

REGION 12 RWDB/CEO MEETING

Location: Western Iowa Tech Community College

Date: 01/25/18

PRESENT - RWDB MEMBERS				ABSENT - RWDB MEMBERS			
Neal Adler		James O'Donnell	X	Neal Adler	X	James O'Donnell	
John Hamm	X	Judy Peterson	X	John Hamm		Judy Peterson	
Janet Hansen		Dr. Robert Rasmus	X	Janet Hansen	X	Dr. Robert Rasmus	
Bridget Hoefling	X	MacKenzie Reiling	X	Bridget Hoefling		MacKenzie Reiling	
Christine Kennedy	X	Marcia Rosacker	X	Christine Kennedy		Marcia Rosacker	
Craig Levine	X	Jeff Simonsen	X	Craig Levine		Jeff Simonsen	
Jean Logan	X	Mary Tyler	X	Jean Logan		Mary Tyler	
Dan Moore		Pam Woolridge	X	Dan Moore	X	Pam Woolridge	
PRESENT - CEO MEMBERS				ABSENT - CEO MEMBERS			
Craig Anderson	X	Pete Groetken		Craig Anderson		Pete Groetken	X
Tom Brouillette	X	Keith Radig	X	Tom Brouillette		Keith Radig	
Raymond Drey	X	Jeff Simonsen	X	Raymond Drey		Jeff Simonsen	
PRESENT				PRESENT			
Shawn Fick – Job Training Partners			X	Guest: Michelle Haupt, Sioux City Housing			X
Janet Gill – Job Training Partners			X	Guest: Trish Sadler, DEI			X
Lori Knight – Job Training Partners			X				
Adam Dahlke—(Voc Rehab)—Ex-Officio			X				
4:00 P.M. Oaths of Office – Jeff Simonsen, CEO Chair; RWDB Installation of New Board Members – Jean Logan, MacKenzie Reiling, Mary Tyler, Pamela Woolridge							
1. Call to Order & Roll Call: RWDB @ 4:05 p.m. / CEO @ 4:06 p.m.							
2. Approval of Agenda: RWDB—Bridget Hoefling & CEO—Jeff Simonsen							
3. Approval of Meeting Minutes: November 16, 2017 Joint RWDB/CEO Minutes – RWDB – Bridget Hoefling & CEO – Jeff Simonsen							
4. New Business: DEI Report – Trisha Sadler; Customer Service Plan Change – RWDB & CEO; Training Programs Consideration – Western Iowa Tech Community College – RWDB – Bridget Hoefling; Training Programs Consideration – Siouxland Pipe Welding School – RWDB – Bridget Hoefling							
5. Old Business:							
6. WIOA Core Partner Reports:							
7. RWDB Chair Report: Bridget Hoefling							
8. Policy/Field Memo Updates: Field Memo #17-06: Average Unemployment Rates by Region							
9. WIOA Regional Alignment Update:							
10. Reports from Individual RWDB/CEO Members							
11. Report from State Representative							
12. Adjournment							

Motions Taken - Decisions Reached

APPROVALS	1ST	2ND	Unanimously Approved
2. January 25, 2018 Agenda – RWDB—Jim O’Donnell change year on agenda from 2017 to 2018	Jim O’Donnell	Maria Rosacker	X
2. January 25, 2018, Agenda – CEO	Keith Radig	Raymond Drey	X
3a. November 6, 2017 Joint RWDB/CEO Minutes – RWDB	Jeff Simonsen	Jean Logan	X
3a. November 6, 2017 Joint RWDB/CEO Minutes – CEO	Craig Anderson	Keith Radig	X
4a. Customer Service Plan Change – RWDB	John Hamm	Jim O’Donnell	X
4a. Customer Service Plan Change – CEO	Keith Radig	Raymond Drey	X
4b. Training Programs-Western Iowa Tech Community College – RWDB Administrative Assistant – Medical – Associate of Applied Science Degree; Administrative Office Support – Diploma; Air Conditioning – Certificate; Air Conditioning, Heating, and Refrigeration –Diploma; Fire Science – Diploma; Heating – Certificate; Human Resources – Diploma; Human Resources Management – Associate of Applied Science Degree; Motorcycle/Powersport Technology – Associate of Applied Science Degree; Office Assistant – Certificate; Pharmacy Technician – Diploma; Surgical Technology – Associate of Applied Science Degree	Jeff Simonson moved to approve all WITCC programs together	Jean Logan	X Dr. Robert Rasmus: abstained Pam Woolridge: abstained
4c. Training Programs-Siouxland Pipe Welding School – RWDB GMAW/FCAW (MIG) Structural/Plate – Certificate; SMAW (Stick) Pipe Welding – Certificate; GTAW (Tig) Pipe Welding – Certificate; GTAW/SMAW (Combination) Pipe Welding – Certificate	Jean Logan moved to not approve and to open for discussion; discussion pursued Motion not to approve	Craig Levine	NOT APPROVED Dr. Robert Rasmus: abstained
13. Adjournment – RWDB @ 5:20 p.m.	Christine Kennedy	Dr. Robert Rasmus	X
13. Adjournment – CEO @ 5:20 p.m.	Jeff Simonsen	Adjourned the	CEOs

Meeting Notes

Reports/Discussion:

Swearing in 4pm Jean Logan, MacKenzie Reiling, Mary Tyler, and Pam Woolridge; Roll call; Introductions of RWDB and CEO members.

Trish Sadler presented on the DEI Report. Five Disability Employment Initiative participants entered into a Career Pathway Training Program. Funds are used to support people with disabilities going back to work.

Shawn Fick reviewed six pages for inclusion in the Customer Service Plan on priority of services for Veterans. The State needs to answer to the Feds on how Veterans are served because the State did not meet what the Feds wanted for serving Veterans.

The Western Iowa Tech Community College Training Programs in the 1st group were reviewed. Shawn Fick stated Training Program changes need to be brought to board for review and approval.

The Siouxland Pipe Welding training programs in the 2nd group were reviewed. Shawn Fick stated it was a new school on Hwy 75 North started by Certified Master Welder, Gaylon Parker last April. WIOA has a \$6,000 per year cap. The GTAW/SMAW combination program cost is 12,000. There was discussion on the current need for welders and welding programs. Not as much demand now as just last year. Other programs like this are available. WITCC and the Local Steamfitters Union both have programs. The union programs are no charge. Mid-American also has four year Apprenticeships for Pipe Welding. John Hamm stated he did Pipe Welding for 39 years and had to travel around the country to do Pipe Welding. Can't teach Pipe Welding in a few weeks and different companies have different requirements.

Shawn Fick reported on WIOA Title I. Multiple agencies are working together. There are cuts at the Federal Level to Wagner Peyser. The State supports the majority of Wagner Peyser but the Feds cuts would affect Wagner Peyser. The Spring Career Fair is March 28, 2018 from 10:00 a.m. to 3:00 p.m.

Pam Woolridge reported on WIOA, Title II (ABE). There are 962 students enrolled in ABE programming (530 ELL and 432 HSED). Total attendance was 35,247 hours. There were 35 HSED completers to date.

MacKenzie Reiling reported on Region 12 IowaWORKS Greater Siouxland, Title III. There are tentative Train the Trainer sessions for GEO Solutions in July. The new Maximize Your Potential workshops have a targeted roll out date of March 2018. There were 197 hiring events in 2017. Eight were large scale job fairs and others were small Meet & Greets.

Adam Dahlke reported on Iowa Vocational Rehabilitation Services, Title IV and reviewed the top ten accomplishments. The number one accomplishment was demonstrating a positive return. For every one dollar invested, approximately three dollars are returned in taxes and reduced public benefits.

Chair Report: Bridgett Hoefling stated a client asked for nurses to have additional skills. The nurses did testing at IowaWORKS Greater Siouxland.

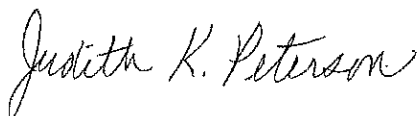
Shawn Fick reported on Field Memo 17-06; Average Unemployment Rates by Region. Sioux City has seven (ASU) Areas of Substantial Unemployment tracks (High Poverty Areas) for July 2016 to June 2017.

Shawn Fick reviewed US Department of Labor Employment and Training Administration on site monitoring report. There were eleven areas that the State was not in compliance with Federal requirements. Compliance Findings: Finding 1 – Local Areas Not Aligned Appropriately-State; Finding 2 – Improper Disbursement of Local WIOA Funds-State (funds need to go to CEOs and then disbursed); Finding 3 – Non-Compliant State Monitoring and Oversight of Local System-State; Finding 4 – Lack of CEO Agreements-State; Finding 5 – Non-Compliant State Board-State; Finding 6 – Non-Compliant Local Board Membership-Regions 5, 10, and 12; Finding 7 – Local Workforce Development Boards (LWDBs) Are Not Performing WIOA Required Functions-State; Finding 8 – Nominal Funding Levels in One Stop Operator (OSO) Request for Proposals (RFPs)-State; Finding 9 – Non-Compliant Memoranda of Understanding (MOUs)-Regions 5, 10, and 12; Finding 10 – Stand-Alone Wagner-Peyser (W-P) Offices Not Allowable-State; Finding 11 – One-Stop Certification Not Completed. IWD Director, Beth Townsend responded to the monitoring report (Attachment X2).

The CEOs will likely need to meet with RWDB in March.

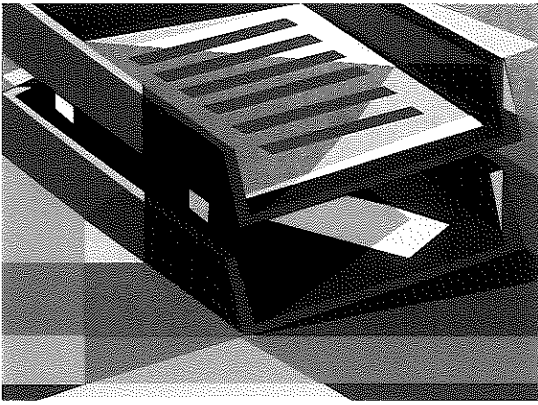
Realignment Committee has a May 31st deadline. Craig Anderson asked size of Board for CEOs. It was stated if 25 counties, then 25 on the CEO Board. Department of Labor says Iowa has too many regions. Nebraska only has 2 regions and Indiana has 12. Some states went to one or two Regions and then failed and went back to six or eight regions. Craig Anderson stated can get mind around eight Regions, but not two or four. Marcia Rosacker asked how do you remain connected to community colleges. There will be more than one community college in each region. Extended discussion on fewer regions occurred. Most felt fewer would might be better, but no less than eight. Otherwise, the regions would be very large.

RESPECTIVELY SUBMITTED



Judith Peterson
Date: 1/25/18

“The Mission of our group is to fully engage the Region 12 community in strengthening the economy through workforce development making it a better place to live, work, and grow.”

TITLE I DIRECTOR'S REPORT**MARCH 22, 2018****Office Transitions:**

Shawn Fick took a position with Goodwill Industries earlier this month. Although he will be missed, we are very fortunate to have an experienced staff that will be able to carry on the Title I programs serving the residents in our region:

Alana Tweet, Program Coordinator, has been with the program for over 15 years and is very well versed in all program administration and requirements – Adult, Dislocated Worker, and Youth programs.

Duane Kraayenbrink, Job Specialist, has been working with the Youth program for about 18 months, and has been an employee at the College for over 20 years.

Lori Knight, Administrative Assistant, has served as the primary support professional for the Title 1 programs for over 15 years.

Ashley Diediker, Accountant at Western Iowa Tech, has been tracking Title I fundings and expenditures for about 5 years. She is very familiar with program funding guidelines and reporting requirements

Janet Gill, Dean of Outreach, will be assisting with WIOA events, reports, and support as needed.

Serving Regional Needs:

Career Fair -This event is scheduled for Wednesday, March 28. It will be held at Western Iowa Tech from 10:00-3:00. There has been a lot of interest and we are expecting to have about 80 employers in attendance. This is a collaborative effort between Title I, IowaWorks, and Western Iowa Tech.

Convergys Closure - Title I and IowaWorks staff will be meeting with Convergys staff on March 27th and March 29th. We believe that many of the staff members may have already found jobs but anticipate there may be some that will be needing assistance with job searches and/or skill upgrading.

Funding Updates:

\$20,000 Rapid Response Money – In February, our region was allocated \$20,000 from the state in excess Rapid Response dollars. These funds are targeted to assist Dislocated Workers. The state has indicated that the goal is to obligate these funds by June 30th and expend them by September 30th. As we work with the Convergys staff later this month, we anticipate we will be able to utilize these funds to assist these workers and meet the funding timelines.

GAP Funding Update – GAP Funding is a Community College allocations that is targeted at individuals that aren't eligible for Low Income Adult funding or for PELL Grants. Our Title I staff have done an outstanding job of using this funding pool of about \$100,000 to assist many clients in our region. As of December 31st (halfway through the fiscal year) the Title I staff had expended \$66,537.45 on about 30 participants. Most of these participants participated in short term training programs (4-6 weeks) to become Certified Nursing Assistants or Truck Drivers.

Region Realignments:

Workforce Boards are requested to submit comments and preferred structures to the State Realignment Committee by May 4, 2018. It is our understanding that meetings are being scheduled to share information and answer questions that boards and constituents may have in regards to the background and process. We will keep the Board apprised of these opportunities as we become aware of them.

2018

CAREER

FAIR

WEDNESDAY, MARCH 28

10AM – 3PM

WITCC MAIN ENTRANCE

4647 STONE AVENUE, SIOUX CITY, IA

EXPLORE EXPLORE EMPLOYMENT OPPORTUNITIES WITH MULTIPLE INDUSTRIES INCLUDING: MANUFACTURING, HEALTH CARE, BUSINESS, EDUCATION, WELDING AND MORE!

IowaWORKS
Greater Siouxland

WIT
Community College



Like us on Facebook for job updates, career tips and more!
www.facebook.com/IowaWORKSGreaterSiouxland

Title II Information

March 22, 2018

Pamela Woolridge

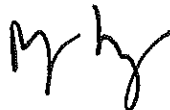
1. Currently serving Adult Basic Education students at the following locations:
 - a. WITCC Main Campus
 - b. Goodwill in Sioux City
 - c. IowaWORKS Greater Siouxland
 - d. West High School (includes free childcare)
 - e. Le Mars
 - f. Denison
2. 1043 students enrolled in ABE programming:
 - a. 584 ELL
 - b. 459 HSED
3. Total attendance 40,057 hours (24 weeks of class)
4. 41 HSED completers up-to-date
4 Cherokee/16 Denison/15 Main Campus/6 Spanish
5. Monitoring Visit from the Iowa Department of Education March 8, 2018
 - a. No Findings
6. Working with Pace/ Gap to provide opportunities for funding and programming
7. Recently completed staff training at WITCC Staff Development
 - a. Title IX Guidance/Instructional Update (15 people)
 - b. Fostering Student Success by Dr. Kevin Gannon (15 people)
 - c. Tools for Engaging Students FACE-TO-FACE (11 people)
 - d. Strategic Planning (13 people)
 - e. Human Library Project (13 people)
 - f. Yoga Instruction (9 people)
 - g. Human Trafficking by Shirley Fineran (12 people)
 - h. Student Planning and Advising (9 people)
 - i. TOOLS for Engaging Students ONLINE (7 people)
8. Attended recruitment opportunities at Mary Treglia Community Center, February 22, and contacted 132 referrals from IWD for ABE/ELL Classes
9. New Students tested at all locations March 14, and 15, 2018
 - a. 25 new students attending
10. Three ABE staff will attend the National COABE Conference in March in Phoenix, AZ focusing on Blended Learning a new concept for ELL students

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA State Planning
	CORRESPONDENCE SYMBOL OWI
	DATE January 24, 2018

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER WIOA NO. 6-17
OPERATING GUIDANCE for the WORKFORCE INNOVATION AND
OPPORTUNITY ACT (referred to as WIOA)

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
STATE LABOR COMMISSIONERS
STATE LABOR MARKET INFORMATION DIRECTORS
SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM
GRANTEES
STATE APPRENTICESHIP AGENCIES
STATE DIRECTORS OF THE OFFICE OF APPRENTICESHIP
STATE DIRECTORS FOR VETERANS' EMPLOYMENT AND TRAINING
STATE UNEMPLOYMENT INSURANCE DIRECTORS
STATE WORKFORCE AGENCY VETERANS COORDINATORS

FROM: ROSEMARY LAHASKY
Deputy Assistant Secretary



SUBJECT: Modification Requirements for Workforce Innovation and Opportunity Act
(WIOA) Unified and Combined State Plans

- Purpose.** To provide guidance to States, territories, and outlying areas regarding the two-year modification requirements, submission process, and deadline for submitting the two-year modifications for the WIOA Unified and Combined State Plans for Program Years (PYs) 2018 and 2019. States must submit a WIOA Unified or Combined State Plan two-year modification to the U.S. Departments of Labor (DOL) and Education (ED) (collectively, Departments) by March 15, 2018.
- References.** See Attachment I.
- Background.** WIOA requires the Governor of each State¹ to submit a Unified or Combined State Plan to the Secretary of Labor that includes a four-year strategy for the State's

¹ For purposes of the Unified and Combined State Plans, the term "State" refers to the 50 States, the District of Columbia, Puerto Rico, American Samoa, Guam, the U.S. Virgin Islands, the Northern Mariana Islands, and, as appropriate for certain programs, the Republic of Palau (20 CFR 676.105(e), 34 CFR 361.105(e), and 34 CFR 463.105(e)).

RESCISSIONS None	EXPIRATION DATE Continuing
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workforce development system, and to submit a modification to that plan after two years. States must have Federally-approved State Plans to receive funding for the WIOA six core programs (Adult, Dislocated Worker, and Youth Formula programs (WIOA Title I), Adult Education and Family Literacy Act (AEFLA) program (WIOA Title II), Wagner-Peyser Employment Service program (WIOA Title III), and Vocational Rehabilitation (VR) program (WIOA Title IV)).

Although all States have approved WIOA Unified or Combined State Plans for PYs 2016-2019, WIOA requires that States review their plans every two years and update State Plan strategies based on changes in the labor market and economic conditions or other factors affecting the implementation of the State Plan. In early 2016, the Departments issued joint guidance titled *Workforce Innovation and Opportunity Act (WIOA) Requirements for Unified and Combined State Plans* in TEGL No. 14-15 (DOL), ED Office of Career, Technical, and Adult Education (OCTAE) Program Memorandum 16-1, and ED Rehabilitation Services Administration (RSA) Policy Directive (PD)-16-03. States may review previously issued joint guidance for a more comprehensive discussion of WIOA Unified and Combined State Plan requirements and expectations.

This guidance—developed jointly by the Departments — provides information and instructions to States on the WIOA planning requirements for the required two-year modification, explains technical adjustments to the planning requirements, and instructs States regarding submission procedures and deadlines. The Departments recognize that States have been deeply engaged in implementing their initial four-year Unified or Combined State Plan for the past two years, and since that time the Departments have published final regulations, additional guidance, and technical assistance. With this information, States are better positioned to make updates to State Plans that more fully incorporate the opportunities and innovations that the law envisioned. The Departments may provide additional instructions to States regarding program-specific requirements.

4. **Planning Requirements.** States must use the Information Collection Request (ICR) *Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plan Requirements* approved under Office of Management and Budget (OMB) control number 1205-0522 to develop and submit the two-year modification, as well as future four-year WIOA Unified or Combined State Plans. A copy of the ICR, which complies with statutory requirements set forth in sections 102 and 103 of WIOA, is available at https://www.doleta.gov/wioa/State_Plan_Resources.cfm. A copy of these requirements is also available via the online portal hosted by ED's RSA, discussed in Section 6 of this guidance.

OMB approved a non-material change to the ICR on December 18, 2017. These non-material changes are minor and:

- Clarified required information under section VI.d, which requires single-area states to “submit any information required in the local plan.”
- Refined language regarding requirements for the Title I Youth program to more clearly identify expectations for articulation of youth strategies as well as required policies.

- In the AEFLA portion of the ICR, clarified that States are required to submit information to address section 427 of the General Education Provisions Act. This submission requirement exists under a separately approved ICR (OMB control no. 1894-0005).
- Added an assurance, applicable to AEFLA, regarding the statutory requirement in section 502 of WIOA concerning the Buy America Act.

The Departments also expect States to update plans to reflect implementation of WIOA and to improve areas of the plan impacted by the publication of jointly-administered regulations and guidance, or changes in circumstances in the State, since the initial State Plan submission in March 2016. For example, States may be better able to describe their progress in revising data collection and reporting systems as well as strengthening program strategies reflecting current economic and labor market conditions throughout State regions.

5. **Requirements for Stakeholder Collaboration and Comment.** Stakeholder collaboration, review, and comment are key requirements of the planning process, including the two-year modification process. State Workforce Development Boards (State Boards) are responsible for assisting the Governor in the development, implementation, and modification of the State Plan and for convening all relevant programs, required partners, and stakeholders to contribute to the plan. The State Plan must be developed with the assistance of the State Board, as required by sec. 101(d) of WIOA, and in coordination with administrators that have optimum policymaking authority for the core programs and required one-stop partner programs. For Combined State Plans, the portions of the plan that cover partner programs other than the core programs are subject to any public comment requirements applicable to those partner programs (20 CFR 676.143(c)(3), 34 CFR 361.143(c)(3), and 34 CFR 463.143(c)(3)).

States must provide the opportunity for public comment, which allows interested stakeholders to participate actively, effectively, and transparently in the development of the plan. The Governor must ensure that the State Plan is developed with an opportunity for input from representatives of:

- Local Workforce Development Boards and chief elected officials;
- businesses;
- representatives of labor organizations;
- community-based organizations;
- adult education providers;
- institutions of higher education;
- other stakeholders with an interest in the services provided by the six core programs;
- and
- the general public, including individuals with disabilities.

Programs included in the Combined State Plan may require consultation with other specific individuals or groups. The State Board also must make information regarding the State planning process available to the public through electronic means and by holding regularly

occurring open meetings in accordance with State law prior to the submission of the plan (WIOA sec. 101(g) and 20 CFR 676.130, 34 CFR 361.130, and 34 CFR 463.130).

6. **Instructions for Plan Submission.** States must submit their State Plans, including the two-year modifications, via the online portal hosted by ED's RSA, which allows the entire State Plan to be available at the same time to multiple Federal program reviewers. The State Plan portal is available, along with other State Plan resources, at <https://rsa.ed.gov/login.cfm?mode=form&usp=Y#skipnav>. Instructions on how to request State user accounts are available on the web link provided on this site. The Departments will deliver training on the portal to State users, and Federal staff will be available to provide technical guidance and to authorize individuals from the States to have read-only, view and edit and/or submit access to the State Plan portal, as appropriate. Each Governor must designate a primary official to serve as the final submitter on behalf of all included programs for the State Plan. Please notify the Departments of such designation via correspondence in an email to WIOA.Plan@dol.gov.

The portal design permits multiple users within a State to enter portions of the State Plan at the same time, thereby allowing program partners to enter content that is common to all State Plan partners as well as content that is specific to their program directly. In States where there is a separate VR agency serving the blind, each VR agency must complete a separate VR services portion of the Unified or Combined State Plan.

States may revise their currently approved State Plan in the portal, using editing features similar to those found in Microsoft Word. Depending on the level of modification needed for the State Plan, States may prefer to delete all or much of the existing text and input updated material. To enter charts and graphs in the labor market analysis section, or wherever data is included or graphically depicted in the narrative, the state may enter those using html coding. Additional information and instructions are available at <https://rsa.ed.gov/using-the-portal.cfm>.

While multiple individuals in the State may enter content into the portal, only one State individual may submit the entire plan on behalf of all included programs through the portal for Federal review. The portal includes a certification that the official State "submitter" has the authority to do so.

States that include the Carl D. Perkins Career and Technical Education Act (Perkins) program as part of their Combined State Plans will submit to the WIOA State Plan portal their currently approved Perkins State Plan, including any revisions the State determines are necessary. The portal will then redirect States from the WIOA State Plan portal via a link to the Perkins State Plan portal. On the Perkins State Plan portal, States will submit: (1) Request to Extend Perkins State Plan; (2) updated budget; and (3) proposed performance levels for the upcoming PY. ED will provide State Career and Technical Education Directors training, passwords, and technical support to upload their information into the WIOA State Plan portal and the Perkins State Plan portal.

States that include Supplemental Nutrition Assistance Program (SNAP) Employment and Training (E&T) as part of their Combined State Plan will submit their SNAP E&T specific State Plans into the WIOA State Plan portal, but must submit component details, participant levels, operating budget and fiscal year planned program costs to their Food and Nutrition Service (FNS) Regional Office.

7. **Performance Negotiations for Core Programs.** The Departments will issue guidance on the WIOA performance accountability system negotiation process in an issuance separate from this guidance. For this two-year modification to the State Plans, the same indicators of performance that States negotiated for PYs 2016 and 2017 will be negotiated for PYs 2018 and 2019. For some indicators for certain programs, there are insufficient data available on which to build the required statistical adjustment model and, consequently, to establish levels of performance using the statistical adjustment model as part of the negotiation process. The Departments will continue to use a “phased-in” approach to set levels of performance for certain indicators for specific programs. The appendix in the Unified and Combined State Plan ICR discussed in Section 4, and in Attachment II of this guidance, reflects this approach and displays what indicators/programs the Departments will negotiate for PYs 2018 and 2019. See Attachment II of this guidance for more instructions on establishing performance levels and acceptable baseline indicators.
8. **Special Instructions for Single-Area States.** Item VI.d, in the Title I program-specific State Plan requirements in the Unified and Combined State Plan ICR discussed in Section 4 of this guidance is directed at single-area states. It requires them to “submit any information required in the local plan” with the submission of its State Plan as required by WIOA sec. 106(d)(2). With the initial State Plan submission, DOL exercised its transition authority provided in WIOA sec. 503 to delay the requirement that single-area states include a local plan with their initial four-year State Plan submission until DOL provided guidance to those specific States. Single-area states must now complete the above-referenced requirements, in accordance with the ICR, and update their State Plan to reflect particular requirements of local plans as part of the two-year modification process.
9. **Action Requested.** In accordance with the ICR, *Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plan Requirements*, States must submit a WIOA Unified or Combined State Plan two-year update to the Departments by March 15, 2018, using the web portal described in Section 6 of this guidance. Once submitted, the Departments will review and provide a decision within 90 days for the core programs.
10. **Resources and Tools.**
 - WIOA Related Guidance, https://wdr.doleta.gov/directives/All_WIOA_Related_Advisories.cfm
 - Resources and Tools for Workforce Professionals, <https://www.doleta.gov/usworkforce/>
 - Guide to State and Local Workforce Data, Third Edition, https://lmi.workforcegps.org/resources/2015/04/03/15/48/Guide_to_State_and_Local_Workforce_Data

- TEN 1-15 Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3182
- Applying Labor Market Information to Service Delivery Design
[https://lmi.workforcegps.org/resources/2015/04/30/10/47/Putting LMI to Work in Employment and Training Programs](https://lmi.workforcegps.org/resources/2015/04/30/10/47/Putting_LMI_to_Work_in_Employment_and_Training_Programs)
- State Plan Resources, https://www.doleta.gov/wioa/State_Plan_Resources.cfm
- Access to State Plan Portal, <https://rsa.ed.gov/>
- WIOA State Plans approved in PY 2016,
<https://www2.ed.gov/about/offices/list/osers/rsa/wioa/state-plans/index.html>
- Workforce GPS, <https://www.workforcegps.org>

11. Inquiries. Direct inquiries to the relevant Employment and Training Administration Regional Office.

12. Attachments.

- Attachment I — References
- Attachment II — Instructions for Program Years (PYs) 2018 and 2019: Performance Goals for the Core Programs

ATTACHMENT I

References

- Workforce Innovation and Opportunity Act (WIOA) (Pub. L. 113-128) (July 22, 2014)
- 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)
- State Vocational Rehabilitation Services Program; State Supported Employment Services Program; Limitations on Use of Subminimum Wage — Final Rule (WIOA Office of Special Education and Rehabilitative Services (OSERS) Final Rule) Published at 81 FR 55630 (August 19, 2016)
- WIOA: Miscellaneous Program Changes — Final Rule (WIOA OSERS Final Rule) Published at 81 FR 55562 (August 19, 2016)
- Programs and Activities Authorized by the Adult Education and Family Literacy Act (Title II of WIOA) — Final Rule (WIOA OCTAE Final Rule) Published at 81 FR 55525 (August 19, 2016)
- Training and Employment Guidance Letter (TEGL) No. 14-15, “*Workforce Innovation and Opportunity Act (WIOA) Requirements for Unified and Combined State Plans,*” dated March 4, 2016
- Program Memorandum OCTAE 16-1, “*Workforce Innovation and Opportunity Act (WIOA) Requirements for Unified and Combined State Plans,*” dated March 10, 2016
- RSA PD-16-03, “*Workforce Innovation and Opportunity Act (WIOA) Requirements for Unified and Combined State Plans,*” dated March 9, 2016
- Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plan Requirements, OMB Control Number 1205-0522
- Training and Employment Notice (TEN) No. 20-16, “*Announcing the publication and effective date of the Section 188 WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38) Final Rule in the Federal Register,*” dated December 2, 2016
- TEN No 10-15, “*Workforce Innovation and Opportunity Technical Amendments Act,*” dated September 17, 2015
- Unemployment Insurance Program Letter (UIPL) No. 17-14, *Revised Employment and Training (ET) Handbook No. 336, 18th Edition: “Unemployment Insurance (UI) State Quality Service Plan (SQSP) Planning and Reporting Guidelines”*
- UIPL No. 17-15, *Additional Planning Guidance for the Fiscal Year (FY) 2016 Unemployment Insurance (UI) State Quality Service Plan (SQSP)*
- UIPL No. 20-15, *Unemployment Insurance and the Workforce Innovation and Opportunity Act of 2014*
- Section 4215 of Title 38, United States Code (38 U.S.C. 4215), Priority of service for veterans in Department of Labor job training programs
- Veterans’ Program Letter (VPL) 05-14 (<https://www.dol.gov/vets/VMS/VPLs/VPL-05-14.pdf>), Jobs for Veterans State Grants Application and Planning Instructions for Fiscal Years 2015-2019, issued July 7, 2014

ATTACHMENT II

Instructions for Program Years (PYs) 2018 and 2019: Performance Goals for the Core Programs

Each State submitting a Unified or Combined Plan is required to identify expected levels of performance for each of the primary indicators of performance for the two years covered by this Plan modification, except as provided below. The State is required to reach agreement with the Secretary of Labor, in conjunction with the Secretary of Education, on State negotiated levels of performance for the indicators for the two years of the State Plan modification.

States have one year of data available under the performance accountability system in Section 116 of WIOA for Title I, II, and III programs; therefore, the Departments will continue to use the transition authority under WIOA sec. 503(a) to designate certain primary indicators of performance for certain programs as “baseline” indicators in the State Plan modification submission. A “baseline” indicator is one for which States will not propose an expected level of performance in the plan submission and will not come to agreement with the Departments on negotiated levels of performance. “Baseline” indicators will not be used to determine failure to achieve adjusted levels of performance for purposes of sanctions. A joint guidance document is forthcoming regarding the applicability of sanctions provisions under WIOA. The selection of a certain primary indicator for designation as a baseline indicator was determined on the likelihood of a State having adequate data on which to make a reasonable determination of an expected level of performance, and these designations vary across core programs.

States are expected to collect and report on all indicators, including those that have been designated as “baseline.” The actual performance data reported by States for indicators designated as “baseline” in the first two years of the Unified or Combined State Plan and in the two years under the State Plan modification will serve as baseline data to support appropriate development and refinements to the statistical adjustment model, as needed, and to establish performance levels in future years.

Each core program must submit an expected level of performance for each indicator, except for those indicators that are listed as “baseline” indicators below.

For this two-year State Plan modification, the Departments will work with States during the negotiation process to establish the negotiated levels of performance for each of the primary indicators for the core programs.

Baseline Indicators for the Next Two Years of the Plan

Title I programs (Adult, Dislocated Worker, and Youth):

- Median Earnings (Youth)
- Measurable Skill Gains
- Effectiveness in Serving Employers

Title II program (Adult Education and Family Literacy Act):

- Employment in the 2nd quarter
- Employment in the 4th quarter

- Median Earnings
- Credential Attainment
- Effectiveness in Serving Employers

Title III program (Wagner-Peyser):

- Effectiveness in Serving Employers

Title IV program (Vocational Rehabilitation):

- Employment in the 2nd quarter
- Employment in the 4th quarter
- Median Earnings
- Credential Attainment
- Measurable Skill Gains
- Effectiveness in Serving Employers

Under WIOA, States may identify additional indicators in the State Plan and may establish levels of performance for each of those additional State indicators. Please identify any such State indicators under *Additional Indicators of Performance*.

EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION WIOA/Performance Reporting
	CORRESPONDENCE SYMBOL OPDR-OWI
	DATE February 16, 2018

ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER WIOA NO. 9-17
OPERATING GUIDANCE for the WORKFORCE INNOVATION AND
OPPORTUNITY ACT (WIOA)

TO: STATE AND LOCAL STAKEHOLDERS IN THE WORKFORCE
INNOVATION AND OPPORTUNITY ACT
STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE WORKFORCE LIAISONS

FROM: ROSEMARY LAHASKY
Deputy Assistant Secretary



SUBJECT: Negotiating Performance Goals for the Workforce Innovation and Opportunity Act (WIOA) Title I Programs and the Wagner-Peyser Act Employment Service as amended by Title III of WIOA, for Program Years (PYs) 2018 and PY 2019

- Purpose.** To inform States of the guidelines for the negotiation process for the WIOA title I programs (Adult, Dislocated Worker, and Youth) and the Wagner-Peyser Act Employment Service program, as amended by title III of WIOA, for PY 2018 and PY 2019. Once negotiated levels are agreed upon by each State and the U.S. Department of Labor (DOL), Employment and Training Administration (ETA), they will be incorporated into the State Unified or Combined Plan. This guidance also provides information on the negotiations process for the Adult Education and Family Literacy Act programs under title II of WIOA and the Vocational Rehabilitation program as amended by title IV of WIOA for PY 2018 and PY 2019.
- References.** See Attachment II.
- Background.** WIOA significantly advances the strategic alignment of workforce development programs, with particular emphasis on aligning the six "core programs" administered by DOL and the U.S. Department of Education (ED) (collectively referred to throughout this guidance as the Departments). The six core programs are the Adult, Dislocated Worker, and Youth programs, authorized under WIOA title I and administered by DOL; the Adult Education and Family Literacy Act (AEFLA) program, authorized under WIOA title II and administered by ED; the Employment Service program authorized under the Wagner-Peyser Act, as amended by WIOA title III and administered by DOL; and the Vocational Rehabilitation (VR) program authorized under title I of the Rehabilitation Act of 1973, as amended by WIOA title IV and administered by ED. Such alignment is advanced through mechanisms such as Unified State Plans, which require the States to develop one

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strategic plan for the core programs; Combined State Plans, which may include certain additional partner programs; and the alignment of performance accountability provisions for WIOA core programs.

As required by WIOA, the Departments jointly developed aligned definitions of the primary indicators of performance and created an initial statistical adjustment model. These performance accountability provisions were finalized through the *WIOA Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions Final Rule*, published August 19, 2016, at 20 CFR Parts 676, 677, and 678 and 34 CFR Parts 361 and 463. They were further interpreted in the WIOA Common Performance Reporting information collection, OMB Control Number 1205-0526, approved by the Office of Management and Budget on June 30, 2016; as well as in Training and Employment Guidance Letter (TEGL) 10-16, Change 1: *Performance and Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs*.

Under section 116(b)(2)(A) of WIOA, as well as in the statute's implementing regulations at 20 CFR 677.155, there are six primary indicators of performance:

- **Employment Rate – 2nd Quarter After Exit:** The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program (for title I Youth, the indicator is the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program);
- **Employment Rate – 4th Quarter After Exit:** The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program (for title I Youth, the indicator is the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program);
- **Median Earnings – 2nd Quarter After Exit:** The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- **Credential Attainment:** The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant is also employed or enrolled in an education or training program leading to a recognized postsecondary credential within one year after exit from the program;

- **Measurable Skill Gains:** The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, toward such a credential or employment; and
- **Effectiveness in Serving Employers:** Effectiveness of the core programs in serving employers.

4. **Definitions of Terms Related to Performance Negotiations.** These terms align with the WIOA Joint Rule.

- **Expected levels of performance** are the levels of performance for each primary indicator of performance for each core program submitted by the State in the initial submission of the WIOA Unified or Combined State Plan (State Plan) prior to negotiations.
- **Negotiated levels of performance** are the levels of performance for each primary indicator of performance for each core program, agreed to by the State and the Secretary of Labor and the Secretary of Education (the Secretaries) prior to the start of the program year. These negotiated levels of performance must be incorporated into the Unified or Combined State Plan.
- **Adjusted levels of performance** are the negotiated levels of performance after being revised at the end of the program year using the statistical adjustment model (see below). The statistical adjustment model is run before the program year and after the close of the program year to account for actual economic conditions and characteristics of participants served. The difference between the projected levels of performance, estimated by the Departments, before and after the program year will yield an adjustment factor. The adjustment factor will be added to the negotiated level of performance to determine the adjusted level of performance.
- **Actual results** are the results reported by a State for each primary indicator of performance for each core program. Actual results will be compared to the adjusted levels of performance at the close of the program year to determine if the State failed to meet the adjusted levels of performance.
- **Baseline indicators** are certain primary indicators of performance that will be used as baseline data to inform the process to determine the negotiated levels of performance in future program years. States will not propose an expected level of performance for baseline indicators in the State Plan submission for PY 2018 and PY 2019 and will not need to come to agreement with the Departments on negotiated levels of performance. The selection of a certain primary indicator of performance for the designation as a baseline indicator is based on the likelihood of a State having adequate data with which to make a reasonable determination of an expected level of performance and such a designation may vary across core programs. While the Departments will not use baseline

indicators in performance calculations and baseline indicators will not be used to determine if a State failed to meet its adjusted levels of performance for purposes of sanctions, States must collect and report data for all primary indicators of performance, including those that have been designated as "baseline." The performance data reported by States for baseline indicators will serve to support negotiations and to continue to build and refine the statistical adjustment model in future years.

- **Statistical Adjustment Model**, required by WIOA sec. 116(b)(3)(viii), and established by the Departments, is an objective statistical regression model to be used to make adjustments to the State negotiated levels of performance for actual economic conditions and the characteristics of participants served at the end of the program year. It also is a key factor to be used in arriving at mutual agreement on State negotiated levels of performance.

5. **The Negotiation Process for PY 2018 and PY 2019.** WIOA sec. 116(b)(3)(A)(iv)(II), and the implementing regulations at 20 CFR 677.170, mandate that States will reach agreement with the Departments on negotiated levels of performance for each of the primary indicators of performance for each of the core programs. States and Federal partners will negotiate goals for all non-baseline indicators for both PY 2018 and PY 2019, the third and fourth years of the State Plan. These negotiated levels are to be submitted as modifications to the State Plan.

The primary indicators of performance to be negotiated for PY 2018 and PY 2019 for core programs are:

- Title I Adult, Dislocated Worker, and Youth programs: indicators for employment in the second quarter after exit, employment in the fourth quarter after exit, median earnings in the second quarter after exit (for title I Adult and Dislocated Worker programs only), and credential attainment rate;
- Title II Adult Education and Family Literacy program: indicator for measurable skill gains (to be negotiated with ED); and
- Title III Wagner-Peyser Employment Service: indicators for employment in the second quarter after exit, employment in the fourth quarter after exit, and median earnings in the second quarter after exit.

Please note that no levels of performance will be negotiated for the Vocational Rehabilitation State grant programs for PY 2018 and PY 2019.

For ETA-administered programs the PY 2018 and PY 2019 negotiation process will proceed as outlined below:

- Each State will submit expected levels of performance in its WIOA Unified or Combined State Plan two-year modification based on the State's analysis of factors that may affect performance. Expected levels of performance must be stated to the nearest tenth of a percent (XX.X%) or to the nearest whole dollar for median earnings. When the State submits the expected levels of performance to ETA, the State must confirm that it has made the expected levels of performance available to the public for review and comment.

For instructions on plan submission, see TEGL 6-17, *Modification Requirements for Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plans*.

- After State Plan submission, the State is required to reach agreement with the respective Departments on negotiated levels of performance for the indicators for the two years covered by the State Plan modification (i.e., PY 2018 and PY 2019) for each of the core programs under WIOA sec. 116(b)(3)(A)(iv)(II). The factors that will be taken into account during the negotiation process are described in detail in section 6 of this guidance. In addition to these factors, the Departments will use the statistical adjustment model as a tool in the negotiation process to modify the State's expected levels of performance to help reach agreement on the negotiated levels of performance, as appropriate.
- For the WIOA title I programs (Adult, Dislocated Worker, and Youth) and the Wagner-Peyser Employment Service program, the State will negotiate its performance with the appropriate ETA regional office. As part of the negotiation process, the State will be asked to provide a narrative rationale for the methodology behind its expected levels of performance, considering the factors identified in WIOA sec. 116(b)(3)(A)(v) and further described in section 6 of this guidance.

The regional office will review the analyses used by the State to develop the expected levels of performance and work with the State to set mutually agreed-upon levels of performance. These are the negotiated levels of performance. Regional offices will take into account the factors outlined in WIOA sec. 116(b)(3)(A)(v) described in section 6 and those addressed by the State in their methodology.

- Once negotiated levels of performance are agreed upon, the State must incorporate the negotiated levels of performance into its Unified or Combined State Plan.

Determining Success in Meeting Levels of Performance: The adjusted levels of performance, as defined above, will be used to determine performance success or failure. Determinations of financial sanctions due to performance failure based on adjusted levels of performance for any overall State program score, overall indicator score, or single indicator will not occur until at least two full years of WIOA outcome data have been reported and used in the statistical adjustment model in the negotiation process.

It should be noted that the Departments will not engage in mid-plan or mid-year renegotiations. Any changes in economic conditions during the two-year period will be accounted for in the application of the statistical adjustment model at the end of the program year.

Transition Provisions for Baseline and Negotiated Indicators of Performance: The data and information that currently are available for each primary performance indicator vary across indicators and also across the core programs. To ensure the continued transition to the performance accountability system in sec. 116 of WIOA, for PY 2018 and PY 2019, the Departments will continue to use the transition authority under sec. 503(a) of WIOA to

designate certain primary indicators of performance as “baseline” indicators in the State Plan modification submission.

Baseline indicators, by core program title, include:

- Title I: Measurable Skill Gains and Median Earnings (Median Earnings is baseline for the Youth program only);
- Title II: All primary indicators of performance EXCEPT Measurable Skill Gains;
- Title III: Credential Attainment Rate and Measurable Skill Gains (Title III programs are not required to report on these indicators);
- Title IV: All primary indicators of performance; and
- All WIOA Title Programs: Effectiveness in Serving Employers (outcomes on this indicator to be shared across core programs).

For PY 2018 and PY 2019, States are expected to report data as mandated by WIOA. While some of these measures may be baseline, a State may be subject to sanctions for failure to submit its WIOA annual report timely or completely.

Use of the Statistical Adjustment Model in the Negotiation Process: Under WIOA, the statistical adjustment model, established by the Secretaries, will be used to ensure that the negotiated levels of performance are based on the actual economic conditions and characteristics of participants. Select labor market factors in the model include differences in unemployment rates and job losses or gains in particular industries. Characteristics of participants include indicators of poor work history, lack of work experience, lack of educational or occupational skills attainment, dislocation from high-wage and high-benefit employment, low levels of literacy or English proficiency, disability status, homelessness, ex-offender status, and welfare dependency. The Departments emphasize the critical importance of the statistical adjustment model in the performance negotiation process under WIOA in addition to acknowledging that the model will be refined with ongoing use and application using pertinent data.

The initial statistical adjustment model was developed based on historical data reported by States against the Workforce Investment Act of 1998 (WIA) performance measures, which were used as a proxy for WIOA data. WIOA data were reported by the States for PY 2016 in October 2017; however, due to the timing of the data availability, limited performance outcomes were available. Therefore, DOL will continue to use this model, populated with WIA proxy data, in negotiations with the States on their PY 2018 and PY 2019 expected levels of performance for the following four indicators for WIOA title I and title III programs, as applicable: 1) Employment Rate – 2nd Quarter After Exit; 2) Employment Rate – 4th Quarter After Exit; 3) Median Earnings – 2nd Quarter After Exit; and 4) Credential Attainment Rate. The statistical adjustment model will be updated and refined as WIOA outcome data become available for use in future negotiations.

The statistical adjustment model will provide two major functions in performance negotiations and assessment. First, it is one of the factors used when reaching agreement with the States on the negotiated levels of performance. It is used to account for the expected economic conditions and the expected characteristics of participants to be served in the State

and/or local areas. Second, it will be applied at the close of a program year to the negotiated levels of performance to adjust for actual economic conditions experienced and actual characteristics of participants.

DOL will utilize the targets generated from the statistical adjustment model in its negotiation process with the States for the non-baseline indicators for this State Plan modification.

Local Performance Negotiations: In addition to the State negotiated levels of performance, States must work with local workforce development areas to establish performance goals for WIOA title I programs. The local board, the chief elected official, and the Governor must negotiate and reach agreement on local levels of performance based on the State negotiated levels of performance. In negotiating the local levels of performance, the local board, the chief elected official, and the Governor must make adjustments for the expected economic conditions and expected characteristics of participants to be served in the local area, using the statistical adjustment model developed at the Federal level as a tool. The statistical adjustment model must be used at the end of the program year to adjust negotiated local levels of performance in order to reflect the actual economic conditions experienced in the local area and the characteristics of participants served. DOL has developed the framework for an objective statistical adjustment model that satisfies the WIOA requirements at the state level. States must use this model and adapt it to their needs at the local level.

6. **Reaching Agreement on State Performance Levels.** The WIOA Unified or Combined State Plan modifications submitted by March 15, 2018, should contain expected levels of performance for the non-baseline primary indicators of performance; this information is the first step in the negotiation process. Negotiated levels of performance must be agreed upon no later than **June 30, 2018**.

The local board, the chief elected official, and the Governor must negotiate and reach agreement on local levels of performance based on the States negotiated levels of performance no later than **September 30, 2018**. The State must notify its DOL Regional Office that negotiations are complete.

Negotiation Factors: In reaching agreement on the negotiated levels of performance, States and the Secretary of Labor shall take into account the following factors in WIOA sec. 116(b)(3)(A)(v):

1. *How the levels involved compare with the State adjusted levels of performance established for other States;*

States may use annual WIA performance information (PY 2007-2015) and PY 2016 WIOA performance information to inform the determination of expected levels of performance for PY 2018 and PY 2019. States also may use recent quarterly performance results to support projected performance and service populations.

Although States should have access to their own historical performance information, various tools and resources are available to examine all States' performance data, including State by

State files (www.doleta.gov/Performance/results/wia_national_performance.cfm); DOL's Clearinghouse for Labor Evaluation and Research (CLEAR) (<http://clear.dol.gov/>); and VETS' performance data (<http://www.dol.gov/vets/vetoutcomes/index.htm>). Bureau of Labor Statistics (BLS) data includes employment, industries, counties, and average earnings (www.bls.gov/cew/home.htm). When using BLS data, or any data source, as a guide, States should be careful to consider the timeframes covered by employment and wage information and the relative time periods in which program exiters entered employment and obtained post-program earnings. For example, when looking at unemployment rates for a given geographical region, it is important to align the time period to the lagged timing of the indicator target being established.

2. *How the levels involved have been proposed using an objective statistical adjustment model provided by the Departments.*

WIOA sec. 116(b)(3)(A)(v)(II) requires the use of the statistical adjustment model in the negotiations process. Per 20 CFR 677.170(c), the model is to be based on the differences among States in actual economic conditions (including, among other factors, differences in unemployment rates and job losses or gains in particular industries) and the characteristics of participants, such as indicators of poor work history, lack of work experience, lack of educational or occupational skills attainment, dislocation from high-wage and high-benefit employment, low levels of literacy or English proficiency, disability status, homelessness, ex-offender status, and welfare dependency. States are encouraged to reference Attachment III for a list of data tools available to identify characteristics of the State's population and its economic trends.

3. *The extent to which the levels involved promote continuous improvement and ensure optimal return on the investment of Federal funds.*

The Department considers continuous improvement to be a critical factor in the negotiations process. The Department acknowledges that there are many ways to define continuous improvement. Continuous improvement may reflect an increase in the level of performance, a change in service strategy and delivery, or a change in the customers served. The customers served by the local area may have a significant impact on outcomes depending on the type of services provided and other factors unique to the population. WIOA emphasizes serving those individuals with barriers to employment and individuals more at-risk of not connecting to the labor market. ETA encourages States and local areas to serve individuals with barriers to employment who need higher levels of service to achieve a positive outcome; the impact of serving these customers will be accounted for in the adjusted levels of performance calculated after the program year and will not be used to determine negotiated levels of performance. Further state and local concerns about achieving program year indicators of performance outcomes is not an appropriate reason to delay enrolling a customer in the program. ETA supports efforts that will help States and local areas reach a wider variety of available workers as they expand their talent pipelines and encourages States to consider the importance of serving the youth most in need, especially out-of-school youth (including those who are dropouts, in foster care, homeless or runaways, subject to the

juvenile or adult justice system, pregnant or parenting, basic skills deficient, or English language learners).

4. *The extent to which levels involved will assist the State in meeting the performance goals established by the Secretaries of Education and Labor in accordance with the Government Performance and Results Act (GPRA) of 1993.*

Throughout the performance negotiations process, States should be aware of the GPRA goals the Departments have established and the GPRA Modernization Act of 2010. The Departments will use the GPRA goals as one of several benchmarks by which to gauge their States' proposed levels of performance in the context of these national system goals. GPRA is an important mechanism by which Congress and OMB evaluate the success of Federal programs, including those operated by States and local areas.

7. **Methodology for Assessing Actual Results against Adjusted Levels of Performance.** At the end of the program year, the negotiated levels of performance for that year will be adjusted using the statistical adjustment model, which will factor in data on the economic conditions of the State and the populations served by the program(s) during that year. This will determine the adjusted levels of performance for the program year against which the State's actual results will be compared.

For the WIOA core programs, the threshold for performance failure is 90 percent of the adjusted level of performance for the overall State program score and the overall State indicator score. The threshold for performance failure on any individual indicator for any individual program is 50 percent of the adjusted level of performance. Performance on an individual measure will be determined based on the position of the outcome (the actual result achieved) relative to the adjusted level of performance. An average of this result across all indicators for each program will establish the States' overall program score. An average of this result across all of the core programs for each indicator will be used to establish the States' overall indicator score. Further information can be found in the WIOA Joint Rule.

The overall State score across programs and indicators will ensure that the performance accountability system, as articulated in sec. 116 of WIOA, maintains alignment and integration across all core programs. This overall score, which will be set at the 90 percent threshold for the overall program and indicator scores and balanced with a 50 percent threshold on any single indicator for any individual program, will allow a State to account for mitigating factors that prevent it from achieving 100 percent of its adjusted levels of performance.

Determination of financial sanctions based on performance will occur only after two years of complete data are available for inclusion in the statistical adjustment model and after the model has been utilized to set targets for two full program years. Further information on performance assessment and the sanctions process will be issued in forthcoming guidance.

The Departments will continue to exercise their transition authority to provide that sanctions will occur only after two years of complete WIOA data are available. During this time of

transition, the Departments will still provide technical assistance to States and develop performance improvement plans with States, if necessary.

8. **Action Requested.** States are requested to distribute this information to the appropriate State and local staff.
9. **Inquiries.** Questions concerning this guidance should be directed to the appropriate regional office.
10. **Attachments.**
 - Attachment I: Recommended Timeline for the PY 2018 and PY 2019 Negotiations Process
 - Attachment II: WIOA Operating Guidance TEGL References
 - Attachment III: Data Tools for Identifying Characteristics of Participants and Economic Conditions

ATTACHMENT I

Recommended Timeline for the PY 2018 and PY 2019 Negotiations Process

Date	Action
No later than March 15, 2018	States formally submit expected levels of performance for the non-baseline primary indicators of performance in the State Plan Modification.
March 15 through June 30, 2018	Regional offices review States' expected levels of performance and work with States to arrive at mutually agreed upon negotiated levels of performance.
No later than June 30, 2018	Regional Administrators send approval letters to States regarding the final negotiated levels of performance. States enter final negotiated levels of performance for PY 2018 and PY 2019 into State Plan portal.
No later than September 30, 2018	States complete negotiations with local workforce development boards and notify DOL Regional Office.

ATTACHMENT II

WIOA Operating Guidance References

- WIOA Sec. 116, Performance Accountability System
- WIOA Sec. 503, Transition Provisions
- *WIOA Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions Final Rule*, 20 CFR Parts 676, 677, and 678 and 34 CFR Parts 361 and 463
- TEGL 10-16, Change 1: *Performance and Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, and Title IV Core Programs*
- TEGL 14-15: *Workforce Innovation and Opportunity Act (WIOA) Requirements for Unified and Combined State Plans*
- TEGL 6-17: *Modification Requirements for Workforce Innovation and Opportunity Act (WIOA) Unified and Combined State Plans*
- Required Elements for Submission of the Unified or Combined State Plan and Plan Modifications under the Workforce Innovation and Opportunity Act (OMB No. 1205- 0522)
- WIOA Common Performance Reporting information collection (OMB No. 1205-0526)
- Government Performance and Results Act (GPRA) of 1993 (Public Law 103-62; 107 Stat. 285)

ATTACHMENT III

Data Tools for Identifying Characteristics of Participants and Economic Conditions

A number of data tools are available to identify characteristics of a State's population and its economic trends, including:

- **State Labor Market Information Department Websites**
(http://www.careerinfonet.org/select_state.asp?);
- **StatsAmerica State Profiles** (<http://www.statsamerica.org/>);
- **Census Bureau Population Data** (<http://www.census.gov/topics/population.html>);
- **State Data Centers** (<https://www.census.gov/about/partners/sdc/member-network.html>);
- **Regional Economic Data** (<http://www.bea.gov/regional/>);
- **Business and Economic Data** (<https://www.census.gov/econ/geography.html>);
- **Quarterly Census of Employment and Wages historic data**
(<http://www.bls.gov/cew/datatoc.htm>);
- **Demographic Narrative Profiles** (<http://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2016/>);
- **Census State Demographic Profiles** (<https://www.census.gov/2010census/news/press-kits/demographic-profiles.html>);
- **Disability Data Resources** (<http://www.dol.gov/odep/pubs/fact/data.htm>);
- **Educational Attainment Profiles** (<http://nces.ed.gov/programs/maped/>); and
- **Quarterly Census of Employment and Wages data for 2012-forward**
(http://www.bls.gov/cew/apps/data_views/data_views.htm#tab=Tables)



Iowa Workforce Development Board

Realignment Committee

Last Updated: 12/21/2017

Realignment Committee Members					
No.	Name	City	Organization	Telephone	Email
1.	Jake Chapman	Adel	State Senator	(515) 281-3371 (work)	jake.chapman@legis.iowa.gov
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7.	Rosie Thierer	Des Moines	Iowa Department on Aging (IDA)	(515) 725-7944 (work)	rosemary.thierer@iowa.gov
8.	Drew Conrad	Cedar Falls	University of Northern Iowa, Board of Regents Designee	(319) 273-6977 (work)	andrew.conrad@uni.edu
9.	Rob Denson		Des Moines Area Community College	(515) 964-6638	rjdenson@dmacc.edu ; mjlarsen3@dmacc.edu
10.	Randy Moore	Davenport	Iowa American Water	(563) 468-9217 (work) (563) 726-1437 (home)	Randy.moore@amwater.com
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12.	Amy Larsen	Waverly	United Equipment Accessories	None Listed.	alarsen@uea-inc.com
13.	Sondra Meyers	Davenport	Katun Corporation	(563) 468-6901 (work) (563) 249-5921 (home)	sondra.meyers@katun.com
14.	Becky Jacobsen	Denison	Smithfield Foods	(712) 263-7499 (work) (712) 263-6585 (home)	bjacobsen@smithfield.com
15.	Steve Gilbert Chair	Leon	Gilbert Home Comfort	(641) 446-4822 (work) (641) 414-9512 (home)	gilby3@grm.net
16.	David Mitchell	Des Moines	IVRS	(515) 281-4140	david.mitchell@iowa.gov

The Realignment Committee of the State Workforce Development Board is seeking input from local workforce development boards and chief elected officials.

WIOA imposes requirements on local workforce development areas.

• The federal Workforce Innovation and Opportunity Act (WIOA) imposes the following requirements on local workforce development areas (local areas):

- 1) Local workforce development board with independent staff.
- 2) Fiscal agent.
- 3) One-stop operator selected by competitive procurement.
- 4) Service provider of the WIOA Title I Youth program.
- 5) Service provider of the WIOA Title I Adult and Dislocated Worker program.

The U.S. Department of Labor (USDOL) has mandated the realignment of Iowa's local workforce development areas.

• "[T]he division of limited WIOA funds among 15 services areas, particularly in a State that has large rural areas, is stretching the available dollars so thin that the local areas are unable to fund core WIOA functions, such as staff support for the required Local Workforce Development Boards (WDBs) and/or the One-Stop Operators (OSOs)."

- USDOL Region 5 Office, Monitoring Report (Nov. 8, 2017)

The State Workforce Development Board formed a Realignment Committee in response to the USDOL mandate.

- The State Workforce Development Board (State Board) formed a Realignment Committee to review Iowa's local area configuration and make a recommendation to the full State Board on realignment that allows for compliance with all WIOA administrative and governance requirements.
- The Realignment Committee has 16 members that include representatives of local workforce development boards, business, state administrative agencies, and the legislature.

The Realignment Committee has developed a framework for realignment.

- **Meet all WIOA requirements.** Establish a number of local areas that allows all areas to have sufficient WIOA Title I funds to meet all federal administrative and governance requirements.
- **Maintain local input.** Require the new local boards to establish an advisory committee for each of the current 15 service delivery areas (or regions) to advise the boards and to provide input and oversight of services in the area.
- **Maintain access to services.** Keep IowaWORKS field offices open and WIOA Title I program services available at them.

The Realignment Committee is seeking input from local workforce development boards and chief elected officials.

- The Realignment Committee wants input from local boards and chief elected officials on the realignment of Iowa's local areas.
- The Realignment Committee will be conducting webinars, conference calls, and in-person meetings on the realignment of local areas.
- Local workforce development boards and CEOs may submit written comments to the Realignment Committee. Comments may be submitted individually by members or collectively by boards. Comments must be submitted on or before May 4, 2018, by email to: Shelly.Evans@iwd.iowa.gov

1. U.S. Department of Labor Findings.

- The U.S. Department of Labor Region 5 office (USDOL) performed a review of Iowa's workforce development system in September of 2017 and issued a Monitoring Report based on that review with multiple findings.
- Iowa Workforce Development (IWD) has distributed the Monitoring Report to that State Workforce Development Board, local workforce development boards, chief elected officials, partners, and stakeholders, so this document will not recount the findings word for word. Rather, it will summarize those findings that are most relevant to the alignment of Iowa's local workforce development areas (local areas).

Finding No. 1:

[T]he division of limited WIOA funds among 15 service areas, particularly in a State that has large rural areas, is stretching the available dollars so thin that the local areas are unable to fund core WIOA functions, such as staff support for the required Local Workforce Development Boards (WDBs) and/or the One-Stop Operators (OSOs).¹

Finding No. 7:

The local boards are not performing the functions that WIOA requires Local WDBs to perform. Based on the reviewers' discussions with IWD and Region 5 staff, it appears that the Title I Adult and Dislocated Worker service providers are performing these Local WDB functions. Section 20 CFR 679.370 (a-q) outlines the roles and responsibilities of the local board.

Section 20 CFR 679.400(a) grants Local WDBs authority to hire a director and other staff to assist in carrying out the functions of the Local WDB. Neither the statute nor the regulations authorize any entity other than the Local WDB or its staff to perform these required functions. In the absence of the authority to perform these functions, the costs associated with doing so are potentially subject to disallowance.²

Finding No. 8:

- IWD attempted to perform one-stop operator procurement at the State level using WIOA State set-aside funds due to a lack of resources in each of Iowa's 15 local areas to perform one-stop operator procurement.

¹ USDOL Monitoring Report, p. 2 (Nov. 8, 2017).

² USDOL Monitoring Report, p. 7 (Nov. 8, 2017).

- Performing one-stop operator procurement at the State level meant that, under 20 CFR section 678.605(b), IWD had to follow the same policies and procedures it uses for procurement with non-Federal funds, which IWD did. Despite this legal and practical reality, USDOL applied the standard under 20 CFR section 678.605(c), which applies to all non-federal entities other than the State. USDOL misapplied its own regulations in this finding.
- USDOL's misapplication of its own administrative rule in the Monitoring Report does not change the fact that under USDOL's interpretation of WIOA, each local area must have a one-stop operator and the competitive selection of a one-stop operator is a local board function, which means that there must be enough funding at the local level to procure a one-stop operator with competitive pricing.

2. WIOA Requirements.

Under USDOL's interpretation of WIOA, each local area in Iowa must have sufficient federal funding to support:

- 1) Independent local board support staff that allows the board to perform all required functions under WIOA section 107(d).
- 2) Local fiscal agent.
- 3) A one-stop operator that is competitive procured, using a process that includes competitive pricing.
- 4) Service provider(s) of the WIOA Title I programs.

3. Realignment Committee.

- In response to the USDOL Monitoring Report, the State Workforce Development Board took action at its November 20, 2017, meeting to establish a Realignment Committee.
- The Realignment Committee is tasked with reviewing Iowa's local area configuration and making a recommendation to the State Board on a new configuration that will allow each local area in Iowa to have sufficient federal funding to meet all of the requirements for local areas under WIOA.

4. Maximizing Services and Local Input.

- The USDOL findings focus on realignment in order to meet the requirements regarding governance and administrative functions under WIOA.

- The Realignment Committee has sought to attempt to maximize the federal resources available for services in order to maintain access to the workforce development system at IowaWORKS field offices.
- The Realignment Committee also recognizes the value of local input to Iowa's workforce development system, which began with regional advisory boards in the late-90s that had limited duties.
- The Realignment Committee has attempted to balance the need to maximize services to Iowans and input at the local level while making sure that each local area has sufficient federal funds to meet all WIOA requirements.

5. Limited WIOA Funding.

- Most of the WIOA requirements constitute administrative costs under WIOA section 3(1).
- WIOA caps the amount of Title I program funding that can be used on administrative costs at 10 percent.
- The Realignment Committee has been confronted with a math problem: How to divide up the WIOA funds available for local area administrative costs in a way that allows each local area to meet all WIOA requirements, as required by USDOL in Finding No. 1?

6. Model Administrative Costs.

- The WIOA requirements for local areas create mandatory administrative costs, some of which did not exist before the Act took effect.
- IWD created a model administrative cost breakdown to give the Realignment Committee an idea of the approximate built-in cost for each local area to meet all WIOA requirements.

WIOA Requirement	Estimated Cost
Local Board Operations	\$20,000
Independent Local Board Support Staff	\$100,000
Local Fiscal Agent	\$30,000
Service Provider: WIOA Title I Youth	\$50,000
Service Provider: WIOA Title I Adult and Dislocated Worker	\$50,000
One-Stop Operator	\$100,000
Total	\$350,000

7. WIOA Program Allocation Formula.

- * WIOA Title I program funds are distributed pursuant to an allocation formula that takes into account multiple factors, some of which are relative between specific local areas.
- * The formula means that an equal distribution of the labor force between local area territories will not result in an equal distribution of WIOA Title I program funds.
- * IWD Finance ran the WIOA Title I program distribution for each map, using Iowa's PY17 funding allocation.
- * IWD also made charts comparing the WIOA Title I program distribution for the local areas in each map to the model administrative costs budget.

8. Criteria for Consideration in Local Area Designation.

The following criteria are identified in WIOA for consideration when designating local areas:

- 1) The extent to which the local areas are consistent with labor market areas in the State;
- 2) The extent to which the local areas are consistent with regional economic development areas in the State; and
- 3) The extent to which the local areas have available the federal and non-federal resources necessary to effectively administer activities under WIOA.

9. Draft Maps.

- * The IWD Labor Market Information (LMI) Bureau developed multiple draft maps based upon the criteria identified in WIOA for consideration.
- * The maps also used data on where customers that registered for membership at an IowaWORKS center live in order to ensure that offices are receiving funds that are representative of the customer pool. For example, it would not be equitable to put Dallas County in a separate local area from Polk County because we know that people who live in Dallas County go to the Des Moines IowaWORKS center to receive services.
- * The maps also allow for an individual to see the WIOA Title I program funding distribution for each local area, using Iowa's PY17 funding allocation and the WIOA distribution formula for local areas.
- * The IWD LMI Bureau made maps for the following numbers of local areas: 8, 6, 5, 4, 3, and 2.

10. Proposed Framework.

Comply With All Federal Requirements

- Establish a number of local areas that allows each of them to have sufficient federal WIOA Title I funds to meet all administrative and governance requirements, including:
 - 1) Local workforce development board (local board) operations
 - 2) Independent staff for the local boards
 - 3) One-stop operator
 - 4) Local fiscal agent
 - 5) Service providers for the WIOA Title I Youth program
 - 6) Service provider for the WIOA Title I Adult and Dislocated Worker programs

Maintain Local Input

- Require the new local boards to establish an advisory committee for the service delivery area of each IowaWORKS field office.
- This requirements will mean an advisory committee for each of the 15 current service delivery areas and will insure that vital local input continues after the realignment of Iowa's workforce development system.
- The chairperson of each advisory committee must be a member of the new local board.
- The advisory committees will advise the new local boards on and provide oversight for services in the service delivery area.

Maintain Access to Services

- Keep Iowa *WORKS* field offices open to ensure Iowans have access to services.
- Maintain WIOA Title I program services in Iowa *WORKS* field offices.

11. WIOA Special Rule on Area Designation.

WIOA § 189(i)(1)

WIOA section 189 is entitled, "Waivers." Section 189(i)(1), the "Special Rule on Designated Areas," states:

A State that has enacted, not later than December 31, 1997, a State law providing for the designation of service delivery areas for the delivery of workforce investment activities, may use such areas as local areas under this title, notwithstanding section 106.

WIOA § 106

- (a) Regions
 - ⌘ Identification of Regions
 - ⌘ Types of Regions
- (b) Local Areas
 - ⌘ Designation of Local Areas Not Designated Under the Workforce Investment Act of 1998 (WIA)
 - ⌘ Initial Designation of Local Areas Designated Under WIA
 - ⌘ Subsequent Designation of Local Areas
- (c) Regional Coordination
 - ⌘ Regional Planning
 - ⌘ Regional Plans
- (d) Single Local Area States
 - ⌘ Continuation of Previous Designation
 - ⌘ Effect on Local Plan and Local Functions

Iowa Code § 84B.3 (2017)

Iowa Code section 84B.3 states:

A workforce development center, as provided in section 84B.2, shall be located in each service delivery area. Each workforce development center shall also maintain a presence, through satellite offices or electronic means, in each county located within that service delivery area. For purposes of this section, "service delivery area" means the area included within a merged area, as defined in section 260C.2, realigned to the closest county border as determined by the department of workforce development. However, if the state workforce development board determines that an area of the state would be adversely affected by the designation of the service delivery areas by the department, the department may, after consultation with the applicable local workforce development boards and with the approval of the state workforce development board, make accommodations in determining the service delivery areas, including but not limited to the creation of a new service delivery area. In no event shall the department create more than sixteen service delivery areas.

Iowa Code § 84B.3 and WIOA § 189(i)(1)

- ¶ The General Assembly enacted the law that is codified at Iowa Code section 84B.3 on May 2, 1996, before the deadline in WIOA section 189(i)(1) of December 31, 1997.⁹
- ¶ Iowa Code section 84B.3 provides for the designation of service delivery areas for the delivery of workforce investment activities.
- ¶ Iowa Code section 84B.3 qualifies for the WIOA section 189(i)(1) “Special Rule Regarding Designated Areas.” Therefore, Iowa may use areas designated under Iowa Code section 84B.3, notwithstanding WIOA section 106. Put otherwise: Under WIOA section 189(i)(1) and Iowa Code section 84B.3, WIOA section 106 does not apply to the designation of areas in Iowa.

⁹ 1996 Iowa Acts ch. 1186 § 18, available online: <https://www.legis.iowa.gov/docs/publications/iactc/76.2/CH1186.pdf> (last visited Oct. 24, 2017).



Local Workforce Development Area Requirements & Model Budget

Overview of Model Budget

WIOA Requirement	Estimated Cost
Local Board Operations	\$20,000
Independent Local Board Support Staff	\$100,000
Local Fiscal Agent	\$30,000
Service Provider: WIOA Title I Youth	\$50,000
Service Provider: WIOA Title I Adult and Dislocated Worker	\$50,000
One-Stop Operator	\$100,000
Total	\$350,000

Local Board Operations: \$20,000

Each local workforce development area (local area) must have a local workforce development board (local board) under WIOA. Each local board must perform the required local board functions under WIOA.

IWD projected the cost of a local board's operations to be approximately \$20,000. That being said, it's possible to envision a local board having a higher budget, depending on the scope of its efforts at, for example, business engagement, stakeholder convening, labor market analysis, career pathways development, legal services if it incorporates as a non-profit organization, and coordination with education providers.

Independent Local Board Staff: \$100,000

Local boards must perform the required functions under WIOA. The means by which local boards do that must be via independent staff that work for the local boards. One of the 15 local boards that currently exist in Iowa has independent, full-time support staff. In multiple local areas, Title I program service provider staff perform some of the local board functions required under

WIOA. One of the findings in the U.S. Dept. of Labor monitoring report that mandated realignment of Iowa's local areas centered on the need for independent local board staff.

At a minimum, local board support is one full-time job. In setting the model budget for a local area, IWD used the mandatory minimum amount of staff to meet the WIOA requirements: 1.0 full-time equivalent position (FTE). 1.0 FTE with the State of Iowa costs on average approximately \$100,000.

Admittedly, this figure may be on the low end of the cost spectrum. The scope and substance of the local board functions required under WIOA means hiring individuals who have the necessary experience, expertise, and skills to perform those functions, which could mean a combined cost of salary and benefits over \$100,000. Further, if a Local Board elected to have multiple independent support staff, the cost would likely be higher (e.g., some local boards in neighboring states have an executive director, equal opportunity officer, and fiscal officer).

Local Fiscal Agent: \$30,000

Each local area must have a local fiscal agent, designated by the chief elected official(s) (CEO). In general the fiscal agent is responsible for the following functions:

- 1) Receive funds.
- 2) Ensure sustained fiscal integrity and accountability for expenditures of funds in accordance with Office of Management and Budget circulars, WIOA, and the corresponding Federal Regulations and State policies.
- 3) Respond to audit financial findings.
- 4) Maintain proper accounting records and adequate documentation.
- 5) Prepare financial reports.
- 6) Provide technical assistance to subrecipients regarding financial issues.

At the direction of the local board, the fiscal agent may have the following additional functions:

- 1) Procure contracts or obtain written agreements.
- 2) Conduct financial monitoring of service providers.
- 3) Ensure independent audit of all employment and training programs.

IWD assigned what amounts to the value given to 0.3 FTE, based on the agency's familiarity with the performance of similar functions by State employees. The \$30,000 line item for local fiscal agent is based on a local fiscal agent performing the mandatory minimum functions under WIOA and none of the additional functions that a local board may assign to the local fiscal agent. If a local

board directs a local fiscal agent to perform additional functions, the cost of a local fiscal agent would likely rise.

WIOA Title I Youth Service Provider: \$50,000

Each local area must have a service provider of the WIOA Title I Youth program. An entity may serve as the service provider for the Youth and Adult and Dislocated Worker programs. Currently, the average administrative costs budget in a local area is approximately \$65,000.

IWD assigned a value of 0.5 FTE to the administrative functions of the WIOA Title I Youth program service provider for those functions that are not related to the direct provision of workforce investment services. It's possible that the local board might find administrative efficiencies by having the same entity serve as the local area's Title I Youth program service provider as its Title I Adult and Dislocated Worker program service provider, an arrangement that multiple local boards have chosen in the current 15 local areas.

WIOA Title I Adult and Dislocated Worker Service Provider: \$50,000

Each local area must have a service provider of the WIOA Title I Adult and Dislocated Worker programs. An entity may serve as the service provider for the Youth and Adult and Dislocated Worker programs. Currently, the average administrative costs budget in a local area is approximately \$65,000.

IWD assigned a value of 0.5 FTE to the administrative functions of the WIOA Title I Adult and Dislocated Worker program service provider for those functions that are not related to the direct provision of workforce investment services. It's possible that the local board might find administrative efficiencies by having the same entity serve as the local area's Title I Youth program service provider as its Title I Adult and Dislocated Worker program service provider, an arrangement that multiple local boards have chosen in the current 15 local areas.

One-Stop Operator: \$100,000

Each local area must have a competitively procured one-stop operator. At a minimum, the one-stop operator must coordinate the service delivery of required one-stop partners and service providers.

Local boards may establish additional roles of one-stop operator, including, but not limited to:

- 1) Coordinating service providers across the one-stop delivery system.
- 2) Being the primary provider of services within the center.

- 3) Providing some of the services within the center.
- 4) Coordinating service delivery in a multi-center area, which may include affiliated sites.

A one-stop operator is prohibited from performing all of the following functions:

- 1) Convene system stakeholders to assist in the development of the local plan; prepare and submit local plans (as required under WIOA sec. 107).
- 2) Be responsible for oversight of itself.
- 3) Manage or significantly participate in the competitive selection process for one-stop operators.
- 4) Select or terminate one-stop operators, career service providers, and youth providers.
- 5) Negotiate local performance accountability measures.
- 6) Develop and submit budgets for activities of the Local WDB in the Local Area.

1.0 FTE with the State of Iowa costs on average approximately \$100,000. This valuation is based on 1.0 FTE performing the mandatory minimum one-stop operator function of coordinating the service delivery of required one-stop partners. It is possible that a local board could assign additional roles to the one-stop operator and that those roles would increase the cost thereof. Moreover, some of the allowable one-stop operator roles might not constitute administrative costs because they would constitute the direct provision of workforce investment services (e.g., providing services within the one-stop center).

Iowa Workforce Development Area Alignment Maps & Definitions

Definitions

What is a Laborshed area?

A Laborshed area is the area from which a community or region attracts its workforce. It defines, geographically, the scope of a community or region's labor market area and its relative impact on the local economy.

The Laborshed area is determined by asking local employers for their employees' residential ZIP codes. Those individual responses are combined in order to create a commuting map for a town, city, or region.

How is the labor force defined?

The labor force is the combination of people currently working and the unemployed (those available to work and looking for work). Employed + Unemployed = Labor Force

Who is an IowaWORKS member?

An IowaWORKS member is anyone who has registered for services with IowaWORKS. This does not include everyone who utilizes the IowaWORKS offices. Not all IowaWORKS office customers register for services.

Considerations:

When the following maps were drawn the Laborshed area and IowaWORKS member residential locations for each of the IowaWORKS office communities were taken into consideration. In addition, effort was made to divide the areas into relatively equal portions in regards to available funding and total labor force. Priority was first given to equal distribution of funding (with the exception of the four area map) then to the geography of the Laborshed area/workforce commuting pattern and IowaWORKS members.

Proposed Division of Local Areas Maps

Selection Map: <https://arcg.is/094GTS>

This selection map allows you to control what is being displayed all on one map, several options are available. ***The selection map may take a minute or two to load due to the amount of data contained within the application. The Chrome browser is recommended for optimal performance.***

This map contains the following information:

- IowaWORKS Communities' Laborshed Areas
- IowaWORKS Members' Home Locations
- County Assignment by Office Commuting Patterns
- Each of the area scenario breakouts (two area (2), three area (2), four area, five area, six area, and eight area drafts)
- IowaWORKS Office Locations
- U.S. Highways and Interstates

All of the display options are located in the "Layers" pop-up menu located on the right side of the screen. Click within each box to turn on/off the layer(s) you would like to see displayed or hidden in the map. Use the scroll bar located on the right side of the pop-up menu to move up and down the list of selectable layers. In order to see the map legend, click on the up arrow within the pop-up menu's top right corner. This will provide you with the symbols for the map content you've selected to view including the Laborshed commuting and IowaWorks member concentration breakouts for the chosen areas.

The Laborshed areas (commuting area) specific to each IowaWORKS community are located at the top of the list followed by the IowaWORKS member home locations for each IowaWORKS office. The two, three, and four area breakouts are located at the bottom of the "Layers" list.

To see the commuter or member counts per ZIP code for each community/office, click on the ZIP code within the map you would like to see more information about and a pop-window will display giving you the counts of commuters or members for all offices and communities being displayed. To see the ZIP code counts for overlapping commuting patterns or IowaWorks membership from all displayed communities, click on the right and left arrows within the pop-window.

The County Assignment by Office Commuting Pattern map displays which IowaWorks office the majority of IowaWorks members from that county utilize. This map was used to assign each county to an IowaWorks office, so that funding would align with the members being served in each office as much as possible.

Administrative Region Map: <https://arcg.is/14jfPm>

The Administrative Region map displays the current Iowa Workforce Development and Iowa Community College administrative regions. Also included are Iowa's Regional Economic Development Marketing Group Territories as of November 2017. The legend in the pop-up menu on the right of the screen will provide you with the name of each Regional Marketing group. Counties that are not included in a Regional Marketing group are displayed without color. There are also multiple counties that are in multiple Regional Marketing groups indicated by lighter color shading.

Annual Unemployment Rate by County 2016: <https://goo.gl/wXz96e>

3 Area Funding Scenario	Western	Northeastern	Southeastern	Total
Program Funds Received	\$ 9,107,077	\$ 2,486,298	\$ 3,618,978	\$ 9,214,353
Administrative Funds Received	\$ 345,231	\$ 276,477	\$ 402,109	\$ 1,023,817
Local Workforce Development Board	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
Service Provider Admin	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Board Support (Exec. Director)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Fiscal Agent	\$ 30,000	\$ 30,000	\$ 30,000	\$ 90,000
One Stop Operator	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Total Fixed Cost	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,050,000
Available Remaining	\$ (4,769)	\$ (73,523)	\$ 52,109	\$ (25,183)

3 Area Funding Scenario (Alternative)	Northern	Southwestern	Southeastern	Total
Program Funds Received	\$ 2,941,762	\$ 3,243,885	\$ 3,029,206	\$ 9,214,353
Administrative Funds Received	\$ 326,806	\$ 360,433	\$ 336,578	\$ 1,023,817
Local Workforce Development Board	\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
Service Provider Admin	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Board Support (Exec. Director)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Fiscal Agent	\$ 30,000	\$ 30,000	\$ 30,000	\$ 90,000
One Stop Operator	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Total Fixed Cost	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,050,000
Available Remaining	\$ (23,194)	\$ 10,433	\$ (13,422)	\$ (26,183)

2 Area Funding Scenario	Western	Eastern	Total
Program Funds Received	\$ 4,497,416	\$ 4,716,937	\$ 9,214,353
Administrative Funds Received	\$ 498,712	\$ 524,105	\$ 1,023,817
Local Workforce Development Board	\$ 20,000	\$ 20,000	\$ 40,000
Service Provider Admin	\$ 100,000	\$ 100,000	\$ 200,000
Board Support (Exec. Director)	\$ 100,000	\$ 100,000	\$ 200,000
Fiscal Agent	\$ 30,000	\$ 30,000	\$ 60,000
One Stop Operator	\$ 100,000	\$ 100,000	\$ 200,000
Total Fixed Cost	\$ 350,000	\$ 350,000	\$ 700,000
Available Remaining	\$ 149,712	\$ 174,105	\$ 323,817

2 Area Funding Scenario (Alternative)	Greater IA	East-Central	Total
Program Funds Received	\$ 5,191,163	\$ 4,023,190	\$ 9,214,353
Administrative Funds Received	\$ 576,796	\$ 447,021	\$ 1,023,817
Local Workforce Development Board	\$ 20,000	\$ 20,000	\$ 40,000
Service Provider Admin	\$ 100,000	\$ 100,000	\$ 200,000
Board Support (Exec. Director)	\$ 100,000	\$ 100,000	\$ 200,000
Fiscal Agent	\$ 30,000	\$ 30,000	\$ 60,000
One Stop Operator	\$ 100,000	\$ 100,000	\$ 200,000
Total Fixed Cost	\$ 350,000	\$ 350,000	\$ 700,000
Available Remaining	\$ 226,796	\$ 97,021	\$ 323,817

8 Area Funding Scenario	Northwest	Northeast	Southwest	Southeast	Central	East-Central	East	North-Central	Total
Program Funds Received	\$ 523,786	\$ 1,381,191	\$ 565,992	\$ 1,963,792	\$ 1,499,893	\$ 1,081,733	\$ 1,931,253	\$ 316,713	\$ 9,214,353
Administrative Funds Received	\$ 58,199	\$ 153,466	\$ 62,888	\$ 218,199	\$ 166,655	\$ 114,637	\$ 214,584	\$ 35,189	\$ 1,023,817
Local Workforce Development Board	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 160,000
Service Provider Admin	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 800,000
Board Support (Exec. Director)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 800,000
Fiscal Agent	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 240,000
One Stop Operator	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 800,000
Total Fixed Cost	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,800,000
Available Remaining	\$ (281,801)	\$ (196,534)	\$ (287,112)	\$ (131,801)	\$ (183,345)	\$ (235,363)	\$ (135,416)	\$ (314,811)	\$ (1,776,183)

6 Area Funding Scenario	Northwest	Northeast	Southwest	Southeast	Central	East	Total
Program Funds Received	\$ 705,276	\$ 1,515,098	\$ 712,975	\$ 1,390,269	\$ 1,352,909	\$ 1,736,826	\$ 9,214,353
Administrative Funds Received	\$ 78,365	\$ 168,456	\$ 79,219	\$ 354,474	\$ 150,323	\$ 192,980	\$ 1,023,817
Local Workforce Development Board	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 120,000
Service Provider Admin	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Board Support (Exec. Director)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Fiscal Agent	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000
One Stop Operator	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Total Fixed Cost	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,100,000
Available Remaining	\$ (271,635)	\$ (181,544)	\$ (270,781)	\$ 4,474	\$ (193,677)	\$ (157,020)	\$ (1,076,183)

5 Area Funding Scenario	Northwest	Northeast	Southwest	Southeast	Central	Total
Program Funds Received	\$ 705,276	\$ 2,230,791	\$ 565,992	\$ 4,212,401	\$ 1,499,893	\$ 9,214,353
Administrative Funds Received	\$ 78,365	\$ 247,865	\$ 62,888	\$ 468,044	\$ 166,655	\$ 1,023,817
Local Workforce Development Board	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Service Provider Admin	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Board Support (Exec. Director)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Fiscal Agent	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000
One Stop Operator	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Total Fixed Cost	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,750,000
Available Remaining	\$ (271,635)	\$ (102,135)	\$ (287,112)	\$ 118,044	\$ (183,345)	\$ (726,183)

4 Area Funding Scenario	Northwest	Northeast	Southwest	Southeast	Total
Program Funds Received	\$ 1,080,321	\$ 2,232,494	\$ 2,506,237	\$ 3,395,301	\$ 9,214,353
Administrative Funds Received	\$ 120,036	\$ 248,055	\$ 278,471	\$ 377,255	\$ 1,023,817
Local Workforce Development Board	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
Service Provider Admin	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Board Support (Exec. Director)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Fiscal Agent	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
One Stop Operator	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Total Fixed Cost	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,400,000
Available Remaining	\$ (229,964)	\$ (101,945)	\$ (71,529)	\$ 27,255	\$ (376,183)

4 Area Funding Scenario (Alternative)	Northwest	Northeast	Southwest	Southeast	Total
Program Funds Received	\$ 1,925,963	\$ 2,138,938	\$ 2,852,090	\$ 2,297,362	\$ 9,214,353
Administrative Funds Received	\$ 213,995	\$ 237,659	\$ 316,901	\$ 255,262	\$ 1,023,817
Local Workforce Development Board	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
Service Provider Admin	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Board Support (Exec. Director)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Fiscal Agent	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 120,000
One Stop Operator	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
Total Fixed Cost	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,400,000
Available Remaining	\$ (135,005)	\$ (112,341)	\$ (83,099)	\$ (94,738)	\$ (376,183)

Allocation Process for the Title I Youth Program Funds:

85% of the funds Iowa receive for the WIOA youth employment and training activities are allocated to the regions. Iowa allocates 70% of that amount using the following federally prescribed formula:

- One third of the funds are allocated on the basis of the number of disadvantaged youth in each region compared to the total number of disadvantaged youth in the state;
- One third of the funds are allocated on the basis of the excess number of unemployed individuals in each region compared to the total excess number of unemployed individuals in the state;
- One third of the funds are allocated on the basis of the number of unemployed individuals in areas of substantial unemployment in each region compared to the total number of unemployed individuals in areas of substantial unemployment in the state.

The remaining 30% of regional allocations are based on the number of disadvantaged youth in each region as compared to the total numbers of disadvantaged youth in the state.

Sub-state Allocation Process for the Title I Adult Program Funds:

85% of the funds Iowa receive for the WIOA adult employment and training activities are allocated to the regions. Iowa allocates 70% of that amount using the following federally prescribed formula.

- One third of the funds are allocated on the basis of the number of disadvantaged adults in each region compared to the total number of disadvantaged adults in the state;
- One third of the funds are allocated on the basis of the excess number of unemployed individuals in each region compared to the total excess number of unemployed individuals in the state;
- One third of the funds are allocated on the basis of the number of unemployed individuals in areas of substantial unemployment in each region compared to the total number of unemployed individuals in areas of substantial unemployment in the state.

The remaining 30% is allocated in two parts: 1) one half is based on the excess number of unemployed in each region as compared to the total excess number of unemployed individuals in the state; 2) one half is based on the number of disadvantaged adults in each region as compared to the total number of disadvantaged adults in the state. In this way, allocation credit is provided to support low-income individuals in the state.

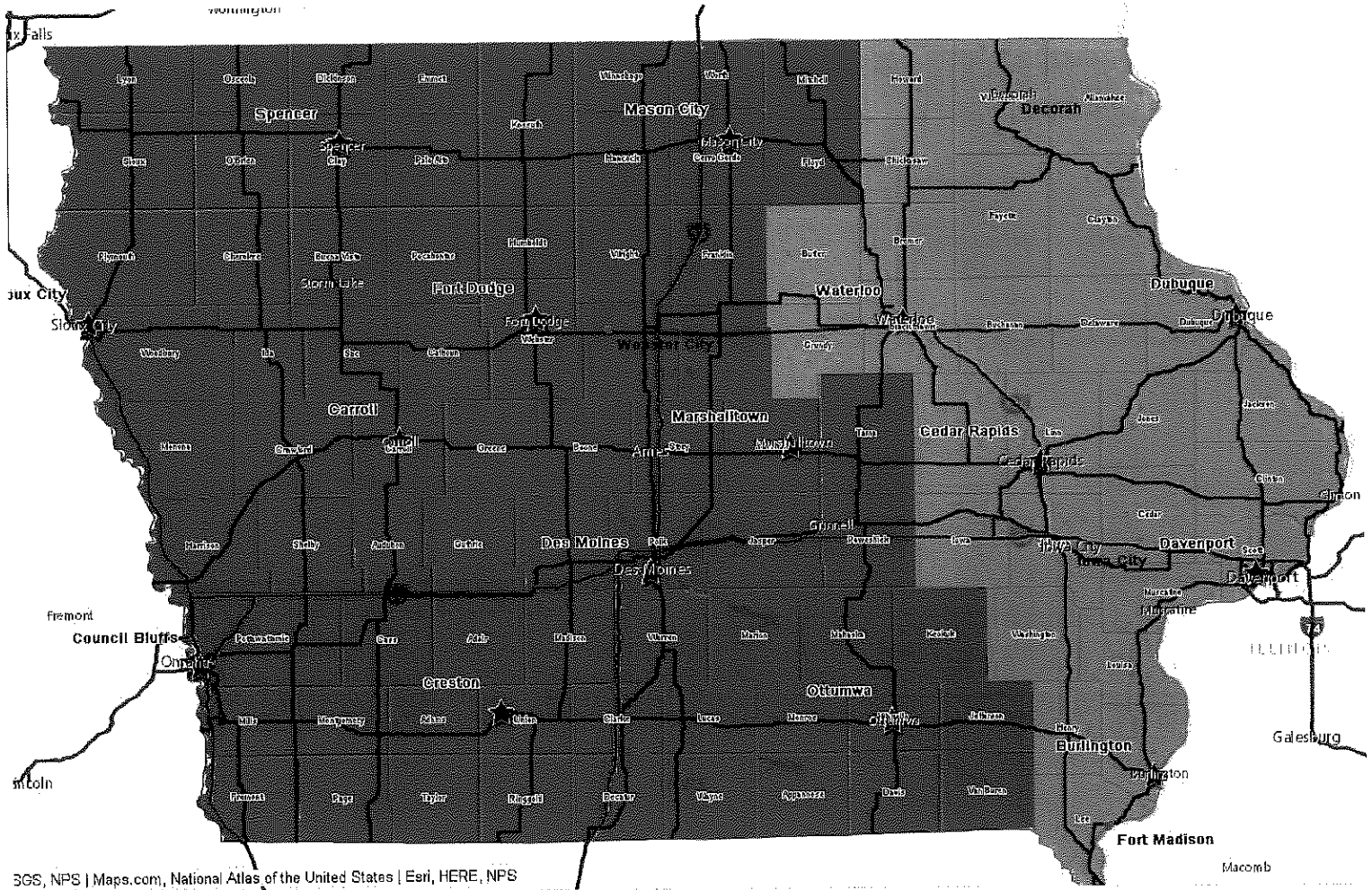
Sub-state Allocation Process for the Title I Dislocated Worker Program Funds:

Of the funds received by Iowa for dislocated worker employment and training activities, the state allocates available funds to the regions using the following data and giving equal weight to each factor:

- **Insured Unemployment Data:** For the most recent calendar year, the monthly average number of individuals who were receiving unemployment insurance.
- **Unemployment Concentrations Data:** Based on the most recent calendar year, regions with unemployment rates above the state average.
- **Plant Closing and Mass Layoff Data:** The number of employees during the most recent calendar year that were impacted by a mass layoff or plant closing.
- **Declining Industries Data:** During the most recent 24-months, the total number of jobs lost in the most recent four quarters as compared to the previous four quarters.
- **Farmer-Rancher Economic Hardship Data:** During the most recent calendar year, the number of farmers/ranchers who have delinquent loans as reported by U. S. Department of Agriculture.
- **Long-Term Unemployment Data:** For the most recent calendar year, the monthly average number of individuals who meet the definition of long-term unemployed. An individual is considered to be long-term unemployed if he/she was out of work for 15 weeks out of a continuous 26-week period of time.

2 AREAS – MAP A

ATTACHMENT “F8”



3GS, NPS | Maps.com, National Atlas of the United States | Esri, HERE, NPS

West

Counties: Lyon, Osceola, Dickinson, Emmet, Kossuth, Winnebago, Worth, Mitchell, Sioux, O'Brien, Clay, Palo Alto, Hancock, Cerro Gordo, Floyd, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Wright, Franklin, Woodbury, Ida, Sac, Calhoun, Webster, Hamilton, Hardin, Monona, Crawford, Carroll, Greene, Boone, Story, Marshall, Tama, Harrison, Shelby, Audubon, Guthrie, Dallas, Polk, Jasper, Poweshiek, Pottawattamie, Cass, Adair, Madison, Warren, Marion, Mahaska, Keokuk, Mills, Montgomery, Adams, Union, Clarke, Lucas, Monroe, Wapello, Jefferson, Fremont, Page, Taylor, Ringgold, Decatur, Wayne, Appanoose, Davis, Van Buren

Field Offices: Spencer, Sioux City, Council Bluffs, Creston, Ottumwa, Des Moines, Fort Dodge, Webster City, Mason City, Marshalltown

Current Areas: 2, 3/4, 5, 6, 8, 11, 12, 13, 14

East

Counties: Howard, Winneshiek, Allamakee, Chickasaw, Fayette, Clayton, Butler, Bremer, Grundy, Black Hawk, Buchanan, Delaware, Dubuque, Benton, Linn, Jones, Jackson, Iowa, Johnson, Cedar, Clinton, Scott, Muscatine, Washington, Louisa, Henry, Des Moines, Lee

Field Offices: Cedar Rapids, Iowa City, Dubuque, Decorah, Waterloo, Burlington, Fort Madison

Current Areas: 1, 7, 9, 10, 16

Key

Area: The local workforce development area described on the front page of this document.

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% Share: The percentage share of the total available federal WIOA Title I funding.

Model Administrative Costs: Mandatory minimum amount of funding necessary to meet all WIOA requirements that are administrative costs.

+/- Model Admin: The amount above or below the Model Administrative Cost total of \$350,000.

Administrative Costs			
Area	\$ Amount	% Share	+/- Model Admin
West	499,712	48.81	+ 149,712
East	524,105	51.19	+ 174,105

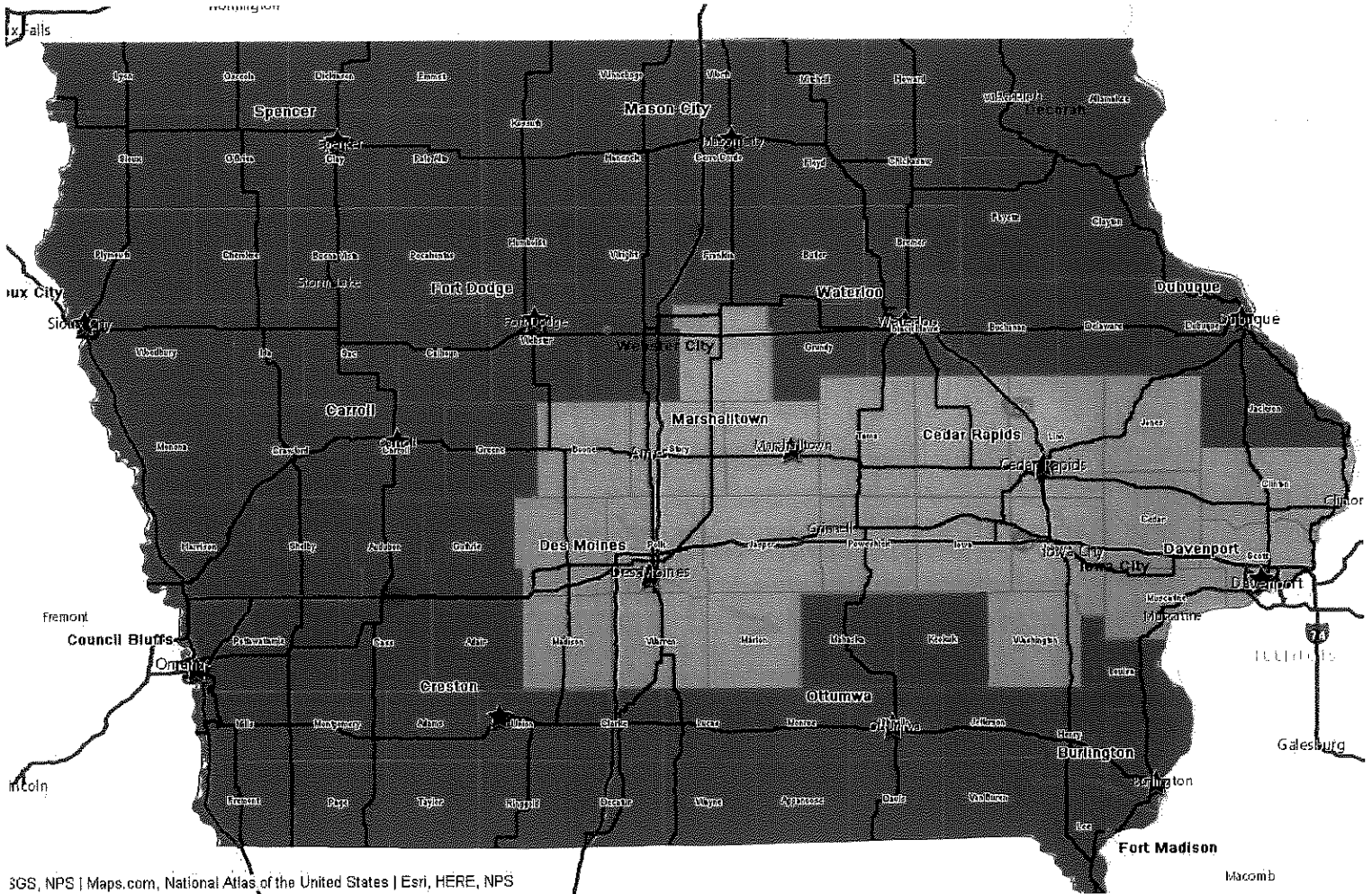
Adult		
Area	\$ Amount	% Share
West	1,546,854	50.26
East	1,530,886	49.74

Dislocated Worker		
Area	\$ Amount	% Share
West	1,248,693	43.44
East	1,625,896	56.56

Youth		
Area	\$ Amount	% Share
West	2,201,581	51.37
East	2,084,260	48.63

Combined Total		
Area	\$ Amount	% Share
West	4,997,128	48.81
East	5,241,042	51.19

2 AREAS – MAP B



Greater Iowa

Counties: Lyon, Osceola, Dickinson, Emmet, Kossuth, Winnebago, Worth, Mitchell, Howard, Winneshiek, Allamakee, Sioux, O'Brien, Clay, Palo Alto, Hancock, Cerro Gordo, Floyd, Chickasaw, Fayette, Clayton, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Wright, Franklin, Butler, Bremer, Woodbury, Ida, Sac, Calhoun, Webster, Hamilton, Grundy, Black Hawk, Buchanan, Delaware, Dubuque, Jackson, Monona, Crawford, Carroll, Greene, Harrison, Shelby, Audubon, Guthrie, Pottawattamie, Cass, Adair, Mills, Montgomery, Adams, Union, Clarke, Lucas, Monroe, Wapello, Jefferson, Henry, Des Moines, Fremont, Page, Taylor, Ringgold, Decatur, Wayne, Appanoose, Davis, Van Buren, Lee

Field Offices: Dubuque, Decorah, Waterloo, Mason City, Spencer, Sioux City, Council Bluffs, Creston, Ottumwa, Burlington, Fort Madison

Current Areas: 1, 2, 3/4, 5, 8, 12, 13, 14, 15, 16

East-Central

Counties: Boone, Story, Hardin, Marshall, Tama, Benton, Linn, Jones, Clinton, Dallas, Polk, Jasper, Poweshiek, Iowa, Johnson, Cedar, Scott, Madison, Warren, Marion, Washington, Muscatine

Field Offices: Des Moines, Marshalltown, Cedar Rapids, Iowa City, Davenport

Current Areas: 6, 9, 10, 11

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Administrative Costs

Area	\$ Amount	% Share	+/- Model Admin
Greater Iowa	576,796	56.34	+ 226,796
East-Central	447,021	43.66	+ 97,021

Adult

Area	\$ Amount	% Share
Greater Iowa	1,791,069	58.19
East-Central	1,286,671	41.81

Dislocated Worker

Area	\$ Amount	% Share
Greater Iowa	1,923,896	66.93
East-Central	950,693	33.07

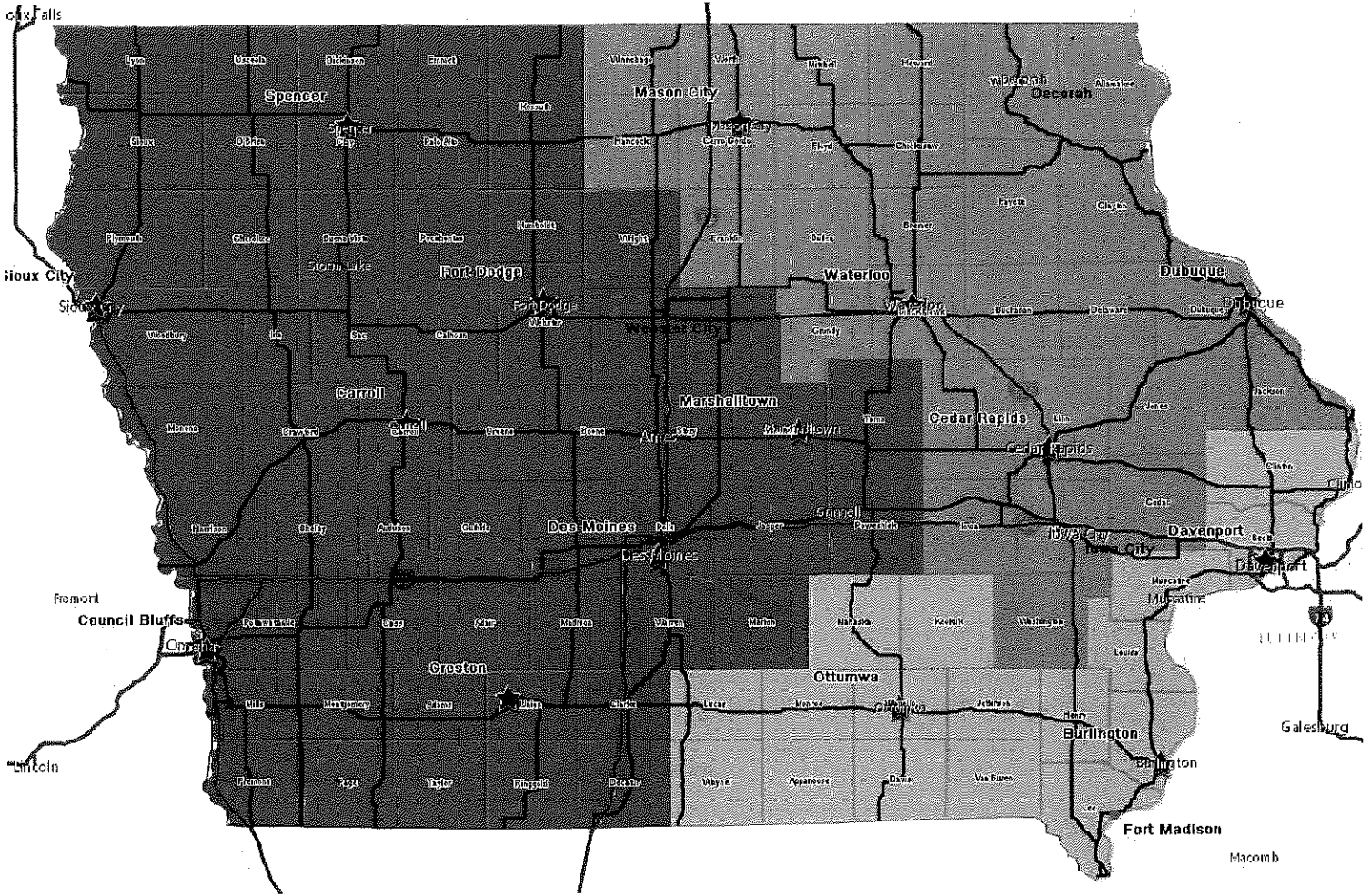
Youth

Area	\$ Amount	% Share
Greater Iowa	2,052,994	47.90
East-Central	2,232,847	52.10

Combined Total

Area	\$ Amount	% Share
Greater Iowa	5,767,959	56.34
East-Central	4,470,211	43.66

3 AREAS – MAP A



West

Counties: Lyon, Osceola, Dickinson, Emmet, Kossuth, Sioux, O'Brien, Clay, Palo Alto, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Wright, Woodbury, Ida, Sac, Calhoun, Webster, Hamilton, Hardin, Monona, Crawford, Carroll, Greene, Boone, Story, Marshall, Tama, Harrison, Shelby, Audubon, Guthrie, Dallas, Polk, Jasper, Poweshiek, Pottawattamie, Cass, Adair, Madison, Warren, Marion, Mills, Montgomery, Adams, Union, Clarke, Fremont, Page, Taylor, Ringgold, Decatur

Field Offices: Des Moines, Creston, Council Bluffs, Carroll, Sioux City, Spencer, Fort Dodge, Webster City

Current Areas: 3/4, 5, 6, 8, 11, 12, 13, 14

Northeast

Counties: Winnebago, Worth, Mitchell, Howard, Winneshiek, Allamakee, Hancock, Cerro Gordo, Floyd, Chickasaw, Fayette, Clayton, Franklin, Butler, Bremer, Grundy, Black Hawk, Buchanan, Delaware, Dubuque, Benton, Linn, Jones, Jackson, Iowa, Johnson, Cedar, Washington

Field Offices: Cedar Rapids, Iowa City, Dubuque, Decorah, Waterloo, Mason City

Current Areas: 1, 2, 7, 10

Southeast

Counties: Clinton, Scott, Muscatine, Louisa, Mahaska, Keokuk, Lucas, Monroe, Wapello, Jefferson, Henry, Des Moines, Wayne, Appanoose, Davis, Van Buren, Lee

Field Offices: Davenport, Ottumwa, Burlington, Fort Madison

Current Areas: 9, 15, 16

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Administrative Costs

Area	\$ Amount	% Share	+/- Model Admin
West	345,231	33.72	- 4,769
Northeast	276,477	27.00	- 73,523
Southeast	402,109	39.28	+ 52,109

Adult

Area	\$ Amount	% Share
West	961,674	31.25
Northeast	594,983	19.33
Southeast	1,521,083	49.42

Dislocated Worker

Area	\$ Amount	% Share
West	1,060,016	36.87
Northeast	834,105	29.02
Southeast	980,468	34.11

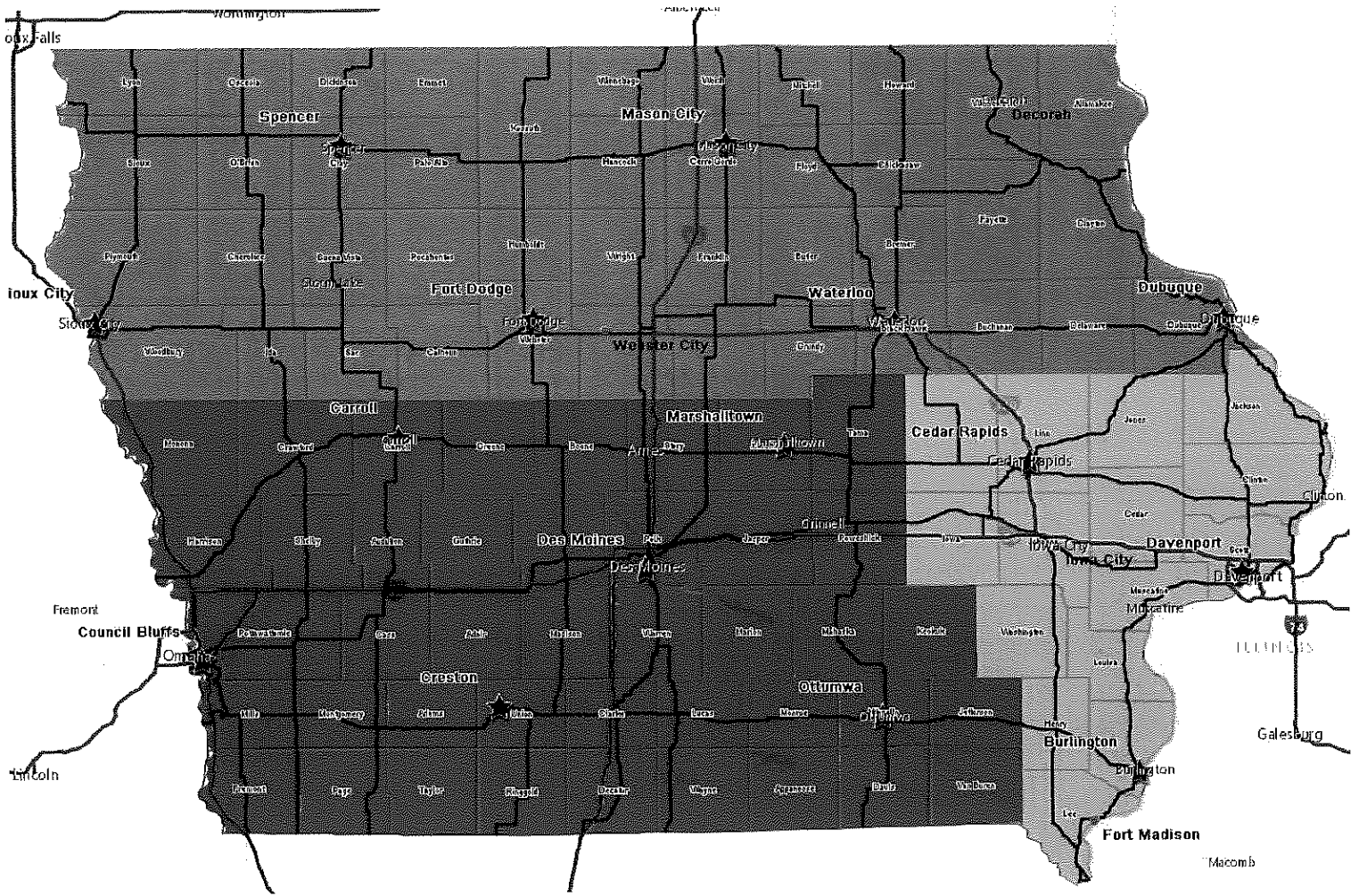
Youth

Area	\$ Amount	% Share
West	1,430,618	33.38
Northeast	1,335,687	31.17
Southeast	1,519,536	35.45

Combined Total

Area	\$ Amount	% Share
West	3,452,308	33.72
Northeast	2,764,775	27.00
Southeast	4,021,087	39.28

3 AREAS – MAP B



North

Counties: Lyon, Osceola, Dickinson, Emmet, Kossuth, Winnebago, Worth, Mitchell, Howard, Winneshiek, Allamakee, Sioux, O'Brien, Clay, Palo Alto, Hancock, Cerro Gordo, Floyd, Chickasaw, Fayette, Clayton, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Wright, Franklin, Butler, Bremer, Woodbury, Ida, Sac, Calhoun, Webster, Hamilton, Hardin, Grundy, Black Hawk, Buchanan, Delaware, Dubuque

Field Offices: Sioux City, Spencer, Fort Dodge, Webster City, Mason City, Waterloo, Decorah, Dubuque

Current Areas: 1, 2, 3/4, 5, 7, Part of 6, Part of 8, Part of 12

Southwest

Counties: Monona, Crawford, Carroll, Greene, Boone, Story, Marshall, Tama, Harrison, Shelby, Audubon, Guthrie, Dallas, Polk, Jasper, Poweshiek, Pottawattamie, Cass, Adair, Madison, Warren, Marion, Mahaska, Keokuk, Mills, Montgomery, Adams, Union, Clarke, Lucas, Monroe, Wapello, Jefferson, Fremont, Page, Taylor, Ringgold, Decatur, Wayne, Appanoose, Davis, Van Buren

Field Offices: Des Moines, Creston, Council Bluffs, Carroll, Marshalltown, Ottumwa

Current Areas: 11, 13, 14, 15, Part of 6, Part of 8, Part of 12

Southeast

Counties: Benton, Linn, Jones, Jackson, Iowa, Johnson, Cedar, Clinton, Washington, Muscatine, Scott, Louisa, Henry, Des Moines, Lee

Field Offices: Cedar Rapids, Iowa City, Davenport, Burlington, Fort Madison

Current Areas: 9, 10, 16

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Administrative Costs			
Area	\$ Amount	% Share	+/- Model Admin
North	326,806	31.92	-23,194
Southwest	360,433	35.21	+ 10,433
Southeast	336,578	32.87	- 13,422

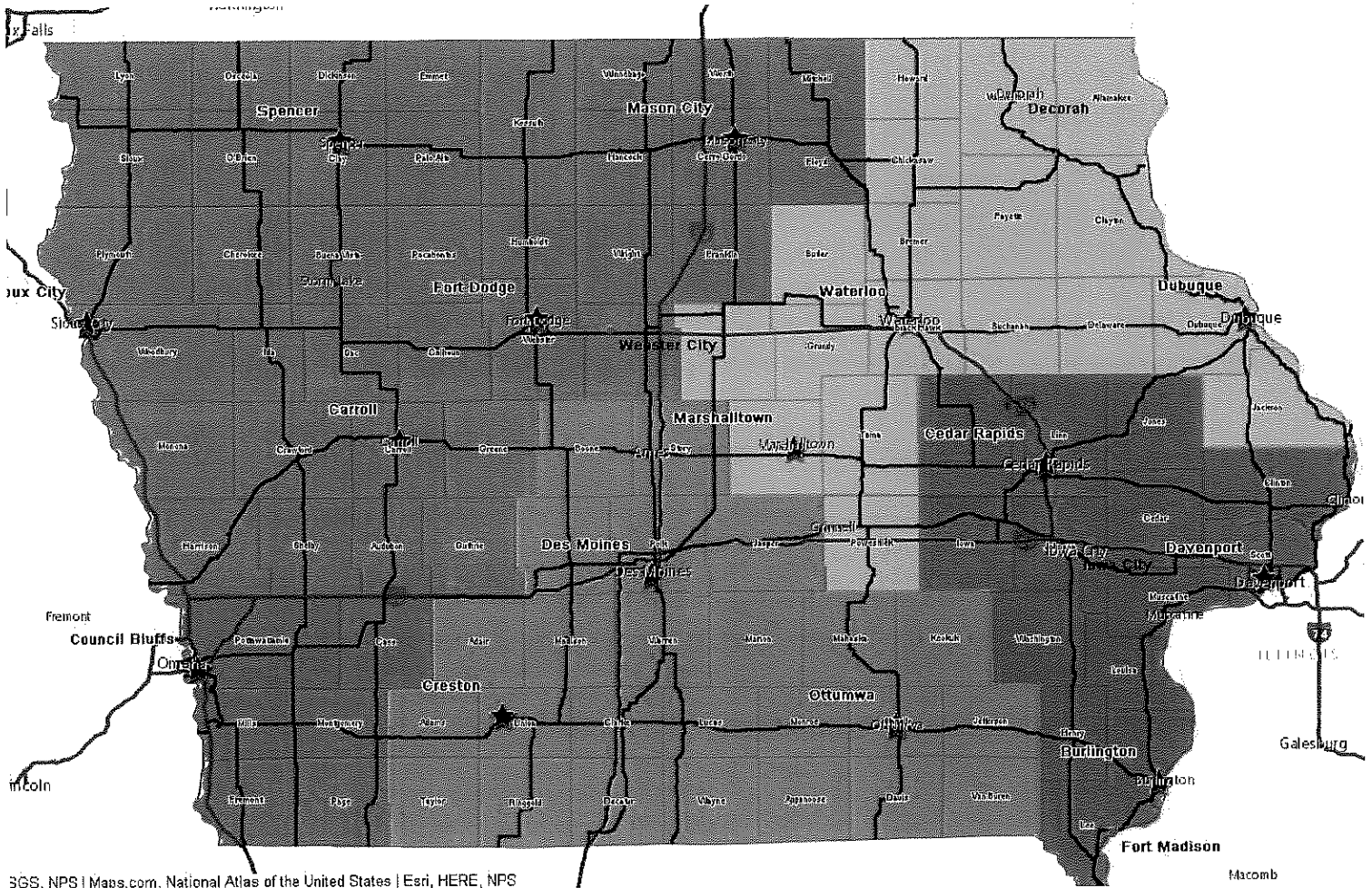
Adult		
Area	\$ Amount	% Share
North	999,555	32.48
Southwest	1,120,266	36.40
Southeast	957,919	31.12

Dislocated Worker		
Area	\$ Amount	% Share
North	829,992	28.87
Southwest	933,166	32.46
Southeast	1,111,431	38.67

Youth		
Area	\$ Amount	% Share
North	1,438,521	33.56
Southwest	1,550,887	36.19
Southeast	1,296,433	30.25

Combined Total		
Area	\$ Amount	% Share
North	3,268,068	31.92
Southwest	3,604,319	35.21
Southeast	3,365,783	32.87

4 AREAS – MAP A



3GS, NPS | Maps.com, National Atlas of the United States | Esri, HERE, NPS

Macomb

Central

Counties: Boone, Story, Dallas, Polk, Jasper, Adair, Madison, Warren, Marion, Mahaska, Keokuk, Adams, Union, Clarke, Lucas, Monroe, Wapello, Jefferson, Taylor, Ringgold, Decatur, Wayne, Appanoose, Davis, Van Buren

Field Offices: Des Moines, Creston, Ottumwa

Current Areas: 11, 15, Part of 14

Northeast

Counties: Howard, Winneshiek, Allamakee, Chickasaw, Fayette, Clayton, Butler, Bremer, Hardin, Grundy, Black Hawk, Buchanan, Delaware, Dubuque, Jackson, Marshall, Tama, Poweshiek

Field Offices: Waterloo, Marshalltown, Dubuque, Decorah

Current Areas: 1, 6, 7

West

Counties: Lyon, Osceola, Dickinson, Emmet, Kossuth, Winnebago, Worth, Mitchell, Sioux, O'Brien, Clay, Palo Alto, Hancock, Cerro Gordo, Floyd, Plymouth, Cherokee, Crawford, Buena Vista, Pocahontas, Humboldt, Wright, Franklin, Woodbury, Ida, Sac, Calhoun, Webster, Hamilton, Monona, Carroll, Greene, Harrison, Shelby, Audubon, Guthrie, Pottawattamie, Cass, Mills, Montgomery, Fremont, Page

Field Offices: Council Bluffs, Sioux City, Carroll, Fort Dodge, Spencer, Mason City, Webster City

Current Areas: 2, 3/4, 5, 8, 12, 13, Part of 14

Southeast

Counties: Allamakee, Winneshiek, Howard, Chickasaw, Clayton, Fayette, Bremer, Butler, Dubuque, Delaware, Buchanan, Black Hawk, Grundy, Jackson

Field Offices: Cedar Rapids, Davenport, Burlington, Iowa City, Fort Madison

Current Areas: 9, 10, 16

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Administrative Costs			
Area	\$ Amount	% Share	+/- Model Admin
West	213,995	20.90	- 136,005
Central	316,901	30.96	- 33,099
Northeast	237,659	23.21	- 112,341
Southeast	255,262	24.93	- 94,738

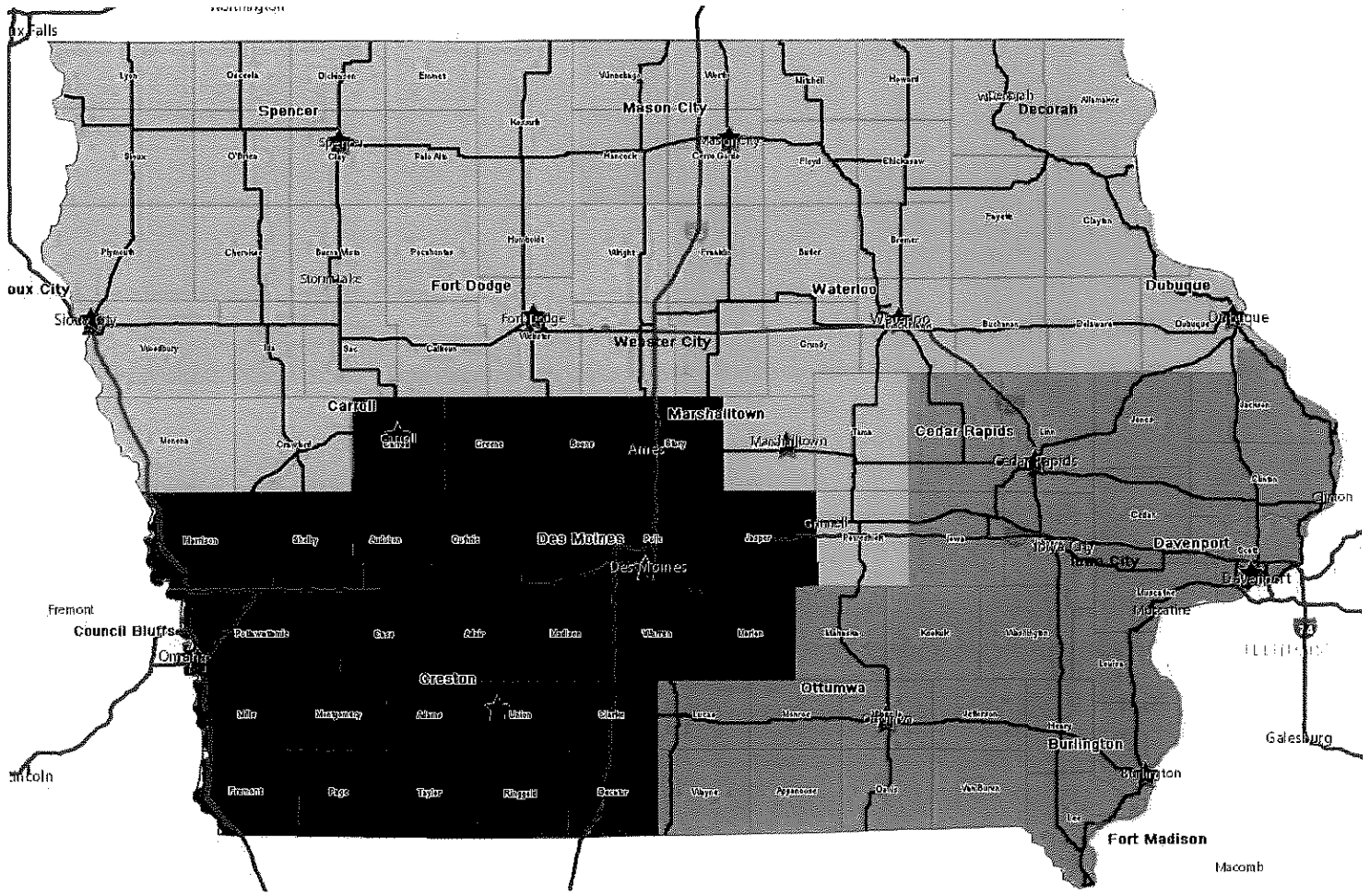
Adult		
Area	\$ Amount	% Share
West	648,289	21.06
Central	993,879	32.30
Northeast	617,804	20.07
Southeast	817,768	26.57

Dislocated Worker		
Area	\$ Amount	% Share
West	597,664	20.79
Central	889,205	30.93
Northeast	794,209	27.63
Southeast	593,511	20.65

Youth		
Area	\$ Amount	% Share
West	894,005	20.86
Central	1,285,907	30.00
Northeast	964,584	22.51
Southeast	1,141,345	26.63

Combined Total		
Area	\$ Amount	% Share
West	2,139,958	20.90
Central	3,168,991	30.96
Northeast	2,376,597	23.21
Southeast	2,552,624	24.93

4 AREAS – MAP B



Northwest

Counties: Lyon, Osceola, Dickinson, Emmet, Kossuth, Sioux, O'Brien, Clay, Palo Alto, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Wright, Woodbury, Ida, Sac, Calhoun, Webster, Hamilton, Monona, Crawford

Field Offices: Sioux City, Fort Dodge, Webster City, Spencer

Current Areas: 3/4, 5, 12, Part of 8

Southwest

Counties: Carroll, Greene, Boone, Story, Harrison, Shelby, Audubon, Guthrie, Dallas, Polk, Jasper, Pottwattamie, Cass, Adair, Madison, Warren, Marion, Mills, Montgomery, Adams, Union, Clarke, Fremont, Page, Taylor, Ringgold, Decatur

Field Offices: Carroll, Council Bluffs, Creston, Des Moines

Current Areas: 11, 13, 14, Part of 8

Northeast

Counties: Winnebago, Worth, Mitchell, Howard, Winneshiek, Allamakee, Hancock, Cerro Gordo, Floyd, Chicasaw, Fayette, Clayton, Franklin, Butler, Bremer, Hardin, Grundy, Black Hawk, Buchanan, Delaware, Dubuque, Marshall, Tama, Poweshiek

Field Offices: Marshalltown, Mason City, Waterloo, Dubuque, Decorah

Current Areas: 1, 2, 6, 7

Southeast

Counties: Benton, Linn, Jones, Jackson, Iowa, Johnson, Cedar Clinton, Scott, Muscatine, Mahaska, Keokuk, Washington, Louisa, Lucas, Monroe, Wapello, Jefferson, Henry, Des Moines, Wayne, Appanoose, Davis, Van Buren, Lee

Field Offices: Cedar Rapids, Davenport, Burlington, Iowa City, Fort Madison

Current Areas: 9, 10, 16

Key

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+/- Model Admin: The amount above or below the Model Administrative Cost total of \$350,000.

Administrative Costs			
Area	\$ Amount	% Share	+/- Model Admin
Northwest	120,036	11.72	- 229,964
Southwest	278,471	27.20	- 71,529
Northeast	248,055	24.23	- 101,945
Southeast	377,255	36.85	+ 27,255

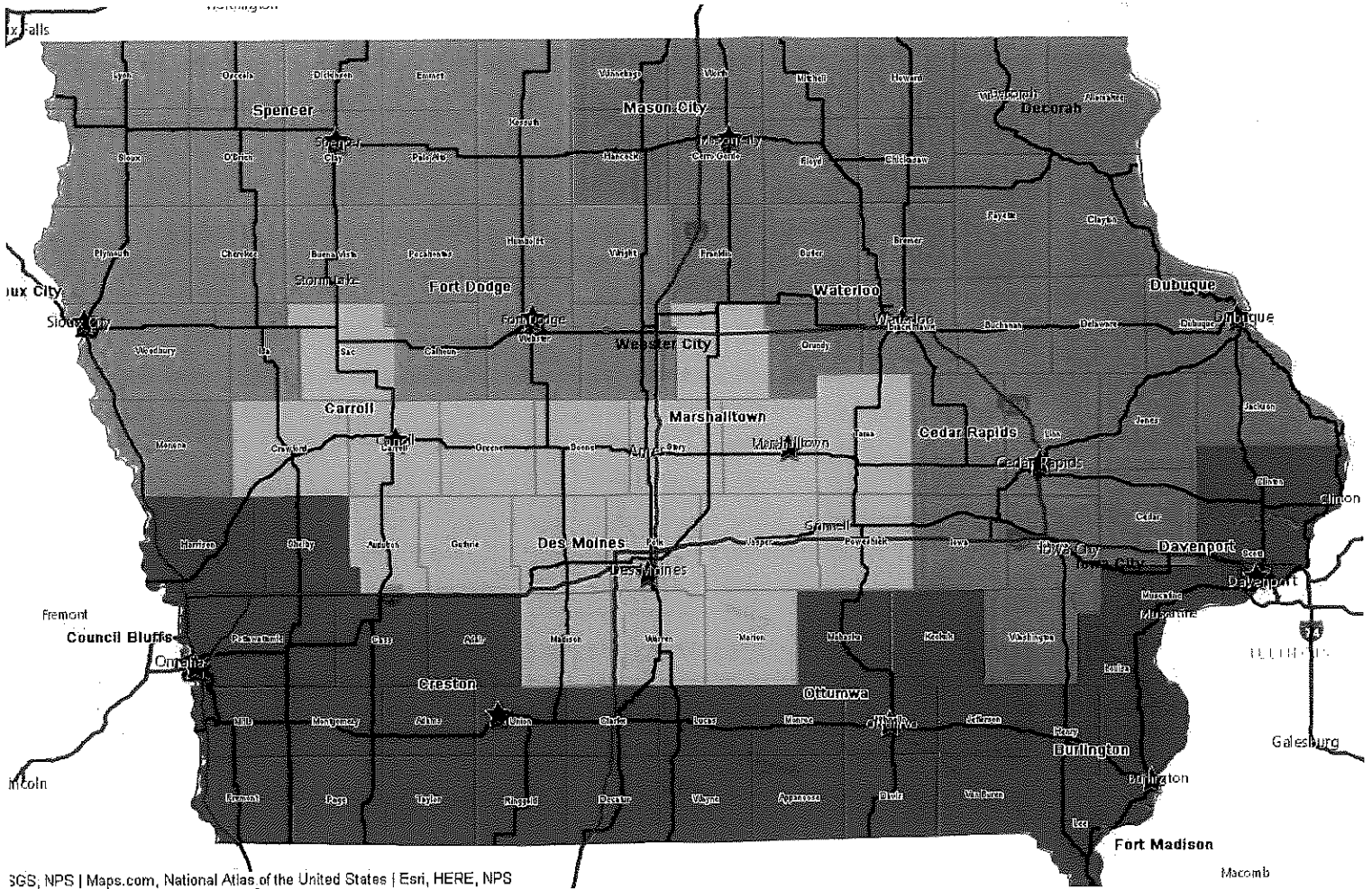
Adult		
Area	\$ Amount	% Share
Northwest	340,170	11.05
Southwest	877,291	28.50
Northeast	687,878	22.35
Southeast	1,172,401	38.10

Dislocated Worker		
Area	\$ Amount	% Share
Northwest	304,528	10.59
Southwest	697,970	24.28
Northeast	746,051	25.95
Southeast	1,126,040	39.18

Youth		
Area	\$ Amount	% Share
Northwest	555,659	12.97
Southwest	1,209,447	28.22
Northeast	1,046,620	24.42
Southeast	1,474,115	34.39

Combined Total		
Area	\$ Amount	% Share
Northwest	1,200,357	11.72
Southwest	2,784,708	27.20
Northeast	2,480,549	24.23
Southeast	3,772,556	36.85

5 AREAS



Northwest

Counties: Lyon, Osceola, Dickinson, Emmet, Kossuth, Sioux, O'Brien, Clay, Palo Alto, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Wright, Woodbury, Ida, Calhoun, Webster, Hamilton

Southwest

Counties: Harrison, Shelby, Pottawattamie, Cass, Adair, Mills, Montgomery, Adams, Union, Clarke, Fremont, Page, Taylor Ringgold, Decatur

Central

Counties: Sac, Crawford, Carroll, Greene, Boone, Story, Marshall, Tama, Hardin, Audubon, Guthrie, Dallas, Polk, Jasper, Poweshiek, Madison, Warren, Marion

Northeast

Counties: Winnebago, Worth, Mitchell, Howard, Winneshiek, Allamakee, Hancock, Cerro Gordo, Floyd, Chickasaw, Fayette, Clayton, Franklin, Butler, Bremer, Grundy, Black Hawk, Buchanan, Delaware, Dubuque, Benton, Linn, Jones, Jackson, Iowa, Johnson, Cedar, Washington

Southeast

Counties: Clinton, Scott, Muscatine, Louisa, Mahaska, Keokuk, Lucas, Monroe, Wapello, Jefferson, Henry, Des Moines, Wayne, Appanoose, Davis, Van Buren, Lee

Key

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% Share: The percentage share of the total available federal WIOA Title I funding.

Model Administrative Costs: Mandatory minimum amount of funding necessary to meet all WIOA requirements that are administrative costs.

+/- Model Admin: The amount above or below the Model Administrative Cost total.

Administrative Costs			
Area	\$ Amount	% Share	+/- Model Admin
Northwest	78,365	7.65	- 271,635
Southwest	62,888	6.14	- 287,122
Central	166,655	16.28	- 183,345
Northeast	247,865	24.21	- 102,135
Southeast	468,044	45.72	+ 118,044

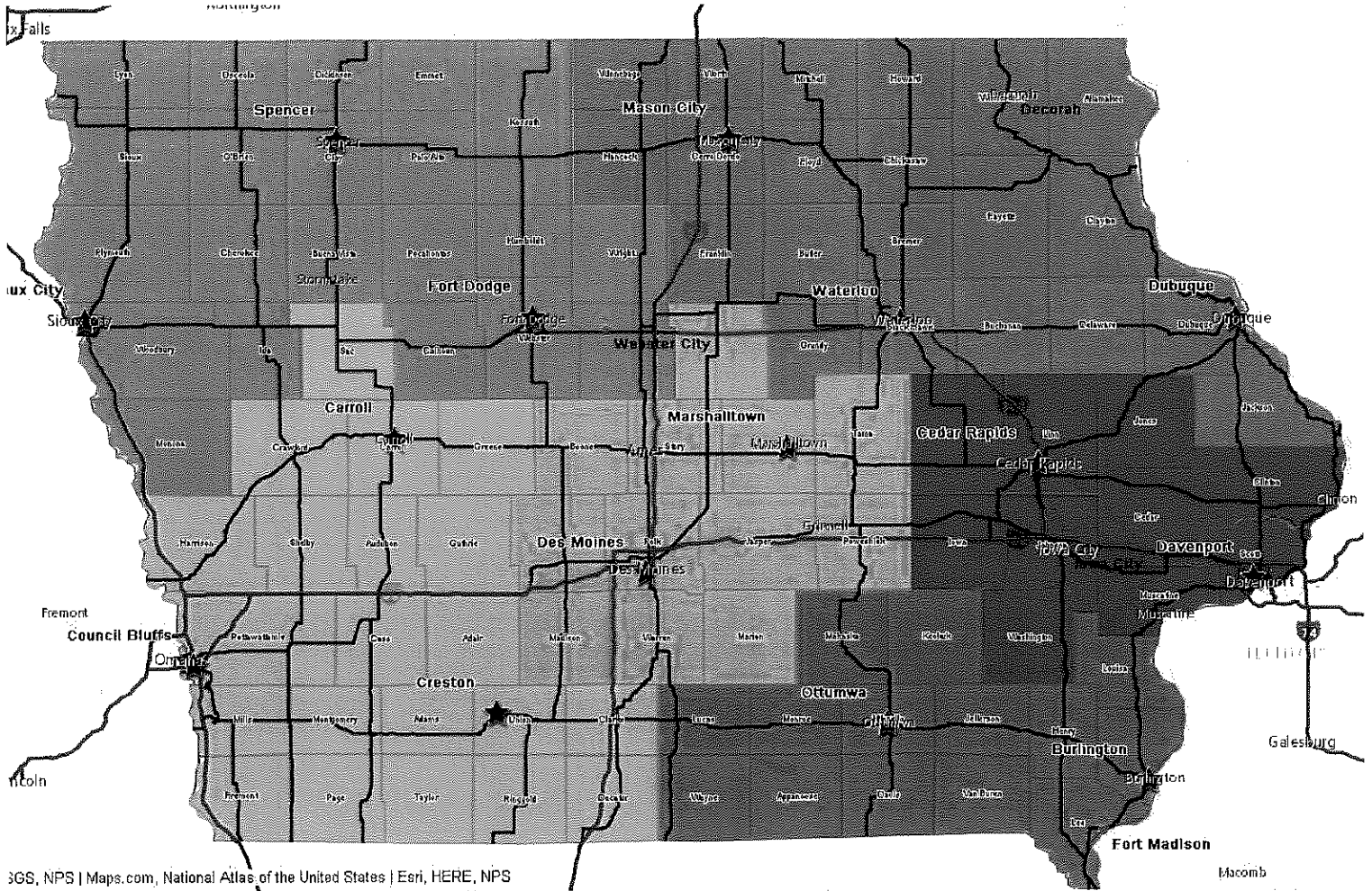
Adult		
Area	\$ Amount	% Share
Northwest	188,416	6.12
Southwest	138,966	4.51
Central	436,297	14.18
Northeast	472,485	15.35
Southeast	1,841,576	59.84

Dislocated Worker		
Area	\$ Amount	% Share
Northwest	252,559	8.79
Southwest	311,640	10.84
Central	495,821	17.25
Northeast	834,105	29.02
Southeast	980,464	34.10

Youth		
Area	\$ Amount	% Share
Northwest	342,666	8.00
Southwest	178,274	4.16
Central	734,430	17.14
Northeast	1,172,066	27.35
Southeast	1,858,405	43.35

Combined Total		
Area	\$ Amount	% Share
Northwest	783,641	7.65
Southwest	628,880	24.21
Central	1,666,548	16.28
Northeast	2,478,656	24.21
Southeast	4,680,445	45.72

6 AREAS



Northwest

Counties: Lyon, Osceola, Dickinson, Emmet, Kossuth, Sioux, O'Brien, Clay, Palo Alto, Plymouth, Cherokee, Buena Vista, Pocahontas, Humboldt, Wright, Woodbury, Ida, Monona, Calhoun, Webster, Hamilton

Southwest

Counties: Sac, Crawford, Carroll, Greene, Harrison, Shelby, Audubon, Guthrie, Pottawattamie, Cass, Adair, Mills, Montgomery, Adams, Union, Clarke, Fremont, Page, Taylor, Ringgold, Decatur

Central

Counties: Madison, Warren, Marion, Dallas, Polk, Jasper, Poweshiek, Boone, Story, Marshall, Tama, Hardin

Northeast

Counties: Winnebago, Worth, Mitchell, Howard, Winneshiek, Allamakee, Hancock, Cerro Gordo, Floyd, Chickasaw, Fayette, Clayton, Franklin, Butler, Bremer, Grundy, Black Hawk, Buchanan, Delaware, Dubuque, Jackson

East

Counties: Benton, Linn, Jones, Iowa, Johnson, Cedar, Clinton, Scott, Muscatine, Washington

Southeast

Counties: Mahaska, Koekuk, Louisa, Lucas, Monroe, Wapello, Jefferson, Henry, Des Moines, Wayne, Appanoose, Davis, Van Buren, Lee

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+/- Model Admin: The amount above or below the Model Administrative Cost total of \$350,000.

Administrative Costs			
Area	\$ Amount	% Share	+/- Model Admin
Northwest	78,365	7.65	- 271,635
Southwest	79,219	7.74	- 270,781
Central	150,323	14.68	- 199,677
Northeast	168,456	16.45	- 181,544
East	192,980	18.85	- 157,020
Southeast	354,474	34.63	+ 4,474

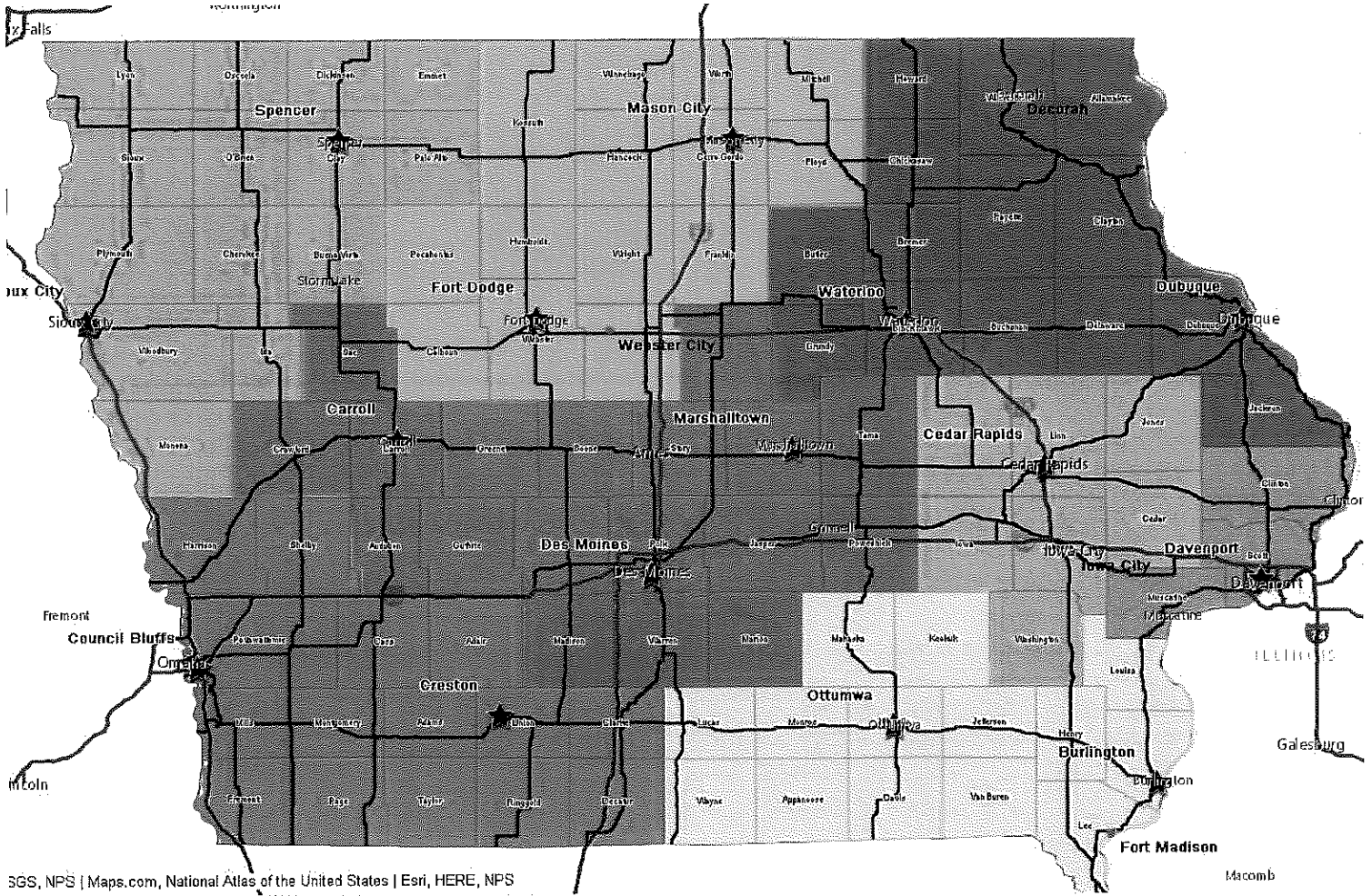
Adult		
Area	\$ Amount	% Share
Northwest	188,416	8.79
Southwest	170,313	5.53
Central	404,951	13.92
Northeast	430,077	13.97
East	562,959	18.29
Southeast	1,321,024	42.93

Dislocated Worker		
Area	\$ Amount	% Share
Northwest	252,559	8.79
Southwest	407,186	14.17
Central	400,272	13.92
Northeast	675,387	23.49
East	613,503	21.34
Southeast	525,682	18.29

Youth		
Area	\$ Amount	% Share
Northwest	342,666	8.00
Southwest	214,695	5.01
Central	698,009	16.29
Northeast	579,090	13.51
East	753,344	17.58
Southeast	1,698,037	39.61

Combined Total		
Area	\$ Amount	% Share
Northwest	783,641	7.65
Southwest	792,194	7.74
Central	1,503,232	14.68
Northeast	1,684,554	16.45
East	1,929,806	18.85
Southeast	3,544,743	34.63

8 AREAS



SGS, NPS | Maps.com, National Atlas of the United States | Esri, HERE, NPS

Northwest

Counties: Lyon, Osceola, Dickinson, Emmet, Sioux, O'Brien, Clay, Palo Alto, Plymouth, Cherokee, Buena Vista, Woodbury, Ida, Monona

Southwest

Counties: Harrison, Shelby, Pottawattamie, Cass, Adair, Mills, Montgomery, Adams, Union, Clarke, Fremont, Page, Taylor, Ringgold, Decatur

North-Central

Counties: Cerro Gordo, Kossuth, Winnebago, Mitchell, Worth, Hancock, Floyd, Pocahontas, Humboldt, Wright, Franklin, Webster, Calhoun, Hamilton

Central

Counties: Sac, Hardin, Tama, Crawford, Carroll, Greene, Boone, Story, Marshall, Audubon, Guthrie, Dallas, Polk, Poweshiek, Jasper, Warren, Madison, Marion

East-Central

Counties: Linn, Jones, Benton, Cedar, Johnson, Iowa, Washington

Northeast

Counties: Allamakee, Winneshiek, Howard, Chickasaw, Clayton, Fayette, Bremer, Butler, Dubuque, Delaware, Buchanan, Black Hawk, Grundy, Jackson

East

Counties: Scott, Clinton, Muscatine

Southeast

Counties: Keokuk, Mahaska, Louisa, Henry, Jefferson, Wapello, Lucas, Monroe, Des Moines, Van Buren, Davis, Wayne, Appanoose, Lee

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Administrative Costs			
Area	\$ Amount	% Share	+/- Model Admin
Northwest	58,199	5.68	- 291,801
Southwest	62,888	6.14	- 287,112
North-Central	35,189	3.44	- 314,811
Central	166,655	16.28	- 183,345
East-Central	114,637	11.20	- 235,363
Northeast	153,466	14.99	- 196,534
East	214,584	20.96	- 135,416
Southeast	218,199	21.31	- 131,801

Adult		
Area	\$ Amount	% Share
Northwest	130,659	4.25
Southwest	138,966	4.52
North-Central	112,645	3.66
Central	436,297	14.18
East-Central	211,890	6.88
Northeast	415,350	13.50
East	827,997	26.89
Southeast	803,936	26.12

Dislocated Worker		
Area	\$ Amount	% Share
Northwest	186,328	6.48
Southwest	311,640	10.84
North-Central	101,424	3.53
Central	495,821	17.25
East-Central	341,504	11.88
Northeast	600,377	20.88
East	381,102	13.26
Southeast	456,393	15.88

Youth		
Area	\$ Amount	% Share
Northwest	264,998	6.18
Southwest	178,274	4.16
North-Central	137,833	3.22
Central	734,430	17.14
East-Central	592,976	13.84
Northeast	518,930	12.11
East	936,738	21.85
Southeast	921,662	21.50

Combined Total		
Area	\$ Amount	% Share
Northwest	581,985	5.68
Southwest	628,880	6.14
North-Central	351,902	3.44
Central	1,666,548	16.28
East-Central	1,146,370	11.20
Northeast	1,534,657	14.99
East	2,145,837	20.96
Southeast	2,181,991	21.31



Summary: Local Workforce Development Board Functions

The required functions of local boards under WIOA section 107(d) are as follows:

- 1) Local plan development and submission
- 2) Workforce research and regional labor market analysis
- 3) Convening stakeholders
- 4) Leveraging support for workforce development activities
- 5) Employer engagement, including the promotion of business representation on the local boards, developing effective linkages with employers, and developing proven and promising practices such as the establishment of industry and sector partnerships.
- 6) Career pathways development
- 7) Identify and promote proven and promising practices for meeting the needs of workers, jobseekers, and employers
- 8) Developing strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers
- 9) Oversight of programs and expenditures
- 10) Negotiation of local performance accountability measures
- 11) Selection of one-stop operators
- 12) Selection of youth providers
- 13) Identification of eligible providers of training services and career services
- 14) Work with the State to ensure that consumer choice requirements are met
- 15) Coordination with education providers
- 16) Establish a budget for the local board
- 17) Solicit and accept grants
- 18) Assess physical and programmatic accessibility for individuals with disabilities
- 19) One-stop certification
- 20) Memorandum of understanding to establish the one-stop delivery system



Local Workforce Development Board Functions

Consistent with the provisions governing local plans, the required functions of local boards under WIOA section 107(d) are as follows.

Local Plan

The local board, in partnership with the chief elected official for the local area involved, shall develop and submit a local plan to the Governor. If the local area is part of a planning region that includes other local areas, the local board shall collaborate with the other local boards and chief elected officials from such other local areas in the preparation and submission of a regional plan.

Workforce research and regional labor market analysis

In order to assist in the development and implementation of the local plan, the local board shall--

- 1) carry out analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities (including education and training) in the region, and regularly update such information;
- 2) assist the Governor in developing the statewide workforce and labor market information system described in section 15(e) of the Wagner-Peyser Act (29 U.S.C. 4912(e)), specifically in the collection, analysis, and utilization of workforce and labor market information for the region; and
- 3) conduct such other research, data collection, and analysis related to the workforce needs of the regional economy as the board, after receiving input from a wide array of stakeholders, determines to be necessary to carry out its functions.

Convening, brokering, leveraging

The local board shall convene local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities. The local board, including standing committees, may engage such stakeholders in carrying out the functions described in this subsection.

Employer engagement

The local board shall lead efforts to engage with a diverse range of employers and with entities in the region involved--

- 1) to promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the local board;
- 2) to develop effective linkages (including the use of intermediaries) with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
- 3) to ensure that workforce investment activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and
- 4) to develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers (such as the establishment of industry and sector partnerships), that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.

Career pathways development

The local board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.

Proven and promising practices

The local board shall lead efforts in the local area to--

- 1) identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility, in accordance with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), to the one-stop delivery system; and
- 2) identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs.

Technology

The local board shall develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by--

- 1) facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;
- 2) facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
- 3) identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system, such as improving digital literacy skills; and
- 4) leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

Program oversight

The local board, in partnership with the chief elected official for the local area, shall--

- 1) conduct oversight for local youth workforce investment activities authorized, local employment and training activities, and the one-stop delivery system in the local area; and
- 2) ensure the appropriate use and management of the funds; and
- 3) for workforce development activities, ensure the appropriate use, management, and investment of funds to maximize performance outcomes.

Negotiation of local performance accountability measures

The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.

Selection of one-stop operators

The local board, with the agreement of the chief elected official for the local area--

- 1) shall designate or certify one-stop operators; and
- 2) may terminate for cause the eligibility of such operators.

Selection of youth providers

The local board--

- 1) shall identify eligible providers of youth workforce investment activities in the local area by awarding grants or contracts on a competitive basis, based on the recommendations of the youth standing committee, if such a committee is established for the local area; and
- 2) may terminate for cause the eligibility of such providers.

Identification of eligible providers of training services

The local board shall identify eligible providers of training services in the local area.

Identification of eligible providers of career services

If the one-stop operator does not provide career services in a local area, the local board shall identify eligible providers of those career services in the local area by awarding contracts.

Consumer choice requirements

The local board shall work with the State to ensure there are sufficient numbers and types of providers of career services and training services (including eligible providers with expertise in assisting individuals with disabilities and eligible providers with expertise in assisting adults in need of adult education and literacy activities) serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities.

Coordination with education providers

The local board shall coordinate activities with education and training providers in the local area, including providers of workforce investment activities, providers of adult education and literacy activities, providers of career and technical education and local agencies administering plans under

title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741).

The coordination shall include--

- 1) reviewing the applications to provide adult education and literacy activities for the local area, submitted to the eligible agency by eligible providers, to determine whether such applications are consistent with the local plan; and
- 2) making recommendations to the eligible agency to promote alignment with such plan; and
- 3) replicating cooperative agreements in accordance with subparagraph (B) of section 101(a)(11) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)), and implementing cooperative agreements in accordance with that section with the local agencies administering plans under title I of that Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 3151(f) of this title), with respect to efforts that will enhance the provision of services to individuals with disabilities and other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

In this paragraph, the term "cooperative agreement" means an agreement entered into by a State designated agency or State designated unit under subparagraph (A) of section 101(a)(11) of the Rehabilitation Act of 1973.

Budget

The local board shall develop a budget for the activities of the local board in the local area, consistent with the local plan and the duties of the local board under this section, subject to the approval of the chief elected official.

Grants and donations

The local board may solicit and accept grants and donations from sources other than Federal funds made available under this Act.

Tax-exempt status

Local boards may incorporate, and may operate as entities described in section 501(c)(3) of Title 26 that are exempt from taxation under section 501(a) of such title.

Accessibility for individuals with disabilities

The local board shall annually assess the physical and programmatic accessibility, in accordance with WIOA section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), of all one-stop centers in the local area.

One-stop certification

The local board is required to perform one-stop certification at least once every four years using the criteria established by the State Workforce Development Board and may include additional criteria if it chooses.

Establishment of the One-Stop Delivery System

The local board must develop and enter into a memorandum of understanding (MOU) with at least the required partners identified in WIOA section 121 to establish the one-stop delivery system.



Criteria for Local Workforce Development Areas & Regions

Local Workforce Development Areas

The designation of local workforce development areas (local areas) that were not designated as local areas under the Workforce Investment Act of 1998 (WIA) must include at a minimum the extent to which the proposed area:

- 1) Is consistent with local labor market areas;
- 2) Has a common economic development area; and
- 3) Has the Federal and non-Federal resources, including appropriate education and training institutions, to administer activities under WIOA Title I, Subtitle B.

Under the U.S. Dept. of Labor Monitoring Report, consideration must also be given to whether the local areas have sufficient WIOA funds to meet all WIOA requirements, including one-stop operator, independent local workforce development board (local board) staff, performance of all required local board functions, and local fiscal agents.

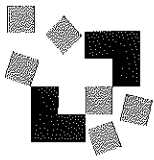
Planning Regions

A planning region may consist of one local area or more than one local area, and may consist of local areas from different states. The designation of planning regions must include:

- 1) Consultation with the Local WDBs and chief elected officials (CEOs) in the local area(s) as required in WIOA sec. 102(b)(2)(D)(i)(II) and WIOA sec. 106(a)(1); and
- 2) Consideration of the extent to which the local areas in a proposed region:
 - a. Share a single labor market;
 - b. Share a common economic development area; and
 - c. Possess the Federal and non-Federal resources, including appropriate education and training institutions, to administer activities under WIOA subtitle B.

In addition to the required criteria above, other factors that may be considered include:

- 1) Population centers;
- 2) Commuting patterns;
- 3) Land ownership;
- 4) Industrial composition;
- 5) Location quotients;
- 6) Labor force conditions;
- 7) Geographic boundaries; and
- 8) Additional factors as determined by the Secretary.



Iowa
**Vocational
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Services

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January 8, 2018

Ben Humphrey
Iowa Workforce Development
Des Moines, Iowa

Hi Mr. Humphrey,

Per your request, I am attempting to respond with additional information to the role Iowa Vocational Rehabilitation Services plays in the support and alignment of services for WIOA implementation and the availability of funding to support additional administrative costs related to workforce services through WIOA.

IVRS receives funding through Title IV supporting a wide range of services designed to help individuals with disabilities prepare for and engage in gainful employment, and secure financial and personal independence through vocational rehabilitation services. We are a core partner for WIOA implementation and are happy with the collaborative approaches to improving a Future Ready Iowa workforce consistent with the implementation of strategies supported by WIOA. WIOA does ask for CORE partners to share in infrastructure costs related to One Stop services. It encourages collaborative discussions designed to maximize capacities and align resources in ways that allow all partners to leverage services to maximize employment outcomes. There are also recommended percentage infrastructure costs identified if partners can't agree on how this should work.

IVRS has the intent to be an active partner and leader in employment services for individuals with disabilities and is excited regarding the work occurring across our state systems to align employment services to maximize state resources for the benefits of our job candidates. We are collaborative partners closely aligned in 12 of our regions and are progressing with One-Stop alignment in the remaining three regions. In our current arrangement, we are already providing considerable staff time and capacity in aligning service efforts. This includes representation on various work groups, business service teams, Disability Access Committees and service for our common customers. Beyond that we are paying \$415,489.43 currently to support co-location efforts at our One Stop Centers. These are dollars that pay for related rent and infrastructure costs for common space that provide opportunities for IVRS to collaborate with One-Stop Center programs and services. This is well above the WIOA allotted percentage for sharing of infrastructure costs, which would be \$191,169.38. This is not attempting to calculate staff time and resources used in actual shared service delivery. I am supportive of these costs and believe we are moving to a better service delivery system because of the collaboration and shared partnering that is occurring.

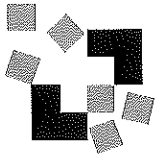
ATTACHMENT "F12"

Kim Reynolds, Governor

Adam Gregg, Lt. Governor

Ryan M. Wise, Director
Department of Education

David L. Mitchell, Administrator



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Ryan M. Wise, Director
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David L. Mitchell, Administrator

IVRS, like other state core partners, does not have additional monies set aside to support additional increases in administrative cost sharing. Our budget, both at the state and federal levels, are seeing status quo or decreased funding levels, which means this directly impacts our ability to provide services. We currently have a waiting list for job candidates that is at 733. The average waiting list in 2017 for IVRS was 745 individuals and in 2016 it was 1012. We have focused on increasing service capacities, with no increased funding levels and have been able to decrease the size of our waiting list. We anticipate that to grow through the next year as service and operational costs continue to increase, but we have streamlined our administrative costs considerably.

I support Director Townsend's comments regarding decisions that will either focus on service delivery for our job candidates and business partners or support administrative costs. I am hopeful that we can continue discussions to align our workforce boards to maximize the guidance and direction they provide at the local regional levels, but by minimizing the administrative costs, we can maximize the support for service delivery.

Thank you for providing an opportunity to share additional information regarding cost sharing ability.

Respectfully,

David Mitchell

David Mitchell, MS, CRC
IVRS Administrator



STATE OF IOWA

KIM REYNOLDS, GOVERNOR
ADAM GREGG, LT. GOVERNOR

DEPARTMENT OF EDUCATION
RYAN M. WISE, DIRECTOR

January 16, 2018

Mr. Benjamin Humphrey, Attorney 3
Iowa Workforce Development
1000 East Grand Avenue
Des Moines, Iowa 50319

Ben:

Thank you for the opportunity to provide a response in regard to how a core partner, Title II, might be able to share administrative costs related to workforce services through WIOA (Workforce Innovation and Opportunity Act).

WIOA mandates that core and required partners provide **infrastructure costs** related to the purpose of the one-stop operating system. Title II programs cannot use funds to cover another program's administrative expenses, nor can they cover personnel costs (salaries, wages, and fringe benefits) of the employees of partner programs or their sub-recipients, as described in Uniform Guidance.

For infrastructure costs, Title II programs can only contribute to non-personnel related costs associated with and deemed necessary for the general operation of the one-stop center. These infrastructure costs include facility rental, utilities and maintenance, equipment (including assessment related products and assistive technology for individuals with disabilities), and technology to facilitate access to the one-stop center, including the center's planning and outreach activities. All costs must be allocable and proportionate to the use of the partner program.

TEGL No. 16-16 (https://wdr.doleta.gov/directives/attach/TEGL/TEGL_16-16_Acc.pdf) details the core and required partners' responsibilities in covering infrastructure costs. It is critical to note that for a partner program to provide funding, there must be the ability to identify the proportional costs and relative benefits received by the partner. This is why it is imperative that local-level negotiations are conducted between all local core and required partners.

The financial contributions of a partner that is not co-located, but is providing services through a direct linkage, must be calculated accordingly and will be different than those partners with a physical presence. Title II plans to be an active partner in these negotiations to maximize the leveraging of resources and to ensure the reduction of duplicative services.

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Mr. Benjamin Humphrey
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January 16, 2018

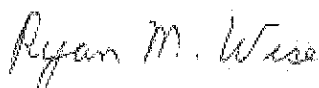
In regard to how much funding is available from Title II, contributions need to be negotiated at the local level, with guidance and final sign off provided by the state staff. It is important to note that these local contributions would be capped for administrative costs based on statutory limitations as a percentage of the five percent administrative rate of the federal allocation. The amount and availability of funds will vary based on the needs of the region and partners, the operating budget, and the number of one-stop centers or affiliate sites. However, operating budgets for this fiscal year have been set, therefore negotiations will need to include non-cash and third-party in-kind contributions, which are allowable under WIOA, such as providing assessment tools and equipment for career services.

Beyond this, each local provider has a statutory requirement to provide a match for federal funds received. These match dollars are also subject to a maintenance of effort requirement defined by WIOA section 241(b). Through these statutory requirements, local providers are contributing 56.8 percent in additional funding, which is already being applied in the rent and maintenance of the facilities used by Title II and other partners as an affiliate location.

Any additional costs imposed on Title II providers for non-personnel and non-instructional services will need to be budgeted for in the future and would reduce available funding for direct services to participants. Iowa's Title II budget, at the federal level, has experienced a steady decline over the past 10 years by 26.8 percent. Contrary to this decrease, enrollment for services has increased 3.2 percent over the past five years. We anticipate continued growth in low level literacy and English as a Second Language participants.

I support Director Townsend and Iowa Workforce Development's efforts to focus on service delivery for our most in-need participants. I am hopeful that we can continue discussions that will align our workforce boards and increase our efforts to provide high-quality workforce services at the local levels in the most cost-effective way. If you need any further clarification regarding this response, provided do not hesitate to contact me.

Sincerely,



Ryan Wise, Ed.L.D.
Director

RW:AH/sew

cc: Barbara Burrows, Chief, Bureau of Community Colleges
Alex Harris, Adult Education State Director, Bureau of Community Colleges
Jeremy Varner, Administrator, Division of Community Colleges and Workforce Preparation



Kim Reynolds
Governor
January 17, 2018

Adam Gregg
Lt. Governor

Emily Wharton
Director

Dear Workforce Realignment Committee Members:

In answer to your question regarding the availability of funds to support the administration of local workforce boards, our agency has no funds available to contribute. Currently we devote approximately 80 hours of program administrator time and 864 hours of line staff time annually to local board activities. This is time that is taken away from providing direct services to our clients.

If we were forced to contribute, we would need to lay off a secretary supporting our field staff or close our aids and devices store. We will always try to cut administration and support services before direct client services, but client services would definitely suffer as our support staff is already stretched thin. Due to budget cuts, we have had to cut our own administration costs so radically that the Executive Secretary responsible for supporting our director, CFO, and Commission Board must also answer our main switchboard number.

Sincerely,

Emily Wharton
Director, Iowa Department for the Blind