

# Supplemental Guidance to the Governor's Guidelines for Program Year 2016 (State Fiscal Year 2017)

April 6, 2016



## WEBINAR OVERVIEW

- ▶ Background and context
- ▶ Supplemental Guidance for PY16/FY17
- ▶ Revision 1 of Governor's Guidelines
- ▶ Forms and templates
- ▶ Recap of timelines for PY16/FY17
- ▶ Q&A

## BACKGROUND AND CONTEXT

- ▶ Governor's Guidelines initially issued in December 2015
- ▶ Purpose of Governor's Guidelines:
  - Fulfill WIOA requirement
  - Optimize service quality and value
  - Establish ground rules and timelines for MOU negotiations, cost sharing and reporting outcomes

## BACKGROUND AND CONTEXT (CONT.)

1. On January 28, 2016, Feds delayed effective date of infrastructure funding to PY17/FY18, which means:
  - Local areas have until July 1, 2017 to agree upon cost sharing for comprehensive one-stop center infrastructure costs following the *new* WIOA requirements.
  - <https://www.doleta.gov/WIOA/FAQs.cfm>
2. IWIB extended timelines for MOU negotiations for PY16/FY17 only

## **BACKGROUND AND CONTEXT (CONT.)**

- ▶ Supplemental Guidance to Governor's Guidelines for PY16/FY17 issued in March 2016
- ▶ Governor's Guidelines – Revision 1 issued simultaneously

## **SUPPLEMENTAL GUIDANCE FOR PY16 PURPOSE**

1. Provide alternative timeline for MOU negotiations and associated reports for PY16/FY17 *only*
2. Provide additional information regarding negotiations of shared costs that apply for PY16/FY17 *only*
3. Identify "individual designated by the Governor" as Mike Baker, Commerce, for PY16/FY17
4. Also issue "Revision 1" to the Governor's Guidelines

## **SUPPLEMENTAL GUIDANCE**

### **ALTERNATIVE TIMELINE FOR PY16/FY17**

Activity for All Years in Which an MOU is Negotiated	Adjusted Timeline for PY16/FY17
Local MOU negotiation begins	March 1, 2016
Local boards provide draft budgets to Mike Baker	April 30, 2016
90-day negotiation period for MOUs ends	May 31, 2016
Required outcome reports (Appendix Item 11 in Governor's Guidelines – Revision 1, March 2016)	May 31, 2016
For local areas unable to reach agreement on MOUs, a 45-day remediation period begins	June 1, 2016
A signed MOU must be submitted to Mike Baker	July 15, 2016
For local areas unable to reach agreement on MOUs, a 45-day remediation period ends; reasons for the impasse are referred to the U.S. Secretary of Labor and any other relevant agency	July 15, 2016

## **SUPPLEMENTAL GUIDANCE**

### **FEDERAL CLARIFICATION ON COST SHARING**

**Q: Will the specific WIOA requirements for local agreements for funding the one-stop infrastructure costs apply in PY16/FY17?**

A: No. The specific requirements for the local funding agreements, which are related to how the shared and infrastructure costs of the one-stop service delivery system will be paid by the one-stop partners, need not be satisfied in the funding agreements for PY16/FY17. States and local areas may continue to negotiate local funding agreements as they have been doing under WIA for purposes of PY16/FY17. However, the local funding agreements must satisfy the requirements of section 121(h) of WIOA for purposes of funding the one-stop system in PY17/FY18.

## **SUPPLEMENTAL GUIDANCE** **FEDERAL CLARIFICATION ON COST SHARING**

**Q: What happens if the local areas fail to reach an agreement for funding the one-stop system in PY16/FY17?**

A: In the event of failure to reach an agreement for funding the one-stop system in PY16/FY17, the state funding mechanism will not yet be applicable as the alternative, as it will not be implemented until PY17/FY18. Therefore, if a local area fails to reach an agreement for funding the one-stop system in PY16/FY17, the one-stop partners must continue to use whatever process they have been using under WIA to resolve disputes of funding the one-stop delivery system during PY16/FY17.

## **SUPPLEMENTAL GUIDANCE** **REGARDING SHARED COSTS FOR PY16**

1. Negotiation of local cost sharing must be part of local MOU negotiations as they were under WIA.
2. All local partners are required to contribute their agreed-upon fair share of local service delivery system costs for PY16/FY17 through cash or accepted in-kind resources.
3. Local partners that have contributed their proportionate share of local service delivery system costs under WIA in the past should continue to make these contributions for PY16/FY17.
4. Draft budgets are due April 30, 2016 to Mike Baker, [Michael.Baker@Illinois.gov](mailto:Michael.Baker@Illinois.gov), using the required Excel spreadsheet.
5. The same processes that were used under WIA to resolve disputes should continue to be used for PY16/FY17.

# QUESTIONS OF CLARIFICATION

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## GOVERNOR'S GUIDELINES – REVISION 1 **PURPOSE**

1. Provide templates and additional resources:
  - a. MOU template (*required*)
  - b. Example MOU language (*optional*)
  - c. Local service matrix for service delivery in comprehensive one-stop centers (*required*)
  - d. Standard budget format/Excel spreadsheet (*required*)
  - e. FTE calculations (*required*)
2. Clarify requirements for the use of in-kind contributions toward shared costs
3. Make other minor technical revisions

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## MOU TEMPLATE (SAMPLE)

### III. VISION FOR THE SYSTEM (GOVERNOR'S GUIDELINES, SECTION I, ITEM I(b))

- Describe the shared vision for the local one-stop delivery system (vision must be consistent with federal, state, regional, and local planning priorities as well as the Governor's Guidelines)
- Define what aspects of the vision are currently in place
- Outline the steps to be taken and general timeliness for implementing the aspects of the vision that are not currently in place

### EXAMPLE LANGUAGE IN SUPPORTING DOCUMENT

#### Section III, Vision for the System, Section I, Item I(b)

This MOU supports the vision to ensure collaboration among education, workforce, economic development and required partners as they provide program participants the ability to move along their chosen career pathway, leading to high paying jobs in growing sectors of the economy that offer long-term opportunities for stable employment and ultimately assist businesses in Illinois to be competitive in a global economy.

## LOCAL SERVICE MATRIX (SAMPLE)

CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

REQUIRED PARTNERS	Eligible for Title II	Overlook, intake, orientation	Skills and supportive services needs assessment	Labor exchange services	Program coordination and referral	Labor market information	Training provider performance and cost information	Performance info for the local area as a whole	Info on the availability of supportive services and referrals	Info and Assistance with II claims	Assistance establishing eligibility for financial aid	Employment retention services	Follow-up services for Title II customers
Title II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult Education and Family Literacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Programs under Wagner-Peyser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vocational Rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-secondary Career and Technical Education under Perkins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Adjustment Assistance (TAA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Services Block Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unemployment Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Readjustment Assistance (TRA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Chance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Corps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
National Farmworker Jobs Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vocational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## STANDARD BUDGET FORMAT(SAMPLE)

**Infrastructure Costs**

**Cost Allocation Methodology**

**Delivery System Costs**

**Shared Costs Summary**

Infrastructure Cost Definitions | System Costs Definitions | FTE Calculations - Center 1 | Cost Allocation - Center 1

## FTE CALCULATION(SAMPLE)

Cost Allocation Spreadsheets for PP: \_\_\_\_\_

For the Center Located in: \_\_\_\_\_

**FTEs:**

**Onsite FTEs** Provided by either partner staff or contractual service provider physically present at the center during normal business hours. There are two core partners under WIOA required to provide onsite services; Title III and Wagner-Peyser. All other required partners have the flexibility to determine the method of service delivery. Some required partners have indicated that they are going to meet their service obligations through a mix of onsite staff and technology. Those decisions will be made locally and will vary by local area.

**Offsite FTE** Offsite staff when services are being provided via technology that meets WIOA's definition of "direct linkage" (Section 121(b)(1)(A) of WIOA and § 678.305(c) and (d)). Staff members who are offsite but who can still provide the requested service on demand and in real time as if that staff member were in the same room as the customer. The staff member who supports that direct linkage technology is counted toward the FTEs used to allocate the infrastructure costs each required partner must pay.

Type A: Offsite FTEs provided by a State-level partner at a central or regional location  
 Type B: Offsite FTEs not provided by a State-level partner at a central or regional location (e.g., multiple local CTE providers share responsibility for full-time accessibility via technology)

List the number of FTEs that required partners will be committing to the operation of the local comprehensive one-stop.

	Onsite FTEs	Offsite FTEs		Total FTEs
		Type A	Type B	
21				0
22	Title III - Adult, Youth, & Dis. Workers			0
23	Commerce			0
24	TAA			0
25	CSGB			0
26	Title III - Wagner Peyser			0
27	IDES			0
28	Veterans Services			0
29	MI Comp Programs			0
30	TRA			0
31	RCR			0
32	Title II - Adult Education			0
33	Career & Tech Ed - Perkins			0
34	DHS			0
35	Title IV - Vocational Rehab			0
36	TANF - DHS			0
37	AgIn			0
38	SCMP			0
39	DOR			0
40	Second Chance			0
41	HUD			0
42	Title IC - Job Corp			0
43	Title III - MSFWs			0
44	Title ID - National Farmworkers			0
45	Title ID - Youthbuild			0
46	Other 1			0
47	Other 2			0

Infrastructure Cost Definitions | System Costs Definitions | FTE Calculations - Center 1 | Cost Allocation - Center 1



# REPORT OF OUTCOMES (SAMPLE)

Reached consensus

Failed to reach consensus

APPENDIX ITEM 11 TO GOVERNOR'S GUIDELINES  
REPORT OF OUTCOMES FROM LOCAL MOU NEGOTIATIONS

Local Workforce Innovation Area: \_\_\_\_\_

Notice is provided to the Governor as required by 20 CFR 678.725 that the local partners in this local area have reached consensus on a memorandum of understanding (MOU), including how comprehensive one-stop center infrastructure costs will be funded for the year beginning July 1, \_\_\_\_.

OR

Notice is provided to the Governor as required by 20 CFR 678.725 that, despite every effort, the local partners in this local area did not reach consensus on a local memorandum of understanding for the period beginning July 1, \_\_\_\_.

**Failure to agree for reasons other than infrastructure costs**

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

Program Partner Name	Reasons
1. _____	_____
2. _____	_____

**Failure to agree on one-stop center infrastructure costs**

The inability to reach agreement was because one or more partners do not agree with how comprehensive one-stop center infrastructure costs will be funded for the year beginning July 1, \_\_\_\_\_. Listed below are the program partners that did not agree to the budget for comprehensive one-stop center infrastructure costs.

Program Partner Name	Reasons
1. _____	_____
2. _____	_____

Signatures:

\_\_\_\_\_  
Chair, Local Workforce Innovation Board

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Elected Official

Due May 31, 2016

# QUESTIONS OF CLARIFICATION

## RESOURCES

WIOA Implementation Portal  
Documents & Updates

<https://www2.illinoisworknet.com/WIOA/Outreach/Pages/Public-Documents.aspx>

WIOA FREQUENTLY ASKED QUESTIONS

<https://www2.illinoisworknet.com/WIOA/Outreach/Pages/Advisory-Group-FAQ.aspx>