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ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 03-26

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE LABOR COMMISSIONERS
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
STATE WORKFORCE LIAISONS
STATE LABOR MARKET INFORMATION, WORKFORCE
INFORMATION, OR RESEARCH DIRECTORS

FROM: MAREK LACO 
Acting Assistant Secretary

SUBJECT: Program Year 2026 Workforce and Labor Market Information Grants to States:
Program Guidance and Deliverables

1. **Purpose.** To provide program guidance for the development, management, and delivery of workforce and labor market information (WLMI) funded through the Workforce and Labor Market Information Grants to States (WIGS).
2. **Action Requested.** Per the grant agreement, during the course of the year, grantees must provide the deliverables according to the requirements and timeframes outlined in Attachment I. Refer to [Training and Employment Guidance Letter \(TEGL\) 10-25](#) for grant application submission requirements for Program Year (PY) 2026 WIGS funding.
3. **Summary and Background.**
 - a. Summary – This guidance, published annually, specifies grant requirements for WIGS, which are funded by the Employment and Training Administration (ETA).
 - b. Background – State Workforce Agencies use WIGS to develop and disseminate essential state and local WLMI for job seekers, employers, educators, economic developers, and others. This TEGL describes required, encouraged, and other allowable activities, and explains the rationale for ETA policies and requirements. During times of economic changes, the data and information produced by the WIGS is particularly important.

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4. **Required, Encouraged, and Other Allowable Activities.** State Workforce Agencies use WIGS to develop and disseminate essential state and local WLMI for a range of customer groups: 1) job seekers; 2) businesses/employers; 3) workforce and labor market intermediaries such as employment, school, and career counselors, and case managers at American Job Centers (AJCs), who help individuals find a job or make career decisions, or engage businesses seeking skilled workers; 4) program and service planners at educational institutions and community-based organizations; 5) policy makers, including state and local workforce development boards (WDBs); 6) partners, such as economic development entities and human resource professionals; and 7) other customers, including recipients of workforce development grants, researchers, commercial data providers, and the media. Grantees have considerable flexibility to meet customer needs but must consult their customers and prepare several types of products.

Required products. Grantees must populate and maintain a database (see sub-section a. below), produce public products (see sub-section b. below), ensure staff are adequately trained (see sub-section c. below), and produce a report describing accomplishments pertaining to this TEGL (sub-section d. below). If the grantee does not produce any of the four required deliverables, it must negotiate an extension and a revised schedule with the appropriate ETA Regional Office.

- a. **Workforce Information Database (WID).** Accurate and reliable data are a cornerstone of the nation's workforce development system. The WID includes the most important workforce-related data elements and defines them consistently, ensuring comparability across jurisdictions. The Analyst Resource Center (ARC), an ETA-funded grantee which supports consistent Labor Market Information (LMI) data collection, provides and maintains information on the structure and content of the WID at www.widcenter.org/structure-2/, including background for this state requirement at www.widcenter.org/why-a-standard-structure/.

States must use WIGS funds to populate, maintain, and update the WID. States must also use WIGS funds to provide related staff training necessary to meet the WID requirements. Grantees must implement and maintain the most current version of WID and populate all ARC-designated core tables following ARC procedures. The ARC website (www.widcenter.org/document/all-core-tables/) describes all required data elements and helps grantees obtain maximum benefit from the WID. ETA uses the WID as an input to online career tools that provide information for job seekers, labor market intermediaries, employers, and workforce professionals. This functionality is currently provided primarily through CareerOneStop (www.careeronestop.org). However, in the coming year, ETA aims to transition to a Federally hosted and modernized site experience that is simpler, more guided, and better connected to timely skills and occupational information. ETA envisions that the modernized site will deliver a clean, mobile-first user interface with consolidated resources, even stronger data integration with occupational information to support skills-based navigation, AI-powered functionality, and clearer connections to employment and training opportunities.

- b. State and local industry and occupational employment projections.** Please note ETA is no longer requiring states to produce two-year occupational employment projections. Publishing either the two-year or the mid-term occupational employment projections are optional for states. The Projections Managing Partnership (PMP) Projections Suite software will still support the publication of the two-year and mid-term occupational employment projections for those states who choose to publish the two-year or mid-term occupational employment projections.

The ten-year statewide and the ten-year sub-state occupational employment projections requirements and due dates are described in Attachment I. States who are unable to produce the required projections must report this to their ETA Regional Office before the respective submittal deadlines.

ETA worked closely with the PMP, state subject-matter experts for projections, and with the U.S. Bureau of Labor Statistics (BLS) to decide that these changes met both the states' (and their customers') needs while giving flexibility to states who choose to continue to publish two-year and/or mid-term occupational projections.

Occupational employment projections are one of the most frequently requested types of labor market information. Projections are used to identify in-demand industries and occupations for career guidance; to plan employment, education and training, and economic development programs; as supporting documentation to apply for federal grants; and for many other purposes. Individual jobseekers and policy makers are particularly interested in projections during times of economic changes. BLS funds national employment projections, but WIGS funds the state and local (sub-state) projections produced by the states with assistance from ETA and BLS.

Grantees must use the methodology, software, and guidelines specified by the state-led PMP to produce all projections. Additionally, grantees must use the Local Employment and Wage Information System (LEWIS) to provide the staffing patterns for sub-state projections. To meet these requirements, grantees may use WIGS funds to obtain training provided by the PMP (see <https://www.projectionstraining.com>), ARC (see www.widcenter.org), LEWIS (<https://lewissupport.com/>), and other LMI-related sources. Finally, state occupational projections must be posted on the PMP website (<https://projectionscentral.org/>) as well as on the state LMI website to maximize public awareness and availability for use.

- c. Employee development and LMI training for service delivery.** In accordance with section 3(c)(4) of the Wagner-Peyser Act (29 U.S.C. 49b(c)(4)), as amended by section 303(b)(2) of Workforce Innovation and Opportunity Act (WIOA) (Pub. Law 113-128, July 22, 2014), states must provide employee development and LMI training to ensure quality service delivery. In an effort to promote robust use of LMI, ETA encourages state LMI offices to provide training to State Workforce Agency staff, local AJCs, WDBs, vocational rehabilitation providers, providers of services to veterans returning to the civilian workforce, providers assisting citizens re-entering the workforce after incarceration, Supplemental Nutrition Assistance Program Employment and Training

(SNAP E&T) providers, and Temporary Assistance for Needy Families (TANF) service providers. Many local boards, programs, and service providers are engaged in data analysis to understand the local labor market. Training can include the analysis of the labor market by specific variables, such as employment, earnings, and career progression. The provision of LMI training will help support a one-stop delivery system that provides high quality and professional services to job seekers and businesses.

Outreach and training are especially critical as state labor markets experience economic changes. ETA encourages LMI directors and their staff to actively seek opportunities to provide information and training to the local workforce system, employers, jobseekers, AJCs, and those seeking career advice.

- d. Annual Performance Report.** Grantees must submit a WIGS Annual Performance Report to their ETA Regional Office that summarizes all grantee activities, including the core deliverables and activities shown below, in the order indicated, by October 1 each year.
- i. Workforce Information Database (WID);
 - ii. Industry and occupational employment projections;
 - iii. LMI training for service delivery; and

Whether a core or optional activity, each summary must identify:

- i. A description of the activity;
- ii. How customer consultation is used in each activity;
- iii. Which customer needs are met by each activity; and
- iv. If the activity supports collaborations or leveraged funding.

Grantees are also asked to make any recommendations or suggestions to their ETA Regional Office for improving the use of WIGS funding.

Please note: The WIGS Annual Performance Report must be in a PDF format which complies with Section 508 of the Rehabilitation Act of 1973. See Required Methods, Section d. Publication requirement below for more information on 508 compliance.

Required Methods. Grantees have considerable flexibility in conducting their work but must meet certain methodological standards in collaborating with partners; consulting with customers; collecting data; disseminating statistics; maintaining data integrity, confidentiality, and security; and posting their products on the Internet.

- a. Partnerships.** To best serve their customers and optimize federal investments, grantees should establish and maintain partnerships that grantees consider relevant and mutually beneficial. Such partnerships help to increase resources, improve program outcomes, and help WLMI data influence planning and program decisions. Examples of partnerships to develop may include schools (K-12, 2-year colleges, universities, career technical education programs), state-wide and local WDB and economic development boards, any eligible training provider, SNAP E&T agencies, TANF agencies, veteran-serving

organizations, and other government agencies in your states and regions that use LMI or can use LMI in their planning and decision-making.

- b. Customer consultation.** One of the key tenets of WIOA is meeting the needs of businesses and jobseekers. Further, WIOA requires states to consult with customers, including employers, WDBs, core partner programs such as education agencies, participants, students, and others about the relevance of the WLMI collected and disseminated. WIGS grantees must consult with customers to ensure the workforce system provides relevant and integrated information to support decision-making by state and local WDBs and other stakeholders. ETA does not prescribe how to perform outreach, but suggests it be performed in collaboration with other workforce system entities that are doing similar outreach, such as business engagement or industry outreach staff at the state and local level.
- c. Data collection and research methodology.** All ETA-funded data collection, population, and dissemination activities must conform to the appropriate BLS, PMP, ARC, or generally accepted professional standards and methodologies. Information used in reports must: 1) be based in part on needs identified through customer consultations and product assessments; and 2) come from credible sources that meet professional standards. Multiple sources must be used, except when the report is based upon a single survey. Sources must be clearly referenced and/or footnoted. Any additional methodologies employed, and any variants encountered in the research, must be clearly described.
- d. Publication requirements.** In order to maximize the availability of WLMI products, grantees must post grant-funded products, reports, and workforce information on their websites in a readily accessible manner (unless otherwise indicated) and meet standard federal accessibility requirements (www.section508.gov). To meet this criterion, grantees may use WIGS funding to develop, maintain, improve, or host WLMI websites and other electronic delivery systems. Grantees must also use the approved language in Attachment II on products or sites that are funded by WIGS. This language is in Attachment II for convenience but is a standard requirement included in ETA grant award documents.
- e. Information technology (IT) specifications.** To maximize its usefulness, any IT system or application developed with WIGS should adhere to industry-standard, open architecture principles with documentation and software made available for use by other organizations for federal governmental purposes. To enhance the reporting of the delivery of both virtual, in-person, and hard copy WLMI services to customers, states are encouraged to work toward greater management information system integration to capture WLMI services provided.

Additionally, ETA encourages states to maintain and share with ETA state LMI website analytics, such as the number of visitors, page views, top LMI pages or websites visited, or other analytics the state would like to share.

Required forms, files, and deadlines. Please refer to TEGL No. 10-25 for application submission requirements for PY 2026 WIGS grants.

- a. Other standard forms and files.** ETA requires grantees to complete ETA Form 9130 quarterly financial reports within 45 days of the end of each quarter. In addition, grantees must maintain their internal grant files in electronic form and make these available to ETA upon request.
- b. Deadlines.** By accepting WIGS funding, a state agrees to fulfill all work specified in this guidance and adhere to the specified deadlines. ETA expects grantees to expend WIGS funds using a “First in First Out” spending system. All grant funds awarded in a prior program year should be expended before spending funds received from a later grant. Any carryover must be expended before spending any new funding. Grantees must expend the PY 2026 funds within the three-year period ending June 30, 2029. During the performance period, the grantee and the ETA Regional Office may jointly adjust planned expenditures within the state’s allotment.
- c. Expenditures.** All WIGS expenditures must support the required and allowable activities, and conform to "reasonable," "necessary," and "allocable" costs specified in the Uniform Guidance at [2 CFR Part 200](#). WIGS cannot be used to supplant funding from other federal or state sources. Please contact your ETA regional federal project officer (FPO) if you have questions or need technical assistance.

Encouraged innovation in modernizing workforce data and systems. To the extent feasible, ETA encourages states to explore innovative ways to strengthen and improve the responsiveness of WLMI, eliminate information silos, and help job seekers and employers make more informed workforce decisions. Such activities may include leveraging WLMI to support the use of technology to enhance career navigation and mobility, exploring how artificial intelligence (AI) tools might be used to support development and dissemination of more responsive WLMI, and/or exploring the use of new sources of data to produce WLMI that is more local, timely, and actionable.

Consistent with past recommendations of the Workforce Information Advisory Committee, ETA encourages states to test new products that show the impact of local labor market shocks on skill demand and career transitions so that the WLMI system can more proactively prepare to meet the needs of its customers. In particular, ETA encourages states to work with the state unemployment insurance agency and other partners to explore enhancements to wage records (including the addition of occupation, hours worked, and worker location) and to use those enhancements to produce actionable labor market intelligence. ETA also encourages states to explore how such enhanced wage records can serve as a foundation for portable learning and employment records (LER) that workers can use to document and communicate their skills and work history, and for tools for understanding how skills and tasks map to occupations, training programs, and credentials.

Encouraged economic and labor market reports, products, and activities. ETA encourages grantees to produce other reports and data in addition to those outlined above. These reports

may include accurate data, actionable information, and resources that enable job seekers, employers, staff in AJCs, state and local WDBs, policy makers, and the workforce development system to make informed decisions about the reemployment, work-based learning, training, and career pathways strategies that lead to rapid reemployment and worker advancement along a continuum of high-demand and high-wage jobs.

ETA encourages states to develop other products that may include online self-service tools and other occupational and career guidance resources for job seekers including Unemployment Insurance claimants; industry- or occupation-specific research; data visualizations, job vacancy surveys; supply/demand analysis; reports based on analyses of on-line job orders (job ads) data sources; and studies of topics of continuing interest such as labor or skill supply and demand, mismatches, and deficiencies. Examples of these reports and products are found on state websites and various U.S. Department of Labor websites.

Another encouraged report is a statewide annual economic analysis report. This report was a requirement in previous WIGS TEGs; however, since PY 2025 it is no longer a required product. ETA regards state economic and labor market analyses as important to plan WIOA and other workforce programs. Therefore, ETA encourages states to publish an annual statewide economic analysis report and provide it to state policymakers (including the governor and state legislature) and state and local WDBs, and to disseminate it widely via state websites, state press releases, and state social media content. Grantees have broad discretion over the reports' contents, but they are encouraged to include analyses of trends and challenges at both the state and sub-state levels. Examples of topics may include employment growth or decline (actual and projected); unemployment and other labor market hardship indicators (such as low earnings); identification of growing and/or in-demand occupations and/or industries; other analyses of important industries and occupations; and skill shortages, mismatches, or deficiencies, within the limitations of the available data.

With regard to LMI training, ETA encourages states to provide training and technical assistance to customers outside of the required LMI training for state and local workforce development staff. This may be conducted through in-person or virtual presentations, social media campaigns, or any other forms of print or electronic media to assist the grantee in promoting the LMI products created using WIGS funding.

Looking Ahead: Assessing WIGS for PY 2027 and Beyond. ETA recognizes that the landscape for workforce and labor market information has changed substantially and continues to rapidly evolve. Given new data sources, AI-assisted analytical tools, and evolving customer needs, ETA seeks to determine how finite WIGS funding can be most effectively deployed by states to produce the most timely, local, and actionable information possible. During PY 2026, ETA intends to consult with states, their customers, and other stakeholders to examine whether the current mix of required and encouraged activities remains the right model, and what changes might better serve the workforce system in PY 2027 and beyond. ETA will share more information about the structure and timing of that consultation process with states in the coming months. Grantees are encouraged to reflect on this question in their Annual Performance Reports and in conversations with their ETA Regional Offices.

5. **Inquiries.** Contact the applicable ETA Regional Office.

6. **References.**

- Section 3(c)(4) of the Wagner-Peyser Act, as amended (29 U.S.C. 49b(c)(4));
- [2 CFR Part 200](#) and [2 CFR Part 2900](#) *Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards*;
- Rehabilitation Act of 1973, Section 508 as amended (29 U.S.C. 794d);
- [TEGL No. 10-25](#), *Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Youth Activities Program Allotments for Program Year 2026; Program Year Allotments for the Wagner-Peyser Act Employment Service Program; and Program Year 2026 Allotments of Workforce Information Grants to States and Outlying Areas* (April 28, 2026.)
- [TEGL No. 16-22](#), *Revised ETA-9130 Financial Report Instructions and Additional Guidance* (May 12, 2023) and its [change 1](#) (January 19, 2024.)

7. **Attachments.**

- I. Consolidated Requirements for WIGS Grantees
- II. Language for Grant Product Attribution and Intellectual Property Rights

Attachment I

Consolidated Requirements for Workforce and Labor Market Information Grants to States (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 Training and Employment Guidance Letter (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.	States must submit the SF 424 according to the instructions in TEGL 10-25.	States 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 16-22.	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 Employment and Training Administration (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-compliant accessible PDF for posting online.	October 1, 2027	1) States must post this report on their Labor Market Information (LMI) website. 2) Unless a product referred to <i>is</i> 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.
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 Workforce Development Board (WDB)s, 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.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
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.
Workforce Information Database (WID). Implement and maintain the most current version (3.0) 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). 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.	Version 3.0 should have been 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, 2027.	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 Projections Managing Partnership (PMP) for posting on its website. Any unpublished projections products must be provided to the ETA Regional Office.
Statewide long-term industry and occupational 10-year projections (2024-2034)	Not required for PY26. Please notify your ETA regional FPO if you will publish these.	Not required under this TEGL. They will be required next year.
Sub-state long-term industry and occupational 10-year projections (2024-2034)	Due July 7, 2027	Please post to the state LMI website and the PMP website.
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, 2027, or please consult with your ETA regional FPO.	If both are created, please post them both to the state 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 U.S. Bureau of Labor Statistics, 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

Language for Grant Product Attribution and Intellectual Property Rights

The following language needs to appear on all products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s (DOL) Employment and Training Administration (ETA). The product was created by the recipient and does not necessarily reflect the official position of DOL. DOL makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.”

In addition, the following text needs to appear when applicable:

“The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights of copyright to which the recipient, subrecipient or a contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work, where the Department has a license or rights of free use in such work, although they may be used to pay costs for obtaining a copy which is limited to the developer/seller costs of copying and shipping.”