

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

Workforce Issuance No. 09-25

☒ **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

Nancy Snyder, President/CEO
Commonwealth Corporation

Date: April 24, 2009

Subject: **Local American Recovery and Reinvestment Act (ARRA) Plan Instructions**

Purpose: To provide guidance to Local Workforce Investment Boards (LWIBs) with regard to the development and submission of the Local American Recovery and Reinvestment Act Plan. This Policy Issuance has been revised to include local ARRA allocations for Title I Adults, Youth and Dislocated Workers (Attachment K); Wagner-Peyser 90% and 10% funds (Attachment L) and ReEmployment Services (Attachment M – same as Attachment A from MassWorkforce Issuance No. 09-22).

Background: Passage of the American Recovery and Reinvestment Act of 2009 (ARRA) is intended to preserve and create jobs that align with economic recovery and economic growth through a significant investment of additional funding to expand the service capacity of the nation's workforce development system. The U.S. Department of Labor (USDOL) views the investment in ARRA as not only adding capacity to the system but also as "a down

payment on transforming” the Workforce Development System. The effort will require true collaboration across agencies and programs.

To that end, the local area workforce system will develop and submit a plan for the utilization of additional WIA and Wagner-Peyser funding allocated in conjunction with requirements of the ARRA. The Local ARRA Plans will specifically describe the areas’ use of additional funding for: Adults, Dislocated Workers, Youth, Wagner-Peyser services for both job seekers and employers, and Reemployment Services (RES); and will cover the full period of ARRA funding from February 17, 2009 through June 30, 2011 when ARRA funding availability ceases (Wagner-Peyser ARRA funds must be obligated no later than 9/30/2010 and expended by 6/30/2011).

Local Boards will be asked to submit as part of their Local ARRA Plan packages: Performance and Participant Planning documents including responses to specified Narrative Questions; an integrated Budget and Budget Narrative for ARRA Adult, Dislocated Worker, Wagner-Peyser and RES funding; and a separate Youth Budget. The submission package will also include a signed Budget Modification Authorization, local contact information and the plan Signatory Page.

Policy: The LWIB, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Local ARRA Plan. The Local ARRA Plan must be developed in accordance with instructions described herein, and must be made available for public comment prior to submission in accordance with WIA regulations at section 661.345.

Additionally, as the Act requires full public transparency with respect to the use of additional ARRA funding, the Local ARRA Plans, once approved, must be posted on the LWIB website.

Action Required: Review the Local ARRA Plan guidance document and disseminate this information to those individuals who will participate in the development of the Local ARRA Plan.

Document Submission: Local ARRA Plans are due to DWD on May 29, 2009. Please submit the entire 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, DCS
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:** ARRA Plan Submission Instructions
- B:** Plan Checklist
- C:** Contact Sheet
- C1:** Contact Sheet (*Additional Youth Contacts*)
- D:** Duration and Signatories Form
- E:** ARRA Budget, WIA Adult and DW, WP and RES
- E1:** ARRA Budget Instructions, for the above
- E2:** ARRA Budget Modification Authorization Form
- F:** ARRA Youth Budget
- F1:** ARRA Youth Budget Instructions
- G:** ARRA Program Summary Charts
- G1:** Program Summary Chart Instructions
- H:** ARRA Narrative Questions
- I:** WIA Youth Service Provider Survey
- J:** WIA Youth Worksite Assurances
- K:** Title I Adults, Youth and Dislocated Workers Local Allocations
- L:** Wagner-Peyser Employment Service Local Allocations
- M:** ReEmployment Services Local Allocations

Please note:

The Commonwealth is anticipating additional information from the Department of Labor, including data reporting requirements. This information may require that we amend the planning documents and/or make additional requests of the local areas.