

# ATTACHMENT B

## Massachusetts Fiscal Year 2017 Local Annual Plan

### Submission Instructions

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#### **Submission of 2017 Local Annual Plan Files**

All Local Areas must submit one original hard copy of your complete FY17 Local Annual Plan with original signatures prepared according to the FY17 Local Annual Plan instructions to:

Lisa Caissie  
Department of Career Services  
Charles F. Hurley Building  
19 Staniford Street, 1<sup>st</sup> 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 FY17 Local Annual Plan Checklist (*Attachment A*)
  - Notification of Local System Changes Form (*Attachment C*)
  - One-Stop Career Center Hours of Operation Form (*Attachment D*)
- **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 K*)
  - Financial Modification Authorization Forms (*Attachment G*)
- **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 15, 2016.**