

# ATTACHMENT B

## Massachusetts Fiscal Year 2012 Local Annual WIA Plan

### Document Checklist

*Please use this checklist to ensure completeness; indicate each item that is being submitted.*

X	Career Center Hours of Operation Form ( <i>Attachment C</i> )
X	MOU Activity Summary Form ( <i>Attachment D</i> )
X	LWIB Contact Information Form ( <i>Attachment E</i> )
X	Duration and Principal Signatories Form ( <i>Attachment F</i> )
	<i>Attachment G:</i>
X	Labor Exchange Program Summary ( <i>Chart #1</i> )
X	WIA Title I Program Summary for Adults ( <i>Chart #2</i> )
X	WIA Title I Program Summary for Dislocated Workers ( <i>Chart #3</i> )
X	WIA Title I Program Summary for Youth ( <i>Chart #4</i> )
X	Local Service Delivery Model Changes ( <i>Attachment J</i> )
X	Response to Narrative Planning Questions ( <i>Attachment L</i> )
X	Response to Youth Questions ( <i>Attachment L1</i> )
X	Youth Providers Survey ( <i>Attachment L2</i> )
X	Youth Degree/Certificate Worksheet ( <i>Attachment L3</i> )
X	Integrated Budget and Narrative Template ( <i>Attachment M</i> )
X	Budget Modification Authorization Form ( <i>Attachment P</i> )

# ATTACHMENT C

## Massachusetts Fiscal Year 2012 Local Annual WIA Plan

### Career Center Hours of Operation Form

To assure the capacity of the Workforce Investment System to best accommodate the needs of its jobseeker and business customers, the local Board must give reasonable consideration when setting Career Center hours of operation. Career Center hours of operation must ensure access to services that meet the needs of local area customers.

For each Career Center in your Workforce Investment Area please complete the following information chart including hours of operation of each Career Center, for Fiscal Year 2012 and indicate whether full-service Career Center or Satellite.

Career Center Name	Address	Phone Number	Fax Number	FY 10 Hours of Operation	Full Service	Satellite
<b>CareerPoint</b> <a href="http://www.careerpointma.org">www.careerpointma.org</a>	850 High Street Holyoke, MA 01040	413-532-4900	413-532-0293	Mon. 9:00-5:00 Tues. 9:00-8:00 Wed. 9:00-5:00 Thurs. 10:00-5:00 Fri. 9:00-5:00	<input checked="" type="checkbox"/>	
<b>FutureWorks</b> <a href="http://www.getajob.cc/">www.getajob.cc/</a>	One Federal Street, Building 103-3 Springfield, MA 01105	413-858-2800	413-858-2810	Mon. 8:30- 4:30 Tues. 8:30-4:30 Wed. 8:30-5:30 Thurs. 8:30-3:00 Fri. 8:30-4:30	<input checked="" type="checkbox"/>	

*Note: Information contained in this document will be posted to the [www.mass.gov/dwd](http://www.mass.gov/dwd) website. Please be sure to check the website to assure information accuracy. Notify Lisa Caissie at [lcaissie@detma.org](mailto:lcaissie@detma.org) immediately if any of the information is not accurate or changes occur.*

**ATTACHMENT D**  
**Massachusetts**  
**Fiscal Year 2012 Local Annual WIA Plan**

**MOU ACTIVITY SUMMARY**

**FY 2012**

**LWIB Name: Regional Employment Board of Hampden County, Inc. /  
Hampden County LWIB**

**Date July 1, 2011      Contact Person Steve Trueman**

PARTNER/PROGRAM	Signed MOU? Y/N	Duration		If no MOU, or no current MOU, explain.
		Start Date	End Date	
<b>Department of Workforce Development</b> Title I Title III ES/Wagner-Peyser Title III ES/UI Claimants Title III ES/Veterans Trade Adjustment Assistance State Appropriation Migrant & Seasonal Farm Workers	Y	7/1/11	6/30/12	Submitted as part of this Plan
<b>Mass Rehabilitation Commission</b>	Y	5/24/00	N/A	
<b>Mass Commission for the Blind</b>	Y	7/1/00	N/A	
<b>Department of Mental Health</b>	N			
<b>Department of Education</b> ABE and ESOL	Y	7/1/10 9/1/11	8/31/11 8/31/12	
<b>Community Service Block Grants</b> Community Action Agencies	Y	7/3/02	N/A	
<b>Older Americans Act - Title V</b> Senior Community Service Employment	Y	7/1/11	6/30/13	
<b>Job Corps</b>	Y	7/1/11	6/30/13	
<b>Housing &amp; Urban Development</b> Job Links Moving to Work	Y	6/18/02	N/A	Note: Currently HUD money is used for these programs

# ATTACHMENT E

Massachusetts  
Fiscal Year 2012 Local Annual WIA Plan

<p><b>Submission Contact Information</b> <b>Local Workforce Investment Board</b></p>
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**Fiscal Year 2012 Annual Plan  
and  
Memorandum of Understanding for Title I,  
Wagner-Peyser and Associated Programs Funded through DCS**

**Regional Employment Board of Hampden County, Inc. / Hampden County LWIB**  
Name of Workforce Investment Board

**Please designate a primary contact person for the submission of your area's FY 2012 Annual Plan. The person named will be the individual that state reviewers will contact if there are questions or additional information is needed in order to complete the review of your plan.**

### **Principal Contact**

Typed Name: Christine Abramowitz

Title: Director of Planning

Mail Address: 1441 Main Street, Springfield MA 01103

E-mail Address: [christine@rebhc.org](mailto:christine@rebhc.org)

Telephone: 413-755-1358

Fax Number: 413-755-1364

**ATTACHMENT F**

**Massachusetts  
Fiscal Year 2012 Local Annual WIA Plan**

**Duration and Principal Signatories**

**Fiscal Year 2012  
Annual Plan and Memorandum of Understanding for Title I,  
Wagner-Peyser and Associated Programs Funded through DCS**

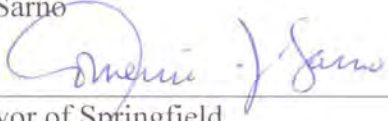
**Hampden County LWIB/REB**  
Name of Workforce Investment Board

**DURATION OF MOU**

This FY 2012 Annual Plan and DWD MOU shall be fully executed as of the date of signature below, and effective through June 30, 2012. The Plan and MOU may be amended or modified if agreed to by all parties.

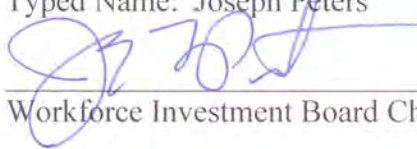
**PRINCIPAL SIGNATORIES**

Typed Name: Domenic J. Sarno

  
\_\_\_\_\_  
Chief Elected Official, Mayor of Springfield

  
\_\_\_\_\_  
Date

Typed Name: Joseph Peters

  
\_\_\_\_\_  
Workforce Investment Board Chair

  
\_\_\_\_\_  
Date

Typed Name: John William Ward

  
\_\_\_\_\_  
Local Workforce Investment Board Director AND Title I Fiscal Agent

  
\_\_\_\_\_  
Date

Typed Name: Cleveland Burton

  
\_\_\_\_\_  
Local Youth Council Chair

  
\_\_\_\_\_  
Date

Typed Name: Rosemary Chandler

  
\_\_\_\_\_  
DCS Designee

  
\_\_\_\_\_  
Date

*Sign-off indicates acceptance of all Assurances as delineated in Attachment K*

**ATTACHMENT G**  
**PROGRAM SUMMARY CHARTS**  
**FISCAL YEAR 2012**  
**SUBMITTAL HISTORY**

**WORKFORCE INVESTMENT AREA**

Hampden

**CONTACT NAME/PHONE:**

Christine Abramowitz 413-755-1358 / Steve Trueman  
 413-755-1375

Submittal Sequence	Date	Modification To	Yes/No
First Submittal Annual Business Plan	8/5/2011	Chart 1: Wagner-Peyser	N
		Chart 2: WIA Adult	N
		Chart 3: WIA Dislocated Worker	N
		Chart 4: WIA Youth	N
Second Submittal	10/17/2011	Chart 1: Wagner-Peyser	N
		Chart 2: WIA Adult	N
		Chart 3: WIA Dislocated Worker	Y
		Chart 4: WIA Youth	N
Third Submittal	12/19/2011	Chart 1: Wagner-Peyser	N
		Chart 2: WIA Adult	Y
		Chart 3: WIA Dislocated Worker	Y
		Chart 4: WIA Youth	N
Fourth Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIA Adult	
		Chart 3: WIA Dislocated Worker	
		Chart 4: WIA Youth	
Fifth Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIA Adult	
		Chart 3: WIA Dislocated Worker	
		Chart 4: WIA 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.

Please email Attachment G to Lisa Caissie at lcaissie@detma.org.

**ATTACHMENT G**

Date Submitted or Resubmitted: August 5, 2011

Modification # if not new: \_\_\_\_\_

**CHART 1**

**FY2012 LABOR EXCHANGE PROGRAM SUMMARY**

Hampden

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

A	B	C	D	E
Program Activity in MOSES	July-June FY2009	July-June FY2010	July-April FY2011	Planned FY2012
<b>A. Job Seekers Services</b>				
1. Total Job Seekers Served	22,079	29,521	25,662	22,000
a. Total Job Seekers Unemployed	19,494	27,048	23,412	19,424
b. Persons with Disabilities	1,296	1,920	1,829	1,291
c. UI Claimants Served	10,669	12,627	10,560	10,631
d. Veterans Served	630	826	903	628
<b>B. Employer Services</b>				
1.Total Employers Served (= 1.a + 1.b)	<b>744</b>	<b>1,217</b>	<b>1,030</b>	<b>1,000</b>
a. New to Career Center	203	465	286	270
b. Repeat	541	752	744	730
2. Employers Listing Job Orders	542	750	656	675

Column Instructions:

Column B - Enter data from the Year-to-Date Column of the WIB level June 2009 OSCCAR.

Column C - Enter data from the Year-to-Date Column of the WIB level June 2010 OSCCAR.

Column D - Enter data from the Year-to-Date Column of the WIB level May 2011 OSCCAR.

Column E - Enter planned numbers for the July-June period of FY2012.

Notes:

"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.

"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.

Entered employment information will be reported from the Quarterly Labor Exchange Performance Reports *based on wage record matching* rather than from the OSCCAR information based on local data entry.

**ATTACHMENT G**

Date Submitted or Resubmitted: December 19, 2011

Modification # if not new:     1    

**CHART 2**

**FY2012 WIA TITLE I PROGRAM SUMMARY FOR  
ADULTS**

Hampden

**Workforce Investment Board Name**

A	B	C	D
	Formula Carry-in from FY2011	Formula New in FY2012	FY2012 TOTAL
1. Participants	190	120	<b>310</b>
2. Program Exiters (= 2.a + 2.b)	110	76	<b>186</b>
a. Enter Employment			128
i. Average Hourly Wage at Placement			\$10.64
b. Other Exit Reasons			<b>58</b>
3. Carry-Out to FY2013 (= 1 - 2)			<b>124</b>
4. Entered Employment Rate at Exit (= 2.a / 2)			<b>69%</b>
5. Total Participants in Training Activities (single count*)	158	99	<b>257</b>
a. Basic Education / Literacy Skills	18	11	<b>29</b>
b. ESOL (ESL)	17	10	<b>27</b>
c. Occupational Skills Training (all including ITA)	150	95	<b>245</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)	0	2	<b>2</b>
6. Training Participants Obtaining Certificate/Credential	97	61	<b>158</b>
7. Support Services	0	13	<b>13</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 FY2011 Adult participants that will carry-in to WIA Title I Adults FY2012  
 Column C: Enter estimates of newly enrolled participants to be served in WIA Title I Adults in FY2012  
 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.**

**ATTACHMENT G**

Date Submitted or Resubmitted: December 19, 2011

Modification # if not new:   2  

**CHART 3**

**FY20121 WIA TITLE I PROGRAM SUMMARY FOR  
DISLOCATED WORKERS**

Hampden

**Workforce Investment Board Name**

A	B	C	D
<b>DISLOCATED WORKER PROGRAM</b>	<b>Formula Carry-in from FY2011</b>	<b>Formula New in FY2012</b>	<b>FY2012 TOTAL</b>
1. Participants	347	297	<b>644</b>
2. Program Exiters (= 2.a + 2.b)	200	133	<b>333</b>
a. Enter Employment			246
i. Average Hourly Wage at Placement			\$15.79
b. Other Exit Reasons			<b>87</b>
3. Carry-Out to FY2013 (= 1 - 2)			<b>311</b>
4. Entered Employment Rate at Exit (= 2.a / 2)			<b>74%</b>
5. Total Participants in Training Activities (single count*)	288	247	<b>535</b>
a. Basic Education / Literacy Skills	14	9	<b>23</b>
b. ESOL (ESL)	13	8	<b>21</b>
c. Occupational Skills Training (all including ITA)	283	245	<b>528</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)	0	4	<b>4</b>
6. Training Participants Obtaining Certificate/Credential	150	82	<b>232</b>
7. Support Services	0	13	<b>13</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 FY2011 DW participants that will carry-in to WIA Title I DW FY2012  
 Column C: Enter estimates of newly enrolled participants to be served in WIA Title I DW in FY2012  
 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.**

**ATTACHMENT G**

Date Submitted or Resubmitted: August 5, 2011

Modification # if not new: \_\_\_\_\_

**CHART 4**

**FY2012 WIA TITLE I PROGRAM SUMMARY FOR YOUTH**

Hampden

**Workforce Investment Board Name**

A	B	C	D
YOUTH PROGRAM	In School Youth	Out of School Youth	FY2012 TOTAL
<b>1. Participants (= 1.a + 1.b)</b>	<b>143</b>	<b>232</b>	<b>375</b>
a. New Enrollments during FY2012	28	147	<b>175</b>
b. Carry-Overs from FY2011	115	85	<b>200</b>
c. Youth Age 14 - 15	29	0	<b>29</b>
d. Youth Age 16 - 18	105	83	<b>188</b>
e. Youth Age 19 - 21	9	149	<b>158</b>
<b>2. Program Exiters (= 2.a+2.b+2.c)</b>	<b>100</b>	<b>155</b>	<b>255</b>
a. Enter Employment	20	50	<b>70</b>
b. Enter Post-Secondary Education or Training	50	65	<b>115</b>
c. Other Exit Reasons	30	40	<b>70</b>
3. Carry-Out to FY2013 (formula = 1 - 2)	<b>43</b>	<b>77</b>	<b>120</b>
<b>4. Employment or Education Rate (= (2.a + 2.b) / (2))</b>	<b>70%</b>	<b>74%</b>	<b>73%</b>
<b>5. Enrollments by Ten Program Elements</b>			
a. Tutoring and Dropout Prevention	130	88	<b>218</b>
b. Alternative Secondary School, GED Prep, ESOL	14	194	<b>208</b>
c. Summer Employment Opportunities	16	27	<b>43</b>
d. Other Work Experience, Internships, OJT	91	142	<b>233</b>
e. Occupational Skills Training	2	10	<b>12</b>
f. Leadership Development Opportunities	82	21	<b>103</b>
g. Adult Mentoring	111	171	<b>282</b>
h. Comprehensive Guidance and Counseling	133	203	<b>336</b>
i. Supportive Services	107	174	<b>281</b>
j. Follow-up Services	115	85	<b>200</b>
6. Attained Degree/Diploma/GED/Certificate	70	100	<b>170</b>
<b>7. Attained Degree/Diploma/GED/Certificate Rate (= 6 / 2)</b>	<b>70%</b>	<b>65%</b>	<b>67%</b>

Note: All cells shown in **bold blue** font contain formulas that will calculate automatically.

**Do not type in bold blue cells!**

Additional calculations:

Out-of-School Percentage of Total Participants **62%**

# ATTACHMENT J

Massachusetts  
Fiscal Year 2012 Local Annual WIA Plan

## **LOCAL SERVICE DELIVERY MODEL CHANGES**

### FISCAL YEAR 2012 CHANGES

**Please describe any operational changes for FY2012, including those that will result from any budget reduction/augmentation.**

Please complete this form and submit as part of your FY 2012 Annual Plan package.

**Local Area:** Hampden REB/LWIB

**Are changes planned for FY2011:** YES NO

If significant service design or other changes from FY2011 are planned for FY 2012, describe below each change to the local service delivery model. For each planned change, the description should include both:

- a. a discussion of the basis for each planned change, and
- b. a discussion of the projected outcome(s) and benefit(s) to be realized as result of the planned change.

**Describe Changes:**

**NOTE: *If additional changes are identified for future implementation during FY 2012, please submit a modified description that includes the additional information.***

# ATTACHMENT L

## Massachusetts Fiscal year 2012 Local Annual WIA Plan

### NARRATIVE QUESTIONS

1. What are the principal strategic goals or priority areas planned for the region over the next 3 – 5 years?

The REB has just approved a new Strategic Plan for 2011-2013 and has adopted the following as new goals, objectives and strategies:

#### **Goal 1: Be the Leading Source of Regional Labor Market Information and Innovative Ideas for Advancing Workforce Development**

**Objective A)** Provide accurate and timely information on current and future employer hiring and training needs and the readiness of local workforce to fill those needs.

**Strategy A1)** Convene business and labor organizations, planning and economic development agencies, as well as higher education and state and other research entities, on a periodic basis to secure regional data.

**Strategy A2)** Conduct timely analysis of the data, reports and best practices related to our region's workforce needs, with a focus on targeted industry sectors and occupational skills common across industries and disseminate key findings via multiple channels, re: REB website, media communications, etc.

**Strategy A3)** Manage a clearinghouse of information, reports and best practices.

**Objective B)** Maximize the alignment of resources with identified labor market and job seeker needs.

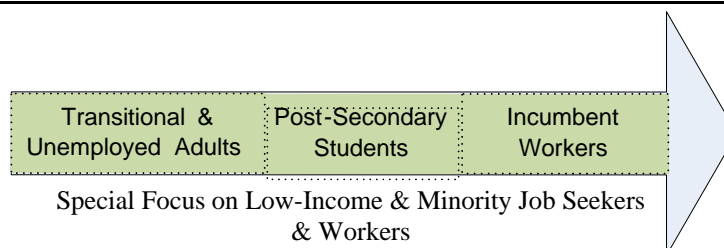
**Strategy B1)** Use timely data to prioritize and allocate resources for adult and youth programs and career center services.

**Objective C)** Increase the implementation of innovative practices that are demonstrated to improve the workforce system.

**Strategy C1)** Research, pilot and disseminate promising practices.

**Strategy C2)** Scale up, increase and/or improve excellent programs, practices and service delivery mechanisms.

#### **Goal 2: Improve Education and Employability Skills of Adults for Quality Careers**



# ATTACHMENT L

## Massachusetts Fiscal year 2012 Local Annual WIA Plan

**Objective A)** Increase capacity of adult literacy, ESOL, transition to college and workplace education programs to integrate work readiness skills and contextualized learning.

**Strategy A1)** Promote promising practices among literacy, transition to college and workplace education providers.

**Strategy A2)** Convene collaborative groups of business, education and workforce development stakeholders to identify ways to increase this capacity.

**Strategy A3)** Align resources to incentivize providers to integrate these best practices.

**Strategy A4)** Provide alternative supports to individuals waiting for literacy services to become available.

**Objective B)** Fill the identified gaps between employer needs in priority occupations and supply of qualified workers.

**Strategy B1)** Convene collaborative groups of business, education and workforce development stakeholders to define models for how to advance adults along a career pathway continuum.

**Strategy B2)** Develop and implement innovative education and training programs, especially sector-based and cross-sector skill-based strategies in growth industries along those pathways.

**Strategy B3)** Align resources to support the development of quality career pathway opportunities.

**Strategy B4)** Implement alternative “transition to work” programs such as OJT, internships, apprenticeships, etc. to increase work-based learning opportunities.

**Objective C)** Increase capacity and support for the One-Stop Career Centers to meet the needs of workers and employers.

**Strategy C1)** Disseminate key data, information, promising practices, innovative approaches, etc. to increase tools available to the Centers.

**Strategy C2)** Improve the utilization of assessment tools to better match worker skills sets to a viable career plan.

**Strategy C3)** Increase and align resources to the Centers to help them improve service delivery mechanisms.

# ATTACHMENT L

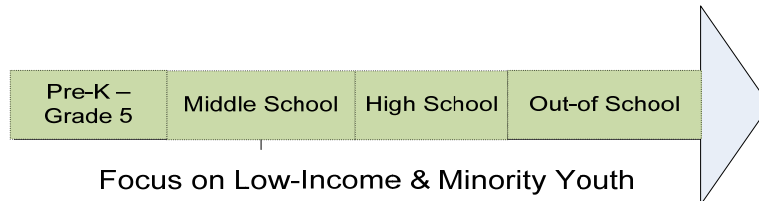
## Massachusetts Fiscal year 2012 Local Annual WIA Plan

**Strategy C4)** Work with MA Division of Career Services to improve data management systems to improve the evaluation of programs, and facilitate the matching of job-seeker skills with employer needs.

**Objective D)** Expand resources to respond to barriers facing adult learners and jobseekers to ensure continued success.

**Strategy D1)** Establish a collaborative case management process that builds on the strength of CBOs, case managers, education and training providers, employers and OSCCs to increase access to needed support services to address barriers to success.

### Goal 3: Develop 21<sup>st</sup> Century Youth Education and Employability Skills



**Objective A)** Prepare youth to be ready for college and careers.

**Strategy A1)** Convene collaborative groups of business, education and workforce development stakeholders, through the REB Youth Council, to advocate for and support educational curriculum development that integrates 21<sup>st</sup> century skills and contextualized learning.

**Strategy A2)** Design, advocate for, and expand innovative programs for Pre-K, family literacy and out-of-school time learning.

**Strategy A3)** Increase REB participation on advisory groups for curriculum development in key growth sectors with career pathway advancement potential, particularly to improve STEM skills.

**Strategy A4)** Increase drop-out prevention and recovery interventions, including alternative educational career pathways for older and out-of-school youth.

**Strategy A5)** Increase wrap-around services to support youth along a lifelong learning, career pathway continuum.

**Objective B)** Increase the capacity and support for One-Stop Career Centers and all youth service delivery agencies to meet the unique employability needs of youth, particularly out-of-school and unemployed youth.

# ATTACHMENT L

## Massachusetts Fiscal year 2012 Local Annual WIA Plan

**Strategy B1)** Increase and enhance programs focused on placing youth into employment, especially in growth industries.

**Strategy B2)** Increase coordination among the youth-serving entities, e.g., schools, CBO/FBOs, REB youth vendors, etc.

**Strategy B3)** Expand youth work readiness programs, including internships and work experiences in growth industries.

**Objective C)** Increase engagement and capacity of employers to provide youth with work-based learning and career advancement opportunities.

**Strategy C1)** Convene collaborative groups of business, education and workforce development stakeholders to further develop the workplace readiness curriculum training and to define how to advance youth along a career pathway continuum.

**Strategy C2)** Develop new work-based readiness training geared towards employers and supervisors of youth.

<b>Goal 4: Be the Leading Advocate, Planner and Convener to Promote and Fund Regional Workforce Development</b>
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**Objective A)** Seek out and actively engage key stakeholders to develop, market, and support the critical importance of workforce development to our regional economy.

**Strategy A1)** Conduct a stakeholder analysis to identify and prioritize specific stakeholders based on their ability to support the work of the REB.

**Strategy A2)** Develop a communication strategy tailored to key stakeholders for how to support and market our system and promote collaborative leadership principles.

**Strategy A3)** Engage key stakeholders in the work of the REB and in participation of REB sponsored events on workforce development issues.

**Objective B)** Align the REB's regional workforce development goals with the strategic plans of key economic development and educational organizations.

**Strategy B1)** Convene collaborative groups of business, education and workforce development stakeholders to lead strategic planning efforts for addressing critical workforce development issues.

**Strategy B2)** Ensure objectives and strategies in Goals 2 and 3 are reflected in other partners' strategic plans.

# ATTACHMENT L

## Massachusetts Fiscal year 2012 Local Annual WIA Plan

**Strategy B3)** Promote and further the implementation of key priorities within the City of Springfield's Workforce Development Plan.

**Objective C)** Actively engage state and federal legislators for increased funding and support for workforce development.

**Strategy C1)** Conduct legislative briefings, events and forums on specific workforce development issues.

**Strategy C2)** Promote support for key funding line items related to workforce development, including increased direct contact by board members and stakeholders with legislators.

**Objective D)** Acquire increased partner co-investment, and alternative public and private sector investment, in the workforce development system.

**Strategy D1)** Increase leveraged resources from partners/stakeholders.

**Strategy D2)** Seek consistent annual funding from local Foundations.

**Strategy D3)** Identify and obtain new foundation and corporate funding from entities whose priorities align with the REBs.

**Strategy D4)** Sustain the investment in our One-Stop Career Centers.

**Strategy D5)** Increase other private fundraising efforts.

2. What is the anticipated impact of these goals (e.g. new business partnerships related to workforce development, expanded collaborations with community colleges, new or different "youth pipeline" interventions, expanded revenue sources)?

Given the broad scope of our new Strategic Plan, all of those impacts are anticipated along with being more "data-driven" (Goal 1) and engaging in regional "collaborative leadership" at all levels (Goal 4). We must find new and better ways to engage in collaborative leadership that generates investments and shared accountability for results. Solving the increasingly complex social and economic issues in our community will require new shared approaches and joint funding from both public and private sectors. We must also promote the essential connection between workforce development and economic development. It's widely recognized that most jobs require education past high school; but for every job that requires a four-year degree; nearly twice as many require a middle-skill credential. We must support new and creative investment strategies for workforce development to promote recovery and long-term growth.

3. In addition to strategic planning goals, have other regional or career center priorities been identified for FY2012? What are they?

# ATTACHMENT L

## Massachusetts Fiscal year 2012 Local Annual WIA Plan

Other career center priorities include specific focus on the unemployed to get them back to jobs as quickly as possible. From the time an individual attends a career center seminar, an initial assessment and appropriate referrals begin. If an unemployed individual is facing potential barriers, a more intensive service begins. The customer will be scheduled for an appointment with the Re-employment & Eligibility Assessment Specialist. The customer receives individual assistance with job readiness and job matching. The specialist continues to track progress and market additional services until the individual finds a job. Others that are in the “development” phase:

- Continuing for FutureWorks and increasing for CareerPoint, the use of electronic marketing to promote employer and job seeker services
  - Developing new and innovative ways to promote external Job Fairs and activities
  - Collaboration between our 2 centers and possibly others to provide services to business customers as a united entity
  - Create new ways to enhance summer and on-going employment opportunities for Youth
  - New outreach strategies for youth including strengthening existing community partnerships and forging new ones, and expanded use of social networking
  - Strategic program planning and fund development for services for the homeless, including participation in regional collaborations
  - Continued outreach and service provision to linguistic minorities
  - Continued use and fund development of video conferencing services initially offered via CISCO at CareerPoint
  - Review and revise Workshop offerings and curricula to best serve current customers and program needs
  - On-going IT review and upgrades to better serve internal and external customers, with special emphasis on data and communications networks
  - Internal re-organization and streamlining of services to offset budget cuts for this fiscal year
  - Increase the number of funding applications and create better systems to identify and measure these applications
  - Continuing to explore the feasibility of purchasing the building at 850 High St. for CareerPoint
4. What current or anticipated challenges, including specific labor market circumstances, is the region facing as a whole?

As we begin to come out of one of the most difficult economic downturns since the Great Depression, as of January 2011 we are clearly still experiencing slow job growth and persistent high unemployment. While Hampden County has a diverse labor force of 226,427 individuals aged 16 years of age or older as of the 1<sup>st</sup> Quarter of 2010 (from the total population as shown below by ethnicity) this is a net increase of only about 1.4%. Therefore another factor we face is relatively flat growth of our labor force, which is consistent with statewide averages. Economists have indicated that the unemployment trend has been both cyclical and structural. Cyclical unemployment more traditionally tends to rise or fall commensurate with the natural growth or decline in the economy. However, current unemployment is more structural in nature

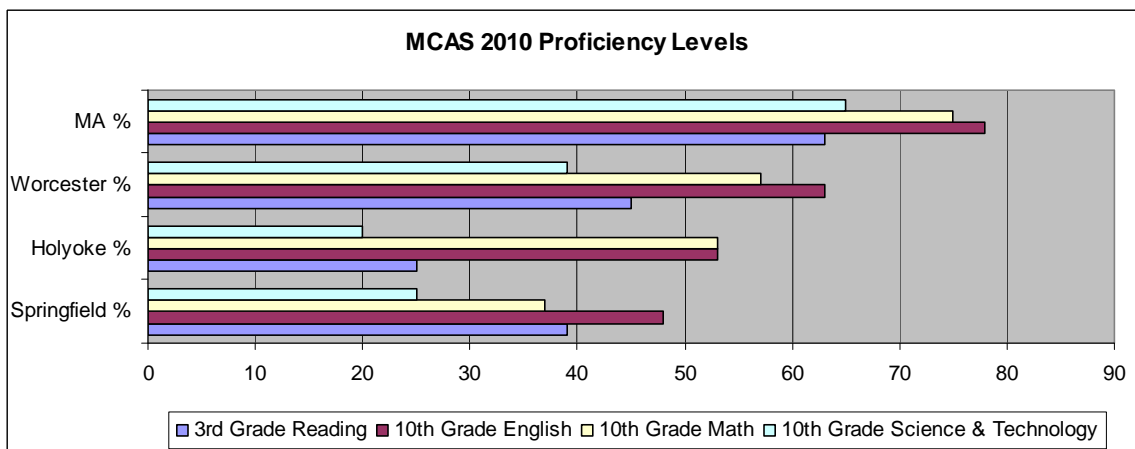
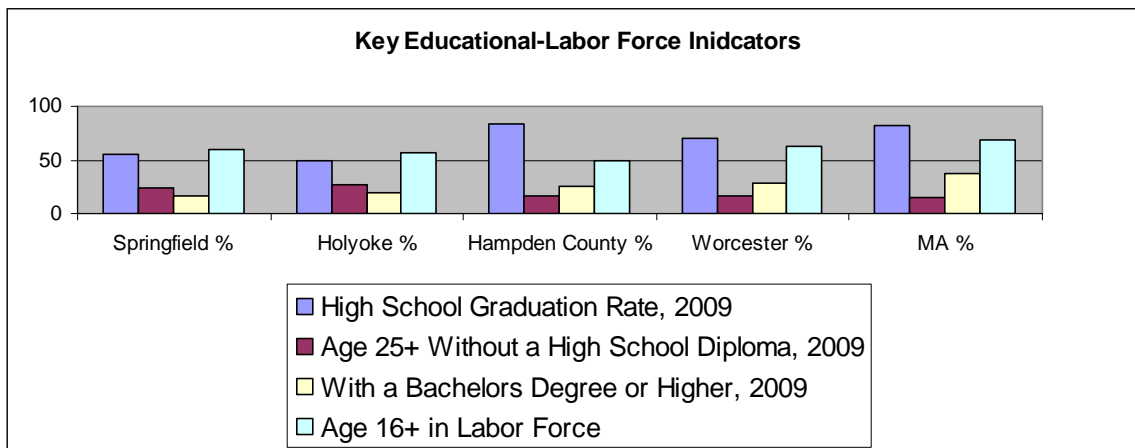
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and is dragging on our economic recovery primarily due to advancements in technology which require fewer, but higher skilled, workers. Also, a more global marketplace creates greater price pressures and competition for American workers. All of these factors are resulting in slower local job recovery compared to the State and Nation as a whole as well as skills gaps for the jobs that are available.

The three largest employing sectors, Educational, Health Care and Social Assistance, Manufacturing and Retail Trade comprise more than 40% of all jobs in Hampden County. Employment growth corresponds to statewide trends which indicate the only significant growth areas as being in educational and health services, with continuing declines in light manufacturing but a stable advanced manufacturing sector that requires increased skill levels. We see an incumbent workforce, particularly in these sectors and financial services, which is highly skilled, agile and adaptive to changing market and business conditions.

There are also interrelated challenges of inadequate educational attainment, labor force participation rates and poverty in our region, particularly in our larger urban core cities.



Source: US Census Bureau; Massachusetts Department of Early and Secondary Education

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Our two most distressed cities (Springfield and Holyoke: 2 of the 24 State designated “Gateway Cities”) lag other major cities in the Commonwealth (i.e., Worcester MA, which is the 2<sup>nd</sup> largest city ahead of Springfield) in high school graduation rates, advancing students towards a 4 year degree and having a sufficiently robust labor force.

The MCAS proficiency levels show gaps in reading, math and science and technology – all critical to the types of future available jobs that will require “STEM” (science, technology, engineering and math) skills. Research shows that 74% of children who read poorly in 3<sup>rd</sup> grade have a drastically reduced likelihood of graduating from high school. Clearly, our region has a pronounced challenge ahead to eliminate achievement gaps.

This education gap feeds the cycle of poverty and disadvantaged status that is increasingly limiting the capacity of our workforce to achieve economic self-sufficiency. Holyoke has the highest poverty rate in the Commonwealth and its neighbor, Springfield, has the 4<sup>th</sup> highest rate. There is a direct correlation between the skills gap and poverty rates. *Because low income residents tend to have higher dropout rates with lower levels of academic achievement, education and job training are all the more critical in our region for closing the skills gap and building a better workforce.*

Per the Mauricio Gaston Institute for Latino Community Development and Public Policy, another clear trend nationally and in our region is the need for English language skills because of the significant increase in the Latino/Hispanic population. This trend puts further stress on our delivery system of Adult Basic Education and English for Second Language Learners and expands our waiting lists of learners. At the same time, funding for English language programs remains flat.

In 2010, over 20,000 residents sought jobs at our One-Stop Career Centers (Future-Works in Springfield and Career Point in Holyoke); yet, less than half were able to secure employment. At the same time, the persistent skills and education gap continues to leave good-paying jobs unfilled, particularly in the high growth industry sectors of health care, human services, advanced manufacturing, and financial/business services.

- a. What strategies, including education and training, are planned for FY2012 to address these challenges?

Education and training will play an increasingly prominent role for both current and future job seekers. Statewide projections show that more than half (60%) of all new jobs related to growth will require an Associate’s Degree or higher. While a Bachelor’s Degree may be preferable, it is important to recognize that some form of post-secondary education will be essential for those seeking a rewarding career path with good pay and upward mobility.

Our focus will be on “up-skilling” our workforce at all levels. This includes basic literacy and so-called “middle skills” for those who have more than a high school diploma but can improve their economic self-sufficiency by attaining a credentialed certificate, a 2-year degree or

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competency-based on-the-job and/or apprenticeship work-based learning. We will also focus on the 2/3's of the workforce already employed but who can benefit from advanced training to move up the career pathway continuum.

We will continue to focus on cluster-based industry sector partnerships in high growth areas where there are employment and advancement opportunities and ensure a strong service delivery system through our One-Stop Career Centers.

b. How might the state best assist the region to address these challenges?

By providing good user-friendly and real-time labor market information so we can make the right investments in education and training and by assisting regions to put more tools in our “toolkits” to best serve job seekers and employers.

5. What are the specific challenges facing the region's career centers for FY2012?

One challenge will be doing more with less. The dynamics of budget cuts, staff layoffs, slow economy, and customers with multiple barriers all come into play. Hampden County serves more of the hard to serve than most other areas. This group includes homeless, welfare and ex-offenders.

Also, as the REB's strategic plan clearly outlines, the economy of Western Massachusetts lags behind the rest of the state. A recent report by MassInc shows the number of people “out of the workforce” and living in poverty rising, even while the unemployment rate improves slightly. Meanwhile, money for workforce development continues to shrink, especially for Universal Access services available to everyone. Maintaining the funding silos internally, while keeping services fluid and open externally, is becoming more and more difficult.

We are looking more and more at collaborative approaches which are needed now more than ever for workforce development services, but with cutbacks at agencies and businesses across all sectors, the resources and energy are dauntingly difficult to come up with, even for those most committed to this principle.

a. What strategies, including education and training, are planned for FY2012 to address these career center challenges?

A primary strategy is to outreach as soon as possible when a company is down-sizing or closing. The state rapid response, REB and career centers coordinate to inform and educate regarding workforce and unemployment services. Staff works closely with affected companies' HR departments to schedule special orientation services at the career center. If the numbers are large, the REB will petition the state for additional training dollars thru state set-aside or National Emergency Grants.

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In addition to the Rapid Response and NEG models described above, which are critical components of our system, we should also be focusing on incumbent worker training, to keep the workforce flexible and educated enough to be retained when companies go through changes. We plan to continue our emphasis on high quality, reasonably priced, fee-based services, both to assist our business community and to raise much needed revenue for our centers. We will also continue with our long-standing practice of community partnerships to address community wide issues.

- b. How might the state best assist the region to address these career center challenges?

Initially, speedy processing of applications for additional resources in the case of large numbers of unemployed would be beneficial. And in the long term, resources for One Stop infrastructure and push for passage of WIA reauthorization.

Also more resources for Universal Access Services and not just for targeted programs. We would also like to see the state promote Career Centers as a viable, creative solution for many of the issues affecting businesses and jobseekers alike. Business customers in particular are often surprised that we can offer solutions beyond simple labor exchange.

6. Please describe efforts identified as “innovations” that are planned for FY 2012 for both the region as a whole and the career centers in particular. What specific issues are these innovations intended to address?

An innovative approach for the region was packaging several smaller company closings together to reach minimum thresholds for additional resources. In addition, a former employee of one of the affected companies was hired at FutureWorks to outreach to peers. A second staff person is doing job development and targeted job clubs.

Both career centers are also piloting new electronic assessment and learning such as “Metrix.” Customers can self-assess specific skills and then work on improving those skills, accessing the program from various locations. The process can provide a quicker, more efficient and less costly distance learning. The customer increases skill level, confidence and is provided a certification of skills gained.

Also, for CareerPoint, they would add video conferencing services with CISCO as a partner to the technological innovations list and increased grant and sector initiatives as a pathway to work creatively on the connections between workforce development and economic development.

7. What strategies are currently planned to drive performance in FY2012?

All of REB “quality assurance and performance management” is designed to ensure we are always looking at performance measures in all our program areas and that we institute corrective actions as necessary. But it is quality program design and quality services that are at the heart of good performance.

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To that end some Career Center specific changes in service offerings and approaches to service delivery are as follows:

FutureWorks will pilot running our four core workshops twice, rather than once, starting in July. These are: Advanced Resume Techniques, Cover Letters & Networking, Interviewing and Salary Negotiations. These are where they've seen larger groups (20-25+). By offering them twice a month, they will give members more options on when to attend, and may make the groups smaller, which helps in doing certain exercises, and discussions.

CareerPoint is planning to re-assess how services such as individual resume development and in-depth job search previously covered under Wagner Peyser can be funded through other mechanisms as they try to realign services so as to minimize cutbacks but still offer what customers need. They too will be conducting core workshops twice a month, but this is a reduction, rather than an increase, in our overall number. As part of this reduction, they are also conducting a review and potential redesign of our workshop offerings and curricula, including bringing back a resume critique workshop, called Resume Review to continue to offer resume services to both WIA and non WIA customers.

- a. What barriers do you face in achieving your own internal goals?

Doubling the number of core workshops provides more convenience but means the trainers have less time to assist in other areas, such as the busy resource room. And of course, the budget cuts for this fiscal year, which has resulted in the staff layoffs affects ability to achieve goals.

8. How is local performance to be measured?

Specifically for job seekers, there is a county goal to serve 22,000 job seekers with an estimated 52% entered employment rate. The joint goal for employers would be 875 served and 80% of those employers posting jobs.

- a. How is customer satisfaction being measured?

At FutureWorks, customers receive survey sheets for all seminars and workshops attended. The Executive Director and Manager of Career Services review all surveys and immediately follow up with staff regarding any suggestions or concerns. CareerPoint also invites customer feedback via our website, as well as during our regular follow-up phone calls to customers, made to each individual who has not been connected to the center for 6 weeks or more. Additionally, both review data to look for retention numbers as an indication of customer satisfaction.

- b. How has this information influenced the region's business practices for FY2012?

This information has influenced FutureWorks to broaden access by beginning to provide some quick, targeted job skills training electronically.

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CareerPoint is currently in the middle of a re-organization of our counseling services and department, prompted by budget cuts but finding that many of the changes we are making may hopefully be for the better.

9. Do you currently have a method in place for determining the effectiveness of services you provide?

At Futureworks, managers meet on a weekly basis to review progress toward stated goals. In addition a manager's advisory group made up of a cross-section of staff meets regularly to discuss process, quality and any potential issues.

At CareerPoint, we have a two-tiered management structure consisting of an Executive Management Team (Executive Director, Associate Director of Development, Director of Programs and Services, and Director of Administration and Finance) as well as a Lead Team, which is run by the Director of Programs and Services and upon which sits each Department Head. Both teams meet weekly and have formal structures and agendas in place to not only review and assess current practice but also to explore new ideas. They also have a cross departmental CQI team to routinely review policies and practices and works to create goals for all aspects of Center operations.

- a. Which service or combinations of services do you think are the most effective in assisting job seekers to enter or reenter employment?

WIA intensive and training services combine job readiness with specific vocational or educational training. In addition, an assigned case manager stays connected with the job seeker offering other supportive services as needed.

Also, specialized counseling services to specific groups including people who are homeless (or at risk of becoming so), people living with disabilities, older workers, youth, veterans, etc.

- b. How are you currently making this determination?

Based on our WIA programs having met and/or exceeded all stated goals for the past several years, yielding extra incentive dollars for the region, for one. Secondly, based on research that shows that contextualized learning and the development of "middle skills" and advanced skills training leads to higher earnings for individuals.

- c. Do you have any plans to review current activities with regard to what works best to get the job done? What are they?

Yes, the REB WIA Program Manager, WIA Title I Coordinators and NEG Managers meet on a regular basis to review progress and promote process. A new activity that seems to be effective is incorporating targeted job clubs to provide learning and networking opportunities.

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In addition to what has already been outlined in previous sections, CareerPoint is also about to launch a review of Youth Services, similar to what is happening with Counseling Services. We are also exploring how to continue to expand Job Development services to all customers who need it.

- d. Do you think major changes in how we deliver services should be considered in order to improve effectiveness?

Any major changes would have to involve more resources. With a challenged population what works the best is intensive case management. We have seen this with every targeted group, including individuals with disabilities, ex-offenders and welfare recipients.

- e. In what direction do you think the system should be moving?

Moving towards even more collaboration with the community colleges, although Hampden has one of the best existing relationships already; aligning training with sectoral initiatives in high growth and “back-bone” industries; developing career pathway models so that even if say WIA is one rung in the ladder, a next step is apparent to a customer for how to move ahead.

With that said, the system has to react to its most current pressing needs, which right now is getting more people trained and employed. We know many employer needs aren't being met due to the lack of specific job skills and education. Job readiness skills also play a huge role.

Also, Job Search and Occupational Training are worthless if there are no jobs to search for and train for. Workforce Development has to go hand in hand with Economic Development and expanding partnerships and collaboration on that front is also crucial.

- f. How might the state help with this assessment of service efficacy and potential need for system change?

Leading collaborative partnerships at the state level between the community college system and economic development is one major area. The state also needs to solicit the input of the front line more. Most of the customers we see are not looking for more technology but more individual assistance. This brings us back to the issue of less resources and more demand.

Secretary Goldstein's “21st Century Workforce System Initiative Discussion” series is a step in the right direction!

10. What languages, other than English, are spoken by staff to communicate with customers in your centers? Please list.

Spanish, Italian, Polish & Norwegian at FutureWorks; Spanish at CareerPoint (1/2 the staff at CareerPoint are Latino/Latina)

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a. Are forms available in other languages? If so, please list the language.  
Spanish and Russian at FutureWorks; Spanish at CareerPoint

11. Please describe the use of state One-Stop Career Center funds in your local area with particular regard to jobseeker and employer services.

The One-Stop funds are integrated with our Wagner-Peyser funds to expand the delivery of core services (including assessment, counseling, job search assistance, information on the local labor market, various workshops, information on training programs and other support services) to our universal access job seekers to better prepare people for the current labor market here in Hampden County. For employers, the funds allow us to reach and serve more employers to provide job fairs, job postings and referrals, labor market/local workforce information, and professional development workshops for employees.

12. What other programs do the WIB/career centers operate in the region in addition to the WIA funded programs from year to year?

- **Healthcare Workforce Partnership of Western Mass** – Started in Sept. 2006 in Nursing and expanded to Allied Health in 2009. Raised \$450k in private funds from 22 partners including employers, education, and philanthropy to support the partnership. Also a 2010 Healthcare Skills Gap grant (ARRA through CommCorp) for \$210k serves 50 workers. The Robert Wood Johnson Foundation provided \$250k for faculty and minority workforce development with \$150k in private matching funds from REB and partners.
- **Advanced Manufacturing** - Since Sept. 2006 raised \$1,527,266 in funding from John Adams Innovation Institute, Workforce Competitiveness Trust Fund, MA Legislature, a private E. Herbert Burk Fund, WMECO, National Tooling Machining Foundation, and the Western MA NTMA. To date 1,050 middle school students toured precision manufacturing companies, 1,119 incumbent employees and 40 new pipeline workers were trained, a marketing program with the Economic Development Council of Western MA was launched, six Technology Innovation Forums with UMass Faculty Researchers from Polymer Science and Mechanical and Industrial Engineering were held; a Technology Transfer in Cryogenic Machining with UMass-WMNTMA-STCC was piloted, a new Certificate Program in Mechanical Engineering Technology was developed at Springfield Technical Community college, the Precision Manufacturing Collaborative of Pioneer Valley (PMCPV) was formed as a new business entity and the MA Center for Advanced Precision Manufacturing Technology Inc. was formed as a 501 c 3 non-profit corporation. See more at [www.wmntma.org](http://www.wmntma.org).
- **Center for Youth Internships & Employment** – Is an annual program that raises *private* funds for youth employment.

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- **State Energy Sector Partnership Grant** – April 2010 – December 2012 - \$659k (ARRA) through CommCorp. To train 120 workers for energy efficiency certification in Hampden County and training for photovoltaic certification in Central Mass (Worcester).
- **Talk/Read/Succeed!** (TRS) – July 2010 – June 2012 / \$390k Kellogg Foundation grant through the UWay of Pioneer Valley with REB as operator. TRS is a comprehensive initiative to increase student proficiency by 4<sup>th</sup> grade; a critical milestone that predicts future academic success. TRS targets 145 families with young children (345 children total; 272 between age 0-10) living at two Springfield Housing Authority sites. Services include parenting education, workshops, career and adult education, summer programming, job training, and family literacy.
- **The Hasbro Summer Learning Initiative (HSLI)** -July 2006 – September 2011-\$500k in private funding for Summer 2011. HSLI works with existing community and school-based summer programs to keep the learning faucet on for low-income youth. HSLI is supporting 40 programs and 2,500 children with thematic curriculum, literacy supports, and teacher/coaches to improve literacy and learning outcomes and stem academic loss.

### New Grants Recently Received:

- **National Emergency Grants:** \$.5M to provide on-the-job training at business worksites to 50 laid-off workers and \$1.0M to provide vocational technical skills training to 330 workers.
- **Kellogg Foundation Grant:** \$390K for the Talk/Read/Succeed! Program
- **Hasbro Summer Learning Initiative:** \$100k from Hasbro Corporation, \$75k from United Way of Pioneer Valley, and \$78k from the MA Department of Early Education and Care.

a. Are these programs coordinated with the WIA funded services? If so, how?

Where WIA eligible participants can benefit from any of the above programs, we coordinate the support of training and other services within them.

b. What new partnerships have developed as a direct result of these efforts?

- **Healthcare Partnership of Western MA** – All major hospitals, schools of nursing, long-term care facilities and MA Senior Care Association/Foundation and the Irene E. & George A. Davis Foundation
- **The Western MA Tooling & Machining Association (NTMA) & Precision Manufacturing Regional Alliance** –Western MA Chapter NTMA member firms, UMASS Amherst, Springfield Technical and Holyoke Community Colleges, Economic Development Council of Western MA, and six Vocational Technical High Schools
- **Developing Early Childhood Educators** – Trained 226 early educators with \$500k grant from Workforce Competitiveness Trust Fund since 2008 for early education certifications and advanced degrees. MA Dept. of Early Education and Care, the Davis Foundation's Cherish Every Child, the Pre-School Enrichment Team, Springfield and Holyoke Early

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Childhood Partnership Councils, area's major day care providers, Springfield Technical and Holyoke Community Colleges and 6 four year colleges.

- **Hasbro Summer Learning Initiative** – Hasbro Corporation, Davis Foundation, United Way of Pioneer Valley, Department of Early Education and Care, Department of Elementary and Secondary Education, Jessie B. Cox Trust, United Way of MA Bay, Smith College, Springfield Education Association, Talk/Read/Succeed!
- **Talk/Read/Succeed!** – Davis Foundation, United Way of Pioneer Valley, Springfield Housing Authority, Springfield's Public Schools, Education Association, Public Library and Early Childhood Education Partnership, Preschool Enrichment Team, Partners for a Healthier Community and the Behavioral Health Network
- **Re-Entry Transitional Employment Partnership** – FutureWorks and CareerPoint Career Centers, Hampden County Sheriff's Department, ROCA Inc., New North Citizens Council, Light of Restoration Ministries
- **Partnership to Serve Homeless** – FutureWorks and CareerPoint Career Centers, Springfield's Housing Authority, City Dept. of Housing and Urban Development, Friends of the Homeless, Tri-County Continuum of Care, Springfield Continuum of Care, and Dress for Success of Western MA

13. Will the following training elements/methods be utilized?

ITA	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Group Training	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
OJT	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Customized	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Skill Upgrading	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
ABE/ESOL	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

(in connection with occupational)

14. For each of the above is there is a sector focus? If "Yes" specify the sector(s).  
For all, health care, manufacturing and early childhood education

15. For each of the above, specify any targeted priority population(s).  
We are again targeting ex-offenders for Re-entry services and the homeless.

16. Does the local area reserve WIA training funds for periodic release during the fiscal year?  
 Yes  No

If yes, please specify the percent of WIA training funds as so reserved: \_\_\_\_\_%

What is the release schedule?

17. Does the local area set a cap or limit on training funds made available to individual job seekers?  Yes  No

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If “Yes,” please specify the cap/limit for each:

### WIA Adult, Youth & Dislocated Workers (Same for all)

<i>Stand-Alone Educational and/or ESOL</i> . . . . .	\$3,000.00
<i>Integrated Educational and/or ESOL, &amp; Occupational Training</i> . . . . .	\$7,000.00
<i>Stand-Alone Occupational Training</i> . . . . .	\$5,000.00

### 18. Priority for Low-Income Adults and Public Assistance Recipients

For FY2012, what local determination has been made with respect to the limitation of funding per §663.600 of the WIA regulations regarding the implementation of Priority of Service for WIA Title I Adults and Public Assistance Recipients, including access to education and training?

- a. If the determination has been made that funding is not limited for FY2012, please provide a detailed explanation of the methodology used to reach that determination.

Under WIA, with the tiered, work-first service strategy, more funds are now allocated to support the One-Stop Career Center infrastructure and to deliver core and intensive services. The delivery of intensive and training services will be provided on an as-needed basis to customers that move to these tiers of service options. Further, resources for intensive and training services will be targeted for those who are welfare recipients, homeless and/or low-income adults, as follows:

- Recipients of welfare will have immediate access to intensive and training services, or be placed at the top of a waiting list, if any, when such services are not available to that individual under TANF resources.
- Individuals, employed or unemployed, that are determined to be in a family that meets the "low income" definition described in the WIA law (section 101, (25)), will have immediate access to intensive and training services or be placed at the top of a waiting list, if any.
- If an individual referred by a mandated partner meets at least one of the above criteria, they will be granted first priority for intensive and/or training services
- If an individual who is Homeless meets at least one of the above criteria, they will be granted first priority for intensive and /or training services. The Hampden WIB has designated about \$65,000 of WIA funds to be targeted for serving the Homeless population. Pursuant to the Stewart B. McKinney Homeless Act, an individual who lacks a fixed, regular, and adequate night time residence. It also includes persons whose primary nighttime residence is either:
  - A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill,
  - An institution that provided a temporary residence for individuals intended to be institutionalized, or
  - A public or private place not designed for or ordinarily used as, a regular sleeping accommodations for human beings.
- The Hampden WIB has designated \$33,000 of WIA funds to be targeted for serving the Homeless population.

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- b. If funds are not limited, please describe how it is determined who will be served?  
N/A

### 19. Veterans Priority for Service

- a. How are you identifying “the point of entry” of federal employment and training programs in order for covered persons to take full advantage of priority of services?

*Veterans’ (covered persons) priority of service will be assured* for all federally funded employment and training services provided through the local workforce development system by identifying them *at each potential point of entry for each federally funded employment and training program accessible through the local career center system*. Vets are encouraged during orientation to the center to identify themselves so we can assure they are receiving priority service. This simply means that they receive ‘head of the line’ access to all federally funded programs. Specifically,

- Their entitlement to priority of service - The CCS and Orientation Power Point Presentation has two slides describing Veteran Services and the first boldly emphasizes priority of service. Plus, taped to the Reception Desk Counter where customers can view it is a Veteran’s Priority description. They also are posted on walls in the Resource Center and Workshop areas, and when counselors and other staff members become aware a customer is a veteran, they ensure he or she is aware of the priority of service. If a Vet comes in when no orientation is taking place, the Veteran Representative can also do an individual orientation if needed. The Veteran Representative also documents Vet status by viewing the DD214 and immediately schedules any Veteran interested in training to the very next session. In addition, signs are posted in the reception area, resource center and counseling areas to serve as a reminder that these priorities exist.
- The full array of employment, training, and placement services – Again during Orientations and CCCs, the facilitator will review the array of services available for customers, emphasize Vets receive priority of service, tell them how to make an appointment with the Vet Rep, if they prefer to meet with him, and that they of course can meet with any counselor, if desired instead. A description of services provided to Veterans is also included the Specialized Counseling Services sheet that is distributed and discussed during Orientations and CCCs. See more below for “services provided”.
- Any applicable eligibility requirements for those programs or services.

The only program with eligibility requirements is WIA and in regards to WIA services and in accordance with Workforce Issuance No. 09-02, priority of service for WIA is as follows:

- i. First priority would be public assistance recipients and low-income individuals who are also covered persons (Veterans). These individuals will have immediate access to intensive and training services or be placed at the top of a waiting list, if any.

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- ii. The second priority would be given to public assistance recipients and low-income non-veterans.
  - iii. Among participants who are not public assistance recipients or low-income individuals, covered persons will receive priority over non-veterans, including covered persons who are dislocated workers for dislocated worker/NEG/Rapid Response funded services.
- b. How are you ensuring that Covered Persons continue to receive the full advantage of Priority of Service in all employment, training and placement services “after point of entry”?

Once identified there are numerous ways that veterans and covered persons are made aware and served in a priority of service manner. They include, but are not limited to:

- Veterans or covered persons are encouraged to set up time with the Veteran Representative (DVOP/LVER), but not mandated. The advantages of being case managed by the Vet Rep is that he can serve as watch-dog for specific employment opportunities and get them to the vet-candidate before the general public, in addition to access to specific training opportunities.
- All staff are trained to pay attention when counseling/supporting/guiding job seekers to continually check the data base if a person discussed a veteran background to make sure they are categorized correctly.

As for *services to be provided*:

- i. The Veteran Representative (DVOP/LVER) participates in a daily morning meeting in which all new, “Hot Jobs” are announced before being posted to the general public.
- ii. Any and all job opportunities that are emailed to the center are forwarded to the Veteran Representative (DVOP/LVER) before being forwarded to the rest of staff.
- iii. The Veteran Representative is an active member of the Business Account Representative Team to make sure he has access to all job postings before they are posted.
- iv. The Veteran Representative is an active member of the Disability Team to again make sure any opportunities are made clear to the vet-job seekers.
- v. The Veteran Representative does a bi-weekly update to all staff on programmatic updates and policy changes that exist for veterans. This ensures that veterans will be notified of their opportunities and priorities whether they choose to work with the Vet Representative or not.
- vi. The Vet Representative updates the Career Center services to all community Veteran Services weekly. In this two-way meeting, he can also get updated to any community opportunities available.
- vii. Several staff including the Veterans Representative and the Center Directors do outreach to Veteran agencies on a regular basis.
- viii. Additionally, all Veterans (covered persons) are also waived the fees for any fee-based services.

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- c. How do you incorporate the monitoring and evaluation of priority of service within your current policies and procedures?

In addition to above (i., iii., iv. and v.) under services, the Veterans Representative meets formally and informally with the Managers to help ensure the delivery of these services. They would review customer lists in order to identify veterans to ensure they had priority of service when it came to accessing training programs. He also would ensure that his customers were aware of training opportunities, and if they were interested, would refer them to the WIA program, where priority of service would be provided. All staff members are reminded about the priority of service requirement and it will be discussed at staff and counselor meetings. The Vet Rep would also make presentations to staff, make himself available as a resource for questions, and make recommendations to ensure quality service to Veterans.

- d. Does your area have exemplary examples of providing service to Covered Persons?  
 Yes       No

While there are examples of going “above and beyond” for individual covered persons, one exemplary project that FutureWorks worked on was during the months of March and April of 2011. They worked with the MassMEP (Manufacturing Extension Partnership) to train and place 28 veterans at the Smith & Wesson firm. It was the first time that MassMEP partnered with a career center to do training targeted at veterans and that placed them in jobs after completion of the training. The training was through an advanced Mobile Training Unit equipped with 3-D simulators and manufacturing machines as part of a unique Mobile Outreach Skills Training (M.O.S.T®) program.

They also have promoted veterans services, resources, links, etc. on their website quite prominently: <http://www.getajob.cc/veterans.htm>

NOTE: Steve Dowd retired as the Veterans Representative for CareerPoint and we hope a DCS replacement can be identified soon.

## Attachment L1

### Fiscal Year 2011 Annual Plan

#### Youth Questions

1. Please describe the region's overarching initiatives/priorities for providing services to youth for FY 2012. Include in the response the type and availability of youth activities (WIA and non-WIA) in the local area. Summarize the specific types of programs (WIA and non-WIA) administered by the LWIB that support the goals of Common Measures, such as strategies to improve literacy/numeracy skills, increase the number of degrees and certificates awarded, and increase youth employment.

The Regional Employment Board of Hampden County Inc. is in the process of updating its strategic plan and objectives. See last page for the Youth Strategic goal and objectives of the REB *and* the stakeholder partners in our region that impact the continuum of youth in our county, which summarizes our overarching priorities. Through this Plan's specific youth funding sources, we will be providing:

- WIA-funded "10 program elements" through a system of 7 providers (see youth provider chart) along with REB/Fiscal Agent delivered framework services (to 375-400 youth, 186 in the summer),
- CommCorp YouthWorks funded summer jobs in Springfield, Chicopee and Holyoke through city-designated vendors (276 youth and 195 Byrne funded youth),
- DESE funded MCAS support services through our 2 One-Stop Career Centers (@ 400 youth),
- DESE funded School-to-Career Connecting Activities through 3 school partnerships (@ 685 youth) and
- DESE funded Summer of Work and Learning to 24 Springfield youth.

See last page for REB strategic plan strategies that will work to support meeting the Common Measure goals in an over-arching way as well as response to 1. b.

- a. Describe competitively procured learning services (e.g. education, work-based) specifically designed to increase literacy/numeracy gains for participants at different developmental levels including youth with learning disabilities and out of school participants who have beginning, low intermediate and high intermediate basic education levels.

One tool the WIA vendors use in Hampden County to address out of school issues and youth who have been identified with learning disabilities is the Any Where Learning System (ALS). This program is self paced, self directed learning software program that is built around powerful adaptive assessment that automatically assigns education lessons that will meet the needs of the students current learning level and allow them to learn at their own pace. As students complete one set of lessons, they are able to progress academically.

Additionally, the WIA vendors utilize high school and community college students to tutor students in areas where youth are struggling.

- b. Describe program strategies that ensure participants attain degrees or certificates that meet the requirements covered in TEGl 17-05. Complete **Attachment L3** describing the rationale for the degrees or certificates being sought.

For out-of-school youth the most critical strategy is to either re-enroll youth into school with some credit recovery interventions, or to provide educational remediation that will lead to a GED. For in-school youth, attaining a high school diploma is the goal along with attainment of other skills and the REB's policy is to target youth who are entering their junior or senior year of high school in the fall of the upcoming year so that we have a reasonable amount of time to attain that goal. Also, ITAs for out-of-school youth support attainment of occupational-related certificates. **See L3** for examples of the most common ITAs.

Other policy and program design considerations that support youth goal attainment that we outline in our RFP are:

- In-school youth are to receive sequenced or concurrent services that build their basic and work readiness skills, dropout prevention interventions that result in school completion and preparation for entry into post-secondary education, training, employment and/or apprenticeships.
- Out-of-school youth are to receive sequenced or concurrent services that build their literacy/numeracy skills and help them complete their secondary school education, work readiness competencies, and occupational skills as needed, that prepare them to enter post-secondary education, training, employment and/or apprenticeships.
- For youth under 18 that have dropped out of school, re-enrollment into traditional and/or alternative school is attempted first prior to consideration for GED preparation.
- All youth involved in work experience or internships have a Massachusetts Work-Based Learning Plan that integrates work and learning and worksite development that includes an emphasis on employers aligned with REB sectoral initiatives (e.g., health care, manufacturing, early childhood education and “green jobs”), wherever possible and appropriate, is expected.
- All WIA service providers use the Youth Council approved “Work Readiness Certificate Program” as the minimal standard for work readiness preparation. The “Work Readiness Certificate Program” may be adapted for various venues and populations; however, the core competencies, curriculum and benchmarks of the program may not be changed.

Program designs for in-school youth must demonstrate the following:

- The use of an Individual Service Strategy, based on assessment results, that identifies a coordinated service strategy that includes program elements such as academic support, work readiness preparation, work experience, leadership development, career development/exploration, counseling and guidance, support services and case management;
- Clear strategies to enhance and support an eligible youth's educational goals, including reading and math remediation, tutoring and MCAS academic support;
- Clear strategies and activities that will assist youth to complete high school, enroll in post-secondary education, enroll in long-term training or the military or gain employment following high school graduation;
- Clear strategies that integrate academic learning with work experience and other work-based activities;

- Activities that provide work readiness preparation and career exploration linked with projected labor market demand and service strategies that emphasize career pathway development;
- Clear linkages with organizations in the community that may provide any of the WIA program elements and assist youth in meeting the goals identified in their Individual Service Strategies; and
- Follow up activities that will support youth for at least 12 months subsequent to their exit from the WIA program.

Program designs for out-of-school youth must demonstrate the following:

- The use of an Individual Service Strategy, based on assessment results, that identifies a coordinated service strategy that includes program elements such as tutoring, preparation for a GED or high school diploma, literacy/numeracy skills development, work readiness preparation, work experience, occupational skill straining, leadership development, career development/exploration, counseling and guidance, support services and case management;
- Clear strategies to re-engage youth in education;
- Clear strategies that support successful transition to work including work readiness preparation, work experience/internships or occupational skills training linked with labor market demand and service strategies that emphasize career pathway development;
- Clear strategies and activities that will assist youth to complete high school or earn a GED, achieve skill gains in literacy and/or numeracy, enroll in post-secondary education, enroll in training that grants a recognized certificate, join the military or gain employment;
- Clear linkages with organizations in the community that may provide any of the WIA program elements and assist youth in meeting the goals identified in their Individual Service Strategy;
- Clear connections with a One-Stop Career Center to ensure that all out-of-school youth are registered at a Career Center and have access to the career education, labor market information, job search assistance and employment services available through the One-Stop system.
- Follow up activities that will support youth for at least 12 months subsequent to their exit from the WIA program.

Finally, a large body of evidence suggests that early work experience, like schooling, can have significant long-term impacts on future labor market outcomes. Even part-time work and summer jobs can have an important impact on future employability because they help young people develop the work behavior traits that are highly valued by today's employers. In general, youth with early work experience tend to earn more and have higher labor force attachment rates as adults. Therefore, in addition to funding summer work experience, WIA also supports year-round paid work experience. Service providers must offer at least 5 weeks of summer employment for both in-school and out-of-school youth and between September and June, subsidized work experience is also provided. While this does not lead to a degree or certificate (other than Work Readiness), it is a critical piece of the program design.

- c. Describe the processes and tools used to assess and enroll participants in Title I WIA program services. The response should explain the following:
  - i. the specific tools used for objective assessment to determine academic, occupational/technical, and employability skill levels and individual service needs for participants (WIA 129(c)(1)(A));

The REB administers the TABE test at intake to test academic levels. Once enrolled with a WIA youth vendor various tools are used based on the needs of the youth and if they are in-school or out-of-school to determine occupational/technical, and employability skill levels and individual service needs as follows. Also, all students both In School and Out of School WIA youth are required to complete a 12 hour work readiness program in which they complete career exploration. Vendors continue career exploration system (MASS CIS) and exposure to various careers by placing youth in paid work experience. Additionally, In School youth are exposed to various career pathways through their vocational training opportunities and youth are also exposed to post secondary options based on their academic history.

- ii. how the program staff determines the appropriate service strategies taking into account the assessment (WIA 129(c)(1)(B));

Based on the assessment and Individual Service Strategy is developed to outline individual goals and the course of service strategy needed, including GED preparation for out-of-school youth that may not return to school, academic support to in-school youth to ensure high school completion and a transition to post-secondary education and/or employment, tutoring, leadership development, mentoring, etc. Case management, guidance counseling and work experience (whether via an internship, unsubsidized or subsidized employment) is provided to ALL youth.

- iii. describe, if any, minimum standards participants must meet (besides eligibility) to be enrolled into a program service;

For in-school programs there are no specific minimum standards beyond eligibility except for general targeting of youth who are in danger of dropping out, are underperforming in school and/or have low test scores and are in need of WIA comprehensive services.

For out-of-school youth, each vendor has a different set of minimum entrance requirements based on their program services. YWCA YouthBuild requires that youth test at 5.3 or above in reading to be considered (though they will consider below for further remediation and testing before a final decision). NEFWC requires that youth test at a minimum 6<sup>th</sup> grade level and MCDI requires no less than a 5th-6th grade level. Exceptions can be made to a youth who shows a great level of determination. All youth must be committed to program participation for 10 months to 1 year or longer based on their stated goals.

- iv. how does the program address the needs of applicants not meeting the enrollment requirements of a program (WIA 129(c)(3)(B)).

Youth not meeting enrollment criteria of WIA are referred to other service providers through our partnerships with the One-Stop Career Centers, YouthWorks vendors, School-to-Career partners and various other community and faith-based organizations. Also, the WIA vendors themselves have non-WIA funded programs and services they can link a youth to. Some areas that students are referred to are include the LEAP Program which is a GED prep program for displaced adults 21 and older, the Young Parent's Program, which is an ABE/GED program for pregnant and parenting teens ages 16-19, the WIA Farm Workers Program, which is an ABE/ESL/GED program for farm workers and their families and the Westover Job Corps for youth appropriate for that program.

**2. See completed youth provider survey (Attachment L2).**

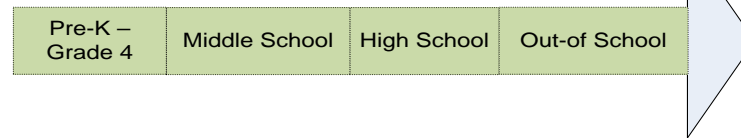
3. Workforce investment areas failing one of more youth performance measures as of the 3<sup>rd</sup> quarter of FY 2011 must describe in detail, the specific action steps that will be taken to ensure performance improvement for each measure in FY 2012. Please include a timeline for major activity (local area may include all relevant action steps taken in FY 2011 to address the performance, including sub-recipient corrective action).

The only standard we are below goal for is the “Older Youth Earnings Gain in 2<sup>nd</sup> and 3<sup>rd</sup> QTR after Exit” which is calculated based on wage record data and is difficult goal to “manage”. We are at 26% of our local goal based on 3<sup>rd</sup> quarter reports. However, we were able to improve on that last year to end up at 77% last year by June 30<sup>th</sup> last year. While this is a typical cycle for our region that the wage record data and job placements catch up by year-end, this years economy has put additional pressures on the job market and on wage earnings particularly for at-risk youth.

Also, this measure will go away when Common Measures are approved so therefore we do not anticipate needing to take any corrective actions to address this measure. In the meantime we will continue to monitor our progress for this measure.

## YOUTH GOAL: Develop 21<sup>st</sup> Century Youth Education and Employability Skills

### YOUTH DEVELOPMENT CONTINUUM



**Objective A)** Prepare youth to be ready for college and careers.

**Strategy A1)** Convene collaborative groups of business, education and workforce development stakeholders, through the REB Youth Council, to advocate for and support educational curriculum development that integrates 21<sup>st</sup> century skills and contextualized learning.

**Strategy A2)** Design, advocate for, and expand innovative programs for Pre-K, family literacy and out-of-school time learning.

**Strategy A3)** Increase REB participation on advisory groups for curriculum development in key growth sectors with career pathway advancement potential, particularly to improve STEM skills.

**Strategy A4)** Increase drop-out prevention and recovery interventions, including alternative educational career pathways for older and out-of-school youth.

**Strategy A5)** Increase wrap-around services to support youth along a lifelong learning, career pathway continuum.

**Objective B)** Increase the capacity and support for One-Stop Career Centers and all Youth service delivery agencies to meet the unique employability needs of youth, particularly out-of-school and unemployed youth.

**Strategy B1)** Increase and enhance programs focused on placing youth into employment, especially in growth industries.

**Strategy B2)** Increase coordination among the youth-serving entities, e.g., schools, CBO/FBOs, REB youth vendors, etc.

**Strategy B3)** Expand youth work readiness programs, including internships and work experiences in growth industries.

**Objective C)** Increase engagement and capacity of employers to provide youth with work-based learning and career advancement opportunities.

**Strategy C1)** Convene collaborative groups of business, education and workforce development stakeholders to further develop the workplace readiness curriculum training and to define how to advance youth along a career pathway continuum.

**Strategy C2)** Develop new work-based readiness training geared towards employers and supervisors of youth.

# ATTACHMENT L2

## Massachusetts Fiscal Year 2012 Local Annual WIA Plan

### • WIA-funded Youth Service Providers Survey •

**Workforce Investment Area: Hampden LWIB**

#### **Youth Program Design Framework**

1. Which of the following functions do you consider to be included in your 'youth program design framework'? (Check all that apply)

- Outreach and recruitment
- Eligibility determination
- Objective assessment
- Development of Individual Service Strategy
- Case management
- Follow-up services
- Data collection, tracking and reporting

2. Identify the organization(s) that provide these framework services to eligible youth in your workforce area.

- REB of Hampden County Inc., with procured vendors Outreach and recruitment
- REB of Hampden County Inc. Eligibility determination
- REB of Hampden County Inc. Objective assessment
- REB of Hampden County Inc. Development of ISS
- Procured vendors (see table) Case management
- REB of Hampden County Inc., with procured vendors Follow-up services
- REB of Hampden County Inc., with procured vendors Data collection, tracking and reporting

3. Please estimate the cost of providing your youth program design framework functions paid for by WIA Youth funds. About \$250k.

4. Were any of the framework services awarded as a result of a competitive bid? Check one answer that best fits your situation.

Yes. Most of the framework functions were awarded to a single\* organization, which is performing those tasks on behalf of eligible youth and all youth service providers in our workforce area.

Yes. Most of the framework functions are being performed by youth service providers as a part of their delivery of youth services.

No. Our framework functions are being performed by the WIA fiscal agent, and did not have to be awarded on a competitive basis.

Other. (Please describe): Most framework services are performed by the REB, as the WIA Fiscal agent, except that certain functions are supported by competitively procured WIA youth vendors (outreach, recruitment for example) and case management is an integral part of the vendor responsibilities.

### Approved Youth Service Providers

Complete the form that appears on the next page, using additional pages as necessary. Make sure you include the following information:

- Identify each **organization** that has been approved by your workforce investment board or youth council to provide WIA youth services.
- For each provider, provide basic **contact information**, the **amount of contract award**, and a brief **description of the youth who will be served** through the contract. If necessary, estimate the amounts for individual training account providers paid through WIA youth funds.
- For each provider, place a check mark in the column indicating which of the **WIA program elements (framework Services, Ten Elements and Individual Training Account providers)\*** will be provided through the service contract.

\* Please note that the chart reflects that all youth vendors make available all 10 program elements through their WIA contracts so all are marked with an "X".

The REB will retain about \$40k for occupational training via ITAs – those providers are not pre-chosen but are selected on an individual basis as it is determined to be needed for a youth and documented in their ISS.

**ATTACHMENT L2  
Massachusetts  
Fiscal Year 2012 Local Annual WIA Plan**

Service Providers	Framework Services	Tutoring, study skills	Alternative education	Summer jobs #s	Work experience	Occupational training	Leadership Development	Supportive Services	Adult Mentoring	Follow-up Services	Guidance counseling	ITA Provider
<p><b>Service provider:</b> <b>New England Farm Worker's Council:</b> 1628-1640 Main St., Springfield MA and 225 High Street, Holyoke, MA , Ana West: 272-2280</p> <p><b>Amount of contract award:</b>\$461,364</p> <p><b>Describe youth to be served:</b> 16-21 Out-of-school youth <b>Number of Slots:</b> 212</p>	See Q4	X	X	X 60	X	X (via ITAs)	X	X (via REB support service pool)	X	X	X	TBD
<p><b>Service provider:</b> <b>YWCA:</b> 7 Orleans Street, Springfield, MA, 733-9172, Elizabeth Barbra x 106</p> <p><b>Amount of contract award:</b>\$110,412</p> <p><b>Describe youth to be served:</b> 16-21 Out-of-school youth <b>Number of Slots:</b> 27</p>	See Q4	X	X	X 14	X	X (via ITAs)	X	X (via REB support service pool)	X	X	X	TBD
<p><b>Service provider:</b> <b>MCDI:</b> 140 Wilbraham Avenue, Springfield, MA, 781-5640, Rosemary Adams, x217</p> <p><b>Amount of contract award:</b>\$94,639</p> <p><b>Describe youth to be served:</b> 16-21 Out-of-school youth <b>Number of Slots:</b> 25</p>	See Q4	X	X	X 12	X	X (via ITAs)	X	X (via REB support service pool)	X	X	X	TBD
<p><b>Service provider:</b> <b>New North Citizens Council:</b> 2383 Main Street, Springfield, MA, Eric Maldonado: 746-4885</p> <p><b>Amount of contract award:</b>\$70,979</p> <p><b>Describe youth to be served:</b> 16+ In-School youth <b>Number of Slots:</b> 37</p>	See Q4	X	X	X 16	X	X (via ITAs)	X	X (via REB support service pool)	X	X	X	TBD

ATTACHMENT L2  
**Massachusetts**  
**Fiscal Year 2012 Local Annual WIA Plan**

Service Providers	Framework Services	Tutoring, study skills	Alternative education	Summer jobs #s	Work experience	Occupational training	Leadership Development	Supportive Services	Adult Mentoring	Follow-up Services	Guidance counseling	ITA Provider
Service provider: <u>Pathfinder Regional High School</u> : 240 Sykes Road, Palmer, MA, Christopher Pope: 283-9701  Amount of contract award:\$55,206  Describe youth to be served: 16+ In-School youth Number of Slots: 32	See Q4	X	X	X 17	X	X (via ITAs)	X	X (via REB support service pool)	X	X	X	TBD
Service provider: <u>Holyoke Public Schools</u> : Dean High School, 1045 Main Street, Holyoke, MA, Norm Leblanc: 534-2086  Amount of contract award:\$183,363  Describe youth to be served: 16+ In-School youth Number of Slots: 75	See Q4	X	X	X 55	X	X (via ITAs)	X	X (via REB support service pool)	X	X	X	TBD
Service provider: <u>Baystate Health Partnership</u> , 280 Chestnut St., Springfield MA 01199, Peter Blain: 794-1671  Amount of contract award: \$49,291  Describe youth to be served: 16+ In-School youth Number of Slots: 16	See Q4	X	X	X 12	X	X (via ITAs)	X	X (via REB support service pool)	X	X	X	TBD

# ATTACHMENT L3

## Massachusetts FY2012 Local Annual WIA Plan

### Degree or Certificate Worksheet

**Instructions: Complete one form for each type of degree or certificate being provided to youth participants.**

Name of Degree or Certificate	High School Diploma
-------------------------------	---------------------

Indicate the Type			
<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>	<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>
X	Basic Education		Occupational Skills
	Higher Education		Technical Skills
	Other (specify)		Other (specify)

Awarding Authority	Full Name(s) of Awarding Entity (no acronyms please)
<i>(X)</i> <input type="checkbox"/> <i>Mark All that Apply</i>	<i>Example of full name. Bunker Hill Community College (not BHCC)</i>
X State Education Entity	High School that the youth is attending
	Institution of Higher Education
	Industry/Employer Recognized
	Regulatory Agency
	Registered Apprenticeship
	Dept. of Veteran's Affairs
	Job Corps

Select the terms that best describes the awarding entity

<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>
X	Competitively procured vendor awards the degree/certificate directly to participants (in school vendors)
X	Competitively procured vendors only provides support to participants to achieve degree/certificates that are awarded by other entities (other schools)
	Partner organizations offer this degree/certificate to participants as part of uncompensated network agreement
	Non-partner organizations provide degree/certificate to participants independent of the program vendors or a partner network

Briefly describe the labor market trends and other rationale that support awarding this particular degree or certification: A GED or HS diploma is a minimum education requirement for most all jobs.

# ATTACHMENT L3

## Massachusetts FY2012 Local Annual WIA Plan

### Degree or Certificate Worksheet

**Instructions: Complete one form for each type of degree or certificate being provided to youth participants.**

Name of Degree or Certificate	GED
-------------------------------	-----

Indicate the Type			
<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>	<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>
X	Basic Education		Occupational Skills
	Higher Education		Technical Skills
	Other (specify)		Other (specify)

Awarding Authority	Full Name(s) of Awarding Entity (no acronyms please)
<i>(X)</i> <input type="checkbox"/> <i>Mark All that Apply</i>	<i>Example of full name. Bunker Hill Community College (not BHCC)</i>
X	State Education Entity MA DESE funded Adult Learning Center (OWL)
	Institution of Higher Education
	Industry/Employer Recognized
	Regulatory Agency
	Registered Apprenticeship
	Dept. of Veteran's Affairs
	Job Corps

Select the terms that best describes the awarding entity

<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>
	Competitively procured vendor awards the degree/certificate directly to participants
X	Competitively procured vendors only provides support to participants to achieve degree/certificates that are awarded by other entities
	Partner organizations offer this degree/certificate to participants as part of uncompensated network agreement
	Non-partner organizations provide degree/certificate to participants independent of the program vendors or a partner network

Briefly describe the labor market trends and other rationale that support awarding this particular degree or certification: A GED or HS diploma is a minimum education requirement for most all jobs.

# ATTACHMENT L3

## Massachusetts FY2012 Local Annual WIA Plan

### Degree or Certificate Worksheet

**Instructions: Complete one form for each type of degree or certificate being provided to youth participants.**

Name of Degree or Certificate	EXAMPLE OF TYPICAL ITA: Patient Care Training
-------------------------------	---

Indicate the Type			
(X)	<input type="checkbox"/> Mark All that Apply	(X)	<input type="checkbox"/> Mark All that Apply
	Basic Education	X	Occupational Skills
	Higher Education		Technical Skills
	Other (specify)		Other (specify)

Awarding Authority		Full Name(s) of Awarding Entity (no acronyms please)
(X)	<input type="checkbox"/> Mark All that Apply	<i>Example of full name. Bunker Hill Community College (not BHCC)</i>
	State Education Entity	
X	Institution of Higher Education	Springfield Technical and Holyoke Community Colleges
	Industry/Employer Recognized	
	Regulatory Agency	
	Registered Apprenticeship	
	Dept. of Veteran's Affairs	
	Job Corps	

Select the terms that best describes the awarding entity

(X)	<input type="checkbox"/> Mark All that Apply
	Competitively procured vendor awards the degree/certificate directly to participants
X	Competitively procured vendors only provides support to participants to achieve degree/certificates that are awarded by other entities
	Partner organizations offer this degree/certificate to participants as part of uncompensated network agreement
	Non-partner organizations provide degree/certificate to participants independent of the program vendors or a partner network

Briefly describe the labor market trends and other rationale that support awarding this particular degree or certification: Educational, Health Care and Social Assistance is the leading industry sector with projected job growth.

# ATTACHMENT L3

## Massachusetts FY2012 Local Annual WIA Plan

### Degree or Certificate Worksheet

**Instructions: Complete one form for each type of degree or certificate being provided to youth participants.**

Name of Degree or Certificate	EXAMPLE OF TYPICAL ITA: Certified Nursing Assistant
-------------------------------	---

Indicate the Type			
<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>	<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>
	Basic Education	X	Occupational Skills
	Higher Education		Technical Skills
	Other (specify)		Other (specify)

	Awarding Authority	Full Name(s) of Awarding Entity (no acronyms please)
<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>	<i>Example of full name. Bunker Hill Community College (not BHCC)</i>
	State Education Entity	
X	Institution of Higher Education	Springfield Technical Community College
X	Industry/Employer Recognized	American Red Cross
	Regulatory Agency	
	Registered Apprenticeship	
	Dept. of Veteran's Affairs	
	Job Corps	

Select the terms that best describes the awarding entity

<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>
	Competitively procured vendor awards the degree/certificate directly to participants
X	Competitively procured vendors only provides support to participants to achieve degree/certificates that are awarded by other entities
	Partner organizations offer this degree/certificate to participants as part of uncompensated network agreement
	Non-partner organizations provide degree/certificate to participants independent of the program vendors or a partner network

Briefly describe the labor market trends and other rationale that support awarding this particular degree or certification: Educational, Health Care and Social Assistance is the leading industry sector with projected job growth.

# ATTACHMENT L3

## Massachusetts FY2012 Local Annual WIA Plan

### Degree or Certificate Worksheet

**Instructions: Complete one form for each type of degree or certificate being provided to youth participants.**

Name of Degree or Certificate	EXAMPLE OF TYPICAL ITA: Phlebotomist
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Indicate the Type			
<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>	<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>
	Basic Education	X	Occupational Skills
	Higher Education		Technical Skills
	Other (specify)		Other (specify)

Awarding Authority	Full Name(s) of Awarding Entity (no acronyms please)
<i>(X)</i> <input type="checkbox"/> <i>Mark All that Apply</i>	<i>Example of full name. Bunker Hill Community College (not BHCC)</i>
	State Education Entity
	Institution of Higher Education
X	Industry/Employer Recognized American Red Cross
	Regulatory Agency
	Registered Apprenticeship
	Dept. of Veteran's Affairs
	Job Corps

Select the terms that best describes the awarding entity

<i>(X)</i>	<input type="checkbox"/> <i>Mark All that Apply</i>
	Competitively procured vendor awards the degree/certificate directly to participants
X	Competitively procured vendors only provides support to participants to achieve degree/certificates that are awarded by other entities
	Partner organizations offer this degree/certificate to participants as part of uncompensated network agreement
	Non-partner organizations provide degree/certificate to participants independent of the program vendors or a partner network

Briefly describe the labor market trends and other rationale that support awarding this particular degree or certification: Educational, Health Care and Social Assistance is the leading industry sector with projected job growth.

FY 2012 ANNUAL INTEGRATED BUDGET

WIB Name:	Hampton						Fiscal Officer - prep/rev by: Diana Carr, Fiscal Officer						prep. by: Christine Abramowitz						Date Submitted	8/5/2011 Mod2: 2/7/12	Date Approved			
Program / Phase Number	WP	WP	WP	WP	One	LVER-CP	LVER-FW	W-In	UI	UI	UI	WIA	WIA	WIA	WIA	WIA	WIB	Youth	Skill Start	Skill Start	SubTotal	TOTAL		
Program / Phase Description	90%	90%	10%	10%	Stop				Hearings	Other	T-1 Adult	T-1 Adult	T-1 Youth	T-1 Youth	T-1 DW	T-1 DW		Council		Phase 2	Page 2			
Phase Number	FY11	FY12	FY11	FY12							FY11	FY12	FY11	FY12	FY11	FY12								
<b>AVAILABLE FUNDING</b>	\$0	\$713,302	\$0	\$79,256	\$735,809	\$78,492	\$75,746	\$86,426	\$0	\$0	\$720,981	\$1,413,252	\$282,073	\$1,538,671	\$328,019	\$1,116,022	\$75,000	\$20,000	\$15,300	\$33,164	\$4,885,853	\$12,197,366		
New Funding		\$713,302		\$79,256	\$735,809	\$78,492	\$75,746	\$86,426	\$0	\$0	\$720,981	\$1,413,252	\$282,073	\$1,538,671	\$328,019	\$1,116,022	\$75,000	\$20,000	\$15,300	\$33,164	\$2,650,797	\$8,631,237		
Carry-in Funding (11 to 12)	\$0		\$0								\$720,981		\$282,073		\$328,019						\$2,235,056	\$3,566,129		
<b>STATE-PAID- RETAINED FTEs:</b>	0.0	0.0	0.0	0.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0		
PERSONNEL (use personnel sheets)	\$0	\$0	\$0	\$0	\$49,128	\$46,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$96,098		
FRINGE - (33.25%) & Payroll Tax (1.91%) (use personnel sheets)	\$0	\$0	\$0	\$0	\$17,273	\$16,515	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,788		
AS&T - (12.6%) & State Indirect (6.94%) (use personnel sheets)	\$0	\$0	\$0	\$0	\$7,340	\$7,017	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,357		
PREMISES LEASE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
TELEPHONES (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
DATA CIRCUITS (see attachment)	\$0	\$0	\$0	\$0	\$17,824	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,824		
MOSES FEE (see attachment)	\$0	\$0	\$0	\$0	\$68,364	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$68,364		
TRAVEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
INFORMATION TECHNOLOGY (IT)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
SUPPLIES & EQUIPMENT ETC.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
<b>SUBTOTAL-STATE-PD RETAINED EXP</b>	\$0	\$0	\$0	\$0	\$86,188	\$73,741	\$70,502	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$730,430		
<b>CAREER CENTER/FISCAL AGENT FTEs:</b>	0.0	13.5	0.0	1.5	11.0	0.0	0.0	0.0	0.0	0.0	0.0	7.7	0.0	0.0	5.6	0.0	0.0	0.0	0.3	0.3	10.9	50.7		
PERSONNEL	\$0	\$419,817	\$0	\$46,435	\$391,885	\$0	\$0	\$0	\$0	\$0	\$88,472	\$355,681	\$0	\$63,159	\$276,724	\$0	\$11,864	\$25,769	\$473,374	\$2,153,181	\$2,153,181			
FRINGE	\$0	\$132,047	\$0	\$14,145	\$118,462	\$0	\$0	\$0	\$0	\$0	\$20,753	\$81,813	\$0	\$13,882	\$68,367	\$0	\$2,288	\$4,908	\$135,852	\$592,517	\$592,517			
PREMISES LEASE	\$0	\$48,760	\$0	\$5,380	\$35,200	\$3,000	\$4,560	\$56,500	\$0	\$0	\$4,600	\$50,699	\$0	\$4,980	\$45,846	\$0	\$0	\$0	\$44,687	\$304,213	\$304,213			
DATA CIRCUITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
MOSES FEE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
INFORMATION TECHNOLOGY (IT)	\$0	\$4,485	\$0	\$665	\$1,690	\$0	\$0	\$0	\$0	\$0	\$480	\$1,800	\$0	\$480	\$1,500	\$0	\$0	\$0	\$1,080	\$12,080	\$12,080			
NON PERSONNEL SERVICES TOTAL	\$0	\$12,884	\$0	\$1,557	\$15,384	\$1,300	\$292	\$7,375	\$0	\$0	\$1,575	\$11,000	\$0	\$1,575	\$9,175	\$0	\$0	\$0	\$15,489	\$77,606	\$77,606			
OTHER	\$0	\$41,811	\$0	\$5,229	\$38,278	\$95	\$0	\$16,069	\$0	\$0	\$733	\$15,205	\$0	\$1,447	\$13,965	\$0	\$0	\$0	\$20,023	\$152,855	\$152,855			
SUPPORT SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,900	\$15,900		
TRAINING																								
Occupational Skills Training (ITA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
All other training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$694,674	\$694,674		
Sub-Total TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$694,674	\$694,674		
<b>SUBTOTAL-CC FA EXP (locally paid)</b>	\$0	\$659,804	\$0	\$73,311	\$600,899	\$4,395	\$4,852	\$79,944	\$0	\$0	\$116,613	\$516,198	\$0	\$85,523	\$415,577	\$0	\$0	\$14,152	\$30,677	\$1,401,079	\$4,003,025			
<b>WIB/FISCAL AGENT FTEs:</b>	0.0	0.4	0.0	0.1	0.3	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	4.1	1.9	0.5	0.4	0.0	0.0	0.0	9.3	19.0		
PERSONNEL	\$0	\$29,268	\$0	\$3,252	\$26,656	\$0	\$0	\$0	\$0	\$0	\$264,314	\$67,692	\$175,178	\$146,463	\$53,854	\$98,035	\$49,965	\$16,275	\$0	\$0	\$585,697	\$1,516,648		
FRINGE	\$0	\$6,055	\$0	\$673	\$5,514	\$0	\$0	\$0	\$0	\$0	\$6,950	\$29,824	\$25,554	\$43,875	\$0	\$29,068	\$9,543	\$2,767	\$0	\$0	\$118,250	\$278,074		
PREMISES LEASE	\$0	\$1,024	\$0	\$114	\$933	\$0	\$0	\$0	\$0	\$0	\$6,405	\$0	\$12,899	\$0	\$5,867	\$1,720	\$958	\$0	\$0	\$24,101	\$54,021			
DATA CIRCUITS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
MOSES FEE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
INFORMATION TECHNOLOGY (IT)	\$0	\$646	\$0	\$72	\$588	\$0	\$0	\$0	\$0	\$0	\$4,036	\$0	\$13,136	\$0	\$3,697	\$1,688	\$0	\$0	\$0	\$13,175	\$37,038			
NON PERSONNEL SERVICES TOTAL	\$0	\$2,645	\$0	\$294	\$2,409	\$0	\$0	\$0	\$0	\$0	\$9,975	\$0	\$22,656	\$0	\$9,851	\$2,669	\$0	\$0	\$24,641	\$75,140				
OTHER	\$0	\$13,860	\$0	\$1,540	\$12,623	\$356	\$392	\$6,482	\$0	\$0	\$42,656	\$0	\$32,000	\$0	\$17,195	\$9,415	\$0	\$1,148	\$2,487	\$160,342	\$300,497			
SUPPORT SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,011	\$5,000	\$6,435	\$50,000	\$4,575	\$5,000	\$0	\$0	\$0	\$41,970	\$116,991			
TRAINING																								
Occupational Skills Training (ITA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$329,093	\$731,467	\$8,601	\$40,456	\$184,067	\$531,732	\$0	\$0	\$0	\$309,906	\$2,135,322			
All other training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66,305	\$1,177,186	\$0	\$0	\$0	\$0	\$0	\$0	\$2,206,692	\$3,450,183			
Sub-Total TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$329,093	\$731,467	\$74,906	\$1,217,642	\$184,067	\$531,732	\$0	\$0	\$0	\$2,616,598	\$5,585,505			
<b>WIB EXPENSES (NON-ADD) TOTAL</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$20,000	\$0	\$0	\$358,358	\$453,358		
<b>SUBTOTAL-WIB FA EXP (locally paid)</b>	\$0	\$53,498	\$0	\$5,945	\$48,723	\$356	\$392	\$6,482	\$0	\$0	\$604,368	\$897,055	\$282,073	\$1,538,671	\$242,496	\$700,444	\$75,000	\$20,000	\$1,148	\$2,487	\$3,484,774	\$7,963,913		
<b>RETAINED AMOUNT</b>	\$0	\$0	\$0	\$0	\$86,188	\$73,741	\$70,502	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$230,430		
<b>SUBTOTAL-CC FA EXP (locally paid)</b>	\$0	\$659,804	\$0	\$73,311	\$600,899	\$4,395	\$4,852	\$79,944	\$0	\$0	\$116,613	\$516,198	\$0	\$85,523	\$415,577	\$0	\$0	\$14,152	\$30,677	\$1,401,079	\$4,003,025			
<b>SUBTOTAL-WIB FA EXP (locally paid)</b>	\$0	\$53,498	\$0	\$5,945	\$48,723	\$356	\$392	\$6,482	\$0	\$0	\$604,368	\$897,055	\$282,073	\$1,538,671	\$242,496	\$700,444	\$75,000	\$20,000	\$1,148	\$2,487	\$3,484,774	\$7,963,913		
<b>TOTAL ALL EXPENSES (State+Cont)</b>	\$0	\$713,302	\$0	\$79,256	\$735,809	\$78,492	\$75,746	\$86,426	\$0	\$0	\$720,981	\$1,413,252	\$282,073	\$1,538,671	\$328,019	\$1,116,021	\$75,000	\$20,000	\$15,300	\$33,164	\$4,885,853	\$12,197,368		
<b>CONTRACT AMOUNT</b>	\$0	\$713,302	\$0	\$79,256	\$649,622	\$4,751	\$5,244	\$86,426	\$0	\$0	\$720,981	\$1,413,252	\$282,073	\$1,538,671	\$328,019	\$1,116,021	\$75,000	\$20,000	\$15,300	\$33,164	\$4,885,853	\$11,966,938		
Unallocated Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$2		

FY 2012 ANNUAL INTEGRATED BUDGET																
Program / Phase Number Program / Phase Description Phase Number	WIB Name: Hampden	RE A	CommCorp Youth Projects YW/Byrne	CommCorp ARRA Energy Sector	DESE Projects OSCC-ABE-MCAS-STC-SWL FY12	USDOL Direct grant	RR Set Aside	RR State Staff	Other State Staff	RR OJT	Date Submitted	8/5/2011	Date Approved	1/0/1900	TOTAL	
											USDOL	USDOL	USDOL	MTC & DPH		Health Care
											NEG OJT	NEG HMCIDE	NEG TORNADO (6 Mth.)	Other State		Partnership
<b>AVAILABLE FUNDING</b>		\$129,518	\$1,147,974	\$251,478	\$534,541	\$0	\$0	\$0	\$0	\$100,000	\$635,379	\$855,605	\$873,000	\$156,449	\$201,909	\$4,885,853
New Funding		\$129,518	\$663,738	\$0	\$534,541	\$0	\$0	\$0	\$0	\$100,000	\$350,000	\$0	\$873,000	\$0	\$0	\$2,650,797
Carry-in Funding (11 to 12)		\$0	\$484,236	\$251,478	\$0	\$0	\$0	\$0	\$0	\$0	\$285,379	\$855,605	\$0	\$156,449	\$201,909	\$2,235,056
<b>STATE-PAID- RETAINED FTEs:</b>		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PERSONNEL (use personnel sheets)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FRINGE - (33.25%) & Payroll Tax (1.91%) (use personnel sheets)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AS&T - (12.6%) & State Indirect (6.94%) (use personnel sheets)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PREMISES LEASE (see attachment)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TELEPHONES (see attachment)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DATA CIRCUITS (see attachment)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MOSES FEE (see attachment)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAVEL		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INFORMATION TECHNOLOGY (IT)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUPPLIES & EQUIPMENT ETC.		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL STATE-PAID RETAINED EXP</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CAREER CENTER/FISCAL AGENT FTEs:</b>		2.0	0.5	0.0	2.1	0.0	0.0	0.0	0.0	0.0	0.0	4.5	1.8	0.0	0.0	10.9
PERSONNEL		\$92,897	\$23,400	\$0	\$99,176	\$0	\$0	\$0	\$0	\$0	\$0	\$218,450	\$39,452	\$0	\$0	\$473,374
FRINGE		\$22,554	\$6,105	\$0	\$26,317	\$0	\$0	\$0	\$0	\$0	\$0	\$63,958	\$16,919	\$0	\$0	\$135,852
PREMISES LEASE		\$9,782	\$0	\$0	\$4,200	\$0	\$0	\$0	\$0	\$0	\$0	\$25,500	\$5,205	\$0	\$0	\$44,687
DATA CIRCUITS		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MOSES FEE (see attachment)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INFORMATION TECHNOLOGY (IT)		\$240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$840	\$0	\$0	\$0	\$1,080
NON PERSONNEL SERVICES TOTAL		\$1,790	\$0	\$0	\$780	\$0	\$0	\$0	\$0	\$0	\$0	\$8,340	\$4,579	\$0	\$0	\$15,489
OTHER		\$2,255	\$70	\$0	\$861	\$0	\$0	\$0	\$0	\$0	\$0	\$9,085	\$7,752	\$0	\$0	\$20,023
SUPPORT SERVICES		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,900	\$0	\$0	\$0	\$15,900
TRAINING		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Occupational Skills Training (ITA)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
All other training		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$694,674	\$0	\$0	\$694,674
Sub-Total TRAINING		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$694,674	\$0	\$0	\$694,674
<b>SUBTOTAL CC FA EXP (locally paid)</b>		\$129,518	\$29,575	\$0	\$131,333	\$0	\$0	\$0	\$0	\$0	\$0	\$326,172	\$784,480	\$0	\$0	\$1,401,079
<b>WIB/FISCAL AGENT FTEs:</b>		0.0	0.5	0.9	1.0	0.0	0.0	0.0	0.0	0.4	1.5	2.0	1.5	0.6	1.1	9.3
PERSONNEL		\$0	\$24,887	\$54,401	\$38,617	\$0	\$0	\$0	\$0	\$25,497	\$112,022	\$120,506	\$62,667	\$75,100	\$72,000	\$585,697
FRINGE		\$0	\$6,703	\$9,721	\$8,866	\$0	\$0	\$0	\$0	\$4,334	\$22,787	\$26,145	\$12,462	\$11,932	\$15,300	\$118,250
PREMISES LEASE		\$0	\$1,457	\$2,678	\$1,643	\$0	\$0	\$0	\$0	\$1,103	\$4,707	\$6,143	\$2,827	\$0	\$3,543	\$24,101
DATA CIRCUITS		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MOSES FEE (see attachment)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INFORMATION TECHNOLOGY (IT)		\$0	\$748	\$1,688	\$1,000	\$0	\$0	\$0	\$0	\$695	\$2,938	\$3,872	\$0	\$0	\$2,234	\$13,175
NON PERSONNEL SERVICES TOTAL		\$0	\$1,452	\$4,469	\$825	\$0	\$0	\$0	\$0	\$1,099	\$4,647	\$6,373	\$2,244	\$0	\$3,532	\$24,641
OTHER		\$0	\$10,396	\$18,216	\$12,850	\$0	\$0	\$0	\$0	\$7,543	\$8,126	\$250	\$8,320	\$22,041	\$72,600	\$160,342
SUPPORT SERVICES		\$0	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$1,000	\$4,064	\$34,306	\$0	\$0	\$2,100	\$41,970
TRAINING		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$309,906	\$0	\$0	\$0	\$309,906
Occupational Skills Training (ITA)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$309,906	\$0	\$0	\$0	\$309,906
All other training		\$0	\$1,072,756	\$159,805	\$339,406	\$0	\$0	\$0	\$0	\$58,729	\$476,088	\$21,932	\$0	\$47,376	\$30,600	\$2,206,692
Sub-Total TRAINING		\$0	\$1,072,756	\$159,805	\$339,406	\$0	\$0	\$0	\$0	\$58,729	\$476,088	\$331,838	\$0	\$47,376	\$30,600	\$2,516,598
<b>WIB EXPENSES (NON-ADD) TOTAL</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$156,449	\$201,909	\$358,358
<b>SUBTOTAL WIB FA EXP (locally paid)</b>		\$0	\$1,118,399	\$251,478	\$403,207	\$0	\$0	\$0	\$0	\$100,000	\$635,379	\$529,433	\$88,520	\$156,449	\$201,909	\$3,484,774
<b>RETAINED AMOUNT</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>SUBTOTAL CC FA EXP (locally paid)</b>		\$129,518	\$29,575	\$0	\$131,333	\$0	\$0	\$0	\$0	\$0	\$0	\$326,172	\$784,480	\$0	\$0	\$1,401,079
<b>SUBTOTAL-WIB FA EXP (locally paid)</b>		\$0	\$1,118,399	\$251,478	\$403,207	\$0	\$0	\$0	\$0	\$100,000	\$635,379	\$529,433	\$88,520	\$156,449	\$201,909	\$3,484,774
<b>TOTAL ALL EXPENSES (State+Contr)</b>		\$129,518	\$1,147,974	\$251,478	\$534,540	\$0	\$0	\$0	\$0	\$100,000	\$635,379	\$855,605	\$873,000	\$156,449	\$201,909	\$4,885,853
<b>CONTRACT AMOUNT *</b>		\$129,518	\$1,147,974	\$251,478	\$534,540	\$0	\$0	\$0	\$0	\$100,000	\$635,379	\$855,605	\$873,000	\$156,449	\$201,909	\$4,885,853
Unallocated Balance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Contract amount row is only for use with funds emanating from DCS

FY 2012 ANNUAL INTEGRATED BUDGET NARRATIVE

WIB Name: Hampden		Budget Narrative Summary explanation for line item amounts	BASIS FOR ALLOCATING COSTS
Line Item	Amount	Please give a brief description of what you have included in each line item	Please explain the Cost Allocation Basis/Methodologies for charging direct costs and allocating indirect costs in a brief summary for each applicable line item. If plan is specific to particular funding sources, please specify these funding sources and provide an explanation for each exception. Please identify costs included as part of a Resource Sharing plan.
<b>Example: Fringe</b>	\$ 100,000	medical, dental, life, medicare, 5% retirement, workers compensation	25% of "PERSONNEL" line item amount; allocated across grants based on Cost Allocation Plan (CAP)
<b>Carry-in Funding (FY'11 to FY'12)</b>	\$3,566,129		
<b>STATE-PAID- RETAINED FTEs:</b>	2.0		
<b>PERSONNEL (use personnel sheets)</b>	\$96,098	DVOP/LVER Salary from DCS provided Sheets	Direct Charge
<b>FRINGE - (33.25% &amp; Payroll Tax (1.91%) (use personnel sheets)</b>	\$33,788	DVOP/LVER Fringe/tax from DCS provided Sheets	Direct Charge
<b>AS&amp;T - (12.6% &amp; State Indirect (6.94%) (use personnel sheets)</b>	\$14,357	DVOP/LVER AS&T/Indirect from DCS provided Sheets	Direct Charge
<b>PREMISES LEASE (see attachment)</b>	\$0		
<b>TELEPHONES (see attachment)</b>	\$0		
<b>DATA CIRCUITS (see attachment)</b>	\$17,824	State retained in total from 1-Stop Funds	N/A
<b>MOSES FEE (see attachment)</b>	\$68,364	State retained in total from 1-Stop Funds	N/A
<b>TRAVEL</b>	\$0		
<b>INFORMATION TECHNOLOGY (IT)</b>	\$0		
<b>SUPPLIES &amp; EQUIPMENT ETC.</b>	\$0		
<b>OTHER</b>	\$0		
<b>SUBTOTAL-STATE-PD RETAINED EXP</b>	\$230,430		
<b>CAREER CENTER/FISCAL AGENT FTEs:</b>	50.4		
<b>PERSONNEL</b>	\$2,077,801	Staff Salaries	Direct charged as % of time on grant
<b>FRINGE</b>	\$576,385	Medical, dental, life insurance, medicare, workers compensation, 401(k) matching (up to 5% FW, 6% CP), employer taxes, tuition reimbursement	Direct charged as % of time on grant
<b>PREMISES LEASE</b>	\$304,213	Rent costs. UI Note: while we lost 1/2 a person at our centers, the space utilized by the 2.5 remaining walk-in staff and phone banks remains the same so am requesting level funding. Resource room computers for QUEST will also be provided.	Based on square footage of personnel space
<b>DATA CIRCUITS</b>	\$0		
<b>MOSES FEE (see attachment)</b>	\$0		
<b>INFORMATION TECHNOLOGY (IT)</b>	\$12,080	IT hardware, software support & maintenance	Shared indirect based on FTE or % of FTE, per CAP
<b>NON PERSONNEL SERVICES TOTAL</b>	\$77,606	Parking, phones, supplies, copying	Direct charged when applicable (e.g., travel), otherwise shared indirect based on FTE or % of FTE
<b>OTHER</b>	\$152,855	Audit, accounting and other consulting services, bank fees, postage, staff training, travel, dues/subscriptions, outside printing, advertising and marketing, other miscellaneous	Direct charged when applicable (e.g., travel), otherwise shared indirect based on FTE or % of FTE
<b>SUPPORT SERVICES</b>	\$15,900		N/A
<b>TRAINING</b>			
Occupational Skills Training (ITA)	\$0		N/A
All other training	\$694,674	Tornado NEG Work Experience	N/A
<b>Sub-Total TRAINING</b>	\$694,674		N/A
<b>SUBTOTAL-CC FA EXP (locally paid)</b>	\$3,911,513		
<b>WIB/FISCAL AGENT FTEs:</b>	19.0		
<b>PERSONNEL</b>	\$1,475,466	Staff salaries	Direct charged as % of time on grant
<b>FRINGE</b>	\$266,845	Medical, life insurance, medicare, workers compensation, 7.5% retirement contribution, employer taxes	Direct charged as % of time on grant
<b>PREMISES LEASE</b>	\$54,021	Rent costs	Shared indirect based on FTE or % of FTE, per CAP
<b>DATA CIRCUITS</b>	\$0		
<b>MOSES FEE (see attachment)</b>	\$0		
<b>INFORMATION TECHNOLOGY (IT)</b>	\$37,038	IT hardware, software support & maintenance	Shared indirect based on FTE or % of FTE, per CAP
<b>NON PERSONNEL SERVICES TOTAL</b>	\$75,140	Parking, phones, supplies, copying	Direct charged when applicable (e.g., travel), otherwise shared indirect based on FTE or % of FTE
<b>OTHER</b>	\$253,758	Audit, accounting and other consulting services, bank fees, postage, staff training, travel, dues/subscriptions, outside printing, advertising and marketing, other miscellaneous	Direct charged when applicable (e.g., travel), otherwise shared indirect based on FTE or % of FTE
<b>SUPPORT SERVICES</b>	\$116,991	WIA Adult, Youth and DLW Support Services	Direct charged based on approved participant requests
<b>TRAINING</b>			
Occupational Skills Training (ITA)	\$2,030,235	WIA Adult, Youth and DLW Training	Direct charged to grant of participant enrollment
All other training	\$3,450,183	WIA Youth vendors, OJT training	Direct charged to grant of participant enrollment
<b>Sub-Total TRAINING</b>	\$5,480,418		
<b>WIB EXPENSES (NON-ADD) TOTAL</b>	\$811,716	ESTIMATE: Includes WIB, Youth Council monies and State and Private funds; but as we are both a WIB and WIA/FA some portion of all WIA could also be attributable to WIB related expenses but can't separate out those expenses based on how we budget and charge off actual costs	
<b>SUBTOTAL-WIB FA EXP (locally paid)</b>	\$7,759,677		

# ATTACHMENT P

## Budget Modification Authorization Form

*Principal Signatories Authorization to Sign Integrated Budget Modifications*

**Fiscal Year 2012 Annual Plan Integrated Budget for Title I, Wagner-Peyser and Associated Programs Funded through DCS**

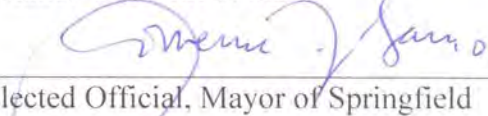
### Hampden County LWIB/REB

Name of Workforce Investment Board

It is agreed by all parties having signed below that The Integrated Budget may be amended or modified by the undersigned as necessary. This authority shall be granted for the duration of the plan and effective through June 30, 2012.

### PRINCIPAL SIGNATORIES


Typed Name: Domenic J. Sarno

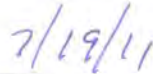
  
\_\_\_\_\_  
Chief Elected Official, Mayor of Springfield



\_\_\_\_\_  
Date

Typed Name: Joseph Peters

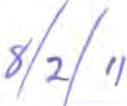
  
\_\_\_\_\_  
Workforce Investment Board Chair



\_\_\_\_\_  
Date

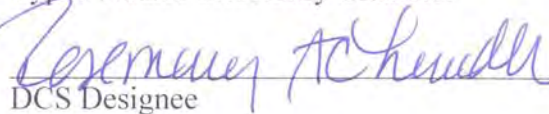
Typed Name: John William Ward

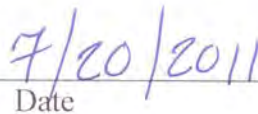
  
\_\_\_\_\_  
Local Workforce Investment Board Director AND Title I Fiscal Agent



\_\_\_\_\_  
Date

Typed Name: Rosemary Chandler

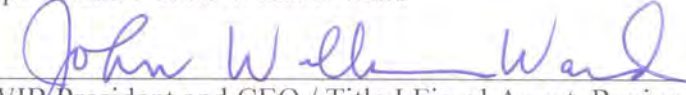
  
\_\_\_\_\_  
DCS Designee

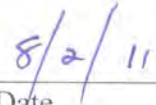


\_\_\_\_\_  
Date

### AUTHORITY TO SIGN INTEGRATED BUDGET MODIFICATIONS GRANTED TO:

Typed Name: John William Ward

  
\_\_\_\_\_  
LWIB/President and CEO / Title I Fiscal Agent, Regional Employment Board  
of Hampden County, Inc.



\_\_\_\_\_  
Date