

ATTACHMENT A

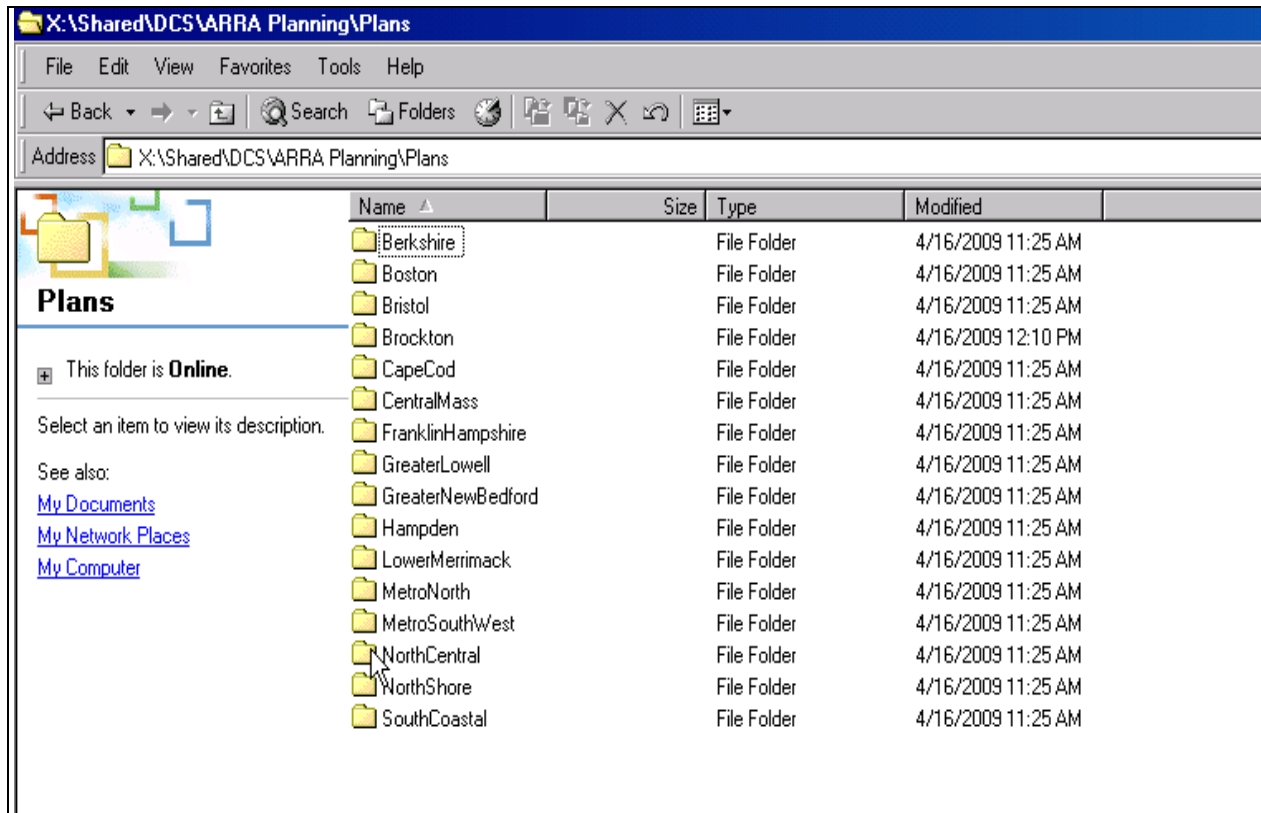
Submission Instructions American Recovery and Reinvestment Act Plan

Initial Submission of Local Plan Files

To submit your area's ARRA 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/ARRA Planning\Plans>
- The DCS Share Drive folder window X:\Shared\DCS\ARRA Planning\Plans will open on your desktop (*see example below*)

INTERNET CONNECTION TO DWD's NETWORK (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):*
 - ARRA Plan Checklist Form (*Attachment B*)
 - Contact Sheet (*Attachment C*)
 - Contact Sheet – Additional Youth Contacts (*Attachment C1*)
 - Duration and Signatories Form (*Attachment D*)
 - ARRA Narrative Questions (*Attachment H*)
 - WIA Youth Service Provider Survey (*Attachment I*)
 - WIA Youth Worksite Assurances (*Attachment J*)
- **Performance Folder** *(save all documents below into this folder):*
 - Labor Exchange Program Summary (*Chart #1*)
 - ARRA Program Summary for Adults (*Chart #2*)
 - ARRA Program Summary for Dislocated Workers (*Chart #3*)
 - ARRA FY2010 Youth Program Summary (*Chart #4*)
 - ARRA FY2011 Youth Program Summary (*Chart #5*)
- **Budget Folder** *(save all documents below into this folder):*
 - ARRA Budget: WIA Adult, DW, WP, RES (*Attachment E*)
 - Budget Narrative (for the above)
 - Budget Modifications Authorization Form (*Attachment E2*)
 - Youth Budget (*Attachment F*)
- **Correspondence Folder** *(save any additional documents into this folder):*
 - Any additional information to be included with your ARRA Plan

Saving the File into the ARRA Planning Folder

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 DLWD 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 **American Recovery and Reinvestment Act Plan** with Signature Page must be submitted to:

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

Process for submitting plan file(s) with changes

If changes need to be made following the initial submission, please follow the same process as described above for all subsequent submissions. As with your initial submission, once your email notification is received, your revised planning documents will be moved into a secure folder for submission to the Review Committee.

NOTE:

The electronic copy of the Local ARRA plans is due no later than May 29, 2009.

The hard copy with original signature may be sent subsequently.

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