

October 21, 2019

WORKFORCE DEVELOPMENT FIELD INFORMATION MEMO - NO. 19-06

TOPIC: Workforce Innovation and Opportunity Act (WIOA) Program Year 2018 (PY18) Annual Statewide Performance Report Narrative

1. **Purpose:** To provide information and guidance on completion of Regional PY18 WIOA Annual Report Narratives. Reports should reflect information about activities and outcomes taking place for PY18, which is July 1, 2018, through June 30, 2019. The Regional Report Narratives are due Tuesday, November 19, 2019.
2. **Background:** [Training and Employment Guidance Letter \(TEGL\) 5-18](#) provides guidance to WIOA state grantees regarding the content of the WIOA Annual Statewide Performance Report Narrative.
3. **Substance:** Iowa Workforce Development (IWD) Workforce Services Division (WFS) will submit the annual report narrative in accordance with TEGL 5-18.

Annual Statewide Performance Report Narrative for Local Areas/Regions

Report Format: The report must be in a 508-compliant PDF format and uploaded to the corresponding Regional Board website within the Iowa State Workforce Development Board website. It is the responsibility of the local area to publish the report by the required due date. Links to the individual regional reports will be included in the Statewide PY18 Annual Report Narrative submitted to US Department of Labor. Please ensure the report title contains the Local Area/Region Number and "PY18 Annual Report." An example would be, Region 10 PY18 Annual Report.

There will be no limit on the number of pages submitted. The attached template is 508-compliant for text. Please do not change any of the headings, text, or font sizes.

Annual Report Topic Areas: The following sections are required. Regions can choose to add additional information/sections if they choose:

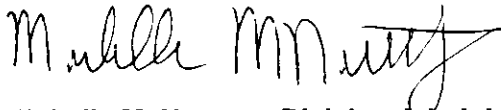
- 1) **Executive Summary**
- 2) **Regional Snapshot** (include counties in the region, location of AJCs/affiliate sites, etc, which core partners are co-located, staffing information, etc.)
- 3) **Regional Initiatives and Partnerships**
- 4) **Employer Services and Business Engagement**
- 5) **Promising Practices and Success Stories**
 - a) Rapid Response
 - b) Registered Apprenticeship
 - c) Offender Re-Entry
 - d) Serving Customers with Disabilities
 - e) Veteran Services
 - f) Priority of Services

6) **Completed By** (list name and title of each contributor)

4. **Action:** The report should be written by regional leadership to complete one report for each region. The report must be uploaded by close of business on November 19, 2019.

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

6. **Contact:** If there are any questions related to the information in this issuance, contact Molly Van Wagner at 515-725-1115 or margaret.vanwagner@iwd.iowa.gov.

A handwritten signature in black ink, appearing to read "Michelle McNertney". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michelle McNertney, Division Administrator
Workforce Services Division
Iowa Workforce Development