

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

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**Northwest Central Illinois Works (NCI Works)**

**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. 2**

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 1, 2, 5, 7, 8, 9, 10, 13, 14 **effective** 7/01/2025, (MOU). In accordance with Section 14 of the MOU, the Parties hereby mutually agree to this Amendment No. 2, which is set out in its entirety as follows:

1. Section(s) #2, of the MOU are hereby revised and replaced with amended Section(s) 1, 2, 5, 7, 9, 10, 13, 14 as provided in Attachment 1 of this Amendment No. 2
2. IDES Non-Disclosure Agreement is attached hereto as Attachment 1 of this Amendment No. 2 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. 2 shall remain in full force and effect as written. In the event of conflict, this Amendment No. 2 shall prevail.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 2 on the date of last signature.

**LWIA #4 MOU**

**LOCAL MOU TEMPLATE**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

***NORTHWEST CENTRAL IL WORKS  
(NCI WORKS)***

**AND**

***THE PARTNERS LISTED IN SECTION 1 BELOW***

Carrie Folken

**Individual designated by the Local Board  
Chair to lead MOU negotiations**

Carrie\_folken@best-inc.org

**Email address**

Carrie Folken

**Impartial individual designated by the Local  
Board Chair to lead annual budget  
negotiations**

carrie\_folken@best-inc.org

**Email address**

**1. PARTIES TO MOU (SEC. 121 (C)(1)) (Governor's Guidelines, Section 1, Item (b))**

- *List the required partner providing services in the local area.*
- *List the partner agency providing services of each required partner.*

*Note: Please ensure abbreviations and acronyms are accurate and up to date for each required partner and partner agency.*

<b>PARTIES TO MOU</b>	<b>TYPED NAME</b>
Local Workforce Innovation Board Chair	Patricia M. Head
Chief Elected Official	James C. Duffy
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	
Chief Elected Official	

Chief Elected Official		
<b>REQUIRED PARTNERS AS PARTIES TO MOU</b>	<b>ENTITY (NOT NEGOTIATOR) ADMINISTERING PROGRAM TYPED NAME<sup>1</sup></b>	
Title I: Adult, Dislocated Worker, Youth	Business Employment Skills Team, Inc. (BEST, Inc.)	
Title II: Adult Education and Literacy	Illinois Valley Community College (IVCC) and Sauk Valley Community College (SVCC)	
Title III: Employment Programs under Wagner-Peyser	Illinois Department of Employment Security (IDES)	
Title IV: Rehabilitation Services	Division of Rehabilitation Services (DRS)	
Perkins/Post-secondary Career & Technical Education	Illinois Valley Community College (IVCC) and Sauk Valley Community College (SVCC)	
Unemployment Insurance	Illinois Department of Employment Security (IDES)	
Job Counseling, Training, Placement Services for Veterans	Illinois Department of Employment Security (IDES)	
Trade Readjustment Assistance (TRA)	Illinois Department of Employment Security (IDES)	
Trade Adjustment Assistance (TAA)	Business Employment Skills Team, Inc. (BEST, Inc.)	
Migrant and Seasonal Farmworkers	Illinois Department of Employment Security (IDES)	
Community Services Block Grant (CSBG)	Tri-County Opportunities Council and Northwestern Illinois Community Action Agency	
Senior Community Services Employment Program (SCSEP)	National Asian Pacific Center on Aging / National Able Network	
TANF	Illinois Department of Human Services – Division and Community Services (TANF)	
Second Chance	n/a	
<b>OTHER REQUIRED PROGRAMS OFFERED IN THIS LOCAL AREA AS PARTIES TO MOU</b>	<b>IF MARKED YES, LIST THE ENTITY ADMINISTERING PROGRAM</b>	
National Farmworker Jobs Program	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Housing and Urban Development Employment and Training Activities	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Job Corps	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Youth Build	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>ADDITIONAL PARTNERS AS PARTIES TO MOU</b>	<b>ENTITY ADMINISTERING PROGRAM</b>	

<sup>1</sup> Insert only the name(s) of the program(s) in this space. The names of individual negotiators are not needed.

## 2. DURATION OF AGREEMENT (Sec. 121(c)(2)(v)) (Governor's Guidelines, Section 1, Item 10) (§ 678.500(b)(5))

- *Provide the effective date of the MOU (not the MOU Amendment).*
- *List the agreed upon expiration date (cannot exceed three years).*
- *Confirm the purpose of the umbrella MOU.*

The effective date of the original MOU: July 1, 2023

The effective date of the MOU Amendment: July 1, 2025

Termination date of the MOU: June 30, 2026

Purpose of the umbrella MOU:

The partners in Local Workforce Area #4 are committed to providing an integrated delivery of federally-funded workforce services throughout our 8-county area, including at the comprehensive one-stop center identified in Section IV of this MOU.

The purpose of this MOU is to define each partner's contribution, specifically identifying the services and method of delivery that will contribute to supporting our vision. It will also document how each partner will contribute its proportionate share of infrastructure costs for the comprehensive one-stop center. LWA #4 partners have agreed to use an umbrella MOU that will be in effect for three years, with the shared system costs reviewed and negotiated annually.

An additional explanation of the MOU:

Furthermore, NCI Works and the partners party to this MOU agree in general that they will:

1. Implement the vision for the regional one-stop delivery system;
2. Determine the amount of contribution by each partner for infrastructure and shared system costs to support the regional one-stop delivery system;
3. Finalize procedures and tracking methods for referrals between partners;
4. Provide assurance of physical and programmatic accessibility, specifically addressing adults, individuals with disabilities, dislocated workers, youth and individuals with barriers to employment;
5. Will share data between partners at the local level to measure achievement of performance goals, to the extent allowed in data sharing agreements;
6. Describe the process by which disputes will be resolved; and identify the manner in which this agreement may be amended, modified and renewed.

## 3. VISION FOR THE SYSTEM (Governor's Guidelines, Section 1, Item 1(b))

- *Describe the shared vision for the system and the role of the local board and required partners to a high-quality local workforce delivery system (vision must be consistent with Federal, State, regional, and local planning priorities, as well as the Governor's Guidelines).*

Of important note for the PY2024 MOU period and beyond, LWIA 4 Partners have chosen to move the Comprehensive AJC location from its location in Ottawa, IL to 406 Avenue C, Sterling, IL 61081. The location is more central within the workforce area; along major transit routes; a larger space with more desks and spaces available for Partners to spend time using the AJC space, including off-site partners for occasional or periodic time; and has more and larger conference room space available for workshops, job fairs and other activity.

All partners in LWIA #4 continue to support our vision "To offer a fully integrated and accessible employer-driven local workforce system in LWA #4 that maximizes the resources of our education,



workforce and economic development partners to develop the abilities and talents of our students, job seekers and workers which will enable them to work and our businesses to compete."

Our vision is further explained in the PY2024 Regional Plans that are in effect for EDR 5 and 6 and we commit to the content of the vision of each of those regions.

The partners now have a long history of collaboration and cooperation in providing services to both job-seeking and business customers. Currently partners share general program information with job -seeking customers and make referrals to other agencies as determined appropriate. Furthermore, the Business Service Team has successfully existed in our area for years, providing a customized response to meet an individual business's workforce needs. However, all parties to this MOU agree that a concerted effort needs to be made to go beyond sharing just the initial services, and focus on maximizing programs and services of the entire workforce system to produce the skilled workers needed by our local business community. Specifically, our goals will be: to enhance both the referral and tracking of all customers between partner agencies; to gain and maintain an in-depth working knowledge of each partner's programs and services through the continued work of a Program Service Team; to build a fully-aligned career pathways system supported by the delivery of coordinated and integrated services through an ongoing journey-mapping process; and, to share customer information by keeping the lines of communication open in order to address rising needs and challenges with a fully collaborative response.

As part of the Integrated Services Self-Assessment Activity, the workforce partners of LWIA #4 acknowledged that their engagement with NCI Works, the local workforce board, must be significantly enhanced in order to become a high-quality delivery system. Therefore, one of our priorities during the life of this MOU will be to continue to develop and implement an educational and interactive action plan involving partner staff and board members.

The specific plan for achieving our vision is addressed in Section IV of the Service Integration Self-Assessment Goal Setting Next Steps document that was generated in 2019. Our implementation plan is as follows:

1. Enhancing and finalizing the referral and tracking of customers will be the gateway for the goal to streamline and align processes. Our intention is to create uniform policies and procedures on referral and tracking, provide training to all front-line partner staff, and report outcomes to the NCI Works Oversight Committee. We have a referral form online as we describe in the later section on referrals (Section 11). This process is monitored by the Operator with regular reports to the Partners, the Oversight Committee and the Workforce Board.
2. Recognizing that shared communication and knowledge form the basis of a strong, effective integrated services system, the workforce partners in LWIA #4 decided to establish a Program Service Team (PST), modeled after our Business Services Team (BST). This team will consist of frontline staff from all partner agencies, and will be responsible for education and training functions of the system partners. The Partner Services Team has met since May 2022 and meets bi-monthly and more regularly as needed.
3. The Job-seeking Customer Journey Mapping model will be utilized in LWIA #4 to implement a fully-aligned and integrated career-pathways system for our job-seeking customers. For the business customers, the BST members are currently piloting the NCI Works' Rapid Talent Pipeline Initiative for collecting and tracking data and activity related to our business customers. Expanding the use of Journey Mapping will be part of the Program Service Team's goals in the life of this MOU.
4. System Partners will collaborate on creating a one-stop system manual, both in print and electronically. While this process has been delayed due to pandemic closures, this manual will include policies and procedures related to programs, and will assure that continuous lines of communication remain open and services are delivered in consistent manner. A goal is for the Manual to be an online resource and include videos of key activities and processes as well as a

text-based manual. Training will be provided to staff by the PST and Leadership Team, and internal monitoring of the customer files will be conducted by the Leadership Team. This Manual will be part of the work of the Partner Services Team.

NOTE TO THE STATE INTERAGENCY TEAM: The partners in LWIA #4 agree that the greatest challenge to successfully achieving the goals identified in this MOU, and maintaining a high-quality workforce system, is the lack of a shared common data base system for capturing information on both job-seeking/individual customers and businesses.

#### 4. SERVICE INTEGRATION ([Illinois Service Integration: Overview and Self-Assessment Guide](#))

- *Identify commitments that required partners will make within the term of this MOU to implement strategies described in the area's Service Integration Action Plan, which is hereby incorporated into this MOU.*

*Note that this section will change in future years of the MOU as more state guidance becomes available.*

Priority of the goals in the Service Integration Self Assessment 2024 –

During our new session for self assessment service integration, these new goals and timelines were outlined as our priorities.

##### Customer Center Design - Goal 1

Customer input is collected on an ongoing basis from local users and evaluated.

Create a customer input survey by using the matrix of services within the MOU. Look at what other partners already use, Attach a QR code.

Start working with the Workgroup July 2024.

##### Partner Staff - Goal 2

Cross training and program information resources addressing the roles, services, performance expectations, and eligibility requirements of all WIOA partner programs and provided for all partner staff including information and encouragement in acquiring professional credentials.

Partner staff will participate in a cross training session in person or hybrid at least once a year. First one Summer 2024.

All Partner staff receives current and relevant professional development of service integration goals Conduct annually with the cross training – 1<sup>st</sup> one Summer 2024.

##### Intake and Assessment – Goal 3

During intake, customers are provided an overview of partner services, eligibility and suitability requirements by appropriate partner staff.

With the list that is currently available –all partners will agree to share as a system during intake or orientation.

##### Timeline-Summer 2024

##### Evaluation – Goal 7

Partners must create and use customer satisfaction tools, analyzing the feedback on a continual basis.

Same Application as Goal 1.

**5. MOU DEVELOPMENT (Governor's Guidelines, Section 1, Items 3-8)**

- *Fully describe the process and efforts of the Local Workforce Innovation Board and required partners to negotiate the MOU, including draft and final versions of MOUs and annual amendments.*
- *Explain the process to be used if consensus on the MOU is not reached by partners during MOU negotiations.*
- *Explain the process and roles for conflict resolution in daily operations, including the protocol and authority of each entity in decision-making (e.g., leaseholders, one-stop operators, LWIB, State program administrators and local program partners).*

NCI Works designated the Executive Director to convene partners meetings for the development of the MOU narrative component, and to be the impartial negotiator with the development of the RSA.

. There were three RSA negotiation meetings, all being conducted via Zoom. On January 14, 2025 the initial meeting was held to introduce the process, describe any changes to the state requirements, introduce a first draft of the MOU Narrative, and begin discussions on the overall budget amounts for both infrastructure and shared delivery system costs. Following the process outlined in Section 3 of the Governor's Guidelines meetings were held (February 4, 2025 and February 25, 2025, if necessary to develop the narrative sections (i.e., those related to program and service delivery) of the MOU, negotiate budget and work toward agreement on both. Additionally during these meetings the Partners made a substantive decision to move the location of the Comprehensive American Job Center from Ottawa to Sterling. Partners reached consensus and all agreed to this change. Partners attended these meetings and in between meetings prepared key sections of the Narrative including their programs' narrative responses to Section 7.

A final draft of the Narrative and Budget were sent out to partners on February 25, 2025.

At the final meeting on February 25, 2025 all present partners agreed to the MOU narrative and budget being submitted to the State. The negotiator followed up with those not in attendance and confirmed their approval of the MOU and budget.

In general if consensus is not reached with regard to an MOU narrative or budget, LWIA 4 follows the process outlined in the Governors Guidelines.

As far as MOU negotiations and all issues and conflicts with regard to daily operations, the LWIA 4 One-Stop Partners always seek to resolve issues at the local and lowest level, between individual staff at the line level, then only raising issues to management or seeking outside support if a resolution is not secured at the lower level. We are fortunate that most challenges have been addressed and resolved without difficulty.

The first space for dialogue on all issues and any conflicts is the Program Services Team which serves as the forum for addressing most issues or challenges that present themselves. If it is a conflict among one or two, or several of the partners, the other partners on that Team can serve as a sounding-board and advising group, bringing insights and ideas to help with resolution.

The One Stop Operator takes a role in supporting conflict resolution when necessary. The Operator can convene an ad-hoc meeting of the Program Services Team or other Partner meeting as needed. This type of dialogue generally results in a resolution.

If a conflict cannot be resolved, the issue is brought to the Workforce Board's Oversight Committee. The partner(s) in question or with a concern can bring this to that committee through a written memo (distributed to all partners) asking for the issue to be addressed at an upcoming or as needed ad hoc meeting of the Committee. Finally, if the conflict is a WIOA-related issue, the State Interagency Team can serve to help resolve the issue from a Statewide position, giving instruction or guidance that may resolve the issue.

**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
NCI Works One-Stop American Job Center 406 Avenue C Sterling, IL 61081	n/a	n/a

**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-upon 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 customers 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 Service Matrices.
  - For each program, describe the staffing plan around which services will be provided by in-person staff, cross-trained partner staff (include the partner's name) or contract provider (include the provider's name), or direct linkage (include the specific method of direct linkage).

<sup>2</sup> All designated affiliate sites and specialized centers must be included in the Infrastructure Funding Agreement.

- *Describe how each required program's services are provided in real time in all service locations during all regular business hours.*

As noted above, of important note for the PY2024 MOU period and beyond, LWIA 4 Partners have chosen to move the Comprehensive AJC location from its location in Ottawa, IL to 406 Avenue C, Sterling, IL 61081.

*The agreed-upon plan for holding in-person orientations, workshops, or other group events, including capacity limits for such group events.*

In-person orientations, workshops/meetings such as Job Club, hiring events and other "fairs" such as informational fairs with trainers and supportive service partners are regularly held on-site at the American Job Center (AJC). The space is sufficient for a capacity of approximately 30 people for seated events such as orientations or workshops and 50+ depending on configuration for standing events like hiring events, with the overall capacity during the event likely reaching 100 as people come and go. Most events are by invitation and some require registration, so staff can gauge possible attendance. Space has been sufficient for all events in the past. The space is adequate for LWIA 4's needs. The new space at Sterling has greater capacity in its main conference room, as well as several additional conference rooms, so will be able to hold larger numbers of individuals and participants in these events.

When the AJC returns to in-person Orientation sessions, they will be held on a first-come first service basis. Participants may register ahead and then staff at the door will manage attendance and register and admit walk-in individuals.

It is LWIA 4 policy/process that if an event is at capacity, individuals are entered onto a waiting list and admitted as space allows. In the case of a seated event reaching capacity, the host or presenters would attempt to schedule a second session immediately following for those who could not enter, or reschedule at another time. For walk-in events, those waiting would be called off the waiting list in order.

*The Resource Room protocol when capacity is reached, and customers wait to access the Resource Room services.*

Staff on site manage capacity and numbers of individuals in the Resource Room via appointments and a sign-in sheet. Walk-ins are welcome and available in most cases unless a large number of appointments have been made. If the resource room is at capacity, staff at the front desk or otherwise managing sign-in sheet (not security staff) will inform additional guests of an expected wait time and ask them to wait or come back at a later time or set up an appointment as needed.

*The agreed-upon 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 customers can be seen on a walk-in basis. This is a program staff responsibility.*

IDES will staff the front desk and will direct people to scheduled appointments and maintain sign in sheet or "waiting list" for resource room or events as needed. They will also make the determination if an appointment is needed for services.

The Partners are working with SCSEP partners to arrange a schedule of SCSEP participants serving as welcome/front desk team members. This schedule is in the process of being developed.

Security personnel are not responsible for handling admission for resource room or other spaces and are not responsible for determining which customers require an appointment and which customers can be seen on a walk-in basis.



*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.*

Signage is being developed for outside display that will show Sterling as an Illinois WorkNet Center and partner of the American Job Center network. Signage will be posted on the front of the building, as well as near the front desk, stating which services are available on a walk-in basis and which services require an appointment. This information will also be available on the AJC website at:

<https://www.nciworksamericanjobcenter.com/>.

*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.*

Security staff is stationed at the main entrance to the AJC with direct line of site to customers entering and exiting the facility, as well as direct line of site to the front desk and the resource room. During events being held at the facility, the security guard will do rounds to ensure the event location remains secure. Communication between Security personnel and staff will occur via walkie-talkies distributed throughout the facility, as appropriate. All AJC staff and security personnel will receive a copy of the Sterling Emergency Handbook and an all-staff security meeting will be held once a year to ensure these procedures are reviewed and updated on a regular basis.

**Title I (Adult, Dislocated Worker and Youth) – Sterling One-Stop Center: Services Provided On-Site.** WIOA Title IB career services for Adult, Dislocated Worker and Youth will be provided on-site and through technology at the Sterling One-Stop Center by Business Employment Skills Team (BEST, Inc.). Three career advisors are available 5 days a week and a Business Services Representative in the office 4 days a week, all in real time during all regular business hours. Walk-in inquiries will be served by on-site staff.

**Title II (Adult Education and Literacy) –**

**Sauk Valley Community College:** The Sauk Valley Community College Adult Education program provides free GED test preparation courses, adult basic education, and English as a Second Language courses. We also provide integrated education and training courses (career bridge courses and ICAPS) to support the transition to the workforce upon the completion of the adult education program. When students enter the adult education program, they attend an orientation/intake meeting. During this intake, students learn more about the program, what is expected of students, the testing process, and the free support and career services provided by the program. Students also complete a reading or math assessment to determine their skill level. After testing is completed, students are enrolled in their course.

The career services provided by the program support students with career exploration to help them enter the workforce. The services we provide include advising for entry into post-secondary education, career planning, financial planning, assistance with the completion of college application materials, assistance with the completion of financial assistance materials, scholarship assistance, and referrals to individualized support services to address student needs.

When students complete the program, the Advisor/ Career Navigator provides assistance for entry into post-secondary education, career planning, financial aid, scholarship assistance, and referrals to college support services. The Advisor also refers students to partner or community agencies when needed. The Sauk Valley Community College Adult Education program will follow the established LWIA 4 process for referring students to partner services.

**Direct Linkage:** Adult Education will continue to provide the services indicated on the matrix within the one-stop center in real time during all regular business hours. The SVCC Adult Education office can be contacted by calling 815-835-6310 Monday through Thursday from 8:00 am to 4:30 pm and from 8:00 am to 2:00 pm on Friday. During the summer months of mid-May, June, July, through the

first week in August, the SVCC Adult Education office is available from 7:00 am to 5:00 pm Monday through Thursday. If a student calls the office outside of the listed office hours, they are able to leave a voicemail. Students will be contacted within 24 hours of leaving a voicemail unless the message was left after the close of the business day on Friday or Thursday in the summer. In this situation, the call will be returned on the next business day. A trained staff person will provide program information. The Sauk Valley Community College Adult Education program will follow the established LWIA 4 process for referring our students to partner services.

**Illinois Valley Community College Adult Education:** IVCC Adult Education provides ABE, HSE and ESL and distance learning classes on campus and at extension sites throughout the IVCC district. The WIOA liaison will be the Adult Education Specialist at 815-224-0358 available in real time in all service locations through direct linkage by phone, email, or online application on Monday-Friday during regular business hours from 8:00 a.m. to 4:30 pm.

Specific services before, during, or after normal business hours include:

- The Adult Education web site (Spanish/English) for specific program information
  - Onboarding students through online intake application (Spanish/English)
  - Email and voicemail (Spanish/English) for any questions regarding all programming and services
- Adult Education will also provide supportive services through distance learning, academic referrals, and assistance with testing accommodations as well as coordination with other social service agencies to avoid duplication of services.

**Title III (Employment Services under Wager-Peyser) – IDES’ Employment Services and Outreach** is a labor exchange program designed to sustain economic growth by expanding employment opportunities to qualified job seekers that meet the demands of employers. The program’s objectives aim to reduce the loss of productivity by filling job openings as quickly as possible and to shorten the duration of individuals’ unemployment. For job seekers who are not job ready, Employment Services, in cooperation with other workforce partners, assist clients to access training, employability development services, and other supportive service needs to realize their employment goals. Employment Service staff also assist various special populations such as returning citizens, youth, and older workers with overcoming their unique barriers when returning to the workforce. Employment Service staff provide the following basic career services: outreach, intake, orientation; labor exchange services including job search and placement assistance; referral & coordination with other programs; workforce and labor market information and statistics; performance information for the local area as a whole; information on the availability of supportive services, and information and meaningful assistance with UI claims. Employment Service staff provide the following individualized career services: comprehensive and specialized assessments; development of an individual employment plan, career planning, short-term pre-vocational services; and workforce preparation activities.

**IDES Business Services:** The Business Services Team (BST) comprises of both Wagner-Peyser and JVSG (Veterans) Staff. The BST provides outreach to businesses and community organizations in support of IDES Services such as the State Labor Exchange system (Illinoisjoblink), WorkShare IL, Fidelity Bonding, and WOTC, as well as Workforce Partner Initiatives. Working with workforce partners, the BST plans and organizes in-person and virtual events including but not limited to the following: hiring events, career fairs, employer seminars, employer/jobseeker workshops, veteran resource fairs, veteran stand-downs, and veteran workshops. The BST provides outreach assistance to workforce partners and sends out email blasts in support of employer and jobseeker events and initiatives.

**Outreach:** IDES Business Services conducts outreach to employers in support of IDES services as well as Partner services. IDES Business Services will upon request send out email blast for partner services to include WIOA Initiatives, Apprenticeships, Adult Education Programs, Workshops, Seminars, and hiring events. IDES Business Services will also conduct in-person outreach to support our partner initiatives with employers.

**Job Fairs/Hiring Events/Workshops:** IDES will actively seek to partner with our WIOA partners in planning, organizing, and advertising Job Fairs/Hiring Events/Workshops within the Region. IDES will assist with outreach activities to employers and jobseekers.

### **IDES Programs**

**Reemployment Services and Eligibility Assessment (RESEA)** - Reemployment Services and Eligibility Assessment (RESEA). RESEA is an Unemployment Insurance eligibility program funded by the U.S. Department of Labor to assist unemployment insurance claimants with returning to work. UI claimant participation in RESEA is required, for those identified, to remain eligible for UI benefits. Employment Services provided by the RESEA teams include, but are not limited to, orientations to the American Job Centers and services offered by our workforce partners, development of individual employment plans, labor market information, career information, job readiness assistance, employment retention services and referrals to employment, training and educational services.

**WorkShare IL** - WorkShare IL is Illinois' Short-Term Compensation (STC) program. WorkShare IL is a voluntary unemployment insurance program that provides employers with an alternative to layoffs during an economic downturn. IDES administers this program and coordinates with DCEO on outreach to employers who may see this layoff diversion program as a solution in order to keep trained employees engaged and on the job.

**Work Opportunity Tax Credit (WOTC) Program** - WOTC is a federal income tax credit incentive provided to private sector employers. An employer may be eligible for WOTC when they hire from certain target groups of job seekers who face employment barriers. The requirements for the program are set by the Internal Revenue Service and the U.S. Department of Labor, Employment and Training Administration. WOTC is an incentive for employers and is intended to help individuals move from economic dependency, while participating employers can reduce their income tax liability. IDES processes WOTC certification requests submitted by employers.

**Fidelity Bonding Program (FBP)** - The U.S. Department of Labor established the FBP to provide fidelity bonds that guarantee honesty for "at-risk," hard-to-place job seekers. The bonds cover the first six months of employment. There is no cost to the job applicant or the employer. The bonds issued by the FBP guarantee the job honesty of job seekers to employers who want to hire them. IDES assists employers who can request the bonds as an incentive to hire these applicants.

**Foreign Labor Certification** - IDES assists employers in complying with federal requirements when they seek to hire foreign workers under the federal H2A (seasonal agricultural jobs) and H2B (non-agricultural jobs) visa programs. IDES assists with activities to ensure that if there are not enough qualified U.S. workers available to perform the work and that the hiring of foreign workers will not adversely affect the wages and working conditions of similarly employed U.S. workers. IDES staff assist with the posting of employer job orders into IJL, inspection of housing for agricultural workers, and conduct field visits.

Employment Services are provided onsite by **1.75** Wagner-Peyser Title III FTEs daily in real time during the regular business hours of 8:30 AM and 5:00 PM.

**Title IV (Rehabilitation Services)** – LWIA 4- Division of Rehabilitation Services, 2607 Woodlawn Road, Suite 1, Sterling, Illinois 61081

Phone (815) 625-8885

TTY (888) 340-1004

Fax (815) 625-8704

Operational hours are 8:30 am- 5 PM. Monday- Friday, available in real time via direct linkage at the American Job Center.



Division of Rehabilitation Services (DRS) is the state's lead agency serving individuals with disabilities. DRS works in partnership with people with disabilities and their families to assist them in making informed choices to achieve full community participation through employment, education, and independent living. State's leading provider of employment, training, placement services to people with disabilities. Services include assessment, evaluation, certification, plan development, case management, training/education, placement, post-employment support services, advocacy and information/referral. Other key programs in addition to VR include: Home Services Program, Bureau of Blind Services, Deaf & Hard of Hearing Services, Hispanic & Latino Services, Independent Living, Educational Services, Disability Determination Services and Client Assistance Program. The VR program is a strong state-federal partnership that promotes the employment and independence of people of with disabilities. The VR program, which began more than 80 years ago, was the first federally authorized program specifically created to serve the employment needs of people with disabilities. More than 230,000 people with disabilities employed each year with the help of VR professionals. VR Counselors have extensive specialized training, making them uniquely qualified to work with your business. DRS assists individuals with disabilities gain and retain employment. DRS staff act within the rules of 24 hours to first contact if a referral is made by a partner agency, staff participates in cross training with other partner agencies (and we provide cross training for them).

**Perkins/Post-Secondary Career and Technical Education –**

***Sauk Valley Community College (SVCC) Perkins and Illinois Valley Community College (IVCC).***

Serving as a partner service SVCC and IVCC continue to follow the referral process established with LWIA 4 and the Sterling One Stop Center. While SVCC and IVCC do not maintain a physical presence in the One Stop Center, the indicated services provided in the matrix continue to be available through direct linkage.

When potential Perkins/Post-Secondary Career and Technical Education students request contact the One Stop Center and request services offered through Perkins/Post-Secondary Career and Technical Education at SVCC or IVCC they will be connected to the College office by direct linkage via phone. These students can contact our office in real time via direct linkage phone for SVCC at (815)835-6334 and for IVCC at 815-224-0219 during regular business hours Monday-Thursday 8:00a.m.-4:30p.m. and Friday 8:00a.m. -2:00p.m. During the summer (mid-May through early-August) regular business hours at SVCC are 7:00a.m. -5:00p.m. Monday through Thursday. If potential Perkins/Post-Secondary Career and Technical Education students contact the SVCC or IVCC Office outside of regularly scheduled business hours, voicemail will be available. Potential students who leave a voicemail will be contacted within 24 business hours of leaving the message. Response to left voicemails will be completed by a trained staff person who will provide requested information and how services can be accessed.

**IDES/Unemployment Insurance (UI) –** The Unemployment Insurance program, administered by IDES, is designated to contribute to the state's overall economic stability by partially protecting eligible workers against loss of income during periods of unemployment. Eligible workers who become unemployed and meet all requirements set forth in the UI Act may receive benefits for the maximum number of weeks under the law, until the worker finds employment, or becomes otherwise ineligible.

UI staff provide the following basic career services: outreach, intake, orientation; referral and coordination with other programs; information and meaningful assistance with UI claims.

Unemployment Insurance services are provided onsite in real time by 1.75 FTEs daily during the regular business hours of 8:30 AM and 5:00 PM

**IDES/Job Counseling, Training and Placement Services for Veterans –**

**IDES/Jobs for Veterans State Grant (JVSG) -** The Jobs for Veterans State Grant Program has its own four-year "Stand-Alone" State Plan that is approved by the U.S. Department of Labor – Veterans Employment and Training Services. IDES manages the federal Jobs for Veterans State Grant ensuring

that eligible Veterans and spouses receive priority of service to successfully meet their training and employment needs. The JVSG Grant supports the following: Disabled Veteran Outreach Program Representative (DVOP) also known as the Veteran Career Coach and Local Veteran Employment Representative (LVER) also known as the Veteran Business Specialist. Veteran Career Coach-DVOP provides individualized career services utilizing a case management framework to eligible Veterans and spouses who have self-identified as having one or more Significant Barriers to Employment (SBE) as defined by the Department of Labor – Veterans Employment and Training Services. Veteran Business Specialist-LVER provides outreach to employers in support of Veteran Programs and to advocate for all Veterans seeking employment, regardless of SBE. Employment Service staff will assist Veterans and other eligible persons seeking employment assistance that do not meet the SBE criteria.

JVSG staff conduct virtual Illinois Veteran Transition Pathways (IVTP) workshops each quarter to incarcerated veterans in Correctional Centers throughout Illinois.

The JVSG team also provides employment services to Chapter 31 referred veterans from the USVA - Veteran Readiness and Employment.

JSVG staff provide the following basic career services: outreach, intake, orientation; labor exchange services, including job search and placement assistance; referral and coordination with other partners; workforce and labor market information and statistics; performance information for the local area as a whole; and information on the availability of supportive services. JSVG staff provide the following individualized career services: development of an individual employment plan; career planning; short-term pre-vocational services; and workforce preparation activities.

Services are provided to veterans under JSVG program by 1.0 FTEs in real time daily during the regular business hours of 8:30 AM and 5:00 PM.

**IDES/Trade Readjustment Assistance** – IDES administers Trade Readjustment Allowances, a benefit under the TAA program, providing income support to persons who have exhausted their unemployment compensation and whose jobs were affected by foreign trade.

TRA staff provide the following basic career services: outreach, intake, orientation; referral and coordination with other programs; information and meaningful assistance with UI claims.

TRA services are provided onsite by .25 FTEs daily in real time during the regular business hours of 8:30 AM and 5:00 PM.

**Trade Adjustment Assistance (TAA)** – Business Employment Skills Team, Inc. has a career advisor that handles the TAA participants who are interested in services. This position helps both Title I and TAA individuals and is counted in the 4 FTE (.25 FTE for TAA). TAA services are provided in real time during all regular business hours at the AJC.

**IDES/ Migrant & Seasonal Farmworkers (MSFW)** – IDES provides staff assisted services to migrant and seasonal farmworkers including job development, career guidance, and referral to training and supportive services. Wagner-Peyser staff will assist with the intake process by assessing the client's needs, assisting with UI claims, and registering with Illinois Job Link in order for the client to immediately begin searching for work. Staff will also provide Labor Market Information to educate clients on the current employment outlook and determine if further training will be necessary to enhance employment opportunities. Clients may be directed to work-readiness workshops or referred to partner agencies and/or supportive services, depending on the needs of the client.

MSFW staff provide the following basic career services: outreach, intake, orientation; labor exchange services including job search and placement assistance; referral & coordination with other programs; workforce and labor market information and statistics; information on the availability of supportive services, and information and meaningful assistance with UI claims. MSFW staff provide the

following individualized career services: development of an individual employment plan; career planning; short-term pre-vocational services, and workforce preparation activities. MSFW services are provided onsite by .25 FTE daily in real time during the regular business hours of 8:30 AM and 5:00 PM.

**National Farmworker Jobs Program (NFJP) – n/a**

**Community Service Block Grant (CSBG) –**

**Tri-County Opportunities Council** staff will provide outreach services aimed at informing potential customers of the supportive services provided by the agency as well as partner services provided through the One Stop system. Linkage and coordination will be provided by trained Tri-County Opportunities Council staff to ensure customers are connected to the necessary career and supportive services. Staff will collaborate with other partners to ensure an integrated service delivery process.

Staff will be onsite one day per week on Wednesdays at the Comprehensive One Stop. While onsite, staff will complete in person intake applications on those customers interested in CSBG supportive services. At that time appropriated services/and or referrals will be provided. Alternative methods of direct linkage, while at the Comprehensive One Stop, will be Skype, with video capability, as this is the preferred and agreed upon option of all partners. Customers interested in supportive services at other times will be provided services that are in real time in all Tri-County service locations during regular business hours (Monday-Friday 8:00- 4:30 pm) by accessing the agency at 1-800-323-5434. Trained staff at that number, will provide direct linkage to services or referrals based on the information obtained from the customer. Voicemail options will be available for those customers reaching out after hours. Messages left after hours will be followed up by staff within 24 hours during regular business hours. In person appointments are currently available to customers utilizing the organizations services in all locations.

**Northwestern Illinois Community Action Agency (NICAA)**

27 S. State Ave., Suite 102, Freeport, IL 61032

Phone: 815-232-3141 Fax: 815-232-3143

Website: [nicaa.org](http://nicaa.org)

Serving the residents of Stephenson and Jo Daviess Counties with various community action assistance programs including rental/mortgage assistance, LIHEAP and other utility assistance programs, weatherization and home rehab, Head Start early Childhood education, senior nutrition program, and more.

NICAA provides referrals to other services needed by clients, including employment services provided by WIOA.

Eligibility is typically income based for low-income families but varies by program.

The program is available in real time via direct linkage to the AJC location, Monday through Friday, 8:00a.m. to 3:30p.m.

Referrals to NICAA for assistance are addressed as soon as they are received. Information and referrals for assistance provided by other organizations discussed with clients.

**Senior Community Services Employment Program (SCSEP) – (.25 FTE)** Through direct linkage technology National Asian Pacific Center on Aging (NAPCA) and National Able Network will assist with outreach, intake, and orientation of eligible customers during normal business hours. This will be accomplished through telephone during regular business hours of 8:00 a.m. to 5:00 p.m.

- National Able Network/NAPCA will provide program coordination and referral services for eligible customers.
- National Able Network/NAPCA will provide information about the availability of supportive services and referral to these services.
- National Able Network/NAPCA will be knowledgeable about all services that are provided via the Illinois workNet Centers through cross-training.

- National Able Network/NAPCA agrees to contribute a proportionate share of costs (by cash, in-kind, or other mutually agreeable contribution) to support the services and operation of the local one-stop system contingent on the availability of funding from the Department of Labor. NAPCA and National Able Network will be available in real time via technology at the one-stop center via phone-based communication. NAPCA/National Able Network will be available during normal business hours (Monday through Friday, 8:00 a.m. – 4:00 p.m.). If access to services via phone is unavailable at the time of contact, customers will have the option of leaving a voicemail. A prescreening will be taken for those individuals interested in SCSEP. If determined eligible for services, a face-to-face meeting will be scheduled. If a customer is ineligible, referrals will be made to appropriate agencies.

NAPCA's primary contact for SCSEP referrals is Bruce Adams, SCSEP Case Manager (phone: 872-270-0871; email: [bruce@napca.org](mailto:bruce@napca.org)). The secondary contact is Stacey Parr, SCSEP Project Director (phone: 872-270-3384 email: [stacey@napca.org](mailto:stacey@napca.org)). NAPCA provides SCSEP services in the following counties of LWIA 4: LaSalle, Ogle, Whiteside, Bureau, Lee, and Carroll.

National Able Network provides direct linkage for program services through email and telephone at [scsep@nationalable.org](mailto:scsep@nationalable.org); 855-994-8300. National Able Network provides SCSEP services in the following counties of LWIA 4: LaSalle, Lee, and Jo Daviess.

**DHS/TANF** – The TANF program provides money to qualified families with related children living with them who are under age 18, or through age 18 if attending high school full-time. The program also provides money to pregnant women with no eligible children, and, if the pregnant woman is married or in a civil union, to her spouse/civil union partner if living with her. A person must prove that they qualify and cooperate with program requirements.

TANF families receive a medical card for help with their medical needs. The card lists each eligible person. When someone needs medical service, they show the medical card to the doctor, hospital, drug store, clinic, etc. The person must go to a medical provider who is approved to participate in the medical program and has agreed to accept payment from HFS and send the bill to HFS.

DHS caseworkers work with TANF applicants to:

- Assess the family's situation by identifying their strengths, needs and potential risks;
- Gather information necessary to determine eligibility for specific programs the applicant is applying for;
- Make referrals as needed;
- Design an initial Responsibility and Services Plan (RSP) in conjunction with the applicant, and monitor their follow-up with the plan if necessary; and
- Make decisions about the benefits the applicants are eligible to receive.
- DHS caseworkers work with TANF recipients to:
  - Complete ongoing assessment to discover additional barriers to self-sufficiency which may arise;
  - Update the Responsibility and Services Plan, as necessary;
  - Monitor the client's progress in completing the steps set by their RSP. This may include contacting providers who are working with the client;
  - Provide effective case management of assistance programs to ensure the client/family receives all the benefits to which they are entitled;
  - Ensure supportive services the client needs remain intact (e.g., child care, transportation assistance, etc.); and
  - Link the client/family with other resources they may need both

TANF Services are Provided in real time at the AJC service location via:

- Direct Linkage
  - Customers wishing to apply for benefits can be directed to call 800-843-6154
  - Customers wishing to apply for benefits can be directed to IDHS website (<https://abe.illinois.gov>) to utilize apply online
  - Customers may call the office phone number:

- LaSalle County FCRC 815-433-1572
  - Bureau County FCRC 815-875-1134
  - Ogle County FCRC 815-732-2166
  - Whiteside County FCRC 815-632-4045
- For follow-up on partner referrals, agencies can contact
  - LaSalle County FCRC –1- 815-433-4518
  - Bureau County FCRC –815-872-0067 or 779-239-5064
  - Ogle County FCRC –815-881-6015
  - Whiteside County FCRC –815-632-4066
- In-person Staff
  - Customers wishing to apply for benefits can apply in person at the following DHS offices
    - LaSalle County FCRC, 1560 1<sup>st</sup> Ave, Ottawa, IL 61350
    - Bureau County FCRC, 225 Backbone Rd East, Princeton, IL 61356
    - Ogle County FCRC, 1001 Pines Rd, Oregon, IL 61061
    - Whiteside County FCRC, 2605 Woodlawn Rd, Sterling, IL 61081

**IDOC Second Chance** – n/a

**HUD Employment and Training Activities** – n/a

**Job Corps** – n/a

**YouthBuild** – n/a

## 8. PROGRAMMATIC ACCESSIBILITY (Sec. 121 (c)(2)(iv)) (§ 678.500(b)(4))

- *Describe features or methods to ensure the comprehensive one-stop center and any designated affiliate sites or specialized centers provide access to all required career services in the most inclusive and appropriate settings for each individual participant, including assuring that individuals with barriers to employment, such as individuals with disabilities, can access available services (§678.500(b)(4)).*
- *Describe any specific human or financial commitments partners are making to coordinate the customer experience through a physical or virtual front door. Examples include: using career navigators, customer advocates, cross-program knowledge, frontline training, accessible technology or other support systems.*

*Note: Provide as much specificity as possible for each commitment made as a local workforce system, including whether individual partners are making a specific human or financial commitment to carry out that local system approach.*

**BEST, Inc. (Title I) and IDES** will be housed full-time at the Comprehensive One-Stop on a regular basis, and therefore all career and training services will be available at all times for individuals seeking services. **Tri-County Opportunities Council (TCOC)** will provide services on-site one day per week and through direct linkage the other 4 days of the week. All other workforce partners will provide their services through direct linkage as described elsewhere in this narrative. Furthermore, all staff members will be trained to provide services to all, regardless of the range of abilities, mobility, age, language, learning style and education level. Additionally, assistive devices, such as screen-reading software programs and assistive listening devices will be available. Partners will draw upon the expertise within the partnership to address specific issues; e.g., Illinois Department of Human Services - Division of Rehabilitation Services to address accommodations in providing services for individuals with disabilities.



**IDES** will provide access on site at the Sterling one-stop for the following programs; Title III: Wagner-Peyser, Unemployment Insurance, Trade Readjustment Assistance, Migrant & Seasonal Farm Workers, and Veteran's Services. These services will be provided by trained full time staff in a facility that meets EO/ADA standards for access to those with disabilities. To ensure inclusiveness of services IDES has staff members on site who speak Spanish and access to a phone interpretive service for any other language.

**BEST, Inc. (Title 1B)** will provide access to Title 1B Adult, Youth, Dislocated Worker and Trade Adjustment Act programs. BEST, Inc. staff are fully trained in EO/AA policies and procedures and have direct linkage contact with an EO/AA Officer who is housed full-time in the BEST, Inc. administrative office in Peru. The Center will be staffed by three Career Advisors with extensive working knowledge of all three Title 1B programs and TAA, and one Business Relations Representative with extensive knowledge of all business services offered throughout the system.

For customers wishing to access **DHS/TANF** services, interviews are conducted in person or via telephone. Those who walk into the center and wish to apply for TANF can be directed to the DHS office that is located in the area where the person resides.

**Tri-County Opportunities Council (CSBG)** will be onsite one day per week at the Comprehensive One Stop. While at the Comprehensive One Stop, the Outreach Worker will complete an in-person intake application for those individuals interested in CSBG supportive services. At that time, appropriated services and/or referrals will be provided. Alternative methods of direct linkage, while at the Comprehensive One Stop, will be by Skype, with video capability, as this is the preferred and agreed upon option by all partners. This option provides face –to-face virtual meeting.

Clients interested in supportive services at other times may contact 800/323-5434. Trained staff will provide direct linkage to services and/or referrals based on the information obtained in that call.

The Outreach Worker will participate in training to provide services to all, regardless of the range of abilities, mobility, age language, learning style and education level. The Outreach Worker will facilitate the use of assistive devices, such as screen reading software programs and assistive listening devices by clients in need of this type of assistance. Use of other partner's expertise to address specific barriers will be facilitated by the Outreach Worker; i.e.: Illinois Department of Human Services – Division of Rehabilitation Services to address accommodations in providing services for individuals with disabilities. The Outreach Worker will also utilize Tri-County Opportunities Council Equal Opportunity/Affirmative Action Plan which serves as a guide to the agency's equal opportunity objectives and includes the manner in which the agency plans to provide accommodations for client services. Contained in this plan is a Limited English Proficiency (LEP) and Hearing Impaired Plan, which provides guidelines for the Outreach Worker, as well as resources and supportive services which can be obtained for those who do not speak or speak limited English or those who are hearing impaired. This helps to ensure any barriers to obtaining services are removed.

#### *Coordinated Customer Experience:*

The One-Stop Partners are working to continually improve and coordinate the customer experience. As a group we have made a commitment and begun to research methods of human-centered design to improve services and the location's accessibility of all types. The partners are always working on cross-program knowledge and training to improve and streamline access and services. We will continue coordinated frontline cross training among partners.

The One-Stop has a guide at the front desk that references the key services available for various needs and partners within and beyond the AJC to address particular needs, such as homelessness, housing, food, etc. All staff are trained on supporting customers in using this guide and can support directing them to needed services.

The referral system the partners have developed provides a solid framework for coordinated entry and services, and we are working to improve the follow-up on referrals and services.

The WIOA Title I case manager serves as a lead contact for case management and coordinates with assigned case staff from each other program. We strive to ensure that this is well coordinated, though as we note elsewhere, a shared data system would also facilitate more real-time coordination. Any development of a shared virtual front door would require involvement of the State partners and should be developed statewide across programs.

## 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*

☒ Please affirm that the local one-stop system will comply with all federal and State physical inclusiveness and accessibility requirements, including the Americans with Disabilities Act (ADA) of 1990, Section 188 of WIOA, the Illinois Accessibility Code, the most recent ADA standards for Accessible Design and the Uniform Federal Accessibility Standards, and all other applicable statutory and regulatory requirements.

☒ Please affirm that facilities are accessible during business hours to customers in accordance with the local area's security and staffing plan.

A self- assessment was conducted on August 23, 2023 and the proposed LWIA #4 One Stop Center in Sterling, Illinois was found to be in compliance with the Accessibility requirements.

Examples of accessibility compliance are as follows:

1. Sidewalks are ramped, and the door into the center is mechanized
2. Bi-lingual materials, posters and signage
3. Visitors to the center have access to a language line
4. **IDES has the ability to hire a sign language interpreter when needed.**
5. Assistive technology (e.g., software packages, equipment with different background lighting, etc.) has recently been updated and provided to the center
6. All partner staff was trained by the Illinois Assistive Technology office and provided with reference manuals.
7. A security guard and/or receptionist is available to greet visitors and can help direct them based on specific needs
8. Ample accessible parking spaces closest to the door are available in the parking lot
9. **The location is recognizable and is a regular drop-off point for public transportation at the front door of the center**

The proposed Center is located within the downtown area of Sterling, IL. While there is limited walking/foot traffic, there is a great deal of automobile traffic past our building as it is on the main route into and out of downtown and across the county. Department of Human Services (TANF) has an office An office in close proximity of the proposed Center. Illinois Department of Employment Security is the lease holder for this building

Rural public transportation has a regular stop at the center. While there are not numerous regular transit bus lines, Whiteside County has a ride request system. Whiteside County Public Transportation provides door-to-door, origin to destination public bus transportation for residents and guests of Whiteside County. Service is available Monday – Friday, 6:00 am – 6:00 pm to ANYONE and ANY PURPOSE. All Whiteside County Public Transportation vehicles are lift or ramp equipped making the fleet completely accessible. <https://ridewcpt.net> Whiteside County Public Transportation makes trips bringing customers to and from the One Stop regularly.

This Center was initiated and certified as the only Comprehensive One Stop in LWIA #4 on July 1, 2024 because of this, a reopening plan was not a requirement for this Center. Customers are allowed to come into the Center via the front door and go to the front desk to access all services AIf a line forms and the building is at capacity, IDES staff will direct customers to schedule an appointment for services, return later in that day, or return on a different day.

#### **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 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.*
- *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.*
- *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. Example: A consortium partner contributes a non-cash contribution in the amount of the market value for specific services under the One-Stop Operator Agreement.*

*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.*

A Request for Proposal (RFP) was released by Tri-County Opportunities Council, a member of NCI Works on March 8, 2024 accepting new proposals and a new Agreement with a One Stop Operator was put in place for the period 7/1/2024 – 06/30/2025 with the Consortium of Business Employment Skills Team, Inc, Illinois Department of Employment Services, Sauk Valley Community College,



The Operator model is a Consortium.

The following is the scope of work that was included in the RFP that went out for the competitive selection of the one-stop operator:

## Section 2 Project Scope

- 2.1 Roles and Responsibilities: For each member of the agency/organization/consortium, specifically identify who will perform each of the following rules and/or responsibilities. The roles and responsibilities of the One-Stop Operator will include, but not limited to:
  - 2.1.1. Service Coordinator
    - Coordination of delivery of services among the partners.
    - Ensure that customer calls to the One Stop Center are handled timely.
    - Coordinate services to businesses.
    - Coordinate services to individuals.
    - Ensuring effective referral processes are in place for all partner services.
    - Assist with the transitioning to an integrated, technology enabled intake and case management information system.
  - 2.1.2. Facilities and Operations
    - Facilitate the resolution of issues related to space usage, facility location and customer flow within the facility.
    - Coordinate the center calendar to schedule facility usage for use of classrooms, workshops and conference rooms.
    - Assist in coordination with affiliate sites.
    - Assure One-Stop partners follow policies of the career center.
    - Address and resolve issues related to One-Stop Delivery System operations.
    - Promote the services available throughout the One-Stop Delivery System.
  - 2.1.3. One-Stop Center Staffing
    - Coordinate staffing approaches that promote service integration.
    - Facilitate cross training among One-Stop System partner staff.
    - Ensure meaningful access to all required programs in the center.
- 2.2 Experience: The organization selected to perform the One-Stop Operator duties outlined in Section 2.1 shall be able to demonstrate their past effectiveness in delivering similar services, and shall demonstrate the experience of staff proposed to be assigned to these duties.
  - 2.2.1. Demonstrated Experience in the following areas:
    - Past success in operator related activities.
    - Experience in working with community partners.
    - Experience working with area employers.
    - Experience working with job seekers.
    - Familiarity with workforce development programs and systems.
  - 2.2.2. Staff Qualifications
    - Proven management expertise.
    - Workforce system experience.
    - Demonstrated past successful coordination efforts.
    - Ability to communicate effectively both verbally and in writing.

The payment provisions for the in-kind contributions from the One Stop Consortium model are shared among the consortium in accordance with the amount of staff time each partner is contributing to the OSO function. These amounts are shown as in-kind for each partner in the

One Stop Operator Agreement in the shared system costs shared contribution section of the budget. This includes Title I, \$10,036.00; Title II, \$10,036.00; Title III, \$24,612.20 equaling \$44,684.20 in whole dollars which is the annual budget amount in the One Stop Operator Agreement that is to expire June 30, 2025. The Consortium price for the initial term of this contract is actually \$44,684.20. If the contract is renewed, the price shall be at the same rate as for the initial term without a form amendment. The total payments under this contract shall not exceed \$178,736.80 without a formal amendment. This cost is 100% in kind with this agreement.

Total Amount of Federal Funds Obligated under this Federal Award: \$178,736.80 Funds made available to the Operator Consortium for this Agreement include funding from the following sources:

FAL 17.258, WIOA Adult Program, \$14,894.73

FAL 17.259, WIOA Youth Activates, \$14,894.73

FAL 17.278, WIOA Dislocated Workers Formula grants, \$14,894.73

FAL 17.207, WIOA Employment Services, \$89,368.41

FAL 84.002, WIOA Adult Education, \$44,684.20

**11. REFERRAL PROCESS (Sec. 121 (c)(2)(iii)) (Governor's Guidelines, Section 1, Item8(i)) (§678.500(b)(3)-(4))**

- *Describe the local one-stop operator's role and responsibilities for coordinating referrals among required partners (§678.500(b)(3)).*
- *Complete the Referral System matrix included on page 11 of this MOU Template.*

The One Stop Operator's role and responsibilities in the referral process is to ensure that all partners are aware of services offered by each agency. Initially cross training was completed to front line staff and a referral mapping process was created. To move forward, the OSO will be responsible to streamline the referral process, work with the program service team to create a uniform policy and training for all staff, and look into an electronic referral system. The OSO monitors the referral data on a monthly basis during the normal One Stop Operator meetings and reports it to the NCI Works' Oversight Committee bi-monthly.

As stated previously, our customers must navigate a strategically-planned career path of essential academic, occupational and/or workforce training that is offered through the vast network of Federal and State funded programs and services as part of their journey towards achieving their professional goals. We believe it is our responsibility to make their journey as painless as possible by streamlining and aligning all processes in our local workforce system, beginning with the referral process that is designed to get them to and from all the right stops along the way. In general, most partners can make Skype available to customers. With that said, however, each partner's specific method of making and tracking referrals is identified below.

All partners make referrals to all other partners as outlined in the Referral System matrix attached to this narrative.

The referral process consists of an electronic process utilized through the One Stop's website at <http://www.nciworksamericanjobcenter.com/>. Each Partner has it is own login through this with secured username and password and can utilize the web-based referral form to make referrals to any of the other Partners.

Referrals are monitored by the Operator on a regular ongoing basis. The Operator prepares a monthly report of referrals that is made available to the Partners, the Oversight Committee and the Workforce

Board during their regular meetings.

## 12. SHARED DATA AND INFORMATION (Governor's Guidelines, Section I, Item 8(k))

- *Describe how core program partners will share data and information and will collaborate to assure that all common primary indicators of performance for the core program partners in the local area will be collectively achieved.*

*NOTE: Partners are encouraged to seek clarification from their respective core partner state agency and/or data staff.*

☒ Please affirm that notwithstanding any other provisions in this MOU, only partners who have executed a separate data sharing agreement with IDHS will have access to wage records and other confidential IDHS data.

☒ Please affirm that participants' Personally Identifiable Information (PII) will be kept confidential.

Currently, there are data sharing agreements between IDHS and BEST, Inc., and between DHS and BEST, Inc. Therefore, where statewide data sharing agreements exist, agencies that can sign onto those agreements will do so. All other partners in LWIA 4 agree to share data to the fullest extent possible through agreements and practices that allow each program to comply with the state and federal laws governing it to protect personally identifiable information while working toward greater integration of services across programs. Partners will share the number of customers served and program performance to assure that all common primary performance indicators are achieved. The implementation of an integrated technology-enabled intake and case management information system for programs carried out under WIOA is being implemented and will be implemented as soon as practical following guidance from the State of Illinois Department of Innovation Technology.

Until a data system solution is implemented the partners agree to pursue other means of securely sharing information relevant to improved outcomes for customers and businesses. For example, Title II Adult Literacy and the Perkins Post-Secondary Career and Technical Education programs are at both IVCC and SVCC, and share a common client database so students move from non-credit to credit programs seamlessly. Both community colleges follow FERPA (Family Educational Rights and Privacy Act) federal requirements to assure that student data is confidential. All employees are trained on FERPA rules and sign as a requirement of their employment that they will follow FERPA regulations of data access and use. These are signed by all new employees and continuing employees are trained and must update their commitment to following FERPA on a regular basis to have access to information needed to perform their duties at the college.

Recognizing that data sharing agreements are not always going to be the proper protocol, a common Release of Information form is being developed collaboratively for use by all partners to share appropriate information allowing coordinated and/or integrated service delivery to individuals and businesses. This will allow staff to share necessary and appropriate information while still guaranteeing that Personal Identifiable Information will be kept confidential unless authorized by the customer in accordance with state and federal laws.

In terms of the impact the action plan developed as part of the self-assessment activity will have on enhancing services integration in LWIA #4, the workforce partners believe that sharing customer information and providing greater customer access for services are both key components of their identified priorities.

As stated previously, the partners recognize that their customers must navigate a strategically-planned career path of essential academic, occupational and/or workforce training offered through a vast network of Federal and State funded programs and services. They also believe it is their responsibility to make the job-seeking customer's journey as painless as possible by streamlining and aligning all processes in the local workforce system.

The first step in this process is to enhance and finalize the referral and tracking of customers, key elements that serve as the gateway to getting individuals to and from all the necessary on-ramps and off-ramps along the way. The intention is to create uniform policies and procedures for referral and tracking, and to provide training to all front-line staff. The referral process includes rigorous follow-up to ensure that all LWIA #4 partners are sharing customer progress towards achieving their personal and professional goals. In general, most partners can make Skype available to facilitate access to services, however, our local workforce network also includes multiple physical access sites located throughout our 8-county area that will be available to customers who wish to visit in person.

Recognizing that shared communication and knowledge form the basis of a strong, effective integrated services system, the workforce partners in LWIA #4 decided to establish a Program Service Team (PST), modeled after our Business Services Team (BST). The PST will consist of frontline program staff from all partner agencies, and will be responsible for collaborating on career planning and goal setting for our job-seeking customers during regularly-scheduled meetings. Members of the PST have a goal to utilize the Journey Mapping model to implement a fully-aligned and integrated career-pathways system for our job-seeking customers. For the business customers, the BST members are currently piloting the NCI Works' Rapid Talent Pipeline Initiative (RTPI) for collecting and tracking data and activity related to our business customers. Due to COVID as mentioned previously, this is still the intent and will be worked on during the life of this MOU.

A note to the MOU Review Team / State Interagency Team: As we in the field actively move towards increased service integration, all partners in LWIA #4 strongly agree that in order to reach the ultimate goal of complete service integration on the WINTAC Continuum, there must be a statewide common data base for collecting, tracking and sharing customer information across all partners. We therefore encourage the State's Interagency Team to recommend to the IWIB that they make this one of their top priorities in PY '22. In the meantime, meetings between front-line staff from all LWIA #4 partners will occur on a regular basis to share customer assessment information and to discuss progress towards achieving their career goals. Through the Journey Mapping process, the PST will continue to review information to make sure there are no gaps in services that may impede the job-seeker's success, nor a duplication of services that will waste valuable resources. The RTPI will be used for the same purpose by the BST in addressing the needs of the business customers. The PST and the BST members will be in constant contact with each other to make sure there is an on-going connection between the supply side and demand side of workforce equation.

**13. COSTS AND COST SHARING OF SERVICES (Sec. 121 (c)(2)(ii)) (Governor's Guidelines, Section 1, Item 1(c); Section 2) (§ 678.510(a), §678.755 and §678.760)**

Please complete the Infrastructure Funding Agreement (fillable spreadsheet) and submit annually with the MOU or MOU Amendment.

In the space below and following the Governor's Guidelines – Revision 4, provide the following narrative:

1. Affirm in the narrative that required partners negotiated infrastructure and shared local service delivery system costs specific to the applicable program year for both

*comprehensive one-stop centers and any affiliate or specialized centers designated by the local workforce board.*

2. *Clearly identify in the narrative the time period for which the Infrastructure Funding Agreement is effective; e.g., July 1, 20XX through June 30, 20XX.*
3. *Specify in the narrative whether the budget submitted represents an interim or final budget agreement.*
4. *Describe in the narrative the agreed-upon method that each partner will contribute as a proportionate share of costs to support the services and operations of the local service delivery system.*
5. *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.*
  - a. *If all required partners agree for a partner to commit to less than .25 FTE, then the local board may submit a waiver using the waiver request form included in the Report of Outcomes template (Appendix G of the Governor's Guidelines – Revision 4).*
6. *Describe in the narrative whether and which staff will be cross-trained to provide services on behalf of another required partner.*
  - b. *For each required partner providing cross-trained staff to deliver services on behalf of another partner, confirm how the contributing partner's shared cost allocations will be reduced in correlation with the number of FTEs that will be cross-trained to provide another partner's programs.*
7. *Please describe the invoicing process and any special deadlines for determining actual costs for each partner included in this MOU (Please note that CSBG's grant cycle requires the partner to pay all actual costs within 30 days of the partner's 12/31 invoicing deadline and within 30 days of its 6/30 invoicing deadline each program year).*

*Using the table provided below, include the following additional financial information for each required program partner:*

1. *Each required program partner's total cash contribution toward its proportionate share of infrastructure and local service delivery system costs; and*
2. *The dollar amount of a 10% variance from each partner's total cash contribution in the case that actual costs exceed budgeted costs.*

		Partner's Total Cash Contribution	Dollar Amount of 10% Variance (if applicable)	Partner's Total Cash Contribution <u>plus</u> 10% Variance (if applicable)
Commerce	Title IB - Adult, Youth, & Dis. Workers	\$46,682	\$4668	\$51,350
	TAA	\$4737	474	4781
	CSBG	\$4737	474	4781
IDES	Title III - Wagner-Peyser	12080	1208	13288
	Title III - MSFW	1726	173	1899
	Veterans Services	8628	863	9489

	<b>UI Comp Programs</b>	12080	1208	13288
	<b>TRA</b>	1726	173	1899
<b>ICCB</b>	<b>Title II - Adult Education</b>	4737	474	4781
	<b>Career &amp; Tech Ed - Perkins</b>	4737	474	4781
<b>DHS</b>	<b>Title IV - Vocational Rehab</b>	4737	474	4781
	<b>TANF - DHS</b>	4737	474	4781
<b>Aging</b>	<b>SCSEP</b>	4737	474	4781
<b>DOC</b>	<b>Second Chance</b>			
<b>HUD</b>				
<b>Title IC - Job Corp</b>				
<b>Title ID - National Farmworkers</b>				
<b>Title ID - YouthBuild</b>				
<b>Other 1</b>				
<b>Other 2</b>				
<b>Other 3</b>				
<b>Other 4</b>				

- ☒ In accordance with the State Finance Act (30 ILCS 105/30), this MOU is contingent upon and subject to the availability of funds. A State Agency Partner may terminate or suspend this MOU, in whole or in part, without penalty or further payment being required, if (i) the funds to which this MOU commits a State Agency Partner have not been appropriated or otherwise made available to the State Agency Partner by the State or the Federal funding source, (ii) the Governor or a State Agency Partner reserves funds, or (iii) the Governor or a State Agency Partner determines that funds will not or may not be available for payment. The State Agency Partner shall provide notice, in writing, to the other Partners of any such funding failure and its election to terminate or suspend this MOU as soon as practicable. Any suspension or termination pursuant to this paragraph will be effective upon the date of written notice unless otherwise indicated.

- ☒ All required partners a party to this MOU acknowledge that the ability of any partner to contribute its agreed contribution to the One-Stop costs is contingent on the availability of State and/or federal funding for its respective program(s).

The Infrastructure Funding Agreement included as Appendix K to this MOU reflects the results of the negotiated MOU budget and allocation of the approved budget among the required WIOA partners.

The time period for which the shared cost funding agreement is effective is July 1, 2025 through June 30, 2026.

The budget submitted represents a final budget agreement.

Each partner negotiated their contribution towards the cost of the budget using the FTE method. The local board, Chief Elected Officials, and partners agreed on contracting with Marcella Consulting Corporation to act as the MOU negotiator and impartial convener on behalf of the LWIB and region. Partners were provided a copy of the interim budget that was agreed upon last year for review along

with a preliminary draft of key budget elements for discussion.

At the first MOU Negotiation meeting, Partner FTE contributions were discussed and each partner was afforded an opportunity to propose revisions to their FTE contribution level. Following this meeting, a draft version of the approved budget, reflecting the allocation of costs based on the partner FTE level, or the .25 minimum FTE level, was distributed to all partners.

A Report of Outcomes was sent to the DCEO prior to April 15, 2025.

All parties are in agreement with the budget.

Each required partner meets the minimum FTE commitment of .25 FTEs in the comprehensive center.

The partners which are not housed in the One Stop have not cross trained staff to provide services as they will be provided through Direct Linkage.

The Local Workforce Board designated Jessica Green (BEST, Inc. Finance Director) to reconcile budgeted to actual shared costs in the One-Stop operating budget on a semi-annual basis. The budget will be reconciled December 31st and June 30th each program year.

If the local workforce innovation board and required one stop partners fail to reach consensus on funding infrastructure costs, this will trigger the State Funding Mechanism.

Procedure to reconcile the budget is as follows:

All partners will be required to report costs to the One Stop Operator in a timely manner. Those costs will then be reconciled to the budget and amounts contributed. Any amounts overpaid by a partner will be credited or refunded. Any amounts underpaid by a partner will be billed to the partner.

If a partner's total obligation under the cost allocation plan is in excess of the allocated in-kind contribution, the balance is shown as a cash contribution. In practice, when partners owe each other cash under the cost allocation plan, they will credit these cash obligations as part of the invoicing and reconciliation process so only cash payments are made by partners having a net cash obligation after credits of cash due from other partners have been applied.

#### **14. AMENDMENT PROCEDURES AND RENEWAL PROVISIONS (Sec. 121 (c)(2)(v)) (Governor's Guidelines, Sections 5 & 6) (§ 678.500(b)(5)(6))**

- *Describe the procedures for amending the MOU with an annual one-stop operating budget with Infrastructure Funding Agreement.*
- *Describe the procedures for amending the MOU any time substantial changes have occurred before the MOU's three-year expiration date.*

*NOTE: Ensure the MOU reflects the most recent date as amendments and renewals are approved.*

The effective date of the MOU is July 1, 2025. The MOU will expire June 30, 2026, with the cost sharing agreement reviewed annually with the partners and submitted each year for two subsequent years.. Multiple partner meetings are held at least 6 months before the renewal date and all partners are a part of the narrative changes based on goals and objectives for the coming years. The narrative sections are reviewed when the budget meetings take place to see if modifications are needed.

This MOU may be amended or terminated at any time in writing and through a two-thirds vote of



the signatory parties. It is understood that circumstances both outside the control of the partners or with control of the partners, including one or more of the following reasons may cause the agreement to be amended:

1. The addition or removal of a partner from this MOU.
2. Removal or addition of program responsibilities for any partner that administers more than one federal program.
3. A change in the one-stop operator or a change in the physical location of the comprehensive one-stop center.
4. A change in the services, service delivery methods currently utilized, referral methods, or methods to allocate costs.
5. The need to renegotiate a partner's proportionate share of costs based on changes in the method of service delivery or program or funding changes that affect a partner's continued ability to meet its shared cost obligations.
6. Incorporate final approved annual budget on an annual basis.
7. Resolving any disputes that evolve after agreement is reached.

All amendments will involve the following process:

The Parties seeking an amendment will submit a written request to the Local Workforce Innovation Board of Area 4 that includes:

- The requesting party's name.
- The reason(s) for the amendment request.
- Each Article and Section of this MOU that will require revision.
- The desired date for the amendment to be effective.
- The signature of the requesting party's authorized representative.

If the request is approved by two thirds majority of the signators, LWIB 4 will notify the remaining parties of the intent to amend and will provide each remaining party thirty (30) days from the date of the notice (unless another time frame is specified in the notice) to review the anticipated changes and to submit a response to the Local Workforce Innovation Board. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed changes.

In the event that a remaining party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to LWIB 4 within the specified timeframe.

LWIB 4 will review the listed questions/concerns and will issue a response within fifteen (15) days of receipt of the list. If LWIB 4 deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.

The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to the Local Workforce Innovation Board for Area 4 for the final signature. LWIB 4 will distribute copies of the fully executed amendment to all Parties.

## **15. ADDITIONAL LOCAL PROVISIONS (OPTIONAL) (Sec. 121(c)(2)(B)) (§678.500(c))**



n/a

**16. ADDITIONAL PARTNERS (Sec. 121 (b)(2))**

n/a

**17. AUTHORITY AND SIGNATURES (Governor's Guidelines, Section 1, Item 8(p); Section 5, Items 28-29) (§678.500(d))**

- *Include a statement that the individuals signing the MOU have authority to represent and sign on behalf of their program under WIOA.*

The individuals signing this MOU all have the authority to represent and sign on behalf of their programs under WIOA.

**18. ATTACHMENTS**

Each Party acknowledges and agrees that the Attachments listed in this Section are attached hereto and incorporated into this MOU. Further, each Party acknowledges and agrees that by signing this MOU it agrees to be bound by the terms and conditions of the Attachments.

**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS X****INCLUDES:**

- CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)
- OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)
- SERVICE DELIVERY METHOD THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)

**IDES NON-DISCLOSURE AGREEMENT X****ONE-STOP OPERATING BUDGET SPREADSHEET. X****CURRENT ONE-STOP OPERATOR AGREEMENT X****DIRECT LINKAGE CHECKLIST ☐ X****OTHER |**

# TEMPLATE

## REFERRAL BETWEEN PARTNERS

Instructions: Please indicate all partners to which each partner will make referrals



**TEMPLATE**  
**REFERRAL SYSTEM MATRIX**

REFERRAL BETWEEN PARTNERS																					
Instructions: Please indicate all partners to which each partner will make referrals																					
REQUIRED PARTNERS	Title I: Adult Dislocated	Title II: Adult Ed	Title III: W-P	Title IV: Rehab. Services	Post-secondary CTE under Perkins	UI	Veterans Services	TRA	TAA	MSFW	NFJP	CSBG	SCSEP	TANF	Second Chance	HUD	Job Corps	YouthBuild	Other (specify)	Other (specify)	Other (specify)
Community Services Block Grant (CSBG)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>	<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 (HUD)	<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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
YouthBuild	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**  
**CAREER SERVICES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)**

<b>BASIC CAREER SERVICES</b>											
<b>REQUIRED PARTNERS</b>	<b>Eligibility for Title IB</b>	<b>Outreach, intake, orientation</b>	<b>Initial Skills Assessment</b>	<b>Labor exchange services, including job search and placement assistance</b>	<b>Referral and coordination with other programs</b>	<b>Workforce and labor market information and statistics</b>	<b>Performance and cost information on providers of education, training and workforce services</b>	<b>Performance info for the local area as a whole</b>	<b>Information on the availability of supportive services</b>	<b>Information and meaningful assistance with UI claims</b>	<b>Assistance establishing eligibility for financial aid for non-WIOA training and education</b>
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Title II: Adult Education and Literacy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Post-secondary Career and Technical Education under Perkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unemployment Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trade Readjustment Allowance (TRA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trade Adjustment Assistance (TAA)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>
Community Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Block Grant (CSBG)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TANF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Housing and Urban Development	<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"/>



**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

<b>BASIC CAREER SERVICES</b>											
<b>REQUIRED PARTNERS</b>	Eligibility for Title IB	Outreach, intake, orientation	Initial Skills Assessment	Labor exchange services, including job search and placement assistance	Referral and coordination with other programs	Workforce and labor market information and statistics	Performance and cost information on providers of education, training and workforce services	Performance info for the local area as a whole	Information on the availability of supportive services	Information and meaningful assistance with UI claims	Assistance establishing eligibility for financial aid for non-WIOA training and education
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"/>	
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"/>	
YouthBuild	<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"/>	
Other (specify):	<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"/>	
Other (specify):	<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"/>	
Other (specify):	<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"/>	

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
Title I: Adult, Dislocated Worker, Youth	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Title II: Adult Education and Literacy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Title III: Employment Programs under Wagner-Peyser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title IV: Rehabilitation Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>
Job Counseling, Training and Placement Services for Veterans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

INDIVIDUALIZED AND FOLLOW-UP CAREER SERVICES												
REQUIRED PARTNERS	Comprehensive and specialized assessments	Development of an individual employment plan	Group counseling	Individual counseling	Career planning	Short-term pre-vocational services	Internships and work experience	Workforce preparation activities	Financial literacy services	Out-of-area job search assistance	English language acquisition	Follow-up services for participants in adult and dislocated worker programs
Trade Readjustment Allowance (TRA)	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Migrant and Seasonal Farmworkers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Community Services Block Grant (CSBG)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior Community Services Employment Program (SCSEP)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>
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"/>
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"/>
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"/>
YouthBuild	<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"/>
Other (specify):	<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"/>
Other (specify):	<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"/>
Other (specify):	<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"/>



**TEMPLATE**  
**LOCAL SERVICE MATRIX FOR COMPREHENSIVE ONE-STOP CENTERS**

**OTHER PROGRAMS AND ACTIVITIES AVAILABLE THROUGH THE LOCAL COMPREHENSIVE ONE-STOP CENTER(S)**

<b>OTHER PROGRAMS AND ACTIVITIES PROVIDED</b>	
<b>REQUIRED PARTNER</b>	
Title I (Adult, Dislocated Worker, Youth)	Issuance of ITAs; Career Exploration; Youth Leadership Activities; Business Services including job fairs and hiring events.
Title II: Adult Education and Literacy	HSE online learning through I-Pathways will be available to those who cannot attend classes. Career Cruising will be available for career exploration as well. Administers TABE Test
Title III: Employment Programs under Wagner-Peyser	Hiring events; workshops
Title IV: Rehabilitation Services	OJE/OJT, job retention services, support for education and training
Post-secondary Career and Technical Education under Perkins	Program information and referrals for Career and Technical Education programs and events.
Unemployment Insurance	Claims maintenance; general questions; claims filing
Job Counseling, Training and Placement Services for Veterans	Case management; workshops
Trade Readjustment Allowance (TRA)	Claims maintenance; general questions
Trade Adjustment Assistance (TAA)	
Migrant and Seasonal Farmworkers	Hiring events; workshops
National Farmworker Jobs Program	
Community Services Block Grant (CSBG)	Comprehensive needs assessment, case management
Senior Community Services Employment Program (SCSEP)	Case management, job readiness workshops, outreach activities, benefits screening, professional development
TANF	
Second Chance	
Housing and Urban Development Employment and Training Activities	
Job Corps	
YouthBuild	

## IDES NON-DISCLOSURE AGREEMENT

### Attachment to LWIA #4 MOU

The **Illinois Department of Employment Security (“IDES”)** agrees to share confidential information, as defined below, with each One-Stop Partner ( **“RECIPIENT”**) pursuant to the Memorandum of Understanding, effective on July 1, 2023 and ending on June 30, 2026, for the One-Stop Center located in Illinois Local Workforce Area #4 (“MOU”), solely for the limited purpose and to the extent as set forth in this IDES Non-Disclosure Agreement (“Agreement”). IDES and the RECIPIENT are collectively referred to as the “Parties” and individually as a “Party.” This Agreement is made by and between IDES and each RECIPIENT and as such this Agreement is separately and individually enforceable against each RECIPIENT.

1. MOU. RECIPIENT acknowledges and agrees that by signing the MOU it agrees to be bound by the terms and conditions of this Agreement, which are attached to and incorporated into the MOU. RECIPIENT’s execution of the MOU is a prerequisite for receiving any confidential information under this Agreement. In the event of conflict, this Agreement shall prevail over the MOU
2. One-Stop Partner. RECIPIENT affirms and acknowledges that it is a One-Stop Partner, as defined by the Workforce Innovation and Opportunity Act of 2014, as amended, (WIOA). RECIPIENT affirms and acknowledges that, except as otherwise provided herein, it will remain a Party to this Agreement as long as it continues to administer at least one federally funded employment, training or education program at an Illinois One-Stop Center, as defined by WIOA.
3. Term and Termination. The term of this Agreement shall begin upon the date of full execution of the MOU and shall end upon the termination of the MOU. Notwithstanding any other provision to the contrary, IDES may immediately terminate or cancel this Agreement and cease providing confidential information if RECIPIENT fails to adhere to any provision set forth in this Agreement. RECIPIENT agrees that its responsibilities and duties under this Agreement, including but not limited to its obligations regarding confidentiality and data security, shall remain in effect following the termination of this Agreement.
4. Confidential Information.
  - a) For purposes of this Agreement, “confidential information” means all data and information in whatever form produced, prepared, observed, or received under this Agreement to the extent such information is confidential within the meaning of any governing law, regulation, or directive, including, without limitation, the Illinois statute codified at 820 ILCS 405/1900 (“Section 1900”).
  - b) RECIPIENT agrees to comply with applicable laws, materials, regulations and all other state and federal requirements with respect to the protection of privacy, security and dissemination of the confidential information, including Section 1900; which is incorporated by reference into this Agreement. Protection from unauthorized use and/or disclosure specifically includes storage in a place physically secure from access by unauthorized persons, maintaining information in electronic formats such as magnetic tapes, discs, or on servers in such a way that unauthorized persons cannot obtain the information by any means, destroying all confidential information in the manner directed



## **IDES NON-DISCLOSURE AGREEMENT**

by IDES as soon as the information is no longer needed for RECIPIENT's purposes, and undertaking precautions to ensure that only authorized employees and agents have access to said confidential information.

- c) RECIPIENT agrees to instruct all personnel having access to the confidential information on the confidentiality requirements set forth in this Section and agrees to fully and promptly report any infraction to the IDES.
- d) RECIPIENT agrees that the disclosure of the confidential information to the RECIPIENT does not convey any future ownership or use rights. RECIPIENT agrees that IDES shall retain sole and exclusive ownership of the confidential information.
- e) Upon the termination of this Agreement, RECIPIENT agrees to destroy or return all confidential information in the manner directed by IDES. RECIPIENT agrees that the confidential information shall not be archived or sent to a records center and shall not be retained with personal identifiers for any period longer than the term of this Agreement.

### **5. Data Specifications.**

- a) The Parties acknowledge and agree that under this Agreement IDES will not share or provide the RECIPIENT with any information obtained from an individual or employing unit during the administration of the Illinois unemployment insurance (UI) program including, but not limited to, social security numbers, benefit records and employer's wage records.
- b) In accordance with 56 Ill. Admin. Code 2960.120, IDES may provide RECIPIENT with non-UI information contained in the Illinois Job Link (IJL) including: (i) a customer's name, address, phone number, and/or employment history; (ii) an employer's name, address, and phone number; (iii) job order information; and (iv) other non-UI information contained in IJL, provided that disclosure of such information is not prohibited under this Agreement.

### **6. Purpose and Use.** RECIPIENT agrees that it will use the confidential information solely for the limited purpose of administering an employment, training or education program through an Illinois One-Stop Center in accordance with WIOA. Any dissemination or use of the confidential information other than for the purpose and use set forth in this Section without the express written authority of the Director of IDES is specifically prohibited.

### **7. Indemnification.** To the extent authorized by law, RECIPIENT agrees to indemnify, assume all risk of loss, and hold harmless IDES from and against all liabilities, claims, suits, actions, judgments, damages and expenses related to or arising in connection with any acts or omissions of RECIPIENT in connection with this Agreement. RECIPIENT shall do nothing to prejudice the rights of IDES to recover against third parties for any loss.

### **8. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against IDES arising out of this Agreement must be filed exclusively with the Illinois Court of Claims, 705 ILCS 505/1 et seq., when said claim is within the jurisdiction of the Court of Claims.

## **IDES NON-DISCLOSURE AGREEMENT**

9. Severability. If any provision in this Agreement is held to be invalid, illegal, void, or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not be affected.

REQUIRED PARTNER SIGNATURES

LOCAL WORKFORCE INNOVATION BOARD CHAIR

Patricia M Head  
Signature

Patricia M. Head  
Printed Name

Chair  
Title

March 4, 2025  
Date

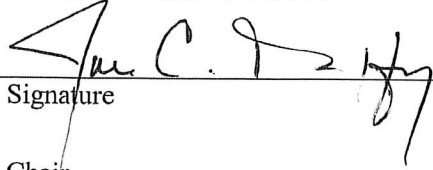
Northwest Central Illinois Works (NCI Works)  
Organization

*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.

**REQUIRED PARTNER SIGNATURES**

**CHIEF ELECTED OFFICIAL**



Signature

James C. Duffy

Printed Name

Chair

March 4, 2025

Title

Date

Chief Elected Official for LWIA #4

Organization

*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.

REQUIRED PARTNER SIGNATURES

**TITLE IB – ADULT, DISLOCATED WORKER, YOUTH**

  
Signature

Joel Torbeck  
Printed Name

Program Manager  
Title

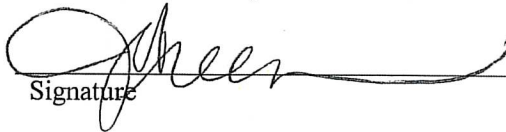
March 4, 2025  
Date

Business Employment Skills Team, Inc.  
Organization

*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.

**TITLE IB – ADULT, DISLOCATED WORKER, YOUTH**

  
Signature

Jessica Green  
Printed Name

Finance Director  
Title

March 4, 2025  
Date

Business Employment Skills Team, Inc.  
Organization

*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.

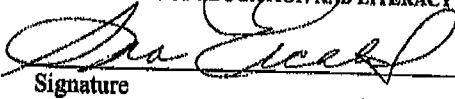
An Additional Signature Form is available on the WIOA Implementation Portal at this link:

8

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

**REQUIRED PARTNER SIGNATURES**

**TITLE II - ADULT EDUCATION AND LITERACY**

  
Signature

Sara Escatel  
Printed Name

Director of Adult Education  
Title

Date

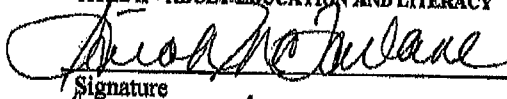
3/7/25

Illinois Valley Community College  
Organization

*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.

**TITLE II - ADULT EDUCATION AND LITERACY**

  
Signature

Sarah McFarland  
Printed Name

Program Director of Adult Education  
Title

Date

3/5/25

Sauk Valley Community College  
Organization

*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.


An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>



REQUIRED PARTNER SIGNATURES
-----------------------------

**TITLE III – EMPLOYMENT PROGRAMS UNDER WAGNER-PEYSER,  
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

  
Signature

Raymond P. Marchiori  
Printed Name

Director

5/09/2025

Title


Date

Illinois Department of Employment Security  
Organization

*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.

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE III – WAGNER-PEYSER  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

  
Signature

Ryan Flannery  
Printed Name

Assistant Regional Manager

5/6/2025

Title

Date

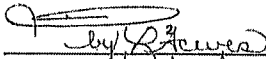
Illinois Department of Employment Security  
Organization

*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.

REQUIRED PARTNER SIGNATURES

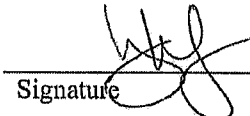
**TITLE IV – REHABILITATION SERVICES,  
ILLINOIS DEPARTMENT OF HUMAN SERVICES**

 Dulce Quintero  
Signature Dulce Quintero Administrative Assistant II Printed Name  
AA II  
Secretary May 15, 2025  
Title Date  
Illinois Department of Human Services  
Organization

*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.

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TITLE IV – REHABILITATION SERVICES  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

 Shayne Miller  
Signature Printed Name  
Public Service Administrator 4/23/25  
Title Date  
Illinois Department of Human Services Vocational Rehabilitation  
Organization Title IV

*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.

REQUIRED PARTNER SIGNATURES

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

Signature

Sasha Logan  
Printed Name

Title

Date

Sauk Valley Community College  
Organization

*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.

POST-SECONDARY CAREER AND TECHNICAL EDUCATION UNDER PERKINS

Signature

Dr. Rebecca Zamora  
Printed Name

Title

Date

Illinois Valley Community College  
Organization

*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.

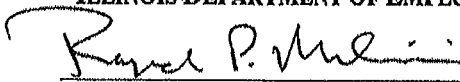
An Additional Signature Form is available on the WIOA Implementation Portal at this link:

1.

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES
-----------------------------

UNEMPLOYMENT INSURANCE,  
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY



Signature

Raymond P. Marchiori

Printed Name

Director

5/09/2025

Title

Date

Illinois Department of Employment Security

Organization

*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.

INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR UNEMPLOYMENT INSURANCE  
IF DIFFERENT THAN THE SIGNATORY ABOVE



Signature

Ryan Flannery

Printed Name

Assistant Regional Manager

5/6/2025

Title

Date

Illinois Department of Employment Security

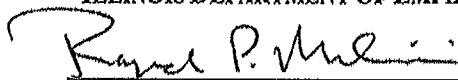
Organization

*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.

REQUIRED PARTNER SIGNATURES
-----------------------------

**JOB COUNSELING, TRAINING AND PLACEMENT SERVICES FOR VETERANS,  
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**



Signature

Raymond P. Marchiori

Printed Name

Director

5/09/2025

Title

Date

Illinois Department of Employment Security

Organization

*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.

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR VETERANS ACTIVITIES  
IF DIFFERENT THAN THE SIGNATORY ABOVE**



Signature

Ryan Flannery

Printed Name

Assistant Regional Manager

5/6/2025

Title

Date

Illinois Department of Employment Security

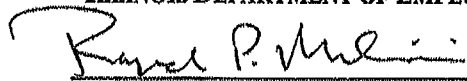
Organization

*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.

<b>REQUIRED PARTNER SIGNATURES</b>
------------------------------------

**TRADE READJUSTMENT ALLOWANCE (TRA),  
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**



Signature

Raymond P. Marchiori

Printed Name

Director

5/09/2025

Title

Date

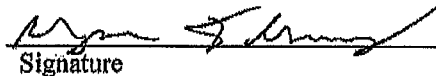
Illinois Department of Employment Security

Organization

*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.

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TRADE READJUSTMENT ACT  
IF DIFFERENT THAN THE SIGNATORY ABOVE**



Signature

Ryan Flannery

Printed Name

Assistant Regional Manager

5/6/2025

Title

Date

Illinois Department of Employment Security

Organization

*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.



**REQUIRED PARTNER SIGNATURES**

**TRADE ADJUSTMENT ASSISTANCE (TAA)**

  
Signature

Joel Torbeck  
Printed Name

Program Manager  
Title

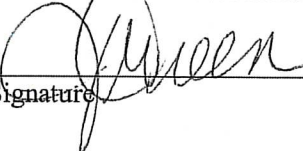
March 4, 2025  
Date

Business Employment Skills Team, Inc.  
Organization

*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.

**TRADE ADJUSTMENT ASSISTANCE (TAA)**

  
Signature

Jessica Green  
Printed Name

Finance Director  
Title

March 4, 2025  
Date

Business Employment Skills Team, Inc.  
Organization

*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.

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

REQUIRED PARTNER SIGNATURES
-----------------------------

**MIGRANT AND SEASONAL FARMWORKER PROGRAM,  
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY**

  
Signature

Raymond P. Marchiori

Printed Name

Director

Title

5/09/2025

Date

Illinois Department of Employment Security

Organization

*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.

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR MIGRANT AND SEASONAL FARMWORKER PROGRAM IF DIFFERENT THAN THE SIGNATORY ABOVE**

  
Signature

Ryan Flannery

Printed Name

Assistant Regional Manager

Title

5/6/2025

Date

Illinois Department of Employment Security

Organization

*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.

**REQUIRED PARTNER SIGNATURES**

**COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM**

*Jill Calkins*

Signature

Jill Calkins

Printed Name

*President / CEO*

Title

*3/5/25*

Date

Tri-County Opportunities Council  
Organization

*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.

**COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM**

*Vanessa Hoffeditz*

Signature

Vanessa Hoffeditz

Printed Name

*Community Services Manager*

Title

*4-3-25*

Date

Tri-County Opportunities Council  
Organization

*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.

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

1

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

**REQUIRED PARTNER SIGNATURES**

**COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM**

Elisha Walker

Signature

Elisha Walker

Printed Name

Executive Director

Title

June 9th 2025

Date

Northwestern Illinois Community Action Agency

Organization

*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.

**COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM**

Lori Logemann

Signature

Lori Logemann

Printed Name

Outreach

Title

6/9/2025

Date

Northwest Illinois Community Action Agency

Organization

*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.

*An Additional Signature Form is available on the WIOA Implementation Portal at this link:*

1

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

**REQUIRED PARTNER SIGNATURES**

**SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)**

  
Signature

Miriam Suen  
Printed Name

SCSEP National Director  
Title

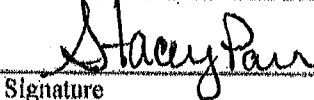
3/14/25  
Date

National Asian Pacific Center On Aging  
Organization

*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.

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

  
Signature

Stacey Parr  
Printed Name

Project Director  
Title

3/14/2025  
Date

National Asian Pacific Center on Aging  
Organization

*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.

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

1

<https://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>

**REQUIRED PARTNER SIGNATURES**

**SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)**

  
Signature

Matt Weis  
Printed Name

President and CEO  
Title

5/21/25  
Date

National Able Network  
Organization

*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.

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR SCSEP  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

  
Signature

Linda Kaiser  
Printed Name

National Director of Senior Programs  
Title

5/21/25  
Date

National Able Network  
Organization

*If submitting an electronic signature, check the box below. Failure to do so will result in a rejection of the signature page.*

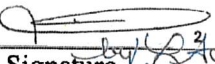
☐ By checking this box, I affirm that I have followed the protocol for submitting an electronic signature as described in the Governor's Guidelines to State and Local Program Partners Negotiating Costs and Services Under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and any supplemental guidance for negotiating annual costs and services under WIOA.

An Additional Signature Form is available on the WIOA Implementation Portal at this link:

<http://www.illinoisworknet.com/WIOA/Resources/Pages/Public-Documents.aspx>



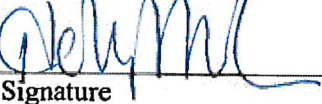
**REQUIRED PARTNER SIGNATURES****TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF),  
ILLINOIS DEPARTMENT OF HUMAN SERVICES**

  
 Signature \_\_\_\_\_ Administrative Assistant II \_\_\_\_\_ Dulce Quintero  
 Printed Name  
 Secretary \_\_\_\_\_ 6.24.2025  
 Date  
 Title  
 Illinois Department of Human Services  
 Organization

*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.

**INDIVIDUAL WHO NEGOTIATED THE LOCAL MOU FOR TANF  
IF DIFFERENT THAN THE SIGNATORY ABOVE**

  
 Signature \_\_\_\_\_ Holly Melvin \_\_\_\_\_  
 Printed Name  
 Local Office Administrator \_\_\_\_\_ 3/5/2025  
 Date  
 Title  
 DHS - TANF  
 Organization

*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.

This tab is displays 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: 4

Cost Allocation Spreadsheets for PY: 2025

For the Center Located in: TOTAL - ALL CENTERS

Sum of FTE Commitments Across All Service Locations		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 (If applicable)	Contributing Partner 2 Providing Services on Behalf of the Partner in Column B (If applicable)	FTEs Cross-trained to Provide Other Program Services (If applicable)				
Commerce	Title IB - Adult, Youth, & Dis. Workers	3.75	-	-	-	-	3.75	-	3.75	Title IB - Adult, Youth, & Dis. Workers
	TAA	0.25	-	-	-	-	0.25	-	0.25	TAA
	CSBG	0.25	-	-	-	-	0.25	-	0.25	CSBG
IDES	Title III - Wagner-Peyser	1.75	-	-	-	-	1.75	-	1.75	Title III - Wagner-Peyser
	Title III - MSFW	0.25	-	-	-	-	0.25	-	0.25	Title III - MSFW
	Veterans Services	1.25	-	-	-	-	1.25	-	1.25	Veterans Services
	UI Comp Programs	1.75	-	-	-	-	1.75	-	1.75	UI Comp Programs
ICCB	TRA	0.25	-	-	-	-	0.25	-	0.25	TRA
	Title II - Adult Education	-	-	-	-	-	-	0.25	0.25	Title II - Adult Education
	Career & Tech Ed - Perkins	-	-	-	-	-	-	0.25	0.25	Career & Tech Ed - Perkins
DHS	Title IV - Vocational Rehab	-	-	-	-	-	-	0.25	0.25	Title IV - Vocational Rehab
	TANF - DHS	-	-	-	-	-	-	0.25	0.25	TANF - DHS
Aging	SCSEP	-	-	-	-	-	-	0.25	0.25	SCSEP
DOC	Second Chance	-	-	-	-	-	-	-	-	Second Chance
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		9.50	-	-	-	-	9.50	1.25	10.75	





Net Allocation for students for FY: 2003 304

Notes on cost allocation methodology (if not PTE)

Notes on partner responsible for payment (notes)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1232	1233	1234	1235	1236	1237	1238	1239	1240	1241	1242	1243	1244	1245	1246	1247	1248	1249	1250	1251	1252	1253	1254	1255	1256	1257	1258	1259	1260	1261	1262	1263	1264	1265	1266	1267	1268	1269	1270	1271	1272	1273	1274	1275	1276	1277	1278	1279	1280	1281	1282	1283	1284	1285	1286	1287	1288	1289	1290	1291	1292	1293	1294	1295	1296	1297	1298	1299	1300	1301	1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315	1316	1317	1318	1319	1320	1321	1322	1323	1324	1325	1326	1327	1328	1329	1330	1331	1332	1333	1334	1335	1336	1337	1338	1339	1340	1341	1342	1343	1344	1345	1346	1347	1348	1349	1350	1351	1352	1353	1354	1355	1356	1357	1358	1359	1360	1361	1362	1363	1364	1365	1366	1367	1368	1369	1370	1371	1372	1373	1374	1375	1376	1377	1378	1379	1380	1381	1382	1383	1384	1385	1386	1387	1388	1389	1390	1391	1392	1393	1394	1395	1396	1397	1398	1399	1400	1401	1402	1403	1404	1405	1406	1407	1408	1409	1410	1411	1412	1413	1414	1415	1416	1417	1418	1419	1420	1421	1422	1423	1424	1425	1426	1427	1428	1429	1430	1431	1432	1433	1434	1435	1436	1437	1438	1439	1440	1441	1442	1443	1444	1445	1446	1447	1448	1449	1450	1451	1452	1453	1454	1455	1456	1457	1458	1459	1460	1461	1462	1463	1464	1465	1466	1467	1468	1469	1470	1471	1472	1473	1474	1475	1476	1477	1478	1479	1480	1481	1482	1483	1484	1485	1486	1487	1488	1489</
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	--------



Column C reflects the total cost of the one-stop operator services covering the full term of the One-Stop Operator Agreement. Columns G through AB break down the annual cost per partner for this program year, alone. The budget line items should align with the One-Stop Operator Agreement.

One-Stop Operator Costs & Payments		Commerce				IDES				ICCB				DHS				DOC		Title ID - National Farm-workers		Title IC - Job Corp		HUD		Title ID - YouthBuild		Other 1		Other 2		Other 3		Other 4		Total Check
	4	OSO Costs Annual Budget Year	Title IB - Adult, D/W, Youth	TAA	CSBG	Title III - Wagner-Peyser	Title III - MSFW	Veterans Services	UI Comp Programs	TRA	Title II - Adult Education	Career & Tech Ed - Perkins	Title IV - Vocational Rehab	TANF - DHS	Aging	Second Chance																				
Personnel	\$ 89,368	\$ 44,684	\$ 10,036	\$ -	\$ -	\$ 24,612	\$ -	\$ -	\$ -	\$ -	\$ 10,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,684	\$ -	
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Contractual Services & Subawards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Occupancy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Telecommunications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Training and Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Direct Administrative Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Miscellaneous Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Direct	\$ 89,368	\$ 44,684	\$ 10,036	\$ -	\$ -	\$ 24,612	\$ -	\$ -	\$ -	\$ -	\$ 10,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,684	\$ -	
Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ 89,368	\$ 44,684	\$ 10,036	\$ -	\$ -	\$ 24,612	\$ -	\$ -	\$ -	\$ -	\$ 10,036	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,684	\$ -	

NOTE: ALL COSTS FOR THE ONE STOP OPERATOR ARE IN-KIND, NOT CASH OR NON-CASH THE FOUR CONSORTIUM PARTNERS ARE CONTRIBUTING THESE IN-KIND WITH NO EXPENSE FOR OTHER PARTNERS.

APPENDIX ITEM 8 TO GOVERNOR'S GUIDELINES  
STANDARD BUDGET FORMAT FOR SHARED COSTS

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

Local Workforce Innovation Area: 4

Cost Allocation Spreadsheets for PY: 2025

For the Center Located in: Sterling, Illinois

	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 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	3.75				3.75		3.75	Title IB - Adult, Youth, & Dis. Workers
	TAA	0.25				0.25		0.25	TAA
	CSBG	0.25				0.25		0.25	CSBG
	Title III - Wagner-Peyser	1.75				1.75		1.75	Title III - Wagner-Peyser
	Title III - MSFW	0.25				0.25		0.25	Title III - MSFW
IDES	Veterans Services	1.25				1.25		1.25	Veterans Services
	UI Comp Programs	1.75				1.75		1.75	UI Comp Programs
	TRA	0.25				0.25		0.25	TRA
	Title II - Adult Education	-				-	0.25	0.25	Title II - Adult Education
ICCB	Career & Tech Ed - Perkins	-				-	0.25	0.25	Career & Tech Ed - Perkins
DHS	Title IV - Vocational Rehab	-				-	0.25	0.25	Title IV - Vocational Rehab
	TANF - DHS	-				-	0.25	0.25	TANF - DHS
Aging	SCSEP	-				-	0.25	0.25	SCSEP
DOC	Second Chance	-				-	-	-	Second Chance
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		9.50	-	-	-	9.50	1.25	10.75	



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010	1011	1012	1013	1014	1015	1016	1017	1018	1019	1020	1021	1022	1023	1024	1025	1026	1027	1028	1029	1030	1031	1032	1033	1034	1035	1036	1037	1038	1039	1040	1041	1042	1043	1044	1045	1046	1047	1048	1049	1050	1051	1052	1053	1054	1055	1056	1057	1058	1059	1060	1061	1062	1063	1064	1065	1066	1067	1068	1069	1070	1071	1072	1073	1074	1075	1076	1077	1078	1079	1080	1081	1082	1083	1084	1085	1086	1087	1088	1089	1090	1091	1092	1093	1094	1095	1096	1097	1098	1099	1100	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110	1111	1112	1113	1114	1115	1116	1117	1118	1119	1120	1121	1122	1123	1124	1125	1126	1127	1128	1129	1130	1131	1132	1133	1134	1135	1136	1137	1138	1139	1140	1141	1142	1143	1144	1145	1146	1147	1148	1149	1150	1151	1152	1153	1154	1155	1156	1157	1158	1159	1160	1161	1162	1163	1164	1165	1166	1167	1168	1169	1170	1171	1172	1173	1174	1175	1176	1177	1178	1179	1180	1181	1182	1183	1184	1185	1186	1187	1188	1189	1190	1191	1192	1193	1194	1195	1196	1197	1198	1199	1200	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210	1211	1212	1213	1214	1215	1216	1217	1218	1219	1220	1221	1222	1223	1224	1225	1226	1227	1228	1229	1230	1231	1232	1233	1234	1235	1236	1237	1238	1239	1240	1241	1242	1243	1244	1245	1246	1247	1248	1249	1250	1251	1252	1253	1254	1255	1256	1257	1258	1259	1260	1261	1262	1263	1264	1265	1266	1267	1268	1269	1270	1271	1272	1273	1274	1275	1276	1277	1278	1279	1280	1281	1282	1283	1284	1285	1286	1287	1288	1289	1290	1291	1292	1293	1294	1295	1296	1297	1298	1299	1300	1301	1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315	1316	1317	1318	1319	1320	1321	1322	1323	1324	1325	1326	1327	1328	1329	1330	1331	1332	1333	1334	1335	1336	1337	1338	1339	1340	1341	1342	1343	1344	1345	1346	1347	1348	1349	1350	1351	1352	1353	1354	1355	1356	1357	1358	1359	1360	1361	1362	1363	1364	1365	1366	1367	1368	1369	1370	1371	1372	1373	1374	1375	1376	1377	1378	1379	1380	1381	1382	1383	1384	1385	1386	1387	1388	1389	1390	1391	1392	1393	1394	1395	1396	1397	1398	1399	1400	1401	1402	1403	1404	1405	1406	1407	1408	1409	1410	1411	1412	1413	1414	1415	1416	1417	1418	1419	1420	1421	1422	1423	1424	1425	1426	1427	1428	1429	1430	1431	1432	1433	1434	1435	1436	1437	1438	1439	1440	1441	1442	1443	1444	1445	1446	1447	1448	1449	1450	1451	1452	1453	1454	1455	1456	1457	1458	1459	1460	1461	1462	1463	1464	1465	1466	1467	1468	1469	1470	1471	1472	1473	1474	1475	1476	1477	1478	1479	1480	1481	1482	1483	1484	1485	1486	1487	1488
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------	------





