

MOU and Budget Dates Needing Updated

Every year one of the common revisions for MOUs and Budgets are around dates not being updated. Below is a breakdown of the potential areas where dates could be listed within the MOU and the Budget. Please review the information below before submitting the MOU and Budget to ensure all dates have been updated with the correct Program Year and corresponding dates.

Budget Dates Needing Updated

1. In the “A-Total FTEs All Centers” and “C-FTEs-Center 1” tabs, Cell C5 asks for the Program Year. Please include the upcoming Program Year.
2. In the “B-Total Shared Costs All Ctrs” and “D-Shared Costs-Center 1” tabs, Cell B5 asks for the Program Year. Please include the upcoming Program Year.
3. Also in the “B-Total Shared Costs All Ctrs” and “D-Shared Costs-Center 1” tabs, the notes section on the bottom of each tab could potentially list the Program Year and/or date. Please make sure these references have the updated Program Year and/or appropriate date.
4. In the “D.2-OSO Costs-Center 1” tab, Cells C20 and 21 may need updated if the contract end date has expired. If the contract is for several years and the end date has not expired, then you would not need to make an update to these cells.

**A note for the LWIAs that have multiple comprehensive one-stop centers – you will need to do the above steps for additional center you have (not just Center 1, like referenced above).

MOU Dates Needing Updated

1. In Section 2, ensure the three required dates are accurately listed. As an example for PY25:
 - a. Effective date of the original MOU: July 1, 2023
 - b. Effective date of the MOU Amendment: July 1, 2025
 - c. Termination date of the MOU: June 30, 2026
2. In Section 5, the first requirement asks for a description of the process and efforts of the LWIB and required partners to negotiate the MOU. Most areas listed the dates of their meetings and of the different phases of the process. Ensure that these dates are updated.
3. In Section 10, dates are required regarding the RFP process. Please ensure older dates in this section are updated.

4. In Section 13, dates are required regarding the time period for which the Infrastructure Funding Agreement is effective. Typically, there are other dates listed throughout this section with reconciliation and other important dates associated with finances. Ensure that all dates in Section 13 are updated.
5. On the MOU Cover Page, the amendment year should be updated to say Number 2 for this upcoming year.
6. In the IDES Non-Disclosure Agreement, dates should be updated to say July 1, 2025 – June 30, 2026.

**A note for the rest of the sections in the MOU – there are no requirements for dates and/or the Program Year to be listed. However, several local areas did list dates in other sections besides what is listed above. Please check through the entire MOU and update any older references to dates and/or the Program Year.