

**Workforce Innovation and Opportunity Act
Sample Memorandum of Understanding
Development Timeline**

Local Workforce Development Boards (Local Board) are expected to work with all America’s Job Center of CaliforniaSM (AJCC) partners in order to develop the Memorandum(s) of Understanding (MOU). The MOU will outline shared services, customers, infrastructure costs, and other system costs of every AJCC within the Local Workforce Development Area.

The Sample MOU Timeline included below is meant to be a technical assistance tool to help Local Boards chart out their MOU development process. As such, it should be used in whatever way best fits the needs of the Local Boards. However, Local Boards must answer the following questions and include the information along with their timeline submission:

1. Name all partners and their current status (in agreement, almost in agreement, at an impasse).
2. What is the reason for any impasse or lack of consensus?
3. Do you anticipate being able to resolve the impasse issue(s) and reach consensus by June 30?
4. If not, what technical assistance can the state provide to assist you in doing so?

The sample timeline contains a proposed schedule of activities and columns on either side to document the date of each completed or scheduled activity as well as any applicable updates or details. ***Please note, a timeline outlining all completed and upcoming activities must be submitted to Regional Advisors with their mid-point check-in.***

SAMPLE MOU Timeline

| Date Of Activity | Schedule of Activities | Status Update |
|-------------------------|--|----------------------|
| | <p style="text-align: center;"><i>Alert All Partners of Initial Meeting</i></p> <p>To begin crafting an MOU and make initial decisions at a meeting with all AJCC partners, certain information will need to be available. Alert partners prior to date of meeting to assemble program/services data, customer details, infrastructure and shared costs details, funding contribution details (cash, non-cash, and in-kind), and benefit indicator data (if available).</p> | |

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| | <p style="text-align: center;"><i>Initial Meeting of All Partners</i></p> <p><u>Suggested Activities</u></p> <ul style="list-style-type: none"> • Review the previous MOU • Review the list of required MOU provisions • Establish a schedule and process for the development of the MOU • Identify infrastructure costs and shared costs of the center • Discuss proportionate benefit indicators • Discuss partner contribution options (cash, non-cash, in-kind) • Establish conflict management process for if consensus cannot be reached. • Create workgroup to ensure MOU progress | |
| | <p style="text-align: center;"><i>Develop First Draft of the MOU</i></p> <p><u>Suggested Activities</u></p> <ul style="list-style-type: none"> • Workgroup convenes and begins gathering and compiling details • Determine if enough cash contributions have been offered to cover real costs • Develop the first draft(s) • Identify any items or questions that require further discussion by all partners | |
| | <p style="text-align: center;"><i>Request any technical assistance or policy clarifications needed to move forward and reach consensus.</i></p> | |
| | <p style="text-align: center;"><i>Second Meeting of All Partners</i></p> <p><u>Suggested Activities</u></p> <ul style="list-style-type: none"> • Discuss any issues identified during draft MOU development • Review first draft(s) and make edits • Establish timeline and plan for second draft development | |

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| | <i>Request any technical assistance or policy clarifications needed to move forward and reach consensus.</i> | |
| | Develop Second Draft of Phase II MOU <u>Suggested Activities</u> <ul style="list-style-type: none"> • Incorporate edits from all partners | |
| | Obtain <u>All</u> Partner Signatures or Initiate Conflict Management Procedures. | |
| June 30th | Complete the MOU Submit final and signed version of the MOU(s). | |
| | Reconciliations and Updates <ul style="list-style-type: none"> • Establish and obtain partner agreement on a process for quarterly reconciliations of the budgets. • Establish and obtain partner agreement to participate in the annual IFA and other system costs budget update. | |