Shared One Stop Delivery System Costs		#REF!		\$ -	\$ -	\$ -
Delivery System Costs per FTE		#REF!				
Less Cash Contribution (specific to this center)		\$ -				
Less Non-Cash Contribution (specific to this center)		\$ -				
Less In-Kind Staffing (specific to this center)		\$ -				
Less Third-Party In-Kind Contributions (specific to this center)		\$ -				
Balance				\$ -	\$ -	\$ -
Summary of Shared Costs Specific to This Center						
Total, Shared Costs Specific to This Center		#REF!		#REF!	#REF!	#REF!
Less Cash Contribution		-		-	-	-
Less Non-Cash Contribution		-		-	-	-
Less In-Kind Staffing		-		-	-	-
Less Third-Party In-Kind Contributions		-		-	-	-
Total, All Contributions		\$ -		-	-	-
Balance		#REF!		#REF!	#REF!	#REF!
Notes on cost allocation methodology:						
Notes on partner responsible for payment (payee):						
Notes on non-cash and third-party contributions:						
Other notes:						

Shared System Costs (All)

Shared Delivery System Costs that Apply to the Entire LWIA

A	B	C	Commerce			IDES			
			D	F	G	H	I	J	
Part 2: Local One-Stop SHARED DELIVERY SYSTEM COSTS	Total Annual Budget	Partner responsible for payment (payee)	Title II - Adult, Youth, & Older Women	TAA	CIBS	Title II - Veteran-Partner	Veterans Services	UI Camp Programs	TAA
			#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Methodology Used - FTE Staffing			#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
Costs Related to Board Functions									
Staffing Salary, Benefits, and Other Expenses									
Board Meeting Costs									
Audit Costs of Incorporated Boards									
Errors and Omission Insurance									
Costs Associated with Marketing Services									
Costs of Strategic Data Gathering									
List Other Costs Related to Board Functions									
List Other Costs Related to Board Functions									
List Other Costs Related to Board Functions									
List Other Costs Related to Board Functions									
List Other Costs Related to Board Functions									
Integration									
Joint Staff Training									
Customer Satisfaction Measurement									
Business Services									
One-Stop Center Reception									
Resource Room Materials and Staffing									
List Other Costs to Promote Integration									
List Other Costs to Promote Integration									
List Other Costs to Promote Integration									
List Other Costs to Promote Integration									
List Other Costs to Promote Integration									
List Other Costs to Promote Integration									
this Center									
One-Stop Center Reception									
Resource Room Materials and Staffing									
List Allowable Cost Item Agreed To									
List Allowable Cost Item Agreed To									
List Allowable Cost Item Agreed To									
List Allowable Cost Item Agreed To									
Total, Shared One Stop Delivery Costs for the Local System			\$ -			\$ -	\$ -	\$ -	\$ -
Delivery System Costs per FTE			#REF!						
Less Cash Contribution (applying to all service locations)			\$ -						
Less Non-Cash Contribution (applying to all service locations)			\$ -						
Less In-Kind Staffing (applying to all service locations)			\$ -						
Less In-Kind Staffing for One-Stop Operator (if partners are not sharing OSD costs)			\$ -						
Less Third-Party In-Kind Contributions (applying to all service locations)			\$ -						
Balance			\$ -			\$ -	\$ -	\$ -	\$ -
Shared Costs Summary									
Shared system costs spread across all service locations in the local area			#REF!			#REF!	#REF!	#REF!	#REF!
Sum of Shared System Costs Specific to Each Center (auto-populates from Cell B84 in each center's tab)			#REF!			#REF!	#REF!	#REF!	#REF!
Centers			#REF!			#REF!	#REF!	#REF!	#REF!
Less Cash Contribution			#REF!			#REF!	#REF!	#REF!	#REF!

E.g. of system costs for the entire LWIA: board staff costs

All line items can be edited in this section

Total Shared Delivery Costs for the Local System

Less in-kind staffing for One-Stop Operator, if applicable

Location-specific system costs populate from Center 1 tab

Feedback About One-Stop Operating Budget Concepts

1. One-stop operating budget includes one tab for each service location
 - Every comprehensive one-stop center gets its own tab
 - Every affiliate or specialized center gets its own tab
2. Shared delivery system costs are split into two categories
 - Delivery system costs specific to that location (e.g., resource room specialist)
 - Delivery system costs spread across all locations in the LWIA (e.g., board staff costs)
3. Partners will make FTE commitments for each service location
4. One-stop operator costs must be reflected as either a shared cost or an in-kind contribution

MOU Template – Revised Section 12 (narrative)

“In the space below and following the Governor’s Guidelines – Revision 2 and Supplemental Guidance for PY18, provide the following narrative:”

NEW DOT POINTS:

- ✓ *Pending additional State or Federal policy or guidance about affiliate centers, affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each comprehensive one-stop center and each designated affiliate site.*
- ✓ *If a required partner commits to less than .25 FTEs in any service location, then provide a rationale in the narrative and state the agreed-upon FTE commitment, which will be reviewed at the State level on a case-by-case basis.*

MOU Template – Revised Section 12 (narrative cont.)

OTHER NEW DOT POINTS:

- ✓ *Describe in the narrative the purpose and source of any non-cash contributions, third-party in-kind contributions and in-kind staffing contributions to align with the one-stop operating budget.*
- ✓ *Affirm in the narrative that the local workforce board will ensure that a designated entity will reconcile budgeted to actual shared costs in the One-stop operating budget at least semi-annually.*
 - ✓ *Specify the entity designated by the local workforce board responsible for conducting the reconciliation, and*
 - ✓ *Specify how frequently reconciliation of budgeted to actual costs will occur.*
- ✓ *Complete an “Outcome Report for Annual Budget Negotiations for PY18,” and submit the completed form with a draft One-stop operating budget to the individual designated by the Governor by April 15, 2018.”*
- ✓ *Submit a signed amended MOU with final One-stop operating budget by 6/30/18.*

New Outcome Report of Annual Budget Negotiations for PY 2018 (SFY 2019)

ATTACHMENT 3
OUTCOME REPORT OF ANNUAL BUDGET NEGOTIATIONS FOR PY 2018 (SFY 2019)

Local Workforce Innovation
Area: _____

Notice is provided to the Governor as required by 20 CFR 678.725 that required partners in this local area have reached agreement on an annual one-stop operating budget, including how infrastructure costs will be funded for each service location for the year beginning July 1, 2018.

OR

Notice is provided to the Governor as required by 20 CFR 678.725 that, despite every effort, required partners in this local area did not reach agreement on an annual one-stop operating budget for the period beginning July 1, 2018.

Select which reason for disagreement applies.

Failure to agree for reasons other than infrastructure costs

Listed below are the program partners that did not agree and a summary of the main reasons for their inability to agree.

Program Partner Name	Reasons
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>

Failure to agree on the Infrastructure Funding Agreement for a service location

The inability to reach agreement is because one or more partners do not agree with the Infrastructure Funding Agreement specific to a service location for the program year beginning July 1, 2018. Listed below are the program partners that did not agree to the budget for shared infrastructure costs, the applicable service location, and a summary of the reasons for their inability to agree.

Program Partner Name	Reasons
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>

Failure to agree on how infrastructure costs in the agreed-upon budget are allocated among partners

The inability to reach agreement is because one or more partners do not agree with the infrastructure costs being allocated to them for a particular service location for the program year beginning July 1, 2018. Listed below are the program partners that did not agree to their allocation of infrastructure costs, the applicable service location, and a summary of the reasons for their inability to agree.

Program Partner Name	Reasons
1. <input type="checkbox"/>	<input type="checkbox"/>
2. <input type="checkbox"/>	<input type="checkbox"/>
3. <input type="checkbox"/>	<input type="checkbox"/>

Signatures:

Chair, Local Workforce Innovation Board

Chief Elected Official

Chief Elected Official

Chief Elected Official

Chief Elected Official

A completed and signed copy of this OUTCOME REPORT FOR ANNUAL BUDGET NEGOTIATIONS FOR PY18 and a draft one-stop operating budget must be submitted by April 15, 2018 to:

Michael Baker
Manager – Strategic Planning & Innovation
Office of Employment & Training
Illinois Department of Commerce and Economic Opportunity
wioaplans-mous@illinoisworknet.com
O: 217-558-6423

Other Technical Changes to the MOU Template

The Governor's Guidelines – Revision 2 are revised with the following technical changes:

1. Section 1 of the MOU Template for “Parties to the MOU” is revised to specifically affirm that each required partner should list the entity (i.e., partner agency) administering the required partner program.
2. Section 4 of the MOU Template for “MOU Development” is revised to include a statement that all required partners agree to the content of the MOU and to the annual budget.

Feedback About MOU Template Changes

1. Affirm in the narrative that each required partner meets the minimum FTE commitment of .25 FTEs in each service location
2. Describe in the narrative the purpose and source of any non-cash contributions, third-party in-kind contributions and in-kind staffing contributions to align with the one-stop operating budget
3. Affirm in the narrative that the local workforce board will ensure that a designated entity will reconcile budgeted to actual shared costs in the One-stop operating budget at least semi-annually
4. Complete an “Outcome Report for Annual Budget Negotiations for PY18,” and submit the completed form with a draft One-stop operating budget
5. “Parties to the MOU” is revised to affirm that each required partner should list the entity (i.e., partner agency) administering the program
6. Section 4 “MOU Development” is revised to include a statement that all required partners agree to the content of the MOU and the annual budget

Timeline and Next Steps

When	What
October 13	Draft Governor's Guidelines distributed through WIOA Wednesday Webinar distribution list, WIOA Interagency Work Group and Illinois Workforce Partnership
November 8	Webinar to obtain feedback about draft Supplemental Guidance
November 9	Revise Supplemental Guidance with webinar feedback and other comments submitted
December	Final draft Supplemental Guidance to the WIOA Interagency Work Group for approval
	Final draft Supplemental Guidance to IWIB and Governor's Office
	Final Supplemental Guidance formally issued
	Webinar on reconciliation of budgeted to actual costs for PY17 (based on 12/31/17)
January 2018	Webinar on final Supplemental Guidance and new spreadsheets and new form

Feedback About Timeline and Next Steps

Or any other comments and questions you have about the Supplemental Guidance for PY18 and additional guidance for reconciliation of PY17 budgets?

Thank you