



Workforce Innovation and Opportunity Act
Mandated Partners Memorandum of Understanding

Timeline

	Date	Action	Responsible Party
1	March 21	Convene MOU Review Planning Meeting #1 – Service Coordination	ACWDB/All Partners
2	March 29	Submit updated attachments	Each Partner
3	April 11	Convene MOU Review Planning Meeting #2 – Cost Sharing	ACWDB/All Partners
4	April 18	Integrate partners feedback, finalize MOU, and send pre-final draft for partners review	ACWDB
5	April 20	Provide update to System and Strategies Committee on progress of MOU planning	ACWDB
6	April 22	Review of draft MOU by partners (one week for edits)	Each Partner
7	May 3	Deliver final MOU to partners, via email / mail (unsigned by Chief Elected Official (CEO) and ACWDB chair) to obtain principal signatures – May 9 by the latest June 1	Each Partner
8	May 12	Present recommendation to the Board for approval and signature of chairperson	ACWDB
9	June 12	Route final MOU through SSA internal process for submission and approval by President of the Board of Supervisors (BOS) - CEO	ACWDB
10	June 25	Final MOU on BOS meeting agenda for approval	CEO
11	June 30	Forward unsigned final MOU draft by CEO to Employment Development Department with letter pending BOS signature	ACWDB
12	July 29	Send signed and approved MOU by CEO to EDD	ACWDB