

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 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 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.