

ATTACHMENT B

Massachusetts Fiscal Year 2016 Local Annual Plan

Submission Instructions

Submission of 2016 Local Annual Plan Files

All Local Areas must submit one original hard copy of your complete FY16 Local Annual Plan with original signatures prepared according to the FY16 Local Annual Plan instructions to:

Lisa Caissie
Department of Career Services
Charles F. Hurley Building
19 Staniford Street, 1st floor
Boston, MA 02114

NOTE: An electronic copy of the Annual Plan will also be required. Either a Flash Drive or CD-Rom (minimum 740MB capacity) version.

Create (4) Folders and save documents to its appropriate folder:

- **Narrative Folder** *(save all documents below into this folder):*
 - Completed FY15 Local Annual Plan Checklist (*Attachment A*)
 - Notification of Local System Changes Form (*Attachment C*)
 - One-Stop Career Center Hours of Operation Form (*Attachment D*)
 - MOU Activity Summary Form (*Attachment F*)
 - MOU and Annual Plan Signatories Form (*Attachment G*)
- **Performance Folder** *(save all documents below into this folder):*
 - Labor Exchange Program Summary (*Chart #1*)
 - WIOA Title I Program Summary for Adults (*Chart #2*)
 - WIOA Title I Program Summary for Dislocated Workers (*Chart #3*)
 - WIOA Title I Program Summary for Youth (*Chart #4*)
- **Budget Folder** *(save all documents below into this folder):*
 - Integrated Budget and Narrative Template (*Attachment L*)
 - 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

All packages must be submitted no later than July 14, 2015.