# Schedule of Deliverables – WIN Job Center Operations

|  |  |  |  |
| --- | --- | --- | --- |
| DELIVERABLE: Identify responsible personnel, tasks, and time frames associated with identification, certification, and enrollment of qualified participants and the commencement of prescribed program services activities. | | | |
| **Description of Services/Tasks to be Completed** | **Staff Responsible** | **Beginning  Date** | **Completion Date** |
| Recruitment of Partners  Completion of Cost Sharing Agreements and MOUs |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| DELIVERABLE: Identify responsible personnel and time frames associated with the assessment for and reporting of required programmatic progress, goal achievement, and outcomes. | | | |
| **Description of Services/Tasks to be Completed** | **Staff Responsible** | **Beginning  Date** | **Completion Date** |
| Mid-year assessment of progress  Submission of tracking reports as required  Submission of programmatic goal attainment data to CMPDD |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| DELIVERABLE: Comply with all reporting and record-keeping requirements | | | |
| **Description of Services/Tasks to be Completed** | **Staff Responsible** | **Beginning  Date** | **Completion Date** |
| Submit monthly financial reporting worksheet with original signatures so that it is received by CMPDD no later than the 8th day of the month following the report month.  Submit closeout package within 40 days after expiration of the contract  Respond to all monitoring reports by the response deadline |  |  |  |