

# Mass Workforce Issuance

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**Workforce Issuance No. 10-48**

**Policy**    **Information**

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Regional Managers

**cc:** WIA State Partners

**From:** Michael Taylor, Director  
Department of Workforce Development

**Date:** May 14, 2010

**Subject:** **Fiscal Year 2011 Annual Plan Guidance**

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**Purpose:** To provide guidance to Local Workforce Investment Boards (LWIBs) with regard to the development and submission of the FY 2011 Annual Plan.

**Background:** The Commonwealth's broad vision for workforce policy is to ensure that workforce development remains an integral element of the state's economic development effort. The long term prospects for Massachusetts are increasingly dependent upon a workforce that has the skills and abilities needed by the Commonwealth's businesses to not only retain, but also create the high quality jobs that will foster the resurgence of economic growth and prosperity. For our citizens, the goal is to assure employability and improved job security through the acquisition of skills that improve their ability to compete for higher skilled jobs, enhance career mobility and achieve a greater level of self-sufficiency for themselves and their families.

The Commonwealth's fundamental focus will continue to stress increased responsiveness of the workforce system to the state's improving, but still-fluid economic conditions; accordingly, local workforce investment areas assure that effective service and positive outcomes remain the goal for all local providers and that quality is not compromised in the wake of increased or changing demand.

For FY 2011, continued commitment to those efforts that effectively address local skills gaps and align resources will drive strategies to benefit those economic sectors that hold the greatest potential for job creation and economic growth. The evolving local vision must continue to encompass both short and long-term strategies designed to promote and sustain a prosperous regional economy.

Planning for Fiscal Year 2011 continues to pose a significant challenge to local areas despite encouraging economic signs at the national, state and local levels. While the infusion of additional fiscal resources under the American Recovery and Reinvestment Act (ARRA) provided the impetus for local workforce areas to work with system partners to accelerate transformational efforts and undertake innovative approaches to integrating workforce services more fully, it is anticipated that the alignment of services with local economic development efforts and priorities will remain a high strategic priority for FY 2011.

This FY 2011 Plan Guidance is being framed within the strategic context initiated last year. As local areas continue to focus on developing and refining their strategic vision in conjunction with the Commonwealth's High Performing Workforce Board Initiative, the FY 2011 Annual Plan will not require the local board to address narrative questions for the WIA Title I Adult/Dislocated Worker and Wagner-Peyser programs.

Local boards are asked to respond to the WIA Title I Youth questions found in Attachments L and L1 as well as complete the Budget, Budget Narrative, Performance Goals and other required Annual Plan documents and forms listed.

**Policy:** The LWIB, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2011 Annual Plan. The Plan must be made available for public comment prior to submission in accordance with WIA regulations at section 661.345.

**Action Required:** Please review the Annual Plan guidance document and provide copies to those individuals who will participate in the development of the local FY 2011 Annual Plan.

**Completed Annual Plans are due to DWD on June 25, 2010.** Submission instructions will follow under separate cover.

**NOTE:** All required submission elements are found in the Attachments list, below. To ensure completeness, please refer to the Annual Plan Checklist.

**Effective:** Immediately

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description.

**Attachments:**

- A. Submission Instructions (*will be published as available*)
- B. Annual Business Plan Checklist
- C. Career Center Hours of Operation Form
- D. MOU Activity Summary Form
- E. LWIB Contact Information Form
- F. Duration and Principal Signatories Form
- G. Program Summaries and Performance Goals Charts (1-5)
- H. Performance Goals and Performance Adjustment Worksheet
- I. Instructions for Program & Performance Charts (Attachments G-H)
- J. Local Service Delivery Model Changes Form
- K. Assurances
- L. Youth Questions
- L1. Youth Provider Survey
- M. Integrated Budget Form
- N. Integrated Budget Instructions
- O. Integrated Budget Program List
- P. Budget Modifications Authorization Form
- Q. Title I Allocations – Adult, DW, Youth
- R. Wagner-Peyser 90% and 10% Allocations
- S. State Allotments (WIA Title I and ES Federal to State Allocations)
- T. Local Allocations Compared
- U. State One-Stop Allocations (*will be published as available*)
- V. Telephone Service
- W. MOSES Support (*will be published as available*)
- X. Facilities Lease Costs
- Y. Data Circuit Costs