



**HAMPDEN COUNTY
WORKFORCE BOARD**

**MHHCWB, INC.
HAMPDEN COUNTY
FY'20 ANNUAL
OPERATIONAL
PLAN**

ATTACHMENT A

Massachusetts Fiscal Year 2020 Local Operating Plan

Checklist – Due August 16, 2019

Please use this checklist to ensure completeness; indicate each item that is included with the Board's submission.

No.	Checkoff Confirms Inclusion	Document Title
1.	X	Completed Local Operating Plan Document Checklist (<i>Attachment A</i>)
2.	X	Notification of Local Workforce System Changes (<i>Attachment C</i>)
3.	X	MassHire Career Center Hours of Operation Form (<i>Attachment D</i>)
4.	X	Local Operating Plan Signatories Form (<i>Attachment F</i>)
5.	X	MassHire Career Center Charter (<i>current, for all Career Centers</i>)
6.	X	Financial Modification Authorization Form (<i>Attachment G</i>)
7.	X	Integrated Budget and Budget Narrative (<i>Attachment J</i>)
8.	<i>n/a – NO CHANGE</i>	WIOA Performance Goals Request Form FY20 (<i>Attachment M1</i>)
Attachment I (Charts Below)		
9.	X	Submittal History (<i>Chart S</i>)
10.	X	Labor Exchange Program Summary (<i>Chart #1</i>)
11.	X	WIOA Title I Program Summary for Adults (<i>Chart #2</i>)
12.	X	WIOA Title I Program Summary for Dislocated Workers (<i>Chart #3</i>)
13.	X	WIOA Title I Program Summary for Youth (<i>Chart #4</i>)
14.	X	WIOA Joint Partner Local MOU (<i>revised to include infrastructure funding language per Joint Partner Communication 02.2017.2</i>)

ATTACHMENT C

Massachusetts Fiscal Year 2020 Local Operating Plan

NOTIFICATION of LOCAL WORKFORCE SYSTEM CHANGES

FISCAL YEAR 2020 CHANGES

Please describe any programmatic, infrastructure or organizational changes planned for FY2020, including those that will result from any budget reduction/augmentation.

Please complete this form and submit as part of your FY2020 Local Operating Plan package.

Local Area: Hampden LWD Area

Are changes planned for FY2020: YES NO

If significant service design or other changes from FY2019 are planned for FY2020, describe below each change to the local workforce development model. For each planned change, the description should include both:

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

Describe Changes: N/A

Note: for workforce system changes that are planned or contemplated throughout the year, and to request MDCS assistance, please refer to MassWorkforce Policy DCS 100 05.101.1, Workforce System Change Notification: <https://www.mass.gov/service-details/massworkforce-wioa-general-policy-issuances>

Note: Per MA Issuance 100 DCS 16.100: "WIOA Waiver For Eligible Training Providers Approved", the MassHire Hampden Workforce Board concurs that it will base ETPL approval on performance that is reported for those students whose training is funded through the MassHire workforce system.

ATTACHMENT D

Massachusetts Fiscal Year 2020 Local Operating Plan

**MassHire Department of Career Services
MassHire Career Center
Hours of Operation Form**

In order to provide the public accurate information with regard to local area MassHire Career Center services, please list the following information for each MassHire Career Center location in the local workforce area and indicate whether the facility listed is a full-service MassHire Career Center, an affiliate site or a specialized center.

Workforce Development Area: Hampden

MassHire Career Center Name	Address	Phone Number	Fax Number	FY 2020 Hours of Operation	Full Service	Affiliate Site (AF) or Specialized Center (SC)*
Hampden County Career Center, Inc. dba MassHire Holyoke Career Center	850 High Street Holyoke, MA 01040	413-532-4900	413-532-0293	Mon. 9:00-5:00 Tue. 9:00-7:00 Wed. 9:00-5:00 Thu. 10:00-5:00 Fri. 9:00-5:00	Yes	N/A
FutureWorks, Inc. dba MassHire Springfield Career Center	One Federal Street, Building 103-3, Springfield, MA 01105	413-858-2800	413-858-2810	Mon. 8:30- 4:30 Tues. 8:30-4:30 Wed. 8:30-7:00 Thurs. 8:30-3:00 Fri. 8:30-4:30	Yes	N/A

*Note: Information contained in this document will be posted to the www.mass.gov/eolwd website. Please be sure to check the website to assure information accuracy. Notify Lisa Caissie at Lisa.J.Caissie@MassMail.State.MA.US immediately if any of the information is not accurate or when changes occur. * Please refer to WIOA §§678.300 – 678.320 for definitions and parameters.*

ATTACHMENT F

Massachusetts Fiscal Year 2020 Local Operating Plan

WIOA Local Operating Plan Signatories

Fiscal Year 2020

Hampden LWDB / MHCWB, Inc.
Name of MassHire Workforce Board

This FY2020 Local Operating Plan shall be fully executed as of the date of signature below, and effective through June 30, 2020. The Plan may be amended or modified if agreed to by all parties.

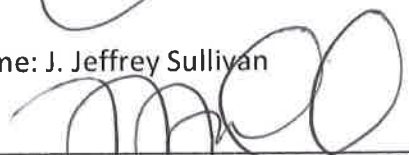
Signature indicates acceptance of all Assurances as delineated in Attachment E.

Typed Name: Domenic J. Sarno



Chief Elected Official 8/2/19
Date

Typed Name: J. Jeffrey Sullivan



MassHire Workforce Board Chair 8/1/19
Date

Typed Name: David M. Cruise



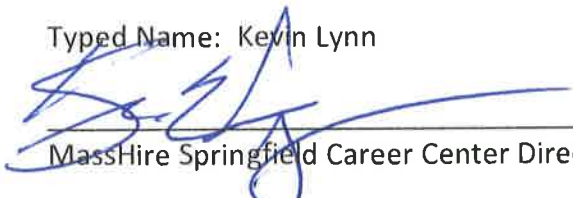
MassHire Board President & CEO / Title I Fiscal Agent, MHCWB, Inc. August 5, 2019
Date

Typed Name: David Gadaire



MassHire Holyoke Career Center President & CEO, HCCC, Inc. dba MHHCC 8/1/19
Date

Typed Name: Kevin Lynn



MassHire Springfield Career Center Director, FutureWorks, Inc. dba MHSCC 8/1/19
Date

Typed Name: Kenneth Messina



MDCS Operations Manager 8-5-19
Date

ATTACHMENT G

Financial Forms Modification Authorization Form

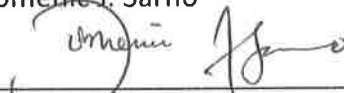
Authorization to Sign Financial Forms

**Fiscal Year 2020 Local Annual Operating Plan
Integrated Budget for Title I, Wagner-Peyser and
Associated Programs Funded through MDCS**

Hampden LWDB / MHHWB, Inc.
Name of Workforce Board

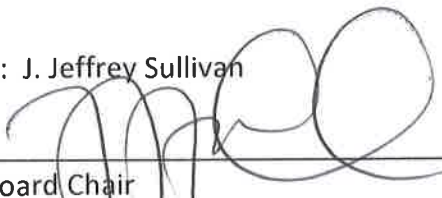
It is agreed by all parties having signed below that the MDCS financial forms, as listed, may be amended or modified as necessary by the person(s) named. This authority shall be granted for the duration of the fiscal year, effective through June 30, 2020.

Typed Name: Domenic J. Sarno



Chief Elected Official, Mayor of Springfield Date 8/2/19

Typed Name: J. Jeffrey Sullivan



Workforce Board Chair Date 8/1/19

Typed Name: David M. Cruise



Local Workforce Board President & CEO AND Title I Fiscal Agent Date August 5, 2019

ATTACHMENT G

Financial Forms Modification Authorization Form

Authorization to Sign Financial Forms

1. Authority to Sign INTEGRATED BUDGET MODIFICATIONS Granted to:

Typed Name of Individual & Entity: David M. Cruise, President and CEO / Title I Fiscal Agent,
MassHire Hampden County Workforce Board, Inc.



Signature



Date

Date

2. Authority to Sign CONTRACT MODIFICATIONS Granted to:

Typed Name of Individual & Entity: David M. Cruise, President and CEO / Title I Fiscal Agent,
MassHire Hampden County Workforce Board, Inc.



Signature



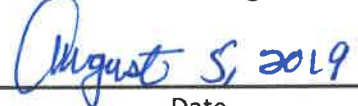
Date

3. Authority to Sign FISCAL STATUS REPORTS (FSR) Granted to:

Typed Name of Individual & Entity: David M. Cruise, President and CEO / Title I Fiscal Agent,
MassHire Hampden County Workforce Board, Inc.



Signature



Date

No alternates necessary.

FY 2020 ANNUAL INTEGRATED BUDGET (REV)

WFB Name: MassHire Hampden County Workforce Board, Inc.											Prepared by: Christine Abramowitz / Diana Carr					Date Submitted		Date Approved			
Program / Phase Number	CommCorp	CommCorp	DESE	USDOL	UDOL	USDOL	USDOL	Fed-State-Local	Local	DTA	WIOA Partner	WIOA Partner	WIOA Partner	WIOA Partner	WIOA Partner	WIOA Partner	WIOA Partner	WIOA Partner	WIOA Partner	TOTAL	
Program / Phase Description	YouthWorks Summer	YouthWorks Year Round	STC	DEI VII	Hurricane NEG	MAI	MAE	Precision Manufacturing-Construction	Healthcare Partnership	CIES Direct	DTA WPP & IFA	DESE IFA	DESE Pathways WFB	MCB IFA	SCSEP IFA	SCSEP IFA	SCSEP IFA	SCSEP IFA	MRC IFA	MRC-Training	TOTAL
Phase Number					FY20	FY20	FY20	FY20	FY20			Est	Have not heard	Est	Elder Affairs Est	Op Able	Sr Svcs America				
AVAILABLE FUNDING	\$1,293,377	\$100,777	\$329,608	\$323,597	\$253,444	\$539,058	\$412,837	\$623,201	\$125,180	\$350,294	\$143,855	\$11,258	\$0	\$7,475	\$2,670	\$0	\$430	\$14,021	\$105,000	\$4,636,082	
New Funding	\$0	\$100,777	\$329,608	\$0	\$0	\$0	\$0	\$623,201	\$0	\$350,294	\$143,855	\$11,258	\$0	\$7,475	\$2,670	\$0	\$430	\$14,021	\$105,000	\$1,688,589	
Carry-in Funding (FY19 to FY20)	\$1,293,377	\$0	\$0	\$323,597	\$253,444	\$539,058	\$412,837	\$0	\$125,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,947,493
STATE-PAID- RETAINED FTEs:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PERSONNEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FRINGE BENEFITS & P-TAX & iCost (35.55+2.44)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PREMISES LEASE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TELEPHONES (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAVEL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NON-PERSONNEL SERVICES - OTHER	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
STATE INDIRECT COST (4.47%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL ABOVE THE LINE/RETAINED	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
AS&T (9.57)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL-STATE-PD RETAINED EXP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAREER CENTER/FISCAL AGENT FTEs:	0.7	0.0	0.0	3.4	0.0	0.0	0.0	0.0	0.0	0.0	2.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	6.2
PERSONNEL	\$27,156	\$0	\$0	\$143,107	\$0	\$0	\$0	\$0	\$0	\$0	\$82,888	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$253,151
FRINGE	\$7,795	\$0	\$0	\$36,986	\$0	\$0	\$0	\$0	\$0	\$0	\$20,122	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,903
PREMISES LEASE	\$0	\$0	\$0	\$17,317	\$0	\$0	\$0	\$0	\$0	\$0	\$20,601	\$9,675	\$0	\$1,545	\$2,324	\$0	\$430	\$9,117	\$0	\$0	\$61,010
INFORMATION TECHNOLOGY (LOCAL)	\$0	\$0	\$0	\$827	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$629	\$0	\$3,738	\$0	\$0	\$0	\$0	\$0	\$0	\$5,194
NON PERSONNEL SERVICES - OTHER	\$0	\$0	\$0	\$14,931	\$0	\$0	\$0	\$0	\$0	\$0	\$5,705	\$954	\$0	\$2,193	\$346	\$0	\$0	\$4,904	\$0	\$0	\$29,033
INDIRECT / DeMinimus	\$0	\$0	\$0	\$20,511	\$0	\$0	\$0	\$0	\$0	\$0	\$3,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,261
SUPPORT SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAINING (30% allocation minimum)																					
Occupational Skills Training (ITA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
All other training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-Total TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL-CC FA EXP (locally paid)	\$34,951	\$0	\$0	\$233,680	\$0	\$0	\$0	\$0	\$0	\$0	\$133,066	\$11,258	\$0	\$7,475	\$2,670	\$0	\$430	\$14,021	\$0	\$0	\$437,551
WFB/FISCAL AGENT FTEs:	0.5	0.0	0.9	0.3	1.0	1.0	1.7	0.8	1.0	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	7.5	
PERSONNEL	\$40,634	\$0	\$73,453	\$24,637	\$81,977	\$81,630	\$124,173	\$82,580	\$61,862	\$0	\$8,156	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,366	\$582,468
FRINGE	\$9,080	\$0	\$15,179	\$4,788	\$19,779	\$20,836	\$29,127	\$13,969	\$10,517	\$0	\$1,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$932	\$125,867
PREMISES LEASE	\$2,386	\$0	\$3,791	\$1,438	\$4,459	\$4,434	\$7,429	\$3,528	\$4,400	\$0	\$408	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$355	\$32,628
INFORMATION TECHNOLOGY (LOCAL)	\$797	\$0	\$1,266	\$481	\$1,490	\$1,482	\$2,483	\$1,168	\$1,470	\$0	\$136	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$115	\$10,888
NON PERSONNEL SERVICES - OTHER	\$3,917	\$6,120	\$4,253	\$1,844	\$34,195	\$1,799	\$4,980	\$6,916	\$46,931	\$35,029	\$429	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$232	\$146,645
INDIRECT / DeMinimus	\$0	\$0	\$0	\$8,175	\$13,544	\$5,227	\$1,745	\$2,942	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,633
SUPPORT SERVICES	\$0	\$0	\$0	\$8,800	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,800
TRAINING (30% allocation minimum)																					
Occupational Skills Training (ITA)	\$0	\$0	\$0	\$3,754	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,754
All other training	\$1,201,613	\$94,657	\$231,666	\$36,000	\$38,000	\$423,650	\$242,900	\$512,098	\$0	\$315,265	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$3,195,849
Sub-Total TRAINING	\$1,201,613	\$94,657	\$231,666	\$39,754	\$88,000	\$423,650	\$242,900	\$512,098	\$125,180	\$315,265	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$3,374,783
WFB EXPENSES (NON-ADD) TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$111,103	\$125,180	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$236,283
SUBTOTAL-WFB FA EXP (locally paid)	\$1,258,427	\$100,777	\$329,608	\$89,917	\$253,444	\$539,058	\$412,837	\$623,201	\$125,180	\$350,294	\$10,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,000	\$0	\$4,198,532
RETAINED AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL-CC FA EXP (locally paid)	\$34,951	\$0	\$0	\$233,680	\$0	\$0	\$0	\$0	\$0	\$0	\$133,066	\$11,258	\$0	\$7,475	\$2,670	\$0	\$430	\$14,021	\$0	\$0	\$437,551
SUBTOTAL-WFB FA EXP (locally paid)	\$1,258,427	\$100,777	\$329,608	\$89,917	\$253,444	\$539,058	\$412,837	\$623,201	\$125,180	\$350,294	\$10,789	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$105,000	\$0	\$4,198,532
TOTAL ALL EXPENSES (State+Contr)	\$1,293,377	\$100,777	\$329,608	\$323,597	\$253,444	\$539,058	\$412,837	\$623,201	\$125,180	\$350,294	\$143,855	\$11,258	\$0	\$7,475	\$2,670	\$0	\$430	\$14,021	\$105,000	\$4,636,083	
CONTRACT AMOUNT *	\$1,293,377	\$100,777	\$329,608	\$323,597	\$253,444	\$539,058	\$412,837	\$623,201	\$125,180	\$350,294	\$143,855	\$11,258	\$0	\$7,475	\$2,670	\$0	\$430	\$14,021	\$105,000	\$4,636,083	
Unallocated Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

WFB Name: MassHire Hampden County Workforce Board, Inc.			
Line Item	Amount	Budget Narrative Summary explanation for line item amounts Please give a brief description of what you have included in each line item	BASIS FOR ALLOCATING COSTS Please explain the Cost Allocation Basis/Methodologies for charging direct costs and allocating shared direct costs and indirect costs in a brief summary for each applicable line item. If plan is specific to particular funding sources, please specify these funding sources and provide an explanation for each exception. Please identify costs included as part of a Resource Sharing plan.
Example: Fringe	\$ 100,000	Medical, dental, life, medicare, 5% retirement, workers compensation, unemployment insurance, payroll tax	25% of "PERSONNEL" line item amount; allocated across grants based on direct salaries charged ss per Cost Allocation Plan (CAP)
AVAILABLE FUNDING	\$11,218,350		
New Funding	\$6,812,148		
Carry-in Funding (FY19 to FY20)	\$4,406,202		
ADULT \$ TRANSFERRED TO DW (NON-ADD)			
STATE-PAID- RETAINED FTEs:	5.0		
PERSONNEL	\$97,613		
FRINGE AND PAYROLL TAX	\$37,083		
STATE INDIRECT COST	\$4,363		
PREMISES LEASE (see attachment)	\$0		
TELEPHONES (see attachment)	\$0		
TRAVEL	\$0		
NON-PERSONNEL SERVICES - OTHER	\$0		
SUBTOTAL ABOVE THE LINE/RETAINED	\$139,059		
AS&T	\$13,308		
SUBTOTAL-STATE-PD RETAINED EXP	\$152,367		
CAREER CENTER/FISCAL AGENT FTEs:	48.5		
PERSONNEL	\$1,850,195	Staff Salaries for FTEs, 2 OSCCs	Direct charged as % of time on grant
FRINGE	\$492,507	Medical, dental, life insurance, medicare, workers compensation, 401(k) matching (up to 5% MHS, 6% MHH), employer taxes,	Direct charged as % of time on grant
PREMISES LEASE	\$311,665	Rent costs	Based on square footage of personnel space
INFORMATION TECHNOLOGY (LOCAL)	\$33,982	IT hardware, software support & maintenance (non-citrix)	Shared indirect based on FTE or % of FTE, per CAP
NON PERSONNEL SERVICES - OTHER	\$234,331	Parking, phones, supplies, copying, audit, accounting and other consulting services, bank fees, postage, staff training, travel,	Direct charged when applicable (e.g., travel), otherwise shared indirect based on FTE or % of FTE
INDIRECT / DeMinimus	\$209,595	Indirect	Based on % of modified total direct costs
SUPPORT SERVICES	\$0		
TRAINING (30% allocation minimum)			
Occupational Skills Training (ITA)	\$0		
All other training	\$0		
Sub-Total TRAINING	\$0		
SUBTOTAL-CC FA EXP (locally paid)	\$3,132,274		
WFB/FISCAL AGENT FTEs:	20.0		
PERSONNEL	\$1,350,617	Staff Salaries for FTEs, 2 OSCCs	Direct charged as % of time on grant
FRINGE	\$254,815	Medical, life insurance, medicare, workers compensation, 7.5% retirement contribution, employer taxes	Direct charged as % of time on grant
PREMISES LEASE	\$89,681	Rent costs, staff and infrastructure cost for WIOA Cor Partners	Shared direct based on FTE or % of FTE, per CAP
INFORMATION TECHNOLOGY (LOCAL)	\$32,384	IT hardware, software support & maintenance (non-citrix), Equipment for WIOA Core Partners	Shared direct based on FTE or % of FTE, per CAP
NON PERSONNEL SERVICES - OTHER	\$1,062,305	Internal Parking, phones, supplies, copying, audit, accounting and other consulting services, bank fees, postage, staff training, travel, dues/subscriptions, outside printing, advertising and marketing, other miscellaneous. Also, MAI/MAE, Hurricane vouchers & fees, FHREB sub-contract for Regional Planning are included. WIOA Core Partner other Infrastructure costs (phone, supplies, etc.)	Direct charged when applicable (e.g., travel), otherwise shared direct based on FTE or % of FTE
INDIRECT / DeMinimus	\$137,607	Indirect based on % of federal grants	Based on % of modified total direct costs
SUPPORT SERVICES	\$65,104	WIOA Adult, Youth, DLW, NDWG, NEG Support Services	Direct charged based on approved participant requests
TRAINING (30% allocation minimum)	\$0		
Occupational Skills Training (ITA)	\$684,994	WIOA Adult, Youth, DLW, NDWG and NEG ITA Training; WIOA A-DLW at 35% of Program allocations	Direct charged to grant of participant enrollment
All other training			
Sub-Total TRAINING	\$684,994		
All other training	\$4,243,371	NDLW Grants Training (WBT, OJT, Classroom), YouthWorks and WIOA Youth vendors, DESE STC contracts, Precision Machining Training (non-ITA)	Direct charged to grant of participant enrollment
Sub-Total TRAINING	\$5,053,544	64%	% Training of WFB-FA portion
WFB EXPENSES (NON-ADD) TOTAL	\$401,283	ESTIMATE: Includes WFB, Youth Council monies and portion of sector initiatives (less funds to training & consultants); As we are both a WDB and WIOA/FA some portion of all WIOA could also be attributable to WFB related expenses but can't separate out those expenses based on how we budget and charge off actual costs	
SUBTOTAL-WFB FA EXP (locally paid)	\$7,933,710		
	\$11,065,984	46%	% Training of Total OSCC/WFB Budget

ATTACHMENT I
PROGRAM SUMMARY CHARTS
FISCAL YEAR 2020
CHART S -- SUBMITTAL HISTORY

WORKFORCE DEVELOPMENT AREA

Hampden

CONTACT NAME/PHONE:

Steve Trueman, Christine Abramowitz, 413-787-1547

Submittal Sequence	Date	Modification To	Yes/No
First Submittal Annual Business Plan	8/15/2019	Chart 1: Wagner-Peyser	Y
		Chart 2: WIOA Adult	Y
		Chart 3: WIOA Dislocated Worker	Y
		Chart 4: WIOA Youth	Y
Second Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	
Third Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	
Fourth Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	
Fifth Submittal		Chart 1: Wagner-Peyser	
		Chart 2: WIOA Adult	
		Chart 3: WIOA Dislocated Worker	
		Chart 4: WIOA Youth	

Note: The entire Attachment I, Charts S and 1-4 must be submitted each time a modification is made.
 Enter date (cell is formatted) and Y or N next to each Chart to identify Chart(s) with changes.

Please email the entire workbook to Lisa Caissie at lisa.j.caissie@state.ma.us .

ATTACHMENT I

Date Submitted or Resubmitted: 8/15/2019

Modification # if not new: _____

CHART 1

FY2020 LABOR EXCHANGE PROGRAM SUMMARY

MassHire Hampden County Workforce Board

Workforce Board Name

A	B	C	D	E
Program Activity in MOSES	July-June FY2017	July-June FY2018	July-April FY2019	Planned FY2020
A. Job Seekers Services				
1. Total Job Seekers Served	21,445	21,573	18,457	21,000
a. Total Job Seekers Unemployed	19,828	19,830	16,986	19,290
b. Persons with Disabilities	1,588	1,568	1,339	1,500
c. UI Claimants Served	10,170	9,368	8,212	9,500
d. Veterans Served	706	638	501	650
B. Employer Services				
1.Total Employers Served (= 1.a + 1.b)	1,875	1,465	1,662	1,500
a. New to Career Center	1,143	850	545	600
b. Repeat	732	615	1,117	900
2. Employers Receiving Job Seeker Referrals	0	404	447	450
3. Employers Hiring from Referrals	0	29	8	50

Column Instructions:

Column B - Enter data from the Year-to-Date Column of the Workforce Area level June 2017 OSCCAR.

Column C - Enter data from the Year-to-Date Column of the Workforce Area level June 2018 OSCCAR.

Column D - Enter data from the Year-to-Date Column of the Workforce Area level April 2019 OSCCAR.

Column E - Enter planned numbers for the July-June period of FY 2020.

Notes:

"**New**" means that the employer has never received services from the Career Center. An employer that is new in a given month will appear in the monthly and the cumulative "new" counts on OSCCAR for the remaining months of the fiscal year.

"**Repeat**" means that the employer has returned to the Career Center for service after having received services in the prior three (3) fiscal years.

ATTACHMENT I

Date Submitted or Resubmitted: 8/15/2019

Modification # if not new: _____

CHART 2

**FY2020 WIOA TITLE I PROGRAM SUMMARY FOR
ADULTS**

Hampden

Workforce Board Name

A	B	C	D
	Formula Carry-in from FY2019	Formula New in FY2020	FY2020 TOTAL
1. Participants	129	135	264
2. Program Exiters (= 2.a + 2.b)	95	72	167
a. Enter Employment			142
i. Average Hourly Wage at Placement			\$14.25
b. Other Exit Reasons			25
3. Carry-Out to FY2021 (= 1 - 2)			97
4. Entered Employment Rate at Exit (= 2.a / 2)			85%
5. Total Participants in Training Activities (single count*)	42	165	207
a. Basic Education / Literacy Skills	0	0	0
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	42	165	207
i. Occupational Skills Training (Customized)	0	0	0
ii. Occupational Skills Training (Group Contracts)	0	0	0
d. On-the-Job Training (OJT)	0	3	3
6. Training Participants Obtaining Certificate/Credential	30	117	147
7. Support Services	0	15	15
a. Needs Based Payments	0	0	0

* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.
 Column B: Enter estimates of WIOA Title I Adult FY19 participants that will carry-in to WIOA Title I Adults FY20
 Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I Adults in FY2020
 Column D: Enter estimates only in cells that contain regular font

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

ATTACHMENT I

Date Submitted or Resubmitted: 8/15/2019

Modification # if not new: _____

CHART 3

**FY2020 WIOA TITLE I PROGRAM SUMMARY FOR
DISLOCATED WORKERS**

Hampden

Workforce Board Name

A	B	C	D
DISLOCATED WORKER PROGRAM	Formula Carry-in from FY2019	Formula New in FY2020	FY2020 TOTAL
1. Participants	151	205	356
2. Program Exiters (= 2.a + 2.b)	121	81	202
a. Enter Employment			172
i. Average Hourly Wage at Placement			\$15.85
b. Other Exit Reasons			30
3. Carry-Out to FY2021(= 1 - 2)			154
4. Entered Employment Rate at Exit (= 2.a / 2)			85%
5. Total Participants in Training Activities (single count*)	42	99	141
a. Basic Education / Literacy Skills	0	0	0
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	42	99	141
i. Occupational Skills Training (Customized)	0	0	0
ii. Occupational Skills Training (Group Contracts)	0	0	0
d. On-the-Job Training (OJT)	0	0	0
6. Training Participants Obtaining Certificate/Credential	29	51	80
7. Support Services	0	11	11
a. Needs Based Payments	0	0	0

* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.
 Column B: Enter estimates of WIOA Title I FY19 DW participants that will carry-in to WIOA Title I DW FY2020
 Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I DW in FY2020
 Column D: Enter estimates only in cells that contain regular font

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

ATTACHMENT I

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Modification # if not new: _____

CHART 4

FY2020 WIOA TITLE I PROGRAM SUMMARY FOR YOUTH

Hampden

Workforce Board Name

A	B	C	D
YOUTH PROGRAM	In School Youth	Out of School Youth	FY2020 TOTAL
1. Participants (= 1.a + 1.b)	112	283	395
a. New Enrollments during FY2020	40	96	136
b. Carry-Overs from FY2019	72	187	259
c. Youth Age 14 - 15	0	0	0
d. Youth Age 16 - 18	87	167	254
e. Youth Age 19 - 21	25	70	95
f. Youth Age 22 - 24	0	46	46
2. Program Exiters (= 2.a+2.b+2.c)	61	145	206
a. Enter Employment	12	76	88
b. Enter Post-Secondary Education or Training	34	35	69
c. Other Exit Reasons	15	34	49
3. Carry-Out to FY2021 (formula = 1 - 2)	51	138	189
4. Employment or Education Rate (= (2.a + 2.b) / (2))	75%	77%	76%
5. Enrollments by Fourteen Program Elements			
a. Tutoring and Dropout Prevention	94	240	334
b. Alternative Secondary School, HiSET Prep, ESOL	2	275	277
c. Work Experience, Internships, OJT, Summer Empl Op	110	250	360
d. Occupational Skills Training	88	100	188
e. Leadership Development Opportunities	34	40	74
f. Adult Mentoring	110	275	385
g. Comprehensive Guidance and Counseling	112	283	395
h. Education Concurrently w/ Workforce Prep	110	197	307
i. Entrepreneurial Skills Training	10	40	50
j. Financial Literacy Education	110	150	260
k. Post Sec Education/Training Transition Activities	100	95	195
l. Labor Market/Employment Information Services	112	250	362
m. Supportive Services	80	212	292
n. Follow-up Services	46	111	157
6. Attained Degree/Diploma/HiSET/Certificate	45	94	139
7. Attained Degree/Diploma/HiSET/Certificate Rate(= 6/2)	74%	65%	67%

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

Do not type in bold blue cells!

Additional calculations:

Out-of-School Percentage of Total Participants

72%