

ATTACHMENT B

Massachusetts Fiscal Year 2018 Local Annual Operating Plan

Submission Instructions

Submission of FY2018 Local Annual Operating Plan Files

All Local Areas must submit one original hard copy of the complete FY18 Local Annual Operating Plan with original signatures prepared according to the FY18 Local Annual Operating 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 Local Annual 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 FY18 Local Annual Operating Plan Checklist (*Attachment A*)
 2. Notification of Local Workforce System Changes Form (*Attachment C*)
 3. One-Stop Career Center Hours of Operation Form (*Attachment D*)
 4. Local Annual Operating Plan Signatories Form (*Attachment F*)
 5. One-Stop Career Center Charter
- **Budget Folder** *(save all documents below into this folder):*
 6. Financial Modification Authorization Form (*Attachment G*)
 7. Integrated Budget and Budget Narrative (*Attachment J*)
 8. One-Stop Career Center Operator/Service Provider A-133 Audit
- **Performance Folder** *(save all documents below into this folder):*
 9. Submittal History (*Chart S*)
 10. Labor Exchange Program Summary (*Chart #1*)
 11. WIOA Title I Program Summary for Adults (*Chart #2*)
 12. WIOA Title I Program Summary for Dislocated Workers (*Chart #3*)
 13. WIOA Title I Program Summary for Youth (*Chart #4*)
- **Correspondence Folder** *(save any additional documents into this folder):*
 - Any additional information to be included with your Local Annual Operating Plan

All packages must be submitted no later than **September 15, 2017**.