

# ATTACHMENT J

## Massachusetts Fiscal Year 2016 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 (14-38, 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.

**FY16 participant planning levels that deviate by greater than 20% from actual FY15 performance may be questioned.**

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

For FY2016, local performance goals proposal and negotiation will be handled in a separate issuance.

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## Massachusetts Fiscal Year 2016 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 – FY2016 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 2016 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 FY2015) and Column C (new in FY 2016). 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 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 FY2015) count every carry-in participant on Line 1 who is in training in FY2015, will be enrolled in training in FY2016, or who has completed training but has not been exited from the program. In Column C (Formula New in FY2016) count every new participant on Line 1 who will be newly enrolled in training in FY2016.

### 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 FY2016) and Line 1.b (carry-overs from FY2015). Line 1 cells are bold blue so will calculate automatically.

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### Line 1

Provide the number of Title I youth program participants by in-school and out-of-school to be served with FY2016 WIOA Youth funds.

### Line 1.a, New Enrollments

Provide the number of new FY2016 enrollments to be served with FY2016 WIOA Youth funds.

### Line 1.b, Carry-overs from FY2015

Provide the number of Youth to be carried in from FY2015.

### Line 1.c-f

Lines 1.c, 1.d, 1.e and 1.f are the age breakouts for participants on Line 1. Thus, the sum of Line 1.c + Line 1.d + Line 1.e + Line 1.f = 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 FY2017

The number of youth to be carried out into FY 2017 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-n, Enrollments in the Fourteen (14) Program Elements:

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

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## Massachusetts Fiscal Year 2016 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 FY2015 Carry-Over Data

Local areas are asked to estimate carry-over planning numbers for FY 2016 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 2016 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 18, 2015.****

#### 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 2016 Local Annual Plan

### 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	N
		Chart 2: WIOA Adult	N
		Chart 3: WIOA Dislocated Worker	N
		Chart 4: WIOA Youth	N
Second Submittal	8/3/2015	Chart 1: Wagner-Peyser	N
		Chart 2: WIOA Adult	Y
		Chart 3: WIOA Dislocated Worker	N
		Chart 4: WIOA Youth	N
Third Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	
Fourth Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	
Fifth Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	

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.

*Submittal History*

*Dept. of Career Services 05/17/2013*

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## Massachusetts Fiscal Year 2016 Local Annual Plan

Date Submitted or Resubmitted: _____		Modification # if not new: _____		
<b>CHART 1</b>				
<b>FY2016 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 FY2013</b>	<b>July-June FY2014</b>	<b>July-April FY2015</b>	<b>Planned FY2016</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
<p><u>Column Instructions:</u></p> <p>Column B - Enter data from the Year-to-Date Column of the WIB level June 2013 OSCCAR.</p> <p>Column C - Enter data from the Year-to-Date Column of the WIB level June 2014 OSCCAR.</p> <p>Column D - Enter data from the Year-to-Date Column of the WIB level April 2015 OSCCAR.</p> <p>Column E - Enter planned numbers for the July-June period of FY2016.</p> <p><u>Notes:</u></p> <p>"New" 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.</p> <p>"Repeat" 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.</p> <p>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.</p> <p style="text-align: right;"><i>Dept. of Career Services 05/17/2013</i></p> <p>Chart 1</p>				

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## Massachusetts Fiscal Year 2016 Local Annual Plan

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

### CHART 2

#### FY2016 WIOA 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 FY2015	Formula New in FY2016	FY2016 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 FY2017 (= 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 FY2015 Adult participants that will carry-in to WIOA Title I Adults FY2016  
 Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I Adults in FY2016  
 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 2

Dept. of Career Services 05/17/2013



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## Massachusetts Fiscal Year 2016 Local Annual Plan

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

### CHART 3

#### FY2016 WIOA TITLE I PROGRAM SUMMARY FOR DISLOCATED WORKERS SAMPLE CHART - WITH ERRORS

Wage below Mass. minimum wage of \$9.00 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 FY2015	Formula New in FY2016	FY2016 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>\$8.50</b>
b. Other Exit Reasons			<b>60</b>
3. Carry-Out to FY2017 (= 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	4	10	<b>14</b>
b. ESOL (ESL)	23	30	<b>53</b>
c. Occupational Skills Training (all including ITA)	0	54	<b>54</b>
i. Occupational Skills Training (Customized)	0	0	<b>0</b>
ii. Occupational Skills Training (Group Contracts)	0	0	<b>0</b>
d. On-the-Job Training (OJT)	2	3	<b>5</b>
6. Training Participants Obtaining Certificate/Credential	20	110	<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 FY2015 DW participants that will carry-in to WIOA Title I DW FY2016  
 Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I DW in FY2016  
 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 2016 Local Annual Plan

Date Submitted or Resubmitted: _____		Modification # if not new: _____	
<b>CHART 4</b>			
<b>FY2016 WIOA TITLE I PROGRAM SUMMARY FOR YOUTH</b>			
<i>SAMPLE CHART - COMPLETED CORRECTLY</i>			
<b>Workforce Investment Board Name</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>YOUTH PROGRAM</b>	<b>In School Youth</b>	<b>Out of School Youth</b>	<b>FY2016 Total</b>
<b>1. Participants (= 1.a + 1.b)</b>	<b>25</b>	<b>55</b>	<b>80</b>
a. New Enrollments during FY2016	20	40	<b>60</b>
b. Carry-Overs from FY2015	5	15	<b>20</b>
c. Youth Age 14 - 15	0	0	<b>0</b>
d. Youth Age 16 - 18	25	10	<b>35</b>
e. Youth Age 19 - 21	0	35	<b>35</b>
f. Youth Age 22 - 24	0	10	<b>10</b>
<b>2. Program Exiters (= 2.a+2.b+2.c)</b>	<b>19</b>	<b>50</b>	<b>69</b>
a. Enter Employment	5	45	<b>50</b>
b. Enter Post-Secondary Education or Training	13	4	<b>17</b>
c. Other Exit Reasons	1	1	<b>2</b>
<b>3. Carry-Out to FY2016 (formula = 1 - 2)</b>	<b>6</b>	<b>5</b>	<b>11</b>
<b>4. Employment or Education Rate (= (2.a + 2.b) / (2))</b>	<b>95%</b>	<b>98%</b>	<b>97%</b>
<b>5. Enrollments by Fourteen Program Elements</b>			
a. Tutoring and Dropout Prevention	10	0	<b>10</b>
b. Alternative Secondary School, GED Prep, ESOL	5	18	<b>23</b>
c. Work Experience, Internships, OJT, Summer Empl Op	20	30	<b>50</b>
d. Occupational Skills Training	3	35	<b>38</b>
e. Leadership Development Opportunities	5	12	<b>17</b>
f. Adult Mentoring	2	0	<b>2</b>
g. Comprehensive Guidance and Counseling	25	55	<b>80</b>
h. Education Concurrently w/ Workforce Prep	5	15	<b>20</b>
i. Entrepreneurial Skills Training	0	1	<b>1</b>
j. Financial Literacy Education	19	50	<b>69</b>
k. Post Sec Education/Training Transition Activities	16	5	<b>21</b>
l. Labor Market/Employment Information Services	20	50	<b>70</b>
m. Supportive Services	19	50	<b>69</b>
n. Follow-up Services	20	50	<b>70</b>
6. Attained Degree/Diploma/GED/Certificate	15	29	<b>44</b>
<b>7. Attained Degree/Diploma/GED/Certificate Rate (= 6 / 2)</b>	<b>79%</b>	<b>58%</b>	<b>64%</b>
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>			
Out-of-School Percentage of Total Participants	<b>69%</b>		
Dept. of Career Services	10		Instructions Updated: 06.02.15

# ATTACHMENT I

## FY 2014 Plan vs. Actual Participant (PVAP) Comparison Planning Tool

From Info Issuance 14-96

Area	Adults			Dislocated Workers			In School Youth			Out of School Youth		
	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	85	70	82%	145	108	74%	24	36	150%	51	43	84%
Boston	139	167	120%	140	133	95%	86	147	171%	127	188	148%
Bristol	290	221	76%	325	386	119%	60	51	85%	120	96	80%
Brockton	105	110	105%	200	203	102%	80	82	103%	51	71	139%
Cape Cod	103	62	60%	149	133	89%	45	41	91%	37	8	22%
Central Mass	167	142	85%	327	300	92%	0	0	0%	155	205	132%
Franklin/Hamp.	44	33	75%	134	118	88%	35	41	117%	44	30	68%
Greater Lowell	28	28	100%	185	186	101%	36	60	167%	29	46	159%
Greater New Bedford	222	136	61%	405	329	81%	30	38	127%	135	91	67%
Hampden Cty	265	286	108%	450	632	140%	110	212	193%	155	211	136%
Lo. Merrimack	117	104	89%	254	216	85%	60	54	90%	49	36	73%
Metro North	369	364	99%	493	506	103%	62	64	103%	107	102	95%
Metro S/W	65	49	75%	500	539	108%	110	98	89%	78	81	104%
No. Central	63	55	87%	147	136	93%	30	36	120%	49	36	73%
North Shore	160	145	91%	206	208	101%	44	47	107%	46	57	124%
So. Shore	81	48	59%	105	107	102%	4	12	300%	90	107	119%
<b>TOTAL</b>	<b>2,303</b>	<b>2,020</b>	<b>88%</b>	<b>4,165</b>	<b>4,240</b>	<b>102%</b>	<b>816</b>	<b>1,019</b>	<b>125%</b>	<b>1,323</b>	<b>1,408</b>	<b>106%</b>