

Attachment 1

Instructions for Annual Budget Plan for Program Year (PY) 2021

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 2021 spending priorities are aligned with the current local plan. The Local Board is reminded that any unused funds that had been allocated for use in Program Year 2020 will carry over into Program Year 2021. The Local Board can, therefore, add the unused PY 2020 funds to the PY 2021 funds. The combination of these two Program Year funds creates a new total amount that is available for expenditure in the Annual Budget 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 21.
2. Provide an overview of the local board's budget priorities for PY 21.
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 for each program.

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 2021, 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: (a) displaced homemakers; (b) low-income individuals; (c) Alaska Natives and Native Hawaiians; (d) Individuals with disabilities, including youth with disabilities; (e) older individuals; (f) ex-offenders or former offenders in the

juvenile or adult justice system; (g) homeless individuals, including homeless children and youth; (h) youth who are in or have aged out of the foster care system; (i) individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers; (j) eligible migrant and seasonal farmworkers; (k) individuals within two years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 USC 601 et seq.); (l) single parents, including single pregnant women; (m) long-term unemployed individuals; (n) individuals receiving public assistance; and (o) high school drop-outs and other out-of-school youth.

3. Please describe the measures the local area is taking to implement COVID-19 related health care recommendations for workplaces and public spaces.
4. How many participants are estimated to receive services in each quarter? What is the basis for estimating the number of participants? If any quarter will have “0” participants, please provide a detailed explanation.
5. What is the local area’s strategy for achieving the estimated number of participants in each quarter?
6. 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?
7. What is the local area’s policy for fiscal monitoring of service providers? How often is on-site and desk monitoring conducted?
8. Explain the intra-state and inter-state travel costs, describing specific activities for travel funds.
9. Explain any planned equipment purchases. What is the purpose of each equipment, and how will each equipment be procured?
10. Explain the One-Stop Operator budget. What is the basis for each of the estimated costs provided?
11. 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?

12. Describe the local area's Individual Training Account (ITA) policy. Further describe how ITAs are reported, or how ITAs are incorporated into the service provider's budget.
13. Describe the local area's support services policy.
14. Describe the policy for Rapid Response funds. Further describe the local area's plans for using Rapid Response funds in PY 2021.
15. How will the local area serve dislocated workers?
16. Describe the local area's Business Services Team and activities to reach out and serve the business community.