

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

Workforce Issuance No. 13-36

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 Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: May 22, 2013

Subject: **Local Annual Plan Guidance: Fiscal Year 2014**

Purpose: To provide guidance to Local Workforce Investment Boards with regard to the development and submission of the Fiscal Year 2014 Local Annual Plan documents.

Background: The Massachusetts workforce development system, in all regions, continues to strive to strengthen and streamline service delivery while aligning the workforce development system with the reality of diminishing federal resources. In consideration of the depth of the fiscal analysis that must accompany this year's planning in light of the funding challenges presented by Sequestration, and in recognition of the level of effort to be extended by local Boards in developing responses to the upcoming Workforce Investment Board (WIB) Certification (instructions forthcoming), the annual local planning requirements have been scaled back and reconfigured for Fiscal Year 2014.

Local Boards will be asked to submit the Integrated Budget and Narrative, Participant Planning documents and, if applicable, a description of any significant changes to the local service delivery model. Please refer Attachment A, FY14 Local Annual Plan Checklist for other standard information that is required.

A **narrative requirement for FY14 planning** will be forthcoming, in concert with the WIB Certification Policy. The narrative requirement will be related to the Regional Planning concept currently under development by the Massachusetts Workforce Investment Board (MWIB) Pathways Committee. Regions will be asked to create action steps for addressing skill gaps, increasing employment, and creating responsive programming that includes (but is not limited to) strategies to address business and industry needs, increasing internship opportunities, on-the-job training and developing career pathways.

Workforce Investment Act Title I Funding

Massachusetts experienced an overall 16.5% cut to total Workforce Investment Act Title I resources from FY13 to FY14 from \$46.7M to \$39.0M. All three funding streams were reduced (Adult, Dislocated Worker and Youth). The biggest drop in the individual Title I stream was a reduction of 19.0% to Dislocated Worker funding. Title I resources allocated by local formula (contained in Attachment R) were reduced by 16.2%. The state set-aside amount is again capped at 5%.

Wagner-Peyser Funding

Massachusetts experienced a 6.4% cut to overall Wagner-Peyser funding from FY13 to FY14 from \$14.1M to \$13.2M. The local area allocations are reduced by 6.4%. The Executive Office will reserve 18% of Wagner-Peyser 10% funding to be utilized for state oversight and technological improvements for service delivery.

Policy: The LWIB, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2014 Annual Plan. In accordance with WIA regulations at 20 CFR §661.345, the local plan must be made available for public comment prior to submission to the Department of Career Service (DCS).

Action Required: Please review the Annual Plan guidance documents and disseminate to those individuals who will participate in the development of the FY 2014 Local Annual Plan. As stated above, local boards will be asked to respond to a set of FY2014 Narrative Questions, which will be due at the same time as the forthcoming WIB Certification package in August.

Budget, Budget Narrative, Performance Summary Charts and all other required Local Annual WIA Plan documents and forms provided as part of this planning package are due on the date stated, below.

Completed FY14 Local Annual Plan packages are due to DCS on June 28, 2013. Please refer to submission instructions contained in Attachment B.

NOTE: All required submission elements are found in the Attachments list, below. To ensure completeness, please refer to the FY14 Local Annual Plan Checklist (Attachment A).

Effective: Immediately

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

Attachments:

- A. FY14 Local Annual Plan Checklist
- B. Submission Instructions
- C. Notification of Local System Changes
- D. One-Stop Career Center Hours of Operation Form
- E. Assurances
- F. MOU Activity Summary Form
- G. MOU and Annual Plan Signatories Form
- H. Financial Modification Authorization Forms
- I. Program Summary Charts (1-4)
- J. Instructions for Program Summary Charts
- K. Performance Goals (*upon availability*)
- L. Integrated Budget and Narrative Template
- M. Integrated Budget Instructions
- N. Integrated Budget Program List
- O. State Allotments (WIA Title I and ES Federal to State Allocations)
- P. Title I Allocations – Adult, DW, Youth (*includes charts 1-7*)
- Q. Wagner-Peyser 90% and 10% Allocations (*includes charts 1-3*)
- R. Overview of WIA and Wagner-Peyser Allocations
- S. Local Allocations Compared
- T. State One-Stop Allocations (*upon availability*)
- U. EUC Earnings Chart
- V. OSCC Telephone Service
- W. Premises Lease Costs
- X. Data Circuit Costs
- Y. UI Funding
- Z. MOSES Support (*upon availability*)