Employment and Training Administration Advisory System U.S. Department of Labor Washington, D.C. 20210	CLASSIFICATION WORKFORCE INFORMATION
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TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 30-08

TO: STATE WORKFORCE AGENCIES
STATE WORKFORCE ADMINISTRATORS
STATE AND LOCAL WORKFORCE BOARD CHAIRS
AND DIRECTORS
STATE WORKFORCE LIAISONS
STATE LABOR COMMISSIONERS

FROM: DOUGLAS F. SMALL Douglas F. Small
Deputy Assistant Secretary

SUBJECT: Application Instructions for Program Year (PY) 2009 Workforce Information Grants: Workforce Information Formula Allocations to States

1. Purpose. To announce the grant application process and to transmit guidance for the development and management of the PY 2009 Workforce Information Grants to States.

2. References. The Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. 3501-3520); 29 Code of Federal Regulations (CFR) Parts 93, 96, 97, and 98; Office of Management and Budget (OMB) Circular A-87; Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d); Wagner-Peyser Act (48 Stat. 1B, 29 U.S.C. 49), Sections 7(a)(3)(D), 7(d), and 15; Sections 111(d)(8) and 309 of the Workforce Investment Act (WIA) (Pub. L. 105-220, 29 U.S.C. 2801, et seq.); Training and Employment Guidance Letter (TEGL) NO. 31-07, Application Instructions for Program Year (PY) 2008 Workforce Information Grants: Workforce Information Formula Allocations to States; Planning Guidance for the Strategic State Plan for Title I of the Workforce Investment Act of 1998 (WIA) and the Wagner-Peyser Act (73 FR 72853 (Dec. 1, 2008)); and TEGL No. 14-08 Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009.

3. OMB Approval. In conformance with the Paperwork Reduction Act of 1995, OMB reviewed and approved the information collection (OMB Control Number 1205-0417). This approval expires on May 31, 2011.

RESCISSIONS None	EXPIRATION DATE Continuing

Under 5 CFR 1320.5(b), an agency cannot conduct, sponsor, or require a response to a collection of information unless the collection displays a valid OMB Control Number. The reason for this information collection is the planning and management of the workforce information formula grants to states.

4. **Background.** The first decade of the new millennium continues to be buffeted by change in both economic opportunity and structure. The early years of the decade saw growth after recession. The mid-2000's witnessed the spread of globalization and its unexpected impact on areas not prepared to shift from the singular industrial development model that delivered past prosperity. In 2009, the nation finds itself confronting unprecedented change and historic job loss in an economy described by President Obama and others as the worst since the Great Depression.

   Throughout the decade, the Employment and Training Administration (ETA) has been flexible in creating and funding workforce development initiatives to assist states to become more globally competitive. As the nation's unemployment rate trends steadily upward, ETA encourages states to use regional initiatives and methodologies to reestablish sound economic footing. States are also reminded that regional partnerships remain key to attaining long- and short-term economic and workforce development goals and to helping workers and businesses successfully negotiate new economic and employment realities. (Please refer to the PY 2008 Workforce Information Grants to States guidance (TEGL NO. 31-07, dated June 6, 2008) for the components to sustain successful regional partnerships.

   To furter respond, President Obama and Congress enacted the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (the Recovery Act). The purpose of the Recovery Act is to preserve and create jobs, promote the nation's economic recovery, and assist those most impacted by the recession. However, the Recovery Act provides more than an injection of workforce development resources into communities across the country. It is also a significant monetary investment and represents an extraordinary opportunity for state workforce agencies (SWAs) to fund their employment and training programs in a manner that supports and accelerates the transformation of the public workforce system and increases its effectiveness.

   ETA encourages all SWAs to take an expansive view of how Recovery Act funds can be integrated into state transformational efforts while valuing the equally important needs of workers and employers. The review of current and projected workforce needs for both groups can help direct state education, training, employment, and re-employment services. Additionally, use of this form of workforce information can ensure that every level of SWA-provided assistance is fully aligned with local and regional economic development strategies and leads to the jobs and industries deemed most important for citizen success.

For workforce development to emerge as a strong, invigorated and innovated system, stakeholders at every level must develop and refine innovative service delivery strategies in the context of both metropolitan and rural regional economies. Therefore, it is critical that ETA-funded workforce information grantees remain both a catalyst and a support for state and local workforce boards as they partner with each other regionally and across political jurisdictions and develop solutions. Collaboration with community colleges, employers, business and labor organizations, civic groups, and community philanthropy will ensure that workforce development services meet the regional economic development strategies needed for success.

In addition, sector strategies for renewable energy, broadband and telecommunications, health care, advanced manufacturing, and other high demand industry sectors identified by local areas should be an integral part of a comprehensive and analytical approach to workforce development and regional growth. In every aspect, states are expected to use workforce and labor market information (LMI) and data as the foundation on which to build and implement sound workforce development strategies.

This guidance highlights opportunities state workforce and labor market information, or economic research and statistical entities (LMI entities) will have to demonstrate value-added information products and services to support Recovery Act investments.

5. **Workforce Information Goals and Objectives.** The goal for the Workforce Information Grants to States for PY 2009 is two-fold. SWAs, through their LMI entities, are to support immediate economic recovery while also planning for long-term economic growth and stability.

   PY 2009 ETA workforce information grant funding is to be used by SWA grantees to provide and support the workforce information services needed for states to successfully identify, develop, and maintain sustainable and competitive regional economies capable of addressing both short- and long-term employment need. States are urged to incorporate and follow two inter-dependent development strategies – one that identifies industries and expected continued growth and another to address new, more immediate, employment challenges.

   State labor market and workforce information providers are expected to play a critical role in PY 2009 as states make Recovery Act investment decisions and develop economic growth strategies. States can leverage Recovery Act funds for their LMI entities to enhance ETA-funded workforce information research, surveys, and products to meet stimulus-driven reporting requirements. Hiring new LMI staff, capitalizing infrastructure improvements, or otherwise supporting the

expansion of needed workforce information resources are also allowable uses of Recovery Act funds.

To achieve the two-fold goal stated above, ETA expects states to:

- Participate in regional economic development activities to identify regional assets, exploit strengths and opportunities, and address weaknesses as the foundation for a sound regional economic vision and successful strategies for long-term growth and recovery.

- Develop workforce information on workforce supply, employer demand, and, the skills and education gaps in the supply pipeline to guide state and local workforce investment board efforts and those of their education and economic development partners.

  Actionable workforce information can be gained from short- and long-term industry and occupational projections and analyses, supply and demand analysis, skills gap analysis, labor shed analysis, and local level impact analysis.

- Support re-employment services designed for unemployment insurance (UI) claimants. States that incorporate worker profiling to guide the provision of UI reemployment services generally obtain better (and earlier) reemployment outcomes. Locally captured worker demographics are useful in tailoring front-line services to specific populations. State-driven worker profiling of UI claimant pool characteristics help establish realistic outcome expectations based on past cohorts of individuals drawing benefits.

  Staffing pattern analysis combined with data on worker characteristics (e.g., education, industry, occupation, length of employment, wage earned, and residence), and data on projected industry and occupational growth and decline, industry locations, wages and benefits, mass layoffs, local level unemployment, and previously exhausted claims can help states objectively determine appropriate services and priorities for UI claimants.

- Build on existing relationships to strengthen the impact of workforce information for policy makers. Relationships with business and industry are particularly critical now. Tapping into trusted business sources can enable state labor market entities to:

  - Develop information which can be used by the workforce system to develop layoff aversion strategies (particularly where incumbent worker reskilling is needed to match new job requirements);

- Ease the transition of laid off workers when reductions are necessary; and

- Build virtual service bridges between firms laying off and those hiring through labor exchange, skills gap training, or other tactics.

- Forge new partnerships to expand and enhance the reach of workforce intelligence by conducting outreach with labor organizations, business groups, nonprofit organizations, industry organizations, state and local government agencies, and other interested parties.

- Review the Recovery Act for other opportunities to support workforce development. For example:

  - The Recovery Act contains $500 million for projects that prepare workers for careers in energy efficiency and renewable energy. Following the two-fold workforce information goal for PY 2009, ETA envisions that these dollars will not only create short-term recovery-oriented green jobs but also establish long-term green career pathways by combining entry-level green jobs with training. State research and analysis will be needed to identify "green growth" occupations (existing green jobs projected to increase in number); "green-enhanced" occupations (existing green jobs that are expected to also require worker upskilling), and emerging green occupations in need of workers.

  - Recovery Act funding is also available to support research, labor exchange, and job training to prepare workers for other high growth and emerging industry sectors, with priority for projects in health care careers. State LMI entities should note that a variety of other employment programs have been funded with Recovery Act dollars or are affected by the Recovery Act and will need workforce information, including:

    WIA Adult Employment and Training,
    Wagner-Peyser Employment Services,
    State Unemployment Insurance Operations,
    WIA Dislocated Worker Employment and Training,
    Trade Adjustment Assistance,
    WIA Youth Activities (including Summer Jobs),
    Job Corps,
    Senior Community Service Employment Program, and
    Vocational Rehabilitation State Grants

- Initiate a means to gather information about other state Recovery Act investments to be made and for which state LMI entities can be a valuable partner in producing and providing workforce data and information that guide economic recovery and

growth decisions. Workforce information grantees should also be positioned to help local and regional areas with workforce information needs.

ETA urges its workforce information grantees to offer assistance as their SWAs develop job creation data, effect Recovery Act data collection(s), or identify other needs for workforce data. State LMI entities should find that, upon review, many of the stimulus investments contained in the Recovery Act present a variety of opportunities to supplement, expand, or enhance current workforce information services and tools.

6. **ETA-Supported Workforce Information Resources.** To help workforce information consumers better organize and use needed workforce information, tools, and resources, ETA developed the following resources:

The *Regional Economic Development (RED)* Web site provides information and tools to help regional economies drive economic transformation using a six-step blueprint to find resources, form partnerships, and achieve regional success. http://careeronestop.org/RED/

The *Workforce Information and Economic Analysis* Web page, launched by ETA in late 2008 through its Workforce3one Web site, is designed to promote the sharing of state developed workforce information resources and tools. The page also contains links to other public and private workforce information Web sites and houses recorded workforce information and economic analysis webinars. http://www.workforce3one.org/page/wiea

The *WIN-WIN (Workforce Information Innovation) Network Community of Practice* Web page is scheduled to launch through Workforce3one prior to the beginning of PY 2009. The goal of this WIN-WIN national community of practice is to advance the application and integration of data, analysis, and research in national and regional workforce and economic development and economic recovery activities.

The *"Catalogue of Workforce Information Sources: Decision Making Assistance for Regional Economic Development"* is a compilation of accessible data sources (Federal, state, and private sector) that can help support local, state, and regional planning and economic development efforts. Divided into three parts, the catalogue reviews various workforce and labor market information sources; lists portals and systems for workforce and labor market information decision support; and ends with a discussion of data integration and analysis tools and services. http://careeronestop.org/Red/Catalogue.doc

7. **Partnership Expectations.** ETA-funded state workforce information grantees are required to consult with their strategic partners to increase the scope and utility of workforce information used to inform workforce and economic development strategies and to enhance career guidance and resources.

   ETA expects grantees to advance established strategic partnerships that drive the regional economic development framework needed to address both short- and long-term employment goals. Therefore, grantees should collaborate with partners, i.e., workforce investment boards (WIBS), economic development agencies, education and training institutions, business groups, industry associations, labor organizations, and other public and private producers and distributors of labor market and economic information to gather, analyze, and use a wide variety of workforce and economic data to drive strategic planning, track economic conditions, benchmark competitiveness, and measure outcomes.

   Exemplary tools, products, and processes developed through state and local partnerships, including those identified by the Workforce Information Innovation Network, will be shared and made available for system review and sharing through both the WIN-WIN Network Community of Practice Web Page and the Workforce3One Workforce Information and Economic Analysis super category Web page at http://www.workforce3one.org/page/wiea.

   Additionally, the annual workforce information performance reports submitted by the states are reviewed by both regional and national ETA staff. States should view and use this grant deliverable as an opportunity to communicate to ETA and highlight the partnerships, activities, and other outcomes attained during the program year. ETA expects these annual reports to be more than just a compilation or listing of state workforce information products that is simply updated from year to year. ETA expects the annual reports to incorporate a significant level of analysis, interpretation, appropriate conclusions, and actionable recommendations.

   Interested parties may access the state annual reports for PY 2007 and prior years at http://www.doleta.gov/Programs/2007ReportsAndPlans/eta_default.cfm.

8. **Funding and Leveraging Resources.** ETA will provide formula allocated workforce information grants to states to produce, at a minimum, the core products and services required by Attachment III of this guidance, and for the development of other workforce information products and services which, at a state's discretion, might be required to support the workforce development system.

A total of $32,000,000 is available for PY 2009, minus $176,800 allocated in total to Guam and the Virgin Islands. ETA will distribute the remaining amount of $31,823,200 by formula to states and the District of Columbia, with 40% distributed equally to all states and 60% distributed based on each state's relative share of the civilian labor force for the 12-month period ending September 2008 (see Attachment I for the table of state allocations). States are urged to collaborate with other data and program providers and leverage, to the greatest extent possible, both ETA workforce information and Recovery Act funds in order to expand current capacity to produce quality workforce information and economic analysis. Section 5 of this guidance, Workforce Information Goals and Objectives, suggests several areas in which state workforce information, labor market information, or economic research and statistical entities can achieve this goal.

ETA and many workforce system leaders view the economic downturn and its infusion of resources as a challenge and opportunity to advance all facets of the workforce development system. ETA has provided aid to LMI entities to access Recovery Act funds through TEGL NO. 14-08, "*Guidance for Implementation of the Workforce Investment Act and Wagner-Peyser Act Funding in the American Recovery and Reinvestment Act of 2009 and State Planning Requirements for Program Year 2009*" (issued March 18, 2009). The Recovery Act TEGL contains many references to workforce information and many statements that identify and strongly encourage states to use recovery funds for workforce information. Additionally, the guidance positions workforce information as the first item to be addressed in PY 2009 WIA/Wagner-Peyser State Plan modifications and further instructs states to ground visions and strategies in an "economic and labor market context." However, it is incumbent upon each state LMI entity to make the business case for receiving state-allocated Recovery Act funds by identifying the value-added services, products, intelligence, and the overall benefit of investment in workforce information.

9. <u>State Certification of Required Grant Deliverables</u>. States must submit a grant Statement of Work Certification (see Attachment IV) affirming that all six deliverables required by the grant Statement of Work Guidelines (see Attachment III) will be accomplished during PY 2009. The certification must be signed by the governor or by both the SWA administrator and the chairperson of the State Workforce Investment Board (SWIB).

   If circumstances prevent accomplishment of a specific grant deliverable during PY 2009, the state must negotiate a deferral with the ETA Regional Administrator including attaching as an addendum the reasons for delay and a proposed completion date. The ETA regional office will document planned grant activities and grant accomplishments in the state's grant file and those records will be made accessible, per 29 CFR, Part 97.42(e)(1), for examination by ETA or other authorized Federal representatives.

10. <u>Accountability</u>. ETA will assess and document the effectiveness of grantee performance through the following approach:

a. **ETA Grant Reviews.** The ETA regional offices will conduct periodic reviews of states' progress towards meeting the PY 2009 certified grant deliverables, the degree to which collaboration with the SWIB and other partners exists, and quarterly reviews of grant expenditures and obligations.

b. **Performance Reporting.** On July 1, 2005, ETA implemented common measures reporting and revised program reporting requirements to include the provision of workforce information services and the impact of those services on participant outcomes. State data on the Entered Employment Rate, Employment Retention Rate after Six Months, and Earnings for participants following receipt of workforce information services is specifically captured for performance reporting purposes. For PY 2009, ETA will monitor the outcomes achieved by participants who received workforce information services.

c. **Consultation and Customer Satisfaction Assessment.** Section 15 of the Wagner-Peyser Act (WIA Section 309) requires states to consult with customers about the labor market relevance of the information disseminated through the statewide workforce information system. ETA interprets customers to include workforce system stakeholders, regional economic development leadership within the state, and other strategic partners that foster workforce development. Consultation with the workforce investment system and other customers and users provides the basis for formulating continuous improvement strategies for workforce information. ETA is not prescribing an approach or methodology for conducting customer consultations. Methods can include focus groups, various types of surveys, documented consultations, customer satisfaction assessments, or other methods the state considers appropriate.

d. **Annual Performance Report.** Grantees are required to submit an annual performance report for the workforce information grant (29 CFR 97.40(b)(1)), signed by both the SWA administrator and the SWIB chairperson, or the governor, as specified in Attachment V, Section A. The report must include a description of outcomes compared to certified grant deliverables and, where appropriate, an explanation as to why a grant deliverable was not accomplished and what will be done to ensure accomplishment.

   The annual performance report must also include a summary of the results of the grantee's customer consultations regarding state workforce information products and services and a summary of activities to be undertaken to add customer value where needs for improvement are indicated. The report may also include recommendations for consideration by ETA for changes and improvements to the required grant deliverables.

Grantees must electronically submit the annual performance report as an accessible Section 508 compliant .pdf file to the appropriate ETA regional office 90 days following the end of the program year. As stated earlier, ETA will post the annual performance reports on the ETA Web site for the purpose of informing the system of overall grant performance.

States should be aware that .pdf copies of all documents submitted to ETA for Web posting must meet the Federal accessibility requirements stated by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d). (See www.section508.gov for more information.)

States unable to convert their annual report and economic analysis grant deliverables to meet Section 508 .pdf accessibility standards should instead submit them to ETA in Microsoft (MS) Word or an equivalent text format. Forwarded files will be converted by ETA to meet .pdf accessibility guidelines prior to posting for public use and review.

11. **Special Grant Requirements.** Funds provided by this award may not be used to supplant funds obligated from other funding sources for workforce information activities. All costs incurred under the grant must support the cost objectives specified in Section 5 of this guidance and must conform to the principles for "reasonable" and "allocable" costs as specified in OMB Circular A-87.

    All data collection activities must conform to the technical standards and methodologies established by the Bureau of Labor Statistics, or document, in the state's grant file, a sound business rationale for the use of an alternative methodology. Any information technology system or application developed with these funds must adhere to industry-standard, open architecture principles with documentation and software made available for use by other organizations for Federal government purposes.

12. **Publications and Other Information Products.** Grantees are required to submit .pdf copies or links to .pdf copies of the economic analysis reports (Deliverable 3) and any special studies and economic analyses (Deliverable 6) to the appropriate regional office 90 calendar days following the end of the program year.

    Grantees are also requested to submit .pdfs or links to .pdf copies of publications and other products produced with these grant funds that are considered to be of special interest to the workforce investment system to the appropriate regional office.

Examples of products of special interest include industry-specific research and analysis, state brochures describing the availability and functionality of electronic self-service tools, documentation of innovative applications developed for database access or manipulation, or innovative workforce information services available to customers.

As noted above in Section 10d, Annual Performance Report, .pdf copies of documents submitted to ETA for Web posting are expected to meet Section 508 accessibility requirements. States encountering compliance difficulties must submit their documents in MS Word or an equivalent text format, which ETA will then convert to meet Federal .pdf accessibility guidelines.

13. Grant Expenditure Period. The maximum expenditure period for these funds is three years under the Wagner-Peyser Annual Funding Agreement. The grant will cover, at a minimum, the 12-month period from July 1, 2009 to June 30, 2010, but may, if negotiated between the state and the ETA regional office, cover a longer period of time up to the maximum expenditure period ending June 30, 2012.

14. Grant Modifications. The grantee and the ETA regional office may jointly modify planned expenditures, within the state allocation during the grant period of performance. The regional office has authority to recommend the reallocation of grant funds to the ETA grant officer when overall grant expenditures and obligations are substantially below quarterly budgeted forecasts.

15. Financial Management and Reporting. States should forecast actual cash needs by Program Year quarter on Standard Form (SF) 424A, Section D, for all quarters covered by the grant. State workforce agencies will report quarterly expenditures by direct data entry of the ETA 9130 Financial Cost Report, into the Web-based Enterprise Business Support System (EBSS). Per 29 CFR 97.41(b)(4) quarterly financial reports are due 30 days following the end of each quarter. Address any questions regarding financial management and reporting for PY 2009, or for any existing prior year fund balances, to the appropriate ETA regional office.

16. Action Requested. Grant applications are due to the regional offices within 45 days of the date of this guidance. A submission date later than 45 days may be approved by ETA Regional Administrators. ETA requests that SWA administrators:

    a. Immediately transmit these grant application instructions to the appropriate SWA office and to the SWIB.

    b. Submit the original and two (2) copies of the PY 2009 grant application package with a transmittal letter signed by: (1) the governor; or (2) both the SWA administrator and the chairperson of the state SWIB to the appropriate ETA regional office.

c. Include in the grant application package:

1. Transmittal Letter
2. Application for Federal Assistance (SF-424)
3. Budget Plan (SF-424A, Section D only)
4. Statement of Work Certification

17. **Inquiries.** Direct questions on the statement of work and grant requirements to the appropriate ETA regional office. Direct grant and financial management questions to the regional office or to Gwendolyn Baron-Simms at (202) 693-3309 or to Thomas Martin, Grant Officer, at (202) 693-2989.

18. **Attachments.**

I. State Allocations for PY 2009
II. Grant Procedures
III. Statement of Work Guidelines
IV. Statement of Work Certification
V. Annual Performance Report Instructions

U. S. Department of Labor
Employment and Training Administration

Attachment I

Workforce Information Grants to States
PY 2009 vs PY 2008 Allotments

State	PY 2008	PY 2009	Difference	% Difference
Total	**$31,863,448**	**$32,000,000**	**$136,552**	**0.43%**
Alabama	517,479	513,199	(4,280)	-0.83%
Alaska	286,532	288,558	2,026	0.71%
Arizona	616,560	626,020	9,460	1.53%
Arkansas	413,079	413,813	734	0.18%
California	2,478,254	2,507,217	28,963	1.17%
Colorado	573,969	583,382	9,413	1.64%
Connecticut	473,938	476,002	2,064	0.44%
Delaware	298,422	299,219	797	0.27%
District of Columbia	283,018	285,208	2,190	0.77%
Florida	1,374,721	1,388,142	13,421	0.98%
Georgia	838,696	842,605	3,909	0.47%
Hawaii	323,871	325,132	1,261	0.39%
Idaho	337,015	338,097	1,082	0.32%
Illinois	1,069,456	1,070,081	625	0.06%
Indiana	644,569	642,235	(2,334)	-0.36%
Iowa	448,792	451,190	2,398	0.53%
Kansas	425,973	427,610	1,637	0.38%
Kentucky	497,690	495,574	(2,116)	-0.43%
Louisiana	490,060	494,844	4,784	0.98%
Maine	331,693	332,053	360	0.11%
Maryland	615,226	612,613	(2,613)	-0.42%
Massachusetts	664,696	662,375	(2,321)	-0.35%
Michigan	867,507	855,176	(12,331)	-1.42%
Minnesota	607,538	606,203	(1,335)	-0.22%
Mississippi	406,084	407,221	1,137	0.28%
Missouri	620,388	615,454	(4,934)	-0.80%
Montana	305,158	306,660	1,502	0.49%
Nebraska	364,663	366,425	1,762	0.48%
Nevada	408,405	414,616	6,211	1.52%
New Hampshire	335,465	335,737	272	0.08%
New Jersey	798,971	796,139	(2,832)	-0.35%
New Mexico	359,736	361,891	2,155	0.60%
New York	1,410,985	1,420,420	9,435	0.67%
North Carolina	801,477	805,049	3,572	0.45%
North Dakota	288,534	290,398	1,864	0.65%
Ohio	980,145	982,778	2,633	0.27%
Oklahoma	457,593	459,625	2,032	0.44%
Oregon	480,629	484,917	4,288	0.89%
Pennsylvania	1,019,875	1,027,599	7,724	0.76%
Puerto Rico	416,785	412,752	(4,033)	-0.97%
Rhode Island	314,993	315,475	482	0.15%
South Carolina	508,915	508,829	(86)	-0.02%
South Dakota	297,541	299,586	2,045	0.69%
Tennessee	617,264	621,026	3,762	0.61%
Texas	1,667,706	1,680,566	12,860	0.77%
Utah	408,862	415,279	6,417	1.57%
Vermont	288,250	288,282	32	0.01%
Virginia	742,865	748,577	5,712	0.77%
Washington	659,818	671,927	12,109	1.84%
West Virginia	344,123	344,271	148	0.04%
Wisconsin	623,722	624,534	812	0.13%
Wyoming	279,270	280,619	1,349	0.48%
State Total	**31,686,976**	**31,823,200**	**136,224**	**0.43%**
Guam	92,716	92,899	183	0.20%
Virgin Islands	83,756	83,901	145	0.17%
Outlying Areas Total	**176,472**	**176,800**	**328**	**0.19%**

Attachment II

Grant Procedures

A. Grant Agreement. The Wagner-Peyser Annual Funding Agreement covers the Wagner-Peyser Base Grant and the Workforce Information Grants to States for FY 2009/PY 2009. The Annual Funding Agreement includes Assurances and Certifications that apply to all grants covered by the Agreement. Therefore, grantees do not need to separately submit the Assurances and Certifications with the Workforce Information Grants to States application.

B. Grant Application. Develop grant applications in accordance with Attachments I through V. The grant application must include a transmittal letter signed by both the designated SWA administrator and the designated representative of the State Workforce Investment Board, or the governor, a signed Application for Federal Assistance (SF-424), Budget (SF-424A, Section D only) for all quarters covered by the state plan, and a grant Statement of Work Certification. ETA requests that states submit the original and two copies of the complete grant package to the appropriate ETA Regional Administrator within 45 days of the date of this guidance.

C. Grant Approval. Regional Administrators are responsible for final approval of the grant and will issue an approval letter, with a copy of the approved grant package, to the state and a copy of the approval letter and approved grant package to the grant officer. The grant officer will issue a Notice of Obligation (NOO) after receipt of the approved grant application from the Regional Administrator.

D. Grant Modifications. The grantee and ETA regional office may jointly modify forecasted quarterly expenditures, within the state allocation, during the grant period of performance. The regional office has authority to recommend funding adjustments to the grant officer when overall grant expenditures are substantially below quarterly budgeted forecasts in the approved SF- 424A.

Attachment III

Statement of Work Deliverables

Funds shall be used to produce deliverables one through six specified in this Attachment. The deliverables include the population and maintenance of the Workforce Information Database (WIDb), the production of industry and occupational employment projections, and other economic and workforce information products and services required to support the state, regional, and local workforce development systems.

Grantees are required to produce all six deliverables with PY 2009 funding. Except for deliverables one and two (WIDb maintenance and enhancements; and Industry and Occupational Employment Projections), which are expected to be standard and comparable across states, states are allowed flexibility in developing the remaining required deliverables. This flexibility enables states to determine the relative priority of the product or service, the content and form of the deliverable, and the level of investment in each deliverable that best meets the states' needs. States are required to consult with the SWIBs, regional economic development leadership within the state, other economic development partnerships, local workforce investment boards (LWIBs), and involved organizations in order to receive significant stakeholder input into the development of the grant deliverables.

ETA acknowledges and supports states using funds provided by this grant to produce other information products and services, such as workforce information training and occupational and career guidance, that are needed to support the development of the workforce system and documented as customer demand.

1) **Populate the Workforce Information Database (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 is intended to serve 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 more sophisticated interpretation. Using the same version of the database in all states is important for comparative analysis purposes and for ease of maintenance. Therefore, states are required to implement and maintain the most current version of the WIDb and populate all tables designated as core tables in accordance with guidelines issued by the Analyst Resource Center (ARC).

Database content must be updated timely in order to be as current as the state's most recent publications and data releases. Information and technical support will be provided on the ARC Web site at: http://www.workforceinfodb.org/. The listing of the current core data elements, i.e. those elements that must be populated by all states, and associated tables may be found at the same Internet address. States are required to populate the database with the license.dbf and licauth.dbf licensing files. Licensing data must be updated every two years. States are required to submit licensing data through the National Crosswalk Service Center (NCSC) for inclusion on http://www.CareerInfoNet.org. The licensed occupations information is located on America's Career InfoNet (ACINet) site, and has been recoded from the Occupational Employment Statistics (OES) taxonomy to the Occupational Information Network (O*NET)/Standard Occupational Classification (SOC) taxonomy. The NCSC will assist states in recoding their files from OES to O*NET/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.

Training, support material, and information updates will be provided through the ARC technical Web site along with links to related sites, and electronic newsletters to help states realize the full potential of the WIDb and related resources. While states should minimize training requiring staff travel, 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.

2) **Produce and disseminate industry and occupational employment projections.**

States must 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. In the case where a state uses another methodology, state officials must document the methodology and indicate the reason for using alternative methods.

The primary activity for states in PY 2009 will be the production of statewide short-term and long-term occupational projections. Statewide long-term projections are to be developed for the 2008 to 2018 period and statewide short-term projections from 2009 to 2011. States should note that ETA supports and encourages the production of sub-state and local projections.

When completed, states must also populate the WIDb with the statewide 2009-2011 short-term projections and 2008-2018 long-term projections data, as well as submit the long-term data for public dissemination following procedures established by the

Projections Workgroup and the Projections Managing Partnership. The Workgroup will provide states specific instructions for data submission.

ETA encourages states to participate in training opportunities that may be recommended or provided by the Projections Workgroup and the Projections Managing Partnership.

3) **Publish an annual economic analysis report for the governor and the SWIB.**

States must use funds to develop and publish annual, detailed state economic analyses. This analysis will inform workforce and economic development policy and investment determinations by the governor, the SWIB, LWIBs, regional economic development leadership within the state, economic development organizations, and other partners including community colleges and other stakeholders. To the extent available from state or other sources, the state analysis should include pertinent data and analyses of local and regional economies. If this deliverable, in whole or in part, is the responsibility of another state agency or office, opportunities for partnering and leveraging information with the responsible agency must be explored and documented in an addendum to the grant certification.

In addition to the workforce information routinely produced by the grantee, ETA encourages grantees to expand the scope and depth of each analysis they perform by including information from external, credible sources of workforce, labor market, and economic information where relevant and based on needs identified through customer consultation. Examples of other possible data sources are cited in the Catalogue of Workforce Information Sources referenced in Section 6 of this TEGL.

States must footnote and clearly reference the information sources used in the annual economic analyses. ETA will provide technical assistance to states in accessing and incorporating information from non-state sources through Webinar training and other presentations.

If the annual economic analysis report is not a product desired by the governor or SWIB, a statement attesting as such and indicating the product or products to be created in lieu of the report must be signed by the governor or the SWA Administrator and SWIB Chair. This attestation must be submitted to the applicable regional office as part of the state's statement of work certification package.

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

States are required to post grant produced products, reports, including deliverables three and six, and other workforce information on the Web or disseminate the information through other electronic media to facilitate use by the workforce and

economic development systems, other partners and stakeholders, and the general public. Funds may be used for developing, maintaining, improving, and hosting Internet Web sites and other electronic delivery systems in support of this deliverable.

5) **Partner and consult on a continuing basis with workforce investment boards and key economic development partners and stakeholders.**

The PY 2009 workforce information grant guidelines require consultation between the grantees' SWAs, SWIBs, LWIBs, regional economic development leadership within the state, other economic development organizations, and strategic partners and stakeholders in order to increase the scope and utility of workforce information to inform workforce and economic development vision, priorities, and strategies and enhance career guidance and tools.

ETA expects workforce information grantees to operate as a catalyst to establish and maintain strategic partnerships to drive both short- and long-term regional economic development framework(s) and support the blueprint for workforce development in regional economies. Grantees are expected to collaborate with many stakeholders including economic development agencies, education and training institutions, business and labor groups, industry associations, and other public and private producers and distributors of labor market and economic information, to gather and analyze a wide variety of workforce and economic data to inform strategic planning, track economic conditions, benchmark competitiveness, and measure outcomes. The needs identified through consultations must be documented in the grant file.

6) **Conduct special studies and economic analyses.**

When needed, states shall conduct special state, regional and local studies and economic analyses to provide information support and workforce intelligence for communities in economic transition, to support state and sub-state workforce development initiatives, and to respond to major layoffs, disasters, or other events.

Attachment IV

Statement of Work Certification
State Workforce Information Grants

The State of _____ certifies that it will accomplish grant deliverables one through six specified in Attachment III of the Workforce Information Grants to States Application Instructions for Program Year 2009.* Per 29 CFR, Part 97.42(e)(1), file documentation of grant activities and accomplishments will be available for examination by ETA or other authorized Federal representatives.

_____
Governor

_____
Date

Or

_____
SWA Administrator

_____
Date

_____
SWIB Chair

_____
Date

* If circumstances prevent the accomplishment of a specific grant deliverable(s) during PY 2009, a deferral must be negotiated with the Regional Administrator, and the reasons for delay and a negotiated completion date noted as an addendum to this Statement of Work Certification.

Attachment V

Annual Performance Report

States are required to submit an annual performance report, signed by the governor or both the State Workforce Administrator (SWA) and the State Workforce Investment Board (SWIB) which concisely summarizes accomplishments and the results of customer consultations about existing and needed workforce information products and services. The report is intended to serve as an accountability, management, and analysis tool for states and ETA, and as a source for promising practices and exemplary products.

A. Accomplishments. For each required deliverable, provide a concise summary of:

- The outcomes achieved and an analysis that explains the cause of any significant variance from the Grant Certification. Describe any actions required to accomplish the required deliverables.

- The extent to which activities have conformed to the deliverables schedule, including an explanation for the cause of any significant variance from the schedule.

- Actual aggregate expenditures and an explanation for any significant variance from estimated aggregate expenditures.

B. Customer Consultations. Provide a concise summary of:

- The methods used for consulting with customers, and customize requirements.

- Activities to be undertaken to add customer value to the deliverables, where needs for improvement are identified based on customer feedback.

C. Recommendations for Improvements or Changes to the Deliverables.

These may be based on one or more of the following:

- Recommendations based on accomplishments.

- Recommendations based on consultations with customers.