ALABAMA WORKFORCE DEVELOPMENT SYSTEM

Department of Commerce
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October 19, 2021
GOVERNOR'S WORKFORCE INNOVATION DIRECTIVE NO. PY2021-05

SUBJECT: Local Area Program Year 2020 WIOA Annual Report

1. Purpose. To provide Local Areas with preparation guidance for the Program Year 2020 Annual Report.

2. Discussion. Workforce Innovation and Opportunity Act (WIOA) Section 185 requires each State to submit to the Secretary of Labor an Annual Report covering Statewide WIOA operations for titles I and III core programs. In order to assist the State of Alabama in the comprehensive preparation and timely submission of the State-level Narrative Annual Report, each local area is required to submit a corresponding local area-level narrative annual report to the State.

The U.S. Department of Labor (USDOL)/Employment and Training Administration (ETA) has instructed States to use Training and Employment Guidance Letter (TEGL) 5-18 issued on November 7, 2018 to prepare the annual report each year. The Narrative Annual Report from the State must be submitted to USDOL/ETA no later than December 1, 2021. In order to accommodate this requirement and allow time for review of local area annual reports, Local Workforce Development Area (LWDA) annual reports must be submitted to the Workforce Development Division by November 5, 2021.

General guidance regarding local area PY 2020 annual report content is provided below.

3. Action. Each Alabama Local Workforce Development Area shall submit to the Workforce Development Division, Attention: Danny Cheek, an annual report of WIOA Adult, Dislocated Worker, and Youth program activities conducted during Program Year 2020 (PY20), July 1, 2020 through June 30, 2021. Each report must include:

a. A discussion about the following State of Alabama's Waivers:

- Waiver of 20 CFR 681.550 to allow Individual Training Accounts (ITAs) to be used for in-school youth affected local area operations and performance, and. This waiver was originally approved on May 22, 2019 and renewed for Program Year (PY) 2020 and included in the PY20 WIOA State Plan.

- Waiver of 20 CFR 681.410 to lower the expenditure rate for out-of-school youth for the state overall, local areas, and statewide activities from 75% to 50% to serve more in-school youth by partnering with programs that serve at-risk in-school youth to lower the number of youths who drop out of school.

Please include information and discussion on the following:

1. Discuss how activities carried out under each approved waiver have made progress toward achieving the goals and performance outcomes as stated under the **Strategic Goals of the Waiver and Expected Programmatic Outcomes** listed under each waiver in the **State of Alabama PY20 Waiver Requests document attached.**

b. A description of the local area's approach to customer satisfaction. This description should align with the local area's approach to one-stop certification described in 20 CFR 678.800.

c. A discussion of progress made in achieving the local area's vision and goals as outlined in the local area's four-year plan, including plans to develop its workforce and meeting employer needs in order to support economic growth and economic self-sufficiency.

d. A discussion of progress made in implementing sector strategies and career pathways. The discussion should also include the following: business engagement strategies, work-based learning (including apprenticeship), work experiences for youth and adults,

transitional jobs, and incumbent worker training strategies and policies if any.

e. A discussion of any technical assistance needs of the local area.

f. A discussion of the following:
   1. Promising practices that focus on employers, communities, and individuals.
   2. Lessons learned that focus on employers, communities, and individuals.
   3. PY 2020 Adult, Dislocated Worker, or Youth program participant "success stories," i.e., narrative accounts detailing how WIOA program services have aided participants in the identification and achievement of their individual workforce development goals. Please provide at least one account for each category. Success stories for individuals with disabilities, veterans, the long-term unemployed, and any other individuals with limited language proficiency are encouraged. Please only provide first names of participants.

g. A discussion of any challenges the local area faces, which may include policy, implementation, or other relevant challenges.

h. A separate description of WIOA PY 2020 Adult, Dislocated Worker, and Youth program activities. Local areas must include an explanation of how the allocation of resources for adults, dislocated workers, and youth activities affected the outcomes and include a cost per participant for each funding stream/population.

Local area PY 2020 Annual Reports must be received at the Workforce Development Division by November 5, 2021.

4. <u>Contact.</u> Questions regarding WIOA Annual Reports should be directed to Danny Cheek, Workforce Development Division at (334) 353-5163 or daniel.cheek@commerce.alabama.gov.

Tammy Wilkinson
Tammy Wilkinson (Oct 19, 2021 12:28 CDT)

Tammy Wilkinson, WD Division Director
Alabama Department of Commerce

Attachments: TEGL No. 5-18
State of Alabama PY20 Waiver Requests

site visits for Federal evaluations; and (e) any continuous improvement strategies utilizing results from studies and evidence-based practices evaluated.

- Describe the state's approach to customer satisfaction, which may include such information used for one-stop center certification, in accordance with 20 CFR 678.800. This description should include: 1) the state's methodologies; 2) the number of individuals/employers who were provided customer satisfaction outreach, the response rate, and efforts made to improve the response rate; 3) the results and whether the results are generalizable to the entire population of customers; and 4) a description of any continuous improvement processes for incorporating the customer satisfaction feedback.

In the report, states should consider providing information on:

- Progress made in achieving the state's strategic vision and goals, as described in the state's Unified or Combined State Plan, for developing its workforce and meeting employer needs in order to support economic growth and economic self-sufficiency.

- Progress made in implementing sector strategies and career pathways. The discussion may include: business engagement strategies, work-based learning (including apprenticeship), work experiences for youth and adults, transitional jobs, and incumbent worker training strategies and policies in the state.

- If the state has received a small state minimum allotment exception to decrease the minimum out-of-school youth expenditure requirement, describe how the exception has impacted services provided to both in-school youth and out-of-school youth, including specific strategies for serving each population, as well as how the state and/or local area is ensuring serving out-of-school youth remains a priority.

- The state's performance accountability system, including:

  - Any specific state performance measures or goals and progress towards meeting them.

  - Any performance deficiencies on the primary indicators of performance, which may include descriptions of any factors impacting performance.

  - The state's common exit policy, including which ETA-funded partner programs are included in the state's common exit policy.[1]

  - Negotiated performance levels for local areas for titles I and III core programs for program years 2016-2017.

[1] Common exit occurs when a participant, enrolled in multiple partner programs, has not received services from *any* DOL-administered program in which the participant is enrolled, to which the common exit policy applies, for at least 90 days, and no future services are planned.

- The state's approach to data validation and ensuring data integrity, including a description of the methodology of any validation activities that occurred.

- Activities provided by state funds:
  - Activities provided with the funds reserved by the governor, which can be up to 15% of the state's allotment.[2] In this section of the narrative, states may describe activities undertaken in whole or in part with their Governor's Reserve and how those activities have directly or indirectly impacted performance.
  - Rapid response activities and layoff aversion, which may include:
    - Data on number of companies served and number of individuals served.
    - Discussion of strategies for linking Rapid Response recipients to American Job Centers and processes for intake or co-enrollment in the Trade Adjustment Assistance and the Dislocated Worker programs.
    - Discussion of layoff aversion strategies, including any metrics/outcomes developed and/or tracked by the state with respect to layoff aversion, such as return on investment or measures showing the economic benefits of Rapid Response and layoff aversion.
    - Discussion of how Rapid Response and layoff aversion activities are aligned with business engagement, sector strategy, and career pathway efforts, which may include a discussion of any systems, tools, networks or approaches designed to identify companies in distress and strategies to deliver necessary solutions as early as possible, as well as outcomes of the use of such systems or tools.
    - Discussion of specific types of services or workshops provided to both companies and affected workers.
  - Activities provided under the Wagner-Peyser Act Employment Service section 7(b) (e.g., services to groups with special needs or extra costs of exemplary models for delivering services).

- Any National Dislocated Worker Grants (DWGs) awarded to or within the state and how those funds are coordinated with state rapid response activities and dislocated worker programs, as well as how the DWGs fit in with state co-enrollment policies and disaster/emergency management activities, as applicable.

- Any technical assistance needs of the state workforce system.

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[2] See WIOA section 128(a)(1).

- Promising practices, lessons learned, and success stories that focus on serving employers, communities, and individuals with barriers to employment, including information based on the state's evaluation and related research projects. This discussion should cover a broad range of at-risk and priority populations served, including out-of-school youth, low-income adults, dislocated workers, individuals who are basic skills deficient, individuals with limited language proficiency, individuals with disabilities, veterans, the long-term unemployed, and any other individuals with barriers to employment, or other populations the state may wish to discuss.

- Any challenges the state workforce system faces, which may include policy, implementation, or other relevant challenge.

- Any strategies/polices relating to Pay-for-Performance contracting, which may include examples from local areas.

5. **Due Date:** The Annual Statewide Performance Report Narrative for PY 2017 is due on December 3, 2018, and will reflect information about activities and outcomes taking place for PY 2017, which is July 1, 2017, through June 30, 2018. Subsequent Report Narratives are due by the close of business on December 1 for the program year ending June 30 of the same year, or the first business day thereafter should December 1 fall on a weekend.[3]

6. **Submission:** An electronic copy of the WIOA Annual Statewide Performance Report Narrative must be e-mailed to WIOA.AR@dol.gov by the close of business on December 3, 2018, for the PY 2017 submission, with a courtesy copy e-mailed to the state's respective ETA Regional Administrator and Federal Project Officer. Hard copies of the report may be submitted but are not required. ETA will publish each state's report at https://www.doleta.gov/performance. ETA will only accept 508-compliant PDF formats, which means that WIOA Annual Statewide Performance Report Narratives must be submitted electronically in a machine-readable format to comply with requirements set forth in Section 508 of the Rehabilitation Act, since each state's report will be posted on ETA's Performance web site.

7. **Inquiries.** Please direct questions concerning this TEGL to your appropriate DOL ETA Regional Office.

8. **References.** See Attachment I.

9. **Attachment(s).**
   Attachment I – References

[3] Please note, as identified in previous guidance (TEGL 03-17, WIOA Annual Performance Report Submission), the WIOA Annual Statewide Performance Report (ETA-9169) is due not later than October 1 each year.

References

- Workforce Innovation and Opportunity Act, Pub. L. 113-128
- Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule (WIOA Joint Final Rule) published at 81 FR 55792 (Aug. 19, 2016)
- Employment and Training Administration, Workforce Innovation and Opportunity Act; Final Rule (WIOA DOL Final Rule) published at 81 FR 56071 (Aug. 19, 2016)
- DOLETA Performance Reporting page: https://doleta.gov/performance/reporting/
- DOLETA State Plan Resources page: https://doleta.gov/wioa/State_Plan_Resources.cfm
- *Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications under the Workforce Innovation and Opportunity Act*, (OMB Control No. 1205-0522), https://doleta.gov/wioa/docs/December17-ICR-State-Plan-Modification.pdf
- Workforce Innovation and Opportunity Act (WIOA) Common Performance Reporting - OMB Control No. 1205-0526
- Training and Employment Guidance Letter (TEGL) 10-16, Change 1, *Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs* (August 23, 2017)
- TEGL 03-17, *WIOA Annual Performance Report Submission* (September 12, 2017)