

**LOCAL WORKFORCE INNOVATION BOARD CHAIR
FORMAL REVISION APPROVAL LETTER TEMPLATE**

VIA ELECTRONIC MAIL

October 23, 2019

Mr. Michael Baker
Manager – Strategic Planning & Innovation
Illinois Department of Commerce and Economic Opportunity
500 E. Monroe St.
Springfield IL 62701

Dear Mr. Baker, on behalf of the WIOA Interagency Technical Assistance Team:

The revisions to the [MOU] for Program Year [2019] here enclosed have been reviewed and approved by the Local Workforce Innovation Board of Local Workforce Innovation Area [6] and all parties to the MOU.

Attached is a detailed report specifying the required revisions addressed and the location of the revisions in the [MOU] submitted [10/23/2019].

Ms. Tiffany Rotondo
DuPage Workforce Innovation Board Chairperson
501 Conde Street
West Chicago, IL 60185-3433

Sincerely,

Tiffany Rotondo
ON BEHALF OF THE LWIA [#] LOCAL WORKFORCE INNOVATION BOARD

cc: Chairman Daniel Cronin
Jamie Brown

CONFIRMATION OF REQUIRED REVISIONS MADE

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In the space provided below, please list the required revisions that were addressed by the local area in the revised submission of the MOU or MOU Amendment and, if applicable, the page number on which the revision is located.

REQUIRED MODIFICATIONS

REQUIRED REVISIONS MADE TO THE MEMORANDUM OF UNDERSTANDING	
<i>Page # of Addressed Revision</i>	<i>Required Revision</i>
Required Revisions in the MOU effective through June 30, 2020:	
Career Service Matrix-Page 47	Indicate that the Second Chance program is no longer providing services in the local area by deleting the “x” in each box.
Budget Spreadsheet	The following language was added to the budget notes as it relates to the shared delivery costs: Any items not included in the one-stop operating budget were left off due to no shared delivery costs being identified through the collective negotiation process.
Pages 15-16	Language added to explicitly confirm that required program partners annually negotiate infrastructure costs and other shared costs of the comprehensive one-stop center.
Pages 15-16	In preparation for PY19 MOU negotiations, the Pre-Program Year Planning Form was completed in conjunction with all the required partners which outlined a timeline to ensure a negotiated MOU by June 30, 2019. A series of meetings were convened from January 2019- May 2019 with the required partners and an impartial budget negotiator from the WIB; all MOU costs were negotiated and agreed upon by the June 30, 2019 deadline for submission.
Pages 15-16	If consensus cannot be reached as it relates to infrastructure costs, the WIOA Interagency Technical Assistance Team will be contacted for guidance.
Pages 15-16	There is no procedure set forth to reconcile budgeted infrastructure costs to actual costs, as partners are billed for actual costs.
Page 17	The effective date of the original MOU is July 1, 2017