

ATTACHMENT A

Massachusetts Local Annual Plan Fiscal Year 2025

Checklist – October 20, 2024

Please use this checklist to ensure completeness; indicate each item that is included with the Board's submission.

No.	Checkoff Confirms Inclusion	Document Title
1.		Completed Local Annual Plan FY25 Checklist (<i>Attachment A</i>)
2.		Notification of Local Workforce System Changes Form (<i>Attachment C</i>)
3.		MassHire Career Center Hours of Operation Form (<i>Attachment D</i>)
4.		Local Annual Plan Signatories Form (<i>Attachment F</i>)
5.		Financial Modification Authorization Form (<i>Attachment G</i>)
6.		Integrated Budget (<i>Attachment J</i>)
7.		Instructions for FY25 Local Performance Goals (<i>Attachment M and M1</i>) <i>NOTE: Each Local Area is required to submit their specific, pre-filled, Attachment M1</i>
8.		Local Information Required: Local Agricultural Labor Market (<i>Attachment W</i>)
		Attachment I (Charts Below)
9.		Labor Exchange Program Summary (<i>Chart #1</i>)
10.		WIOA Title I Program Summary for Adults (<i>Chart #2</i>)
11.		WIOA Title I Program Summary for Dislocated Workers (<i>Chart #3</i>)
12.		WIOA Title I Program Summary for Youth (<i>Chart #4</i>)