

# **ATTACHMENT A1**

## **Massachusetts Fiscal Year 2013 Local Annual Plan**

### **DCS Cost Analysis Guidelines**

The critical issue of cost reduction requires that we address an environment characterized by continuing revenue shortfalls and not only maintain, but also increase services to customers. We are focusing on the collection of data concerning cost reductions and changes that you have scheduled or are considering and how the system may benefit from potential best practice approaches realized through this process. A template will be provided requiring the submission of hard data by 11/15/12.

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#### **INFRASTRUCTURE**

- Space, Maintenance & Utilities
  - Vehicle use and related travel cost
  - Equipment (Office, IT and related)
  - Capital costs
  - Specific cost areas defined and computed as a percentage of total operational costs
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#### **PRODUCTIVITY / OUTCOMES**

- Best manner to compute cost benefit and return on investment
  - Computations according to model selected
  - Clients related to activity outcomes
  - Change in service model (Technology tools, remote access, use of resources)
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#### **ACTIVITIES – Staffing & related**

- Movement to an integrated service model
  - Salaries and related
  - Cross training, etc.
  - Oversight, monitoring, performance
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#### **ACTIVITIES – Workforce**

- Core services, training, intensive services
  - Targets (Vets, Community colleges, skill gap, etc)
  - Generate additional revenues, cost sharing, partnering
  - Movement to new service delivery models
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We will also be asking you to share your multi-year plan/approach to gather data on, analyze and reduce the cost of the WIA-related workforce operation in your LWIA, indicating approaches to date that resulted in successful outcomes that might prove to be best practice approaches for other areas.