

Attachment III

Statement of Work Deliverables

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

Grantees are required to produce all six deliverables with PY 2008 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 that best meets the states' needs. States are required to consult with the state workforce investment boards (SWIBs), WIRED regional partnerships, local workforce investment boards (LWIBs), and other stakeholder 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 to support talent development or other workforce information that is documented as a customer demand.

1) Continue to 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 providing interstate access to workforce information. 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 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 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 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, links to related sites, and electronic newsletters to help states realize the full potential of the WIDb and related resources. On-site training requiring staff travel must be kept to a minimum. It is important that all states take advantage of the resources and training opportunities provided. States may use 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 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 must document the methodology and indicate the reason for using alternative methods.

The primary activity for PY 2008 will be the production of statewide short-term and sub-state long-term occupational projections. Sub-state long-term projections must be developed for the 2006 to 2016 period, and statewide short-term projections for the 2008 to 2010 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 must also populate the WIDb with the statewide 2008 to 2010 short-term projections and the sub-state 2006 to 2016 long-term projections data, and 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 offered 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 to inform talent and economic development policy and investment determinations by the governor, the SWIB, LWIBs, WIRED regions, and other partners including community colleges, economic development organizations, and other talent development 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, where relevant and based on needs identified through customer consultation, from external, credible sources of workforce, labor market, and economic information. Examples of other possible data sources are cited in the Catalogue of Workforce Information Sources referenced in Section 5 of this TEG. L.

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 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, and 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 talent and economic development system, 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 talent development partners and stakeholders.

These PY 2008 workforce information grant guidelines require consultation between the grantees' SWAs, SWIBs, LWIBs, the leadership of WIRED grantees within the state, and other strategic partners and stakeholders in order to increase the scope and utility of workforce information to inform talent and economic development strategies and enhance career guidance.

ETA expects grantees to operate as a catalyst to establish strategic partnerships to drive the regional economic development framework and support the blueprint for talent development in regional economies referenced in Section 4 of this TEGL. The grantee is expected to collaborate with economic development agencies, education and training institutions, business 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 drive 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 for communities in economic transition, state and sub-state talent development initiatives, and responses to major layoffs or disasters.