

## Attachment G

### Workforce Investment Act Title I-B Annual Report (ETA 9091)

#### GENERAL INSTRUCTIONS

Each State that receives an allotment under WIA section 127 (youth activities) or section 132 (adult and dislocated worker activities) of the Workforce Investment Act of 1998 must prepare and submit an Annual Report to the Secretary in accordance with WIA sections 136(d)(1) and 185(d).

The Department of Labor, in consultation with States and other partners, has developed a strategy for the Annual Report that is designed to meet these requirements but that also provides States the flexibility to “showcase” their unique programs, strategies and accomplishments. The Annual Report will emulate the Private Sector’s “Report to Stockholders.” Just as a Report to Stockholders presents a company portrait painted in a particular style of the corporate culture, States are encouraged to design their Annual Reports to stakeholders in a manner that makes extensive use of graphics and other communication devices so that the report represents their qualities in the most advantageous manner to all stakeholders, including Congress, Governors, State legislators, workforce investment boards and the public. For example, States may want to include “success stories” that focus attention on successful programming for participants, employers and communities. Messages from the Governor, or information about State Workforce Investment Board members, market analysis, strategies for improvement, effects on major industries may also be included. While this portion of the Annual Report is optional, DOL is optimistic that States new to this type of publication will soon discover the benefits that States now creating these kinds of documents have come to appreciate.

Additionally, as a Report to Stockholders contains information mandated by the Securities and Exchange Commission, the WIA Annual Report will have some required information that will appear in the format prescribed in attachment V. This will satisfy WIA section 185(c)(2) which requires the Secretary to facilitate this uniform reporting, and will allow the Secretary to disseminate a State-by-State comparison of the information as required in WIA section 136(d)(3)(B). Another reason that this essential information is displayed in a clear and unambiguous way, is that the core and customer satisfaction indicators will be used when determining incentive grants under WIA section 503 and sanctions under WIA section 136(g). States may place these tables anywhere in their publication, but they must be confined to one section of the report rather than scattered throughout the report.

**Due Date.** The report is due December 1 following each program year. For example, the report for Program Year (PY) 2000 will be due December 1, 2001. States will probably want to begin planning their Annual Reports, writing “Success Stories,”

contracting for publication, etc., before outcome data becomes available in order to meet the deadline for submission. 20 CFR 667.300(e)(1) of the WIA Final Rule (65 FR 49429, August 11, 2000) states that: "A State failing to submit any of these annual performance progress reports within 45 days of the due date may have its grant (for that program or all title I, subpart B programs) for the succeeding year reduced by as much as five percent, as provided by WIA section 136(g)(1)(B)."

**Scope.** The report will cover services provided under Title I-B of WIA using local funds and statewide funds. Details about services provided using National Emergency Grant funds should not be included since this information will be included in other report(s). States may also include information about partner programs and how WIA and partner programs are collaborating to provide workforce development services. Statewide activities to be included in the Annual Report are those statewide activities that are included in the performance measures.

- Statewide activities: If the activities funded with State 15% reserve funds involve the enrollment of individuals eligible for Title I-B services, (e.g., adult, dislocated workers, or youth activities), at the State or local level, the outcomes are included in the performance measurements. If the activities are not supporting services for eligible adults, dislocated workers or youth, the outcomes are not included in the negotiated performance measures. Examples of such exceptions include activities where:

- the State is conducting a Statewide activity that does not involve direct services (e.g., research or evaluation),

- the activity is structured to provide services that are highly specialized, such as a pilot or demonstration activity for which the State establishes separate, or its own specific, goals not typically addressed in the adult, dislocated worker or youth activities (e.g., the activities support incumbent worker training authorized under section 134(a)(3)(A)(iv)(I), or activities for chemically dependent TANF recipients).

**Time Period.** The Annual Report reflects performance outcome information that becomes available by the time the Annual Report for the program year is due. The introduction to each table explains the applicable time periods. States may include information on performance indicators from previous years to show trends over time as this information becomes available.

**Annual Report Tied to Individual Records.** The performance information provided in the Annual Report is based on the data from the individual records provided to the Secretary.

**Submission.** The Department of Labor's Employment and Training Administration (ETA) will provide Congress with a copy of the Annual Report submitted by each State

and publish each State's report on an Internet web site. States must provide ETA with:

- One original and two copies of the report, one to forward to Congress and one each for ETA's national and regional office; and
- A computerized copy of the report in a format usable for inclusion on ETA's web site. Acceptable formats include WordPerfect, Microsoft Word, Acrobat, and other commonly used formats.
- The electronic format of this report may have a slightly different appearance than the attached report form. We will provide specific instructions for the electronic submission of the report at a later date.

### **SPECIFIC INSTRUCTIONS**

**Optional Portion.** Since States are not required to include any information other than that in the attached format, we are not issuing any formal guidance on the optional portion of the report. However, we anticipate providing some examples of "best practices" and working with our State Partners to develop technical assistance for those who want it.

**Required Portion.** The required portion of the Annual Report must be submitted according to the following guidelines:

Indicate your State's name and the date the report was submitted electronically to the Department of Labor or its designated contractor.

On the electronic version of the report, include the name and title of the authorized official of the governor responsible for certifying that the data submitted is complete and accurate.

#### **I. Narrative Section.**

A. A discussion of the cost of workforce investment activities relative to the effect of the activities on the performance of the participants as required in WIA section 136(d)(2)(C).

In addressing this item, States may want to include information from their strategic plans about the mix of services (activities) selected and the outcomes expected from these activities and then discuss the actual outcomes for their major customer segments. States may indicate actual federal outlays for selected activities, if the information is available.

States must explain how the allocation of resources for adults, dislocated workers, and youth activities affected the outcomes. For adults and dislocated

workers the activities that States may wish to address are core, intensive and training services. For youth, States should include information about front-end costs (e.g., intake, assessment and case management) and aggregated direct service costs for the ten youth program elements described in WIA section 129(c)(2).

B. A description of State evaluations of workforce investment activities (if any) is required by WIA section 136(d)(1), including:

- The questions the evaluation will/did address;
- A description of the evaluation's methodology; and
- Information about the timing of feedback and deliverables.

The required State evaluations of workforce investment activities are described in WIA section 136(e) and include evaluation studies of workforce investment activities conducted under WIA title I-B to establish, implement and use methods for continuous improvement in the efficiency and effectiveness of the statewide workforce investment system in improving employability for job seekers and competitiveness for employers.

## II. Table Section Instructions.

**Table A - Workforce Investment Act Customer Satisfaction Results.** Enter the following information separately for program participants and employers. Additional information about Customer Satisfaction Indicators is available in TEGL 6-00. This information is based on exiters from the program year:

**Negotiated Performance Level.** The level of performance negotiated between the State and DOL.

**Actual Performance Level.** The actual performance levels on the American Customer Satisfaction Index.

**Number of Customers Surveyed.** The number of surveys with answers to each of the three required questions. (The number of surveys to be administered is addressed in TEGL 7-99.)

**Number Eligible for the Customer Satisfaction Survey.** The number of participants/employers in the group (sample frame) from which the customer sample was drawn. This information is needed to aggregate customer satisfaction across all States.

**Aggregating Local Board ACSI Results to Obtain Statewide Results.** States using the ACSI methodology to measure Local Board performance are not

required to conduct separate customer satisfaction surveys to obtain State level results. In situations where a single sampling rate is used throughout the State, the Local Board ACSI results on a customer satisfaction measure may simply be aggregated to obtain State level results.

In situations where different sampling rates exist for the Local Boards in a State, each Local Board's ACSI score will need to be weighted before aggregating the outcomes to obtain results that are representative of the State overall. The information needed to compute these weighted scores are the sample frames for each Local Board in the State and each Local Board's ACSI score.

To illustrate how these weights are derived, consider the following example:

Name	Participant Sampling Frame	ACSI	Employer Sampling Frame	ACSI
Local Board 1	1,824	67.2	597	65.2
Local Board 2	1,025	78.1	533	80.0
Local Board 3	1,151	68.6	487	67.0
State A	4,000	////	1,617	////

The weighted score would be calculated for each Local Board by multiplying the ACSI score by the number in the Local Board sample frame. These weighted Local Board scores would then be totaled and divided by the sum of the sampling frame sizes for all Local Boards in the State to obtain a State ACSI score.

Using the figures provided in the above example, the ACSI scores for the State are calculated in the following manner:

	Participant	Employer
Local Board 1	$(67.2 * 1,824) = 122,572.8$	$(65.2 * 597) = 38,924.4$
Local Board 2	$(78.1 * 1,025) = 80,052.5$	$(80.0 * 533) = 42,640.0$
Local Board 3	$(68.6 * 1,151) = 78,958.6$	$(67.0 * 487) = 32,629.0$
Total	$= 281,583.9$	$= 114,193.4$

State A ACSI score for participants:  $(281,583.9 / 4,000) = 70.4$

State A ACSI score for employers:  $(114,193.4 / 1,617) = 70.6$

**Tables B through K.** Use the following definitions to complete Tables B through K. Information for the special population tables is in accordance with the requirements of WIA section 136(d)(2)(F). The comparison of individuals who received Training Services and Individuals who received only core and intensive services is required by section 136(d)(2)(E) of the Act.

**Negotiated Performance Level.** The level of performance negotiated between the State and DOL.

**Actual Performance Level.** The actual performance levels on the core indicators of performance for the groups of individuals specified on the table. Include the numerator and denominator for the actual performance levels achieved in the space indicated.

Summary definitions of the four core performance indicators for youth, adults and dislocated workers, entered employment, credential and/or credential and employment, six months retention and six months earning change or earning replacement as well as the youth skill attainment indicator are presented in TEGL 7-99 Attachment A. General definitions are presented in Attachment B of the same TEGL. Detailed calculation instructions are presented in Attachment C of TEGL 7-99.

Information about the Entered Employment Rate, the Employment Retention Rate (six months), the Earnings Change In Six Months (adults), the Earnings Replacement In Six Months (dislocated workers) and the Employment and Credential Rate will be based on exiters from the first quarter of the program year and the last three quarters of the previous program year.

Information about the participant customer satisfaction measure, the Younger Youth Diploma rate and the Youth Skill Attainment Measure will be based on exiters from the program year. The employer customer satisfaction measure is based on employers served during the program year.

**Adults.** Individuals who received services (other than self-service and informational activities) funded with adult program funds.

**Dislocated Workers.** Individuals who meet the definition of a dislocated worker in WIA section 101(9) who received services (other than self-service and informational activities) funded with dislocated worker program funds.

**Displaced Homemaker.** An individual who has been providing unpaid services to family members in the home (WIA section 101(10) and -  
(1) has been dependent on the income of another family member but is no longer supported by that income; and

- (2) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment; or

For the purposes of carrying out innovative Statewide activities noted in WIA section 134, the following individuals may also be counted as displaced homemakers WIA section 134(a)(3)(A)(vi)(I): individuals who are receiving public assistance and are within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).

**Individuals Who Received Training Services.** Individuals who received services for adults and dislocated workers described in WIA section 134(d)(4)(D).

**Individuals With Disabilities.** Individuals with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).

**Older Individuals.** Individuals aged 55 years or older at the time of registration.

**Older Youth (19-21).** Individuals age 19 to 21 at registration who received youth activities funded by youth program funds.

**Out-of-school Youth.** An eligible youth, at the time of registration, who is a school dropout or who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed.

**Public Assistance Recipients.** Individuals who receive Federal, State, or local government cash payments for which eligibility is determined by a needs or income test (WIA section 101(37)). The receipt of public assistance status may occur at any time the individual is receiving services including at time of registration or during participation. Receipt of foster child payments should not be counted as public assistance.

In Table C, Public Assistance Recipients are only those individuals who received Intensive or Training Services.

**Veterans.** Individuals who served in the active U.S. military, naval, or air service and who were discharged or released from such service under conditions other than dishonorable.

**Younger Youth (14-18).** Individuals under age 19 at registration who received youth activities funded by youth program funds.

**Table L - Other Reported Information.** The requirements for this table are prescribed in the Workforce Investment Act, including the requirements that States provide the

following information:

- Section 136(d)(2)(B) for wages at entry into employment for participants in workforce investment activities who entered employment, including the rate of wage replacement for such participants who are dislocated workers;
- Section 136(d)(2)(D) for retention and earnings received in employment 12 months after entry into the employment;
- Section 136(d)(2)(E) for individuals who received training services compared with the performance of participants in workforce investment activities who received only services other than training services (excluding participants who received only self-service and informational activities); and
- Section 185(d)(1)(C) for information regarding programs and activities carried out under this title pertaining to placement for participants in nontraditional employment.

Please use the following information to complete Table L:

**Placements of Participants in Nontraditional Employment.** Nontraditional employment is employment in an occupation or field of work for which individuals of the participant's gender comprise less than 25% of the individuals employed in such occupation or field of work (WIA section 101(26)). This determination may be made using either state or national data. Appendix D in the WIASRD provides national information that, at the State's option, can be used to determine nontraditional employment from the occupation code. Both males and females can be in nontraditional employment. This information can be based on any job held after exit and only applies to adults, dislocated workers and older youth who entered employment in the quarter after exit.

**Training-Related Employment.** Training-related employment is employment in which the individual uses a substantial portion of the skills taught in the training received by the individual. This information is about individuals who exited during the first quarter of the program year and the last three quarters of the previous program year. This information can be based on **any** job held after exit and only applies to adults, dislocated workers and older youth who entered employment in the quarter after exit.

**Wages at Entry Into Employment.** This information is reported for individuals who exited in the first quarter of the program year and the last three quarters of the previous program year.

*-Of those adults or older youth who are employed in the first quarter after exit:*  
Total earnings in the first quarter after exit divided by the number of exiters.

*-Of those dislocated workers who are employed in the first quarter after exit:*  
Total earnings in the first quarter after exit divided by the number of exiters.

Operational Parameters:

- To ensure comparability of this measure on a national level, the UI wage records will be the only data source used for this measure. Therefore, individuals whose employment was determined from supplementary sources are excluded from the measure.

- Individuals who are not found to be employed in the first quarter after exit are excluded from this measure.

Adults and older youth who are employed at registration are excluded from this measure.

Older Youth in both employment and post-secondary education or advanced training in the first quarter after exit are included in the denominator. Older Youth who are not employed, but who are in post-secondary education or advanced training in the first quarter after exit are excluded from this measure.

**Twelve Months Employment Retention Rate and Twelve Months Earnings Change (Adults and Older Youth) or Twelve Months Earnings Replacement (Dislocated Workers).** This information is reported for individuals who exited in the first quarter of the previous program year and the last three quarters of the second previous program year. This “look in the rearview mirror” is due to the length in the period of measurement and the availability of the wage record data. **(Special instructions for the Annual Report submitted for PY 2000 only:** Since there will be no information available for the 12 month measures, the measures need not be reported.)

**Adult Employment Retention Rate at Twelve Months**

*Of those who are employed in the first quarter after exit:*

Number of adults who are employed in the fifth quarter after exit divided by the number of adults who exited

Operational Parameters:

- This measure includes only those who are employed in the first quarter following exit (regardless of their employment status at registration).
- Individuals who are not found to be employed in the first quarter after exit are excluded from this measure.

- Employment in the first and fifth quarters following exit does not have to be with the same employer.

### **Adult Average Earnings Change in Twelve Months**

*Of those who are employed in the first quarter after exit:*

Total post-program earnings (earnings in quarter 4 + quarter 5 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of adults who exited.

Operational Parameters:

- This measure includes the same population as the adult employment retention measure, those who are employed in the first quarter following exit (regardless of their employment status at registration).
- To ensure comparability of this measure on a national level, UI wage records will be the only data source for this measure. Therefore, individuals whose employment in either the first, third, or fifth quarter after exit was determined from supplementary sources and not from the UI wage records are excluded from the measure.
- Individuals who are not found to be employed in the first quarter after exit are excluded from this measure.
- States should exclude from this measure any individuals whose entry (registration) date is so far back in time that accessing quarters 2 and 3 of pre-registration wage data is unfeasible or unreasonable. However, participants excluded from this measure for this reason should still be included in any other applicable measures. For example, the person should still be counted in the retention measure.
- If supplementary sources are the data source for a participant's employment in the 2<sup>nd</sup> and/or 3<sup>rd</sup> quarter prior to registration, that participant is excluded from this measure.

### **Dislocated Worker Employment Retention Rate at Twelve Months**

*Of those who are employed in the first quarter after exit:*

Number of dislocated workers who are employed in the fifth quarter after exit divided by the number of dislocated workers who exited.

Operational Parameters:

- Employment in the first and fifth quarters following exit does not have to be

with the same employer.

- Individuals who are not found to be employed in the first quarter after exit are excluded from this measure.

### **Dislocated Worker Earnings Replacement Rate in Twelve Months**

*Of those who are employed in the first quarter after exit:*

Total post-program earnings (earnings in quarter 4 + quarter 5 after exit) divided by the pre-dislocation earnings (earnings in quarters 2 + quarter 3 prior to dislocation)

Operational Parameters:

- To ensure comparability of this measure on a national level, the UI wage records will be the only data source for this measure. Individuals whose employment in either the first, third, or fifth quarter after exit was determined from supplementary sources and not from the UI wage records are excluded from the measure.
- This measure includes the same population as the retention measure, those who are employed in the first quarter following exit.
- Individuals who are not found to be employed in the first quarter after exit are excluded from this measure.
- If there is no date of dislocation or if the date of dislocation is after registration, use the 2<sup>nd</sup> and 3<sup>rd</sup> quarters prior to registration. If a State is not systematically collecting the date of dislocation and uses the 2<sup>nd</sup> and 3<sup>rd</sup> quarters prior to the registration date, it should be noted that the registration date may not closely simulate the results from the 2<sup>nd</sup> and 3<sup>rd</sup> quarters prior to the dislocation quarter.
- States should exclude from the earnings replacement calculations any individuals whose entry (registration) date is so far back in time that accessing quarters 2 and 3 pre-dislocation/pre-registration wage data are unfeasible or unreasonable. However, participants excluded from this measure for this reason should still be included in any other applicable measures. For example, these participants should still be counted in the retention measure.
- The calculation for this indicator will be done on an aggregate basis. We will continue to research the feasibility of calculating this measure on an individual basis using wage record data.

### **Older Youth Employment Retention Rate at Twelve Months**

*Of those who are employed in the first quarter after exit and who are not enrolled*

*in post-secondary education or advanced training in the third quarter after exit:*  
Number of older youth who are employed in fifth quarter after exit divided by the number of older youth who exited.

Operational Parameters:

- This measure includes all individuals who are employed in the first quarter following exit, except those individuals who are employed in the first quarter and not employed in the third quarter following exit, but are in post-secondary education or advanced training third quarter following exit. These individuals are excluded from this measure.
- Employment in the first and fifth quarters following exit does not have to be with the same employer.

### **Older Youth Average Earnings Change in Twelve Months**

*Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advanced training in the third quarter after exit:*

Total post-program earnings (earnings in quarter 4 + quarter 5 after exit) minus pre-program earnings (earnings in quarter 2 + quarter 3 prior to registration) divided by the number of older youth who exited.

Operational Parameters:

- This measure includes the same population as the older youth employment retention measure (regardless of their employment status at registration).
- To ensure comparability of this measure on a national level, the UI wage records will be the only data source for this measure. Therefore, individuals whose employment in either the first, third, or fifth quarter after exit was determined from supplementary sources and not from UI wage records are excluded from this measure.
- Individuals who are not found to be employed in the first quarter after exit are excluded from this measure.
- States should exclude from this measure any individuals whose entry (registration) date is so far back in time that accessing quarters 2 and 3 of pre-registration wage data is unfeasible or unreasonable. However, participants excluded from this measure for this reason should still be included in any other applicable measures. For example, the person should still be counted in the retention measure.
- If supplementary sources are the data source for a participant's employment in the 2<sup>nd</sup> and/or 3<sup>rd</sup> quarter prior to registration, that participant is excluded from this measure.

**Table M - Participation Levels.** Use the following information to complete Table M:

**Total Participants.** The total number of individuals served by WIA Title I-B funds during the program year. This should include individuals who received services with adult, dislocated worker, youth and 15% funds. This should not include individuals who only participated in National Emergency Grant services or only participated in self-service or informational activities.

**Total Exiters.** The total number of WIA registrants who exited WIA in the program year. (Exiters may not be identified for up to 90 days after the exit date.)

Each individual becomes part of an exit cohort, a group which is determined to be the “exiters” within a particular quarter and are looked at together for measurement purposes. There are two ways to determine exit:

1. a registrant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner service within the quarter (hard exit);  
or
2. a registrant who does not receive any WIA-funded or non-WIA funded partner service for 90 days and is not scheduled for future services except follow-up services (soft exit).

Registrants who have a planned gap in service of greater than 90 days should not be considered to have exited if the gap in service is due to a delay before the beginning of training or a health/medical condition that prevents an individual from participating in services. Service providers should document any gap in service that occurs and provide a reason for such a gap in service. Registrants who exit from services because they are incarcerated, deceased or have a health/medical condition that prevents the individual from participating in services, should be excluded from the measures. Once a registrant has not received any WIA-funded or partner services, except follow-up services, for 90 days, and there is no planned gap in service, then that participant has exited WIA for the purposes of measurement in 15 of the 17 core measures (the younger youth skill attainment rate and employer customer satisfaction measures are not based on exit).

The exit date will be the last date of WIA-funded or partner service received (except follow-up services). For a soft exit, the date of exit cannot be determined until 90 days have elapsed from the last date of service. At that point, the exit date recorded is the last date of service. The exit quarter (referred to throughout the definitions of the measures) is the quarter in which the last date of service (except follow-up services) takes place. If a registrant exits WIA and receives future WIA services after exiting, that registrant is treated as a new registrant for

purposes of the core measures and will be included in the appropriate measures.

**Table N - Cost of Activities Information.** This data is required cumulatively on an accrual basis by program year.

**Total Federal Spending for Local Adult, Local Dislocated Worker, and Local Youth Funding Stream Activities.** Enter the total accrued expenditures (federal outlays) which are the sum of actual cash disbursements for direct charges for goods and services, plus:

- net increase or decrease in amounts owed by the recipient for goods and other property received; for services performed by employees, contractors, subgrantees, and other payees and other amounts becoming owed for which no current services or performance is required.

These entries should be strictly program costs which are reported on the WIA Financial Status Report (FSR) (ETA 9076 D, E and F) (do not include administrative costs). This data should loosely match the data submitted on the June 30 FSR. Minor variances could occur based on the required due dates of August 15 for WIA FSR data and December 1 for the Annual Report.

**Total Federal Spending for Rapid Response Activities.** Of the up to 25% Dislocated Worker funds that a State may reserve for Statewide Rapid Response activities, enter total accrued expenditures for the program year. The entry should closely match the entry on the June 30 WIA FSR (ETA 9076-B) with variances that may occur due to the difference in report due dates.

**Total Federal Spending for Statewide Required Activities.** In the Federal Spending Column include only the sum of total federal outlays used for statewide required activities (up to 15%). This also includes all federal costs (program and administrative) used for operating the fiscal and management accountability system).

WIA section 134(a)(2)(B) describes the Statewide 15% Required Activities that are included in this item as follows: A State shall use funds reserved as described in sections 128(a) and 133(a)(1) (regardless of whether the funds were allotted to the State under section 127(b)(1) or paragraph (1) or (2) of section 132(b)) to carry out other statewide employment and training activities, which shall include--

- (i) disseminating the State list of eligible provider's training services, including eligible providers of nontraditional training services, information identifying eligible providers of on-the-job training and customized training, and performance information and program cost information, as described in subsections (e) and (h) of section 122;
- (ii) conducting evaluations, under section 136(e), of activities authorized in this section, in coordination with the activities carried out under section

172;

(iii) providing incentive grants to local areas for regional cooperation among local boards (including local boards for a designated region as described in section 116(c)), for local coordination of activities carried out under this Act, and for exemplary performance by local areas on the local performance measures;

(iv) providing technical assistance to local areas that fail to meet local performance measures;

(v) assisting in the establishment and operation of one-stop delivery systems described in subsection (c); and

(vi) operating a fiscal and management accountability information system under section 136(f).

**Statewide Allowable Activities Program Activity Description.** In the Program Activity Description Column, States **may** individually describe the activities for which the State used any of the total federal programmatic outlay for the up to 15% allowable activities (e.g., funds passed through to local programs for use with Summer Employment opportunities). States **must** individually describe all of the activities for which 10 percent or more of these funds were spent. A “miscellaneous” description line must also be included for all activities that States are not required to identify individually (because the outlay for the activity accounted for less than 10 percent of these funds) or chose not to identify individually. Do not include administrative outlays in this response.

Statewide (up to 15%) Allowable Activities (WIA section 134(a)(3)) are described as follows:

(A) In general.--A State may use funds reserved as described in sections 128(a) and 133(a)(1) (regardless of whether the funds were allotted to the State under section 127(b)(1) or paragraph (1) or (2) of section 132(b)) to carry out additional statewide employment and training activities, which may include--

(i) subject to subparagraph (B), administration by the State of the activities authorized under this section;

(ii) provision of capacity building and technical assistance to local areas, one-stop operators, one-stop partners, and eligible providers, including the development and training of staff and the development of exemplary program activities;

(iii) conduct of research and demonstrations;

(iv)(I) implementation of innovative incumbent worker training programs, which may include the establishment and implementation of an employer loan program to assist in skills upgrading; and

(iv)(II) the establishment and implementation of programs targeted to empowerment zones and enterprise communities;

(v) support for the identification of eligible providers of training services as required under section 122;

(vi)(I) implementation of innovative programs for displaced homemakers, which

for purposes of this subclause may include an individual who is receiving public assistance and is within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.); and  
(vi)(II) implementation of programs to increase the number of individuals training for and placed in nontraditional employment; and  
(vii) carrying out other activities authorized in this section that the State determines to be necessary to assist local areas in carrying out activities described in subsection (d) or (e) through the statewide workforce investment system.

**Total Federal Spending by Statewide Activities (15%) Allowable Activities.**

In the Federal Spending Column include the sum of total federal programmatic outlays used for activities. States may report any of these costs and should report costs which equaled 10 percent or greater of the total federal outlay for the up to 15% Statewide or Statewide allowable activities. Miscellaneous outlays must also be included for all activities that States are not required to identify individually (because the outlay for the activity accounted for less than 10 percent of these funds) or chose not to identify individually. Exclude administrative outlays in this response.

**Total of All Federal Spending Listed Above.** Enter the sum of the Total Federal Outlays for Adult, Dislocated Worker, and Youth Funding Stream Activities, Rapid Response Activities, Statewide Required Activities (up to 15%), plus Statewide Allowable Activities included in Table N. (Please note: Since this response is the sum of the amounts listed on each of the lines in the Total Federal Spending column, it should not exceed the sum of the other lines.)

**Table O - Local Performance.** Use the following definitions as well as the definitions contained earlier in the instructions to complete this table for each local area in the State:

**Local Area Name.** List the name of the local area on the blank provided.

**ETA Assigned #.** Insert the five-digit ETA-assigned code for the local workforce investment area.

**Other State Indicators of Performance.** Provide a short description of the indicators of any other state indicators of performance (WIA section 136(d)(1)). Insert N/A if there were not any other state indicators of performance. Insert the negotiated level of performance and the actual performance level achieved on the other State Indicators of Performance.

**Overall Status of Local Performance.** Put an X in the box indicating whether the negotiated performance levels resulted in the local level meeting, exceeding or not meeting the negotiated levels of performance for the Core Indicators of

Performance, the two customer satisfaction measures and other State indicators of performance, if any.

**WIA Title IB  
Annual Report Form (ETA 9091)**

**I. Narrative Section**

- A. A discussion of the cost of workforce investment activities relative to the effect of the activities on the performance of participants.
  
- B. A description of State evaluations of workforce investment activities, including:
  - The questions the evaluation will/did address;
  - A description of the evaluation's methodology; and
  - Information about the timing of feedback and deliverables.

## II. Table Section

**Table A - Workforce Investment Act Customer Satisfaction Results**

<b>Customer Satisfaction</b>	<b>Negotiated Performance Level</b>	<b>Actual Performance Level - American Customer Satisfaction Index</b>	<b>Number of Customers Surveyed</b>	<b>Number of Customers Eligible for The Survey</b>
<b>Program Participants</b>				
<b>Employers</b>				

**Table B - Adult Program Results At-A-Glance**

	<b>Negotiated Performance Level</b>	<b>Actual Performance Level</b>	
<b>Entered Employment Rate</b>			Numerator
			Denominator
<b>Employment Retention Rate</b>			Numerator
			Denominator
<b>Earnings Change in Six Months</b>			Numerator
			Denominator
<b>Employment And Credential Rate</b>			Numerator
			Denominator

**Table C - Outcomes for Adult Special Populations**

<b>Reported Information</b>	<b>Public Assistance Recipients Receiving Intensive or Training Services</b>	<b>Veterans</b>		<b>Individuals With Disabilities</b>		<b>Older Individuals</b>	
		NUM	DEN	NUM	DEN	NUM	DEN
<b>Entered Employment Rate</b>		NUM		NUM		NUM	
		DEN		DEN		DEN	
<b>Employment Retention Rate</b>		NUM		NUM		NUM	
		DEN		DEN		DEN	
<b>Earnings Change in Six Months</b>		NUM		NUM		NUM	
		DEN		DEN		DEN	
<b>Employment And Credential Rate</b>		NUM		NUM		NUM	
		DEN		DEN		DEN	

**Table D - Other Outcome Information for the Adult Program**

<b>Reported Information</b>	<b>Individuals Who Received Training Services</b>		<b>Individuals Who Received Only Core and Intensive Services</b>	
	NUM	DEN	NUM	DEN
<b>Entered Employment Rate</b>	NUM		NUM	
	DEN		DEN	
<b>Employment Retention Rate</b>	NUM		NUM	
	DEN		DEN	
<b>Earnings Change in Six Months</b>	NUM		NUM	
	DEN		DEN	
<b>Employment And Credential Rate</b>	NUM		NUM	
	DEN		DEN	

**Table E - Dislocated Worker Program Results At-A-Glance**

	Negotiated Performance Level	Actual Performance Level
Entered Employment Rate		Numerator
		Denominator
Employment Retention Rate		Numerator
		Denominator
Earnings Replacement in Six Months		Numerator
		Denominator
Employment And Credential Rate		Numerator
		Denominator

Table F - Outcomes for Dislocated Worker Special Populations

Reported Information	Veterans		Individuals With Disabilities		Older Individuals		Displaced Homemakers	
	Entered Employment Rate	NUM	DEN	NUM	DEN	NUM	DEN	NUM
Employment Retention Rate	NUM	DEN	NUM	DEN	NUM	DEN	NUM	DEN
Earnings Replacement Rate	NUM	DEN	NUM	DEN	NUM	DEN	NUM	DEN
Employment And Credential Rate	NUM	DEN	NUM	DEN	NUM	DEN	NUM	DEN

Table G - Other Outcome Information for the Dislocated Worker Program

Reported Information	Individuals Who Received Training Services		Individuals Who Received Only Core and Intensive Services	
	Entered Employment Rate	NUM	DEN	NUM
Employment Retention Rate	NUM	DEN	NUM	DEN
Earnings Replacement Rate	NUM	DEN	NUM	DEN
Employment And Credential Rate	NUM	DEN	NUM	DEN

Table H - Older Youth Results At-A-Glance

	Negotiated Performance Level	Actual Performance Level	
Entered Employment Rate			Numerator
			Denominator
Employment Retention Rate			Numerator
			Denominator
Earnings Change in Six Months			Numerator
			Denominator
Credential Rate			Numerator
			Denominator

Table I - Outcomes for Older Youth Special Populations

Reported Information	Public Assistance Recipients		Veterans		Individuals With Disabilities		Out-of-School Youth	
	NUM	DEN	NUM	DEN	NUM	DEN	NUM	DEN
Entered Employment Rate	NUM	DEN	NUM	DEN	NUM	DEN	NUM	DEN
Employment Retention Rate	NUM	DEN	NUM	DEN	NUM	DEN	NUM	DEN
Earnings Change in Six Months	NUM	DEN	NUM	DEN	NUM	DEN	NUM	DEN
Credential Rate	NUM	DEN	NUM	DEN	NUM	DEN	NUM	DEN

**Table J - Younger Youth Results At-A-Glance**

	<b>Negotiated Performance Level</b>	<b>Actual Performance Level</b>	
<b>Skill Attainment Rate</b>			Numerator ..... Denominator
<b>Diploma or Equivalent Attainment Rate</b>			Numerator ..... Denominator
<b>Retention Rate</b>			Numerator ..... Denominator

**Table K - Outcomes for Younger Youth Special Populations**

<b>Reported Information</b>	<b>Public Assistance Recipients</b>		<b>Individuals With Disabilities</b>		<b>Out-of-School Youth</b>	
<b>Skill Attainment Rate</b>		NUM ..... DEN		NUM ..... DEN		NUM ..... DEN
<b>Diploma or Equivalent Attainment Rate</b>		NUM ..... DEN		NUM ..... DEN		NUM ..... DEN
<b>Retention Rate</b>		NUM ..... DEN		NUM ..... DEN		NUM ..... DEN

**Table L - Other Reported Information**

	12 Month Employment Retention Rate		12 Mo. Earnings Change (Adults and Older Youth)  or 12 Mo. Earnings Replacement (Dislocated Workers)		Placements for Participants in Nontraditional Employment		Wages At Entry Into Employment For Those Individuals Who Entered Unsubsidized Employment		Entry Into Unsubsidized Employment Related to the Training Received of Those Who Completed Training Services	
		NUM ..... DEN		NUM ..... DEN		NUM ..... DEN		NUM ..... DEN		NUM ..... DEN
<b>Adults</b>										
<b>Dislocated Workers</b>										
<b>Older Youth</b>										

**Table M - Participation Levels**

	Total Participants Served	Total Exiters
<b>Adults</b>		
<b>Dislocated Workers</b>		
<b>Older Youth</b>		
<b>Younger Youth</b>		

**Table N - Cost of Program Activities**

Program Activity		Total Federal Spending
<b>Local Adults</b>		
<b>Local Dislocated Workers</b>		
<b>Local Youth</b>		
<b>Rapid Response</b> (up to 25%) §134 (a) (2) (A)		
<b>Statewide Required Activities</b> (Up to 15%) §134 (a) (2) (B)		
<b>Statewide Allowable Activities</b> §134 (a) (3)	<b>Program Activity Description</b>	
<b>Total of All Federal Spending Listed Above</b>		

**Table O - Local Performance (Include This Chart for Each Local Area In The State)**

<b>Local Area Name</b> _____	<b>Total Participants Served</b>	<b>Adults</b>	
		<b>Dislocated Workers</b>	
		<b>Older Youth</b>	
		<b>Younger Youth</b>	
<b>ETA Assigned #</b> _____	<b>Total Exiters</b>	<b>Adults</b>	
		<b>Dislocated Workers</b>	
		<b>Older Youth</b>	
		<b>Younger Youth</b>	
		<b>Negotiated Performance Level</b>	<b>Actual Performance Level</b>
<b>Customer Satisfaction</b>	<b>Program Participants</b>		
	<b>Employers</b>		
<b>Entered Employment Rate</b>	<b>Adults</b>		
	<b>Dislocated Workers</b>		
	<b>Older Youth</b>		
<b>Retention Rate</b>	<b>Adults</b>		
	<b>Dislocated Workers</b>		
	<b>Older Youth</b>		
	<b>Younger Youth</b>		
<b>Earnings Change/Earnings Replacement in Six Months</b>	<b>Adults</b>		
	<b>Dislocated Workers</b>		
	<b>Older Youth</b>		
<b>Credential/Diploma Rate</b>	<b>Adults</b>		
	<b>Dislocated Workers</b>		
	<b>Older Youth</b>		
	<b>Younger Youth</b>		
<b>Skill Attainment Rate</b>	<b>Younger Youth</b>		
<b>Description of Other State Indicators of Performance (WIA §136 (d)(1) (Insert additional rows if there are more than two "Other State Indicators of Performance")</b>			
<b>Overall Status of Local Performance</b>		<b>Not Met</b>	<b>Met</b>