



Wednesday Webinars

MOU Template and Budget Spreadsheet

Follow-up to Governor's Guidelines – Revision 2

February 8, 2017



Overview of Today's Webinar

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Governor's Guidelines – Revision 2

Modified Timelines for MOU Negotiations

1. Negotiation period is now **105 days**
 - January 1, 2017 – April 15, 2017
 - **Report of Outcomes due April 15, 2017**
2. Remediation period is now **30 days**
 - May 1, 2017 – May 31, 2017
 - **Report any impasse to federal agencies by July 1, 2017**
3. If at impasse, appeal to the WIOA Interagency Work Group first, then to the IWIB

Governor's Guidelines – Revision 2

Recap of Changes affecting the MOU

1. Three allowable methods to deliver career services (§ 678.305)
 - a. **Onsite staff:** Having program staff—or contractor staff—physical present at the comprehensive one-stop center
 - b. **Cross-trained staff:** Cross-training an individual from a different program who is physically present to provide information and services
 - c. **Direct linkage technology:** Establishing a “direct linkage” at the one-stop center via technology to program staff who can provide meaningful information and services within a “reasonable time”
2. The LWIB chair can designate the one-stop operator as a resource to provide staff to be cross-trained

Revision 2 – Changes in the MOU Template

Overview of changes:

1. Requires content that demonstrates a commitment to integration
2. Requires a description of not just what – but *how*
3. Revises Parties to the MOU section
4. Reformats signature pages
5. Revises Local Service Matrices
6. Revises FTE Calculations spreadsheet
7. Revises Standard Budget Format for Shared Costs spreadsheet
8. You can highlight text and format content using dot points, etc.



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Questions of Clarification



Revision 2 – FTE Calculations spreadsheet

Concept:

1. Account for cross-trained staff; example:

Title IB is “Contributing Partner 1” providing 1 FTE to be cross-trained in providing Second Chance programs and services.

- ✓ In turn, Title IB reduces its infrastructure cost allocation by 1 FTE.

Second Chance is the “receiving partner” whose services will be provided by Title IB cross-trained staff.

- ✓ In turn, Second Chance covers the cost of the Title IB FTE who is cross-trained.

Revision 2 – FTE Calculations spreadsheet

Concept:

- 2. Costs to be allocated among required partners in your local area consist only of those costs which are incurred to provide federally-funded workforce programs and services under WIOA.**
 - ✓ When identifying costs to allocate among required partners in a one-stop center, only count FTEs who provide services under WIOA even if they are housed under the same roof.

Revision 2 – FTE Calculations spreadsheet

Concept:

3. Offsite staff who provide services via direct linkage technology at a one-stop center *are* counted toward the FTE calculation used to allocate shared costs among required partners.

✓ See Governor's Guidelines – Revision 2, Appendix Item 4 for additional requirements to provide services via direct linkage technology (pages 62-63).

Review FTE Calculations Tab

31	SHARED COSTS		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	Contributing Partner 2 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program			
32								-		
33	Commerce	Title IB - Adult, Youth, & Dis. Workers						-		Title IB - Adult, Yo
34		TAA						-		TAA
35		CSBG						-		CSBG
36	IDES	Title III - Wagner-Peyser						-		Title III - Wagner-F
37		Veterans Services						-		Veterans Services
38		UI Comp Programs						-		UI Comp Programs
39		TRA						-		TRA
40	ICCB	Title II - Adult Education						-		Title II - Adult Edu
41		Career & Tech Ed - Perkins						-		Career & Tech Ed
42	DHS	Title IV - Vocational Rehab						-		Title IV - Vocation
43		TANF - DHS						-		TANF - DHS
44	Aging	SCSEP						-		SCSEP
45	DOC	Second Chance						-		Second Chance
46	HUD							-		HUD
47		Title IC - Job Corp						-		Title IC - Job Corp
48		Title III - MSFWs						-		Title III - MSFWs
49		Title ID - National Farmworkers						-		Title ID - National I
50		Title ID - YouthBuild						-		Title ID - YouthBui
51		Other 1						-		Other 1
52		Other 2						-		Other 2
53	TOTAL - SHARED COST FTEs		-					-		-



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Revision 2 – Standard Budget Spreadsheet

Concepts for Shared Infrastructure Costs:

1. Sum of all required partner contributions must equal the “Total Annual Budget” for infrastructure costs and local system costs
✓ Cell B40 should equal cell W40

Revision 2 – Standard Budget Spreadsheet

Concepts for Shared Infrastructure Costs:

Partners can contribute to shared infrastructure costs through:

- Cash
- Non-cash contributions
- Third party in-kind contributions
- ✓ **NO in-kind staffing allowed for infrastructure costs**

Allowable Contribution	Example
Cash	Cash or interagency transfer between required partners
Non-cash	Locally agreed-upon and fairly valued non-cash expenditures incurred by a partner to support the local service delivery system; e.g., joint training, customer satisfaction surveys
Third-party in-kind	Locally agreed-upon and fairly valued non-personnel services or other contributions from a <i>non</i> -one-stop partner to support the local service delivery system or a specific partner's contribution toward local system costs

Revision 2 – Standard Budget Spreadsheet

Concepts for Shared Local Delivery System Costs:

Partners can contribute to local delivery system costs through:

- Cash
- Non-cash contributions
- In-kind staffing (allowed under local delivery system costs)
- Third-party in-kind contributions

Example

Partner A must contribute \$5,000 toward local system costs.

Partner A wants to make a non-cash contribution of a joint training and a customer satisfaction survey to promote service integration. It works only if:

1. All local partners accept the non-cash contribution.
2. The joint training and customer satisfaction survey offset the \$5,000 that Partner A would have paid otherwise.
3. The joint training and customer satisfaction survey are fairly valued at \$5,000.



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New Federal Guidance Update – TEGLs Issued January 18, 2017

- *TEGL 15-16 – Competitive Selection of One-Stop Operators*
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8116.
- *TEGL 16-16 – One-Stop Operations Guidance for the American Job Center Network*
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8772.
- *TEGL 17-16 – Infrastructure Funding of the One-Stop Delivery System*
https://wdr.doleta.gov/directives/corr_doc.cfm?docn=4968.

New Federal Guidance Update – WIOA Interagency Work Group Activity

- Seeking clarification from U.S. DOL Region V regarding concerns, including:
 - ✓ Infrastructure cost funding requirements
 - ✓ Affiliate and specialized centers
 - ✓ Career service budgeting requirements
 - Considering implications on the Governor's Guidelines – Revision 2
- **Operate under the current Governor's Guidelines – Revision 2 until further notice.**

MOU and Budget Negotiation Timelines

2017 Timeframe	Activity
By Mid-January	LWIB chair designates individuals to lead MOU negotiations and budget negotiations
By end of January	Initial meeting of required partners convened to negotiate annual shared costs
By Mid-February	A draft local budget distributed to required partners for review at least two weeks in advance of Meeting 2
By End of February	Meeting 2 of required partners convened to review a draft budget
By Mid-March	A final budget distributed to required partners for review two weeks prior to Mtg. 3
By End of March	Meeting 3 of required partners convened to approve the final budget
April 15	Local MOU negotiations end; Report of Outcomes and final draft budget reported



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Thank you

WIOA IMPLEMENTATION PORTAL

“DOCUMENTS & UPDATES” (PUBLIC)

WIOA Implementation Portal

“Documents & Updates” (public)

<https://www.illinoisworknet.com/wioaimplementation>