

**Massachusetts Regional Blueprint Implementation – 2020-2021 Scope of Work**

- \$30,000 (Base – single area Planning Region)
- \$40,000 (Planning Region is comprised of 2 local areas)
- \$45,000 (Planning Region is comprised of 3 local areas)
- \$50,000 (Planning Region is comprised of 4 local areas)

Region	Amount	Lead Workforce Board
1. Berkshire (single area)	\$30,000	MassHire Berkshire
2. Pioneer Valley (2 areas)	\$40,000	MassHire Hampden County
3. Central (2 areas)	\$40,000	MassHire Central
4. Northeast (3 areas)	\$45,000	MassHire Merrimack Valley
5. Greater Boston (3 areas)	\$45,000	MassHire Metro North
6. Southeast (4 areas)	\$50,000	MassHire Greater Brockton
7. Cape (single area)	\$30,000	MassHire Cape & Islands
<b>Total Funding</b>	<b>\$280,000</b>	

Each **Workforce Skills Cabinet region** is receiving funds to support two areas of work:

- 1) Implementation of the region’s approved Regional Labor Market Blueprint
- 2) Planning work for a new Regional Planning Blueprint development process to be convened in 2021. Given the significant shift in labor market conditions in Massachusetts in the COVID and post-COVID era, the WSC recognizes that new strategies will be necessary to support jobseekers and employers. The exact timeline of a new planning process will depend on a number of factors, including whether or not our labor market is consistent enough to warrant mid- and long-term planning.

Activities in 2020-2021 must include:

1. **Convene and facilitate at least 3 virtual or (if circumstances allow) in-person follow up regional sessions** and additional communication or work related to ensuring that the team maintains **continuous communication** and **joint accountability** related to regional plan implementation. This includes a follow-up session that a WSC Secretary will attend in 2020-2021, and/or convenings with representatives from all teams with WSC Secretaries in the same time period.
2. **Participation and convening of regional teams in state-sponsored regional planning restart in 2021, timeline pending labor market context as noted in overview.** If/when the regional planning process restarts with a state-led set of meetings, regional teams do not need to simultaneously convene partners.
3. **Joint application for grant funds with economic development, education, and workforce partners** to meet priority industry/occupational talent goals articulated in Blueprint. Joint grant application is defined as **the regional team coordinating local applications for grants.** It is preferred, but not required, that the application originate from multiple entities representing the regional teams across WDAs and/or economic development/education entities. Alternately, the applicant can be a single organization applying with the full support and in service of a

priority of the regional team, evidenced through a letter of support or MOU. Joint grant fund opportunities may include, but are not limited to:

- a. Skills Capital Grants
  - b. High Quality College and Career Pathway Applications
  - c. Workforce Competitiveness Trust Fund
  - d. Adult Basic Education
  - e. ESL Workforce Training
4. **Joint input into the following ongoing planning processes:**
    - a. Higher Education Capital Planning
    - b. EOHEC Advanced Manufacturing Training
    - c. Healthcare Collaborative strategy implementation
  5. **Continuous communication with state-level industry organizing structures** (Workforce Skills Cabinet, Healthcare Collaborative, TBD for manufacturing and tech).
  6. **Identification of and engagement with businesses** within the identified high priority industries/occupations to confirm/ finalize Blueprint.
  7. **Direct implementation of strategies** in approved Blueprint. Budget narrative must identify and reference specific strategies or groups of strategies outlined in Blueprint and articulate how funds will execute against those strategies.
  8. **Provision of feedback on 2017-2021 regional planning structure** to inform modification and updates to regional planning processes in future years, and participation in material development for any state-sponsored regional planning sessions.

**Funds must be result in a report that outlines progress against Labor Market Blueprint and/or modification to the Blueprint to reflect progress. The report is due to the Workforce Skills Cabinet no later than June 30, 2021.**

**Considerations:**

- For the purposes of this Scope of Work, the phrase “Core Team” is used to refer to representatives of the full Regional Planning Team. The “Core Team” includes:
  - All workforce board directors in the region;
  - At least one representative from education (K-12, Vocational Schools, Community Colleges, State Universities);
  - At least one representative from economic development (Regional Economic Development Organization, MOED, RPA, or local economic development organization);
  - Others are not required, but can be included if deemed necessary.
    - Core Team members may be selected by the workforce boards in the region.
- For Allowable Use of Funds #7, every team must specifically articulate which strategies and/or groups of strategies in the Blueprint the use of funds are supporting, and describe how funds will be expended to support that strategy. Staff time is an allowable expenditure. If using in-house staff, the staff work plan must build in time to regularly check-in with representatives from other systems.

- Regions may elect for a consultant to be hired by the designated Workforce Board Fiscal Agent (per local procurement procedures) to lead one or more activities in the work plan.
  - *The Consultant must be selected by the Core Team, as previously defined.*
  - Tri-sector Core Team must participate in writing and/or reviewing of the RFQ for the consultant and must be part of bid review team.
  - The designated Workforce Development Board Fiscal Agent will enter into a contract with the consultant on behalf of the tri-sector team that specifies tasks, timelines and costs pursuant to the RFQ.
  - If a local area elects to use a consultant, they must share the RFQ, names of bidders, and selected consultant with WSC during the selection process.

**Regional Work Plan:**

The region must submit its **Work Plan** to EOLWD/DCS for authorization to proceed. The Work Plan must be submitted by **October 2, 2020**. The **Regional Work Plan** will include:

1. Steps, ownership, and agreement on timeline of delivery of Blueprint strategy implementation activities through June 30, 2021;
2. Work Plan Items addressed (see sample charts below);

**Work Plan Items 1-4**

Item 2 of Work Plan Requirements:	Goal/Year Tied to Item	Expected Expenditure of Funds if Using Consultant / or Anticipated Range of \$\$ or % of overall budget?	Activity
Jointly apply for grant funds to support priority occupations in healthcare	2020 – Increase capacity in priority occupations by 1%	\$2000	Consultant (or designated RPT member with WDB staff) will write grant application on behalf of regional team

**Work Plan Item 5**

Item 5 of Work Plan Requirements	Strategies tied to expenditure of funds	Expected Expenditure of Funds if Using Consultant / or Anticipated Range of \$\$ or % of overall budget?	Activity
Implement specific strategies in Blueprint	<Year>: Conduct thorough inventory of all work-based learning opportunities related to	\$8000	Staff hours at [organization] and [organization] to: - Create

	our priority industries <Year>: [Insert strategy here] <Year>: [Insert strategy here]		inventory document of all work-based learning opportunities related to priority industries - Additional items here.
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3. Designation of consultant or in-house staffing to support deliverables;
4. Budget
  - a. Budget may include up to a maximum of 5% for Fiscal Agent Administrative expenses related to managing the contract
5. Budget Narrative

Please email the Regional Work Plan to: [Marina.R.Zhavoronkova@mass.gov](mailto:Marina.R.Zhavoronkova@mass.gov)

**Contracting:**

- This contract represents the Scope of Work for discretionary support resources.
- The Regional Planning Team representatives will sign a Memorandum of Understanding as part of the Scope of Work for discretionary support resources with signatories from each of the Workforce Development Board Executive Directors within each of the WSC Regional Planning regions (5 of the 7 regions contain multiple Workforce Development Boards) and at least one representative each from education and economic development, previously defined as the “Core Team.” The MOU Template is attached, and should be submitted along with the Work Plan to EOLWD/DCS.
- Each region has designated one Workforce Development Board’s fiscal agent to receive and manage funding on behalf of the region.
- All funds must be fully expended by June 30, 2021.

**Reporting:**

- Each region must submit a narrative report delineating progress made toward SOW deliverables as follows:
  - Regional Planning Support Year 1 Mid-Point Report, due date **February 12, 2021**
    - If regional teams convene with Secretaries around this time, mid-point report requirement will be reconsidered
  - Regional Planning Support Year 1 Final Report, due **June 30, 2021 – this should be the report that is also submitted to the WSC**

Please email Regional Planning Reports to: [Marina.r.Zhavoronkova@mass.gov](mailto:Marina.r.Zhavoronkova@mass.gov)

## MOU Template Language

As representatives of the [REGION]'s Regional Planning Team, we affirm that the Work Plan submitted by [REGION] will meet the goals of the regional planning process, and are in agreement that the proposed Work Plan will best serve the needs of our region's education, economic development, and workforce development systems.

### Signatories:

- Workforce Development Board Director(s)
- Economic Development Representative
- Education Representative