Consolidated Requirements for WIGS Grantees

The information in Column 1 of the following table summarizes the deliverables and requirements that are contained and explained fully in the body of the TEGL. Columns 2 and 3 contain important administrative details that have not been included in the body of the TEGL.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
REPORTING		
SF 424 (Application for Federal Assistance) Instructions for the SF-424 and forms can be found at https://www.grants.gov/forms/forms-repository/sf-424-family and search for OMB number 4040-0004. If a state believes it is necessary to revise their expenditure plan due to unforeseen factors, the state may petition the ETA regional office for approval to modify the plan. Sample completed SF 424 forms may be obtained from the applicable ETA regional office.	The SF 424 is required to be submitted according to the instructions in TEGL 11-24	States must submit the SF 424 to www.Grants.gov.
ETA Form 9130 quarterly financial reports. All sections of the form must be completed.	Within 45 days after the end of each quarter. Specified in TEGL 20-19.	August 15, November 15, February 15, and May 15.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
WIGS Annual Performance Report. The report must include hyperlinks for all published products, and major unpublished products must be attached. It must also summarize all activities, including the following. • Describe all deliverables, highlighting new accomplishments and noting whether partnerships or collaborations were involved. • The required customer consultations regarding products and services, including the customer needs identified. If customers identified needed improvements, state the responsive measures taken. • Partnership and collaborative efforts, including activities to leverage grant funding and new activities. • Recommendations to ETA for changes and improvements. • Description of the training provided to include date, subject, who attended and the presenter(s). • The report must be a Section 508-complaint accessible PDF for posting online.	October 1, 2026	1) States must post this report on their LMI website. 2) Unless a product referred to *is* a website, all Internet links in the document must lead directly to the product, not to a website that includes the product. 3) See general product and publication requirements.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
PRODUCT AND PUBLICATION REQUIREMENTS		
Product Requirements (general) • Provide accurate and actionable information that enables informed decisions by customers and supports the development of data-driven strategies and policies. • Produce products benefitting the governor, state legislature, state and local WDBs, relevant stakeholders, and the public. • ETA encourages grantees to notify their regional office when products are posted on the Internet.	Ongoing	All products must include the date of issuance or revision, and an acknowledgement that the product was produced either in whole or in part with U.S. Department of Labor-funded WIGS. Documents must be formatted to permit parts to be copied (including specific words), e.g., a MS Word document or accessible PDF formatting (i.e. .pdf) enabling such copying and be 508-compliant.
Publication Requirements (general). States must post all grant-funded products, reports, and workforce information on the Internet in a manner accessible to all members of the public (unless otherwise indicated) and comply with Rehabilitation Act Section 508 requirements.	Within a reasonable period after the completion of the work	States must include links to all WIGS-funded published material on their LMI website and present it in a manner that makes it easy for the public to find. States must post such products, reports and workforce information on their LMI website. All materials must be 508- compliant.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
Workforce Information Database (WID). Implement and maintain the most current version (2.8) of the WID and populate all designated core tables in accordance with Analyst Resource Center (ARC) guidelines (required data elements are listed at www.widcenter.org/state-dbas). Please be aware that work is almost completed on WID 3.0 and the anticipated implementation date is July 30, 2025. More information regarding WID 3.0 can be found at: https://widcenter.org/wid-3-0-suggested-implementation-procedure/ Additional support will be available at https://ulmita.org/contact. This is also used for LEWIS.	**Please note**: Version 3.0 must be implemented by July 30, 2025.	Implemented in the manner specified by the ARC. (States should inform their ETA regional office if they use supplemental or non-standard WID tables.)
Occupational licensing information: states must populate the database with the "license" and "licauth" licensing files and submit them to the ARC on an annual basis. Ideally files will be submitted in Excel format with "license" and "licauth" as tabs within a single file.	June 30, 2026.	States must submit data in the manner specified by ARC.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
Employment Projections (general).	Ongoing	States must post published both industry and occupational employment projections on their LMI website and provide the occupational employment projections to the PMP for posting on its website. Any unpublished projections products must be provided to the ETA regional office.
Statewide long-term industry and occupational projections (2024-2034) • 10-year projections	Due July 7, 2026	Please post to your state LMI website and the PMP website.
• Sub-state long-term industry and occupational projections 10-year projections	Not required for PY25. Please notify your ETA regional FPO if you will publish these.	Not required under this TEGL. They will be required next year.
NOTE: If a state produces both the state-wide and sub-state 10-year employment projection together in the same year, then the following year no employment projections will be required. States may continue this cycle of publishing 10-year state-wide and sub-state employment projections every other year.	For this situation, July 7, 2026, or please consult with your ETA regional FPO.	If both are created, please post them both to your LMI website.
Two-year or mid-term industry and occupational projections, state-wide	Optional. Please notify your ETA regional FPO if you will publish these.	If created, the file must be provided to PMP in a manner to be specified by the PMP. These should also be posted to the state LMI website.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
Other Published Reports. The information must be based on needs identified through customer consultations; must come from multiple credible sources; and must be clearly referenced and/or footnoted. The reports must be 508 compliant.	Within 90 calendar days following the end of the program year	Must be formatted in a manner to permit parts of it to be copied (including specific words), e.g., a MS Word document or accessible PDF (i.e., pdf format) enabling such copying. Please post any published report on the state LMI website.

OTHER REQUIREMENTS	Due Date
Data collection. All data collection, population, and dissemination activities must conform to the appropriate BLS, PMP, ARC, or generally accepted professional standards and methodologies.	Ongoing
IT systems and applications. Any IT system or application developed with WIGS is to adhere to industry-standard, open architecture principles with documentation and software made available for use by other organizations for Federal governmental purposes.	Ongoing