ATTACHMENT P

Massachusetts
Fiscal Year 2013 Local Annual Plan

Submission Instructions

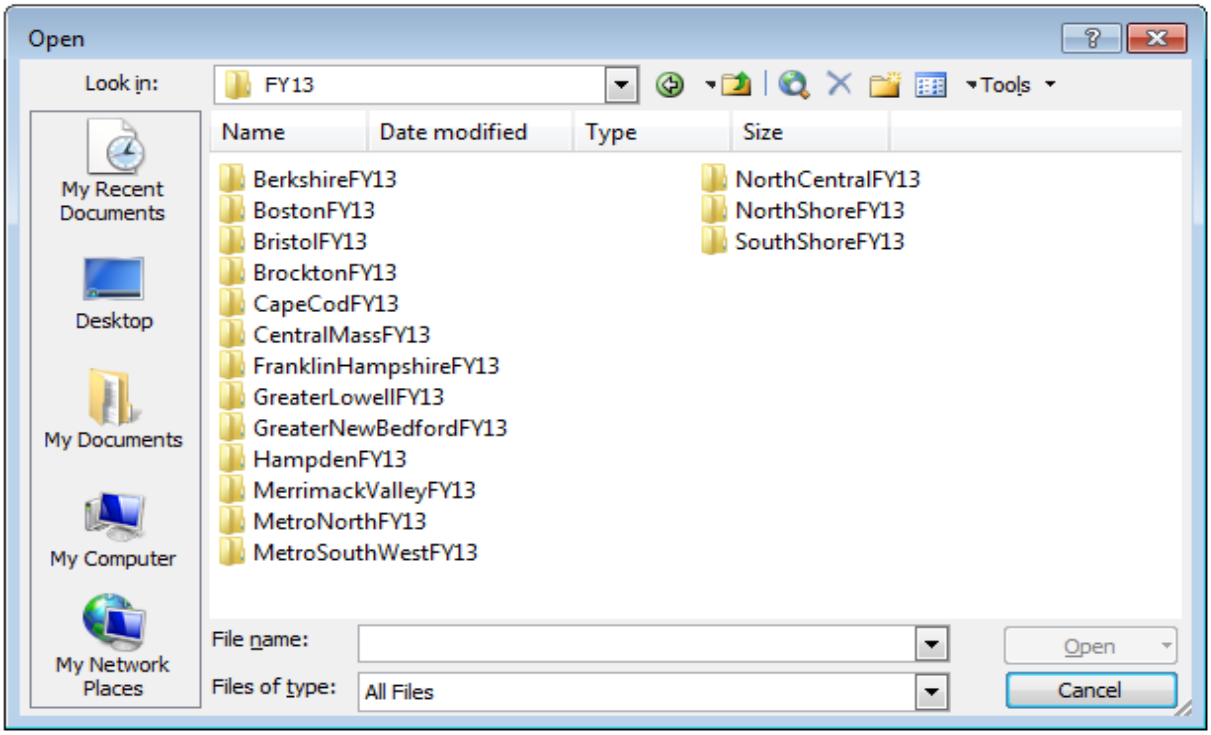
<u>Submission of 2013 Local Annual Plan Files on the DET Fileshare Drive</u>

To submit your area's FY2013 Local Annual Plan follow the steps listed below. Each section of the plan should be saved as a single electronic file. Submission can only be completed using a computer that has an Internet connection to the DCS network.

- Log into the DCS File Share through FTP access using the Internet

- Put your cursor on the link below:
  - ✓ Hold the [Ctrl] key and click the link by clicking your mouse
  - ✓ ftp://detfileshare/shared/DCS/FY13

- The DCS Share Drive folder window X:\shared\DCS\FY13 will open on your desktop *example*



Locate and Open the Local Area Master folder and save plan section files into the appropriate Section folder:

- **Narrative Folder** *(save all documents below into this folder)***:**
  - FY13 Narrative Questions *(Attachment A)**
  - DCS Cost Analysis Template *(Attachment A2)* ***Upon Availability*****
  - Notification of Local System Changes Form *(Attachment B)*
  - One-Stop Career Center Hours of Operation Form *(Attachment C)*
  - MOU Activity Summary Form *(Attachment E)*
  - Annual Plan Submission Contact Information Form *(Attachment F)*
  - MOU and Annual Plan Signatories Form *(Attachment G)*
  - Completed Local Annual Plan Document Checklist Form *(Attachment O)*

- **Performance Folder** *(save all documents below into this folder)***:**
  - Labor Exchange Program Summary *(Chart #1)*
  - Title I Program Summary for Adults *(Chart #2)*
  - Title I Program Summary for Dislocated Workers *(Chart #3)*
  - Title I Program Summary for Youth *(Chart #4)*

- **Budget Folder** *(save all documents below into this folder)***:**
  - Integrated Budget and Narrative Template *(Attachment L)*
  - Budget Narrative
  - Financial Modification Authorization Forms (*Attachment H*)

- **Correspondence Folder** (*save any additional documents into this folder*)**:**
  - Any additional information to be included with your Annual Plan

<u>Saving the File into the FY13 Folder</u>

1. Open the plan document (Word or Excel) on your computer
   - Go to File
   - Hit "Save As"
   - Scroll down in the "Save In" drop down field at the top and choose the following: Drive Detfileshare on 'Det-common-01'(X)
     - If you do not see the Detfileshare on 'Det-common-01'(X) drive, please be sure that your computer is connected to the DET network
     - Please note, all DCS computers have access to the X drive

2. After saving your plan files email Lisa Caissie at LCaissie@detma.org . The email should clearly identify the name of your local workforce investment area in order to readily locate your area's master file.

   Upon receipt of your email, your area's planning documents will be moved into secure folders for submission to the Review Committee.

Please Note: One original hard copy package of your complete Fiscal Year 2013 Local Annual Plan with Signature Page must be submitted to:

Lisa Caissie
Department of Career Services
Performance Accountability Systems & Support, 1st floor
19 Staniford Street
Boston, MA 02114

NOTE: All local plans are due no later than July 17, 2013.

Questions or issues regarding connecting to DWD File Share drive, the FTP process or downloading/saving files should be directed to Lisa Caissie at (617) 626-5691 or LCaissie@detma.org

**** Responses to questions #1-5 are due no later than September 1, 2012***

** ***Response due no later than November 15, 2012***