

ATTACHMENT B

North Shore Workforce Investment Board

FY 2010 Annual Plan Checklist

Please indicate each item that is being submitted

- X Career Center Hours of Operation Form (*Attachment C*)
- X MOU Activity Summary Form (*Attachment D*)
- X LWIB Contact Information Form (*Attachment E*)
- X Duration and Principal Signatories Form (*Attachment F*)

- (*Attachment G*)
- X Labor Exchange Program Summary (*Chart #1*)
- X Title I Program Summary for Adults (*Chart #2*)
- X Title I Program Summary for Dislocated Workers (*Chart #3*)
- X Title I Program Summary for Youth (*Chart #4*)
- X Title I Performance Goals (*Chart #5*)
- X Performance Goals Statement (*and Adjustment Narrative, if applicable*)

- X Local Service Delivery Model Changes (*Attachment J*)
- X Integrated Budget Summary Form (*Attachment L*)
- X Budget Narrative (*Example provided in Attachment L1*)

- X Budget Modification Authorization Form (*Attachment O*)
- X Navigator Plan (*Attachment Y*)

ATTACHMENT C

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 2010 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
North Shore Career Center - Salem	70 Washington Street Salem, Massachusetts, 10970	(978) 825.7200	(617) 727.5989	M, T, W (8:30 to 5PM) TH (8:30 to 7PM) F (9:30 to 5PM)	yes	
North Shore Career Center - Lynn	181 Union Street Lynn, Massachusetts, 01901	781) 593.0585	(617) 727.3712	M, W, TH (8:30 to 5PM) T (8:30 to 7PM) F (9:30 to 5PM)	yes	
North Shore Career Center - Gloucester	11-15 Parker Street Gloucester, Massachusetts 01930	(978) 283.4772	(617) 727.5975	M – F (8:30 to 5PM)		yes

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

ATTACHMENT D

MOU ACTIVITY SUMMARY

FY 2010

LWIB Name: North Shore Workforce Investment Board

Date August 25, 2009 **Contact Person:** Mary Sarris

PARTNER/PROGRAM	Signed MOU? Y/N	Duration		If no MOU, or no current MOU, explain.
		Start Date	End Date	
Department of Workforce Development 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	Yes	7/1/09	6/30/2010	Included in this package
Mass Rehabilitation Commission	Yes	7/1/09	On-going	In process of signing new MOU
Mass Commission for the Blind	Yes	7/1/09	On-going	In process of signing new MOU
Department of Mental Health	Yes	7/1/09	On-going	In process of signing new MOU
Department of Education ABE and ESOL	Yes	9/1/09	8/30/2010	Signed new MOU 9/1/09 – 8/30/2010
Community Service Block Grants Community Action Agencies	Yes	7/1/09	On-going	In process of signing new MOU
Older Americans Act - Title V Senior Community Service Employment	Yes	7/1/09	On-going	In process of signing new MOU
Job Corps	Yes	7/1/09	6/30/2010	In process of signing new MOU
Housing & Urban Development Job Links Moving to Work	Yes	7/1/09	On-going	In process of signing new MOU

ATTACHMENT E

<p>Submission Contact Information Local Workforce Investment Board</p>

**Fiscal Year 2010 Annual Plan
and
Memorandum of Understanding for Title I,
Wagner-Peyser and Associated Programs Funded through DWD**

North Shore Workforce Investment Board

Name of Workforce Investment Board

Please designate a primary contact person for the submission of your area's FY 2010 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: Mary Sarris

Title: Executive Director

Mail Address: 70 Washington Street, Suite 314, Salem, MA 01982

E-mail Address: msarris@northshorewib.com

Telephone: 978.741.3805

Fax Number: 978.741.3809

ATTACHMENT F

Duration and Principal Signatories

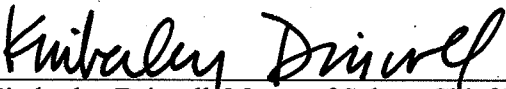
**Fiscal Year 2010
Annual Plan and Memorandum of Understanding for Title I,
Wagner-Peyser and Associated Programs Funded through DWD**

North Shore Workforce Investment Board


DURATION OF MOU

This FY 2010 Annual Plan and DWD MOU shall be fully executed as of the date of signature below, and effective through June 30, 2010. The Plan and MOU may be amended or modified if agreed to by all parties.


PRINCIPAL SIGNATORIES




Kimberley Driscoll, Mayor of Salem, Chief Elected Official 8-27-09
Date



William Tinti, Chair, North Shore Workforce Investment Board 8-28-09
Date



Michael Lynch, DCS Regional Manager 9-1-09
Date



Richard Viscay, Title I Fiscal Agent, City of Salem 8-27-09
Date

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

Fiscal Year 2010 Annual Plan Narrative Questions

(Please note: The responses to the narrative questions relating to the FY 2010 plan of the North Shore Workforce Investment board are built upon the strategic plan FY 2009 – FY 2011, as submitted as a part of the High Performance WIB application. This strategic plan can be found at the NSWIB website <http://www.northshorewib.com>)

Adult, Dislocated Worker, Wagner-Peyser

- 1. Describe how your area's FY 2010 service plan aligns with the Governor's vision for a continuum of education and training opportunities that support a skilled workforce. What local priorities for FY2010 specifically align with the Governor's vision?**

The North Shore WIB has built its priorities based on the foundation that Governor Patrick established.

- *Building the Capacity of the Workforce System*
- *Closing the Skills Gap*
- *Enhancing the Youth Pipeline*

In addition, the NSWIB has two additional priorities:

- Building Partnerships
- Enhancing and Managing Resources

This alignment is critical as the board receives coordination and outreach efforts from state and regional workforce stakeholders. The priorities of our local strategic plan below clearly mirror that of the Governors. Our priorities include:

Build the capacity of the workforce system

Objective #1: Increase coordination and collaboration with educational and human service organizations on regional economic development initiatives and advocate for policy changes at the federal and state level that will help local partners increase the capacity of the workforce system.

Objective #2: Build on existing strengths in identifying current scale and scope of worker and employer needs while being responsive and forward thinking on changing workforce trends and gaps that may arise.

During FY 2010 the following activities listed in the NSWIB Strategic plan (2008 – 2011) will be addressed:

- Create a North Shore Alliance for Economic Development

1.1 Continue to participate in the development of this Alliance with other municipal, education, business, and civic leaders, in an effort to establish a collaborative group whose goal will be to brand the North Shore as employer friendly and increase the number of employment opportunities on the North Shore – *The Alliance has been officially established and an Executive Director has been hired. The WIB will play a prominent role in the organization.*

1.2 WIB will actively participate in at least one activity/program with this new Alliance – *The Alliance is currently establishing its goals and objectives and the WIB will offers it assistance relating to workforce issues and activities over the next year.*

- Eliminate Policy Barriers

1.3 Survey local partners to identify federal and state regulations, policies and funding mechanisms that impact their ability to address workforce issues – *This has been accomplished.*

1.4 Develop a list of 3-5 key policy changes that could be made to positively impact workforce capacity – *This has been accomplished.*

1.5 Advocate locally and jointly with other WIBs for identified policy and funding changes. – *The Workforce System Committee has selected two issues to pursue (1) issues relating to DTA customers and barriers to employment and (2) the Mature Worker and barriers/issues surrounding re-engagement and re-employment in industry. The WIB is currently surveying customers within the population group in order to enhance programming and policy decisions within our region.*

1.6 Disseminate a bi-annual report to the legislature documenting programs and outcomes for the North Shore region – *This has been accomplished and on our website.*

1.7 Strengthen relationship with local political leaders such as Congressman John Tierney who represents the North Shore and is the only New England Legislator on the Labor Committee and Thomas McGee, the Chair of the Mass. Workforce Committee.– *This has been accomplished, Congressman John Tierney and Massachusetts Senator Thomas McGee send staff to all board meetings.*

- Career Center Charter

2.1 Continue to conduct bi-annual reviews of Charter to ensure that services provided to companies and individuals continually improve and respond to current needs – *We are in the mid of the re-chartering process of our One-Stop. This will be completed in early December. The Workforce Systems Committee is in process of reviewing the following: past and current performance, customer survey/focus group results (including job seekers, employers and partner organizations), as well as reviewing the business plan established by the One-Stop.*

2.2 Continue initiatives in four critical sectors:

2.2a Healthcare Learning Network (HCLN) – build skills of low skilled workers and others to get into college healthcare programs – *The WIB has a WCFT grant ending 6/30/2010 funding this pilot effort and have had additional funding secured through a USDOL Earmark grant for this project. In addition, the WIB will partner with Comm Corp on a state-wide effort within the Long-term Care Industry and North Shore Community College to run a part-time CNA to LPN and LPN to RN program on their regular schedule of course offerings. This element is very important to HCLN as it provides a part-time college alternative to working adults within the program.*

2.2b Durable goods Manufacturing – work with North Shore Technology Council, the E-Team Machinist Program, and North Shore community college on creating paid training programs – *We are in process with this having secured a USDOL Earmark grant for this project. The project lead on this grant is the Essex County Community Organization /E-Team in partnership with North Shore Community College and the WIB.*

2.2c Pathways into Financial Services Project – prepare and transition people within the Adult Basic Education (ABE) and English for Speakers of other Languages (ESOL) systems into professional positions w/career ladders – *We are in process with this having secured a WCTF grant for this project ending 6/30/2010. The project lead on this grant is the North Shore Career Center.*

2.2d Construction – work in conjunction with voc-tech high schools and re-establish a leadership group with construction industry to create specific pathways for workers to enter the trades. – *The WIB in partnership with multiple organizations on the North Shore was a part of Youth Build an unsuccessful application to USDOL earlier this year– but we are looking at the proposal being re-submitted and will continue to work toward success. Also, the WIB and Career Center considering the recent Comm Corp RFP for construction and related occupations.*

- Leverage emerging industry

2.3 Facilitate the development of a biotechnology incubator site and/or a bio-tech sector initiative on North Shore. – *This is in process – accelerator in process.*

2.4 Research workforce needs of biotech industry to determine how best to provide career opportunities for local residents based on these needs, with a focus on youth and/or other demographic groups in the region. In process

- Improve services for targeted populations

2.5 Conduct needs assessment on target populations –*Older Workers and Immigrants issues have been highlighted as areas of focus for the WIB. The WIB, through its Data Analysis Academy (DAA) has begun surveying the Older (Mature) Worker population within our*

region in order to inform the WIB and make policy and programming decisions. Immigrant issues will be a topic of consideration in FY 2010.

2.6 Maintain comprehensive data base of all agencies and programs that provide services to targeted populations – *identify barriers and gaps – in the works*

2.7 Identify areas for potential partnerships and/or expansion of existing programs that will reach targeted populations – in the works

- Implement a Forecasting Project

2.8 Update Blueprint and similar data projects on an on-going basis (complete new Blueprint no later than 2010) – *planning in process has begun with researcher.*

2.9 Annually interview WIB members in each critical sector on what they predict their sector will look like in five years. – *This will take place in 2010.*

2.10 Create a database and schematic by critical sector and emerging industry to predict future opportunities and potential challenges - *This will take part as part of the blueprint process in 2010.*

Close the skills gap

Objective #1: Collaborate with educational and training partners to increase available resources and align policies so that employer and worker needs are met

Objective #2: Facilitate alignment of education, training, workforce and economic development activities so that employer and worker needs are met.

During FY 2010 the following activities listed in the NSWIB Strategic plan (2008 – 2011) will begin to be addressed:

Activities for this committee will be re-worked this coming year due to the changes in the regional economy and skills gap. The region has experienced significant layoffs over past year (moving from an unemployment rate of 5.2% to 8.8%) and are suddenly in labor surplus environment. Companies are being very cautious in hiring and job seekers who have found themselves unemployed for the first time in many years are having to re-tool and evaluate their skill-sets based on the changing demands of employers

On September 10, 2009, the WIB meeting will focus on this issue of the skills gap and we have invited Paul Harrington (of Northeastern University) to come and give board members and overview and perspective on the every changing economy on the north shore and the skills gap that is growing.

The Skills Gap Committee over the past year did in fact lay the foundation for assessing the skills gap problems on the north shore by reviewing in detail the prepared vendor list on the north shore and highlighting the gap in construction trades and manufacturing (durable goods) related training program available to WIA customers.

Enhance the youth pipeline (see youth strategies below)

Increase and strengthen relationships with federal, state & local partners/stakeholders

Objective #1: Create a marketing plan to educate and increase public understanding of the benefits of the NSWIB and increase interest and desire of stakeholders to partner with and support the work of the NSWIB. - done

During FY 2010 the following activities listed in the NSWIB Strategic plan (2008 – 2011) will be addressed:

- Identify and initiate collaborations with new partners from education, business, non-profit, and economic development sectors

1.1 Articulate value of existing partnerships and programs – *The WIB and Career Center continue to seek partnership as well as reinforce existing partnerships. One example of this is the creation of the Outreach Coordinator position at the Career Center, which has proven to be valuable conduit for workforce activities in our local area.*

1.2 Identify potential partners who would benefit from partnering with the NSWIB. Work collaboratively with employers from each critical sector and emerging industry to identify new opportunities and leverage resources to implement new programming – work with Green companies?

- Utilize marketing plan to align relationships that will benefit targeted populations: youth, immigrants, older workers

1.3 Host quarterly breakfasts to bring together education professionals and business and nonprofit employers – meeting list? See Public Information Committee meetings and list who I spoke with over the past year

1.4 Review membership of Youth Council – identify who is missing and fill gap – *This has been accomplished.*

1.5 Align connecting activities with work of the P21 group – *This has been accomplished.*

1.6 Actively recruit new member for WIB Board from immigrant organization and from an employer who regularly hires immigrants. *This will happen in 2010.*

1.7 Identify additional nonprofits who serve mature workforce beyond the ones already known and use marketing plan to reach out to them. *This will happen in 2010.*

1.8 Further develop successful career ladder programs in the critical sectors to increase number by partnering with organizations that serve immigrants, older workers, and youth to increase movement into career pathways

- Strategically organize NSWIB staff and Board connections

1.9 Place a NSWIB or Career Center staff member on each Chamber of Commerce Board in the region and integrate regular updates into planning meetings – *This has been accomplished.*

1.10 Survey NSWIB Board members to identify their potential networks re: service/fraternal organizations and/or other boards service – *This will take place in 2010.*

1.11 Articulate in marketing plan specific ways that board members and businesses could promote the NSWIB through their networks – *This has been accomplished, please see NSWIB Marketing Plan.*

Strategically manage and enhance available resources to support and grow operations

Objective #1: Ensure that the WIB's internal organizational structure and resources in terms of finances, staffing, technology, facilities, and relationships, etc.; are at the proper levels of capacity, and alignment to grow resources that support the WIB's strategic goals

Objective #2: Building on its existing strengths, fully engage the WIB's Board of Directors in participating and promoting the work of the WIB as an integrative force for the North Shore, and in adding capacity to the WIB's leadership resources.

During FY 2010 the following activities listed in the NSWIB Strategic plan (2008 – 2011) will be addressed:

- Financial Resources

1.1 On a monthly basis as part of existing staff meeting a review of all budget items, grants and funding structures will be completed to ensure that spending is aligned with programmatic goals of this plan

1.2 Seek out funding for specific initiatives currently in need at this point in time, including:

- BSU – *still looking*
- F1rstJobs – *money raised for F1rstJobs*
- Construction training project – *in the works*
- Updated Blueprint – *in the works*

- Other targeted populations

- Technology Ready

1.4 Develop a technology plan that ensures that software and hardware are updated on a scheduled basis that meets the needs of WIB staff – *in the works and will be competed in 2010.*

- Staffing

1.5 Bi-annually review strategic goals to determine talent needed – compare with talent available with staff, board members, other stakeholders to determine if gap exists – work to fill gap. – *in the works and will be competed in 2010.*

1.6 Bi-annually review staff salaries to ensure competitive compensation plans for staff. – done – *This is being reviewed by City of Salem.*

- Facilities

1.7 As leases expire, ensure that locations are appropriate for customer access, including: Career Center in Lynn and safety and building condition issues within all facilities – *This is in process and additional space for Youth Career Activities in Salem and Gloucester are being explored.*

- Board Membership

2.1 Review WIB nominating process to improve recruitment of appropriate talent to meet strategic goals.

2.2 Develop job description that accurately portrays role of WIB members and provides them with a clear understanding of their responsibilities as board members. *This has been accomplished, please see NSWIB Marketing Plan.*

2.3 Update WIB subcommittee structure to coincide with strategic planning goals and deploy WIB members appropriately to each. *This has been accomplished.*

2.4 Recruit other stakeholders to participate on committees in line with their talent and expertise. *This has been accomplished..*

2.5 All Board Members through committees will participate in Total Quality Management exercises to enhance programming performance and impact. *This will take place during FY 2010.*

2. **As ARRA guidance strongly encourages local areas to expend most of their allocated ARRA funds quickly, and given the reduction in the FY 2010 regular local allocation amounts, how will the WIB plan to monitor and adjust its service activities in a manner so as to assure continuity of delivery and avoid any service disruptions?**

In order to facilitate proper programming and expenditure of funds the NSWIB has developed strategies to expand training opportunities that focus on (1) group training and (2) on-the-job training. Both of these models are currently not being used in the region and will augment the option of Individual Training Accounts (ITA) that is currently being used by eligible customers. The WIB is committed to maximize the amount of ARRA funds going towards training, and will meet and/or exceed the 60% training mandate.

The WIB/Career Center staff leadership team reviews and monitors spending of all grants through detailed Budget-to-Actual Reports as of the end of each month, provided by the Budget Director. Programming decisions are made at this time based on ‘need’ as well as available funding. In addition, the WIB Executive Committee/Resource Committee meets on a regular basis reviewing all financial reports to ensure proper spending levels and to ensure that service delivery is not hampered at the customer level during the coming months. The full board meets five times per year and are provided detailed financial and programming information at that time. In the case that we obligate all of our formula funding and ARRA funding we will be proactive to continue to provide other options including (but limited to) Trade, Pell Grants, WCTF grants, and other grant funded programs that for those who are eligible. In addition, we would contact Department of Workforce Development to see if any remaining ARRA or 15% funds would be made available to the local level to continue customer programming.

3. **What strategies have been either implemented or are under consideration for FY2010 that are intended to move the local workforce development system to addressing training needs and job development initiatives specific to green industries and occupations?**

Given the current environment the WIB commissioned Steven Quimby who completed the 2007 blue print for the region to examine in detail the Green Economy. His report to the board was completed earlier this month, August 2009, and is being used by the NSWIB in formulating programming and policy decisions around funding and collaboration building around the green jobs industry—an industry that is new and on the verge of playing a prominent role not only as an individual industry but more importantly within the occupations of 2 or more of our already established critical industries, construction trades and

manufacturing, who will incorporate the principals of the green industry not only within the confines of their facilities but within the scope of their services and products offered to the marketplace. As a component of the report, Mr. Quimby also outlined the numerous resources that are available on the green economy to be shared amongst the WIB and our partners.

The following recommendations were designed to help the North Shore Workforce Investment Board in 2010 and beyond to maximize its investments in the green economy with the aim of increasing employment and economic development opportunities for the region's businesses and residents.

- Explore strategic opportunities to make concentrated investments that can serve as pilot projects that may serve as models for effective workforce development and training programs serving green economy companies.
- Work closely with firms in the North Shore's critical industries, particularly construction and manufacturing, to identify emerging occupations and create training programs that meet these needs.
- Continue to work with the K-12 school system to enhance the STEM competencies, particularly mathematics, which will be critical for the emerging workforce gaining access to the fastest growing jobs in the green economy.
- Encourage the programs that the WIB funds in the construction industry to add LEED certification and experience to their training programs to ensure that program graduates are ready for changing industry trends toward sustainability and green construction.
- Ensure that construction and manufacturing training programs include internships and on the job experiences on LEED certified jobs to ensure that workers have the skills and experience needed to get on future LEED certified jobs.
- Monitor regional companies and education institutions receiving ARRA green economy funding to ensure that job training and career center efforts are aimed at maximizing the employment opportunities available for North Shore residents.
- Include questions about green jobs in future regional workforce development analyses of all industries to ensure that overarching green jobs that cross industries are taken into account.
- Market the region's workforce strengths to organizations working to develop green industries in Massachusetts such as the Massachusetts Technology Council and the Massachusetts Clean Energy Center.
- Explore the addition of green components into existing training programs where additional skills and certifications, such as LEED certification and experience in construction, can give participants advanced standing in the labor market.
- Partner closely with the region's community college to develop training programs that are responsive to regional industries in the green space and that support career ladders and advancement for workers in green occupations.

Based on the recommendations within the Green Jobs Report, the following steps are in motion. They included:

- The NSWIB has begun to make public the Green Jobs Report through our website and other partner agencies, including the North Shore Career Center. The One-stop will also make this report available to job seekers as well as business customers of the center. A “green jobs” industry workshop component will be designed in the late fall of 2009 for job seeker customers who participate in one of the critical industry workshops given on a regular basis.
- Utilizing ARRA funds the NSWIB has contracted with North Shore Community College to run and Building Analyst/ Envelop Specialist group training course beginning in the Fall of 2009; and
- The WIB has convened a Green Jobs Advisory Committee to discuss workforce development issues within this important and unchartered sector and the committee held its first meeting met on August 13, 2009. The committee will on a regular basis and provide the framework for future sectoral initiatives in the green jobs arena.

Youth

4. **Please describe the region’s overarching initiatives/priorities for providing services to youth for FY 2010. Include in the response the type and availability of youth activities (WIA and non-WIA) in the local area.**

As listed in our strategic plan under the Youth Pipeline goal, *the North Shore WIB will enhance the youth pipeline by increasing and aligning education, training and employment programs.* With this goal in mind two objectives were formulated:

- 1.) Facilitate stronger connections between secondary schools, vocational education, workforce development (including CBO’s) and higher education.
- 2.) Improve and expand programs for immigrant youth and youth who have dropped out of school and/or are under/un-employed.

During FY 2010 the following activities listed in the NSWIB Strategic plan (2008 – 2011) will continue to be addressed:

Continue outreach to vocational/technical schools

1.1 Provide North Shore labor data to support course of study and physical plant resources needed for students to be prepared for 21st century labor market

1.2 Increase sector-based programming by bringing employers into the schools and developing pre-employment training programs

1.3 Develop new concept of “tech trek” with 3 to 5 biotech companies that provides tours, etc. through north shore biotech companies.

Increase connections for educators to connect curricula to the work world

1.4 Expand teacher externship opportunities that allow teachers to take graduate courses that also include work experience in North Shore businesses – in FY 2009 the WIB started an expanded

1.5 Respond to requests from principals and curriculum leaders for labor market data needed to inform curriculum development

1.6 Develop an education brief on how the North Shore WIB's Labor Market Blueprint is applicable to secondary education and suggested ways it could be used in curriculum development and teacher training

1.7 Encourage development of an understanding across all high schools of the current STEM crisis that helps educators appreciate the dilemma and leads to partnerships for creative solutions
Increase after school and summer employment opportunities for teens

1.7 Publicize data to change the perception that teens don't want/can't work

1.8 Enhance current workshops for teens in schools on basic employment skills

Increase preventative interventions in collaboration with schools

2.1 Collaborate with North Shore P21 partners to develop a strategic plan based on the Search Institute's "Survey of Student Resources and Assets" Report on North Shore youth.

2.2 Collaborate with P21 group on leveraging the plan as a strategy for getting into schools and promoting strength-based model for supporting youth and preventing drop-out.

2.3 Align Connecting Activities School liaisons with the P21 group to increase integration and collaboration among North Shore youth serving providers and school personnel.

2.4 Advocate with MA Department of Elementary and Secondary Education to expand Connecting Activities grant to include 9th grade

2.5 Host annual breakfast/event to bring together school staff, youth service providers and employers to provide opportunities for labor market information/youth related issues.

Redesign GED programs as strength-based "alternative" programs rather than "failure" programs

2.6 Require Youth GED programs to provide information and skill development for transition into college and certificate programs based on Career Ladder and Labor Market Information

WIA/Non WIA Activities in our local area:

Programming Available our local area	Target population	Availability
WIA	14 – 21 year olds	Eligibility
F1rstJobs	14 – 19 year olds	Open
Shannon	In school youth	Referral from SRO
Youth Works	14 – 21 year olds	Eligibility
ARRA Byne	14 – 21 year olds	Eligibility
Connecting Activities	In school youth (juniors and seniors)	Open

5. **Workforce investment areas failing one of more youth performance measures as of the 3rd quarter of FY 2009 must describe in detail, the specific action steps that will be taken to ensure performance improvement for each measure in FY 2010. Please include a timeline for major activity (local area may include all relevant action steps taken in FY 2009 to address the performance, including sub-recipient corrective action).**

NSWIB met our performance standards in FY 2009.

6. **Indicate the workforce investment board approved additional eligibility barriers for youth “who require additional assistance to complete an education program or to secure and hold employment” (WIA 101(13)). Please indicate the documentation requirements for this barrier.**

The NSWIB defines an individual who requires additional assistance to complete an educational program, or to secure and hold employment i.e., is one or more grade levels below their age-appropriate grade level; as a youth with a disability, including a learning disability, or faces a serious barrier to employment as defined by the Youth Pipeline Committee and WIB. In the case of the NSWIB, the serious barriers are defined as (deficient in basic literacy skills; homeless, a runaway or a foster child; pregnant or a parent; and an offender) or

- having scored in level 1 or 2 of the 10th grade MCAS, or
- having failed at least one course during any quarter of the preceding or current school year,
- having not held any full time job, or
- having, at any time during the previous five years, been fired/laid off from a private sector position.

Documentation of these barriers is in compliance with WIA reporting standards listed in the April 9, 2009 Title I Eligibility requirements revised.

- 7. Local areas must indicate *all* successful providers of youth services as part of the Annual Plan. Please update the Youth Provider Survey to reflect providers that may not have been listed at the time of the ARRA business plan submission (661.350 (7)). If all successful providers *were* included in the ARRA submission, please indicate such as your response.**

All providers were listed in the NSWIB ARRA submission.

- 8. Please describe the local area's support service and needs related payment policies and procedure for youth program participants. The response should indicate who is responsible for making decisions about supportive service, what type of activities are provided, how are individual needs determined and cost parameters for support services and needs related payments. Attach the support services needs related payment policy.**

The North Shore Workforce Investment Board, in collaboration with the North Shore Career Centers and its youth vendor community, has established its Support Service/Needs-Related Payment policy for youth based on the following principles:

1. The at-risk youth of the North Shore area bring with them severe financial and human needs that have a negative impact on their ability to participate fully in workforce development programs.
2. The needs of these youth may require different approaches, which are reflected in the programs and services offered by our various vendors and through the Career Centers.
3. The vendors that are providing these services must be able to help these young people meet their needs in order for them to succeed in overcoming barriers to employment.
4. It is the role of the Career Centers, in concert with these vendors, to find wherever possible supportive services that are at no cost to the individual. This experience not only provides the services, but also gives the young person the ability to find and take advantage of these services, a skill that will serve them well throughout their lives.

As indicated in the policy the Career Center staff person works with youth to find resources within the region at no cost.

The WIA vendor (in which eligible youth are enrolled) submit within their proposed service proposals a plan for Support S and NRP and once approved by the Youth Pipeline Committee it is placed in their contract. The vendor will implement the policy on a cost reimbursement basis as outlined in their contract with the WIB. The Career Center will provide technical assistance to vendors as the policy is implemented. The WIB will also monitor its implementation, and the impact that it may have on program participation.

Please see attached Support Services/Needs-Related Payments for Youth Policy P-13.

9. **Please describe how the local workforce investment board satisfies the requirement for competitive procurement in WIA section 123. The response should outline the process used to award grants and contracts for youth activities (661.350 (10)). The response should also indicate how the local workforce investment board ensures the youth procurement adherence to MassWorkforce Policy 01-52. A copy of the local procurement procedure may be attached to satisfy this portion of the response. In addition, please indicate if the area will utilize youth ITAs and the follow-up waiver.**

The North Shore Workforce Investment Board and Youth Pipeline Committee – The WIB provides policy and oversight for all WIA activities in our local area. The WIB, in partnership with the Mayor of Salem as the local chief elected official (CEO), has appointed a **Youth Pipeline Committee** which focuses exclusively on the selection and development of youth programming. The WIB and its Youth Pipeline Committee works with the CEO to:

- 1) Develop a strategic plan that includes a description of how services, including those to youth, will be delivered in our region;
- 2) Select youth services providers through a competitive process;
- 3) Coordinate youth activities; and
- 4) Conduct oversight and evaluation of program activities of funded youth service providers.

Please see attached Procurement – Program Service Providers Policy P-09.

Date Submitted: _____ Modification number if not new: _____

CHART 5

FY2010 WIA TITLE I PERFORMANCE GOALS

North Shore Workforce Investment Board

Workforce Investment Board Name

A

B

C

Column F will indicate the amount of standard baseline adjustments from the *Performance Adjustment Worksheet*, entered into columns G - L.

Performance Measure	FY2010 State Goals	FY2010 Local Goals
Adult		
Entered Employment Rate	82%	80%
Employed-with-Credential Rate	71%	69%
Employment Retention Rate in 2nd & 3rd Qtr	81%	80%
Average Earnings in 2nd and 3rd Quarter	\$9,750	\$9,250
Dislocated Worker		
Entered Employment Rate	88%	87%
Employed-with-Credential Rate	76%	75%
Employment Retention Rate in 2nd & 3rd Qtr	90%	89%
Average Earnings in 2nd and 3rd Quarter	\$16,000	\$15,675
Older Youth (19-21)		
Entered Employment Rate	81%	75%
Employed-with-Credential Rate	54%	48%
Employment Retention Rate in 2nd & 3rd Qtr	85%	79%
Earnings Gain (Post-Program, Pre-Program)	\$3,800	\$2,925
Younger Youth (14-19)		
Skill Attainment Rate	88%	86%
Diploma (or Equivalent) Attainment Rate	63%	61%
Employment or Education Retention Rate	71%	69%
Customer Satisfaction		
Average Participant Index Score	82	82
Average Employer Index Score	75	75

PERFORMANCE ADJUSTMENT CALCULATOR

Measure	Adjustment
Adult Ent'd Employment Rate:	-2%
Adult Employed w/Credential Rate:	-2%
Adult Retention Rate:	-1%
Adult Average Earnings:	-\$500
D.W. Ent'd Employment Rate:	-1%
D.W. Employed w/Credential Rate:	-1%
D.W. Retention Rate:	-1%
D.W. Average Earnings:	-\$325
O.Y. Ent'd Employment Rate:	-6%
O.Y. Employed w/Credential Rate:	-6%
O.Y. Retention Rate:	-6%
O.Y. Earnings Gain:	-\$875
Y.Y. Skill Attainment Rate:	-2%
Y.Y. Diploma Attainment Rate:	-2%
Y.Y. Retention Rate:	-2%

Performance Adjustment Worksheet Factors
(Enter as negative numbers)

Less Than HS	Limited Eng.	Disabled	Welfare	Unempl. Rate	Area Wage
		-1%	-1%		
		-1%	-1%		
		-1%			
		-\$175	-\$325		
Less Than HS	Limited Eng.	Disabled	Age 55 +	Unempl. Rate	Area Wage
		-1%			
		-1%			
		-1%			
		-\$325			
HS Dropouts	Pregnant/Par.	Disabled	Basic Skills Def.	Unempl. Rate	Area Wage
-2%		-2%	-1%	-1%	
-2%		-2%	-1%	-1%	
-2%		-2%	-1%	-1%	
-\$500		-\$250	-\$125		
Welfare	Disabled	Limited Eng.	Basic Skills Def.	Unempl. Rate	
-1%			-1%		
-1%			-1%		
-1%			-1%		

ADJUSTMENTS TO LOCAL PERFORMANCE GOALS
LOCAL GOALS INCLUDE BASELINE ADJUSTMENTS (YES / NO)
LOCAL GOALS INCLUDE PROPOSED NEGOTIATIONS (YES / NO)

Notes: State goals are the same as FY09. FY09 State Performance Goals were announced August 8, 2007 in MassWorkforce Issuance #07-59. Column C figures shown in **bold, blue** font contain formulas that will calculate automatically based on data entered in Columns G - L. Do not type in bold, blue cells. In Columns G - L, enter the amount of standard baseline adjustments from the Performance Adjustment Worksheet, provided in Attachment H.

ATTACHMENT H
FY 2010 PERFORMANCE GOALS STATEMENT

Local areas must complete the two-paged Attachment H and submit it with their plan.

The first page is the *Performance Goals Statement*, shown below. Each Board must determine if they are adopting the State Title I performance goals *as shown on Chart 6 of Attachment G*, or taking the standard baseline adjustments (see Attachment I), or requesting negotiation on one or more goals.

The second page of Attachment H is the *Performance Adjustment Worksheet*. These standard baseline adjustments data are used to adjust local WIA Title I Performance Goals on Chart 6 (Attachment G) for areas that are requesting to take the standard baseline adjustments.

FY 2010 PERFORMANCE GOALS STATEMENT

North Shore Workforce Investment Board

WORKFORCE INVESTMENT BOARD

Wagner-Peyser Performance Goals

Workforce areas are not required to set local goals for Wagner-Peyser Performance. Each area's performance will be reported against the FY2010 State Goals for Wagner Peyser, which are:

Entered Employment Rate	61%
Employment Retention Rate	81%
Average Earnings	\$16,400

Title I Performance Goals

Submit this form to indicate if the Board is adopting the state Title I performance goals for FY2010 shown in Chart 6, or is instead taking adjustments and/or requesting negotiations. Please indicate below the statement(s) that apply. If (b) is checked, please complete the *Performance Adjustment Worksheet*. If (c) is checked, please describe the basis for negotiation below and/or on additional sheets.

(a) The Board adopts the FY2010 State Goals for FY2010 Local Goals.

(b) Standard Baseline Adjustments have been taken. The Performance Adjustment Worksheet is attached. Adjustments have been entered in the Adjustment Calculator attached to Chart 6 and the adjusted local goals appear in Chart 6.

(c) The Board requests negotiation of one or more goals, as described below.

**Workforce Investment Board Name: North Shore Workforce Investment Board
Performance Adjustment Worksheet**

*(Note: The **Total Adjustment** fields have a Word Sum Function. After entering the adjustments in each table, highlight and right click the number in the **Total Adjustment** field, then click Update).*

ADULT ADJUSTMENTS

Employment, Credential & Retention Rates	Adjustment	Average Earnings	Adjustment
Less Than HS	<u>0</u>	Less Than HS	<u>0</u>
Limited Eng.	<u>0</u>	Limited Eng.	<u>0</u>
Disabled	<u>-1</u>	Disabled	<u>-175</u>
Welfare	<u>-1</u>	Welfare	<u>-325</u>
Unemployment	<u>0</u>	Area Wage	<u>0</u>
Total Adjustment	-2	Total Adjustment	-500

DISLOCATED WORKER ADJUSTMENTS

Employment, Credential & Retention Rates	Adjustment	Average Earnings	Adjustment
Less Than HS	<u>0</u>	Less Than HS	<u>0</u>
Limited Eng.	<u>0</u>	Limited Eng.	<u>0</u>
Disabled	<u>-1</u>	Disabled	<u>-325</u>
Age 55 & Older	<u>-1</u>	Age 55 & Older	<u>0</u>
Unemployment	<u>0</u>	Area Wage	<u>0</u>
Total Adjustment	0	Total Adjustment	-325

OLDER YOUTH ADJUSTMENTS

Employment, Credential & Retention Rates	Adjustment	Earnings Gain	Adjustment
HS Dropout	<u>-2</u>	HS Dropout	<u>-500</u>
Pregnant/Parenting	<u>0</u>	Pregnant/Parenting	<u>0</u>
Disabled	<u>-2</u>	Disabled	<u>-250</u>
Basic Skills Deficient	<u>-1</u>	Basic Skills Deficient	<u>-125</u>
Unemployment	<u>-1</u>	Area Wage	<u>0</u>
Total Adjustment	-6	Total Adjustment	-875

YOUNGER YOUTH ADJUSTMENTS

Skill Attainment, Diploma & Retention Rates	Adjustment
Welfare	<u>-1</u>
Disabled	<u>0</u>
Limited English	<u>0</u>
Basic Skills Deficient	<u>-1</u>
Unemployment	<u>0</u>
Total Adjustment	-2

ATTACHMENT J

LOCAL SERVICE DELIVERY MODEL CHANGES

FISCAL YEAR 2010 CHANGES

Please complete this form and submit as part of your FY 2010 Annual Plan package.

Local Area: North Shore Workforce Investment Board

Are changes planned for FY2010: **YES** **NO** **X**

If significant service design or other changes from FY09 are planned for FY 2010, 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 2010, please submit a modified description that includes the additional information.*

NORTH SHORE

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Fund	AVAILABLE FUNDING	SUBTOTAL-STATE-PD RETAINED EXP	Mod1 Available Funding Inc/Dec	FY10 Contract Amount
* WP 90%	753,498	694,699	(58,799)	58,799
WP10%	71,403	66,575	(4,828)	4,828
One Stop	172,651	13,235	(159,416)	159,416
ARRA WP 90	135,635	126,950		8,685
ARRA WP 10	15,071	13,819		1,252
ARRA RES	260,860	248,068		12,792
DVOP	71,449	64,932	(6,517)	6,517
LVER	159,554	156,777	(2,777)	2,777
UI	320,966	302,617	(18,349)	18,349
LWIB ARRA T-1 Adult		-	-	-
LWIB ARRA T-1 Youth		1,834		(1,834)
LWIB ARRA T-1 DW		-		-
LWIB WIA T-1 Adult	779,432	37,683	(741,749)	741,749
LWIB WIA T-1 Youth	797,005	6,958	(790,047)	790,047
LWIB WIA T-1 DW	747,969	50,917	(697,052)	697,052
LWIB WTF WIB Appropriation	76,250	83	(76,167)	76,167
Skills Start	36,980	36,980	-	-
LWIB Navigator	28,125	-	(28,125)	28,125
Rapid Response	111,482	102,718	(8,764)	8,764
TOTAL	4,538,330	1,924,845	(2,592,590)	2,613,485

#REF!

Total to be Retained by DCS from LWIB 110,710

FY 2010 ANNUAL

WIB Name:						
Program / Phase Number	Connecting	WIA Incentive	Other	High Perf.	Job	
Program / Phase Description	Activities	Grants	Non-DWD	WIB	Corps	TOTAL
Phase Number						
AVAILABLE FUNDING	75,000	13,000	276,400	96,085	8,590	\$8,770,396
New Funding	75,000	0		0	8,590	\$4,944,465
Carry-in Funding (09 to 10)		13,000	276,400	96,085		\$3,825,931
Transfers						\$0
STATE-PAID-RETAINED FTEs:						25.25
PERSONNEL (use personnel sheets)						\$1,635,384
FRINGE (use personnel sheets)						\$0
AS&T (from personnel sheets)						\$0
PREMISES LEASE (see attachment)				0		\$202,840
PREMISES MOVING CAP IMP						\$0
TELEPHONES (see attachment)				0		\$20,279
DATA CIRCUITS (see attachment)						\$21,940
MOSES FEE (see attachment)						\$22,241
TRAVEL						\$22,161
INFORMATION TECHNOLOGY (IT)						\$0
SUPPLIES & EQUIPMENT ETC.					0	\$0
OTHER						\$0
SUBTOTAL-STATE-PD RETAINED EXP.	\$0	\$0	\$0	\$0	\$0	\$1,924,845
CAREER CENTERS FTEs:	1.47	0.00	0.67	0.00	0.00	26.92
PERSONNEL	42,009		26,600			\$1,035,066
FRINGE	4,281		6,205			\$243,175
PREMISES LEASE			6,030		8,274	\$168,309
PREMISES MOVING CAP IMP			0			\$0
COPIERS			226			\$13,186
TELEPHONES			328		316	\$1,783
DATA CIRCUITS			261			\$545
MOSES FEE (see attachment)	462		348			\$1,213
TRAVEL			51			\$2,776
INFORMATION TECHNOLOGY (IT)			536			\$23,629
SUPPLIES & EQUIPMENT ETC.			1,006		0	\$57,365
OTHER	23,367	0	184,160			\$629,429
SUB-TOTAL	70,119	0	225,751	0	8,590	\$2,176,476
SUPPORT SERVICES	0	0	0	0	0	\$51,000
Support Service Payments						\$10,500
(Needs Based Payments) NBP						\$40,500
TRAINING						
Occupational Skills Training (ITA)						\$846,735
Occupational Skills Training (Group)						\$1,098,651
On-the-job Training (OJT)						\$59,154
Skill upgrade, retraining, Apprenticeship			37,858			\$890,407
Adult Education						\$131,450
Customized Training						\$0
Sub-Total TRAINING	0	0	37,858	0	0	\$3,026,397
SUBTOTAL-CC-FA EXP (locally paid)	\$70,119	\$0	\$263,609	\$0	\$8,590	\$5,253,873
WIB / Fiscal Agent FTEs:	0.05	0.00	0.12	0.04	0.00	10.02
PERSONNEL	2,587		6,339	2,134		\$436,258
FRINGE	895		2,255	711		\$125,536
PREMISES LEASE	235		533	208		\$47,700
PREMISES MOVING CAP IMP	0		0	0		\$0
COPIERS	39		108	29		\$6,266
TELEPHONES	39		87	35		\$8,000
DATA CIRCUITS	0		0	0		\$0
MOSES FEE (see attachment)	0		0	0		\$128
TRAVEL	9		7	12		\$3,053
INFORMATION TECHNOLOGY (IT)	41		93	37		\$8,350
SUPPLIES & EQUIPMENT ETC.	90		219	74		\$16,488
OTHER	946	13,000	3,150	92,845		\$208,301
SUB-TOTAL	4,881	13,000	12,791	96,085	0	\$860,080
SUPPORT SERVICES	0	0	0	0	0	\$0
Support Service Payments						\$0
(Needs Based Payments) NBP						\$0
TRAINING						
Occupational Skills Training (ITA)						\$0
Occupational Skills Training (Group)						\$0
On-the-job Training (OJT)						\$0
Skill upgrade, retraining, Apprenticeship						\$0
Adult Education						\$0
Customized Training						\$325,000
Sub-Total TRAINING	0	0	0	0	0	\$325,000
SUBTOTAL-WIB FA EXP (locally paid)	\$4,881	\$13,000	\$12,791	\$96,085	\$0	\$1,185,080
RETAINED AMOUNT	\$0	\$0	\$0	\$0	\$0	\$1,924,845
CONTRACT AMT -(C+C+FA+WIB)	\$75,000	\$13,000	\$276,400	\$96,085	\$8,590	\$6,438,953
TOTAL ALL EXPENSES (State+Cont)	\$75,000	\$13,000	\$276,400	\$96,085	\$8,590	\$8,363,798
Projected Carry Out/Balance	\$0	\$0	\$0	\$0	\$0	\$406,598

NORTH SHORE FY 2010 BUDGET NARRATIVE

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I. PARTNER RESOURCE SHARING

The primary partners in the operation of the North Shore workforce area are: the Division of Career Services (DCS), the Division of Unemployment Assistance (DUA), and the City of Salem/North Shore Workforce Investment Board (NSWIB). The NSWIB is responsible for the expenses of the Local Workforce Investment Area (LWIA) staff, i.e. the City of Salem employees. The following information is provided to point out financial transactions that must take place between the partners, but may not be evident in the budget summary format that is being submitted.

A. DCS needs to receive:

- \$44,183 from DUA for premises cost for DUA Hearings in Salem and DUA services in Salem.
- \$2,474 from DUA for telephone expenses for Salem and Lynn DUA services.
- \$2,064 from DUA for data circuit expenses for Salem and Lynn
- \$89,031 from the North Shore Workforce Investment Board (NSWIB) for premises costs for the Salem (\$81,819) and Gloucester (\$7,212) Career Centers.
- \$9,624 from NSWIB for data circuit expenses for the Lynn, Salem and Gloucester Centers.
- \$10,235 from NSWIB for phone costs for the Lynn, Salem and Gloucester Centers.
- \$12,498 from NSWIB for MOSES fees.

B. NSWIB needs to receive:

- \$14,049 from DUA for premises costs in Lynn for DUA staff providing DUA services.
- \$1,604 from DUA for copier costs in Lynn and Salem for DUA staff providing DUA services.
- \$2,760 from DUA for various NPS costs in Lynn, Salem, and Gloucester.
- \$57,447 from DCS for premises costs for DCS staff working in the North Shore Career Center of Lynn. A breakdown by program is provided in the Premises Cost narrative.
- \$6,199 from DCS for copier costs in Lynn, Salem and Gloucester for DCS staff.
- \$19,469 from DCS for various NPS costs in Lynn, Salem, and Gloucester.
- \$8,590 from Job Corps for space occupied (\$8,274) and phone costs (\$316) at the North Shore Career Center of Lynn.

II. PREMISES COSTS

Premises costs for all three Career Centers in the North Shore area were calculated according to the initial method suggested by the IOG Facilities Department. Appropriate information and copies of floor plans were originally submitted to Gerry Corvino who supplied us with the space allocation formula for each location. These formulas were modified this year based upon changes in staffing numbers. Copies of those formulas are submitted as attachments. DCS holds the leases for the Salem and Gloucester centers. The City of Salem/NSWIB holds the lease for the Lynn Career Center.

A. Salem Career Center

The Salem Career Center consists of the Career Center on the first floor, which is used by staff from DCS and the Local Workforce Investment Area (LWIA). LWIA has eleven staff in the Center; DCS has nine staff. There are offices for the Training Manager (LWIA) and the Career Center Manager (DCS). The rest of the staff are housed in cubicles. A full time walk in claims taker and a back-up claims taker, who are DCS staff, take UI claims in person and by phone. Areas used by all three funding streams such as waiting areas, bathrooms, supply and communications areas are charged to DCS, DUA and LWIA by the percentage of allocated space. Areas used by just DCS and LWIA such as conference rooms are split equally. Space for offices and cubicles are apportioned to the different funding streams by staffing and space allocation. The fourth floor consists of DUA Hearings, an office for the Career Center Director, and offices for three other LWIA staff. Two large hearings offices, the waiting area, a supply room, a room for a fax and copier and another DUA work area take up the bulk of this suite. The DUA staff who occupy this space are not included in the 4.0 staffing figure on the budget sheet. That staffing figure only reflects DCS staff who are charged to DUA for claims taking and customer service and are housed in the three Career Centers. The premises costs are allocated by the percentage of actual footage assigned.

Total Cost of Salem Premises **\$181,821**

DUA Share	24.3% x \$181,821 = \$ 44,183
DCS Share	30.7% x \$181,821 = 55,819
LWIA Share	45.% x \$181,821 =81,819
Total Premises Cost	\$181,821

The DCS share of \$55,819 (to be paid by DCS) is split among the following programs.

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
ARRA WP 90	.80	.101	\$ 5,638
ARRA WP 10	.10	.012	670
RES	2.30	.291	16,243
WP 90	3.45	.437	24,393
LVER	1.00	.127	7,089
Rapid Response	.25	.032	1,786
TOTAL	7.90	1.0	\$ 55,819

B. Lynn Career Center

The Lynn Career Center is housed on two floors that are occupied by staff from DCS and LWIA. Eight DCS staff and ten LWIA staff share the space. Areas used by all three funding streams such as waiting areas, bathrooms, supply and communications areas are charged to DCS, DUA and LWIA by percentage of allocated space. Space for offices and cubicles are apportioned to the different funding streams by staffing and space allocation. Job Corps occupies an office that is billed in a separate agreement with NSWIB. Two of the DCS staff are full time walk in claims takers and that space is charged to DUA. One office is occupied by the Career Center Manager (LWIA) and another is used by the Employment Services Manager (DCS). The rest of the staff occupy cubicles. In addition to the space discussed above, we obtained an additional room to be used by temporary ARRA Youth staff for three months to help operate the Summer Youth program. This cost is \$4,376 and is being charged directly to the ARRA Youth grant.

Total Cost of Lynn Premises $\$156,105 + \$4,376 = \$160,481$

DUA Share	9% x \$156,105 = \$14,049
DCS Share	36.8% x \$156,105 = 57,447
Job Corps	5.3% x \$156,105 = 8,274
LWIA Share	48.9% x \$156,105 = 76,335
ARRA Youth	4,376
Total Premises Cost	\$160,481

Note: The NSWIB will be responsible for paying for the ARRA Youth room and Job Corp’s share of the premises cost. Job Corp will reimburse the NSWIB through a separate agreement. Therefore, NSWIB will be responsible for \$88,985 of premises cost for the Lynn Career Center.

The DCS share of \$57,447 (to be paid to NSWIB) is split among the following programs.

E. Total DCS Premises Costs by DCS Program - \$134,901

<u>Program</u>	<u>Cost</u>
ARRA WP 90	\$ 11,440
ARRA WP 10	1,244
RES	25,586
WP 90	60,957
WP 10	6,381
DVOP	5,802
LVER	14,294
Rapid Response	9,197
TOTAL	\$ 134,901

III. TELEPHONE COSTS

The telephone charges for each Career Center partner were allocated according to the number of staff each partner had in each Center who utilized the telephone system on a regular basis. Each partner was assigned a proportionate percentage of the total telephone costs according to the ratio of the number of their staff who will be utilizing the telephone system compared to the total number of staff in that particular Career Center who will be utilizing the system.

A. Salem Office Total Estimated Phone Cost = \$ 9,242

23 staff using phone system

DUA Hearing	3 = 13.1%	DUA Hearing	$\$9,242 \times .131 = \$ 1,211$
DCS	9 = 39.1%	DCS Cost	$\$9,242 \times .391 = 3,613$
LWIA	11 = 47.8%	LWIA Cost	$\$9,242 \times .478 = 4,418$
TOTAL	23		\$ 9,242

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
ARRA WP 90	0.8	.089	\$ 322
ARRA WP 10	0.1	.011	40
RES	2.3	.256	925
WP 90	3.4	.378	1,366
LVER	1.0	.111	401
Rapid Response	0.2	.022	79
UI walk in	1.2	.133	480
TOTAL	9.0	1.000	\$ 3,613

B. Lynn Office Total Estimated Phone Cost = \$9,572

Total phone costs for Lynn are \$9,572 (\$8,772 from DCS controlled phones + \$800 for two fax lines paid for by NSWIB).

28 Staff using phone system (including ARRA position estimates)

Job Corps	1 = 3.6%	JC Cost	$\$8,772 \times .036 =$	\$316
DCS	12 = 42.9%	DCS Cost	$\$8,772 \times .429 =$	3,763
LWIA	15 = 53.5%	LWIA Cost	$\$8,772 \times .535 =$	4,693
Total	28			\$8,772
Fax Lines (LWIA)				800
TOTAL				\$9,572

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
ARRA WP 90	1.00	.083	\$ 312
ARRA WP 10	0.10	.008	30
RES	1.25	.104	392
WP 90	4.45	.372	1,400
WP 10	0.50	.042	158
DVOP	1.00	.083	312
Rapid Response	1.20	.100	376
UI walk in	2.50	.208	783
TOTAL	12.00	1.000	\$ 3,763

C. Gloucester Office Total Estimated Phone Cost = \$3,230

4 staff using phone system

LWIA	1 = 25.0%	LWIA Cost	$\$3,230 \times .25 =$	\$ 808
DCS	3 = 75.0%	DCS Cost	$\$3,230 \times .75 =$	2,422
TOTAL				\$ 3,230

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
RES	0.25	.084	\$ 203
WP 90	1.35	.450	1,090
WP 10	0.40	.133	322
LVER	1.00	.333	807
TOTAL	3.00	1.000	\$ 2,422

D. Total DCS Phone Costs = \$9,798

DCS Phone Charges by Program

<u>Program</u>	<u>Cost</u>	<u>TOTAL</u>	<u>\$ 9,798</u>
ARRA WP 90	\$ 634		
ARRAWP 10	70		
RES	1,520		
WP 90	3,856		
WP 10	480		
DVOP	312		
LVER	1,208		
Rapid Resp.	455		
UI	1,263		

IV. DATA CIRCUIT COSTS

We allocated the data circuit charges for each Career Center partner according to the number of staff each partner had in each Center who were involved in data circuit usage. Each partner was assigned a proportionate percentage of the total data circuit cost according to the ratio of the number of their staff who will be utilizing data circuits compared to the total number of staff in that particular Career Center who will be utilizing the system. The data circuit costs for the Salem DTA location on 35 Congress St. will no longer be needed as there will be no Local Workforce Investment Area (LWIA) or DCS staff stationed there full time. One LWIA staff will work there part time to meet with DTA customers. However, she will share a DTA cubicle with other DTA providers. The DCS data circuits are scheduled to be closed out in September of 2009.

A. Salem Office Total Data Circuit Cost = \$7,495

23 Staff charged to Data Circuits

DUA Hearing	3 = 13.1%	DUA Hearing	$\$7,495 \times .131 = \$ 982$
DCS	9 = 39.1%	DCS Cost	$\$7,495 \times .391 = 2,930$
LWIA	11 = 47.8%	LWIA Cost	$\$7,495 \times .478 = 3,583$
TOTAL	23		\$ 7,495

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
ARRA WP 90	0.8	.089	\$ 261
ARRA WP 10	0.1	.011	32
RES	2.3	.256	750
WP 90	3.4	.378	1,108
LVER	1.0	.111	325
Rapid Response	0.2	.022	64
UI walk in	1.2	.133	390
TOTAL	9.0	1.000	\$ 2,930

B. Lynn Office Total Data Circuit Cost = \$7,495

27 Staff charged to Data Circuits (including ARRA position estimates)

DCS	12 = 44.4%	DCS Cost	$\$7,495 \times .444 = \$3,328$
LWIA	15 = 55.6%	LWIA Cost	$\$7,495 \times .556 = 4,167$
TOTAL	27		\$7,495

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
ARRA WP 90	1.00	.083	\$ 276
ARRA WP 10	0.10	.008	27
RES	1.25	.104	346
WP 90	4.45	.372	1,238
WP 10	0.50	.042	140
DVOP	1.00	.083	276
Rapid Response	1.20	.100	333
UI walk in	2.50	.208	692
TOTAL	12.00	1.000	\$ 3,328

C. Gloucester Office Total Data Circuit Cost = \$7,495

4 Staff charged to Data Circuits

DCS	3 = 75%	DCS Cost	$\$7,495 \times .75 = \$ 5,621$
LWIA	1 = 25%	LWIA Cost	$\$7,495 \times .25 = 1,874$
TOTAL	4		\$7,495

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
RES	0.25	.084	\$ 472
WP 90	1.35	.450	2,529
WP 10	0.40	.133	748
LVER	1.00	.333	1,872
TOTAL	3.00	1.000	\$ 5,621

D. Total DCS Data Circuit Costs = \$11,879

DCS Data Circuit Costs by Program Breakdown

<u>DCS Program</u>	<u>Cost</u>
ARRA WP 90	\$ 537
ARRA WP 10	59
RES	1,568
WP 90	4,875
WP 10	888
DVOP	276
LVER	2,197
UI	1,082
Rapid Response	397
TOTAL	\$ 11,879

V. COPIER COSTS

NSWIB maintains copiers in all three centers. These costs are shared by DCS and LWIA based upon staff. One copy machine is located in the DUA Hearings office in Salem and is shared equally with DUA and LWIA staff

A. Salem Office Total Estimated Copier Cost = \$6,668

20 Staff Charged to 1st floor Copier Costs

DCS	11 = 55.0%	DCS Cost	$\$5,184 \times .55 = \$2,851$
LWIA	9 = 45.0%	LWIA Cost	$\$5,184 \times .45 = \$2,333$
TOTAL	20		\$5,184

Shared 4th floor Copier Costs

DUA Hearing = 50%	DUA Cost	$\$1,484 \times .50 = \742
LWIA = 50%	LWIA Cost	$\$1,484 \times .50 = \742
TOTAL		\$1,484

B. Lynn Office Total Estimated Copier Cost = \$5,034

27 Staff charged to Copier Costs

DCS	12 = 44.4%	DCS Cost	$\$5,034 \times .444 = \$2,235$
LWIA	15 = 55.6%	LWIA Cost	$\$5,034 \times .556 = \$2,799$
TOTAL	27		\$5,034

C. Gloucester Office Total Estimated Copier Cost = \$1,484

4 Staff Charged to Copier Costs

DCS	3 = 75%	DCS Cost	$\$1,484 \times .75 = \$1,113$
LWIA	1 = 25%	LWIA Cost	$\$1,484 \times .25 = \371
TOTAL	4		\$1,484

D. DCS Copier Costs for the North Shore

Gloucester	\$ 1,113
Salem	2,851
Lynn	2,235
Salem Hearings	\$ 742 (charged to DUA)
Totals	\$ 6,941

Sub Total Minus Hearings (DCS Cost) = \$6,199

E. Copier Costs By DCS Program

<u>DCS Program</u>	<u>Cost</u>
ARRA WP 90	\$ 430
ARRA WP 10	50
RES	1,048
WP 90	2,399
WP 10	251
DVOP	179
LVER	677
UI	862
Rapid Response	303
TOTAL	\$ 6,199

VI. MOSES COSTS

The Total MOSES charge for the North Shore are \$23,582. The cost is split between DCS and LWIA by the number of users. This year DCS had 24 and LWIA had 27 users so the cost is split DCS = 47% (\$11,084) and LWIA = 53% (\$12,498)

A. DCS MOSES Costs by DCS Program

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
ARRA WP 90	1.80	.075	\$ 831
ARRA WP 10	0.20	.008	89
RES	3.80	.158	1,751
WP 90	9.20	.384	4,256
WP 10	0.90	.038	421
DVOP	1.00	.042	466
LVER	2.00	.083	920
Rapid Resp.	1.40	.058	643
UI walk in	3.70	.154	1,707
TOTAL	24.00	1.000	\$ 11,084

VII. NPS COSTS

A. Salem Office Total Estimated NPS Cost = \$21,110

27 Staff charged to Data Circuits (including ARRA position estimates)

DCS	9 = 45%	DCS Cost	$\$21,110 \times .45 =$	\$9,500
LWIA	11 = 55%	LWIA Cost	$\$21,110 \times .55 =$	11,610
TOTAL	20			\$21,110

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
ARRA WP 90	0.8	.089	\$ 846
ARRA WP 10	0.1	.011	104
RES	2.3	.256	2,432
WP 90	3.4	.378	3,591
LVER	1.0	.111	1,054
Rapid Response	0.2	.022	209
UI walk in	1.2	.133	1,264
TOTAL	9.0	1.000	\$ 9,500

B. Lynn Office Total Estimated NPS Cost = \$16,350

27 Staff charged to Data Circuits (including ARRA position estimates)

DCS	12 = 44%	DCS Cost	$\$16,350 \times .44 =$	\$7,194
LWIA	15 = 56%	LWIA Cost	$\$16,350 \times .56 =$	\$9,156
TOTAL	27			\$16,350

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
ARRA WP 90	1.00	.083	\$ 597
ARRA WP 10	0.10	.008	58
RES	1.25	.104	748
WP 90	4.45	.372	2,676
WP 10	0.50	.042	302
DVOP	1.00	.083	597
Rapid Response	1.20	.100	720
UI walk in	2.50	.208	1,496
TOTAL	12.00	1.000	\$ 7,194

C. Gloucester Office Total Estimated NPS Cost = \$3,700

4 Staff charged to Data Circuits (including ARRA position estimates)

DCS	3 = 75%	DCS Cost	$\$3,700 \times .75 =$	\$2,775
LWIA	1 = 25%	LWIA Cost	$\$3,700 \times .25 =$	925
TOTAL	4			\$3,700

<u>DCS Program</u>	<u># of Staff</u>	<u>% of Cost</u>	<u>Cost</u>
RES	0.25	.084	\$ 233
WP 90	1.35	.450	1,249
WP 10	0.40	.133	369
LVER	1.00	.333	924
TOTAL	3.00	1.000	\$ 2,775

D. NPS Costs by DCS Program

<u>DCS Program</u>	<u>Cost</u>
ARRA WP 90	\$ 1,443
ARRA WP 10	162
RES	3,413
WP 90	7,516
WP 10	671
DVOP	597
LVER	1,978
UI	2,760
Rapid Response	929
TOTAL	\$ 19,469

VIII. LWIA RETAINED vs BILLED FUNDS

<u>Cost Category</u>	<u>LWIB Share</u>	<u>Retained by DCS</u>	<u>Amount to be Billed</u>
<u>Premises</u>	\$ 89,031	\$ 81,203	\$ 7,828
<u>Data Circuits</u>	9,624	9,079	545
<u>Phones</u>	10,235	9,270	965
<u>MOSES</u>	12,498	11,158	1,340
Total Owed to DCS	\$ 121,388	\$ 110,710	\$ 10,678

ATTACHMENT O

Budget Modification Authorization Form


Principal Signatories Authorization to Sign Integrated Budget Modifications

Fiscal Year 2010 Annual Plan Integrated Budget for Title I, Wagner-Peyser and Associated Programs Funded through DWD

North Shore 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, 2010.

PRINCIPAL SIGNATORIES



Kimberley Driscoll, Mayor of Salem, Chief Elected Official

8-27-09


Date



William Tinti, Chair, North Shore Workforce Investment Board

8-28-09

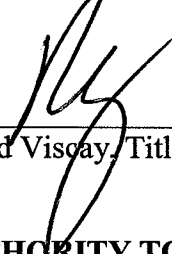
Date



Michael Lynch, DCS Regional Manager

9-1-09

Date




Richard Viscay, Title I Fiscal Agent

8-27-09

Date

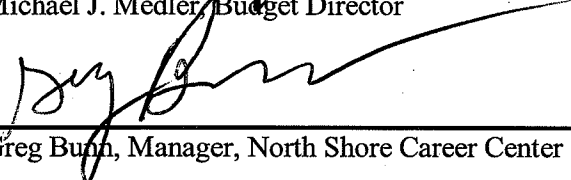
AUTHORITY TO SIGN INTEGRATED BUDGET MODIFICATIONS GRANTED TO



Michael J. Medler, Budget Director

8/31/09

Date



Greg Bunn, Manager, North Shore Career Center -Lynn

8/31/09

Date

ATTACHMENT Y

FY 2010 NAVIGATOR PLAN

Each Local Workforce Investment Area will receive \$28,125 in Disability Program Navigator funds for Fiscal Year 2010.

Funds will be utilized to assist people with disabilities on the north shore to access and navigate the complex provisions of various programs that impact their ability to gain, return to, or retain employment.

Through an extensive partner network, the Navigator will provide seamless and comprehensive services to persons with disabilities in the One-Stop Career Center. These partners include:

- Massachusetts Rehabilitation Commission
- Massachusetts Commission for the Blind
- Department of Mental Health
- Department of Developmental Services (Formerly, Department of Mental Retardation)
- Independent Living Center of the North Shore and Cape Ann, Inc (ILCNCSA)
- Community Enterprises
- Bridgewell
- North Shore Community College
- North Shore ARC
- Morgan Memorial Goodwill Industries
- Cape Ann Transportation Operating Co., Inc.
- North Shore Elder Services
- Greater Lynn Senior Services
- North Shore Transportation Management Association
- Cerebral Palsy of Eastern Massachusetts
- North Shore Education Consortium

Particular focus will be to develop linkages and collaborate with on an ongoing basis with the Business Service Unit and employers to facilitate job placement and economic self-sufficiency. In addition, the navigator will:

- Conduct outreach to agencies and organizations that serve people with disabilities
- Facilitate the transition of in- or out-of-school youth with disabilities to secure employment and economic self-sufficiency;
- Serve as a resource of SSA's Work incentive and employment support programs and the provisions of services through Benefits Planning , Assistance and Outreach (BPAOs) Program; Protection and Advocacy systems (P&As); and SSA's employment-related demonstration projects; and
- Serve as a resource to the workforce development community to ensure the availability of comprehensive knowledge of Federal, State, local and private programs that impact the ability of persons with disability to enter and remain in the workforce.

ATTACHMENT K

ASSURANCES

The following section delineates the formal assurances related to statutory compliance, program integration, universal access, customer choice, reporting, veterans' priority of service, performance, quality assurance and other program and administrative elements to which each Local Workforce Investment Board agrees, ensuring the systemic foundation of the Massachusetts workforce investment system. By signing the Annual Plan the Board and CEO certify that the operators and partners of the local One-Stop Career Center delivery system will adhere to these assurances and comply with all Federal, State, County and local statutes, regulations and policies relevant to the delivery of services within the context and meaning of the local plan.

1. STATUTORY COMPLIANCE

The Board agrees to comply with the Workforce Investment Act of 1998, the Wagner-Peyser Act, as amended, the Trade Act of 1974, as amended, the Jobs for Veterans Act, the American Recovery and Reinvestment Act of 2009 and all related statutory requirements and implementing regulations. The Board also agrees to comply with policies issued by the Department of Workforce Development, the Division of Career Services, the Division of Unemployment Assistance and the Commonwealth Corporation related to the administration, delivery and performance of all programs covered by this local plan.

2. PROGRAM INTEGRATION

The Board assures that the One-Stop Career Center delivery system will fully integrate all programs covered under this local plan into the full range of available workforce development services.

The Board agrees that DVOP and LVER staff will be responsible for case management of veterans' service delivery, and where feasible, provide direct services or assist one-stop delivery system staff in the provision of priority services for veteran customers.

The Board assures that One-Stop Career Center System Operators will coordinate with local Rapid Response staff related to outreach, intake and registration of workers covered by a certification under the Trade Adjustment Act.

3. UNIVERSAL ACCESS

The Board assures that the local One-Stop Career Center delivery system [as described in 20 CFR 662.100(b) of the Workforce Investment Act and in accordance with all relevant state policies and procedures] will provide services to all customers consistent with the principles of universal access. The Board also assures that core and applicable intensive services, including staff-assisted services, will be provided in at least one physical career center in the workforce investment area.

The Board assures that LVER and/or DVOP staff assigned to the local One-Stop Career Centers, consistent with the principle of universal access, will also provide outreach services to veterans at Service Delivery Points (SDPs) such as Veterans Administration Hospitals, veterans' shelters and military installations for which no LVER or DVOP is assigned. The Board also assures that DVOP and LVER staff will also conduct outreach to employers, community agencies, veterans' organizations, etc. and that they will share information gained from these contacts with staff of the One-Stop Career Centers and SDPs.

4. CUSTOMER CHOICE

The Board assures that local One-Stop Career Center System Operators and partners will adhere to the principles of customer choice in the provision of services covered under this local plan.

5. REPORTING

The Board assures that the local One-Stop Career Center delivery system (in accordance with all relevant Federal and State policies and procedures) will collect data on customer characteristics, service/activity participation, and outcomes consistent with the requirements of the Massachusetts One Stop Employment System (MOSES) so as to ensure the integrity of all federal and state reporting requirements.

6. FUNDS OF LAST RESORT

The Board assures that One-Stop Career Center System Operators shall take sufficient actions to assure that WIA programs will not be charged when other assistance is available. Local operators shall be responsible for ensuring the filing of applications for Pell Grant or Supplemental Education Opportunity Grant (SEOG) assistance or any other assistance available for each participant enrolled in a Pell Grant or SEOG approved course and upon receipt of such grant the portion received by a training participant for the cost of tuition, fees and books shall be applied to replace the WIA funds used to cover such costs.

If the Pell Grant is received after the termination of training paid with WIA funds, the portion to be applied for the cost of tuition, fees and books shall be remitted to the career center operator.

No compensation shall be earned or deemed payable for services provided to a WIA program participant to the extent that any such services are paid for, directly or indirectly, through a Pell Grant (or Supplemental Education Opportunity Grant (SEOG)) by Trade, or by any other source.

7. FUNCTIONAL GUIDANCE OF DWD STAFF

The Board assures that One-Stop Career Center Operators and their management and supervisory employees will provide a level of functional guidance to DWD staff assigned to the local area's One-Stop Career Center(s) sufficient to assure an integrated and seamless delivery of services. Non-state agency managers and supervisors may provide functional guidance to DWD/DCS staff assigned to provide services in the local career center with the exercise of supervisory authority for all personnel matters, including compensation, personnel actions, terms and conditions of employment, performance appraisals, and accountability, retained by DWD (and its subsidiary divisions). Supervision and guidance of DWD/DCS staff assigned to the One-Stop Career Center(s) will be carried out by the respective parties with an expectation of mutual cooperation by the Operator, DWD/DCS and all partner organizations, and a focus on achieving the performance goals established for the One-Stop Career Center System.

8. VETERANS PRIORITY OF SERVICE

The Board agrees that One-Stop Career Center Operators will assure priority services for veterans and other eligible persons (under the Federal umbrella designation of "covered persons" 20 CFR Part 1010 RIN 1293-AA15) for all employment and training services funded with Federal resources. The Board also assures that it will encourage and promote the provision of maximum employment and training opportunities to veterans by all service program providers participating in the local workforce investment system. To promote informed choice for veteran customers, the Board agrees that One-Stop Career Center System Operators will provide information at the point of program access that advises covered persons of the priority of service and the advantages of registration to access special programs and services for veterans and the availability of DVOP or LVER staff to assist with these veteran services and with employment issues. To further assure priority of service and maximum opportunity to covered persons the Board agrees that One-Stop Career Center Operators will integrate Federal Contractor Program job information and listings of Federal job openings in the MOSES system. Both printed and electronic Federal Contractor Program and Federal job information will be available to veteran customers.

Federal Contractors and Federal Agencies will be provided with recruitment assistance in accordance with their obligation for Affirmative Action and veterans' preference requirements pursuant to 38 U.S.C., Chapter 42.

The Board agrees that LVER and DVOP staff will provide training and technical assistance to One-Stop Career Center staff relative to Federal employment opportunities for veterans, the Federal Contractor Job Listing Program and the customer complaint process as it relates to veterans.

The Board agrees that LVER staff will monitor and provide quarterly reports to the One-Stop Career Center Operator on the universality of veteran services provided by one-stop delivery system staff and the access and receipt of these veteran services.

The Board agrees that under this plan LVER and DVOP staff can receive functional guidance from the One-Stop Operator. However, compensation, personnel actions and terms and conditions of employment, including performance appraisals and accountability of merit-staff employees will remain under the authority of DCS.

The Board will demonstrate through policy, procedure and action that veterans receive priority of service for all programs funded by DOL sources; and that no local policy shall restrict services to veterans regardless of residency or other local constraints.

9. SERVICES TO MIGRANT AND SEASONAL FARMWORKERS (MSFWs)

The Board assures that the local One-Stop Career Center (OSCC) Operators will ensure (in accordance with all relevant state policies and procedures and as required under 20 CFR Parts 651, 653 and 658) that Migrant and Seasonal Farm Workers (MSFWs) receive the full array of workforce development services, benefits and protections on a non-discriminatory manner and the services provided to MSFWs are "qualitatively equivalent and quantitatively proportionate" to the services provided to other jobseekers. OSCC will identify Migrant and Seasonal Farmworkers (MSFWs); refer such identified customers to appropriate job openings, training opportunities, career guidance and any other workforce investment services as needed; conduct appropriate follow-up with employers and other applicable service providers; and report all relevant activities through MOSES.

10. ALIEN LABOR CERTIFICATION - AGRICULTURAL and NON-AGRICULTURAL

The Board assures that the local One-Stop Career Center (OSCC) Operators (in accordance with all relevant state policies and procedures, and the requirements set forth at 20 CFR Parts 655 and 656) will assist the Division of Career Services (DCS) to determine the availability of U.S. workers and the potential adverse effect on wages and working conditions that the admission of foreign workers might have on

similarly employed U.S. workers. With regards to H-2A / B Program activities under the Foreign Labor Certification Program, the OSCCs agree to facilitate the referral of qualified and eligible (meaning that the individual is not an unauthorized alien...with respect to that employment) job seekers and to assist employers throughout the recruitment process. For both visa programs, OSCCs may also be required to generate and process H-2A / B related job orders in accordance with the requirements set forth at 20 CFR 655 & 656 of federal regulations.

11. WORK OPPORTUNITY TAX CREDIT and WELFARE-TO-WORK CREDIT

The Board assures that the local One-Stop Career Center Operators will assist in determining the eligibility of interested customers as members of targeted groups; and assist interested customers and employers to complete related documentation including IRS Form 8850 Work Opportunity Credit Pre-screening Notice and Certification Request, and DOL Form ETA-9061 (Individual Characteristics Form) or DOL Form ETA-9062 (Conditional Certification). Issuance of final certifications will remain a central administrative responsibility of DCS. There are no reporting requirements applicable to this section.

12. WORKER PROFILING/REEMPLOYMENT SERVICES PROGRAM

The Board assures that local One-Stop Career Center Operators will participate in the Connecting Claimants to Career Centers program consistent with requirements of the federal Profiling/Reemployment Services Program for designated UI claimants and related State policies. The Board further assures that the local One-Stop Career Center operators will collect data on claimant service/activity participation, outcomes and results, including conformance with the Worksearch Plan activities, through the Massachusetts One-Stop Employment System (MOSES).

13. SECTION 30/TAA

The Board assures that local One-Stop Career Center Operators will provide timely and appropriate services for any customer wishing to apply for benefits under either Section 30 of Chapter 151A of Massachusetts General Law for the Unemployment Insurance program or the Trade Adjustment Assistance (TAA) program. The Board also assures that local One-Stop Career Center Operators will conform to all policies and regulations of these programs. The Board assures that local One-Stop Career Center Operators will provide timely assistance to customers with the application process for UI benefits, training services, and other related program allowances provided in conjunction with the Section 30 and/or TAA programs including universal access to core services, (including testing and initial assessment) access to needed intensive services (including testing and assessment) and case management

services consistent with state policy. The Board also assures that local One-Stop Career Center Operators will cooperate with any Hearings requirements related to UI, Section 30 and/or TAA benefit eligibility issues.

14. ACCESS TO UI INFORMATION

The Board assures that local One-Stop Career Center Operators will use any information received from the UI system related to claimants solely for the purpose of providing reemployment services to UI claimants. The Board further assures that all information on UI claimants received by the One-Stop Career Center Operators will be used in a manner that is consistent with state and federal confidentiality statutes and policies.

15. PERFORMANCE

The Board agrees that for purposes of this plan, performance will be measured in a manner that is consistent with all appropriate federal and/or state statutes, regulations and policies.

16. CASE MANAGEMENT SERVICES FOR TARGETED CUSTOMERS

The Board assures that One-Stop Career Center Operators will provide case management services for targeted customers consistent with state policy. Customers targeted for case management services include: WIA Title I enrollees; military “eligible covered persons” (veterans and certain spouses of veterans) veterans who are recently separated veterans, disabled veterans; veterans with a campaign badge; minority and/or female veterans, any veteran with a barrier to employment; spouses of: veterans who died of a service connected disability, are MIA, are captured/POW, or is the spouse of any person who has a total permanent service connected disability; National Emergency Grant (NEG) participants; and Trade Adjustment Assistance (TAA) participants.

17. GENERAL QUALITY ASSURANCE

The Board assures the local One-Stop Career Center Operator will carry out all activities relevant to the provision of each program covered under this plan in accordance with all Federal/State policies and procedures. The Board further assures that a schedule for the monitoring of local One-Stop Career Center’s activities will be developed and agreed upon in concert with the Division of Career Services (DCS). Additionally, the Board assures that DCS shall have full access to all One-Stop Career Center staff, records, systems, data, books, accounts, correspondence and other documentation necessary to carry out its program evaluation responsibilities as

authorized by statute and/or regulation. The Board also agrees that DCS, in order to effectively carry out its responsibilities, may conduct on-site evaluation activity that is either with, or without, advance notice. The Board also assures that local staff training relevant to the delivery of services covered under this plan will be developed and agreed upon in concert with DCS.

18. NONDISCRIMINATION EMPLOYMENT & EQUAL OPPORTUNITY

The Board assures that the local One-Stop Career Center Operator will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs. The Board also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the operation of the WIA Title I financially assisted program or activity, and to all agreements made to carry out the WIA Title I financially assisted program or activity. The Board understands that the United States, the Commonwealth of Massachusetts and the Division of Career Services have the right to seek judicial enforcement of this assurance. The Board also assures that the local One-Stop Career Center Operator will appoint an Equal Opportunity Officer to ensure compliance with the regulatory requirements cited above.

19. GRIEVANCE PROCEDURE POLICY

The Board assures that the local One-Stop Career Center Operators will implement and maintain a formal complaint system consistent with State policy and Federal regulations promulgated at 20CFR §658.400-418 and 658.500-504 and §667.600-667.640 relevant to the Workforce Investment Act of 1998 and the Wagner-Peyser Act, as amended.

20. NONPARTICIPATION IN SECTARIAN ACTIVITIES

The Board assures that WIA Title I funds will not be expended on the employment or training of participants in sectarian activities. Participants must not be employed

under Title I of WIA to carry out the construction, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place of religious worship. However, WIA funds may be used for the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship if the organization operating the facility is part of a program or activity providing services to WIA participants.

21. POLITICAL ACTIVITIES, LOBBYING PROHIBITION

The Board assures that WIA Title I funds and none of the services provided with said funds may be used for any partisan or non-partisan political activity or to further the election or defeat of any candidate for public office. The Board also agrees to comply, where applicable, with the provisions of the Hatch Act, which limits the political activity of certain State and local government employees, along with contractors, subcontractors and participants funded through the use of WIA funds. The Board shall comply with 29 CFR 93 regarding the restrictions on lobbying and the Certification and Disclosure requirements pursuant to Section 319 of Public Law 101-12.

22. CERTIFICATION REGARDING DEBARMENT

The Board certifies, that neither it nor its principals:

- are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- have within the 3 year period preceding this plan been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- are presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with the commission of any of the offenses enumerated in paragraph (b) above.
- have within the 3 year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default.

23. HEALTH AND SAFETY

The Board agrees all services provided to participants under the programs covered under this plan will take place in an environment where appropriate standards for

health, safety and comfort are maintained. Participants in on-the-job training operated with WIA funds as defined in 20 CFR Part 663.700, are subject to the same health and safety standards established under State and Federal law which are applicable to similarly employed employees, of the same employer, who are not participants in programs under WIA. Facilities will be adequately heated and ventilated; with adequate toilet, rest and lunch areas; easy access to potable water; and separate and clearly delineated non-smoking areas.

24. NEPOTISM

The Board assures that no recipient of funds covered under this plan will hire a person in an On-The-Job Training position, administrative capacity or consultant position funded under WIA if the individual or a member of his/her immediate family is employed in the administrative capacity of the USDOL, EOWLD, DWD, DCS, Commonwealth Corporation or the recipient. The Board agrees to inform the Division of Career Services of any potential violation of the nepotism restriction.

25. UNIONIZATION AND ANTI-UNIONIZATION

The Board assures that no funds covered by this plan shall in any way be used to either promote or oppose unionization.

26. FINANCIAL RECORDKEEPING, COST PRINCIPLES AND COST ALLOCATION

The Board agrees to maintain all financial records, and to develop and follow cost allocation procedures that are in compliance with GAAP, Federal Cost Principles, all applicable OMB Circulars, and policies issued by the Commonwealth. These include, but are not limited to, the following OMB Circulars:

- A-21, Cost Principles for Educational Institutions (5/10/2004); relocated to 2 CFR, Part 220
- A-87, Cost Principles for State and Local Governments (5/10/2004); relocated to 2 CFR, Part 225
- A-122, Cost Principles for Non-Profit Organizations (5/10/2004); relocated to 2 CFR, Part 230
- A-102, Grants and Cooperative Agreements with State and Local Governments (10/7/94, amended 8/29/97)
- A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (11/19/93, amended 9/30/99); relocated to 2 CFR, Part 215
- A-133, Audits of States, Local Governments, and Non-Profit Organizations (6/24/97, Revised 6/27/2003)

27. RAPID RESPONSE SERVICES

The Board assures that local One-Stop Career Center Operators and other workforce development staff will coordinate/support Rapid Response service delivery with the Division of Career Services Central Rapid Response team in accordance with established policy and procedure as articulated in Policy Issuance No. 00-28 (6/28/2000), WIA Communication No. 03-29 (11/25/2003), WIA Communication No. 04-39 (5/18/2004), MassWorkforce Issuance No. 06-46 (7/31/2006) and MassWorkforce Issuance No. 06-72 (11/7/2006).

28. WORKFORCE TRAINING FUND PROGRAM

The Board assures that it will:

- assist the Workforce Training Fund (WTF) in marketing the Fund in its region;
- adhere to all policies and procedures with respect to application reviews and funding recommendation established by the Workforce Training Fund program;
- review and recommend WTF grant applications for approval or denial in a timely manner;
- assist employers to identify local skill gaps that may be addressed through employer application for WTF grant funding; and
- partner with DWD/DCS in a sector approach to local WTF application development, including identification of potential career ladder opportunities for incumbent workers.