

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

Workforce Issuance No. 09-41

☒ **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 Managers

cc: WIA State Partners

From: Michael Taylor, Director
Department of Workforce Development

Date: July 14, 2009

Subject: **Fiscal Year 2010 Annual Plan Guidance**

Purpose: To provide guidance to Local Workforce Investment Boards (LWIBs) with regard to the development and submission of the FY 2010 Annual Plan.

Background: Planning for Fiscal Year 2010 poses a significant challenge to local areas as anticipated increases in local service levels amid continuing uncertainty with regard to the economic outlook at the national, state and local levels (for at least the short term) requires both careful analysis and systemic flexibility in order to respond quickly and effectively to potentially fluid conditions. The infusion of additional fiscal resources in conjunction with implementation of the American Recovery and Reinvestment Act (ARRA) is also considered by Congress and the U.S. Department of Labor Employment and Training Administration (ETA) as an opportunity for both states and local workforce areas to actively work with system partners to accelerate transformational efforts to demonstrate innovative approaches to integrating workforce services more fully and aligning those services more closely with economic development efforts and priorities to better assure the long-term economic well-being of both individual workforce members as well as the community as a whole.

As Local Workforce Investment Boards are being asked to address and describe economic conditions; local service and capacity elements; collaborative efforts and other aspects of planned service delivery and activities as part of their Local ARRA Plans [see MassWorkforce Issuance No. 09-25 (4/24-09)], narrative questions to be answered for this FY2010 Annual Plan submission are being held to a minimum. All required submission elements are found in the Attachments list, below.

Policy: The LWIB, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2010 Annual 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 Annual Plan guidance document and provide copies to those area individuals who will participate in the development of the local FY 2010 Annual Plan.

Completed Annual Plans are due to DWD on August 25, 2009. Please submit the full package electronically per the submission instructions (Attachment A); and mail one hard copy (may be mailed subsequent to electronic submission) with original signature to:

Department of Workforce Development
19 Staniford Street, First Floor
Boston, MA 02114
Attn: Lisa Caissie

Effective: Immediately

Inquiries: Please email all questions to PolicyQA@detma.org. Also, indicate Issuance number and description.

Attachments:

- A. Submission Instructions
- B. Annual Business Plan Checklist
- C. Career Center Hours of Operation Form
- D. MOU Activity Summary Form
- E. LWIB Contact Information Form
- F. Duration and Principal Signatories Form
- G. Program Summaries and Performance Goals Charts (1-5)
- H. Performance Goals and Performance Adjustment Worksheet
- I. Instructions for Program & Performance Charts (Attachments G-H)
- J. Local Service Delivery Model Changes Form
- K. Assurances
- L. Integrated Budget Form
- L1. Example Budget Narrative
- M. Integrated Budget Instructions
- N. Integrated Budget Program List
- O. Budget Modifications Authorization Form

- P. Title I Allocations – Adult, DW, Youth
- Q. Wagner-Peyser 90% and 10% Allocations
- R. State Allotments (WIA Title I and ES Federal to State Allocations)
- S. Local Allocations Compared
- T. *State One-Stop Allocations – will be published as available*
- U. Telephone Service
- V. MOSES Support
- W. Facilities Lease Costs
- X. Data Circuit Costs
- Y. Navigator Plan

FY 2010 ANNUAL PLAN

Introduction

The vision of workforce development policy in the Commonwealth of Massachusetts is to ensure that workforce development is an integral part of the state's economic development system. The long term economic prosperity of the state is increasingly dependent upon a workforce that has the skills and abilities needed by the Commonwealth's business community to retain high quality jobs and to grow and prosper. For Massachusetts citizens, the goal is to increase employability, the ability to compete for higher skilled jobs in the economy, access career mobility and achieve more broadly-based prosperity. The fundamental goal for federal, state and local partners under the Workforce Investment Act will be to continue to focus on sustained improvements in the system of Workforce Boards and One-Stop Career Centers to increase responsiveness to changing economic conditions in order to meet the needs of critical, high growth sectors of the economy and the local workforce.

While state planning priorities for FY 2010 continue to include the development of an integrated and responsive workforce system, a particular focus for FY 2010 will be an emphasis on aligning service delivery and service improvements to accommodate the anticipated increases in customer participation resulting from the recent national economic downturn and the infusion of additional fiscal resources through the implementation of the American Recovery and Reinvestment Act (ARRA). Significant participation increases are expected across all services, particularly occupational skills training and training-related services such as supportive services and needs-related payments. Local planners must assure that effective service and positive outcomes remain the focus for all local providers and that quality is not compromised in the wake of increased demand.

For FY 2010, regions should formulate their planning vision to demonstrate continued development of a demand-driven system that will respond quickly and effectively to close the skills gaps in the local workforce and to align strategies to economic sectors that hold the greatest post-recovery potential for job creation and growth (such as "green jobs"). Local vision must continue to encompass both short and long-term strategies designed to significantly contribute to establishing and sustaining a prosperous regional economy.

Fiscal Year 2010 Annual Plan Narrative Questions

Adult, Dislocated Worker, Wagner-Peyser

1. Describe how your area's FY 2010 service plan aligns with the Governor's vision for a continuum of education and training opportunities that support a skilled workforce. What local priorities for FY2010 specifically align with the Governor's vision?
2. As ARRA guidance strongly encourages local areas to expend most of their allocated ARRA funds quickly, and given the reduction in the FY 2010 regular local allocation amounts, how will the WIB plan to monitor and adjust its service activities in a manner so as to assure continuity of delivery and avoid any service disruptions?
3. What strategies have been either implemented or are under consideration for FY2010 that are intended to move the local workforce development system to addressing training needs and job development initiatives specific to green industries and occupations?

Youth

4. Please describe the region's overarching initiatives/priorities for providing services to youth for FY 2010. Include in the response the type and availability of youth activities (WIA and non-WIA) in the local area.
5. Workforce investment areas failing one or more youth performance measures as of the 3rd quarter of FY 2009 must describe in detail, the specific action steps that will be taken to ensure performance improvement for each measure in FY 2010. Please include a timeline for major activity (local area may include all relevant action steps taken in FY 2009 to address the performance, including sub-recipient corrective action).
6. Indicate the workforce investment board approved additional eligibility barriers for youth "who require additional assistance to complete an education program or to secure and hold employment" (WIA 101(13)). Please indicate the documentation requirements for this barrier.
7. Local areas must indicate *all* successful providers of youth services as part of the Annual Plan. Please update the Youth Provider Survey to reflect providers that may not have been listed at the time of the ARRA business plan submission (661.350 (7)). If all successful providers *were* included in the ARRA submission, please indicate such as your response.
8. Please describe the local area's support service and needs related payment policies and procedure for youth program participants. The response should indicate who is responsible for making decisions about supportive service, what type of activities are provided, how are

individual needs determined and cost parameters for support services and needs related payments. Attach the support services needs related payment policy.

9. Please describe how the local workforce investment board satisfies the requirement for competitive procurement in WIA section 123. The response should outline the process used to award grants and contracts for youth activities (661.350 (10)). The response should also indicate how the local workforce investment board ensures the youth procurement adherence to MassWorkforce Policy 01-52. A copy of the local procurement procedure may be attached to satisfy this portion of the response. In addition, please indicate if the area will utilize youth ITAs and the follow-up waiver.