

ATTACHMENT K

Massachusetts Fiscal Year 2026 Local Annual WIOA Plan

Integrated Budget Instructions

A majority of the WIOA programs administered through the MassHire Department of Career Services (MDCS) had been identified as required partner programs or designated as affiliated partners by the Commonwealth. With the exception of Wagner-Peyser, the funds available from these program streams had been designated for specific labor exchange or customer service functions such as services to Veterans, Unemployment Insurance recipients and Dislocated Workers.

WIOA §361.700 emphasizes the mandate to ensure that Partners contribute to support infrastructure costs. Bearing in mind the impact of applicable WIOA and related COFAR principles, the basic premise is that *“Each entity that carries out a program or activities in a local one-stop center, described in §§361.400 through 361.410, must use a portion of the funds available for the program and activities to maintain the one-stop delivery system, including payment of the infrastructure of the one-stop center”*. As described in §361.710, *“Infrastructure costs are funded either through the local funding mechanism described in §361.715 or through the state funding mechanism described in §361.730”*. Please continue, as supported by state mandates, to utilize the COFAR concepts and the new WIOA Partner cost support mandate to guide your local area in executing local partner infrastructure support MOUs.

The following items identify commitments, changes or enhancements for FY 2026 regarding the submission of fiscal planning documents and tools:

- 1) Requirement to submit a Budget Narrative on items not listed on NPS Section 3 below.
- 2) State budget/allocations for MassHire Career Centers will not be final until the Legislature approves the budget, and a revised distribution methodology receives Association(s) and state approval.
- 3) IBs, including any revisions, require a detailed budget breakout of local state and contracted costs. Information regarding the local WFB and MCC costs will be provided on a separate worksheet within the file.
- 4) IB updates will be sought from local areas on a timeframe to facilitate budget uploading and make the Datamart budget vs actual reports more useful.
- 5) The IB format requires state entry of Phase codes for each row of funding and predicted annual grant funding.
- 6) State budget/allocations for WFB WTF funds are anticipated to be \$95,000 per WFB area.
- 7) 80/20% split between regional and state level Wagner-Peyser 90 % funding will be continued

for FY26.

- 8) 62/38% split between regional and state level will be in force for FY26 for Wagner Peyser 10% funding.
- 9) Carry-in of any allowable unexpended funds will be locally identified for planning purposes and planned as separate rows on the Integrated Budget.
- 10) MDCS Salary Sheets will be separately issued by MDCS to Ops Managers and Fiscal Officers and reviewed and processed based upon local collaboration and input.
- 11) FTE NUMBERS (including vacancies) for any local state or partner staff supported by local, MDCS-awarded grant funds must be supplied in the indicated section of the IB form.
- 12) There will be no MOSES fee or AWS/Appstream costs assessed for FY26.
- 13) FY26 Integrated Budget approvals will be issued following review. Any questions will be addressed with local areas.
- 14) Fringe (.3560), Payroll tax (.0221) and State Indirect (.0611) are in separate columns from AS&T (.0890)
- 15) AS&T (.0890) is in a separate row applied against all above-the-line costs.
- 16) Rows must be added for special grant situations as they occur.
- 17) Authorization is highlighted under Wagner-Peyser (29 U.S. Code § 49f; 20 CFR 652.205) to expend 10% earmark funds under provision 7c for career center services.
- 18) Please note addition of new tab on Integrated Budget providing information regarding locally contracted funds.
- 19) IB Reminders:
 - Budgets must reflect projected FTEs and vacancies on each funding line
 - Budgets may not reflect deficit amounts for any known fund source
 - Areas are advised that all funds must be budgeted as retained or contracted.
 - In order to eliminate late year requests for the addition of unawarded funds to local contracts, funds that are not identified as retained or contracted in the initial local integrated budget must be identified as retained or contracted on a mid-year revised integrated budget that will be required to be submitted by all areas no later than January 30, 2026.
 - Contract awards will be adjusted in February based upon the January Integrated budget submission.
 - Support for local NPS allocations for locally sited state employees will be issued in February based upon the January integrated budget submission.

20) All planning-related documents should be returned/submitted to Lisa Caissie (Lisa.J.Caissie@mass.gov) by August 29, 2025

A. Budget Narrative

- The built-in budget narrative is required for all items.

IMPORTANT:

The accuracy and completeness of your FY 2026 plan, including necessary line items and cost basis explanations for all items will expedite the review and approval process. If Resource Sharing is permitted by the Uniform Circular and is utilized, sufficient detail from the resource sharing plan must be included. The resource sharing agreement details will be verified through monitoring.

The FY26 Contracts will be awarded as State/Federal funds become available from the State and USDOL subject to any locally directed adjustments for retained costs; initial contracts will not be held back pending approval of the Integrated Budget. Clarifications may be required before Integrated Budget approval is issued. MDCS/EOLWD Finance fiscal staff will work with local fiscal staff toward information clarification and resolution of any issues beginning with plan submission and continuing as long as necessary to complete the budget approval process for all areas.

B. Integrated Budget – Fund Sources

The Integrated Budget instruction provides the MassHire Workforce Board (LOCAL BOARD) guidelines for the use of MDCS-administered funds during FY 2026. All funding must be expended in accordance with the requirements of the source program and in a manner consistent with these guidelines. All allocations are subject to change based on decisions made at either the state and/or federal level. Should changes occur, an opportunity will be provided to amend projected spending plans.

MDCS Operation Managers should bear in mind that the operation of each MassHire Career Center constitutes a partnership between MDCS and the Local Board. Whether in a collaborative or competitive model, the managers have a responsibility to ensure that resources available from MDCS are utilized based upon cost-sharing concepts and a fair and responsible allocation methodology. This methodology must maximize all resources available to the Career Center from all partners, avoid duplication, and improve the efficiency and quality of employment and training services available to both individuals and employers.

The Annual Integrated Budget submitted as part of the MOU between MDCS and the local board will delineate the planned expenditures for each category attributable to each funding stream and become part of the integrated agreement to be submitted by the local boards in their local plans.

Carry-in Note:

Where carry-in is authorized and exists local boards should ensure the accuracy of locally projected, carry-in data, reconcile any plans that do not equal allocations, and identify steps to maximize the use

of available funds within prescribed periods while avoiding any possible overspending. The FY25 Carry-in column for Wagner-Peyser should be a net figure for prior year WP authorized carry-in not received nor expended as retained funds. Reconciling any issues with net Wagner-Peyser carry-out will be addressed on a case-by-case basis.

- a. **WIOA Title I** – please use your own estimates
- b. **Wagner-Peyser** - please use your own estimates. Reconciliation will occur through the FY25 closeout process and funds will be made available in October/November.
- c. As agreed, where carry-in of unexpended Wagner Peyser funds exists, they should be carried into FY26 as authorized by the local board.
- d. Per Policy Issuance #100 DCS 01-101 (3/16/16), WIOA formula funds not expended within a two-year period must be recovered by the Commonwealth and redistributed or expended by the state. Adjustments will be made for prior year carry-in not received.
- e. The Wagner-Peyser carry-in 90% and 10% funds estimate must be supplied by the Fiscal Officers.
- f. The first year 80% Federal obligation/spending requirement for local formula funds is considered met by the identification of the allotment of funds to the local workforce areas as an obligation per Federal TEGL.

Specific Funding

1. Wagner-Peyser

Wagner-Peyser (WP) funds form the basis for the universal availability of labor exchange services within the MassHire Career Center (MCC) system. Each of the sixteen local boards receive an allocation of Wagner-Peyser 90% and 10% funds.

For the past several years 80% of the Wagner-Peyser funds allotted to the State have been allocated to the field via formula. The same percentage will be in effect for FY 2026 for 90% funding. Sixty-two percent (62%) of the 10% WP funds allotted to the State have been allocated to the field via formula.

The FY25 allocation methodology for Wagner-Peyser 90% and 10% funds is continued for FY26.

GENERAL NOTE: Relative to the allowable uses of Wagner Peyser funding, the Commonwealth is exercising its authority to utilize Wagner Peyser 10% funds to supplement funding of workforce activities carried out under the Workforce Innovation and Opportunity Act (WIOA). Wagner-Peyser (29 U.S. Code § 49f; 20 CFR 652.205)

This authority is reflected in § 7(c) of the Wagner-Peyser Act as delineated below:

Funds authorized under Wagner-Peyser Act may be used under sec. 7(c) to provide additional funding to other activities authorized under WIOA if:

- (1) The activity meets the requirements of the Wagner-Peyser Act, and its own requirements;
- (2) The activity serves the same individuals as are served under the Wagner-Peyser Act

- (3) The activity provides services that are coordinated with services under the Wagner-Peyser Act; and
- (4) The funds supplement, rather than supplant, funds provided from non-Federal sources.

Wagner-Peyser and Title I allocations to be used to prepare the local FY 2026 Annual Integrated Budget are posted with these planning instructions.

2. Veterans Services

Services for Veterans are provided through the Disabled Veterans Outreach Program (DVOP) as assigned to each region. These services must be provided by MDCS personnel who meet the criteria for these positions.

In FY2026, the monetary resources for the provision of staffing for Veterans services will be centrally managed by MDCS. The dollar amount for the FTEs in each area will be shared with the local area via MDCS staffing sheets. MassHire Boards should budget and will recover NPS costs according to an acceptable cost allocation methodology as put forth by the local area and approved by MDCS.

Premises costs related to Veterans services are available as a charge to FY2025-26 Veterans Employment and Training Administration funding. Premises costs will be carefully reviewed to ensure that the budgeted figure is within acceptable limits.

Please note, DVOP staff are co-funded by JVSG and up to 5 hours per week from RESEA.

3. WIOA Title I

Please ensure that the fiscal plan corresponds with the program plan, i.e. number of participants, training enrollments, etc. Please utilize planning tools and provide an explanation in Budget columns as to how funds are budgeted in each line item including vacancies.

4. DUA Funding Activity

HEARINGS: (subject to DUA negotiation)

GENERAL: For FY26 the Hearings Department consisted of four regional hearing offices and several satellite offices. Benefit appeals were assigned to each region based on the claimant's zip code.

5. State One-Stop Funds

Due to the delays in the legislative process, the exact dollar amount for this purpose is not yet available and will be supplied as soon as funding is determined.

Although special restrictions are not placed on these funds, it is important that the awarded funds are used for Career Center operations in compliance with the Local Annual WIOA Plan.

Please note: The FY26 local plan narrative requires an explanation of the use of state MassHire Career Center funds in your local area with regard to jobseeker and employer services. These explanations will form the basis of language used to support the request for future continuation of these funds.

6. WFB Grant

The availability of WTFP funding for each local board has been clarified for FY 2026. These funds must be budgeted at the same level as FY25. The FY 2026 Integrated Budget includes a separate row for the budgeting of these funds.

Local boards are required to provide a narrative explanation that clearly identifies the purpose for which these funds will be utilized in FY 2026. While these funds are made available with a level of flexibility as to their use, the explanation will need to demonstrate a direct correlation to activities that are consistent with federal and state priorities and in accordance with the MA Workforce Agenda.

7. RESEA

Allocations to be issued. Integrated Budget row is supplied for budgeting purposes.

Integrated Budget – Cost Categories

1. Personnel Costs

The MDCS Field Salary sheets will be issued separately to local Operations Managers and Fiscal Officers and if adjustments are made, the salary sheets should be returned to MDCS to Michael Williams and copy to Dave Manning.

2. Premises Costs-State property

Funds are reflected in the EOLWD-supplied FY 2026 attachments to pay the costs of state premises. These costs include:

- Rent for leased facilities (or, in the case where the career center is in a facility owned and managed by the state, operating costs).
- Security Systems (including equipment, installation and security system maintenance and monitoring).
- Utilities (gas, oil, electricity, water, and sewage) if not included in the rent.
- Building repairs and maintenance (only in the case where the career center is in a facility owned and managed by the state).
- Building maintenance (janitorial, pest control, trash, signage, etc.) if not included in the rent.
- Landscaping and snow removal (only in a case where the career center is in a facility owned and managed by the state).
- Renovation and/or modular furniture.

State owned or leased buildings:

For those locations owned or leased by state, the estimated total FY2026 annual premises operating cost to be used in the preparation of your budget is delineated in the lease attachment.

In addition to the costs delineated in the attachment there may be premises-related capital expenditures. Funds to be provided through MDCS will be retained and paid centrally. Funds from sources other than those administered through state must be transferred to state on a monthly basis to ensure lease obligations are met.

Non-state owned or leased buildings:

For premises costs for buildings which are non-state owned or leased, MDCS will provide proportional support for their staff as allocated locally.

Premises-related capital expenditures:

Facilities related “capital projects” (e.g. renovation work, including installations, removals, movers, cabling, build-outs, large scale replacements of furnishings, layout redesign, etc.) should be planned and budgeted in the appropriate categories. If the building is owned or leased by the state, EOLWD’s Facilities Management Department must be contacted.

Allocating premises costs:

The cost of premises must be allocated among all partners and tenants in the MassHire Career Center consistent with COFAR/Uniform Guidance cost principles, Federal guidelines and WIOA.

Local boards must also utilize a cost allocation methodology and resource sharing as appropriate and are compliant with Federal Uniform Guidance regulations.

MDCS will provide assistance to local boards and their partners in complying with Uniform Guidance principles.

3. Non-Personnel Costs

The practice that began in FY2008, in which MDCS transferred procurement and management responsibility for specific NPS categories to local areas, will continue for the FY26 period.

The areas that have already been transferred and are to be funded locally:

- Office Supplies (Paper, Writing materials, etc)
- Office Furniture
- Memberships
- Postage
- Postage Meter Rentals
- Copiers
- Fax machines & Maintenance
- Bottled Water
- Personal Computers/Laptops

The Following NPS costs will continue to be managed and retained by the State (above the line on IB):

- State Premises Leases & Maintenance (Attachment V)
- Related state-maintained Telephone Lines (Attachment U)

Costs supplied locally must be budgeted consistent with local budgeting processes and procedures and follow local procurement rules. This will be verified through annual monitoring.

NOTE ON STATE ONE-DEVICE FOR LOCAL STATE EMPLOYEES

This will not be mandated for local state employees and locally procured equipment for these staff must observe local IT protocols in their set-up and use and observe state protocols in connecting with state systems.

Telephone Services:

The annualized figure should be used as the FY 2026 planning estimate. Local boards should include the estimated amounts as funds to be retained by MDCS for payment of telephone service costs.

AWS Costs:

No local contribution is required for FY26.

Budget rates for specific items:

The following rates will be in effect (until receipt of formal approved rate) for planning submission and budgeting purposes only:

- AS&T – .0890
- State Indirect cost – .0611
- Payroll tax – .0221
- Fringe – .3560

D. Line Items

Contracted funds will not be separately budgeted but explanations for unusual items will be requested and the use of contracted funds will be monitored for compliance during the annual monitoring review.