

# **ATTACHMENT J**

## **Massachusetts Fiscal Year 2015 Local Annual Plan**

### **INSTRUCTIONS FOR COMPLETING PROGRAM SUMMARY CHARTS**

**Instructions for Completing Program Summary Charts S and 1 - 4** **Page 2-4**

**Instructions for Plan Modifications** **Page 5**

**Sample Completed Program Summary Charts S and 1-4** **Page 6-10**

A set of sample Charts is included as a reference to accurate completion of the data on the forms. Chart 3 on page 9 shows typical errors to avoid.

**Participant Planning Tool** **Page 11**

A comparison chart has been developed presenting data on plan versus actual participant levels for Fiscal Year 2014 for WIA Title I Adult, Dislocated Worker and Youth programs.

This chart, along with charts developed from last year's policy issuance (13-46, Attachment K) can be used to identify patterns where low or high plan levels make any plan vs. actual analysis meaningless. Plan reviewers also will make use of these charts with the result that local areas may be requested to resubmit or justify plans based on past patterns.

**FY15 participant planning levels that deviate by greater than 20% from actual FY14 performance may be questioned.**

#### **Performance Goals and Performance Adjustment**

For FY2015, local performance goals proposal and negotiation will be handled in a separate issuance.

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## Massachusetts Fiscal Year 2015 Local Annual Plan

### INSTRUCTIONS FOR COMPLETING PROGRAM SUMMARY CHARTS S & 1-4

The Excel Workbook comprising Program Summary S & Charts 1-4 is a separate attachment. *Charts 1-4 should not be split up or submitted/resubmitted separately. Each submittal or resubmittal of the workbook is considered to be the current copy of the area's planning summaries. Charts 1-4 are maintained as a group.*

*Note that cells shown in bold blue font are password protected because they contain formulas. You cannot enter data in these cells.*

#### **Chart S – Submittal History – Required with Initial Submittal and Updates**

The first spreadsheet is Chart S, Submittal History. Enter the date (this cell is formatted as m/d/yyyy). Also indicate for each Chart 1-4 if it has been modified by a Y for yes or N for no.

Chart S must be completed each time one or more program summary chart is submitted. Please submit the entire workbook to Lisa Caissie at [lcaissie@detma.org](mailto:lcaissie@detma.org).

#### **Chart 1 – FY2015 Labor Exchange Program Summary**

Columns B-D – provide data from the OSCCAR reports in MOSES at the WIB level.

Column E – estimate the number of individuals or employers who will be served during Fiscal Year 2015 in each of the given categories. Bold blue cells are password protected and will calculate automatically.

#### **Charts 2 and 3 – Adult Program and Dislocated Worker Program Summaries**

##### **Columns B and C and D**

Generally, Column D is calculated from data in Column B (carry-in from FY2014) and Column C (new in FY 2015). Bold blue cells are password protected and will calculate automatically.

In Column D, Line 2.a, provide the number of program exiters who will enter employment. The Entered Employment Rate will be calculated on Line 4. The EE rate should compare favorably to your performance goals for entered employments from the Adult and Dislocated Worker programs.

Enter the Average Hourly Wage at Placement in Column D, Line 2.a.i. The hourly wage should not be below the Massachusetts Minimum Wage of \$8.00 per hour. (For additional information refer to the MA Department of Labor Standards on the [mass.gov](http://mass.gov) website.)

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### Line 5: Total Participants in Training Activities

Provide the single count of unique individuals who will receive training services on Line 5. In Column B (Formula Carry-in from FY2014) count every carry-in participant on Line 1 who is in training in FY2015, will be enrolled in training in FY2015, or who has completed training but has not been exited from the program. In Column C (Formula New in FY2015) count every new participant on Line 1 who will be newly enrolled in training in FY2015.

### Line 5 a-d: Training Activities

Provide the number of individuals in each training activity on Lines 5.a – 5.d that apply. For example: an individual who will receive ESOL and occupational skills training will be counted once on Line 5, once on Line 5.b and once on Line 5.c. An individual who will receive occupational skills training through a group contract will be counted once on Line 5, once on Line 5.c and once on Line 5.c.ii. Line 5.c.i + Line 5.c.ii should never be greater than Line 5.c.

The sum of 5.a + 5.b. + 5.c + 5.d must be equal to or greater than the total on Line 5.

### Line 6: Training Participants Obtaining Certificate/Credential

Provide the number of Line 5 training participants who will obtain a certificate or credential. Line 6 cannot be greater than Line 5.

### Line 7: Support Services

Provide the number of individuals who will receive any support services on Line 7 and the number of individuals who will receive a needs-based payment on Line 7.a. Enter zero (0) if applicable.

### **Chart 4 –Youth Program Summary**

Generally entries in Column D represent the sum of entries in Column B (In School Youth) and Column C (Out of School Youth). Column D cells are bold blue so will calculate automatically.

### Line 1: Participants

Line 1 youth participant totals will be calculated from the entries in Line 1.a (new enrollments during FY2014) and Line 1.b (carry-overs from FY2013). Line 1 cells are bold blue so will calculate automatically.

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## Massachusetts Fiscal Year 2015 Local Annual Plan

### Line 1

Provide the number of Title I youth program participants by in-school and out-of-school to be served with FY2015 WIA Youth funds.

### Line 1.a, New Enrollments

Provide the number of new FY2015 enrollments to be served with FY2015 WIA Youth funds.

### Line 1.b, Carry-overs from FY2014

Provide the number of Youth to be carried in from FY2014.

### Line 1.c-e

Lines 1.c, 1.d, and 1.e are the age breakouts for participants on Line 1. Thus, the sum of Line 1.c + Line 1.d + Line 1.e = Line 1.

### Lines 2 and 2.a-c, Exiters

Provide the number of youth who will exit youth funded services in the appropriate categories on lines 2.a-c. Line 2, total program exiters, will be calculated from data entered in Lines 2.a-c. Line 2 cells are in bold blue so will calculate automatically.

### Line 3, Carry-Out to FY2016

The number of youth to be carried out into FY 2016 is calculated as the number of youth participants on Line 1 minus the number of program exiters on Line 2. Line 3 cells are in bold blue so will calculate automatically.

### Line 4, Employment or Education Rate

The employment or education rate is calculated as the number of youth who enter employment (Line 2.a) plus the number of youth who enter post-secondary education or training (Line 2.b) divided by the number of exiters (Line 2).

### Lines 5. a-j, Enrollments in the Ten Program Elements:

Provide the number of youth who will participate in each of the ten program elements that apply. The sum of Lines 5.a-j should be equal to or greater than the total number of participants in Line 1. The sum of Lines 5.a-j cannot be less than Line 1.

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## Massachusetts Fiscal Year 2015 Local Annual Plan

### INSTRUCTIONS FOR PLAN MODIFICATIONS

Reminder: the Excel workbook comprising Program Summary Charts 1-4. *Charts 1-4 should not be split up or submitted/resubmitted separately.* Each submittal or resubmittal of the workbook is considered to be the current copy of the area's planning summaries. *Charts 1-4 are maintained as a group.*

#### Final FY2014 Carry-Over Data

Local areas are asked to estimate carry-over planning numbers for FY 2015 based on the best information available during the planning season. **Plan modifications based on final carry-over data available in the first quarter of FY 2015 should be submitted by email to Lisa Caissie at [lcaissie@detma.org](mailto:lcaissie@detma.org) for approval by close-of-business on Friday, December 26, 2014.**

#### Resubmitting Charts for Changes, Corrections and Budget Modifications

During the review period and later during the fiscal year, local areas may have cause to update one or more of Charts 1-4. For example, moving funds from Adult to Dislocated Worker may alter planned participant levels. Please follow the guidelines below with respect to submitting changes to Charts 1-4.

1. Enter a modification number and date in the box at the top of each Chart that has a change.
2. If possible, please identify the changed data by some means so that it is apparent to a reviewer. This is not necessary if changes involve most of the data on the form.
3. Complete Chart S (Submittal History) and return the entire workbook with the complete set of Charts 1-4 even if only one chart has been modified. Charts 1-4 are maintained as a group. Thus, the most recent submitted version of the Program Summary workbook replaces the previously version as the current set of fiscal year planning summaries for the area.
4. Plan data provided on Charts 1-4 are used for plan vs. actual comparisons in the *Career Center Performance Reports* (CCPR) and other analyses of program activity.

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## Massachusetts Fiscal Year 2015 Local Annual Plan

### PROGRAM SUMMARY CHARTS FISCAL YEAR 2015 SAMPLE - SUBMITTAL HISTORY

**WORKFORCE INVESTMENT AREA**

Middle of the State

**CONTACT NAME/PHONE:**

Ginny Doe / 508-123-4567

Submittal Sequence	Date	Modification To	Yes/No				
First Submittal Annual Business Plan	by due date	Chart 1: Wagner-Peyser Chart 2: WIA Adult Chart 3: WIA Dislocated Worker Chart 4: WIA Youth	<table><tr><td>N</td></tr><tr><td>N</td></tr><tr><td>N</td></tr><tr><td>N</td></tr></table>	N	N	N	N
N							
N							
N							
N							
Second Submittal	8/3/2014	Chart 1: Wagner-Peyser Chart 2: WIA Adult Chart 3: WIA Dislocated Worker Chart 4: WIA Youth	<table><tr><td>N</td></tr><tr><td>Y</td></tr><tr><td>N</td></tr><tr><td>N</td></tr></table>	N	Y	N	N
N							
Y							
N							
N							
Third Submittal		Chart 1: Wagner-Peyser Chart 2: WIA Adult Chart 3: WIA Dislocated Worker Chart 4: WIA Youth	<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>				
Fourth Submittal		Chart 1: Wagner-Peyser Chart 2: WIA Adult Chart 3: WIA Dislocated Worker Chart 4: WIA Youth	<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>				
Fifth Submittal		Chart 1: Wagner-Peyser Chart 2: WIA Adult Chart 3: WIA Dislocated Worker Chart 4: WIA Youth	<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>				

Note: The entire Attachment G, S and 1-4 must be submitted each time a modification is made.  
Enter date (cell is formatted) and Y or N next to each Chart to identify Chart(s) with changes.

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## Massachusetts Fiscal Year 2015 Local Annual Plan

Date Submitted or Resubmitted: _____		Modification # if not new: _____		
<b>CHART 1</b>				
<b>FY2015 LABOR EXCHANGE PROGRAM SUMMARY</b> SAMPLE CHART COMPLETED CORRECTLY – na for SAMPLE CHART ONLY  _____ <b>Workforce Investment Board Name</b>				
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Program Activity in MOSES</b>	<b>July-June FY2012</b>	<b>July-June FY2013</b>	<b>July-April FY2014</b>	<b>Planned FY2015</b>
<b>A. Job Seekers Services</b>				
1. Total Job Seekers Served	na	na	na	1000
a. Total Job Seekers Unemployed	na	na	na	900
b. Persons with Disabilities	na	na	na	60
c. UI Claimants Served	na	na	na	500
d. Veterans Served	na	na	na	70
<b>B. Employer Services</b>				
1.Total Employers Served (= 1.a + 1.b)	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>
a. New to Career Center	na	na	na	100
b. Repeat	na	na	na	300
2. Employers Listing Job Orders	na	na	na	200
<u>Column Instructions:</u> Column B - Enter data from the Year-to-Date Column of the WIB level June 2012 OSCCAR. Column C - Enter data from the Year-to-Date Column of the WIB level June 2013 OSCCAR. Column D - Enter data from the Year-to-Date Column of the WIB level April 2014 OSCCAR. Column E - Enter planned numbers for the July-June period of FY2015. <u>Notes:</u> <b>"New"</b> means that the employer has never received services from the Career Center. An employer that is new in a given month will appear in the monthly and the cumulative "new" counts on OSCCAR for the remaining months of the fiscal year. <b>"Repeat"</b> means that the employer has returned to the Career Center for service after having received services in a prior fiscal year. At no time will a repeat employer be counted as new.  Entered employment information will be reported from the Quarterly Labor Exchange Performance Reports <i>based on wage record matching</i> rather than from the OSCCAR information based on local data entry.  <div style="display: flex; justify-content: space-between;"> <span>Chart 1</span> <span>Dept. of Career Services 05/17/2013</span> </div>				

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Date Submitted or Resubmitted: \_\_\_\_\_ Modification # if not new: \_\_\_\_\_

### CHART 2

#### FY2015 WIA TITLE I PROGRAM SUMMARY FOR ADULTS

*SAMPLE CHART -- COMPLETED CORRECTLY*

type name here

Workforce Investment Board Name

A	B	C	D
	Formula Carry-in from FY2014	Formula New in FY2015	FY2015 TOTAL
1. Participants	100	100	<b>200</b>
2. Program Exiters (= 2.a + 2.b)	100	50	<b>150</b>
a. Enter Employment			120
i. Average Hourly Wage at Placement			\$10.00
b. Other Exit Reasons			<b>30</b>
3. Carry-Out to FY2016 (= 1 - 2)			<b>50</b>
4. Entered Employment Rate at Exit (= 2.a / 2)			<b>80%</b>
5. Total Participants in Training Activities (single count*)	80	80	<b>160</b>
a. Basic Education / Literacy Skills	6	6	<b>12</b>
b. ESOL (ESL)	7	8	<b>15</b>
c. Occupational Skills Training (all including ITA)	67	70	<b>137</b>
i. Occupational Skills Training (Customized)	0	10	<b>10</b>
ii. Occupational Skills Training (Group Contracts)	0	0	<b>0</b>
d. On-the-Job Training (OJT)	0	20	<b>20</b>
6. Training Participants Obtaining Certificate/Credential	60	60	<b>120</b>
7. Support Services	10	10	<b>20</b>
a. Needs Based Payments	0	0	<b>0</b>

\* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.

Column B: Enter estimates of WIA Title I FY2014 Adult participants that will carry-in to WIA Title I Adults FY2015

Column C: Enter estimates of newly enrolled participants to be served in WIA Title I Adults in FY2015

Column D: Enter estimates only in cells that contain regular font

Note: Cells shown in **bold blue** font contain formulas that will calculate automatically based on data entered in Columns C and D. **Do not type in bold blue cells.**



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Date Submitted or Resubmitted: \_\_\_\_\_ Modification # if not new: \_\_\_\_\_

### CHART 3

#### FY2015 WIA TITLE I PROGRAM SUMMARY FOR DISLOCATED WORKERS

##### *SAMPLE CHART - WITH ERRORS*

Wage below Mass. minimum wage of \$8.00 per hour; number entering employment low so EE rate too low to meet performance goals; number in training activities less than total participants in training; total receiving certificates greater than number of training participants

Workforce Investment Board Name \_\_\_\_\_

A	B	C	D
DISLOCATED WORKER PROGRAM	Formula Carry-in from FY2014	Formula New in FY2015	FY2015 TOTAL
1. Participants	100	100	<b>200</b>
2. Program Exiters (= 2.a + 2.b)	100	50	<b>150</b>
a. Enter Employment			<b>90</b>
i. Average Hourly Wage at Placement			<b>\$7.00</b>
b. Other Exit Reasons			<b>60</b>
3. Carry-Out to FY2016 (= 1 - 2)			<b>50</b>
4. Entered Employment Rate at Exit (= 2.a / 2)			<b>60%</b>
5. Total Participants in Training Activities (single count*)	50	90	<b>140</b>
a. Basic Education / Literacy Skills	<b>4</b>	10	<b>14</b>
b. ESOL (ESL)	<b>23</b>	30	<b>53</b>
c. Occupational Skills Training (all including ITA)	<b>0</b>	54	<b>54</b>
i. Occupational Skills Training (Customized)	<b>0</b>	0	<b>0</b>
ii. Occupational Skills Training (Group Contracts)	<b>0</b>	0	<b>0</b>
d. On-the-Job Training (OJT)	<b>2</b>	3	<b>5</b>
6. Training Participants Obtaining Certificate/Credential	20	<b>110</b>	<b>130</b>
7. Support Services	0	0	<b>0</b>
a. Needs Based Payments	0	0	<b>0</b>

\* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.

Column B: Enter estimates of WIA Title I FY2014 DW participants that will carry-in to WIA Title I DW FY2015

Column C: Enter estimates of newly enrolled participants to be served in WIA Title I DW in FY2015

Column D: Enter estimates only in cells that contain regular font

Note: Cells shown in **bold blue** font contain formulas that will calculate automatically based on data entered in Columns C and D. **Do not type in bold blue cells.**

Chart 3

Dept. of Career Services 05/17/2013

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## Massachusetts Fiscal Year 2015 Local Annual Plan

Date Submitted or Resubmitted: _____		Modification # if not new: _____	
CHART 4			
FY2015 WIA TITLE I PROGRAM SUMMARY FOR YOUTH			
SAMPLE CHART - COMPLETED CORRECTLY			
Workforce Investment Board Name			
A	B	C	D
YOUTH PROGRAM	In School Youth	Out of School Youth	FY2015 Total
1. Participants (= 1.a + 1.b)	25	55	80
a. New Enrollments during FY2015	20	40	60
b. Carry-Overs from FY2014	5	15	20
c. Youth Age 14 - 15	0	0	0
d. Youth Age 16 - 18	25	10	35
e. Youth Age 19 - 21	0	45	45
2. Program Exiters (= 2.a+2.b+2.c)	19	50	69
a. Enter Employment	5	45	50
b. Enter Post-Secondary Education or Training	13	4	17
c. Other Exit Reasons	1	1	2
3. Carry-Out to FY2016 (formula = 1 - 2)	6	5	11
4. Employment or Education Rate (= (2.a + 2.b) / (2))	95%	98%	97%
5. Enrollments by Ten Program Elements			
a. Tutoring and Dropout Prevention	10	0	10
b. Alternative Secondary School, GED Prep, ESOL	5	18	23
c. Summer Employment Opportunities	15	10	25
d. Other Work Experience, Internships, OJT	15	25	40
e. Occupational Skills Training	3	35	38
f. Leadership Development Opportunities	5	12	17
g. Adult Mentoring	2	0	2
h. Comprehensive Guidance and Counseling	25	55	80
i. Supportive Services	20	50	70
j. Follow-up Services	19	50	69
6. Attained Degree/Diploma/GED/Certificate	15	29	44
7. Attained Degree/Diploma/GED/Certificate Rate (= 6 / 2)	79%	58%	64%
Note: All cells shown in <b>bold blue</b> font contain formulas that will calculate automatically.			
<b>Do not type in bold blue cells!</b>			
Additional calculations:			
Out-of-School Percentage of Total Participants	69%		
Chart 4	Dept. of Career Services 05/17/2013		

# ATTACHMENT I

## FY 2013 Plan vs. Actual Participant (PVAP) Comparison Planning Tool

From Info Issuance 14-02

	Adults			Dislocated Workers			In School Youth			Out of School Youth		
Area	Number of Planned Participants (incl. Carry-in)	Number of Actual Participants (incl. Carry-in)	% Planned vs. Actual Participants	Number of Planned Participants (incl. Carry-in)	Number of Actual Participants (incl. Carry-in)	% Planned vs. Actual Participants	Number of Planned Participants (incl. Carry-in)	Number of Actual Participants (incl. Carry-in)	% Planned vs. Actual Participants	Number of Planned Participants (incl. Carry-in)	Number of Actual Participants (incl. Carry-in)	% Planned vs. Actual Participants
Berkshire	95	82	86%	180	148	82%	24	40	167%	73	52	71%
Boston	199	215	108%	200	207	104%	101	177	175%	149	222	149%
Bristol	405	308	76%	570	370	65%	96	85	89%	153	136	89%
Brockton	105	121	115%	200	201	101%	72	77	107%	50	51	102%
Cape Cod	99	85	86%	182	143	79%	45	48	107%	40	25	63%
Central Mass	125	134	107%	313	336	107%	0	2	#DIV/0!	239	223	93%
Franklin/Hamp.	65	29	45%	172	140	81%	55	36	65%	55	38	69%
Greater Lowell	55	38	69%	319	263	82%	40	68	170%	34	51	150%
Greater New Bedford	174	216	124%	400	492	123%	50	96	192%	135	105	78%
Hampden Cty	300	480	160%	573	527	92%	128	216	169%	201	280	139%
Lo. Merrimack	184	169	92%	361	380	105%	25	30	120%	94	50	53%
Metro North	318	399	125%	539	587	109%	83	84	101%	144	138	96%
Metro S/W	98	68	69%	450	609	135%	94	108	115%	67	67	100%
No. Central	78	47	60%	138	177	128%	30	36	120%	47	39	83%
North Shore	184	184	100%	307	296	96%	49	47	96%	51	56	110%
So. Shore	152	107	70%	120	136	113%	18	16	89%	99	109	110%
<b>TOTAL</b>	<b>2,636</b>	<b>2,682</b>	<b>102%</b>	<b>5,024</b>	<b>5,012</b>	<b>100%</b>	<b>910</b>	<b>1,166</b>	<b>128%</b>	<b>1,631</b>	<b>1,642</b>	<b>101%</b>