ALABAMA WORKFORCE DEVELOPMENT SYSTEM

Department of Commerce
401 Adams Avenue
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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. Contact. 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

- 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)