



Draft Supplemental Guidance for PY 2021



October 15, 2020

Bethany Jaeger, KEB

In partnership with the WIOA Interagency TA Team



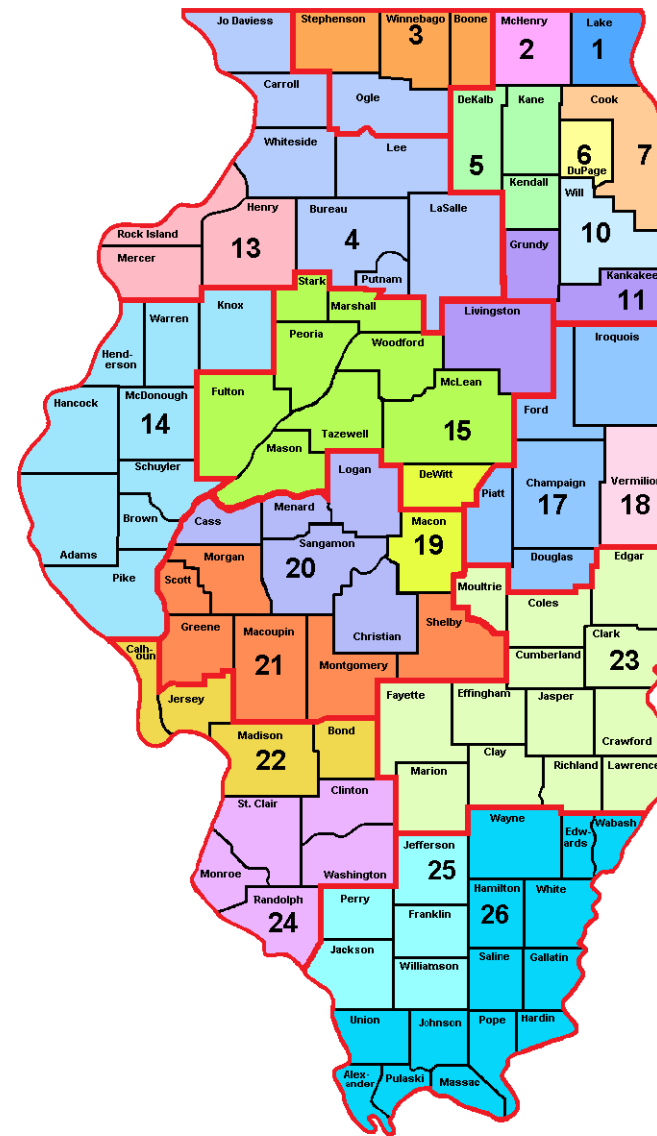
Online Marketing Coordinator

Illinois Center for Specialized
Professional Support

ksheary@ilstu.edu

309-438-1838

Where is Your Local Area?





Overview

1. Background and Reminders About MOU and Budget Negotiations
2. Draft Supplemental Guidance for PY 2021
3. Timeline
4. Q&A

Background About the Governor's Guidelines

What are the Governor's Guidelines?

- Negotiation of local MOUs
- Annual Negotiation of Local Shared Costs
- Negotiation Outcomes (for MOUs and Annual Budgets)
- Waiver Process
- Annual Submission Requirements / Amendment Procedures
- Annual State-level Review of MOUs
- Periodic Reconciliation of Shared Costs
- Additional Annual Guidance
- Appendices, including Glossary, Forms and other resources

Background About the Governor's Guidelines

Governor's Guidelines and Revisions:

- 2015: Original Version
- **Revision 1** (March 2016) – DOL delayed the effective date of infrastructure costs
- **Revision 2** (December 2016) – DOL issued guidance on infrastructure costs
- **Revision 3** (November 2018) – Illinois brought all guidance into one document
- **Revision 4** (November 2019) – Illinois clarified guidance for new PY 2020 MOUs

Supplemental Guidance:

- PY 2016 provided an alternative timeline for negotiations
- PY 2017 explained Illinois' approach for affiliate and specialized centers
- PY 2018 incorporated federal guidance about periodic reconciliation and affiliate centers
- PY 2021 will provide guidance for negotiations specific to implications of the COVID-19 pandemic

Reminders: MOU 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: MOU 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)

Draft Supplemental Guidance to the Governor's Guidelines – Revision 4

Supplemental Guidance specific to negotiations of PY 2021 MOUs/budgets

Draft Supplemental Guidance for PY 2021

Governor's Guidelines –
Revision 4 remains in
effect

1. Guidance for Shared Costs During the COVID-19 Pandemic
2. Guidance for Public Safety Measures within American Job Centers
3. Guidance for the Universal Design of Service Delivery
4. Guidance for One-Stop Operator Payment Provisions (pending DOL)
5. Guidance for MOU Amendment Submittals for PY 2021

Draft Guidance for Shared Costs During the COVID-19 Pandemic

Early in the annual MOU budget negotiations for PY 2021, required partners should jointly discuss whether and how partners in each American Job Center will share in planned or unplanned costs specific to the pandemic.

Cost examples include:

- increased sanitation supplies
- masks for employees and the public
- additional security presence

Discussion examples include:

- Identify which pandemic-specific costs could benefit the entire American Job Center (AJC) versus which costs are limited to one required partner.
- Decide which pandemic-specific costs will be shared and allocated out to all required partners in the AJC.
- Identify any agreed-upon exceptions for partners that will not absorb the extra shared costs related to the pandemic. Document the rationale.
- Discuss special processes and time estimates for seeking approval of increased spending authority from the applicable State agency or parent organization.

Draft Guidance for Shared Costs During the COVID-19 Pandemic (cont.)

Once partners agree to share pandemic-specific costs:

- Develop a method to track the amount owed for those shared costs.
- Then confirm invoicing processes through State agencies or parent organizations.

Draft Guidance for Shared Costs During the COVID-19 Pandemic (cont.)

If our American Job Center is open by appointment only or does not offer in-person services, do we still have to pay infrastructure costs?

- Yes. The required program's cost sharing commitments for infrastructure costs (i.e., operating overhead of the physical center) must still be met for PY 2021.
- Examples: A proportion of utilities, rent, assistive technology

Source: Governor's Guidelines – Revision 4, Section 1, Items 8(l) and (p)

Draft Guidance for Shared Costs During the COVID-19 Pandemic (cont.)

If our program staff are working remotely and are not physically present in the American Job Center, will our program still have to share in infrastructure costs?

- Staff who work remotely or provide services using direct linkage technology still count toward the program's FTE commitment.
- A required program's FTE commitment is still the basis on which costs are allocated to that program partner.

Draft Guidance on Personal Protective Equipment (PPE) Procurement

Procurement of PPE is still best done at the local level

To procure PPE for staff and customers:

- LWIBs must follow local procurement policies and procedures
- LWIBs may secure PPE from known sources in the local area
- Eligible units of government and eligible nonprofits may procure PPE through Illinois Central Management Services (CMS)

PPE Procurement Info at the WIOA Implementation Portal: <https://www.illinoisworknet.com/WIOA/Pages/covid.aspx>

Draft Guidance for Shared Costs During the COVID-19 Pandemic (cont.)

Who/how should we assess whether our American Job Center needs increased security?

- One-Stop Operator
- Local Workforce Board
- Required Partners

What should we assess?

- Traffic and occupancy
- Preparedness for opening the AJC in any capacity
- Presence of required partners
- Community environment
- Capacity of existing security

Draft Guidance for Public Safety Measures within American Job Centers

Checklist for Reopening American Job Centers

Purpose:

To identify a few requirements and offer additional guidance to support LWIBs in making decisions about when to reopen American Job Centers with the appropriate safety measures in place.

The checklist was originally issued in May 2020. It has been periodically revised based on new guidance or feedback from required partners.

Checklist Background (Continued)

Minimum Reopening Requirements:

1. Ensure adequate Personal Protection Equipment (PPE) is available for all staff and customers through Phases 3 and 4.
2. Ensure the safety of staff and customers, including through designated onsite security personnel.
3. Establish an agreed-upon process for making decisions for a practical reopening that includes conversations between the leaseholder, one-stop operator and required partners before deciding or announcing that an American Job Center will reopen to the public.

The content appearing after the above criteria are just guidelines.

Checklist Background (continued)

The “Checklist for Reopening American Job Centers in Illinois” is not mandatory and offers considerations for what fits best in each local workforce area.

Partners should agree to a communications protocol to ensure:

- **Staff who are onsite or remote are aware of safety concerns**
- **Clear protocol in public health or public safety emergencies**

Checklist Background (continued)

5 Phases of the 11 Emergency Medical Service Regions:

Phase 1 Rapid Spread	Phase 2 Flattening	Phase 3 Recovery	Phase 4 Revitalization	Phase 5 Illinois Restored
<p>Strict stay at home and social distancing guidelines are put in place, and only essential businesses remain open.</p> <p>Every region has experienced this phase once already and could return to it if mitigation efforts are unsuccessful.</p>	<p>Non-essential retail stores reopen for curb-side pickup and delivery.</p> <p>Illinoisans are directed to wear a face covering when outside the home and can begin enjoying additional outdoor activities like golf, boating & fishing while practicing social distancing.</p>	<p>Manufacturing, offices, retail, barbershops, and salons can reopen to the public with capacity and other limits and safety precautions.</p> <p>Gatherings of 10 people or fewer are allowed.</p> <p>Face coverings and social distancing are the norm.</p>	<p>Gatherings of 50 people or fewer are allowed, restaurants and bars reopen, travel resumes, child care and schools reopen under guidance from the Illinois Department of Public Health.</p> <p>Face coverings and social distancing are the norm.</p>	<p>The economy fully reopens with safety precautions continuing.</p> <p>Conventions, festivals and large events are permitted, and all businesses, schools and places of recreation can open with new safety guidance and procedures.</p>

Checklist Background (continued)

- The Checklist was created using information and input from the following Federal agencies, State agencies and workforce partners:
 - Center for Disease Control and Prevention
 - Illinois Department of Public Health
 - Occupational Safety and Health Administration
 - Central Management Services (CMS)
 - Illinois Department of Commerce and Economic Opportunity
 - Illinois Department of Employment Security (IDES)
 - Illinois Community College Board (ICCB)
 - WIOA Interagency Leadership Team
 - WIOA Interagency Technical Assistance Team and required partner networks
 - Illinois Workforce Partnership

Accessing the Reopening Checklist

- <https://www.illinoisworknet.com/wioa>



Visit the [WIOA Implementation Workforce Professionals COVID-19 Web Page](#)

WIOA Works Illinois

WIOA Works Illinois is an online resource to assist business and industry leaders, policy makers, community organizations and workforce professionals in achieving success under the Workforce Innovation and Opportunity Act (WIOA). This site will keep you up-to-date on our state's policies and programs, highlight local innovation by sharing best practices and success stories, and outline specific policies to ensure a skilled workforce for our state's employers.

Accessing the Reopening Checklist (Continued)

WIOA IMPLEMENTATION DURING COVID-19

Visit the State of Illinois Coronavirus Web Page

Background

The resources on this page are to help address questions and concerns of Workforce Professionals to best assist businesses and individuals and adapt daily operations affected by the COVID-19 pandemic.

This page will be updated regularly as new information is made available.



- COVID-19 Individuals Page
- COVID-19 Employers Page

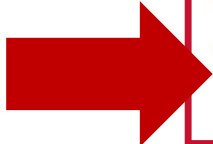
FAQs

Q&A for WIOA Implementation under COVID-19 protocols.



American Job Centers Reopening

- (NEW) Reopening Checklist
 - without Tracked Changes (PDF)
 - with Tracked Changes (PDF)



Adapting AJC Operations to COVID-19

Operations Guidance

- IL Dept. of Human Rights Mask FAQs for Businesses - 7/20
- Cover Letter - 6/2020

Resources in the Checklist

- WIOA Implementation During COVID-19: <https://www.illinoisworknet.com/WIOA/Pages/covid.aspx>
- Guidance on the use of masks – Illinois Department of Public Health:
<http://www.dph.illinois.gov/sites/default/files/SIREN%20Memo%20-%20IDPH%20Guidance%20for%20the%20Use%20of%20Masks%20by%20the%20General%20Public%2004.06.2020.pdf>
- FAQ for Businesses Concerning Use of Face-Coverings During COVID-19:
https://www2.illinois.gov/dhr/Documents/IDHR_FAQ_for_Businesses_Concerning_Use_of_Face-Coverings_During_COVID-19_Ver_2020511b%20copy.pdf
- United States Centers for Disease Control and Prevention:
 - <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>
- Illinois Coronavirus Resources: <https://coronavirus.illinois.gov/s/>

Resources in the Checklist (Continued)

- Restore Illinois: A Public Health Approach to Safely Reopen Our State:
 - Website: <https://coronavirus.illinois.gov/s/restore-illinois-introduction>
 - PDF:
<https://coronavirus.illinois.gov/sfc/servlet.shepherd/document/download/069t000000BadS0AAJ?operationContext=S1>
 - Phase 3 Business Toolkit – The State of Illinois has developed this business toolkit complete with signage, training checklists, and other resources to ensure business and activities are conducted in accordance with the latest and greatest public. <https://dceocovid19resources.com/assets/Restore-Illinois/businesstoolkits/all.pdf>

- Illinois Community College Board Guidance for the return to Campus for Illinois Community Colleges in response to the COVID-19 Pandemic: https://www.iccb.org/iccb/wp-content/uploads/2020/06/ICCB_Return_to_Campus_Guidance.pdf

- Occupational Safety and Health Administration (OSHA) Guidance on preparing workplaces for COVID-19: <https://www.osha.gov/Publications/OSHA3990.pdf>

Draft Guidance for Universal Design of Service Delivery

Universal Design



Universal Design is the design and composition of an environment so that digital services can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability. Universal Design provides recommendations for meeting a range of physical and programmatic accessibility needs.

Universal Design is not a regulation or legislation like the American with Disabilities Act (ADA), but came about to address issues not directly covered by the ADA.

Universal Design (continued)

- ❑ Certain principles should be applied to ensure “universal design” in the development of WIOA documents and activities, including accessible features for all methods of service delivery, including online platforms. Please consult the detailed description of the seven principles of Universal Design, which can be found by following the first link below.
- ❑ Definition according to the National Disability Authority:
<http://universaldesign.ie/What-is-Universal-Design/>

Principles of Universal Design

1. Equitable Use
2. Flexibility in Use
3. Simple and Intuitive Use
4. Perceptible Information
5. Tolerance for Error
6. Low Physical Effort
7. Size and Space for Approach and Use

Universal Design (continued)

Resources concerning Universal Design, including how to apply its principles for content creation and teaching may be found here:

- [Learn to Create Accessible Websites with the Principles of Universal Design](#)
- [Universal Design for Learning](#)
- [The Difference between Universal Design and the ADA](#)

Draft One-Stop Operator Payment Provisions

Background About One-Stop Operator Payment Provisions

U.S. DOL in 2018 monitored MOUs, One-Stop Operator Agreements and other WIOA governing documents in Illinois.

Corrective Actions for Illinois:

1. Ensure local workforce boards award funds to the selected bidder of a competitive procurement process
2. Clearly identify invoicing and payment processes in the contractual documents
3. Ensure all local workforce boards award funds to the selected one-stop operators with evidence of the exchange of funds



Background About One-Stop Operator Payment Provisions

The WIOA Interagency TA Team is in continued conversations with DOL Region V about potential solutions that do not add administrative burden or unnecessary financial transactions to demonstrate the exchange of funds between the LWIB and the OSO.

In the meantime ...

Draft Guidance for One-Stop Operator Payment Provisions (Pending)

Draft Supplemental Guidance and Templates (*pending*):

1. MOU Section 10 – new required content
2. MOU Budget Spreadsheet – new rows in the existing tabs
3. MOU Budget Spreadsheet – new tab specific to OSO cost sharing
4. Invoicing Process for OSO shared costs – sample invoice provided

Separate but parallel to the Supplemental Guidance, MOU commitments would align with the OSO Agreement – sample template provided.

Pending Draft New Content Required for MOU Section 10 “Procurement of One-Stop Operator”

New for PY 2021 (pending)

1. Payment terms and frequency
2. Total cost of the OSO
3. Which partners are contributing to the OSO costs
4. Method of contribution



10. PROCUREMENT OF ONE-STOP OPERATOR (Governor’s Guidelines, Section 1, Item 8(j)) (§ 678.600-635)

[NOTE: Ensure that the following content agrees with and aligns to the budget spreadsheet and notes.]

- Name the procured one-stop operator and identify the agreed upon one-stop operator model used for each one-stop center in the local area. The operator may be a single entity (public, private, or nonprofit) or a consortium of entities (if the consortium of entities is composed of one-stop partners, it must include a minimum of three of the one-stop partners).
- Describe the functions and scope of work of the one-stop operator as defined in the Request for Proposal or as planned for the competitive procurement process.
New for PY 2021:
 - Describe the payment provisions, including the term, frequency and method of payment for one-stop operator services.
 - For each shared cost center, state the total cost of the one-stop operator and the required partners which are contributing to that cost per partner.
 - For each shared cost center, explain the method of contribution(s) (e.g. cash, non-cash, in-kind) each required partner is contributing to the cost of the one-stop operator will utilize to exchange funds between the local board (e.g. cash, non-cash, in-kind). Example: A consortium partner contributes the required one-stop operator payment via a non-cash contribution(s) in the amount of the market value for specific services under the One-Stop Operator Agreement, which have a fair market value to credit their amount owed.
 - Assure that the one stop operator will not perform any of the proscribed functions (§ 678.620(b)) to avoid a conflict of interest.

By clicking on the boxes below, required partners in the local area affirm that the one-stop operator will not perform the following proscribed functions:

- convene system stakeholders to assist in the development of the local plan
- prepare and submit local plans (as required under sec. 107 of WIOA)
- be responsible for oversight of itself
- manage or significantly participate in the competitive selection process for one-stop operators
- select or terminate one-stop operators, career services, and youth providers
- negotiate local performance accountability measures
- develop and submit budget for activities of the Local WDB in the local area.

Draft Guidance for One-Stop Operator Payment Provisions (pending)

(pending)

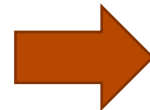
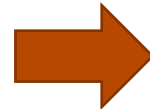
Required partners should establish an invoicing process to document the value of the OSO services provided by the one-stop operator, whether a consortium or single entity.

Option 1: Designate an invoice showing the value of the shared cost of the OSO services and the required partners' contribution toward that allocated cost (even if a non-cash contribution results in a \$0 cash balance owed).

Option 2: Issue an invoice that sums a required partner's total allocated costs, delineating a line item to OSO services.

Draft Guidance for One-Stop Operator Payment Provisions Budget Spreadsheet (Pending)

New rows reflect partners' contribution methods toward the shared cost of the one-stop operator services.



66	Methodology Used - FTE Staffing
67	If Other Methodology Used Define & Uncheck FTE box
68	Total
69	One-Stop Center Reception
70	Resource Room Materials and Staffing
71	List Allowable Cost Item Agreed To
72	U - Customize Other Allowable Shared Local System Cost
73	V - Customize Other Allowable Shared Local System Cost
74	W - Customize Other Allowable Shared Local System Cost
75	One-Stop Operator Costs Summed Across Centers
76	
77	One-Stop Operator (if costs allocated among all partners for each center, with the correlating contribution backed out in Rows 84 or 85, as applicable)
78	OR
79	One-Stop Operator (if costs allocated among only some partners for each center, with the correlating contribution backed out in Row 87)
80	
81	Total, Shared One Stop Delivery System Costs All Centers
82	Delivery System Costs per FTE
83	
84	Less Cash Contribution (Sum of All Center-Specific Contributions)
85	Less Non-Cash Contribution (Sum of All Center-Specific Contributions)
86	Less Non-Cash Staffing (Sum of All Center-Specific Contributions)
87	
88	<i>One-Stop Operator Contributions</i>
89	Less Cash Contribution from Members of a Consortium Sharing Costs of the One-Stop Operator(s) (Sum of All Center-Specific Contributions)
90	Less Non-Cash Contribution from Members of a Consortium Sharing Costs of the One-Stop Operator(s) (Sum of All Center-Specific Contributions)
91	the One-Stop Operator(s) Contributions (Sum of All Center-Specific Contributions)
92	Total - One-Stop Operator Contributions
93	
94	Less Third-Party In-Kind Contributions (Sum of All Center-Specific Contributions)
95	Total (Sum of All Center-Specific Contributions)

138	Summary of All Shared Costs All Centers + System
139	Total, Shared Costs All Centers+System
140	Less Cash Contributions
141	Less Non-Cash Contributions
142	Less Non-Cash Staffing
143	Less Cash Contribution Toward One-Stop Operator Costs
144	Less Non-Cash Contribution Toward One-Stop Operator Costs
145	Less Non-Cash Staffing Contribution Toward One-Stop Operator Costs
146	Total Contribution Toward One-Stop Operator Costs
147	Less Third-Party In-Kind Contributions
148	Less All Contributions Total
149	Balance

Draft Guidance for One-Stop Operator Payment Provisions Budget Spreadsheet (Pending)

A new tab is specific annual costs of one-stop operator services, summing the annual amount for each line item identified in a One-Stop Operator Agreement.

	B	C	E	F	G	H	I	J
1								
2	One-Stop Operator Costs & Payments			Contributions				
3		Total Costs Full Contract Period	Costs Budget Year	Partner A	Partner B	Partner C	Partner D	TOTAL
4	Personnel	\$ 40,000	\$ 13,333	\$ 6,666	\$ 3,333	\$ 2,667	\$ 667	\$ 13,333
5	Fringe Benefits	9,300	3,100	1,550	775	620	155	3,100
6	Travel	-	-	-	-	-	-	-
7	Equipment	-	-	-	-	-	-	-
8	Supplies	300	100	50	25	20	5	100
9	Contractual Services & Subaward	-	-	-	-	-	-	-
10	Consultant	-	-	-	-	-	-	-
11	Occupancy	-	-	-	-	-	-	-
12	Telecommunications	-	-	-	-	-	-	-
13	Training and Education	5,000	1,667	834	417	333	83	1,667
14	Direct Administrative Costs	600	200	100	50	40	10	200
15	Miscellaneous Costs	300	100	50	25	20	5	100
16	Total Direct	\$ 55,500	\$ 18,500	\$ 9,250	\$ 4,625	\$ 3,700	\$ 925	\$ 18,500
17	Indirect Costs	4,500	1,500	750	375	300	75	1,500
18	TOTAL	\$ 60,000	\$ 20,000	\$ 10,000	\$ 5,000	\$ 4,000	\$ 1,000	\$ 20,000
19								

Draft Guidance for PY 2021 Submittals

Pre-Program Year Planning Form

A new checkbox asks if the LWIA would like technical assistance about enforcing safety protocols in the American Job Centers.



6. Using the fillable table below, please submit the proposed schedule for Program Year MOU and Budget Negotiations, in alignment with the general timeline provided in Appendix A of the Governor’s Guidelines – Revision 4 (Use only the rows needed to fully describe your specific negotiations schedule). Please include:
 - a. Title of the meeting;
 - b. What is to be discussed and/or decided in accordance with the timeline below;
 - c. Whether the meeting is slotted to be in-person or over the phone; and
 - d. The week and year of the planned date of completion of task.

PRIMARY ACTIVITY IN NEGOTIATIONS	PLANNED DATE OF COMPLETION (WEEK ENDING ON A SPECIFIC CALENDAR DATE AND YEAR)
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date
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Please insert phone or in-person meeting information	enter date
Please insert phone or in-person meeting information	enter date

7. Please select this checkbox if there is a partner agency or individual new to the MOU negotiations process in your local that would benefit from a WIOA orientation.
8. Please select this checkbox if the Local Workforce Innovation Area would benefit from technical assistance on enforcing safety protocols in American Job Centers.

Cover Page for Submittal of MOU Amendments

COVER PAGE FOR SUBMITTAL OF MOU AMENDMENTS
AND ANNUAL ONE-STOP OPERATING BUDGETS

MEMORANDUM OF UNDERSTANDING
BETWEEN

[Name of local workforce board]

AND

LOCAL REQUIRED PARTNERS UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA)

This cover page is only intended for use any time the MOU is amended.

Amendment No. 1

Pursuant to the Workforce Innovation and Opportunity Act of 2014, the signatories are the Parties to the Memorandum of Understanding for integrated delivery of federally funded workforce services in [Local Area #], effective Click or tap to enter a date., (MOU). In accordance with Section 14 of the MOU, the Parties hereby mutually agree to this Amendment No. Click or tap here to enter text., which is set out in its entirety as follows:

1. Section(s) # _____ of the MOU are hereby revised and replaced with amended Section(s) # _____ as provided in Attachment _1_ of this Amendment No. __.
2. IDES Non-Disclosure Agreement is attached hereto as Attachment _2_ of this Amendment No. __ and is incorporated by reference into the MOU.
3. All terms, conditions, provisos, covenants and provisions of the MOU other than those expressly modified by this Amendment No. __ shall remain in full force and effect as written. In the event of conflict, this Amendment No. __ shall prevail.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. __ on the date of last signature.

Draft Signature Guidance

The use of electronic signatures on some PY 2021 required documents and forms is allowed and encouraged, consistent with the U.S. Electronic Signatures in Global and National Commerce (ESIGN) Act. These documents include the:

- Pre-Program Year Planning Form
- Report of Outcomes
- Direct Linkage Checklist

The Illinois Office of Comptroller (IOC) does not currently accept digital or electronic signatures, including signatures originated from DocuSign.

Agencies that are unable to sign the physical copy of a document may submit the document without a signature to the IOC during the COVID-19 emergency. If an agency opts to submit a document without a signature or one that contains an electronic signature, an email approval from the agency will still be required by the IOC.



Email Approval Requirements

- The approval email must be sent from the vendor's/grantee's business email address.
- The email Subject must include the agency name that is contracting with the vendor and the contract/grant agreement number.
- The body of the email must include the statement, "I authorize [Vendor Name] to enter into the agreement referenced above."
- The signature block on the email must include:
 - Approver's Name and Title o Vendor Name
 - Address (including city/state/zip)
 - Phone Number

NOTE: It is the agency's responsibility to determine if the individual approving the agreement is authorized to do so.

- The date of the email from the vendor will serve as the date executed by the vendor.
- The email from the vendor must be printed and incorporated in the agreement packet, placed directly behind the signature page of the agreement.

Timeline

Annual Timeline	Activity
November	<ul style="list-style-type: none"> Final Supplemental Guidance for PY 2021 issued
December	<ul style="list-style-type: none"> Fillable templates and forms provided by the State MOU/budget negotiators gather essential information Pre-Program Year Planning Form due 12/30/20
January	<ul style="list-style-type: none"> Start negotiations
April 15	<ul style="list-style-type: none"> Negotiations end → Report of Outcomes due Draft one-stop operating budget spreadsheets due
May 1	<ul style="list-style-type: none"> Remediation period begins for any local areas not yet in agreement
May 31	<ul style="list-style-type: none"> State gives feedback on draft budgets Local areas at impasse are identified
June 15	<ul style="list-style-type: none"> State Infrastructure Cost Mechanism applied to areas at impasse
June 30	<ul style="list-style-type: none"> Final MOUs due Areas at impasse reported to applicable Federal agencies
Fall	<ul style="list-style-type: none"> State-level review of MOUs/budgets → Identifies required revisions due in 30 days





Bethany Jaeger

Principal

KEB

✉ bethanyj@kebcpa.com

☎ (217) 789-0960

thank you