

MASSACHUSETTS WORKFORCE DEVELOPMENT SYSTEM

Mass Workforce Issuance

Workforce Issuance No. 14-38

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 9, 2014

Subject: **Local Annual Plan Guidance: Fiscal Year 2015**

Purpose: To provide guidance to Chief Elected Officials, Local Workforce Investment Boards and One-Stop Career Center Operators with regard to the development and submission of the Fiscal Year 2015 Local Annual Plan documents.

Background: The Massachusetts workforce development system supports and promotes the continued vitality of the Commonwealth's workforce and economic development efforts through the delivery of quality employment, education, and training services that are responsive to and meet the needs of job seekers and employers.

The Workforce Investment Act (WIA) gives Workforce Investment Boards a unique opportunity to develop employment and training systems tailored specifically to local area needs. The local WIA Plan should represent a collaborative process among the Chief Elected Official (CEO) and the local partners. This collaboration creates a shared understanding of the local area's workforce investment needs, a shared vision of how the local workforce investment system can be designed to meet those needs, and agreement on the key strategies to achieve this vision.

Funding:

Workforce Investment Act Title I Funding

Massachusetts experienced an overall increase of 18.7% in total Workforce Investment Act Title I resources from FY14 to FY15 from \$39.0M to \$46.3M. All three funding streams increased - Adult (\$1.4M or 12.0%), Dislocated Worker (\$4.2M or 28.7%) and Youth (\$1.7M or 13.3%). Title I resources allocated by local formula (contained in Attachment Q) grew by \$4.1M or 12.4%, with the largest gain of \$2.2M or 21.8% in Dislocated Worker funding. The state set-aside amount is capped at 8.75%, up from 5% in FY14.

Wagner-Peyser Funding

Massachusetts experienced a 1.2% overall gain in Wagner-Peyser funding from FY14 to FY15 from \$13.2M to \$13.4M. The local area allocations increased by \$125,700 or 1.2%. 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 Workforce Investment Act §118 delineates the requirements for local Workforce Investment Boards to submit to the Governor, a local plan, in partnership with the Chief Elected Official. The LWIB, with agreement and signature of the Chief Elected Official (CEO), is responsible for developing and submitting the Fiscal Year 2015 Annual Plan.

In accordance with WIA §117(e) and Regulations §661.307, the Workforce Investment Board must conduct its business in an open manner by making available to the public, on a regular basis through open meeting, information about the activities of the Board. This information includes the Local Annual Plan prior to its submission, Board membership, significant policies, interpretations, guidelines and definitions. Updates to Local Plans are subject to public comment as required in WIA Regulations §661.350 (8).

Action

Required:

Please review the Annual Plan guidance documents and disseminate to those individuals who will participate in the development of the FY 2015 Local Annual Plan. Local boards are required to respond to a set of FY2015 Narrative Questions on the following pages.

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

Completed FY2015 Local Annual Plan packages are due to DCS on ~~June 27, 2014~~ **extended to July 11, 2014**. 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).

Modifications

Modifications to local plans may be necessary to maintain the viability of the plan and to ensure that the workforce system is responsive to changing workforce development needs. A modification is required for any significant change impacting the operation of the One-Stop: significant changes in local economic conditions; changes in the financing to support WIA Title I and partner services; changes in the LWIB structure; or a need to revise strategies to meet performance goals. [20 CFR §661.355].

Plan modifications are subject to the review and public comment process as well as the state review and approval process. Please submit local plan modifications to the attention of Lisa Caissie.

Effective: Immediately

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

Attachments:

- AA.** FY15 Plan Narrative Questions
 - 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.** Instructions for Proposing Local Performance Goals for FY14 *posted 6/18/14*
 - K1.** Local FY13 Performance and FY14 Regression Targets *posted 6/18/14*
 - K2.** Local Performance Goals Request Form *posted 6/18/14*
 - L.** Integrated Budget and Narrative Template
 - M.** Integrated Budget Instructions
 - N.** Integrated Budget Program List
 - O.** Instructions for Budgeting Citrix Conversion Costs
 - P.** State Allotments (WIA Title I and ES Federal to State Allocations)
 - Q.** Title I Allocations – Adult, DW, Youth (includes charts 1-7)
 - R.** Wagner-Peyser 90% and 10% Allocations (includes charts 1-3)
 - S.** Overview of WIA and Wagner-Peyser Allocations (*upon availability*)
 - T.** Local Allocations Compared
 - U.** State One-Stop Allocations
 - V.** OSCC Telephone Service
 - W.** Premises Lease Costs
 - X.** UI Funding
 - Y.** REA Allotments
 - Z.** MOSES Support