

## Instructions for Annual Budget Plan 2018

The Annual Budget Plan is a narrative that explains the items and costs included in the budget and how the budget reflects the goals and priorities that have been established by the Local Board. The Annual Budget Plan also describes how 2018 spending priorities are aligned with the current local plan.

The Annual Budget Plan consists of Parts A and B:

### Part A:

1. Provide an overview of the local board's program priorities for PY 18.
2. Provide an overview of the local board's budget priorities for PY 18.
3. Provide an explanation of how these priorities align with the goals in the local plan.
4. What are the negotiated performance outcomes for the local area? If they are not currently available, provide a date when they will be available. (This Plan must be updated at that time to include the outcomes.)
5. Describe the local area's strategies for achieving the negotiated performance outcomes.

### Part B:

1. For each program (Adult, Youth, and Dislocated Worker), write a separate paragraph and discuss who is the service provider (or providers) and the effective dates of their contracts. If any contract expires during PY 2018, how will the service provider be determined? Describe specific strategies. If any program does not have a service provider, describe strategies for procuring one.
2. What is the local area strategy for each program to conduct outreach to populations with barriers to employment. Address each of the following populations: homeless individuals; high school drop-outs and other out-of-school youth; former offenders in the juvenile or adult justice system; English language learners; individuals receiving public assistance; individuals with disabilities; individuals who have aged out of foster care; pregnant or parenting teenagers, and other low-income single parents.
3. What is the basis for participant count per quarter? If any quarter has "0" participants, please detailed explanation. What is the local area's strategy for meeting the participant counts for each quarter?

4. How will you monitor service providers and the One-Stop Operator? What actions will be taken if a service provider falls short of recruiting participants or achieving performance outcomes.
5. What is the local area's policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
6. Explain the intra-state and inter-state travel costs, describing specific plans for travel funds.
7. Explain any planned equipment purchases: what is the purpose of each purchase, and how it will be procured.
8. HireNet costs must be distributed between programs. How were the allocation of costs to each program determined?
9. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?
10. Does the local area require the One-Stop Operator to provide an annual budget with line items similar to "Budget Detail A"? If not, what is the format of the budget.
11. Describe the local area's Individual Training Account policy and how ITAs are reported or how they are incorporated into the service provider's budget.
12. Describe the local area's support services policy.
13. Describe the policy for Rapid Response funds. Describe any plans for Rapid Response funds for PY 2018.