



MASSACHUSETTS

Workforce Investment Act

WIA Communication No. 04-32**☒ Policy ☐ Information**

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

cc: WIA State Partners

From: Susan V. Lawler, Commissioner
Division of Career Services

Date: April 22, 2004

Subject: Fiscal Year 2005 Local Annual Workforce Development Business Plan Guidance

Purpose: To provide instruction to the Local Workforce Investment Boards (LWIBs) regarding the development and submission of the FY 2005 Annual Workforce Development Business Plan.

Background: The FY 2005 Local Annual Workforce Development Business Plan Guidance was developed in light of the absence of both Congressional reauthorization of the Workforce Investment Act (WIA) and the issuance of detailed planning instructions from the U.S. Department of Labor. As a result, the Division of Career Services (DCS) sought to streamline the local planning process for the upcoming year. To that end, the number of Narrative questions requiring a response has been significantly reduced from the number required for the FY 2004 plan. The Narrative questions asks each workforce investment area to describe the planned strategic initiatives that will move the local One-Stop Career Center system forward in meeting the needs of the area's unique customer base.

The Narrative questions have been designed to stimulate each LWIB to plan and describe how the local workforce investment system's operational focus for FY 2005:

- relates to the primary customer sectors: job seekers, businesses and youth,
- reflects a current analysis of local labor market factors and need,
- incorporates locally initiated continuous improvement strategies, and
- relates to specific economic benefits projected for the local area.

The local planning process for FY 2005 also marks the incorporation of the new required Wagner-Peyser performance measures. Worksheets included in the guidance package will reflect each area's planned performance goals for FY 2005 in relation to the required measures. The worksheets should form the basis for evaluating actual performance and managing local resources throughout the course of the next fiscal year to assure overall attainment of your area's planned goals.

The FY 2005 Planning Guidance was drafted by a planning workgroup comprised of members representing the Workforce Investment Board Association, Workforce Investment Association, Department of Workforce Development, Division of Career Services, and Commonwealth Corporation.

Policy: The LWIB, with agreement and signature of the Chief Elected Official (CEO) is responsible for developing and submitting the Fiscal Year 2005 Annual Business Plan. The Plan must be made available for public comment prior to submission in accordance with WIA regulations at section 661.345.

Action

Required: Review the Local Annual Workforce Development Business Plan Guidance document and provide copies to those individuals who will develop the local plan.

Inquiries: Questions should be directed to Rosemary Graham (DCS) at rgraham@detma.org.

Filing: Please file this in your notebook of previously issued WIA Communication Series Policy Issuances as #04-32.

Planning Schedule
Annual Workforce Development Business Plan
Instructions for FY2005

April 9	FY 2005 Modification Instructions issued
April 13	Planning Session
June 10	Local Modifications submitted by CEOs & LWIBs to DCS
June 25	State Partners' Joint Review of Local Modifications
June 30	State Approvals of Local Modifications sent to CEOs and LWIBs
July 1	Beginning of Fiscal Year 2005

ANNUAL WORKFORCE DEVELOPMENT

BUSINESS PLAN

PLANNING GUIDANCE

FISCAL YEAR 2005

ANNUAL WORKFORCE DEVELOPMENT **BUSINESS PLAN**

PLANNING GUIDANCE

FY 2005

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PART I. INTRODUCTION

In Massachusetts, the workforce development system has witnessed major changes in state and federal revenue, shifting customer demographics and service demands, and modes of service delivery. However, the fundamental goal for federal, state and local partners has remained the same: to build a system of Workforce Boards and One-Stop Career Centers that responds quickly and effectively to changing economic conditions, demonstrated by the shifting needs of employers and workers. Since the implementation of the Workforce Investment Act (WIA), the delivery of effective workforce development services has depended on the ability of local and state professionals to integrate and leverage multiple funding streams, adapt to labor market or funding trends and design creative service delivery models by working with local partners. Our goal will remain constant throughout the final year of the Workforce Investment Act.

While the nation waits on the reauthorization process of major workforce programs, the United States Department of Labor's (US DOL) Employment and Training Administration (ETA) is driving change through several new initiatives. In particular, ETA is promulgating a shift within the workforce development system to reflect demand-driven principles. The ETA is stepping up its efforts to better understand high-growth industries across the nation as the foundation for driving workforce development policy and services. The goal is not only to better serve employer customers, but also to align program design with labor market demands.

The planning priorities for FY 2005 reflect the goals of service integration, leveraged resources, demand-driven service design and enhanced outreach to key customers, including employers. These priorities focus on evolving and refining the existing service delivery system within local areas. Our goal is to begin the transformation of the annual planning and modification process for the Workforce Investment Act (WIA) into a strategic regional planning process that includes major WIA and non-WIA workforce development programs. As a symbol of this transformation, the annual WIA planning process is renamed for FY 2005 as the Annual Workforce Development Business Plan for each local workforce investment area.

Each of the planning priorities for FY 2005 is described in greater detail below:

1. Integration of Local Area Service Delivery

Background: The Workforce Investment Act (WIA), required local areas to integrate core Adult WIA programs through One-Stop Career Centers and mandated tighter coordination of networked youth services. For the past several years, annual planning instructions have asked how additional programs potentially offered in a local area, such as TANF, employer-based training for incumbent workers, Workforce Training Fund programs, the Extended Care Career Ladder Initiative, Building Essential Skills through Training (BEST) Initiatives, and Adult Basic Education, are integrated with and enhance the local system through the alignment of service delivery, data reporting, programmatic outcome requirements and evaluation.

At the state level, service integration will continue to be a priority. In Fiscal Year 2004, the Commonwealth achieved progress toward further service integration through changes in

service modules, such as the Connecting Claimants to Career Centers (CCCC) Initiative. This project resulted in a consistent seminar for all permanently separated claimants across the Career Center system in an effort to address rising levels of unemployment and to increase the percentage of unemployment insurance claimants interfacing with Career Center services. The state will provide new resources to local areas to support the CCCC project through the FY 2005 Annual Workforce Development Business Plan.

In FY 2005, state level priorities will continue to promote service delivery and system integration for WIA and non-WIA programs. *We anticipate that in FY 2006, the local Annual Workforce Development Business Plan will require narrative descriptions of planned goals and programs beyond major programs under the Department of Workforce Development or its agencies to reflect the whole picture of workforce development activity for the region, as well as a delineation of other financial resources within the region that support these activities.*

Planning Actions Expected: In responding to the Narrative planning questions each area is expected to describe strategies to streamline and coordinate the local administration and service delivery of WIA and non-WIA related programs operated through the local Workforce Board, Title I Administrator and One-Stop Career Center(s).

In an effort to streamline reporting requirements managed by the state, the FY 2005 Annual Workforce Development Business Plan instructions will include planning and reporting information on the state funding for Workforce Boards and Youth Councils in the Narrative and Integrated Budget sections. Historically, this information has been submitted to the Department of Workforce Development in a separate report.

2. Performance and Accountability

Background: Over the next year, there will be a greater emphasis on performance and accountability for workforce development programs by the federal government, state Legislature and partner workforce development agencies. The federal government is moving to implement a set of Common Measures developed by the federal Office of Budget and Management for US Department of Labor programs. The Department of Workforce Development and its agencies will work with individual areas to develop performance plans to improve program performance on Workforce Investment Act outcomes as well as make the eventual transition to Common Measures.

At the state level, new developments on performance and accountability issues will surface over the coming year. For example, the state Legislature recently prescribed a set of performance measures in the 2003 Economic Stimulus Bill for all state-funded workforce development and job training programs, sending a signal that elected officials want to better understand the impact of state investments in workforce development programs.

In response to heightened attention on performance and accountability for the broader workforce development system, state agency partners are working on a system-wide “report card” designed for major state and federal workforce development programs in the Commonwealth, including higher education, adult education and employment programs for TANF recipients. In FY 2005, state and local partners must work together to coordinate and design consistent performance and accountability standards for the workforce development system.

Planning Actions Expected: In the Workforce Development Business Plan for this year, each area is expected to address general performance and accountability activities, including specific issues related to current Workforce Investment Act performance measures.

3. Outreach to Employers

Background: The ability of the workforce development system to engage and work with the employer community is critical to the success of the people receiving services as well as the overall economic success of the area. Employers are the ultimate consumer of workforce development services in their capacity to hire, train, retain and invest in the workforce. The Department of Workforce Development and the Division of Career Services will work with local areas to draft policies and initiatives that increase employer engagement and use of the workforce development system. The development of strong outreach practices to the business community will increase the economic development value of the Annual Workforce Development Business Plan.

Planning Actions Expected: The Department of Workforce Development in coordination with its agencies will embark upon an employer outreach campaign in cooperation with Workforce Boards and One-Stop Career Centers. The primary goals for FY 2005 will be to increase direct employer involvement with Workforce Boards and the Career Centers to develop more responsive employer customer service options and improve existing programs.

4. Expanding the System of Youth Services

Background: FY 2005 marks the final program year of the Workforce Investment Act, a critical transition period for youth programming and service delivery. *The Workforce Investment Act itself is in the process of being reauthorized by Congress with the expectation that in FY 2006, local boards and youth councils will be asked to implement changes in youth service priorities, provide a different mix of youth service elements, and respond to new performance measures.* To meet these challenges the goal for FY 2005 is to increase the effectiveness and levels of service delivery for youth based upon the “resource maps” done by Youth Councils and the potential coordination with non-WIA youth partners coordinated by the Youth Councils.

The primary issues impacting services to youth include:

- **A growing concern about the size of the ‘at-risk’ youth population** – especially the cohort of youth who are out-of-school yet lack academic and workforce skills that will help ensure they have a role in a demanding economy. Despite all the good work being done, we are ‘losing’ more youth – from schools, the labor force, and from productive engagement in society. And the dynamics of our state’s labor force require a greater focus on youth *now*.
- **The need to focus greater investment in youth who are at-risk of not meeting the standards.** By almost any measure of success, at-risk youth often lack a basic education or skill foundation to take advantage of further education, occupational training or opportunities in the labor market.

- **The need at the state and local levels, to find new ways to coordinate education, human services, and employment support for youth.** Strategies to assist at-risk and out-of-school youth will work if they also address related issues of poverty, disabilities, health and family issues, as well as providing structured access to employment and further education.

The Commonwealth of Massachusetts has taken the first steps at the state level to address needs of vulnerable youth in a systemic way. An initiative *Reach Higher: Pathways to Success by 21* has been established as a multi-agency effort designed to create a better alignment of youth services and youth policy. “P-21” is a strategic process that will improve communication, coordination, performance and youth outcomes, starting at the state level and extending to regional and local partners. P-21 will reach out to programs from human services, foster care, juvenile justice, welfare-to-work and transitional assistance, pregnant and parenting teens, housing and community development, and transportation would be expected to be coordinated. It will be centered on ensuring that:

- more students graduate with higher skills;
- we close the performance gap for students from poorer families, racial and linguistic minorities, and those with special needs;
- more youth enter, and stay in, postsecondary education; and
- more youth access jobs that have career potential.

Planning Actions Expected: The local FY 2005 Annual Workforce Development Business Plan is an opportunity for Workforce Boards, Youth Councils, One-Stop Career Centers and community youth partners to be better prepared to respond to WIA re-authorization. Annual Workforce Development Business Plans should not simply describe the steps necessary to administer one federal resource, but instead, WIA youth should be seen as one element of a stronger youth-serving system at the community and regional level.

Youth Councils will be expected to engage their communities around the *P-21 Initiative* as it takes shape during FY 2005. Workforce Boards and Youth Councils should play a role in convening and informing community partners about local youth resources based upon prior years of “resource mapping” and strategic planning. The Youth Councils should be ready to help develop appropriate service strategies for youth in the region and work with various partners to deploy available resources, including those under the WIA.

We anticipate further changes in the FY 2006 planning process that encourage areas to design a more comprehensive youth-serving system in the Workforce Development Business Plan by working with community partners. Workforce Boards, Youth Councils and One-Stop Career Centers will also be encouraged to work with community partners to set performance benchmarks for a wide range of resource and programs for youth.

The priorities identified for the FY 2005 Annual Workforce Development Business Plan will also serve as policy guidelines for the Department of Workforce Development and its agencies.

PART II. LOCAL LABOR MARKET ANALYSIS

To ensure that services provided under the Workforce Investment Act address relevant labor force and employer needs, an analysis of local labor market conditions is a critical component of the annual planning process. An understanding of the economic trends and characteristics that shape the local labor market environment is essential to developing focused strategies and initiatives and to design an appropriate mix of employment and training services that will support efforts for continued economic development and growth.

Describe the specific local labor market conditions and characteristics that form the basis of your FY 2005 Workforce Development Business Plan. The analysis should include a clear description of each of the following elements:

1. The current industry employment trends, with an emphasis on the identification of industries experiencing either major growth or decline.
2. The projected industry and occupational employment opportunities for local job seekers.
3. The job skills and training requirements necessary for employment in locally targeted industries and occupations.
4. The demographic characteristics of the area's population base relevant to local workforce development issues including projected education/skill training needs.

The conditions and characteristics described in the Labor Market Analysis section of your local FY 2005 plan (PART II) should clearly inform and support the planned initiatives and service focus described in the responses to the questions in the Narrative section of the Plan (PART III)

Instructions for accessing web-based labor market information for FY 2005 planning purposes [developed by the Office of Economic Analysis of the Division of Unemployment Assistance (DUA)] were previously provided in WIA Communication Information Issuance No. 04-13 issued on February 25, 2004. U.S. Census information CDs will be distributed at the Planning Conference scheduled for March 29, 2004. Labor market economists from DUA's Office of Economic Analysis are available to assist you if you require additional information and can be contacted at 617-626-5744.

Use of additional information sources, including business survey results, local advisory groups, specific economic development reports and any other source of relevant local labor market information is encouraged.

PART III. PLAN NARRATIVE

All responses should reflect a detailed, planned approach that clearly indicates a full and efficient integration and coordination of partner services for the local area. Responses should address

service delivery from a system-wide perspective that illustrates both a coordinated planning process among all local partners and also clearly relates services provided with all appropriate Workforce Investment Board and One-Stop Career Center partner resources, not only DCS administered funding resources. Each response should clearly demonstrate a direct relationship to the area's current labor market characteristics [as described in the Labor Market Analysis section of the plan (PART II)], and must also reflect how input from the local business community was utilized and accommodated in the development of each initiative.

1. What will be the local area's three primary initiatives for providing services to job seekers for FY 2005?

- a. The response should fully detail how the planned service focus will apply not only to the general job seeker customer base, but to specifically targeted job seeker constituencies as well (UI claimants, Veterans, EAS participants, the Disabled, Youth, Offenders, etc.).
- b. The response should clearly explain the basis for selecting each initiative or point of focus, the anticipated goal for each and how it will positively contribute toward an economic benefit for the local workforce investment area.
- c. The response should also demonstrate that an adequate level of specific Career Center resources (staff, equipment, materials, funding, etc.) has been allocated to each initiative to project a positive performance and outcome.
- d. The response should outline the specific, collaborative roles of the Workforce Board, the Fiscal Agent and the Career Centers and specific activities planned to support the three primary initiatives.
- e. Related to the receipt of state funding for FY 2005 under an allocation from the Economic Stimulus Bill¹ of 2003, the response should specifically detail the role of the Workforce Investment Board in supporting the three primary initiatives. *(The answer to this question will replace the WIB report to the Department of Workforce Development associated with the historical state appropriation of resources for Boards and Youth Councils.)*

2. What will be the local area's three primary initiatives for providing services to businesses for FY 2005?

- a. The response should fully detail how the planned focus will apply not only to business customers in general, but to any sectors of the business community specifically targeted by the Local Workforce Board for special consideration based on their projected significance in promoting economic stability and development in the local area.
- b. The response should clearly explain the basis for selecting each initiative or point of focus and how it will positively contribute toward an economic benefit for the local workforce investment area.

¹ The allocation for Workforce Boards and Youth Councils under the Economic Stimulus Bill draws off of the source of revenue from the Workforce Training Fund.

- c. The response should also demonstrate that an adequate level of specific Career Center resources (staff, equipment, materials, funding, etc.) has been allocated to each initiative to project a positive performance and outcome.
- d. The response should outline the specific, collaborative roles of the Workforce Board, the Fiscal Agent and the Career Centers and specific activities planned to support the three primary initiatives.

3. For FY 2005, what are your area's three highest priorities and resulting strategies for managing the WIA Title I youth program?

- a. Your response should clearly explain the basis for selecting each priority (regional needs of youth population, demographics etc.), and how the planned outcomes will contribute to an economic benefit to the local workforce investment area. Identify which youth populations are your highest priorities and the types of youth services that are of greatest need.
- b. The response should detail the roles and responsibilities of the Board, the Youth Council, the Career Center(s), the local school district and competitively-procured youth service vendors chosen providers will work to meet each strategic priority.
- c. The response should also indicate planned strategies to address these priorities and increase the number of *all* youth (not just WIA Title I eligible youth) who utilize the local Career Center(s) for information and services.

4. How will the local area maximize the availability of appropriate training opportunities and resources for adults and dislocated workers for FY 2005?

- a. The response should describe how the local area's plan for customer training ensures an appropriate and equitable allocation of the available resources in relation to customer need for training services and other One-Stop Career Center services and operational cost categories.
- b. The response should clearly describe how the local One-Stop Career Center(s) will ensure a timely response to customers' training needs.
- c. The response should also clearly demonstrate that planned One-Stop Career Center procedures support a customer training decision-making process that incorporates both the individual customer's future employment interests and labor market demand.

5. What specific continuous improvement strategies are planned by the local partners to strengthen the operation of the One-Stop Career Center(s), enhance the delivery of services to the area's workforce investment system customers and/or assure attainment of planned goals for FY 2005?

- a. The response should detail specific steps and actions planned by the local partners to promote improvement in local service delivery system.
- b. The response should specifically highlight locally generated continuous improvement strategies formulated to assure attainment of *all* FY 2005 performance goals and

- should include a description of the anticipated outcomes and benefits to customers. If any of the 17 local performance goals were not met in FY 2003 please include a discussion of activities underway in FY 2004 and planned for FY 2005 to assure improvement of performance on the goals not met in FY 2003.
- c. The response should also include the projected implementation schedule for each planned strategy.

PART IV. ASSURANCES

The following section delineates the formal assurances related to statutory compliance, program integration, universal access, customer choice, reporting, veterans' priority of service, performance, quality assurance and other program and administrative elements to which each Local Workforce Investment Board agrees, ensuring the systemic foundation of the Massachusetts workforce investment system. By signing the local plan the Board certifies that the operators and partners of the local one-stop career center delivery system will adhere to these assurances and comply with all Federal, State, County and local statutes, regulations and policies relevant to the delivery of services within the context and meaning of the local plan.

1. STATUTORY COMPLIANCE

The Board agrees to comply with the Workforce Investment Act of 1998, the Wagner-Peyser Act, as amended, the Trade Act of 1974, as amended, the Jobs for Veterans Act and all related statutory requirements and implementing regulations. The Board also agrees to comply with policies issued by the Department of Workforce Development, the Division of Career Services, the Division of Unemployment Assistance and the Commonwealth Corporation related to the administration, delivery and performance of all programs covered by this local plan.

2. PROGRAM INTEGRATION

The Board assures that the one-stop career center delivery system will fully integrate all programs covered under this local plan into the full range of available workforce development services.

The Board agrees that DVOP and LVER staff will be responsible for case management of veterans' service delivery, and where feasible, provide direct services or assist one-stop delivery system staff in the provision of priority services for veteran customers.

The Board assures that one-stop career center system operators will coordinate with local Rapid Response staff related to outreach, intake and registration of workers covered by a certification under the Trade Adjustment Act.

3. UNIVERSAL ACCESS

The Board assures that the local one-stop career center delivery system [as described in Part 662.100 (b) of the Workforce Investment Act and in accordance with all relevant state

policies and procedures] will provide services to all customers consistent with the principles of universal access. The Board also assures that core and applicable intensive services, including staff-assisted services, will be provided in at least one physical career center in the local area.

The Board assures that LVER and/or DVOP staff assigned to the local career centers, consistent with the principle of universal access, will also provide outreach services to veterans at Service Delivery Points (SDPs) such as Veterans Administration Hospitals, veterans' shelters and military installations for which no LVER or DVOP is assigned. The Board also assures that DVOP and LVER staff will also conduct outreach to employers, community agencies, veterans' organizations, etc. and that they will share information gained from these contacts with staff of the career centers and SDPs.

4. CUSTOMER CHOICE

The Board assures that local one-stop career center system operators and partners will adhere to the principles of customer choice in the provision of services covered under this local plan.

5. REPORTING

The Board assures that the local one-stop career center delivery system (in accordance with all relevant Federal and State policies and procedures) will collect data on customer characteristics, service/activity participation, and outcomes consistent with the requirements of the Massachusetts One Stop Employment System (MOSES) so as to ensure the integrity of all federal and state reporting requirements.

6. FUNDS OF LAST RESORT

The Board assures that one-stop career center system operators shall take sufficient actions to assure that WIA programs will not be charged when other assistance is available. Local operators shall be responsible for ensuring the filing of applications for Pell Grant or Supplemental Education Opportunity Grant (SEOG) assistance or any other assistance available for each participant enrolled in a Pell Grant or SEOG approved course and upon receipt of such grant the portion received by a training participant for the cost of tuition, fees and books shall be applied to replace the WIA funds used to cover such costs. If the Pell Grant is received after the termination of training paid with WIA funds, the portion to be applied for the cost of tuition, fees and books shall be remitted to the career center operator. No compensation shall be earned or deemed payable for services provided to a WIA program participant to the extent that any such services are paid for, directly or indirectly, through a Pell Grant (or Supplemental Education Opportunity Grant (SEOG)) by Trade, or by any other source.

7. VETERANS PRIORITY OF SERVICE

The Board agrees that one-stop career center delivery system operators will assure priority services for veterans for all services funded with Federal resources. The Board also assures that it will encourage and promote the provision of maximum employment and training opportunities to veterans by all service program providers participating in the local workforce

investment system. To promote informed choice for veteran customers, the Board agrees that one-stop career center delivery system operators will provide information during the intake process that advises veterans of the advantages of registration to access special programs and services for veterans and the availability of DVOP or LVER staff to assist with employment issues. To further assure priority of service and maximum opportunity to veteran customers the Board agrees that one-stop career center delivery system operators will integrate Federal Contractor Program job information and listings of Federal job openings in the MOSES system. Both printed and electronic Federal Contractor Program and Federal job information will be available to veteran customers. Federal Contractors and Federal Agencies will be provided with recruitment assistance in accordance with their obligation for Affirmative Action and veterans' preference requirements pursuant to 38 U.S.C., Chapter 42.

The Board assures that one-stop career center delivery system operators will provide information relative to filing complaints with the State VETS Director to veteran customers.

LVER and DVOP staff will provide training and technical assistance to one-stop career center delivery system staff relative to Federal employment opportunities for veterans, the Federal Contractor Job Listing Program and the customer complaint process as it relates to veterans.

LVER staff will monitor and provide quarterly reports to the one-stop career center delivery system operator on the universality of veteran services provided by one-stop delivery system staff and the access and receipt of these veteran services.

The Board agrees that under this plan LVER and DVOP staff can receive guidance from the one-stop delivery system operator. However, compensation, personnel actions and terms and conditions of employment, including performance appraisals and accountability of merit-staff employees will remain under the authority of DCS.

8. ALIEN LABOR CERTIFICATION – AGRICULTURAL

The Board assures that the local one-stop career center system operators (in accordance with all relevant state policies and procedures, and as required under provisions for the equitable delivery of labor exchange services at 20 CFR Parts 651, 653 and 658) will: identify Migrant and Seasonal Farm Worker (MSFWs) customers; refer such identified customers to appropriate job openings, training opportunities and any other workforce investment services as needed; conduct appropriate follow-up with employers and other applicable service providers; and report all relevant activities through MOSES.

9. ALIEN LABOR CERTIFICATION – NON-AGRICULTURAL

The Board assures that the local one-stop career center system operators (in accordance with all relevant state policies and procedures, and consistent with provisions for the hiring of non-U.S. workers at 20 CFR Part 656) will assist job seekers to comply with the requirement of forwarding two resumes to the DCS Special Programs/Alien Labor Certification unit for consideration of their qualifications with regard to a specified employer job order. There are no reporting requirements applicable to this section.

10. WORK OPPORTUNITY TAX CREDIT and WELFARE-TO-WORK CREDIT

The Board assures that the local one-stop career center system operators will determine eligibility of interested customers as members of targeted groups; and assist interested customers to complete related documentation including IRS Form 8850 Work Opportunity Credit Pre-screening Notice and Certification Request, and DOL Form ETA-9062 Conditional Certification. Issuance of final certifications will remain a central administrative responsibility of DCS. There are no reporting requirements applicable to this section.

11. WORKER PROFILING/REEMPLOYMENT SERVICES PROGRAM

The Board assures that local one-stop career center system operators will participate in the Connecting Claimants to Career Centers program consistent with requirements of the federal Profiling/Reemployment Services Program for designated UI claimants and related State policies. The Board further assures that the local one-stop career center system operators will collect data on claimant service/activity participation, outcomes and results, including conformance with the Worksearch Plan activities, through the Massachusetts One Stop Employment System (MOSES).

12. SECTION 30/TAA

The Board assures that local one-stop career center system operators will provide timely and appropriate services for any claimant wishing to apply for benefits under either Section 30 of Chapter 151A of Massachusetts General Law for the Unemployment Insurance program or the Trade Adjustment Assistance program and conform to the regulations controlling these programs. The Board assures that local one-stop career center system operators will provide timely assistance to customers with the application process for UI benefits, training services, and other related program allowances. The Board also assures that local one-stop career center system operators will cooperate with any Hearings requirements related to UI and /or TAA benefit eligibility issues.

13. ACCESS TO UI INFORMATION

The Board assures that local one-stop career center system operators and other system partners, as appropriate, will use any information received from the UI system related to claimants solely for the purpose of providing reemployment services to UI claimants. The Board further assures that all information on UI claimants received by the one-stop career center system operators and their partners will be used in a manner that is consistent with state and federal confidentiality statutes.

14. PERFORMANCE

The Board agrees that for purposes of this plan, performance will be measured consistent with all appropriate federal and/or state statutes, regulations and policies.

15. CASE MANAGEMENT SERVICES FOR TARGETED CUSTOMERS

The Board assures that one-stop career center delivery system operators will provide case management services for targeted customers consistent with state policy. Customers targeted

for case management services include: WIA Title I enrollees; military veterans who are recently separated veterans, disabled veterans; veterans with a campaign badge; minority and/or female veterans, any veteran with a barrier to employment; spouses of: veterans who died of a service connected disability, are MIA, are captured/POW, or is the spouse of any person who has a total permanent service connected disability; Employment Assisted Service (EAS) participants; National Emergency Grant (NEG) participants; and Trade Adjustment Assistance (TAA) participants.

16. GENERAL QUALITY ASSURANCE

The Board assures the local one-stop career center system operator will carry out all activities relevant to the provision of each program covered under this plan in accordance with all Federal/State policies and procedures. The Board further assures that a schedule for the monitoring of local one-stop career center system activities will be developed and agreed upon in concert with the Division of Career Services (DCS). Additionally, the Board assures that DCS shall have full access to all one-stop career center system staff, records, systems, data, books, accounts, correspondence and other documentation necessary to carry out its program evaluation responsibilities as authorized by statute and/or regulation. The Board also agrees that DCS, in order to effectively carry out its responsibilities, may conduct on-site evaluation activity that is either with, or without, advance notice. The Board also assures that local staff training relevant to the delivery of services covered under this plan will be developed and agreed upon in concert with DCS.

17. NONDISCRIMINATION EMPLOYMENT & EQUAL OPPORTUNITY

The Board assures that the local one-stop career center system operator will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The Board also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the operation of the WIA Title I financially assisted program or activity, and to all agreements made to carry out the WIA Title I financially assisted program or activity. The Board understands that the United States, Massachusetts and the Division of Career Services have the right to seek judicial enforcement of this assurance. The Board also assures that the local one-stop career center system will appoint an Equal Opportunity Officer to ensure compliance with the regulatory requirements cited above.

18. GRIEVANCE PROCEDURE POLICY

The Board assures that the local one-stop career center system operators will implement and maintain a formal complaint system consistent with State policy and Federal regulations promulgated at 20CFR §658.400-658.500 and §667.600-667.640 relevant to the Workforce Investment Act of 1998 and the Wagner-Peyser Act, as amended.

19. NONPARTICIPATION IN SECTARIAN ACTIVITIES

The Board assures that WIA Title I funds will not be expended on the employment or training of participants in sectarian activities. Participants must not be employed under Title I of WIA to carry out the construction, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place of religious worship. However, WIA funds may be used for the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship if the organization operating the facility is part of a program or activity providing services to WIA participants.

20. POLITICAL ACTIVITIES, LOBBYING PROHIBITION

The Board assures that WIA Title I funds and none of the services provided with said funds may be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office. The Board also agrees to comply, where applicable, with the provisions of the Hatch Act, which limits the political activity of certain State and local government employees, along with contractors, subcontractors and participants funded through the use of WIA funds. The Board shall comply with 29 CFR 93 regarding the restrictions on lobbying and the Certification and Disclosure requirements pursuant to Section 319 of Public Law 101-12.

21. CERTIFICATION REGARDING DEBARMENT

The Board certifies, that neither it nor its principals:

- are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- have within the 3 year period preceding this plan been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
- are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with the commission of any of the offenses enumerated in paragraph (b) above.
- have within the 3 year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default.

22. HEALTH AND SAFETY

The Board agrees all services provided to participants under the programs covered under this plan will take place in an environment where appropriate standards for health, safety and comfort are maintained. Participants in on-the-job training operated with WIA funds as defined in 20 CFR Part 663.700, are subject to the same health and safety standards established under State and Federal law which are applicable to similarly employed employees, of the same employer, who are not participants in programs under WIA. Facilities will be adequately heated and ventilated; with adequate toilet, rest and lunch areas; easy access to potable water; and separate and clearly delineated non-smoking areas.

23. NEPOTISM

The Board assures that no recipient of funds covered under this plan will hire a person in an On-The-Job Training position, administrative capacity or consultant position funded under WIA if the individual or a member of his/her immediate family is employed in the administrative capacity of the USDOL, DWD, DCS, Commonwealth Corporation or the recipient. The Board agrees to inform the Division of Career Services of any potential violation of the nepotism restriction.

24. UNIONIZATION AND ANTI-UNIONIZATION

The Board assures that no funds covered by this plan shall in any way be used to either promote or oppose unionization.

25. FINANCIAL RECORDKEEPING, COST PRINCIPLES AND COST ALLOCATION

The Board agrees to maintain all financial records, and to develop and follow cost allocation procedures that are in compliance with GAAP, Federal Cost Principles, all applicable OMB Circulars, and policies issued by the Commonwealth. These include, but are not limited to, the following OMB Circulars:

- A-21, Cost Principles for Educational Institutions (10/27/98)
- A-87, Cost Principles for State and Local Governments (5/4/95, amended 8/29/97)
- A-122, Cost Principles for Non-Profit Organizations (5/19/98)
- A-102, Grants and Cooperative Agreements with State and Local Governments (10/7/94, amended 8/29/97)
- A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (11/19/93, amended 9/30/99)
- A-133, Audits of States, Local Governments, and Non-Profit Organizations (6/24/97).

26. Thirty(30) DAY PUBLIC REVIEW AND COMMENT

The Board agrees to comply with The Workforce Investment Act requirement found at Section 661.345 to provide at least a thirty (30) day period for comment, beginning on the

date on which the proposed local plan is made available, prior to its submission to the Governor. Comments that express disagreement with the local plan must be submitted with the plan.

PART V. PERFORMANCE MEASURES & GOALS

1. Completing the Title I and Title III Program, Budget and Performance Charts

Charts 1-5 are provided in a separate, accompanying Excel file. These charts, relative to Title I and Title III (Labor Exchange), must be completed and submitted as part of the FY 2005 Local Annual Workforce Development Business Plan.

- a. Complete **Chart 1, FY 2005 Labor Exchange Program Summary and Performance Goals for the One-Stop Career Center**, indicating planned levels for job seekers and employers. Note that the LWIB may submit Chart I for each Career Center in the area as well as the area level summary.
- b. Complete **Chart 2, FY 2005 WIA Title I Program Summary for Adults and Dislocated Workers**, indicating planned participants, outcomes, and training activity enrollments. Enrollment of Title I participants in partner-funded training (e.g. Trade) should be counted in the activity section of the summary.
- c. Complete **Chart 3, FY 2005 WIA Title I Program Summary for Youth**, indicating planned participants, outcomes, and enrollments in the ten required program elements. Enrollment of Title I participants in program elements provided by other partners should be counted in the activity section of the summary.
- d. Complete **Chart 4, FY 2005 WIA Title I Budget Summary**, indicating planned expenditures for Title I Adult, Dislocated Worker, Youth and Local Administration allocations. In addition to overall expenditures, the Youth section requests projections of the amounts to be spent on framework services (intake, assessment and individual service strategy), summer employment opportunities (operated by fiscal agent and/or competitively procured), and all other program elements (which *must* be competitively procured).
- e. Complete **Chart 5, FY 2005 WIA Title I Performance Goals**, indicating the LWIB's goals for each of the Title I core performance measures.
- f. If the proposed local **Title I Performance Goals** (Chart 5) differ from the statewide level, a description of the basis of the proposed adjustments *must be provided* on the **Performance Adjustment Narrative – Summary of Factors Used in Performance Adjustments and/or Proposed Negotiations** form that appears at the end of this section. Information on the baseline adjustments is given below.

2. Title I Performance Measures: Revised FY 2005 Baseline Adjustments

The following charts provide data for some potential local adjustments to the statewide levels of performance on the core performance measures. The adjustments have been revised and updated from the initial data provided in WIA Communication 00-23 issued June 7, 2000. These charts include adjustments to be associated with specific levels of service to hard-to-serve participant target groups or with certain economic conditions. Proposed adjustments to local performance levels that are based on these data *must be described* in a narrative of the plan.

The performance measures may be adjusted downward by the amount indicated, based on planned or estimated service levels for FY2005 for the various factors. The total adjustment for any measure is the sum of the adjustments for each individual factor. For example, if it is planned or expected that high school dropouts will be 25% of adult participants and that welfare recipients will represent 50% of adult participants, an adjustment of “-3” can be taken for the adult entered employment, six month retention and credential measures.

Please note that approval of requested adjustments will be considered in light of the impact on the statewide goals. Local adjustments on a particular measure will not be approved if the result will be a statewide average goal that is lower than the FY2005 State Levels shown on the Title I Performance Goals planning form.

Baseline Adjustments for Adult Entered Employment, Retention, and Credential Rates						
Factor	Service Level Range	Adjustment	Service Level Range	Adjustment	Service Level Range	Adjustment
HS Dropouts	Up to 20%	None	21% - 29%	- 1	30% & over	- 2
Limited English	Up to 12%	None	13% - 22%	- 1	23% & over	- 2
Disabled	Up to 10%	None	11% - 17%	- 1	18% & over	- 2
Welfare	Up to 30%	None	31% - 44%	- 1	45% & over	- 2
Unemployt. Rate	Up to 5.7%	None	5.8% - 6.9%	- 1	7.0% & over	- 2

Baseline Adjustments for Adult Earnings Gain						
Factor	Service Level Range	Adjustment	Service Level Range	Adjustment	Service Level Range	Adjustment
HS Dropouts	Up to 20%	None	21% - 29%	- 50	30% & over	- 100
Limited English	Up to 12%	None	13% - 22%	- 50	23% & over	- 100
Disabled	Up to 10%	None	11% - 17%	- 50	18% & over	- 100
Welfare	Up to 30%	None	31% - 44%	- 50	45% & over	- 100
Area Wage	Over 40,000	None	33 – 40,000	- 200	27 – 33,000	- 400

Baseline Adjustments for Dislocated Worker Entered Employment, Retention, and Credential Rates						
Factor	Service Level Range	Adjustment	Service Level Range	Adjustment	Service Level Range	Adjustment
HS Dropouts	Up to 11%	None	12% - 18%	- 1	19% & over	- 2
Limited English	Up to 8%	None	9% - 19%	- 1	20% & over	- 2
Disabled	Up to 5%	None	6% - 9%	- 1	10% & over	- 2
Age 55 or Older	Up to 14%	None	15% - 19%	- 1	20% & over	- 2
Unemployt. Rate	Up to 5.7%	None	5.8% - 6.9%	- 1	7.0% & over	- 2

Baseline Adjustments for Dislocated Worker Earnings Replacement Rate						
Factor	Service Level Range	Adjustment	Service Level Range	Adjustment	Service Level Range	Adjustment
HS Dropouts	Up to 11%	None	12% - 18%	- 1	19% & over	- 2
Limited English	Up to 8%	None	9% - 19%	- 1	20% & over	- 2
Disabled	Up to 5%	None	6% - 9%	- 1	10% & over	- 2
Age 55 or Older	Up to 14%	None	15% - 19%	- 1	20% & over	- 2
Area Wage	Over 40,000	None	33 – 40,000	- 2	27 – 33,000	- 4

Baseline Adjustments for Older Youth Entered Employment, Retention, and Credential Rates						
Factor	Service Level Range	Adjustment	Service Level Range	Adjustment	Service Level Range	Adjustment
HS Dropouts	Up to 49%	None	50% - 64%	- 2	65% & over	- 4
Pregnant/Parent	Up to 10%	None	11% - 18%	- 1	19% & over	- 2
Disabled	Up to 10%	None	11% - 19%	- 1	20% & over	- 2
Lack Basic Skills	Up to 59%	None	60% - 69%	- 1	70% & over	- 2
Unemployt. Rate	Up to 5.7%	None	5.8% - 6.9%	- 1	7.0% & over	- 2

Baseline Adjustments for Older Youth Earnings Gain						
Factor	Service Level Range	Adjustment	Service Level Range	Adjustment	Service Level Range	Adjustment
HS Dropouts	Up to 49%	None	50% - 64%	- 100	65% & over	- 200
Pregnant/Parent	Up to 10%	None	11% - 18%	- 50	19% & over	- 100
Disabled	Up to 10%	None	11% - 19%	- 50	20% & over	- 100
Lack Basic Skills	Up to 59%	None	60% - 69%	- 50	70% & over	- 100
Area Wage	Over 40,000	None	33 - 40,000	- 200	27 – 33,000	- 400

Baseline Adjustments for Younger Youth Skill Attainment, Diploma, and Retention Rates						
Factor	Service Level Range	Adjustment	Service Level Range	Adjustment	Service Level Range	Adjustment
Welfare	Up to 20%	None	21% - 29%	- 2	30% & over	- 4
Disabled	Up to 14%	None	15% - 24%	- 1	25% & over	- 2
Limited English	Up to 8%	None	9% - 15%	- 1	16% & over	- 2
Lack Basic Skills	Up to 59%	None	60% - 69%	- 1	70% & over	- 2
Unemployt. Rate	Up to 5.7%	None	5.8% - 6.9%	- 1	7.0% & over	- 2

Baseline Economic Factors for Performance Measures Adjustment		
Workforce Investment Area	CY2003 Rev. Unemployment Rate	FY2005 Baseline Adjustment
Berkshire County	5.1%	None
Boston	6.0%	- 1
Bristol County	6.5%	- 1
Brockton Area	6.1%	- 1
Cape Cod and Islands	5.0%	None
Franklin/Hampshire	4.4%	None
Greater New Bedford	7.9%	- 2
Hampden County	6.7%	- 1
Lower Merrimack Valley	8.3%	- 2
Metro North	5.1%	None
Metro South/West	4.2%	None
North Central	7.2%	- 2
Northern Middlesex	6.9%	- 1
South Coastal	5.3%	None
Southern Essex	5.7%	None
Southern Worcester	6.4%	- 1
Statewide Average	4.9%	

Baseline Economic Factors for Performance Measures Adjustment			
Workforce Investment Area	CY2002 Average Area Wage	FY2005 Baseline Adjustment Adult/Youth; Dislocated Worker	
Boston	\$61,177	None	None
Metro North	\$49,240	None	None
South Coastal	\$39,157	- 200	- 200
North Central	\$33,245	- 200	- 200
Southern Worcester	\$37,918	- 200	- 200
Metro South/West	\$52,547	None	None
Lower Merrimack Valley	\$41,419	None	None
Northern Middlesex	\$51,021	None	None
Southern Essex	\$37,835	- 200	- 200
Brockton Area	\$34,835	- 200	- 200
Bristol County	\$32,242	- 400	- 400
Greater New Bedford	\$30,575	- 400	- 400
Cape Cod and Islands	\$30,899	- 400	- 400
Berkshire County	\$32,535	- 400	- 400
Hampden County	\$33,616	- 200	- 200
Franklin/Hampshire	\$28,907	- 400	- 400
Statewide Average	\$45,069		

Negotiation of Expected Levels of Title I Performance (from WIA Communication 00-23)

The state will review any proposed alternative factors submitted with the Title I Performance Goals chart and will compare the proposed performance levels with the statewide averages and with available baseline information. The negotiation process will take into account various factors with potential impact on expected levels of performance, including local differences in economic conditions, the characteristics of participants, and the services to be provided.

A review of the proposed local adjustments (if any) for each performance level, and the adequacy of any information local WIBs offer to substantiate each performance level, will be the core of the negotiation process. For any factors that are in addition to the above baseline adjustments, the state will analyze the quality of the data presented by the WIB, including the relevance of the data, the source and timeliness of the data, and if the data is part of a trend or anomalous. If, after its analysis, the state determines that the factors and adjustments do not support the performance levels proposed by the WIB, the state will negotiate with the local WIB to obtain mutually agreed upon expected levels of performance. The state will complete its analysis and negotiations in a timely manner, with final approval of the local performance measures to be provided as part of the Title I MOU plan review and approval process.

Examples of factors for negotiating expected levels of performance are listed below. The list has been taken from USDOL's TEGL 8-99, and includes some factors already included as potential baseline adjustments. This list of factors is not intended to be prescriptive or exhaustive, but to suggest the kinds of information that might be considered in the negotiation process.

Differences in Economic Conditions

Average annual wages	Unemployment rate
Rate of job creation/loss	New business start-ups

Characteristics of Participants

Indicator of welfare dependency	Indicator of educational level
Indicator of poor work history	Indicator of basic skills deficiency
Indicator of disability	Indicator of age
Other "hardest-to-serve" indicators	

Services to be Provided

Percentage of funds to be spent on training	Extent of follow-up services planned
Extent of experimental/pilot programs	Availability of non-Title I training funds

Other Factors That May Be Considered

Community factors such as the availability of transportation and daycare
Policy-objective factors such as evidence of the application of Malcomb Baldrige criteria
Pursuit of new or enhanced partnerships

Performance Adjustment Narrative

Summary of Factors Used in Performance Adjustments and/or Proposed Negotiations

FY 2005 WIA Title I Performance Goals

WORKFORCE INVESTMENT BOARD NAME

This form must be submitted to indicate if the Board is adopting the State Levels for FY 2004, or instead is taking adjustments and/or proposing negotiations. Please indicate below the statement(s) that apply. If (b) and/or (c) are checked, provide summaries according to the instructions on page 15.

_____ (a) The Board adopts the FY 2005 State Levels for FY 2005 Local Goals.

_____ (b) Standard Baseline Adjustments have been taken (Summarized below).

_____ (c) The Board requests negotiation of one or more measures (Summarized below)

COMMONWEALTH OF MASSACHUSETTS				
FY2005 WIA STATE ALLOTMENTS FOR TITLES I and III				
CATEGORY	Final FY2004 Allotment	FY2005 Allotment	Change	Percent
A. DISLOCATED WORKERS	\$16,275,735	\$25,342,096	\$9,066,361	55.7%
1. Formula Allocations 60%	\$9,765,441	\$15,205,258	\$5,439,817	55.7%
a. Program 90%	\$8,788,897	\$13,684,732	\$4,895,835	55.7%
b. Local Administration 10%	\$976,544	\$1,520,526	\$543,982	55.7%
2. Rapid Response 25%	\$4,068,934	\$6,335,524	\$2,266,590	55.7%
3. Statewide Programs 15%	\$2,441,360	\$3,801,314	\$1,359,954	55.7%
a. Program 10%	\$1,627,574	\$2,534,210	\$906,636	55.7%
b. Administration 5%	\$813,787	\$1,267,104	\$453,317	55.7%
B. ADULT TOTAL	\$9,103,791	\$11,891,996	\$2,788,205	30.6%
1. Formula Allocations 85%	\$7,738,222	\$10,108,197	\$2,369,974	30.6%
a. Program 90%	\$6,964,400	\$9,097,377	\$2,132,977	30.6%
b. Local Administration 10%	\$773,822	\$1,010,820	\$236,997	30.6%
2. Statewide Programs 15%	\$1,365,569	\$1,783,799	\$418,231	30.6%
a. Program 10%	\$910,379	\$1,189,200	\$278,821	30.6%
b. Administration 5%	\$455,190	\$594,599	\$139,409	30.6%
C. YOUTH TOTAL	\$12,704,666	\$16,527,910	\$3,823,244	30.1%
1. Formula Allocations 85%	\$10,798,966	\$14,048,724	\$3,249,757	30.1%
a. Program 90%	\$9,719,069	\$12,643,852	\$2,924,783	30.1%
b. Local Administration 10%	\$1,079,897	\$1,404,872	\$324,975	30.1%
2. Statewide Programs 15%	\$1,905,700	\$2,479,186	\$573,486	30.1%
a. Program 10%	\$1,270,467	\$1,652,791	\$382,324	30.1%
b. Administration 5%	\$635,233	\$826,395	\$191,162	30.1%
D. SECTION 173(e) National Reserve*	\$0	\$3,262,217	\$3,262,217	100%
1. Formula Allocations 100%	\$0	\$3,262,217	\$3,262,217	100%
a. Program 90%	\$0	\$2,935,995	\$2,935,995	100%
b. Local Administration 10%	\$0	\$326,222	\$326,222	100%
E. TITLE I TOTAL (incl. Sec 173 funds)	\$38,084,192	\$57,024,219	\$18,940,027	49.7%
1. Formula Allocations	\$28,302,629	\$42,624,396	\$14,321,767	50.6%
a. Program 90%	\$25,472,367	\$38,361,956	\$12,889,589	50.6%
b. Local Administration 10%	\$2,830,263	\$4,262,440	\$1,432,177	50.6%
2. Rapid Response 25%	\$4,068,934	\$6,335,524	\$2,266,590	55.7%
3. Statewide Programs 15%	\$5,712,629	\$8,064,299	\$2,351,670	41.2%
a. Program 10%	\$3,808,419	\$5,376,201	\$1,567,782	41.2%
b. Administration 5%	\$1,904,210	\$2,688,098	\$783,888	41.2%
F. LABOR EXCHANGE TOTAL	\$15,782,983	\$15,671,959	\$-111,024	-0.7%
1. Local Formula Allocation	\$12,626,386	\$11,040,527	\$-1,585,859	-12.6%
a. Employment Service 90%	\$11,448,088	\$9,873,333	\$-1,574,755	-13.8%
b. Employment Service 10%	\$1,178,298	\$1,167,194	\$-11,104	-1.0%
2. State Allocation	\$3,156,597	\$4,631,432	\$1,474,835	46.7%
a. Employment Service 90%	\$2,756,597	\$4,231,430	\$1,474,833	53.5%
b. Employment Service 10%	\$400,000	\$400,002	\$2	0.0%

Division of Career Services

4/9/04

*This allotment is provided for under WIA Section 173(e) and comes from the Title I National Reserve.

PART VII. BUDGET

The majority of programs administered through the Division of Career Services (DCS) are identified as required partner programs in the Workforce Investment Act of 1998 or are designated as affiliated partners by the Commonwealth. With the exception of Wagner-Peyser, the funds available from these program streams are designated for specific labor exchange or customer service functions such as services to Veterans, Unemployment Insurance recipients and Dislocated Workers. *Required partners under WIA must contribute a fair share of the operating costs of the One-Stop delivery system proportionate to the use of the system by individuals attributable to the partner's program (§662.270 WIA Interim Final Rule).*

This section provides the local Workforce Investment Board (LWIB) and DCS negotiator(s) with guidelines for the use of DCS-administered funds during FY 2005. All funding must be expended in accordance with 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, opportunity will be provided to amend projected spending plans.

Local negotiators for DCS should bear in mind that the operation of each One-Stop Career Center constitutes a partnership between DCS and the LWIB. Whether in a collaborative or competitive model, the negotiators have a responsibility to ensure that resources available from DCS are used and allocated based upon a fair and responsible methodology. This methodology must maximize all resources available to the Center from all partners, reduce duplication, and improve the efficiency and quality of employment and training services available to both individuals and employers.

The Annual Workforce Development Business Plan budget submitted as part of the MOU between DCS and the LWIB will delineate the planned expenditures for each category (Personnel, Premises and Non-Personnel Support) attributable to each funding stream and become part of the OSCC integrated and resource sharing agreement to be submitted by the LWIBs in their local plans.

For purposes of this document, the FY 2005 Annual Workforce Development Business Plan Budget for DCS-provided funds will include funds available through FY 2005 WIA, FY 2005 Wagner-Peyser 90% and 10%, Veterans Services, Unemployment Insurance for direct customer services and the One-Stop State appropriation. At a later point funds may be added to this budget for additional programs (e.g. the EAS program).

CARRY-IN NOTE: Where carry-in is authorized (WIA Title I), LWIBs should ensure the accuracy of carry-in data, reconcile any plans that do not equal allocations, and identify steps to maximize the use of available funds while eliminating any possible overspending.

1. WAGNER-PEYSER

Wagner-Peyser funds form the basis for the universal availability of labor exchange services within the One-Stop Career Center (OSCC) system. Each of the sixteen LWIBs will receive an allocation of Wagner-Peyser 90% and 10% funds.

The funds allocated to the regions will total 70% of the combined amount of Wagner-Peyser (90% & 10%) funds allotted to the Commonwealth by the US Department of Labor for FY 2005.

The preliminary allotment of Wagner-Peyser funds to the Commonwealth announced on March 25, 2003 is \$15,671,959. For the past several years 80% of the Wagner-Peyser funds allotted to the State have been allocated to the field through formula. In FY 2005 this percentage is being decreased to 70%. The scarcity of available funding has necessitated that we take a look at the financial structure and budget of DUA and DCS.

Given the major organizational changes that have occurred, and that are going on at this time, we have determined that we must retain an additional 10% of the Wagner-Peyser funds until we have finalized our agency budget and projected expenses for FY 2005 rather than be put in a potential position of having to recall allocated funds at a later date.

The allocation methodology for Wagner-Peyser 90% and 10% funds is based on two factors:

- Number of unemployed individuals in the Local Workforce Investment Area during 2000 (1/3 weight).
- Number of individuals in the area's labor force (2/3 weight).

Preliminary local Wagner-Peyser allocations that are to be used to prepare your area's FY 2005 Annual Workforce Development Business Plan budget may be found in Attachment A.

2. WAGNER-PEYSER CARRY-IN

In order to bring Career Center System funding and expenses into balance, it has been determined that no Wagner-Peyser funds will be authorized for carry-in to FY 2005.

FY 2005 carry-in to FY 2006 will be at the discretion of the LWIB area.

3. VETERANS SERVICES

Services for Veterans are provided through the Disabled Veterans Outreach Program (DVOP) and Local Veterans Employment Representatives (LVER) and are generally required to be available in each region. These services must be provided by DCS personnel who meet the criteria for these positions.

In FY 2005 the monetary resources for the provision of staffing for Veterans services will be centrally managed by DCS. The general approach is that LWIBs should not include staffing dollars for Veterans services within their LWIB plans or budgets. DCS will support the provision of these services. However, any WIB of either a collaborative or competitive area that pays the NPS costs for Veterans staff may recover those costs from DCS. Specifically, LWIBs which

choose to provide NPS for Veterans staff, may request \$652 per FTE to cover the costs associated with items covered in the Employee Support Package (see Section 6C for details).

As in FY 2004, premises costs related to Veterans services must be provided through Wagner Peyser 90% funds.

NOTE: All NPS costs attributable to Veterans staff must be reflected on the WIB's FY 2005 Annual Workforce Investment Area Business Plan Budget form in order that DCS distinguish the NPS amount to be paid by DCS from the amount to be supported locally. However, since premises may not be charged to the Veterans grant, any premises costs related to Veterans staff must be included in the ES 90% total for premises.

The United States Department of Labor –Veterans Employment and Training Administration funding levels for FY 2005 are not currently available to the states.

4. UNEMPLOYMENT INSURANCE

Unemployment Insurance (UI) walk-in services are strongly encouraged in all OSCCs. DUA personnel *must* provide the UI walk-in services in all OSCCs.

In FY 2005 the monetary resources for the provision of staffing for UI services will be centrally managed by DCS (under agreement with DUA). LWIBs should not include staffing dollars for UI services within their LWIB plans or budgets. DCS will provide funds to support the provision of these services.

However, any WIB of either a collaborative or competitive area that pays the NPS costs for DUA/UI staff may recover these costs from DCS. Specifically, LWIBs which choose to provide NPS for DUA/UI staff, may request \$652 per FTE to cover the costs associated with items covered in the Employee Support Package (see Section 6C for details).

DCS will provide resources to support premises costs for DUA/UI staff using the same methodology applicable to those costs for Wagner-Peyser funds as negotiated between the LWIB and the DCS local negotiator.

NOTE: All NPS costs attributable to UI staff must be reflected on the WIB FY 2005 Annual Workforce Development Business Plan Budget Form in order that DCS distinguish the NPS amount to be paid by DCS from the amount to be supported locally. Premises costs attributable to UI staff should be reflected under the UI column.

5. STATE ONE-STOP FUNDS

The Governor's FY 2005 budget, House I, includes \$3,750,000 for the OSCC initiative. If appropriated, as was the case in FY 2004, \$2,750,000 will be available for the three competitive workforce investment areas. These areas' allocations will be distributed based upon the three-part formula described in Attachment A.

The distribution formula is based on three factors:

- the number of disadvantaged adults in the workforce investment area,

- the number of employers located in the area , and
- the area’s unemployment rate.

The remaining thirteen areas will receive an allocation from the balance of \$1,000,000. For FY 2005 planning purposes the WIBs from these areas should budget \$76,923 (the same level available in FY 2004). Although, special restrictions are not placed on these funds, they *must* be used to support Career Center operations in compliance with the LWIB’s Annual Workforce Development Business Plan.

6. COST CATEGORIES AND CALCULATIONS

LWIBs must provide any necessary narrative explanation of all non-staff costs (operational and capital) as part of the budget section of the LWIB Annual Workforce Development Business Plan /DCS Memorandum of Understanding (MOU). This narrative should detail the items contained in each non-staff category and fully explain the calculations used to establish each budget estimate.

IMPORTANT NOTE: the ability to expedite the approval of your FY 2005 plan and the issuance of your FY 2005 contracts depends upon the completeness of supplied costs and any necessary accompanying explanations (cost basis and allocation basis identified).

A. PERSONNEL COSTS

In calculating the cost of personnel services the following criteria should be applied:

- All personnel costs associated with all applicable current and prospective staff as of 6/30/04 must be calculated and included in the personnel budget. These costs include supervisors and local managers as well as direct service staff.
- DCS Regional and Area Directors will continue to be paid from DCS Central Office funds during FY 2005.

Calculating FY 2005 DCS Personnel costs:

1. DCS provides monthly reports to DCS managers with responsibility for DCS Field Operations. These reports, entitled “Personal Services Cost by Work Organization” (Report 04), provide salary costs by individual employee.
For each employee the report provides the number of hours worked by program and activity and the number of base salary dollars paid by program (for example ES 90%) and by activity (e.g. placement). Use the most recent monthly report.
2. Using the monthly report referenced in (1.) above, calculate each individual employee’s hourly base salary rate.
3. For each employee multiply the employee’s hourly base salary rate by a factor of **1.4839**.
For example:

Hourly base salary M. Smith (Union Employee)	\$13.16
Times Cost Factor	x 1.4839
Total Hourly Cost for M.Smith =	\$19.53

The cost factor includes 27.58% (not a final rate) for retirement and health insurance, .05% for unemployment insurance, **10.36%** for DCS personal services overhead, 5.00% (not a final rate) for State overhead, and 4.95% for pay raises. This calculation will provide the total personnel services hourly rate for each DCS employee.

4. Estimate the number of hours each DCS employee will be working on each program during FY 2005 (based on a total of 1, 957.5 paid hours in FY 2005). **NOTE:** Paid leave may, unnecessarily, be viewed as a complication. If the employee is expected to work on more than one program (during FY 2005), that employee's leave hours are pro-rated proportionally among those programs. Therefore, the easiest method is to ignore leave and, simply, be certain that all the hours for which the employee is expected to be paid are allocated to the applicable programs.
5. Calculate the number of dollars to be charged to each program for that individual employee by multiplying the total hourly rate, from (3) above, times the number of hours for each program, from (4) above. This calculation will provide you with the total cost of each individual DCS employee by program.
6. For each DCS employee, add the individual non-personnel services costs by program in order to obtain the individual's total FY 2005 personnel services cost. A worksheet for calculating personnel costs is provided as Attachment B.
7. The worksheet used to calculate total personnel services cost for the local area must be included as an attachment to the area's FY 2005 Workforce Development Business Plan.
8. For FY 2005 local areas may, of course, plan to add direct service staff above current levels. Funds to support additional staff must be budgeted within the constraints of available funding (with methodology discussed and detailed in the budget narrative).

B. PREMISES COSTS (for all Centers) (Attachments D and E)

Funds are included in the FY2005 allocations to pay the costs of premises. These costs include:

- Rent for leased facilities (or, in a case where the OSCC is in a facility owned and managed by DCS/DUA, 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 a case where the OSCC is in a facility owned and managed by DCS/DUA)
- Building maintenance (janitorial, pest control, trash, signage, etc.) if not included in the rent.
- Landscaping and snow removal (only in a case where the OSCC is in a facility owned and managed by DCS/DUA)
- Construction and/or modular furniture amortization (applies only to the Greater New Bedford Career Center, and the Fall River Career Center)

DCS/DUA owned or leased buildings:

For those locations owned or leased by DCS/DUA, the estimated total FY2005 annual premises operating cost to be used in the preparation of your budget is delineated in Attachment D. In addition to the costs delineated in Attachment D, there may be premises-related capital expenditures. These premises-related capital expenditures are delineated in Attachment E. The combination of these figures -- i.e. the total premises cost -- will be allocated amongst all partners. Funds to be provided through DCS/DUA will be retained and paid centrally. Funds from sources other than those administered through DCS/DUA must be transferred to DCS/DUA on a monthly basis to ensure lease obligations are met. A mechanism to re-apportion your initial planned allocation of premises costs across funding sources during FY 2005 will be provided.

Non-DCS/DUA owned or leased buildings:

For premises costs for buildings which are non-DCS/DUA owned or leased, DCS/DUA will provide proportional support for its staff as allocated locally. The total estimated premises costs must be detailed in a format consistent with the attachments provided for DCS/DUA owned/leased properties.

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 DCS/DUA, the DCS/DUA Facilities Management Department must be contacted. DCS/DUA will consider locally proposed alternative funding plans for these capital items (such as amortization of costs over time).

Costs associated with DCS/DUA lease expirations during FY2005 and assumptions associated with the future location of the office are delineated in Attachment E.

LWIB costs for any other premises-related projects anticipated by the LWIB and not included in either Attachment D or Attachment E must be included in the LWIB plan and budget.

Allocating premises costs:

The cost of premises must be allocated among all partners and tenants in the OSCC consistent with standard cost allocation methodologies, cost principles, Federal guidelines and the Workforce Investment Act. **Note:** for purposes of cost allocation, the portion of premises attributable to DVOP and LVER personnel and customers is to be allocated against Wagner-Peyser 90% funds.

LWIBs may choose from the three accepted cost allocation methodologies listed below. DCS recommends the use of the Worcester methodology (see “1”) and will provide assistance to all LWIBs and their partners in developing a cost allocation plan pertinent to their local area.

If an alternative cost allocation methodology is chosen, it must meet the requirements of the appropriate OMB circulars and GAAP principles. If necessary, a detailed description of the allocation methodology used and the frequency of verification and modification of the methodology must be provided as part of the budget narrative submission.

The acceptable cost allocation methodologies are:

1. Worcester Model (Recommended Cost Allocation Model)

This recommended method for determining the proportionate share of cost for the Career Center facility is based on a combination of factors. Local operators need only submit three pieces of information:

- a. the number of employees by program;
- b. the anticipated number of customers by program on an annual basis (use historical data); and
- c. a scaled floor plan identifying space usage as defined in the categories explained below. Floor plans for DCS leased or state owned buildings may be obtained from the DCS facilities department.

The DCS facilities department will provide assistance in performing the necessary calculations.

This methodology requires the LWIB to conduct a quarterly analysis of customer space usage. A sample application of this methodology (with a worksheet for calculating proportional premises costs) is included in Attachment D. A final customer and financial reconciliation and adjustment of premises cost allocation must be submitted within 30 days of the end of the fiscal year.

- The amount of space devoted to actual cubicles and offices for each staff member will be determined and assigned to the program or funding source for that staff member. A circulation factor (space with no defined program use) is then added to the total number of square feet for the actual work space for all those individuals in each program. This establishes the total number of square footage used by each program's staff in the performance of their duties. The circulation factor varies by each location and can be obtained from the DCS Facilities Management Department. This cost will be charged directly to the appropriate funding stream. Using Workforce Central in Worcester as a specific example, the cubicle for the one DVOP occupies 64 square feet of space. A circulation factor of 25% adds another 16 square feet to reach a total of 80 square feet used exclusively by DVOP program staff to be direct charged to the ES 90% program.
- Common areas used by staff only (e.g. staff lounge, communications room, etc.) will be combined to determine the square footage of space devoted to shared staff purposes. This amount, when combined with the appropriate circulation factor, will provide the total square footage of shared staff space. The total number of staff at the career center from each funding stream will then be factored to determine the proportionate allocation of the cost of staff shared space across partner programs.

- Customer space dedicated to a specific program: the actual number of square feet of space used by customers (plus the circulation factor) must be reviewed to determine if it is used by customers of only one program or customers of a number of programs. Customer space used by just one program will be directly charged to that program's share of costs. For example, a room used solely for the purpose of assessing WIA Title I customers' occupational skills must be charged to the WIA Title I funding source, only.
- Customer space that is used by customers of multiple programs (e.g. the reception and waiting area, the resource room, etc.), should be aggregated and combined with the circulation factor to reach a total number of square feet devoted to shared customer space. Each program's proportionate share of customer shared space is determined by apportioning the shared customer space based on the number of customers from each program as a percentage of the total number of career center customers using the shared areas. Initially, this allocation will be based on anticipated customer use as determined by historical data. This method requires a quarterly analysis of the actual customer transactions (by program) occurring in each shared space.

2. FTE-based Model

3. 50 / 50 Model

Other considerations related to premises:

- The Local Workforce Investment Boards (LWIB) are expected to comply with all applicable laws and regulations when securing leased premises or when undertaking premises' renovations.
- When a lease is to be renewed or renegotiated, local Career Center DCS management and Area Directors will assume an active role in the procurement, specifications, decision-making and site selection.

C. NON-PERSONNEL COSTS

This section is applicable to collaborative area only. LWIBs of non-collaborative areas should provide a budget narrative as needed for the use of these funds:

DCS has identified two categories of non-personnel costs that are directly associated with local expenditures.

- *Employee Support* is comprised of costs directly associated with DCS employment.
- *Center Support* is comprised of costs associated with supporting activities within the Career Center.

Employee Support

These costs directly associated with DCS employment must be retained centrally. The total cost for this package is **\$2,095** per individual employee:

✓ Employee Recognition activities; Pride in Performance charges, Arbitrators, Workers comp litigation costs, flu shots	\$ 6
✓ Training Consultants/Contractors	\$181
✓ Desktop PC replacement (over three years)	\$628
✓ Travel	\$246
✓ Medicare Charge-back	\$365
✓ UHI Charge-back	<u>\$ 17</u>

Total: **\$1,443**

Associated employee expenses are also allocable to DCS personnel. LWIBs may choose to take on the responsibility to provide these items directly or continue to have DCS provide them centrally. The following costs are associated with these expenditures for each employee. If an LWIB chooses to retain these funds *all* of the following items must be provided, an LWIB may not choose to provide some items and not others.

✓ Supplies (office)	\$531
✓ Bottled water	\$ 37
✓ Memberships (Chambers of Commerce, etc.)	\$ 22
✓ Subscriptions	\$ 33
✓ Books	<u>\$ 29</u>
Total per employee	\$652

Center Support

This category contains costs associated with the use of copiers, fax machines and telephone/data circuit services.

✓ Copiers and Fax Machines

Currently, DCS provides copiers and fax machines to certain OSCCs. The copiers and faxes are owned or leased by DCS and the costs associated with leasing and maintaining these units are found in Attachment F1 and F2.

The attachments indicate the amounts to be retained by DCS during FY 2005 (beginning July 1, 2004). The lease costs reflect the amounts required for the period July 1, 2004 through June 30, 2005 and the maintenance costs reflect the amounts required for the period covering April 1, 2005 through June 30, 2005. Again, the first 12 months of maintenance are at no cost – this includes April 1, 2004 through March 31, 2005.

The Annual Workforce Development Business Plan budget should indicate the amounts to be supported by non-DCS sources and include the appropriate amounts to

be retained by DCS to continue to pay these lease and maintenance costs. DCS costs associated with these purchases should be charged against the area's allocation.

✓ **Telephone and Data Circuit Services**

Currently DCS pays for telephone and data circuit services within certain Career Centers.

✓ **Telephone Services: (Attachment G1)**

During FY 2004, DCS provided quarterly reports for local and long distance telephone costs.

Attachment G1 provides actual FY 2004 totals as well as projected totals for FY 2005 (based on annualized FY 2004 figures). The annualized figure should be used as the FY 2005 planning estimate. LWIBs should include the estimated amounts as funds to be retained by DCS for payment of telephone service costs.

✓ **Data Circuit Costs:**

DCS pays the costs associated with data circuits utilized at certain locations. Attachment G2 indicates the monthly and annual costs by location summarized by Local area. LWIBs should use these costs as their FY 2005 planning estimate for data circuits and should include the amounts as funds to be retained by DCS for payment of data circuit costs.

The calculation of a local area's total for DCS Non-Personnel costs is, therefore, the sum of the amount of the Employee Support Package costs and the amount of the Center Support Package costs.

D. MOSES Support (Access Fee)

Due to the costs associated with the continuing development, maintenance and software licenses related to the MOSES system, the MOSES Access Fee of \$450 per active ID will be continued.

The fee will continue to be based only upon those costs related to the Oracle License for each desktop application and upon a portion of user support/TA provided by the Help Desk.

The current list of MOSES users (Attachment H) by local area and user site will be provided under separate cover. When this list is verified and returned by the local area, it will be used as the basis to apportion the \$450 user charge across DCS and Non-DCS revenue sources.

Please reference Budget instructions, below regarding the specific budgeting of MOSES support costs.

7. FINALIZING THE BUSINESS PLAN BUDGET

Following the steps described above will enable local planners to complete the attached DCS budget worksheets. LWIBs are requested to submit a Budget Narrative for all budgeted items including those funds to be utilized for LWIB support and activities.

The FY 2005 WIB Annual Workforce Development Business Plan Budget (Attachment I) is a new budget document for FY 2005. However, the attachments (following) are the same or similar to those used in FY 2004 and are intended to capture the planned expenditures for programs funded through DCS and administered by the LWIB and/or through WIA-required partners via cash revenue to support the operation of the OSCC:

- Attachment A – WIB Allocations for DCS-funded programs
 - Attachment B – Staff 2005 Worksheet
 - Attachment C – Facilities (available upon request)
 - Attachment D – Shared Space Sample and Worksheet
 - Attachment E – Facilities Special Items
 - Attachment F1 – Copiers
 - Attachment F2 – Faxes
 - Attachment G1 – Telephone
 - Attachment G2 – Data Circuits
 - Attachment H – MOSES Active IDs (to be forwarded separately)
 - Attachment I – FY05 Annual Workforce Development Business Plan Budget
 - Attachment J – FY 2005 WIA Title I Youth Program Budget
-
- Changes in the total amount of funding to be received from required partner funding sources at any point during FY 2005 will require a dated resubmission of the FY2005 Annual Workforce Development Business Plan signed by the preparer and consistent with FY 2005 Annual Workforce Development Business Plan requirements.

Completing the Business Plan Budget Form (Attachment I) Entries

WIB NAME / MOD# / DATE

Please enter the name of the WIB, enter “Original” as the mod # for the plan submission, then enter the date of the plan submission.

The FY 2005 Annual Workforce Development Business Plan Budget will automatically total all entries and will provide an indicator *re* the budgeting of costs *vs* the available revenue.

NOTE: Do not forget to enter the WIB Name, Contact/Preparer Name and Telephone Number. Failure to do so will delay the resolution of budget questions and the approval of the plan.

NOTE: It is very important to submit a Budget Narrative that fully explains any revenue sources and costs listed in the FY 2005 Annual Workforce Development Business Plan Budget that are not readily identifiable.

REVENUE CATEGORIES

The Revenue section of the FY 2005 Annual Workforce Development Business Plan Budget requires the identification of both New FY 2005 funds and, where applicable any WIA, TITLE I funds carried in from FY 2004. Please enter the amount of new revenue as indicated in Attachment A. *As previously indicated, no FY 2004 Wagner Peyser funds will be authorized for carry-in to FY 2005.*

NOTE: LWIBs should ensure the accuracy of carry-in data for any authorized carry-in sources (WIA), reconcile any plans that do not equal allocations, and identify steps to maximize the use of available funds while eliminating any possible overspending.

In the columns titled *Other (DCS)* and *Other (Non-DCS)* please enter actual or anticipated revenue from major DCS/Non-DCS sources. This will facilitate the review of the plan through the identification of costs to other sources that will be part of the cost allocation methodology. Please identify these revenue sources in the budget narrative.

EXPENDITURE CATEGORIES

NOTE: For clarification purposes, anticipated costs are to be entered under “Funds for Expenses to be paid by DCS” or “Funds for Expenses to be paid by WIB”. DCS will retain funding for all expenses to be paid by DCS from all revenue sources administered by DCS. Categories are designed to facilitate the review of plans against applicable attachments.

NOTE: FTE totals should be consistent with totals reflected in the signed MOUs.

- **A. PERSONNEL:**
Please enter the cost of Personnel/Fringe services from worksheet Attachment B.
- **Personnel (Line 3A - Excel Spreadsheet Row 22):**
Please enter the cost of Personnel/Fringe services from worksheet Attachment B.
- **Premises (Line 3B-1-1 - Excel Spreadsheet Row 24) (DCS Attachments D, E):**
Please enter premises costs from worksheet Attachment D.
- **Premises(Line 3B-1-2 - Excel Spreadsheet Row 25 Renovations / Modular Furniture):**
Please enter the anticipated / planned costs for renovations / modular furniture.
- **Premises (Line 3B-1-3 - Excel Spreadsheet Row 26 Moving Expenses):**
Please enter the anticipated / planned costs for moving expenses during FY 2005.
- **Premises (Line 3B-1-4 - Excel Spreadsheet Row 27 Equipment):**
Please enter the amount of funds anticipated / planned to support non-ADP equipment for FY 2005.
- **DCS-Retained Non-Personnel (NPS):**
In the interest of expediting the review of FY 2005 plans, this section reflects specific cost categories that are supported by DCS budget attachments.

Please enter the amount of Non-Personnel (NPS) costs, which include both “Employee Support” and “Career Center Support” costs (cited below), but does not include the cost of facilities or subcontracts.

- **Employee Support:**

When you enter the FTE total in Excel Spreadsheet Row 21 the **Employee Support** total package cost will automatically be computed and entered here on Row 30.

- **Employee Support (line 3C-1-A and 3C-2-A):**

If you have entered the FTE’s into Row 21 and the total package cost of **\$2,095** has been computed into Row 30, but you do not choose to pay the total Employee Support Package cost, enter a zero into the box on Row 30 and the Associated Cost portion cost of **\$652** will automatically be entered on Row 22.

- **Center Support (lines 3C-2-A; 3C-2-B; 3C-2-C; and 3C-2-D - Excel Spreadsheet Rows 33, 34, 35, 36):**

Please enter and identify in the narrative costs budgeted for career center support (Copiers, Faxes, Telephones and Data Circuits). The categories are added to facilitate comparison with DCS budget attachments.

- **MOSES Support (line 3-3 - Excel Spreadsheet Row 37):**

The total MOSES support charge (\$450 per active ID) should be shown on the FY 2005 Annual Workforce Development Business Plan Budget. For users not supported by the funds specifically identified on the FY 2005 Annual Workforce Development Business Plan Budget, please enter the total amount under “Other Funds” (DCS or Non-DCS) and provide a detailed narrative explanation.

- **Peripherals and Software (line 3-4 – Excel Spreadsheet Row 38)**

Please enter the cost of peripherals (printers / routers) and non-pc-installation software projected for the year(a cost guide will be provided).

- **Local Expense Categories (Lines 4-A, 4-B, 4-C, 4-D, 4-E - Excel Spreadsheet Rows 43, 44, 45, 46, 47):**

Please enter the locally-budgeted costs into the appropriate categories of Personnel, Premises, Non-Personnel Services (NPS), Training and Other.

- **Other (Specify) (line 4-E - Excel Spreadsheet Row 47):**

Please enter costs that do not fit into any of the above named categories. These costs will require formal narrative explanation and a detailed description of the cost allocation methodology used in determining these amounts.

- **Total All Expenses (Excel Spreadsheet Row 51):**

This line is an automatic total of all expense categories.

- **Variance (Excel Spreadsheet Row 52):**

This line indicates the variance between the Total Revenue (Row 7) and the Total Expenses (Row 51).

- **Under Budget, Over Budget, OK (Excel Spreadsheet Row 53):**
This line provides an additional indicator of the variance between the total revenue and the total expenses by indicating whether the expenses are over or under budgeted or OK (exact).

8. FY 2005 WIA Title I Youth Programs Budget

Complete Budget form **Attachment J**

Career Center Hours of Operation Form
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For Fiscal Year 2005, the Workforce Investment Board may choose to adjust current service schedules to better insure a level of access to services and benefits in line with local customer need. However, to best assure the capacity level of the local workforce investment system to accommodate the needs of the local jobseeker and business constituencies, Career Centers *must* schedule business hours that include, at minimum, one evening or Saturday morning, weekly.

To ensure that service needs of local area customers are appropriately met reasonable consideration must be given to all relevant factors when adjusting Career Center hours.

For each Career Center in your Workforce Investment Area please complete the following information chart for each local site for Fiscal Year 2005. Please also include information for satellite sites.

Career Center Name:	
Address:	
Phone number:	
Fax number:	
FY 05 Hours of Operation:	

Career Center Name:	
Address:	
Phone number:	
Fax number:	
FY 05 Hours of Operation:	

Career Center or Satellite Center Name:	
Address:	
Phone number:	
Fax number:	
FY 05 Hours of Operation:	

MOU ACTIVITY SUMMARY

FY 2005

LWIB Name _____

Date _____ **Contact Person** _____

PARTNER/PROGRAM	Signed MOU? Y/N	Duration		If no MOU, or no current MOU, explain.
		Start Date	End Date	
Division of Career Services Title I Title III ES/Wagner-Peyser Title III ES/UI Claimants Title III ES/Veterans Trade Adjustment Assistance State Appropriation				
Mass Rehabilitation Commission				
Mass Commission for the Blind				
Department of Mental Health				
Department of Education ABE and ESOL				
Community Service Block Grants Community Action Agencies				
Older Americans Act - Title V Senior Community Service Employment				
Job Corps				
Migrant & Seasonal Farm Workers				
Housing & Urban Development Job Links Moving to Work				

<p style="text-align: center;">Submission Contact Information Local Workforce Investment Board</p>
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**Fiscal Year 2005 Annual Workforce Development Business Plan
and
Memorandum of Understanding for Title I,
Wagner-Peyser and Associated Programs Funded through DCS**

Name of Workforce Investment Board

Please list the contact information for the individual you designate as your primary contact person for the submission of your area's FY 2005 Annual Workforce Development Business Plan. The person named will be the individual that state reviewers will contact if there are questions about or additional information needed in order to complete the review of your plan.

Principal Contact

Typed Name: _____

Title: _____

Mail Address: _____

E-mail Address: _____

Telephone: _____

Fax Number: _____

Duration and Principal Signatories

Fiscal Year 2005 Local Annual Workforce Development Business Plan and Memorandum of Understanding for Title I, Wagner-Peyser and Associated Programs Funded through DCS

Name of Workforce Investment Board

DURATION OF MOU

This FY 2005 Annual Workforce Development Business Plan and DCS MOU shall be fully executed as of the date of signature below, and effective through June 30, 2005. The Plan and MOU may be amended or modified if agreed to by all parties.

PRINCIPAL SIGNATORIES

Typed Name:

Chief Elected Official (or Designee)

Date

Typed Name:

Workforce Investment Board Chair (or Designee)

Date

Typed Name:

Local Workforce Investment Board Director (or Designee)

Date

Typed Name:

Local Youth Council Coordinator (or Designee)

Date

Typed Name:

DCS Area Director (or Designee)

Date

Typed Name:

Title I Fiscal Agent (or Designee)

Date

PLANNING PACKAGE CHECKLIST AND SUBMISSION INSTRUCTIONS

Please indicate each item that is being submitted.

_____ Planning Package Checklist and Submission Instructions (form)
_____ FY 2005 Narrative

Five-Year Plan

_____ Integrated Budget Summary (form)
_____ Title I Youth Program Budget
_____ Career Center Hours of Operation Form
_____ MOU Summary Sheet (form)

MOU

_____ FY 2005 Labor Exchange Program Summary Chart
_____ Title I Program Summary for Adults and Dislocated Workers (form)
_____ Title I Program Summary for Youth (form)
_____ Title I Budget Summary (form)
_____ Title I Performance Goals (form)
_____ Title I Performance Adjustments Narrative (for adjustments/negotiations proposed)

_____ Submission Contact Information (form)
_____ Duration and Principal Signatories (form)

Submission Instructions will be issued under separate cover.