August 25, 2021

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO NO: 21-03

TOPIC: Workforce Innovation and Opportunity Act (WIOA) Program Year 2020 (PY20) Annual Local Workforce Development Board (LWDB) Performance Report Narrative

1. **Purpose:** To transmit guidance regarding the completion of LWDB performance report narratives for the PY20 WIOA Annual Report.

2. **Background:** In accordance with Training and Employment Guidance Letter 5-18, States that receive WIOA funds must prepare and submit a WIOA Annual Statewide Performance Report Narrative of performance progress.

3. **Substance:** As part of the PY20 WIOA Annual Report Narrative, LWDBs will be required to submit reports. Reports should reflect information and an analysis of the activities and performance outcomes of the LWDB during PY20 (July 1, 2020- June 30, 2021). Core partners should assist in the development of the LWDB reports, as appropriate.

   The following sections are required however additional information/sections may be included if desired:

   - Executive Summary
   - Local Workforce Development Area System (counties in the LWDA, location of Iowa*WORKS* centers, etc.)
   - LWDA Strategic Objectives
   - COVID-19 Pandemic Response
   - Sector Strategies
   - Business Services & Employer Engagement
   - Program Highlights & Innovation
     - Title I Adult, Dislocated Worker & Youth
     - Rapid Response
     - Registered Apprenticeship
     - Offender Re-Entry
     - Serving job seekers with disabilities
     - Veteran Services
     - Implementation of priority of service
   - Participant Success Stories
   - Annual Performance Analysis, including number of participants served by program

   LWDB reports must be 508-compliant, clearly titled with the applicable LWDB and "PY20 Annual Report Narrative" and be uploaded to the LWDB website by November 5, 2021. Links to individual LWDB reports will be included in the

Statewide PY20 Annual Report Narrative submitted to the United States Department of Labor.

4. **Action:** This information should be shared with CEOs, Local WDB members and staff, as well as appropriate One-Stop staff. One report for each LWDB should be made available on the LWDB website by close of business on November 5, 2021.

5. **Effective Date:** This field memo is effective from the date of this memo.

6. **Contact:** Questions related to the information in this memo should be directed to Wendy Greenman, Workforce Services Division Bureau Chief, at wendy.greenman@iwd.iowa.gov.

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