

Attachment A



WIOA Local 4-Year Plan Template for Response

Please use this document as a template, responding to each of the questions listed within the document. This template aligns with the requirements of WIOA Sec. 108 for developing 4-year local plans. If information is contained in an attachment, please reference the attached document in the response space and label clearly to match the reference.

Additionally, given the priorities articulated in the regional workforce skills cabinet blueprints, we are interested in understanding how individual local areas address regional and state priorities. These questions are integrated throughout the strategic planning elements and 4-year local plan content sections as appropriate to allow for deeper insight into strategies that will be used to develop a skilled workforce.

Regional plan information may be used as applicable to the local area. However, local analysis that yields information that is not in the regional plan should be included in this response.

Responses should closely align with your area's Annual Plan, Regional Plan, Massachusetts Workforce Agenda (Attachment C) and the Massachusetts State Plan.

The four Focus Areas within the MA Workforce Agenda reinforce the MassHire State Workforce Board and the Healy-Driscoll Administration's vision and mission for an effective workforce system. For ease of reference, the Focus Areas are also included as an Addendum to this template.

1. **Strategic Planning elements, including:**

(1) A regional (local) analysis of:

- I. Economic conditions including existing and emerging in-demand industry sectors and occupations; and
- II. Employment needs of businesses in existing and emerging in-demand industry sectors and occupations.
- III. As appropriate, your local area may use an existing analysis that is a timely current description of the regional economy to meet the requirements of this section.

Notes:

- Please include a description of infrastructure jobs such as clean energy, transportation, healthcare, education, and government.

- Local boards and chief elected officials in a planning region may address any local plan requirements through the regional plan where there is a shared regional responsibility. You may incorporate anything from your Regional Plan content as appropriate.

(2) Describe the knowledge and skills needed to meet the employment needs of businesses in your region, including employment needs in in-demand industry sectors and occupations.

(3) Please provide an analysis of your regional workforce, including current labor force employment and unemployment data, information on labor market trends, and educational and skill levels of the workforce, including individuals with barriers to employment.

Please provide an analysis of workforce development activities, including education and training, in the local area.

This analysis must:

- a) include strengths and weaknesses of workforce development activities.
- b) address the capacity to provide workforce development activities around:
 - i. education and skill needs of the workforce;
 - ii. individuals with barriers to employment;
 - iii. employment needs of businesses.
- c) describe the local area's work with community colleges and Career Technical Initiatives, etc.

(4) Please describe the MassHire board's strategic vision to support regional economic growth and economic self-sufficiency (*Please refer to the MA Workforce Agenda, Focus Area II for details*). Include goals for preparing an educated and skilled workforce (including youth, UI claimants, and individuals with barriers to employment), and goals relating to the performance accountability measures based on performance indicators described in § 677.155(a)(1). The primary indicators of performance include:

- a. Employment Rate Second Quarter After Exit: The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.
- b. Employment Rate Fourth Quarter After Exit: The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.
- c. Median Earnings Second Quarter After Exit: Median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
- d. Credential Attainment: The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attained a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation or within 1 year after exit from the program.
- e. Measurable Skill Gain: The percentage of participants who, during a Program Year, are in education or training, and who achieve academic, technical, occupational, or other forms of progress towards such a credential or employment.

(5) Considering the analysis described above, please describe your strategy to work with the entities

that carry out the core programs and workforce system partners to align available resources to achieve the strategic vision and goals described in paragraph (4) of this section.

2. Under WIOA, the plan must include a description of the following requirements (WIOA secs. 108(b)(2)-(21)):

(1) Identify the following elements of the workforce development system in your area:

- a. Please list all programs included in your local workforce system such as Apprenticeship and ESOL.
- b. How your Board will support the strategies identified in the StatePlan/MA Workforce Agenda and work with the entities carrying out core programs and other workforce development programs, including programs of study authorized under the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) to support service alignment. *Please refer to the MA Workforce Agenda, Focus Area IV for details regarding Workforce System Infrastructure.*

(2) Please describe how your Board will work with entities carrying out core programs to:
(*Please refer to the MA Workforce Agenda, Focus Area II for details.*)

- a. Expand access to employment, training, education, and supportive services for eligible individuals, particularly eligible individuals with barriers to employment;
- b. Facilitate the development of career pathways and co-enrollment, as appropriate, in core programs; and
- c. Improve access to activities leading to a recognized postsecondary credential (including a credential that is an industry-recognized certificate or certification, portable, and stackable).

(3) Please describe the strategies and services that will be used in your local area (*Please refer to the MA Workforce Agenda, Focus Area II (Talent Development) and Focus Area IV – Improve “front door” experiences for both jobseekers and employers.*):

- a. To facilitate engagement of businesses in workforce development programs, including small businesses and businesses in high- demand industry sectors and occupations.
- b. To serve agricultural businesses including plans to improve services.
- c. To support a local workforce development system that meets the needs of businesses.
- d. To better coordinate workforce development programs and economic development.

- e. To strengthen linkages between reemployment assistance and unemployment insurance programs.
- f. Describe how your Board coordinates workforce investment activities carried out in the local area with statewide Rapid Response activities.
- g. Please describe procedures to offer MassHire Career Center Business Services programs to local businesses.
- h. Describe implementation of any initiatives such as incumbent worker training programs, on-the-job training programs, customized training programs, industry and sector strategies, career pathways initiatives, utilization of effective business intermediaries, and other business services and strategies designed to meet the needs of regional businesses. These initiatives must support the strategy described in paragraph(3)(b) of this section.

(4) Please provide a description of how your Board: *(Please refer to the MA Workforce Agenda, Focus Area IV.)*

- a. Coordinates local workforce investment activities with regionaleconomic development activities.
- b. Promotes entrepreneurial skills training and micro-enterprise services.

(5) Please describe the MassHire Career Center system in your area, including: *(Please refer to the MA Workforce Agenda, Focus Area III – Leadership by Example.)*

- a. How the Board ensures the continuous improvement of eligible providers and that such providers will meet the employment needs of local businesses, workers and job seekers.
- b. How the Board facilitates access to services provided through the MassHire Career Center(s), including in remote areas, using virtual services, technology and other means.
- c. How entities within the MassHire Career Center system, including Career Center Operators and Partners, ensure compliance with WIOA sec. 188 and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities, including providing staff training and support for addressing the needs of individuals with disabilities.
- d. The roles and resource contributions of your Partners – please describe how these relationships are sustained and kept productive.

- (6) Please provide a description and assessment of the type and availability of adult and dislocated worker employment and training activities in your local area.
- (7) Please provide a description and assessment of the type and availability of youth workforce investment activities in your area including activities for youth who are individuals with disabilities. Please include an identification of successful models of such activities. *(Please describe how local strategies align with Focus Area II – Talent Development Strategies for Youth)*
 - a. Please also provide a description of youth workforce investment activity coordination with the Department of Transitional Assistance, MassAbility and Massachusetts Commission for the Blind.
- (8) Please explain how the Board coordinates relevant secondary and postsecondary education programs and activities with education and workforce investment activities to coordinate strategies, enhance services, and avoid duplication of services.
- (9) How does the Board coordinate WIOA title I workforce investment activities with the provision of transportation and other appropriate supportive services in the local area? Please include a description of how other programs and services in your local area are leveraged to complement workforce investment activities.
- (10) What plans, assurances, and strategies do you have in place for maximizing coordination, improving service delivery, and avoiding duplication of Wagner-Peyser Act (29 U.S.C. 49 et seq.) services and other services provided through the Career Center delivery system?
- (11) How are career and training services required under WIOA, provided to Migrant Seasonal Farm Workers (MSFWs) through the MassHire Career Center(s)?
- (12) Please describe how the Board coordinates WIOA title I workforce investment activities with adult education and literacy activities under WIOA title II. This description must include how the Board carries out the review of local applications submitted under title II consistent with WIOA secs. 107(d)(11)(A) and (B)(i) and WIOA sec. 232:
- (13) Please provide the name and contact information of your Fiscal Agent.
- (14) Please describe the competitive process that is used to award the subgrants and contracts for WIOA title I activities.
- (15) Please provide the local levels of performance negotiated with the Governor and chief elected official consistent with WIOA sec. 116(c), to be used to measure the performance of your local area and to be used by the Local Board for measuring the performance of your local fiscal

agent (where appropriate), eligible providers under WIOA title I subtitle B, and the Career Center system in the local area.

Local Boards may insert or provide a link to local performance goals. *The link must be accessible to ACLS bidders.*

(16) What are the actions and activities that support the MassHire Board's continued status as a high performance workforce board?

- a. What trainings are provided to Board members?
- b. How do business Board members contribute to workforce development in your region?
- c. How does your Board support the business services in the career centers?
- d. To what extent does inter-intra-Board collaboration result in positive outcomes for job seekers and businesses?

(17) How are the training services outlined in WIOA sec. 134 provided using individual training accounts? If contracts for training services are or will be used, how is/will the use of such contracts coordinated with the use of individual training accounts?

- a) How does the Board ensure informed customer choice in the selection of training programs regardless of how the training services are provided?

(18) Please describe how training services under chapter 3 of subtitle B will be provided in accordance with section 134(c)(3)(G), including, if contracts for the training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts (ITA) under that chapter and how the local board will ensure informed customer choice in the selection of training programs regardless of how the training services are to be provided.

(19) Please describe the process the Board uses, consistent with WIOA sec. 108(d), to provide up to 30-days public comment period prior to submission of the plan, including an opportunity to have input into the development of your local plan particularly for representatives of businesses, education, and labor organizations.

(20) Describe progress made implementing and transitioning to an integrated, technology-enabled intake, referral, and case management information system for WIOA Partner Shared Customers.

Note: A response to this section is only necessary if your local area currently has a model in place for an integrated case management system for WIOA Partner Shared Customers.

The Executive Office of Labor and Workforce Development's (EOLWD) Office of Workforce Innovation leads statewide efforts to modernize the Massachusetts workforce system by strengthening data use, enhancing technology, and upgrading systems to better serve staff, jobseekers, and employers. These efforts include implementing and transitioning to an integrated, technology-enabled intake, referral, and case management information system for WIOA Partner

Shared Customers. EOLWD's Office of Workforce Innovation engages in workforce system modernization efforts on behalf of the 16 local workforce areas.

(21) Please describe the local policy and processes that ensure priority for adult career and training services are given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient consistent with WIOA sec. 134(c)(3)(E), § 680.600 and DCS 18.101.1 (Attachment C). Please ensure response aligns with MA Workforce Agenda Focus Area I.

- Veterans and eligible spouses
- Recipients of public assistance
- Other low-income individuals
- Individuals who are basic skills deficient

The Local Board may establish a process that also gives priority to other individuals eligible to receive such services outside the groups given priority under WIOA, provided that it is consistent with the [Priority of Service for Veterans](#).

(22) Please add any additional information or elements, as it pertains to your area and overall strategy, to align with the four Focus Areas outlined in the MA Workforce Agenda that may not have been addressed and responded to via the WIOA Sec 108 4-Year Plan requirements.

Addendum

Massachusetts Workforce Agenda Focus Areas

Building on the MassHire State Workforce Board's vision and mission, the Healey-Driscoll Administration's Workforce Agenda and WIOA State Plan include four focus areas:

Focus Area I: Talent Attraction and Retention

For the Commonwealth to be a leader in attracting and retaining talent, Massachusetts must reduce barriers to employment as a critical strategy that will increase labor market participation, especially among underrepresented and underserved populations, and foster a more equitable workforce.

Focus Area II: Talent Development

As Massachusetts invests in talent pipelines and career pathways for residents, it is imperative that workforce strategies align with industry hiring demands expressed by employers today and projected by employers for future in-demand occupations across the state.

With the goal of strengthening Massachusetts' talent pipelines, a collaborative workforce system needs to prepare future talent and create upskilling pathways for workers through

effective education and training models that will fuel priority industries and occupation.

Focus Area III: Leadership by Example

Massachusetts has a tremendous opportunity to strengthen and scale effective strategies, programming, and resources to develop untapped talent especially with the Governor and Executive Branch leading by example, and the Commonwealth as the largest employer in Massachusetts.

Focus Area IV: Workforce System Infrastructure

Massachusetts needs to modernize and strengthen the infrastructure and coordination across the MassHire public workforce system to improve support for jobseekers and employers. Additionally, as the MassHire State Workforce Board serves as a convening body to influence and support Massachusetts' Workforce Agenda, the Board should also ensure alignment as a resource for the Executive Office of Labor and Workforce Development to engage Board members, regional workforce partners, and more.