

## Attachment III

### Statement of Work Deliverables

Funds shall be used to produce deliverables one (1) through six (6) specified in this Attachment III. The deliverables include the production of industry and occupational employment projections, the population and maintenance of the Workforce Information (formerly ALMIS) Database, and other economic and workforce information products and services required to support the state, local, and regional workforce investment system.

Grantees are required to produce all six deliverables with PY 2006 funding. Except for deliverables one (1) and two (2), which are expected to be standard and comparable across states (Workforce Information Database maintenance and enhancements and Industry and Occupational Employment Projections), all other required deliverables allow states flexibility to determine the relative priority of the product or service, the content and form of the deliverable, and the level of investment that best meets the states' needs. States are required to consult with the SWIBs, LWIBs and other stakeholder organizations in order to receive significant stakeholder input into the development of the core products and services grant plans.

#### **1) Continue to populate the Workforce Information (formerly ALMIS) Database with state and local data.**

The Workforce Information Database 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 providing interstate access to workforce information. Therefore, states are required to implement and maintain the most current version of the Workforce Information Database 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.almisdb.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 URL.

States are required to populate the database with the following licensing files: license.dbf and licauth.dbf. 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 on Career InfoNet has been recoded from OES to the O\*NET/SOC taxonomy. The NCSC will assist states in recoding their files to O\*NET/SOC for submittal to Career InfoNet, if necessary. States may access information and support through the NCSC Web site at <http://www.xwalkcenter.org> or by calling (515) 242-5034.

Now that the basic building and population of the Workforce Information Database has been accomplished in all states, a major emphasis in states should be the full utilization of this resource in meeting national, state, and local customer information needs. At the national level, the focus will be on providing tools to states to help them realize the full potential of the Workforce Information Database and related resources. More guidance will be forthcoming from the ARC.

New and more effective methods are being developed for providing staff training and information updates. Many materials will be provided electronically, and on-site training requiring staff travel will be kept to a minimum. It is important that all states take advantage of the resources and training opportunities provided. Funds may be used for any costs required to update and maintain the database, including staff training.

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

States are to continue producing and disseminating 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 should document the methodology and state the reason for using an alternative method in the state's grant file.

The primary activity for PY 2006 will be the production of statewide short-term and sub-state long-term projections. Sub-state long-term projections are to be developed for the 2004 to 2014 period and statewide short-term projections for the 2006 to 2008 period. An inability to produce area and local projections must be documented in the Statement of Work Certification and in the state's grant file.

States are required to populate the Workforce Information Database with the statewide 2006-2008 short-term projections and sub-state 2004-2014 long-term projections data and submit the 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.

States are encouraged to participate in the various training opportunities provided by the Projections Workgroup and the Projections Managing Partnership.

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

Funds are to be used to publish an annual, detailed state economic analysis report to inform workforce development policy and investment determinations by the governor, the SWIB, LWIBs, and other partners including community colleges, economic development organizations, and other workforce development interest groups. States are encouraged to expand the scope and depth of analyses by including information, where relevant and based on needs identified through customer consultation, from external, credible sources of workforce, labor market, and economic information in addition to the workforce information routinely produced by the state. To the extent available from the state or other sources, the state analysis should include pertinent data and analyses of local and regional economies.

Examples of other possible information sources include data collected by economic development agencies, trade and industry associations, chambers of commerce, private sector research organizations, universities, and other government agencies. States are required to footnote and clearly reference the information sources used in the annual economic analysis report. ETA will provide technical assistance to states in accessing and incorporating information from non-state sources through Webinar training and presentations.

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

States are required to post grant produced products, reports, including deliverables three (3) and six (6), and other workforce information on the Web or disseminate the information through other electronic media to facilitate use by the workforce investment system, including partners, researchers, and other allied agencies.

**5) Partner and consult on a continuing basis with workforce investment boards.**

Grantees are required to partner and consult on a continuing basis with the SWIB and LWIBs in order to identify and provide needed information support for workforce investment strategic planning and response to rapidly changing economic conditions and state and local initiatives. The needs identified through such consultations must be documented in the grant file.

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

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