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**Tony Evers**, Governor  
**Amy Pechacek**, Secretary-designee

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March 25, 2021

To: Chief Elected Officials  
Workforce Development Board Chairs  
Workforce Development Board Directors

From: Michele Carter, DET Administrator 

RE: Memorandum of Understanding (MOU) Guidelines for Program Year 2021-22

**Purpose:** To provide updated guidance for One-Stop Partners in both comprehensive and affiliate job centers on the classification of costs associated with the operation of the one-stop system, and the process for obtaining required approvals on budget documents included as part of a Memorandum of Understanding (MOU). In DWD-DET's continuous improvement efforts, I want to remind you that workforce development boards need to be sharing draft budgets with all partners either by sharing the SOLAR application through virtual meetings, or using the print functionality in SOLAR to print/scan draft budgets for partner review before changing the status to "In Review" for Parley Pro routing.

**Background:** The Workforce Innovation and Opportunity Act (WIOA) Sec. 121(c)(1) requires the local Workforce Development Board (WDB), with the agreement of the Chief Elected Official (CEO), to develop and enter into an MOU between the WDB and the One-Stop Partners, consistent with WIOA Sec. 121(c)(2), concerning the operation of the one-stop delivery system in a local area. The cost sharing methodologies that best suit the requirements of the participating one-stop partners, need to be locally driven. All shared costs must be in accordance with Part 200, Subpart E of the Uniform Guidance and comply with TEGL 17-16/RSA-TAC-17-03 and Chapter 2.6 of the WIOA Policy Manual at the following link: <https://dwd.wisconsin.gov/wioa/policy/02/02.6.htm>. I have also attached the WIOA MOU Infrastructure/Shared Cost Guidance for DWD-DET and DWD-DVR Directors and Supervisors. This document explains those shared costs that DET and DVR will and won't pay. The MOU template has been modified for the upcoming Program Year and will be required for all 2021-2022 MOU's. This updated MOU template is available in the Resources Box of WIOA Policy 2.6.1: [https://dwd.wisconsin.gov/wioa/doc/PY21\\_MOU\\_Template.docx](https://dwd.wisconsin.gov/wioa/doc/PY21_MOU_Template.docx) and will be uploaded to the Sharing of Local Area Resources (SOLAR) system.

If local areas are having difficulties with required partners paying their proportionate share/relative benefit of infrastructure costs as required, please contact Annette Meudt, Bureau Director for Workforce Training, and she will contact either the State Partner leads or our Federal Project Officer at DOL Region V to request assistance with communicating the requirements to their oversight agencies.

## **MOU Review and Approval Process**

The MOU and budget review process is as follows:

1. Local WDB staff input negotiated cost methodologies and budgets in SOLAR, with the status of "Draft".
2. Local WDB staff share the MOU and budgets with all partners either by using SOLAR, or the print functionality of SOLAR for their review.
3. Once all partners approve the MOU(s) and budgets, local WDB staff change the status of the budgets in SOLAR from "Draft" to "In Review".
4. The "In-Review" status signifies to the LPLs, that documents are ready to route in Parley Pro for DWD review/approval.
5. A Word version of the MOU(s) and relevant attachments (IFA, SDCA, and Services Grid(s)) need to be sent to your respective Local Program Liaison (LPL).
6. DWD leadership and legal staff will review the MOU/Budgets/Supporting Documents in Parley Pro.
  - a. When DWD staff have approved the MOU/budgets, the documents are sent back to the WDBs for signature routing in DocuSign.
  - b. If DWD staff have questions, the LPL will contact the WDB so they can be resolved.
7. When DWD staff have approved the MOU/budgets, the documents are sent back to the WDBs for signature routing in DocuSign.
8. Once all documents are signed through DocuSign, the WDBs return all the signed documents to their LPL, who then uploads the completed documents in SOLAR.
9. WDBs need to share a copy of the final MOU/budgets with all partners, or notify them that they are available in SOLAR.

## **Timeline**

**May 15, 2021:** Target date for all MOUs/Budgets to be ready for Parley Pro review by DWD leadership and legal staff.

**July 1, 2021:** Target date for MOUs/Budgets to be final.

Cc:

Bruce Palzkill  
Colleen McCabe  
Terese Craig  
Delora Newton  
Tasha Jenkins  
Annette Meudt