



www.northshorewib.com

70 Washington Street, Suite 314, Salem, MA 01970
P 978-741-3805 * F 978-741-3809

July 14, 2016

Alice Sweeney
Director
Department of Career Services
Charles F. Hurley Building
19 Staniford Street
Boston, MA 02114

Dear Ms. Sweeney:

Attached please find a copy of the North Shore Workforce Investment Boards FY 2017 Annual Workforce Development Business Plan and Division of Career Services MOU. Our response has also been submitted electronically (USB drive) as well as an original hardcopy has been sent to the Planning and Workforce Integration Department in accordance with WIOA Communication #04.101.

We look forward to the coming year and successful programming in our region and welcome the state level review and receiving the formal letter of approval for our FY 2017 Plan. Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Mary W. Sarris". The signature is written in a cursive style.

Mary Sarris,
Executive Director

cc: Kimberley Driscoll, Mayor, City of Salem
Nancy Huntington Stager, Chair, NSWIB
Lisa Caissie, Division of Career Services

ATTACHMENT A

Massachusetts Fiscal Year 2017 Local Annual Plan

North Shore WIB

Local Annual Plan Document Checklist

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

X	Completed Local Annual Plan Document Checklist (<i>Attachment A</i>)
X	Notification of Local System Changes (<i>Attachment C</i>)
X	One-Stop Career Center Hours of Operation Form (<i>Attachment D</i>)
X	Financial Modification Authorization Forms (<i>Attachment G</i>)
X	Integrated Budget and Narrative (<i>Attachment K</i>)
	<i>Attachment I (Charts Below):</i>
X	Labor Exchange Program Summary (Chart #1)
X	WIOA Title I Program Summary for Adults (Chart #2)
X	WIOA Title I Program Summary for Dislocated Workers (Chart #3)
X	WIOA Title I Program Summary for Youth (Chart #4)

ATTACHMENT C

Massachusetts Fiscal Year 2017 Local Annual Plan

NOTIFICATION of LOCAL SYSTEM CHANGES

FISCAL YEAR 2017 CHANGES

Please describe any programmatic, infrastructure or organizational changes planned for FY2017, including those that will result from any budget reduction/augmentation.

Please complete this form and submit as part of your FY2017 Local Annual Plan package.

Local Area: North Shore WIB

Are changes planned for FY2017: YES NO

If significant service design or other changes from FY2016 are planned for FY2017, 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:

ATTACHMENT D

Massachusetts Fiscal Year 2017 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 area and indicate whether the facility listed is a full-service One-Stop Career Center or a Satellite facility.

Workforce Development Area: North Shore WIB

Career Center Name	Address	Phone Number	Fax Number	FY 2017 Hours of Operation	Full Service	Affiliated Site (AF) or Specialized Center (SC)*
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 – Gloucester	5 Pleasant Street Gloucester, Massachusetts 01930	(978) 283.4772	(617) 727.5975	M – F (8:30 to 5PM)		yes
North Shore Career Center – North Shore Community College	Lynn – Lynn Campus Room LW-131	(781) 691.7450		M – TH (8:30 to 5PM)		yes
North Shore Career Center – Lynn Housing Authority Family Success Center	20 Wheeler Street, 2nd Floor, Lynn	(339) 883.2342		T and W (8:30 to 5PM)		yes

ATTACHMENT D

Massachusetts Fiscal Year 2017 Local Annual Plan

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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.

**Please refer to WIOA §§678.300 – 678.320 for definitions and parameters.*

ATTACHMENT F

Massachusetts Fiscal Year 2017 Local Annual Plan

WIOA Local Plan Signatories

Fiscal Year 2017

North Shore WIB

This FY2017 Local Annual Plan shall be fully executed as of the date of signature below, and effective through June 30, 2017. The Plan may be amended or modified if agreed to by all parties.

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



Kimberley Driscoll, Mayor of Salem, Chief Elected Official

7/1/16
Date



Nancy Huntington Stager, Chair, North Shore Workforce Investment Board

7/14/16
Date



David Manning, Program Accountability Systems & Support, DCS

Date



Sarah Stanton, Title I Fiscal Agent, City of Salem

7/1/2016
Date

ATTACHMENT G

Financial Forms Modification Authorization Form

Signatories' Authorization to Sign Financial Forms

Fiscal Year 2017 Annual Plan Integrated Budget for Title I, Wagner-Peyser and Associated Programs Funded through DCS

North Shore WIB

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, 2017.

Kimberley Driscoll, Mayor of Salem, Chief Elected Official

7/1/14
Date

Nancy Huntington Stager, Chair, North Shore Workforce Investment Board

7/14/16
Date

David Manning, Program Accountability Systems & Support, DCS

8/9/16
Date

Sarah Stanton, Title I Fiscal Agent, City of Salem

7/1/2016
Date

ATTACHMENT G

Financial Forms Modification Authorization Form

Signatories' Authorization to Sign Financial Forms

1. Authority to Sign INTEGRATED BUDGET MODIFICATIONS Granted to:



Maribeth Forbes, Director of Grants and Finance

7/14/16

Date

2. Authority to Sign CONTRACT MODIFICATIONS Granted to:



Kimberley Driscoll, Mayor of Salem, Chief Elected Official

7/11/16

Date

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



Maribeth Forbes, Director of Grants and Finance

7/14/16

Date

FY 2017 ANNUAL INTEGRATED BUDGET

Prepared By Maribeth Forbes, Director of Grants and Finance North Shore WIB

Program / Phase Number Program / Phase Description Phase Number	North Shore							Disability Employment	UI W-In	Prepared by:										RESEA FY17	RR State Staff	Other Apprenticeship	Other TAA	SubTotal Page 2	TOTAL
	WP 90%	WP 90%	WP 10%	WP 10%	One Stop	DVOP Carry In	DVOP			WIOA T-1 Adult	WIOA T-1 Adult	WIOA T-1 Youth	WIOA T-1 Youth	WIOA T-1 DW	WIOA T-1 DW	WIB WTF	Talent Connect								
	FY16	FY17	FY16	FY17			Initiative			FY16	FY17	FY16	FY17	FY16	FY17										
AVAILABLE FUNDING	\$156,514	\$624,388	\$0	\$53,767	\$234,625	\$16,356	\$151,679	\$113,169	\$146,310	\$352,906	\$591,238	\$92,299	\$611,100	\$285,070	\$678,697	\$95,000	\$13,242	\$442,933	\$15,834	\$639,923	\$56,485	\$1,400,912	\$6,772,446		
New Funding		\$624,388		\$53,767	\$234,625	\$0	\$151,679	\$0	\$146,310		\$591,238		\$611,100		\$678,697	\$95,000	\$13,242	\$297,754	\$15,834	\$0	\$0	\$1,012,446	\$4,526,080		
Carry-in Funding (FY16 to FY17)	\$156,514		\$0			16,356		113,169		\$352,906		\$92,299		\$285,070			\$145,178	\$0	\$639,923	\$56,485	\$388,466	\$2,246,366			
STATE-PAID- RETAINED FTEs:	2.1	7.4	0.0	0.0	0.0	0.0	2.0		1.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.1	2.0	0.00	0.0	0.0	0.0	18.0		
PERSONNEL	\$100,785	\$380,661	\$0	\$0	\$0	\$0	\$89,790		\$82,518	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$158,108	\$0	\$0	\$0	\$0	\$0	\$811,861		
FRINGE BENEFITS	\$51,239	\$193,528	\$0	\$0	\$0	\$0	\$45,649	\$0	\$41,952	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,382	\$0	\$0	\$0	\$0	\$0	\$412,750		
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)	\$2,206	\$5,001	\$0	\$24,198	\$0	\$0	\$1,757		\$2,810	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,669	\$1,757	\$0	\$0	\$0	\$0	\$39,398		
INFORMATION TECHNOLOGY (IT/CITRIX)		\$355	\$0	\$6,363	\$0	\$0	\$86		\$139	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$110	\$86	\$0	\$0	\$0	\$0	\$7,140		
TRAVEL	\$919	\$2,081	\$0	\$0	\$0	\$0	\$1,500		\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$6,500		
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	\$155,148	\$581,627	\$0	\$30,561	\$0	\$0	\$138,783	\$0	\$127,919	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$241,768	\$1,843	\$0	\$0	\$0	\$0	\$1,277,649		
CAREER CENTER/FISCAL AGENT FTEs:	0.00	0.00	0.00	0.00	1.24	0.00	0.00	1.00	0.00	1.80	4.53	0.39	0.86	1.25	5.22	0.00	0.00	0.00	0.00	0.32	0.10	4.98	21.69		
PERSONNEL	\$0	\$0	\$0	\$0	\$100,847	\$0	\$0	\$60,206	\$0	\$182,652	\$100,933	\$41,295	\$57,463	\$74,961	\$212,467	\$0	\$0	\$0	\$0	\$3,416	\$7,994	\$187,680	\$1,029,914		
FRINGE	\$0	\$0	\$0	\$0	\$11,687	\$0	\$0	\$10,493	\$0	\$38,193	\$20,683	\$8,815	\$8,452	\$12,979	\$46,319	\$0	\$0	\$0	\$0	\$358	\$1,519	\$19,097	\$178,595		
PREMISES LEASE	\$1,366	\$30,000	\$0	\$10,000	\$5,266	\$14,000	\$10,000	\$2,367	\$12,162	\$6,396	\$5,606	\$63	\$8,018	\$3,448	\$9,269	\$0	\$0	\$30,000	\$7,601	\$120	\$78	\$4,050	\$159,810		
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	\$0	\$0	\$10,000	\$645	\$0	\$0	\$639	\$2,515	\$2,340	\$2,628	\$37	\$2,267	\$603	\$4,374	\$0	\$10,086	\$2,988	\$72	\$106	\$1,764	\$41,064			
NON PERSONNEL SERVICES - OTHER	\$0	\$12,761	\$0	\$0	\$80,833	\$2,356	\$2,896	\$27,462	\$3,714	\$5,267	\$134,799	\$203	\$74,587	\$2,461	\$72,710	\$0	\$13,242	\$15,340	\$3,402	\$29,583	\$569	\$285,629	\$767,814		
INDIRECT / DeMinimus	\$0	\$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	\$0	\$0	\$0	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000		
TRAINING (30% allocation minimum)																									
Occupational Skills Training (ITA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$58,052	\$135,240	\$0	\$0	\$137,688	\$165,790	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$546,770		
All other training	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,330	\$51,000	\$36,874	\$308,000	\$14,890	\$48,000	\$0	\$0	\$0	\$0	\$216,424	\$0	\$458,262	\$1,170,780		
Sub-Total TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$95,382	\$186,240	\$36,874	\$308,000	\$152,578	\$213,790	\$0	\$0	\$0	\$0	\$216,424	\$0	\$508,262	\$1,717,550		
SUBTOTAL-CC FA EXP (locally paid)	\$1,366	\$42,761	\$0	\$20,000	\$199,278	\$16,356	\$12,896	\$101,167	\$18,391	\$330,230	\$453,389	\$87,287	\$458,787	\$247,030	\$561,429	\$0	\$13,242	\$55,426	\$13,991	\$249,973	\$10,266	\$1,006,482	\$3,899,747		
WFB/FISCAL AGENT FTEs:	0.00	0.00	0.00	0.00	0.32	0.00	0.00	0.12	0.00	0.20	1.59	0.12	1.57	0.25	1.60	0.97	0.00	0.00	0.00	0.33	0.00	2.32	9.39		
PERSONNEL	\$0	\$0	\$0	\$0	\$24,613	\$0	\$0	\$8,629	\$0	\$14,035	\$97,091	\$3,343	\$105,917	\$25,954	\$81,372	\$59,826	\$0	\$0	\$0	\$32,007	\$0	\$110,591	\$563,378		
FRINGE	\$0	\$0	\$0	\$0	\$5,744	\$0	\$0	\$1,353	\$0	\$4,884	\$21,905	\$1,052	\$23,222	\$7,245	\$18,920	\$12,112	\$0	\$0	\$0	\$3,988	\$0	\$20,236	\$120,661		
PREMISES LEASE	\$0	\$0	\$0	\$3,206	\$1,064	\$0	\$0	\$329	\$0	\$1,898	\$6,362	\$390	\$8,778	\$2,647	\$5,384	\$4,615	\$0	\$0	\$0	\$3,076	\$0	\$8,184	\$45,933		
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	\$0	\$0	\$0	\$626	\$0	\$0	\$193	\$0	\$561	\$2,302	\$131	\$2,677	\$661	\$2,181	\$1,037	\$0	\$0	\$0	\$636	\$0	\$2,576	\$13,581		
NON PERSONNEL SERVICES - OTHER	\$0	\$0	\$0	\$0	\$3,300	\$0	\$0	\$1,498	\$0	\$1,298	\$10,189	\$96	\$11,719	\$1,533	\$9,411	\$17,410	\$0	\$0	\$0	\$32,285	\$0	\$57,784	\$146,523		
INDIRECT / DeMinimus	\$0	\$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	\$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	\$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	\$197,988	\$197,988		
Sub-Total TRAINING	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$197,988	\$197,988		
WFB EXPENSES (NON-ADD) TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,269	\$73,188	\$3,563	\$95,673	\$38,439	\$53,140	\$82,927	\$0	\$0	\$0	\$89,716	\$0	\$79,586	\$528,501		
SUBTOTAL-WFB FA EXP (locally paid)	\$0	\$0	\$0	\$3,206	\$35,347	\$0	\$0	\$12,002	\$0	\$22,676	\$137,849	\$5,012	\$152,313	\$38,040	\$117,268	\$95,000	\$0	\$0	\$0	\$71,992	\$0	\$394,430	\$1,085,135		
RETAINED AMOUNT	\$155,148	\$581,627	\$0	\$30,561	\$0	\$0	\$138,783	\$0	\$127,919	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$241,768	\$1,843	\$0	\$0	\$0	\$0	\$1,277,649		
SUBTOTAL-CC FA EXP (locally paid)	\$1,366	\$42,761	\$0	\$20,000	\$199,278	\$16,356	\$12,896	\$101,167	\$18,391	\$330,230	\$453,389	\$87,287	\$458,787	\$247,030	\$561,429	\$0	\$13,242	\$55,426	\$13,991	\$249,973	\$10,266	\$1,006,482	\$3,899,747		
SUBTOTAL-WFB FA EXP (locally paid)	\$0	\$0	\$0	\$3,206	\$35,347	\$0	\$0	\$12,002	\$0	\$22,676	\$137,849	\$5,012	\$152,313	\$38,040	\$117,268	\$95,000	\$0	\$0	\$0	\$71,992	\$0	\$394,430	\$1,085,135		
TOTAL ALL EXPENSES (State+Contr)	\$156,514	\$624,388	\$0	\$53,767	\$234,625	\$16,356	\$151,679	\$113,169	\$146,310	\$352,906	\$591,238	\$92,299	\$611,100	\$285,070	\$678,697	\$95,000	\$13,242	\$297,194	\$15,834	\$321,965	\$10,266	\$1,400,912	\$6,262,531		
CONTRACT AMOUNT	\$1,366	\$42,761	\$0	\$23,206	\$234,625	\$16,356	\$12,896	\$113,169	\$18,391	\$352,906	\$591,238	\$92,299	\$611,100	\$285,070	\$678,697	\$95,000	\$13,242	\$55,426	\$13,991	\$321,965	\$10,266	\$1,400,912	\$4,984,882		
Unallocated Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$145,738	\$0	\$317,958	\$46,219	\$0	\$509,915			

FY 2017 ANNUAL INTEGRATED BUDGET

Program / Phase Number Program / Phase Description Phase Number	North Shore						Maribeth Forbes, Director Grants and Finance					1/0/1900		TOTAL	
	CommCorp	CommCorp	CommCorp	DESE	DESE		DTA		MassDOT						
	HCWTF	Summer	Year Round	Connecting	Adult Career	SPNEG	FY 17	JD NEG	FY 15	Other					
	Training	Youth Works	Youth Works	Activites	Pathways 541		CIES		New Freedom						
AVAILABLE FUNDING	\$135,905	\$545,113	\$62,843	\$100,365	\$157,590	\$99,139	\$170,607	\$4,172	\$125,178	\$0	\$0	\$0	\$0	\$0	\$1,400,912
New Funding	\$0	\$545,113	\$62,843	\$100,365	\$157,590		\$146,535		\$0	\$0	\$0	\$0	\$0	\$0	\$1,012,446
Carry-in Funding (FY16 to FY17)	\$135,905	\$0	\$0	\$0	\$0	\$99,139	\$24,072	\$4,172	\$125,178	\$0	\$0	\$0	\$0	\$0	\$388,466
STATE-PAID- RETAINED FTEs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERSONNEL	\$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
PREMISES LEASE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TELEPHONES (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MOSES FEE (see attachment)	\$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
TRAVEL	\$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
SUBTOTAL-STATE-PD RETAINED EXP	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CAREER CENTER/FISCAL AGENT FTEs:	0.00	0.95	0.18	2.01	0.00	0.00	0.90	0.00	0.94	0.00	0.00	0.00	0.00	0.00	4.98
PERSONNEL	\$0	\$39,051	\$2,856	\$78,509	\$0	\$0	\$54,150	\$0	\$13,114	\$0	\$0	\$0	\$0	\$0	\$187,680
FRINGE	\$0	\$4,211	\$1,017	\$8,215	\$0	\$0	\$3,254	\$0	\$2,400	\$0	\$0	\$0	\$0	\$0	\$19,097
PREMISES LEASE	\$0	\$3,087	\$230	\$0	\$0	\$0	\$662	\$0	\$71	\$0	\$0	\$0	\$0	\$0	\$4,050
MOSES FEE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INFORMATION TECHNOLOGY (IT/DATA LINES)	\$0	\$922	\$68	\$0	\$0	\$0	\$618	\$0	\$156	\$0	\$0	\$0	\$0	\$0	\$1,764
NON PERSONNEL SERVICES - OTHER	\$0	\$79,547	\$12,685	\$0	\$0	\$70,455	\$14,923	\$0	\$108,019	\$0	\$0	\$0	\$0	\$0	\$285,629
INDIRECT / DeMinimus	\$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	\$0	\$0	\$0	\$0	\$0	\$0
TRAINING (30% allocation minimum)															
Occupational Skills Training (ITA)	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
All other training	\$0	\$392,626	\$40,636	\$0	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$458,262
Sub-Total TRAINING	\$0	\$392,626	\$40,636	\$0	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$508,262
SUBTOTAL-CC FA EXP (locally paid)	\$0	\$519,444	\$57,492	\$86,724	\$0	\$70,455	\$148,607	\$0	\$123,760	\$0	\$0	\$0	\$0	\$0	\$1,006,482
WFB/FISCAL AGENT FTEs:	0.93	0.28	0.12	0.18	0.02	0.37	0.22	0.10	0.10	0.00	0.00	0.00	0.00	0.00	2.32
PERSONNEL	\$31,295	\$15,105	\$3,324	\$9,148	\$9,921	\$21,342	\$15,771	\$2,436	\$2,249	\$0	\$0	\$0	\$0	\$0	\$110,591
FRINGE	\$6,279	\$2,705	\$712	\$1,667	\$2,466	\$2,473	\$2,424	\$927	\$583	\$0	\$0	\$0	\$0	\$0	\$20,236
PREMISES LEASE	\$2,561	\$1,010	\$289	\$733	\$555	\$1,922	\$626	\$384	\$104	\$0	\$0	\$0	\$0	\$0	\$8,184
MOSES FEE (see attachment)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
INFORMATION TECHNOLOGY (IT/DATA LINES)	\$670	\$451	\$90	\$219	\$221	\$421	\$367	\$76	\$61	\$0	\$0	\$0	\$0	\$0	\$2,576
NON PERSONNEL SERVICES - OTHER	\$39,327	\$6,398	\$936	\$1,874	\$2,212	\$2,526	\$2,812	\$349	\$1,350	\$0	\$0	\$0	\$0	\$0	\$57,784
INDIRECT / DeMinimus	\$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	\$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
All other training	\$55,773	\$0	\$0	\$0	\$142,215	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$197,988
Sub-Total TRAINING	\$55,773	\$0	\$0	\$0	\$142,215	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$197,988
WFB EXPENSES (NON-ADD) TOTAL	\$29,801	\$3,913	\$2,209	\$6,176	\$4,645	\$24,364	\$0	\$4,131	\$4,347	\$0	\$0	\$0	\$0	\$0	\$79,586
SUBTOTAL-WFB FA EXP (locally paid)	\$135,905	\$25,669	\$5,351	\$13,641	\$157,590	\$28,684	\$22,000	\$4,172	\$1,418	\$0	\$0	\$0	\$0	\$0	\$394,430
RETAINED AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL-CC FA EXP (locally paid)	\$0	\$519,444	\$57,492	\$86,724	\$0	\$70,455	\$148,607	\$0	\$123,760	\$0	\$0	\$0	\$0	\$0	\$1,006,482
SUBTOTAL-WFB FA EXP (locally paid)	\$135,905	\$25,669	\$5,351	\$13,641	\$157,590	\$28,684	\$22,000	\$4,172	\$1,418	\$0	\$0	\$0	\$0	\$0	\$394,430
TOTAL ALL EXPENSES (State+Cont)	\$135,905	\$545,113	\$62,843	\$100,365	\$157,590	\$99,139	\$170,607	\$4,172	\$125,178	\$0	\$0	\$0	\$0	\$0	\$1,400,912
CONTRACT AMOUNT *	\$135,905	\$545,113	\$62,843	\$100,365	\$157,590	\$99,139	\$170,607	\$4,172	\$125,178	\$0	\$0	\$0	\$0	\$0	\$1,400,912
Unallocated Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

WFB Name: North Shore		Budget Narrative Summary explanation for line item amounts	BASIS FOR ALLOCATING COSTS
Line Item	Amount	For items that are part of our Resource Sharing Plan (RSP) , costs are allocated based on the percentage of FTEs associated with each program. We first allocate shared costs between DCS (& other partners) and the LWIA using FTE's. DCS allocates its share of costs using FTE's. The LWIA allocates its share of costs using its Cost Allocation Plan (CAP), which is primarily an hours-based methodology.	
		Resource Sharing: As part of our RSP the LWIA will pay for the wages, fringe and related overhead of the following Career Center staff. 1.) One Customer Service Representative (CSR) in the Salem Career Center, 2.) Two Workshop Facilitators based in the Salem Career Center, and 3.) One IT Support/PC Workshop staff based in the Salem Career Center. The Department of Career Services (DCS) agrees to share the costs of the above staff through additional contributions from the Wagner Peyser ES 90 & 10 grants and the RESEA grant. Details are provided in a separate narrative.	
AVAILABLE FUNDING	\$6,772,446		
New Funding	\$4,526,080		
Carry-in Funding (FY16 to FY17)	\$2,246,366		
STATE-PAID- RETAINED FTEs:	18.0		
PERSONNEL	\$811,861	Wages indicated from DCS personnel sheets	Not part of the Resource Sharing Plan. Costs for each staff person associated with a particular program are charged directly to it based upon FTE's assigned to each funding source.
FRINGE BENEFITS	\$412,750	From DCS personnel sheets. Includes fringe (33.5%), payroll taxes (1.65%), indirect costs (3.67%) + AS&T (12.00%).	Not in RSP. Rates are specified by DCS. Also see Note 1 above.
PREMISES LEASE (see attachment)	\$0	Includes rent plus security service (Salem CC) costs. All Premises costs are now paid by the LWIA.	Part of RSP. See Note 1 above. Costs are allocated proportionally based upon the number of FTE's assigned to each funding source.
TELEPHONES (see attachment)	\$0	Telephone costs at all locations are now paid by the LWIA. Cost include monthly basic & usage fees, plus an estimate for service calls based on historical data.	Part of the RSP. The LWIA will pay for phone costs in all Career Center locations and share them with the partner grants using our RSP.
MOSES FEE (see attachment)	\$39,398	Total MOSES costs are as received from DCS (\$39,398).	Costs are allocated proportionally based upon the number of FTE's assigned to each funding source. Will be paid 100% by DCS and retained. See RSP Note 2 above.
INFORMATION TECHNOLOGY (IT/CITRIX)	\$7,140	The section includes only Citrix costs, \$7,140. All other IT related costs are paid by the LWIA.	Costs are allocated proportionally based upon the number of FTE's assigned to each funding source. This is part of our RSP; see RSP Note 2 above. Will be paid 100% by DCS and retained.
TRAVEL	\$6,500	Projected travel reimbursement for work related travel costs the "Other" section. It includes items such as equipment leases (copiers & postage machines), equipment maintenance & repair, shredding services, office supplies, resource materials, printing,	State staff only. Not included in Resource Sharing Plan
NON-PERSONNEL SERVICES - OTHER	\$0		Part of RSP. See Note 1 above. The LWIA pays all costs in this expense category. Such costs are allocated proportionally based upon the number of FTE's assigned to each funding source.
SUBTOTAL-STATE-PD RETAINED EXP	\$1,277,649		
CAREER CENTER/FISCAL AGENT FTEs:	21.69		
NOTE 3		Career Center shared costs are first allocated between State partners, e.g. DCS & DUA, and the local area using an FTE based methodology per our RSP. The local area then allocates its portion of shared costs using the methodologies listed below, which are included in the LWIA's Cost Allocation Plan (CAP).	
NOTE 4		LWIA Cost Allocation Plan (CAP) - Most costs are allocated to benefitting grants using an hours-based methodology on a cumulative year-to-date basis. Staff hours are obtained from weekly time sheets. Cumulative year-to-date staff hours totals are calculated in an Excel model. The Excel model is used to allocate costs every month on a cumulative year-to-date basis. Business Services Unit and Fiscal Agent expenses are allocated using a total fiscal year-to-date expense basis.	
PERSONNEL	\$1,029,914	Wages	Not part of the RSP except for the CSR, Workshop, and IT staff as discussed in Note 2 above. Direct charges are distributed based on

FRINGE	\$178,595	Includes Health, Dental & Life Insurances; Medicare; Pension	Not part of the RSP except for the CSR, Workshop & IT staff as discussed in Note 2 above. Fringe costs are allocated based on the Part of the RSP. LWIA share of costs are allocated per its CAP. See Note 4 above for allocation basis.
PREMISES LEASE	\$159,810	Wages indicated from DCS personnel sheets	Part of the RSP. LWIA share of costs are allocated per its CAP. See Notes 2 and 4 above for allocation basis. As part of our RSP
MOSES FEE (see attachment)	\$0	MOSES Fees are being 100% retained by DCS. The total pertaining to Career Center staff is \$21,575. See the note in the State-Paid-	Part of the RSP. LWIA share of costs are allocated per its CAP. See Note 4 above for allocation basis.
INFORMATION TECHNOLOGY (IT/DATA LINES)	\$41,064	Includes internet access, web site services, PC & network support services, computer hardware & software. Our estimate of State	Part of the RSP. LWIA share of costs are allocated per its CAP. See Note 4 above for allocation basis.
NON PERSONNEL SERVICES - OTHER	\$767,814	This section includes NPS plus costs that formerly were included in the "Other" section. It Includes items such as equipment leases	Part of the RSP. LWIA share of costs are allocated per its CAP. See Note 4 above for allocation basis.
INDIRECT / DeMinimus	\$0		
SUPPORT SERVICES	\$5,000	Primarily uniforms, work clothing & transportation assistance.	Not part of RSP. Support Service costs are not allocated. They are directly charged to the appropriate funding sources.
TRAINING (30% allocation minimum)			
Occupational Skills Training (ITA)	\$546,770	Includes tuition, fees, books, software, exam fees and other miscellaneous expenses for materials needed for the program.	Not part of RSP. ITA related costs are not allocated. They are directly charged to the appropriate funding sources.
All other training	\$1,170,780	Includes adult education, Group Training, OJT, and Youth Employment costs.	Not part of RSP. "Other Training" costs are not allocated. They are directly charged to the appropriate funding sources.
Sub-Total TRAINING	\$1,717,550		
SUBTOTAL-CC FA EXP (locally paid)	\$3,899,747		
WFB/FISCAL AGENT FTEs:	9.4		
PERSONNEL	\$563,378	Wages	Not part of the RSP. Direct charges are distributed based on hours charged to projects per time sheets. Indirect charges such as leave time and non-project time are allocated to projects using a project
FRINGE	\$120,661	Includes Health, Dental & Life Insurances; Medicare; Pension	Not part of the RSP. Fringe costs are allocated based on the direct project hour charges per the time sheets for each individual.
PREMISES LEASE	\$45,933	Rents	Not part of the RSP. Costs are allocated per our CAP. See Note 4 above.
MOSES FEE (see attachment)	\$0	MOSES Fees are 100% retained by DCS. The total pertaining to WIB staff is \$2,814. See the note in the State-Paid-Retained section above.	The MOSES fee for one WIB staff is being covered by our ES-10 funds as part of our RSP.
INFORMATION TECHNOLOGY (IT/DATA LINES)	\$13,581	Includes internet access, web site services, PC & network support services, computer hardware & software.	Most WIB/FA IT costs are not part of our RSP. They are allocated per our CAP. See Note 4 above. Citrix costs for two WIB staff members are being covered by our ES-10 funds as part of our RSP.
NON PERSONNEL SERVICES - OTHER	\$146,523	maintenance & repair, office supplies & materials, printing, postage, advertising (Constant Contact), bottled water, furniture, office equipment, staff training, staff travel, meeting costs, dues &	Not part of the RSP. Costs are allocated per our CAP. See Note 4 above.
INDIRECT / DeMinimus	\$0		
SUPPORT SERVICES	\$0		
TRAINING (30% allocation minimum)	\$0		
Occupational Skills Training (ITA)	\$0	Includes tuition, fees, books, exam fees and other miscellaneous expenses for materials needed for the program.	Not part of RSP. ITA related costs are not allocated. They are directly charged to the appropriate funding sources.
All other training			
Sub-Total TRAINING	\$0		
All other training	\$197,988	staff, e.g. DESE Adult Career Pathways, Workforce Competitiveness Trust Fund Machinist Program, & the Health Care Workforce Transformation Fund Training Program.	Not part of RSP. Other Training costs are not allocated. They are directly charged to the appropriate funding sources.
Sub-Total TRAINING	\$197,988		
WFB EXPENSES (NON-ADD) TOTAL	\$528,501		
SUBTOTAL-WFB FA EXP (locally paid)	\$1,085,135		

NORTH SHORE FY 2017 INTEGRATED BUDGET
RESOURCE SHARING PLAN

In FY 2017 The North Shore area will employ the following Resource Sharing plan. The LWIA will employ and pay for the cost of the following Career Center staff:

- 1.) One Customer Service Representative (CSR) in the Salem Career Center,
- 2.) Two Workshop Facilitators based in the Salem Career Center, and
- 3.) One IT Support/PC Workshop staff based in the Salem Career Center.

The Department of Career Services (DCS) agrees to share the costs of the above staff via the following plan. These costs include salaries, fringe and shared pooled costs.

- 1.) DCS will pay for 50.0% of the cost of the CSR, determined by the head count of LWIA to State staff in the Salem Career Center.
- 2.) DCS will pay for the average cost of the two Workshop Facilitators.
- 3.) DCS will pay for 41.9% of the cost of the IT Support staff person, determined by the total head count of LWIA and State staff at all Career Center locations, i.e. Salem Center, Lynn Access Point, Gloucester Access Point & Youth Career Center.

Our estimate of these costs is as follows.

1.) CSR (at 50.0%)	\$25,560
2.) 1 Workshop Facilitator	\$61,562
3.) <u>IT Support (at 41.9%)</u>	<u>\$23,525</u>
TOTAL	\$110,647

Following is the source and application of these shared resources.

1.) FY17 Wagner Peyser ES 10	\$24,198 for LWIA share of MOSES costs (State Retained)	
2.) FY17 Wagner Peyser ES 10	\$ 6,363 for LWIA share of Citrix costs (State Retained)	
3.) FY17 Wagner Peyser ES 10	\$10,000 for LWIA share of other Career Center local IT costs	
4.) FY17 Wagner Peyser ES 90	\$30,000 for LWIA share of Salem Premises costs	
5.) FY17 RESEA	\$30,000 for LWIA share of Salem Premises costs	
6.) <u>FY17 RESEA</u>	<u>\$10,086 for LWIA share of Telephone costs</u>	
TOTAL	\$110,647	

In addition to the above resource sharing pertaining to Career Center staff we will use the balance of the FY17 WP ES 10 award (\$3,206) to help offset a small percentage of the costs of LWIA Fiscal Office staff for providing administrative and operational support to both LWIA and State staff in the Career Centers. The estimated total cost of salaries, fringe and office expenses for FY17 for the Fiscal Office is \$349,133. The amount contributed by the ES 10 award is about 1%. We will use these funds to offset premises and/or other office costs such as telephone and NPS costs.

ATTACHMENT H
PROGRAM SUMMARY CHARTS
FISCAL YEAR 2017
SUBMITTAL HISTORY

WORKFORCE DEVELOPMENT AREA

North Shore WIB

CONTACT NAME/PHONE:

Mary Sarris 978.741.3805

Submittal Sequence	Date	Modification To	Yes/No
First Submittal Annual Business Plan	7/15/2016	Chart 1: Wagner-Peyser	N
		Chart 2: WIOA Adult	N
		Chart 3: WIOA Dislocated Worker	N
		Chart 4: WIOA Youth	N
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 G, S and 1-4 must be submitted each time a modification is made.
 Enter date (cell is formatted) and Y or N next to each Chart to identify Chart(s) with changes.

Please email the entire workbook to Lisa Caissie at lcaissie@detma.org .

ATTACHMENT I

Date Submitted or Resubmitted: 7/15/16

Modification # if not new: _____

CHART 1

FY2017 LABOR EXCHANGE PROGRAM SUMMARY

North Shore WIB

Workforce Board Name

A	B	C	D	E
Program Activity in MOSES	July-June FY2014	July-June FY2015	July-April FY2016	Planned FY2017
A. Job Seekers Services				
1. Total Job Seekers Served	12,122	10,125	7,654	7,000
a. Total Job Seekers Unemployed	11,160	9,388	7,070	5,250
b. Persons with Disabilities	821	763	667	560
c. UI Claimants Served	6,632	5,905	4,788	3,150
d. Veterans Served	815	595	473	560
B. Employer Services				
1.Total Employers Served (= 1.a + 1.b)	1,058	1,393	1,043	1,400
a. New to Career Center	413	654	472	600
b. Repeat	645	739	571	800
2. Employers Listing Job Orders	527	493	488	500
3. Employers Receiving Job Seeker Referrals				300

Column Instructions:

Column B - Enter data from the Year-to-Date Column of the Workforce Area level June 2014 OSCCAR.

Column C - Enter data from the Year-to-Date Column of the Workforce Area level June 2015 OSCCAR.

Column D - Enter data from the Year-to-Date Column of the Workforce Area level April 2016 OSCCAR.

Column E - Enter planned numbers for the July-June period of FY 2017.

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: 7/15/16 **Modification # if not new:** _____

CHART 2

**FY2017 WIOA TITLE I PROGRAM SUMMARY FOR
ADULTS**

North Shore WIB

Workforce Board Name

A	B	C	D
	Formula Carry-in from FY2016	Formula New in FY2017	FY2017 TOTAL
1. Participants	49	62	111
2. Program Exiters (= 2.a + 2.b)	28	35	63
a. Enter Employment			54
i. Average Hourly Wage at Placement			\$13.00
b. Other Exit Reasons			9
3. Carry-Out to FY2018 (= 1 - 2)			48
4. Entered Employment Rate at Exit (= 2.a / 2)			86%
5. Total Participants in Training Activities (single count*)	49	62	111
a. Basic Education / Literacy Skills	0	0	0
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	49	57	106
i. Occupational Skills Training (Customized)	0	0	0
ii. Occupational Skills Training (Group Contracts)	16	12	28
d. On-the-Job Training (OJT)	4	5	9
6. Training Participants Obtaining Certificate/Credential	44	60	104
7. Support Services	0	0	0
a. Needs Based Payments	0	0	0

* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.
 Column B: Enter estimates of WIOA Title I Adult FY16 participants that will carry-in to WIOA Title I Adults FY17
 Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I Adults in FY2017
 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: 7/15/16

Modification # if not new: _____

CHART 3

**FY2017 WIOA TITLE I PROGRAM SUMMARY FOR
DISLOCATED WORKERS**

North Shore WIB

Workforce Board Name

A	B	C	D
DISLOCATED WORKER PROGRAM	Formula Carry-in from FY2016	Formula New in FY2017	FY2017 TOTAL
1. Participants	113	70	183
2. Program Exiters (= 2.a + 2.b)	40	45	85
a. Enter Employment			73
i. Average Hourly Wage at Placement			\$18.00
b. Other Exit Reasons			12
3. Carry-Out to FY2018 (= 1 - 2)			98
4. Entered Employment Rate at Exit (= 2.a / 2)			86%
5. Total Participants in Training Activities (single count*)	113	70	183
a. Basic Education / Literacy Skills	0	0	0
b. ESOL (ESL)	0	0	0
c. Occupational Skills Training (all including ITA)	109	66	175
i. Occupational Skills Training (Customized)	0	0	0
ii. Occupational Skills Training (Group Contracts)	6	12	18
d. On-the-Job Training (OJT)	4	4	8
6. Training Participants Obtaining Certificate/Credential	100	70	170
7. Support Services	0	0	0
a. Needs Based Payments	0	0	0

* Enter the number of unique individuals; should be less than or equal to the number of participants on line 1.
 Column B: Enter estimates of WIOA Title I FY16 DW participants that will carry-in to WIOA Title I DW FY2017
 Column C: Enter estimates of newly enrolled participants to be served in WIOA Title I DW in FY2017
 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: 7/15/16

Modification # if not new: _____

CHART 4

FY2017 WIOA TITLE I PROGRAM SUMMARY FOR YOUTH

North Shore WIB

Workforce Board Name

A	B	C	D
YOUTH PROGRAM	In School Youth	Out of School Youth	FY2017 TOTAL
1. Participants (= 1.a + 1.b)	24	85	109
a. New Enrollments during FY2017	0	45	45
b. Carry-Overs from FY2016	24	40	64
c. Youth Age 14 - 15	10	0	10
d. Youth Age 16 - 18	20	0	20
e. Youth Age 19 - 21	0	10	10
f. Youth Age 22 - 24	0	75	75
2. Program Exiters (= 2.a+2.b+2.c)	24	58	82
a. Enter Employment	6	22	28
b. Enter Post-Secondary Education or Training	16	32	48
c. Other Exit Reasons	2	4	6
3. Carry-Out to FY2018 (formula = 1 - 2)	0	27	27
4. Employment or Education Rate (= (2.a + 2.b) / (2))	92%	93%	93%
5. Enrollments by Fourteen Program Elements			
a. Tutoring and Dropout Prevention	24	0	24
b. Alternative Secondary School, HiSET Prep, ESOL	0	85	85
c. Work Experience, Internships, OJT, Summer Empl Op	16	30	46
d. Occupational Skills Training	2	20	22
e. Leadership Development Opportunities	22	60	82
f. Adult Mentoring	15	10	25
g. Comprehensive Guidance and Counseling	24	85	109
h. Education Concurrently w/ Workforce Prep	15	10	25
i. Entrepreneurial Skills Training	10	15	25
j. Financial Literacy Education	22	35	57
k. Post Sec Education/Training Transition Activities	22	30	52
l. Labor Market/Employment Information Services	24	85	109
m. Supportive Services	24	85	109
n. Follow-up Services	24	85	109
6. Attained Degree/Diploma/HiSET/Certificate	18	25	43
7. Attained Degree/Diploma/HiSET/Certificate Rate(= 6/2)	75%	43%	52%

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

Do not type in bold blue cells!

Additional calculations:

ATTACHMENT I

Out-of-School Percentage of Total Participants

78%

Chart 4

Dept. of Career Services 04/29/16