

ATTACHMENT J

Massachusetts Fiscal Year 2014 Local Annual Plan

INSTRUCTIONS FOR COMPLETING PROGRAM SUMMARY CHARTS

Instructions for Completing Program Summary Charts S and 1 - 4 **Page 2-4**

Instructions for Plan Modifications **Page 5**

Sample Completed Program Summary Charts S and 1-4 **Page 6-10**

A set of sample Charts is included as a reference to accurate completion of the data on the forms. Chart 3 on page 9 shows typical errors to avoid.

Participant Planning Tool **Page 11**

A comparison chart has been developed presenting data on plan versus actual participant levels for Fiscal Year 2012 for WIA Title I Adult, Dislocated Worker and Youth programs.

This chart, along with charts developed from last year's policy issuance (12-26, Attachment K) can be used to identify patterns where low or high plan levels make any plan vs. actual analysis meaningless. Plan reviewers also will make use of these charts with the result that local areas may be requested to resubmit or justify plans based on past patterns.

FY14 participant planning levels that deviate by greater than 20% from actual FY13 performance may be questioned.

Performance Goals and Performance Adjustment

For FY2014, local performance goals proposal and negotiation will be handled in a separate issuance.

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INSTRUCTIONS FOR COMPLETING PROGRAM SUMMARY CHARTS S & 1-4

The Excel Workbook comprising Program Summary S & Charts 1-4 is a separate attachment. *Charts 1-4 should not be split up or submitted/resubmitted separately. Each submittal or resubmittal of the workbook is considered to be the current copy of the area's planning summaries. Charts 1-4 are maintained as a group.*

Note that cells shown in bold blue font are password protected because they contain formulas. You cannot enter data in these cells.

Chart S – Submittal History – Required with Initial Submittal and Updates

The first spreadsheet is Chart S, Submittal History. Enter the date (this cell is formatted as m/d/yyyy). Also indicate for each Chart 1-4 if it has been modified by a Y for yes or N for no.

Chart S must be completed each time one or more program summary chart is submitted. Please submit the entire workbook to Lisa Caissie at lcaissie@detma.org.

Chart 1 – FY2014 Labor Exchange Program Summary

Columns B-D – provide data from the OSCCAR reports in MOSES at the WIB level.

Column E – estimate the number of individuals or employers who will be served during Fiscal Year 2014 in each of the given categories. Bold blue cells are password protected and will calculate automatically.

Charts 2 and 3 – Adult Program and Dislocated Worker Program Summaries

Columns B and C and D

Generally, Column D is calculated from data in Column B (carry-in from FY2013) and Column C (new in FY 2014). Bold blue cells are password protected and will calculate automatically.

In Column D, Line 2.a, provide the number of program exiters who will enter employment. The Entered Employment Rate will be calculated on Line 4. The EE rate should compare favorably to your performance goals for entered employments from the Adult and Dislocated Worker programs.

Enter the Average Hourly Wage at Placement in Column D, Line 2.a.i. The hourly wage should not be below the Massachusetts Minimum Wage of \$8.00 per hour. (For additional information refer to the MA Department of Labor Standards on the mass.gov website.)

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Line 5: Total Participants in Training Activities

Provide the single count of unique individuals who will receive training services on Line 5. In Column B (Formula Carry-in from FY2013) count every carry-in participant on Line 1 who is in training in FY2014, will be enrolled in training in FY2014, or who has completed training but has not been exited from the program. In Column C (Formula New in FY2014) count every new participant on Line 1 who will be newly enrolled in training in FY2014.

Line 5 a-d: Training Activities

Provide the number of individuals in each training activity on Lines 5.a – 5.d that apply. For example: an individual who will receive ESOL and occupational skills training will be counted once on Line 5, once on Line 5.b and once on Line 5.c. An individual who will receive occupational skills training through a group contract will be counted once on Line 5, once on Line 5.c and once on Line 5.c.ii. Line 5.c.i + Line 5.c.ii should never be greater than Line 5.c.

The sum of 5.a + 5.b. + 5.c + 5.d must be equal to or greater than the total on Line 5.

Line 6: Training Participants Obtaining Certificate/Credential

Provide the number of Line 5 training participants who will obtain a certificate or credential. Line 6 cannot be greater than Line 5.

Line 7: Support Services

Provide the number of individuals who will receive any support services on Line 7 and the number of individuals who will receive a needs-based payment on Line 7.a. Enter zero (0) if applicable.

Chart 4 –Youth Program Summary

Generally entries in Column D represent the sum of entries in Column B (In School Youth) and Column C (Out of School Youth). Column D cells are bold blue so will calculate automatically.

Line 1: Participants

Line 1 youth participant totals will be calculated from the entries in Line 1.a (new enrollments during FY2014) and Line 1.b (carry-overs from FY2013). Line 1 cells are bold blue so will calculate automatically.

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Line 1

Provide the number of Title I youth program participants by in-school and out-of-school to be served with FY2014 WIA Youth funds.

Line 1.a, New Enrollments

Provide the number of new FY2014 enrollments to be served with FY2014 WIA Youth funds.

Line 1.b, Carry-overs from FY2013

Provide the number of Youth to be carried in from FY2013.

Line 1.c-e

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

Lines 2 and 2.a-c, Exiters

Provide the number of youth who will exit youth funded services in the appropriate categories on lines 2.a-c. Line 2, total program exiters, will be calculated from data entered in Lines 2.a-c. Line 2 cells are in bold blue so will calculate automatically.

Line 3, Carry-Out to FY2015

The number of youth to be carried out into FY 2015 is calculated as the number of youth participants on Line 1 minus the number of program exiters on Line 2. Line 3 cells are in bold blue so will calculate automatically.

Line 4, Employment or Education Rate

The employment or education rate is calculated as the number of youth who enter employment (Line 2.a) plus the number of youth who enter post-secondary education or training (Line 2.b) divided by the number of exiters (Line 2).

Lines 5. a-j, Enrollments in the Ten Program Elements:

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

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INSTRUCTIONS FOR PLAN MODIFICATIONS

Reminder: the Excel workbook comprising Program Summary Charts 1-4. *Charts 1-4 should not be split up or submitted/resubmitted separately.* Each submittal or resubmittal of the workbook is considered to be the current copy of the area's planning summaries. *Charts 1-4 are maintained as a group.*

Final FY2013 Carry-Over Data

Local areas are asked to estimate carry-over planning numbers for FY 2014 based on the best information available during the planning season. **Plan modifications based on final carry-over data available in the first quarter of FY 2014 should be submitted by email to Lisa Caissie at lcaissie@detma.org for approval by close-of-business on Friday, December 27, 2013.**

Resubmitting Charts for Changes, Corrections and Budget Modifications

During the review period and later during the fiscal year, local areas may have cause to update one or more of Charts 1-4. For example, moving funds from Adult to Dislocated Worker may alter planned participant levels. Please follow the guidelines below with respect to submitting changes to Charts 1-4.

1. Enter a modification number and date in the box at the top of each Chart that has a change.
2. If possible, please identify the changed data by some means so that it is apparent to a reviewer. This is not necessary if changes involve most of the data on the form.
3. Complete Chart S (Submittal History) and return the entire workbook with the complete set of Charts 1-4 even if only one chart has been modified. Charts 1-4 are maintained as a group. Thus, the most recent submitted version of the Program Summary workbook replaces the previously version as the current set of fiscal year planning summaries for the area.
4. Plan data provided on Charts 1-4 are used for plan vs. actual comparisons in the *Career Center Performance Reports (CCPR)* and other analyses of program activity.

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PROGRAM SUMMARY CHARTS FISCAL YEAR 2014 SAMPLE - SUBMITTAL HISTORY

WORKFORCE INVESTMENT AREA

Middle of the State

CONTACT NAME/PHONE:

Ginny Doe / 508-123-4567

Submittal Sequence	Date	Modification To	Yes/No
First Submittal Annual Business Plan	by due date	Chart 1: Wagner-Peyser	N
		Chart 2: WIA Adult	N
		Chart 3: WIA Dislocated Worker	N
		Chart 4: WIA Youth	N
Second Submittal	8/3/2013	Chart 1: Wagner-Peyser	N
		Chart 2: WIA Adult	Y
		Chart 3: WIA Dislocated Worker	N
		Chart 4: WIA Youth	N
Third Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIA Adult	
		Chart 3: WIA Dislocated Worker	
		Chart 4: WIA Youth	
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.

Submittal History

Dept. of Career Services 05/17/2013

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Date Submitted or Resubmitted: _____				
Modification # if not new: _____				
CHART 1				
FY2014 LABOR EXCHANGE PROGRAM SUMMARY SAMPLE CHART COMPLETED CORRECTLY – na for SAMPLE CHART ONLY				
_____ Workforce Investment Board Name				
A	B	C	D	E
Program Activity in MOSES	July-June FY2011	July-June FY2012	July-April FY2013	Planned FY2014
A. Job Seekers Services				
1. Total Job Seekers Served	na	na	na	1000
a. Total Job Seekers Unemployed	na	na	na	900
b. Persons with Disabilities	na	na	na	60
c. UI Claimants Served	na	na	na	500
d. Veterans Served	na	na	na	70
B. Employer Services				
1. Total Employers Served (= 1.a + 1.b)	0	0	0	400
a. New to Career Center	na	na	na	100
b. Repeat	na	na	na	300
2. Employers Listing Job Orders	na	na	na	200
<p><u>Column Instructions:</u></p> <p>Column B - Enter data from the Year-to-Date Column of the WIB level June 2011 OSCCAR.</p> <p>Column C - Enter data from the Year-to-Date Column of the WIB level June 2012 OSCCAR.</p> <p>Column D - Enter data from the Year-to-Date Column of the WIB level April 2013 OSCCAR.</p> <p>Column E - Enter planned numbers for the July-June period of FY2014.</p> <p><u>Notes:</u></p> <p>"New" means that the employer has never received services from the Career Center. An employer that is new in a given month will appear in the monthly and the cumulative "new" counts on OSCCAR for the remaining months of the fiscal year.</p> <p>"Repeat" means that the employer has returned to the Career Center for service after having received services in a prior fiscal year. At no time will a repeat employer be counted as new.</p> <p>Entered employment information will be reported from the Quarterly Labor Exchange Performance Reports <i>based on wage record matching</i> rather than from the OSCCAR information based on local data entry.</p>				
Chart 1				Dept. of Career Services 05/17/2013

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Date Submitted or Resubmitted: _____ Modification # if not new: _____			
CHART 2			
FY2014 WIA TITLE I PROGRAM SUMMARY FOR ADULTS SAMPLE CHART -- COMPLETED CORRECTLY type name here _____ Workforce Investment Board Name			
A	B	C	D
	Formula Carry-in from FY2013	Formula New in FY2014	FY2014 TOTAL
1. Participants	100	100	200
2. Program Exiters (= 2.a + 2.b)	100	50	150
a. Enter Employment			120
i. Average Hourly Wage at Placement			\$10.00
b. Other Exit Reasons			30
3. Carry-Out to FY2015 (= 1 - 2)			50
4. Entered Employment Rate at Exit (= 2.a / 2)			80%
5. Total Participants in Training Activities (single count*)	80	80	160
a. Basic Education / Literacy Skills	6	6	12
b. ESOL (ESL)	7	8	15
c. Occupational Skills Training (all including ITA)	67	70	137
i. Occupational Skills Training (Customized)	0	10	10
ii. Occupational Skills Training (Group Contracts)	0	0	0
d. On-the-Job Training (OJT)	0	20	20
6. Training Participants Obtaining Certificate/Credential	60	60	120
7. Support Services	10	10	20
a. Needs Based Payments	0	0	0
<p>* 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 FY2013 Adult participants that will carry-in to WIA Title I Adults FY2014 Column C: Enter estimates of newly enrolled participants to be served in WIA Title I Adults in FY2014 Column D: Enter estimates only in cells that contain regular font</p> <p>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.</p>			
Chart 2		Dept. of Career Services 05/17/2013	

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Date Submitted or Resubmitted: _____ Modification # if not new: _____

CHART 3

FY2014 WIA TITLE I PROGRAM SUMMARY FOR DISLOCATED WORKERS

SAMPLE CHART - WITH ERRORS

Wage below Mass. minimum wage of \$8.00 per hour; number entering employment low so EE rate too low to meet performance goals; number in training activities less than total participants in training; total receiving certificates greater than number of training participants

Workforce Investment Board Name _____

A	B	C	D
DISLOCATED WORKER PROGRAM	Formula Carry-in from FY2013	Formula New in FY2014	FY2014 TOTAL
1. Participants	100	100	200
2. Program Exiters (= 2.a + 2.b)	100	50	150
a. Enter Employment			90
i. Average Hourly Wage at Placement			\$7.00
b. Other Exit Reasons			60
3. Carry-Out to FY2015 (= 1 - 2)			50
4. Entered Employment Rate at Exit (= 2.a / 2)			60%
5. Total Participants in Training Activities (single count*)	50	90	140
a. Basic Education / Literacy Skills	4	10	14
b. ESOL (ESL)	23	30	53
c. Occupational Skills Training (all including ITA)	0	54	54
i. Occupational Skills Training (Customized)	0	0	0
ii. Occupational Skills Training (Group Contracts)	0	0	0
d. On-the-Job Training (OJT)	2	3	5
6. Training Participants Obtaining Certificate/Credential	20	110	130
7. Support Services	0	0	0
a. Needs Based Payments	0	0	0

* 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 FY2013 DW participants that will carry-in to WIA Title I DW FY2014
 Column C: Enter estimates of newly enrolled participants to be served in WIA Title I DW in FY2014
 Column D: Enter estimates only in cells that contain regular font

Note: Cells shown in **bold blue** font contain formulas that will calculate automatically based on data entered in Columns C and D. **Do not type in bold blue cells.**

Chart 3

Dept. of Career Services 05/17/2013

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Date Submitted or Resubmitted: _____ Modification # if not new: _____

CHART 4

FY2014 WIA TITLE I PROGRAM SUMMARY FOR YOUTH

SAMPLE CHART - COMPLETED CORRECTLY

Workforce Investment Board Name

A	B	C	D
YOUTH PROGRAM	In School Youth	Out of School Youth	FY2014 Total
1. Participants (= 1.a + 1.b)	25	55	80
a. New Enrollments during FY2014	20	40	60
b. Carry-Overs from FY2013	5	15	20
c. Youth Age 14 - 15	0	0	0
d. Youth Age 16 - 18	25	10	35
e. Youth Age 19 - 21	0	45	45
2. Program Exiters (= 2.a+2.b+2.c)	19	50	69
a. Enter Employment	5	45	50
b. Enter Post-Secondary Education or Training	13	4	17
c. Other Exit Reasons	1	1	2
3. Carry-Out to FY2015 (formula = 1 - 2)	6	5	11
4. Employment or Education Rate (= (2.a + 2.b) / (2))	95%	98%	97%
5. Enrollments by Ten Program Elements			
a. Tutoring and Dropout Prevention	10	0	10
b. Alternative Secondary School, GED Prep, ESOL	5	18	23
c. Summer Employment Opportunities	15	10	25
d. Other Work Experience, Internships, OJT	15	25	40
e. Occupational Skills Training	3	35	38
f. Leadership Development Opportunities	5	12	17
g. Adult Mentoring	2	0	2
h. Comprehensive Guidance and Counseling	25	55	80
i. Supportive Services	20	50	70
j. Follow-up Services	19	50	69
6. Attained Degree/Diploma/GED/Certificate	15	29	44
7. Attained Degree/Diploma/GED/Certificate Rate (= 6 / 2)	79%	58%	64%

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 **69%**

Chart 4

Dept. of Career Services 05/17/2013

ATTACHMENT I

FY 2012 Plan vs. Actual Participant (PVAP) Comparison Planning Tool

From Info Issuance 12-65

Area	Adults			Dislocated Workers			In School Youth			Out of School Youth		
	Number of Planned Participants (incl. Carry-in)	Number of Actual Participants (incl. Carry-in)	% Planned vs. Actual Participants	Number of Planned Participants (incl. Carry-in)	Number of Actual Participants (incl. Carry-in)	% Planned vs. Actual Participants	Number of Planned Participants (incl. Carry-in)	Number of Actual Participants (incl. Carry-in)	% Planned vs. Actual Participants	Number of Planned Participants (incl. Carry-in)	Number of Actual Participants (incl. Carry-in)	% Planned vs. Actual Participants
Berkshire	130	89	68%	251	149	59%	46	36	78%	57	61	107%
Boston	185	240	130%	188	203	108%	120	140	117%	160	181	113%
Bristol	495	410	83%	965	694	72%	90	94	104%	195	207	106%
Brockton	105	117	111%	210	220	105%	142	98	69%	60	25	42%
Cape Cod	94	98	104%	228	119	52%	45	55	122%	40	30	75%
Central Mass	179	205	115%	358	437	122%	47	49	104%	224	265	118%
Franklin/Hamp.	84	51	61%	270	206	76%	50	43	86%	64	46	72%
Greater Lowell	51	42	82%	287	332	116%	54	63	117%	65	65	100%
Greater New Bedford	167	166	99%	349	355	102%	82	159	194%	135	132	98%
Hampden Cty	310	539	174%	644	552	86%	143	244	171%	232	289	125%
Lo. Merrimack	225	201	89%	420	477	114%	8	12	150%	107	109	102%
Metro North	289	308	107%	598	601	101%	83	84	101%	144	146	101%
Metro S/W	107	84	79%	500	519	104%	72	81	113%	62	54	87%
No. Central	78	56	72%	214	223	104%	30	35	117%	47	51	109%
North Shore	235	204	87%	467	439	94%	30	48	160%	60	63	105%
So. Shore	195	134	69%	250	179	72%	12	10	83%	114	100	88%
TOTAL	2,929	2,944	101%	6,199	5,705	92%	1,054	1,251	119%	1,766	1,824	103%