FRANKLIN HAMPSHIRE WORKFORCE DEVELOPMENT AREA

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WORKFORCE INNOVATON AND OPPORTUNITY ACT (WIOA) FY2016 ANNUAL PLAN

ATTACHMENT D

Massachusetts
Fiscal Year 2016 Local Annual Plan

Department of Career Services
One-Stop Career Center
Hours of Operation Form

In order to ensure that accurate information is provided to the public with regard to local area One-Stop Career Center services, please provide the following information for each Career Center in your workforce investment area and indicate whether the facility listed is a full-service One-Stop Career Center or a Satellite facility.

Workforce Investment Area: **FRANKLIN HAMPSHIRE**

Career Center Name	Address	Phone Number	Fax Number	FY 09 Hours of Operation	Full Service	Satellite
Franklin Hampshire Career Center	One Arch Place Greenfield, Massachusetts 01301	413/774-4361	413/774-2954	Monday - Thursday: 8:30 a.m. – 4:30 p.m. Friday: 9:30 a.m. – 4:30 p.m. Evening Hours: Scheduled Projects	YES	NO
Franklin Hampshire Career Center	178 Industrial Drive Suite 1 Northampton, Massachusetts 01060	413/586-6506	413/7585-8204	Monday - Thursday: 8:30 a.m. – 4:30 p.m. Friday: 9:30 a.m. – 4:30 p.m. Evening Hours: Scheduled Projects	YES	NO
Franklin Hampshire Career Center	131 West Main Street Suite 2, 2nd Floor Orange, Massachusetts 01364	978/544-3506	413/544-0273	Tuesday & Wednesday 8:30 a.m. - 1:30 p.m.	NO	YES

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 lcaissie@detma.org immediately if any of the information is not accurate or changes occur.

ATTACHMENT F

Massachusetts
Fiscal Year 2016 Local Annual Plan

MOU ACTIVITY SUMMARY
FY 2016

LWIB Name: **Franklin Hampshire**

Date: **July 14, 2015** **Contact Person:** **Patricia H. Crosby**

PARTNER/PROGRAM	Signed MOU? Y/N	Duration Start Date	Duration End Date	If no MOU, or no current MOU, explain.
Department of Career Services 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	7/1/2014	6/30/2016	COMPLETED
Mass Rehabilitation Commission	YES	7/1/2013	6/30/2016	COMPLETED
Mass Commission for the Blind	YES	7/1/2013	6/30/2016	COMPLETED
Department of Mental Health	YES	7/1/2013	6/30/2016	COMPLETED
Department of Elementary and Secondary Education ABE and ESOL	YES	9/1/2014	8/31/2015	COMPLETED
Post Secondary / Vocational Education	NO	-	-	
Community Service Block Grants Community Action Agencies	NO			
Older Americans Act - Title V Senior Community Service Employment: Catholic Charities	YES	7/1/2013	6/30/2016	COMPLETED
Senior Community Service Employment: Department of Elder Affairs	YES	7/1/2013	6/30/2016	COMPLETED
Job Corps	NO	-	-	No Job Corp presence in FH area
Housing & Urban Development Job Links Moving to Work	NO	-	-	

ATTACHMENT G

Massachusetts
Fiscal Year 2016 Local Annual Plan

MOU and Annual Plan Signatories

Fiscal Year 2016
Local Annual Plan and Memorandum of Understanding for Title I, Wagner-Peyser and Associated Programs Funded through DCS

FRANKLIN HAMPSHIRE
Name of Workforce Investment Board

DURATION OF MOU

This FY2016 Local Annual Plan and DCS MOU shall be fully executed as of the date of signature below, and effective through June 30, 2016. The Plan and MOU may be amended or modified if agreed to by all parties.

PRINCIPAL SIGNATORIES

Typed Name: 7-13-15
William F. Martin, Mayor, City of Greenfield — Date

7/13/15
David J. Narkewicz, Mayor, City of Northampton — Date

7/9/15
Susan Dorais, Workforce Investment Board Chair — Date

13 July 2015
Patricia H. Crosby, Executive Director, Workforce Investment Board — Date

7/8/15
William Sharp, Local Youth Council Coordinator — Date

7.9.15
James Parcells, Interim Title I Fiscal Agent, Franklin Hampshire Career Center — Date

7.9.15
James Parcells, Interim Title I Administrator, Franklin Hampshire Career Center — Date

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

ATTACHMENT H

Financial Forms Modification Authorization Form

Principal Signatories' Authorization to Sign Financial Forms

Fiscal Year 2016 Annual Plan Integrated Budget for Title I, Wagner-Peyser and Associated Programs Funded through DCS

FRANKLIN HAMPSHIRE
Name of Workforce Investment Board

It is agreed by all parties having signed below that the DCS 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, 2016.

PRINCIPAL SIGNATORIES

Typed Name:

William F. Martin, Mayor, City of Greenfield — 7-13-15 Date

David J. Narkewicz, Mayor, City of Northampton — 7/13/15 Date

Susan Dorais, Workforce Investment Board Chair — 7/9/15 Date

Patricia H. Crosby, Executive Director, Workforce Investment Board — 13 July 2015 Date

James Parcells, Interim Title I Fiscal Agent — 7.9.15 Date

James Parcells, Interim Title I Administrator, Franklin Hampshire Career Center — 7.9.15 Date

ATTACHMENT H

Financial Forms Modification Authorization Form

Principal Signatories' Authorization to Sign Financial Forms

1. Authority to Sign <u>INTEGRATED BUDGET MODIFICATIONS</u> Granted to:

Typed Name of Individual and Entity:

James Parcells, Interim Title I Administrator, Franklin Hampshire Career Center — Date: 7.9.15

Patricia H. Crosby, Executive Director, Workforce Investment Board — Date: 13 July 2015

2. Authority to Sign <u>CONTRACT MODIFICATIONS</u> Granted to:

James Parcells, Interim Title I Administrator, Franklin Hampshire Career Center — Date: 7.9.15

3. Authority to Sign <u>FISCAL STATUS REPORTS (FSR)</u> Granted to:

James Parcells, Interim Title I Administrator, Franklin Hampshire Career Center — Date: 7.9.15

James Parcells, Director of Planning and Youth Programs, Franklin Hampshire Career Center — Date: 7.9.15

ATTACHMENT I

Date Submitted or Resubmitted: July 14, 2015 **Modification # if not new: _____**

CHART 1

FY2016 LABOR EXCHANGE PROGRAM SUMMARY

FRANKLIN HAMPSHIRE

Workforce Board Name

A	B	C	D	E
Program Activity in MOSES	**July-June FY2013**	**July-June FY2014**	**July-April FY2015**	**Planned FY2016**
A. Job Seekers Services				
1. Total Job Seekers Served	6,797	6,392	4,870	5,610
a. Total Job Seekers Unemployed	6,423	6,021	4,555	5,242
b. Persons with Disabilities	324	319	297	355
c. UI Claimants Served	3,795	3,593	2,844	3,280
d. Veterans Served	468	497	397	426
B. Employer Services				
1.Total Employers Served (= 1.a + 1.b)	726	886	759	725
a. New to Career Center	215	321	214	200
b. Repeat	511	565	545	525
2. Employers Listing Job Orders	412	522	444	425

Column Instructions:

Column B - Enter data from the Year-to-Date Column of the WIB level June 2013 OSCCAR.

Column C - Enter data from the Year-to-Date Column of the WIB level June 2014 OSCCAR.

Column D - Enter data from the Year-to-Date Column of the WIB level April 2015 OSCCAR.

Column E - Enter planned numbers for the July-June period of FY2016.

Notes:

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

"Repeat" means that the employer has returned to the Career Center for service after having received services in a prior fiscal year. At no time will a repeat employer be counted as new.

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

ATTACHMENT I

Date Submitted or Resubmitted: July 14, 2015 **Modification # if not new:** _____

CHART 2

FY2016 WIOA TITLE I PROGRAM SUMMARY FOR ADULTS

FRANKLIN HAMPSHIRE

Workforce Board Name

A	B	C	D
	Formula Carry-in from FY2015	**Formula New in FY2016**	**FY2016 TOTAL**
1. Participants	12	37	49
2. Program Exiters (= 2.a + 2.b)	10	12	22
a. Enter Employment			19
i. Average Hourly Wage at Placement			$12.50
b. Other Exit Reasons			3
3. Carry-Out to FY2017 (= 1 - 2)			27
4. Entered Employment Rate at Exit (= 2.a / 2)			86%
5. Total Participants in Training Activities (single count*)	8	20	28
a. Basic Education / Literacy Skills	0	0	0
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	8	15	23
i. Occupational Skills Training (Customized)	0	0	0
ii. Occupational Skills Training (Group Contracts)	0	10	10
d. On-the-Job Training (OJT)	0	5	5
6. Training Participants Obtaining Certificate/Credential	6	12	18
7. Support Services	10	30	40
a. Needs Based Payments	0	0	0

* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.
Column B: Enter estimates of WIA Title I Adult FY2015 participants that will carry-in to WIOA Title I Adults FY2016
Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I Adults in FY2016
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: July 14, 2015 **Modification # if not new:** _____

CHART 3

FY2016 WIOA TITLE I PROGRAM SUMMARY FOR DISLOCATED WORKERS

FRANKLIN HAMPSHIRE

Workforce Board Name

A	B	C	D
DISLOCATED WORKER PROGRAM	**Formula Carry-in from FY2015**	**Formula New in FY2016**	**FY2016 TOTAL**
1. Participants	57	98	155
2. Program Exiters (= 2.a + 2.b)	38	37	75
a. Enter Employment			64
i. Average Hourly Wage at Placement			$16.00
b. Other Exit Reasons			11
3. Carry-Out to FY2017 (= 1 - 2)			80
4. Entered Employment Rate at Exit (= 2.a / 2)			85%
5. Total Participants in Training Activities (single count*)	33	55	88
a. Basic Education / Literacy Skills	1	0	1
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	31	50	81
i. Occupational Skills Training (Customized)	0	0	0
ii. Occupational Skills Training (Group Contracts)	2	10	12
d. On-the-Job Training (OJT)	3	5	8
6. Training Participants Obtaining Certificate/Credential	27	33	60
7. Support Services	40	50	90
a. Needs Based Payments	0	0	0

* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.
Column B: Enter estimates of WIA Title I FY2015 DW participants that will carry-in to WIOA Title I DW FY2016
Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I DW in FY2016
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: July 14, 2015 **Modification # if not new:**_____

CHART 4

FY2016 WIOA TITLE I PROGRAM SUMMARY FOR YOUTH

FRANKLIN HAMPSHIRE

Workforce Board Name

A	B	C	D
YOUTH PROGRAM	**In School Youth**	**Out of School Youth**	**FY2016 TOTAL**
1. Participants (= 1.a + 1.b)	21	59	80
a. New Enrollments during FY2016	0	39	39
b. Carry-Overs from FY2015	21	20	41
c. Youth Age 14 - 15	0	0	0
d. Youth Age 16 - 18	21	18	39
e. Youth Age 19 - 21	0	41	41
2. Program Exiters (= 2.a+2.b+2.c)	15	20	35
a. Enter Employment	6	10	16
b. Enter Post-Secondary Education or Training	6	6	12
c. Other Exit Reasons	3	4	7
3. Carry-Out to FY2017 (formula = 1 - 2)	6	39	45
4. Employment or Education Rate (= (2.a + 2.b) / (2))	80%	80%	80%
5. Enrollments by Ten Program Elements			
a. Tutoring and Dropout Prevention	5	0	5
b. Alternative Secondary School, GED Prep, ESOL	0	15	15
c. Summer Employment Opportunities	16	19	35
d. Other Work Experience, Internships, OJT	10	15	25
e. Occupational Skills Training	0	5	5
f. Leadership Development Opportunities	14	36	50
g. Adult Mentoring	0	0	0
h. Comprehensive Guidance and Counseling	21	59	80
i. Supportive Services	21	59	80
j. Follow-up Services	15	20	35
6. Attained Degree/Diploma/GED/Certificate	12	11	23
7. Attained Degree/Diploma/GED/Certificate Rate (= 6 / 2)	80%	55%	66%

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 74%

FY 2016 ANNUAL INTEGRATED BUDGET

WIB Name:	Franklin/Hampshire											Prepared by:	Davis Hawkowl				Date Submitted		Date Approved				
Program / Phase Number	WP	WP	WP	WP	One		UI	UI	UI	WIA	WIOA	WIA	WIOA	WIA	WIOA	WIB	WIB	RESEA	RES	RR	Other	SubTotal	
Program / Phase Description	90%	90%	10%	10%	Stop	DVOP	W-In	Hearings	Other	T-1 Adult	T-1 Adult	T-1 Youth	T-1 Youth	T-1 DW	T-1 DW	WTF	WTF	FY16	FY16	State Staff	State Staff	Page 2	TOTAL
Phase Number	FY15	FY16	FY15	FY16						FY15	FY16	FY15	FY16	FY15	FY16								
AVAILABLE FUNDING	$17,000	$357,015	$0	$30,743	$150,000	$148,031	$156,477	$11,985	$17,598	$77,000	$438,538	$12,000	$773,637	$97,000	$522,486	$75,000	$20,000	$107,932	$0	$20,212	$29,068	$590,555	$3,652,277
New Funding		$357,015		$30,743	$150,000	$148,031	$156,477	$11,985	$17,598		$438,538		$773,637		$522,486	$75,000	$20,000	$107,932	$0	$20,212	$29,068	$324,488	$3,183,210
Carry-in Funding (FY15 to FY16)	$17,000		$0							$77,000		$12,000		$97,000				$0	$0	$0	$0	$266,067	$469,067
STATE-PAID- RETAINED FTEs:	0.2	3.8	0.0	0.0	0.0	2.0	2.0	1.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	2.0	2.0	0.0	16.0
PERSONNEL	$12,639	$218,642	$0	$0	$0	$92,112.22	$98,615	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$54,786	$0	$0	$0	$0	$476,794
FRINGE BENEFITS	$4,361	$75,431	$0	$0	$0	$31,778.72	$34,022	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$18,901	$0	$0	$0	$0	$164,494
PREMISES LEASE (see attachment)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
TELEPHONES (see attachment)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
MOSES FEE (see attachment)	$0	$3,414	$0	$0	$5,662	$1,707	$1,707	$0	$0	$0	$5,351	$0	$658	$0	$6,253	$0	$0	$854	$0	$1,707	$1,707	$0	$29,020
INFORMATION TECHNOLOGY (IT/CITRIX)	$0	$182	$0	$0	$1,715	$91	$91	$0	$0	$0	$2,132	$0	$262	$0	$2,491	$0	$0	$45	$0	$91	$91	$0	$7,192
TRAVEL	$0	$3,650	$0	$0	$0	$1,000	$1,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$500	$0	$0	$3,000	$0	$9,150
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	$0	$0
SUBTOTAL-STATE-PD RETAINED EXP	$17,000	$301,319	$0	$0	$7,377	$126,689	$135,435	$0	$0	$0	$7,483	$0	$921	$0	$8,744	$0	$0	$75,086	$0	$1,798	$4,798	$0	$686,650
CAREER CENTER/FISCAL AGENT FTEs:	0.0	0.0	0.0	0.1	2.0	0.0	0.0	0.0	0.0	1.0	5.5	0.0	2.2	1.5	6.3	0.0	0.0	0.3	0.0	0.0	0.0	3.1	22.1
PERSONNEL	$0	$0	$0	$4,252	$86,862	$0	$0	$0	$0	$62,348	$187,692.12	$0	$119,391.59	$78,543	$230,577.02	$0	$0	$16,747	$0	$0	$0	$137,676	$924,088
FRINGE	$0	$0	$0	$999	$20,412	$0	$0	$0	$0	$14,652	$44,108	$0	$28,057	$18,457	$54,186	$0	$0	$3,964	$0	$0	$0	$32,040	$216,875
PREMISES LEASE	$0	$41,711	$0	$0	$12,493	$16,022	$16,022	$9,548	$12,948	$0	$36,220	$0	$28,603	$0	$39,204	$0	$0	$9,548	$0	$12,948	$19,096	$23,561	$277,925
MOSES FEE (see attachment)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
INFORMATION TECHNOLOGY (IT/DATA LINES)	$0	$1,030	$0	$0	$92	$513	$513	$255	$0	$0	$1,690	$0	$210	$0	$1,974	$0	$0	$255	$0	$516	$511	$599	$8,160
NON PERSONNEL SERVICES - OTHER	$0	$12,956	$0	$0	$20,264	$4,806	$4,506	$2,182	$4,649	$0	$29,785	$0	$16,300	$0	$31,054	$0	$0	$2,332	$0	$4,949	$4,664	$23,741	$162,188
INDIRECT / DeMinimus	$0		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUPPORT SERVICES	$0	$0	$0	$0	$2,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$500	$3,000
TRAINING (30% allocation minimum)																							
Occupational Skills Training (ITA)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$65,780	$0	$0	$0	$78,373	$0	$0	$0	$0	$0	$0	$15,000	$159,153
All other training	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$65,781	$12,000	$580,155	$0	$78,373	$0	$0	$0	$0	$0	$0	$207,238	$943,547
Sub-Total TRAINING	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$131,561	$12,000	$580,155	$0	$156,746	$0	$0	$0	$0	$0	$0	$222,238	$1,102,700
SUBTOTAL-CC FA EXP (locally paid)	$0	$55,696	$0	$5,251	$142,623	$21,342	$21,042	$11,985	$17,598	$77,000	$431,055	$12,000	$772,717	$97,000	$513,742	$0	$0	$32,846	$0	$18,414	$24,270	$440,356	$2,694,936
WIB/FISCAL AGENT FTEs:	0.0	0.0	0.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.8	0.2	0.0	0.0	0.0	0.0	1.5	2.6
PERSONNEL	$0	$0	$0	$11,024	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$38,258	$10,281	$0	$0	$0	$0	$78,193	$137,755
FRINGE	$0	$0	$0	$2,692	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$9,238	$2,482	$0	$0	$0	$0	$18,000	$32,412
PREMISES LEASE	$0	$0	$0	$6,174	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$14,687	$3,917	$0	$0	$0	$0	$3,116	$27,894
MOSES FEE (see attachment)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		$0	$0	$0	$0	$0	$0	$0
INFORMATION TECHNOLOGY (IT/DATA LINES)	$0	$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	$5,602	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$12,817	$3,320	$0	$0	$0	$0	$14,951	$36,690
INDIRECT / DeMinimus	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,070	$1,070
SUPPORT SERVICES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,070	$1,070
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	$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	$34,869	$34,869
Sub-Total TRAINING	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$34,869	$34,869
WIB EXPENSES (NON-ADD) TOTAL	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUBTOTAL-WIB FA EXP (locally paid)	$0	$0	$0	$25,492	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$75,000	$20,000	$0	$0	$0	$0	$150,199	$270,690
RETAINED AMOUNT	$17,000	$301,319	$0	$0	$7,377	$126,689	$135,435	$0	$0	$0	$7,483	$0	$921	$0	$8,744	$0	$0	$75,086	$0	$1,798	$4,798	$0	$686,650
SUBTOTAL-CC FA EXP (locally paid)	$0	$55,696	$0	$5,251	$142,623	$21,342	$21,042	$11,985	$17,598	$77,000	$431,055	$12,000	$772,717	$97,000	$513,742	$0	$0	$32,846	$0	$18,414	$24,270	$440,356	$2,694,936
SUBTOTAL-WIB FA EXP (locally paid)	$0	$0	$0	$25,492	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$75,000	$20,000	$0	$0	$0	$0	$150,199	$270,690
TOTAL ALL EXPENSES (State+Contr)	$17,000	$357,015	$0	$30,743	$150,000	$148,031	$156,477	$11,985	$17,598	$77,000	$438,538	$12,000	$773,637	$97,000	$522,486	$75,000	$20,000	$107,932	$0	$20,212	$29,068	$590,555	$3,652,276
CONTRACT AMOUNT	$0	$55,696	$0	$30,743	$142,623	$21,342	$21,042	$11,985	$17,598	$77,000	$431,055	$12,000	$772,717	$97,000	$513,742	$75,000	$20,000	$32,846	$0	$18,414	$24,270	$590,555	$2,965,626
Unallocated Balance	$0	$0	$0	$0	$0	$0.0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1

FY 2016 ANNUAL INTEGRATED BUDGET

WIB Name:	Franklin/Hampshire						Prepared by:	Davis Hawkowl				Date Submitted	1/0/1900	Date Approved		
Program / Phase Number	CommCorp	CommCorp	CommCorp	DESE	DESE	DESE	TAA	DEI	HAP	DTA						
Program / Phase Description	FY16	FY16	FY16	FY16	FY16	FY15	Trade			CIES	Other					TOTAL
Phase Number	MSMI	YouthWorks		Conn Activities	Literacy	Lit Suppl	Case Mgt									
AVAILABLE FUNDING	$60,319	$32,578	$0	$98,781	$131,322	$7,650	$5,687	$145,000	$20,520	$88,698	$0	$0	$0	$0	$0	$590,555
New Funding	$0	$0	$0	$98,781	$131,322	$0	$5,687	$0	$0	$88,698	$0	$0	$0	$0	$0	$324,488
Carry-in Funding (FY15 to FY16)	$60,319	$32,578	$0	$0	$0	$7,650	$0	$145,000	$20,520	$0	$0	$0	$0	$0	$0	$266,067
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
PERSONNEL	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
FRINGE BENEFITS	$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
TELEPHONES (see attachment)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
MOSES FEE (see attachment)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
INFORMATION TECHNOLOGY (IT/CITRIX)	$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
NON-PERSONNEL SERVICES - OTHER	$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
CAREER CENTER/FISCAL AGENT FTEs:	0.1	0.0	0.0	0.1	0.1	0.0	0.1	1.5	0.4	0.9	0.0	0.0	0.0	0.0	0.0	3.1
PERSONNEL	$3,412	$656	$0	$3,795	$9,587	$606	$4,605	$57,815	$14,134	$43,067	$0	$0	$0	$0	$0	$137,676
FRINGE	$802	$154	$0	$892	$2,012	$70	$1,082	$13,586	$3,321	$10,121	$0	$0	$0	$0	$0	$32,040
PREMISES LEASE	$0	$0	$0	$0	$1,173	$0	$0	$8,698	$2,949	$10,741	$0	$0	$0	$0	$0	$23,561
MOSES FEE (see attachment)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
INFORMATION TECHNOLOGY (IT/DATA LINES)	$0	$5	$0	$0	$15	$0	$0	$282	$83	$214	$0	$0	$0	$0	$0	$599
NON PERSONNEL SERVICES - OTHER	$0	$0	$0	$0	$336	$90	$0	$13,727	$33	$9,555	$0	$0	$0	$0	$0	$23,741
INDIRECT / DeMinimus	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUPPORT SERVICES	$0	$0	$0	$0	$0	$0	$0	$0	$0	$500	$0	$0	$0	$0	$0	$500
TRAINING (30% allocation minimum)																
Occupational Skills Training (ITA)	$0	$0	$0	$0	$0	$0	$0	$15,000	$0	$0	$0	$0	$0	$0	$0	$15,000
All other training	$0	$31,763	$0	$0	$118,199	$6,884	$0	$35,892	$0	$14,500	$0	$0	$0	$0	$0	$207,238
Sub-Total TRAINING	$0	$31,763	$0	$0	$118,199	$6,884	$0	$50,892	$0	$14,500	$0	$0	$0	$0	$0	$222,238
SUBTOTAL-CC FA EXP (locally paid)	$4,214	$32,578	$0	$4,687	$131,322	$7,650	$5,687	$145,000	$20,520	$88,698	$0	$0	$0	$0	$0	$440,356
WIB/FISCAL AGENT FTEs:	0.8	0.0	0.0	0.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.5
PERSONNEL	$42,332	$0	$0	$35,861	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$78,193
FRINGE	$10,110	$0	$0	$7,890	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$18,000
PREMISES LEASE	$1,216	$0	$0	$1,900	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,116
MOSES FEE (see attachment)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
INFORMATION TECHNOLOGY (IT/DATA LINES)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
NON PERSONNEL SERVICES - OTHER	$2,447	$0	$0	$12,504	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$14,951
INDIRECT / DeMinimus	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUPPORT SERVICES	$0	$0	$0	$1,070	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$1,070
TRAINING (30% allocation minimum)																
Occupational Skills Training (ITA)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
All other training	$0	$0	$0	$34,869	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$34,869
Sub-Total TRAINING	$0	$0	$0	$34,869	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$34,869
WIB EXPENSES (NON-ADD) TOTAL	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUBTOTAL-WIB FA EXP (locally paid)	$56,105	$0	$0	$94,094	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$150,199
RETAINED AMOUNT	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
SUBTOTAL-CC FA EXP (locally paid)	$4,214	$32,578	$0	$4,687	$131,322	$7,650	$5,687	$145,000	$20,520	$88,698	$0	$0	$0	$0	$0	$440,356
SUBTOTAL-WIB FA EXP (locally paid)	$56,105	$0	$0	$94,094	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$150,199
TOTAL ALL EXPENSES (State+Contr)	$60,319	$32,578	$0	$98,781	$131,322	$7,650	$5,687	$145,000	$20,520	$88,698	$0	$0	$0	$0	$0	$590,555
CONTRACT AMOUNT *	$60,319	$32,578	$0	$98,781	$131,322	$7,650	$5,687	$145,000	$20,520	$88,698	$0	$0	$0	$0	$0	$590,555
Unallocated Balance	$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 eminating from DCS

WIB Name:	Franklin/Hampshire		
		Budget Narrative Summary explanation for line item amounts	BASIS FOR ALLOCATING COSTS
Line Item	Amount	Please give a brief description of what you have included in each line item	Please explain the Cost Allocation Basis/Methodologies for charging direct costs and allocating 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	$3,652,277		
New Funding	$3,183,210		
Carry-in Funding (FY14 to FY15)	$469,067		
STATE-PAID- RETAINED FTEs:	16.0	FTE's include IT Consultant, Mike Duffy (Other State Staff)..	Fair costs allocated by FTE below the line
PERSONNEL	$476,794		
FRINGE BENEFITS	$164,494		
PREMISES LEASE (see attachment)	$0		
TELEPHONES (see attachment)	$0		
MOSES FEE (see attachment)	$29,020	MOSES fee as defined in annual plan guidance attachment X	Actual staff, total fee divided by number of users July 1, 2015
INFORMATION TECHNOLOGY (IT/CITRIX)	$7,192	MOSES fee as defined in annual plan guidance attachment X	Actual Staff
TRAVEL	$9,150		
NON-PERSONNEL SERVICES - OTHER	$0		
SUBTOTAL-STATE-PD RETAINED EXP	$686,650		
CAREER CENTER/FISCAL AGENT FTEs:	22.1		
PERSONNEL	$924,088		FTE assigned per program function
FRINGE	$216,875	Rental - Greenfield, Northampton; Electricity - Greenfield; Security - Greenfield, Northampton	straight-line formula
PREMISES LEASE	$277,925		FTE and Square Footage
MOSES FEE (see attachment)	$0		
INFORMATION TECHNOLOGY (IT/DATA LINES)	$8,160	replacement of broken equipment	FTE & location
NON PERSONNEL SERVICES - OTHER	$162,188	Telephones, office supplies, postage, postage meter rental, copiers, bottled water and iron box; Other= Travel, staff training, payroll fees, equipment repair, marketing and advertising, insurance, dues and subscriptions, accounting software maintenance, single audit, storage fees, and miscellaneous	FTE and Square Footage
INDIRECT / DeMinimus	$0		
SUPPORT SERVICES	$3,000	Training and employment related expenses for customers	Grant specific
TRAINING (30% allocation minimum)			
Occupational Skills Training (ITA)	$159,153	REB approved ITA funding - $5,000 cap per customer	Program Specific
All other training	$943,547	OJT's, DESE and Youth Vendors	Program Specific
Sub-Total TRAINING	$1,102,700		
SUBTOTAL-CC FA EXP (locally paid)	$2,694,936		
WIB/FISCAL AGENT FTEs:	2.6		
PERSONNEL	$137,755		
FRINGE	$32,412		
PREMISES LEASE	$27,894	REB squatters' fees for co-location in Career Center	Grant specific
MOSES FEE (see attachment)	$0		
INFORMATION TECHNOLOGY (IT/DATA LINES)	$0		
NON PERSONNEL SERVICES - OTHER	$36,690	Telephones, office supplies, postage, postage meter rental, copiers, bottled water and iron box; Other = Travel, staff training, payroll fees, equipment repair, marketing and advertising, insurance, dues and subscriptions, accounting software maintenance, single audit, storage fees, and miscellaneous	Grant Specific and FTE
INDIRECT / DeMinimus	$1,070		
SUPPORT SERVICES	$1,070	Training and employment related expenses for customers	Grant specific
TRAINING (30% allocation minimum)	$0		
Occupational Skills Training (ITA)	$0		
All other training			
Sub-Total TRAINING	$0		
All other training	$34,869	Grant specific training which includes subcontracts, individual courses attended and paid training related internships	Grant specific
Sub-Total TRAINING	$34,869		
WIB EXPENSES (NON-ADD) TOTAL	$0		
SUBTOTAL-WIB FA EXP (locally paid)	$270,690		