

## **Proposed Levels for WIOA Title I Adult, Dislocated Worker, and Youth Indicators of Performance**

### **Instructions for the Performance Goal Proposal Form**

The Program Year (PY) 2024/PY 2025 Expected (Proposed) Levels of Performance for each Local Workforce Innovation Board (LWIB) must be submitted to the Illinois Department of Commerce and Economic Opportunity (DCEO), Office of Employment and Training (OET) who is acting on behalf of the Governor of Illinois for local negotiations using the *Performance Goal Proposal Form*. Any additional supporting data or rationale may be submitted as an addendum to the form. In preparation for negotiations, OET will consider the local proposed goals and may accept those for which the supporting documentation provides substantial pragmatic information to support the local proposal on its own merits. This will be indicated during the initial stages of the negotiation call.

**The completed form may be submitted via email beginning August 1, 2024, and no later than Friday, September 6, 2024, to:**

Mark Burgess: [mark.a.burgess@illinois.gov](mailto:mark.a.burgess@illinois.gov)

Cc: Paula Barry: [paula.barry@illinois.gov](mailto:paula.barry@illinois.gov)

Local Workforce Innovation Boards (LWIBs) and Chief Elected Officials (CEOs) should establish Local Negotiation Teams that consist of up to five (5) members. Additional individuals may be identified to assist in the analysis and examination of performance data and to prepare for the negotiations, but only the five (5) designated members of the Local Negotiation Teams may participate in the scheduled negotiations call with OET.

WIOA intends for LWIBs and CEOs to be a party to these local negotiations with OET. While LWIBs and CEOs should participate directly in the local negotiations, as a practical matter, they may wish to delegate responsibility to one or more persons authorized to represent them in negotiating and approving expected performance levels. These authorized persons become the local negotiation team for the area. The *Performance Goal Proposal Form* provides a form to identify from one to five (5) persons who will constitute this team. The form must be signed by the Chief Elected Official and the Chairperson of the LWIB for the local area.

One team member must be designated as the “Primary Contact”. The primary contact will be responsible for submitting the expected performance levels to the State on behalf of the LWIB and CEO(s), scheduling the date and time of the negotiation call, and coordinating with team members to facilitate participation.

When the goal proposal form is submitted, an OET representative will contact the designated primary contact to schedule the negotiation call. Calls will be scheduled based on remaining available dates and times, and considering local team availability, maximum flexibility needs to be provided to ensure all twenty-two (22) local negotiations can be completed between the identified dates of August 26 – September 26, 2024.

Once the negotiation call occurs and the Local Negotiation Team and OET have agreed on all fifteen (15) performance measure goals, OET will send a Final Performance Negotiation Goal letter to the LWIB Chairperson and CEO(s), finalizing the negotiation process.