

Mass Workforce Issuance

100 DCS 25.137

☐ Policy ☒ Information

To: Chief Elected Officials
Workforce Board Chairs
Workforce Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIOA State Partners

From: Alice Sweeney, Director
Department of Career Services

Date: July 13, 2016

Subject: **Workforce Labor Market Information Grants to States (WIGS) Program Year (PY) 2016: Policy and Program Guidance, and Deliverables**

Purpose: To notify Local Workforce Boards, One-Stop Career Center Operators and other local workforce partners of the Department of Labor (DOL), Employment and Training Administration (ETA) Training and Employment Guidance Letter ([TEGL 01-16](#), *Program Year (PY) 2016 Workforce Labor Market Information Grants to States (WIGS): Policy and Program Guidance, and Deliverables*, released July 8, 2016. The TEGL provides policy and program guidance for the development, management, and delivery of workforce and labor market information (WLMI) funded through WIGS; describes required, encouraged and other allowable activities; and explains the rationales for ETA policies and requirements.

Background: Each year, ETA funds WIGS and specifies grant requirements. State workforce agencies use WIGS to develop and disseminate essential state and local WLMI for job seekers, employers, educators, economic developers, and others. Grantees have considerable flexibility to meet customer needs, but must consult their customers and prepare several types of products.

Required products: Grantees must produce a Workforce Information Database (WIDb) plus two types of public products (state and local industry and occupational employment projection AND a statewide annual economic analysis report). If the grantee does not produce a required deliverable, it must negotiate an extension and a revised schedule with the appropriate ETA regional office.

- Workforce Information Database (WIDb)

- The WIDb includes the most important workforce-related data elements with variables including employment projections, wages, educational programs, the locations of education and training institutions, contact information for all US employers, and state occupational licenses.
- States must use WIGS funds to populate, maintain, and update the WIDb, and to provide related staff training.
- As a reminder, per TEGL 39-14, Change 1, June 30, 2016 was established as the due date for the States to complete the conversion to WIDb version 2.6 as one of the deliverable for the PY 2015 WIGS.
- State and local industry and occupational employment projections
 - These projections are the most frequently requested type of employment statistic other than the unemployment rate and 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.
- A statewide annual economic analysis report
 - State economic and labor market analyses are essential to plan WIOA and other workforce programs. Therefore, ETA requires that WIGS grantees develop a comprehensive statewide economic analysis report of value to state policy makers, including the governor, state legislature, and state and local WDBs, and encourages annual publication.
 - Reports should include analysis of trends and challenges at both state and sub-state levels, unemployment and other labor market hardship indicators, identification of growing, in-demand occupations and industries, other analyses of key sectors, important industries, and any emerging occupations, and potential skill imbalances, mismatches or deficiencies.

Encouraged economic and labor market reports and products: ETA encourages grantees to produce reports and data in addition to those specified above. Grantees have wide discretion in both the topics and presentation format. These reports should include accurate data, actionable information, and resources that enable job seekers, employers, staff in American Job Centers, state and local WDBs, policy makers, and the workforce system to make informed decisions about the work-based learning, training, reemployment, and career pathways strategies that lead to worker advancement along a continuum of high demand, and higher wage jobs. The Employment and Training Administration encourages grantees to review the economic reports issued by other states for ideas: https://www.doleta.gov/performance/results/AnnualReports/annual_report.cfm

Other allowable activities: ETA strongly encourages grantees to provide training and technical assistance about various types of WLMI and its uses to state and local WDBs, One-Stop/AJC partners, state Wagner-Peyser staff, WIOA program planners and policy makers, and other workforce system stakeholders. The purpose of this training is to assist stakeholders in using WLMI for data-driven program planning and informed decision-making. It also assists such staff to better identify and more rigorously report when participants receive WLMI services, to ensure that performance reports better measure the value and impact of WLMI. ETA also encourages grantees to leverage WIGS funds by expanding

partnerships among the workforce investment system, and education, training and economic development communities.

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.

Application for Federal Assistance, and Recordkeeping, Requirements:

- **Application forms.** Please refer to [TEGL 17-15](#) for application submission requirements for PY 2016 WIGS grants. Note that this TEGL specified a due date of May 31, 2016, for electronic submission of an SF 424, Application for Federal Assistance through Grants.gov.
- **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 upon request to ETA.
- **Expenditures.** By accepting WIGS funding, a state agrees to fulfill all work specified in this guidance, including submission of all deliverables by the established deadlines. ETA expects grantees to expend WIGS funds during the July 1, 2016, to June 30, 2017, period, although carry-over is permitted. Grantees must expend the funds within a three-year period by June 30, 2019. During the performance period, the grantee and the ETA regional office may jointly adjust planned expenditures within the state's allotment. All WIGS expenditures must support the required and allowable activities, and conform to "reasonable," "necessary," and "allocable" costs specified in 2 CFR Part 200 and 2 CFR Part 2900 *Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards* (see: Chief Financial Officers Council - <https://cfo.gov/cofar/#RUUG>). WIGS cannot be used to supplant funding from other Federal or state sources. Please contact your regional Federal Project Officer (FPO) for technical assistance.

Attachment 1 contains information on WIGS requirements, administrative details, and deadline/submission requirements for grant deliverables. Attachment 2 contains language required to appear on all products developed in whole or in part with grant funds. The Office of Management and Budget (OMB) has reviewed and approved this information collection (OMB Control Number 1205-0417), whose authorization expires March 31, 2017. ETA previously published PY 2016 allotments for WIGS in TEGL No. 17-15 on April 5, 2016. Please refer to this TEGL for the allotment formula, as well as specific allotments by state.

Action

Requested: Please share with managers, staff and partners as appropriate.

Attachments: 1. [Consolidated Requirements for WIGS Grantees](#)
2. [Language for Grant Product Attribution and Intellectual Property Rights](#)