

Statement of Work Deliverables

Workforce Information Grants to States (WIGS) provide the funding to produce deliverables one through five specified in this Attachment. The deliverables include the population and maintenance of the Workforce Information Database (WIDb); the production of state and local industry and occupational employment projections; and other workforce information services and economic analyses products required to support those of Federal, state, regional, and local workforce investment systems.

Grantees are required to produce all five deliverables with Program Year (PY) 2012 funding. Except for deliverables one and two (WIDb maintenance and enhancement, and industry and occupational employment projections) which are expected to be standard and comparable across states, states are allowed flexibility in developing the remaining three required deliverables. This flexibility enables states to determine customer information service needs, the relative service delivery priority for products or services, the content and form of the deliverables, and the level of investment in each deliverable that best meets state, regional, and local information needs.

States are required to consult with their state and local workforce investment boards, economic development agencies, educators, and other relevant organizations to secure stakeholder input on the development of grant deliverables.

ETA acknowledges and supports the use of WIGS to produce other information products and services, such as workforce information training for state and local workforce system staff, the production of occupational and career guidance resources that support job seekers, and documentation of customer needs. States may also use grant funds to address state staff training needs required to build or enhance staff capacity.

The five deliverables are as follows.

1) Populate WIDb with state and local data.

The WIDb provides states with a common structure for storing information in a single database in each state. The database serves as the cornerstone for information delivery, workforce research, and product development for information that is standard and comparable across all states. The database, once populated, brings together critical workforce information from many sources to promote better analysis and professional interpretation.

Using the same version of the database in all states is important and necessary for comparative analysis purposes and for ease of maintenance. Therefore, states are required to implement and maintain the most current version (v 2.5) of the WIDb and

populate all tables designated as core tables in accordance with guidelines issued by the Analyst Resource Center (ARC). Timely database content updates are necessary to ensure that data are as current as the state's most recent publications and data releases. The ARC will provide technical assistance, support, and information via the ARC Web site at <http://www.workforceinfodb.org>.

The listing of the current core data elements, including those elements all states must populate and the associated database tables, is available at the same Internet address. States are required to populate the database with the license.dbf and licauth.dbf licensing files. States must update licensing data every two years. States are required to submit licensing data through the National Crosswalk Service Center (NCSC). The NCSC sends the data to the America's Career InfoNet (ACINet) Web site at <http://www.CareerInfoNet.org>. The licensed occupation information is located on ACINet, and has been recoded from the Occupational Employment Statistics (OES) taxonomy to the Occupational Information Network (O*NET) and Standard Occupational Classification (SOC) taxonomy. The NCSC will assist states in recoding their files from OES to O*NET and SOC for submittal to ACINet, if necessary. States may access information and support through the NCSC Web site at <http://www.xwalkcenter.org>, or by calling (515) 242-5034. Additionally, state WIDb data also support ETA's CareerOneStop Web site.

The ARC technical Web site – along with related Internet links and electronic newsletters – provides training, support materials, and information updates to help states realize the full potential of the WIDb. It is important that all states take advantage of the resources and training opportunities provided. States may use grant funds for any costs required to populate, maintain, and update the database including staff training. States are expected to avail themselves of ARC training and support and to use WIGS to do so.

2) Produce and disseminate industry and occupational employment projections.

States must continue to produce and disseminate state and sub-state industry and occupational employment projections, using the methodology, software tools, and guidelines developed by the Projections Workgroup and the Projections Managing Partnership consortium of states.

These products and methodologies cover the production and dissemination of industry and occupational employment projections, including the adoption and implementation of the new projections software suite that the Projections Managing Partnership developed using the American Recovery and Reinvestment Act State Labor Market Information (LMI) Improvement grant funding, as well as training key projections staff on these tools. It also includes the production of statewide, short-term industry and occupational projections covering 2012 to 2014; and statewide and sub-state long-term

industry and occupational projections for 2010 to 2020. ETA supports and strongly encourages the production and dissemination of sub-state and local projections.

States must report to the appropriate Regional Administrator any inability to produce sub-state area and local long-term projections. The regional office Federal Project Officer will document the grant default in the state's grant file.

ETA expects state grantees to use annual WIGS funding to access and participate in needed training opportunities offered or sponsored by the Projections Workgroup and the Projections Managing Partnership.

3) Conduct and publish relevant economic analyses, special workforce information, and/or economic studies of benefit to the governor and state and local Workforce Information Boards (WIBs).

Based on customer, stakeholder, and partner consultations identifying workforce information needs, states must use WIGS to develop, publish, and submit an annual state economic analyses and special studies capable of informing workforce and economic development policy and investment decisions to be made by governor and state or local WIBs. These analyses may also support the LMI-WI and economic development information needs of other system stakeholders such as state, regional, and local economic and workforce development organizations, education and training institutions, community colleges, and other state-identified partners, as documented and appropriate.

All information sources used in the analyses and studies by states must be clearly referenced and footnoted. ETA continues to encourage state LMI-WI offices and economic research entities to expand the scope and depth of each analysis they develop by including information from multiple external, credible sources of workforce, labor market, and economic information where relevant and based on needs identified through customer consultations and product assessments.

Grantees are required to submit portable document format (.pdf) copies or hyperlinks to .pdf files of required economic analyses, special workforce information, or special economic studies to the appropriate regional office by no later than September 30, 2013, which is 90 calendar days following the end of PY 2012.

Also, grantees are required to submit to the appropriate regional office accessible .pdf copies (not scanned) or hyperlinks to .pdf files of other products and publications produced with WIGS that are of special interest to the workforce investment system. Examples of products of special interest include industry-specific research and analyses, state brochures describing the availability and functionality of electronic self-service tools, documentation of innovative applications developed for database access or manipulation, and innovative workforce information services available to workforce

investment system staff and customers.

4) Post products, information, and reports on the Internet.

States are required to post grant-funded products, reports (including those developed for deliverable three above), and other workforce information on the Internet or to disseminate the information through other electronic media to facilitate use by the workforce and economic development systems, other partners, stakeholders, and the public. It is appropriate to use WIGS to develop, maintain, improve, and host Web sites and other electronic delivery systems in support of this deliverable.

5) Consult on a continuing basis with workforce investment boards and other key workforce and economic development partners and stakeholders.

The WIGS TEGL requires grantee consultation with the state workforce agencies, state and local WIBs, economic and workforce investment organizations, education and training institutions (including community colleges), and other appropriate state-identified strategic partners and stakeholders to increase the scope and utility of workforce information to inform workforce and economic development vision, priorities, strategies and to enhance career guidance resources and tools.

ETA expects WIGS recipients to establish and maintain strategic partnerships that work to identify and address customer information needs, as well those of state and local workforce investment system staff users and other state-identified stakeholders.

Grantees are expected to collaborate with as many stakeholders as possible, including economic development agencies, education and training institutions, industry associations, business and labor groups, and other state-identified groups to gather and analyze a wide variety of workforce and economic data to inform decision-making, track and interpret economic conditions, benchmark competitiveness, and measure outcomes. Grantees must document the above in the appropriate grant files and document in the annual report the customer needs identified through consultations (including consultations with state workforce development partners, the business community, the media, and other stakeholders).