

## Attachment 1. Consolidated Requirements for WIGS Grantees

The following table summarizes the deliverables and requirements in column 1 (the body of the TEGL explains these in full). Columns 2 and 3 contain important administrative details that have not been included in the body of the TEGL, which focuses on policy.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
<b>REPORTING</b>		
<p><b>SF 424 (Application for Federal Assistance)</b>            Instructions for the SF-424 and forms can be found at <a href="https://www.grants.gov/iw/forms/sf-424-family.html">https://www.grants.gov/iw/forms/sf-424-family.html</a> . Select either “Instructions” or “PDF” for OMB number 4040-0004, currently the third row on the page.</p> <p>If a state believes it is necessary to revise their expenditure plan due to unforeseen factors, the state may petition the regional office for approval to modify the plan.</p> <p>Sample completed SF 424 forms may be obtained from the applicable ETA regional office.</p>	<p>The SF 424 is required to be submitted to Grants.gov by July 13, 2018.</p>	<ul style="list-style-type: none"> <li>States must submit the SF 424 to <a href="http://www.Grants.gov">www.Grants.gov</a>.</li> </ul>
<p><b>ETA Form 9130 quarterly financial reports.</b> All sections of the form must be completed.</p>	<p>Within 45 days after the end of each quarter</p>	<p>August 14, 2018,            November 14, 2018,            February 14, 2019,            May 15, 2019.</p>

<b>Deliverables and Requirements</b>	<b>Due Dates</b>	<b>Submission, Formatting and Other Requirements</b>
<p><b>Annual Performance Report.</b> The report must include hyperlinks to all published products, and major unpublished products must be attached. It must also summarize all activities, including the following.</p> <ul style="list-style-type: none"> <li>• Describe all deliverables, highlighting new accomplishments and noting whether partnerships or collaborations were involved.</li> <li>• The required customer consultations regarding products and services, including the customer needs identified. If customers identified needed improvements, state the responsive measures taken.</li> <li>• Partnership and collaborative efforts, including activities to leverage grant funding and new activities.</li> <li>• Recommendations to ETA for changes and improvements.</li> <li>• Description of the training provided to include date, subject, who attended and the presenter(s).</li> </ul>	October 1, 2019	<p>1) This report must be submitted to the appropriate ETA regional office in a Section 508-compliant accessible PDF format for posting online on <a href="http://www.doleta.gov">www.doleta.gov</a>.</p> <p>2) Unless a product referred to is a Web site, all Internet links in the document must lead directly to the product, not to a Web site that includes the product.</p> <p>3) See general product and publication requirements.</p>
<b>PRODUCT AND PUBLICATION REQUIREMENTS</b>		
<p><b>Product Requirements (general)</b></p> <ul style="list-style-type: none"> <li>• Provide accurate and actionable information that enables informed decisions by customers, and supports the development of data-driven strategies and policies.</li> <li>• Produce products benefitting the governor, state legislature, state and local WDBs, relevant stakeholders, and the public.</li> <li>• ETA encourages grantees to notify their regional office when products are posted on the Internet.</li> </ul>	Ongoing	<p>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 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 enabling such copying.</p>
<p><b>Publication Requirements (general).</b> 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.</p>	Within a reasonable period after the completion of the work	States must include links to all WIGS-funded published material on their LMI Web site, and present it in a manner that makes it easy for the public to find this material.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
<p><b>Workforce Information Database (WID).</b> Implement and maintain the most current version (now 2.7) of the WID and populate all designated core tables in accordance with Analyst Resource Center (ARC) guidelines (required data elements are listed at <a href="http://www.widcenter.org/state-dbas">www.widcenter.org/state-dbas</a>).</p>	<p>Within one year from the release of a new database version</p>	<p>Implemented in the manner specified by the ARC. [States should inform their regional office if they use supplemental or non-standard WID tables.]</p>
<p>Occupational licensing information: states must populate the database with the license.dbf and licauth.dbf licensing files.</p>	<p>At least every 2 years</p>	<p>States must submit data in the manner specified by ARC.</p>
<p><b>Employment Projections (general)</b></p>	<p>Ongoing</p>	<p>State must provide links to all published projections on a single Web page. Unpublished projections products must be provided to the ETA regional office (to confirm that the deliverable was completed).</p>
<p>Statewide long-term industry and occupational projections</p> <ul style="list-style-type: none"> <li>• 10-year projections</li> </ul>	<p>No Projections this year. (2018-2028 statewide projections work will be required next year.).</p>	<p>File must be provided to PMP in a manner to be specified by the PMP.</p>
<p>Statewide short-term industry and occupational projections</p> <ul style="list-style-type: none"> <li>• 2-year projections</li> </ul>	<p>Due March 7, 2019 for projections from 2018-2020.</p>	<p>File must be provided to PMP in a manner to be specified by the PMP.</p>
<p>Sub-state long-term industry and occupational projections</p> <ul style="list-style-type: none"> <li>• 10-year projections</li> </ul>	<p>Due July 12, 2019 for projections from 2016-2026.</p>	<p>No Sub-state 10 Year Projections in PY18. Please note these will be due early in PY19.</p>
<p>Sub-state short-term industry and occupational projections</p> <ul style="list-style-type: none"> <li>• [Optional: allowable and encouraged, but not required, activity]</li> </ul>	<p>NA</p>	<p>If submitted, the file must be provided to PMP in a manner to be specified by the PMP.</p>

<b>Deliverables and Requirements</b>	<b>Due Dates</b>	<b>Submission, Formatting and Other Requirements</b>
<p><b>Annual and Economic Analysis Reports</b> (or substitute as explained in the body of the TEGL). 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.</p>	<p>Economic Reports due October 1, 2019</p> <p>Annual Reports and signed cover letter due October 1, 2019</p>	<ul style="list-style-type: none"> <li>• The Annual Performance Report must have a signed cover letter, from the State LMI director, stating the state has fulfilled all the deliverables of the WIGS grant. The State LMI Director is to submit the signed letter and report as separate files to the appropriate ETA regional office.</li> <li>• All Economic Analysis and Annual Performance Reports files must be in PDF format.</li> <li>• Unless a product referred to <i>is</i> a Web site, all Internet links in the document must lead directly to the product, not to a Web site that includes the product.</li> <li>• See general product and publication requirements.</li> </ul>
<p><b>Other Published Reports.</b> 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.</p>	<p>Within 90 calendar days following the end of the program year</p>	<p>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 formatting enabling such copying.</p>
<p><b>OTHER REQUIREMENTS</b></p>		
<p><b>Data collection.</b> All data collection activities must conform to the BLS technical standards and methodologies. If this does not occur, the grantee must document a defensible rationale for an alternative.</p>	<p>Ongoing</p>	

<b>Deliverables and Requirements</b>	<b>Due Dates</b>	<b>Submission, Formatting and Other Requirements</b>
<b>IT systems and applications.</b> 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	