

ATTACHMENT B

Massachusetts Fiscal Year 2021 Local Operating Plan

Submission Instructions

Submission of FY2021 Annual Operating Plan Files

All Local Areas must submit one original hard copy of the complete FY21 Local Operating Plan with original signatures prepared according to the FY21 Local Operating Plan instructions to:

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

NOTE: An electronic copy of the Local Operating Plan will also be required. Please submit either a Flash Drive or CD-ROM (minimum 740MB capacity) version.

Please create (4) folders and save each document to its appropriate folder:

- **Narrative Folder** *(save all documents below into this folder):*
 1. Completed FY20 Local Operating Plan Checklist *(Attachment A)*
 2. Notification of Local Workforce System Changes Form *(Attachment C)*
 3. MassHire Career Center Hours of Operation Form *(Attachment D)*
 4. Local Operating Plan Signatories Form *(Attachment F)*

- **Budget Folder** *(save all documents below into this folder):*
 5. Financial Modification Authorization Form *(Attachment G)*
 6. Integrated Budget and Budget Narrative *(Attachment J)*

- **Performance Folder** *(save all documents below into this folder):*
 7. WIOA Performance Goals Request Form FY21 *(Attachment M1)*
 8. Submittal History *(Attachment I - Chart 5)*
 9. Labor Exchange Program Summary *(Attachment I - Chart #1)*
 10. WIOA Title I Program Summary for Adults *(Attachment I - Chart #2)*
 11. WIOA Title I Program Summary for Dislocated Workers *(Attachment I - Chart #3)*
 12. WIOA Title I Program Summary for Youth *(Attachment I - Chart #4)*

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

All packages must be submitted no later than August 10, 2020