

Attachment 2. Consolidated Requirements for WIGS Grantees

The table below 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 which have not been included in the body of the TEGL, which focuses on policy. Brackets are used in the table to indicate activities that are not required.

| Deliverables and Requirements | Due Dates | Submission, Formatting and Other Requirements |
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| RECORDKEEPING AND REPORTING | | |
| <p>SF 424 (Application for Federal Assistance), also at http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf. All sections of the form must be completed (see 424 instructions, also at http://www.grants.gov/assets/SF424Instructions.pdf).</p> <p>SF 424A (Budget Information), also at http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf. All sections of the form must be completed (see 424A instructions, also at http://www.grants.gov/assets/InstructionsSF424A.pdf).</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>No later than June 13, 2013, unless a later date is negotiated with the regional office</p> | <ul style="list-style-type: none"> • States must submit the SF 424 to www.Grants.gov. • States must submit an original and one copy of their SF 424 and 424A to their ETA regional office with a transmittal letter signed by either 1) the governor or 2) both the SWA administrator and the state WIB chairperson. • Carry-over funds from previous program years must be displayed in 424A, section B, columns 2 and 3, with the most recent year in column 2. For columns 2 and 3, only the cells in the “TOTALS” row (row k) need be completed. • In SF 424A, item number 23 (remarks), states must describe their spending plan for Federal WIGS funds remaining from previous program years. |
| <p>ETA Form 9130 quarterly financial reports. All sections of the form must be completed.</p> | <p>Within 45 days after the end of each quarter</p> | |

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| <p>Annual Performance Report. The report must include hyperlinks to all products published. It must also summarize all activities, including the following.</p> <ul style="list-style-type: none"> • Describe all deliverables, highlighting new accomplishments and noting whether partnerships or collaborations were involved. • Summarize the required customer consultations (see below) regarding products and services, including the customer needs identified. If customers identified needed improvements, state the responsive measures taken. • Summarize partnership and collaborative efforts, including activities to leverage grant funding and new activities. • Recommendations to ETA for changes and improvements. | September 30 | Must be submitted to the ETA regional office, and signed by either 1) the governor or 2) both the SWA administrator and the state WIB chairperson |
| PRODUCT AND PUBLICATION REQUIREMENTS | | |
| <p>Product Requirements (general)</p> <ul style="list-style-type: none"> • Provide accurate and actionable information that enables informed decisions by customers, and supports the development of data-driven strategies and policies. • Produce products benefitting the governor, state legislature, state and local WIBs, relevant stakeholders, and the public. • [ETA encourages grantees to notify their regional office when products are posted on the Internet.] | Ongoing | 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>Publication Requirements (general). 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. |
| <p>Workforce Information Database (WIDb). Implement and maintain the most current version (now 2.5) of the WIDb and populate all designated core tables in accordance with Analyst Resource Center (ARC) guidelines (required data elements are listed at http://www.workforceinfodb.org).</p> | Within 180 days from the release of a new database version | Submitted to ARC, in the manner specified by ARC [States should inform their regional office if they use supplemental or non-standard WIDb tables.] |

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| Licensing and certification information: states must populate the database with the license.dbf and licauth.dbf licensing files. | At least every 2 years | States must submit data through the National Crosswalk Service Center (NCSC), in the manner specified by ARC. |
| Employment Projections (general) | Ongoing | State must provide links to all published projections on a single Web page |
| Statewide long-term industry and occupational projections <ul style="list-style-type: none"> • 10-year projections | In odd-numbered calendar years, after BLS releases national projections, by a PMP-specified date | File must be provided to the Projections Managing Partnership (PMP) in a manner to be specified by the PMP |
| Statewide short-term industry and occupational projections <ul style="list-style-type: none"> • 2-year projections | Each year, by a PMP-specified date | File must be provided to PMP in a manner to be specified by the PMP |
| Sub-state long-term industry and occupational projections <ul style="list-style-type: none"> • 10-year projections | In even-numbered calendar years, after BLS releases national projections, by a PMP-specified date | File must be provided to PMP in a manner to be specified by the PMP |
| Sub-state short-term industry and occupational projections <ul style="list-style-type: none"> • [Optional: allowable and encouraged, but not required, activity] | NA | If submitted, the file must be provided to PMP in a manner to be specified by the PMP. |
| Annual Economic Analysis Report (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. | Within 90 calendar days following the end of the program year | <ul style="list-style-type: none"> • 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. • See general product and publication requirements |

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| <p>Other Published Reports. 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> |
| OTHER REQUIREMENTS | | |
| <p>Spending. ETA expects that grantees will spend the available funds during the allotment year, and reserves the right to reallocate funds if it is unlikely that this target will be met or if required deliverables are not submitted in a timely manner.</p> | <p>Ongoing</p> | |
| <p>Consultations with customers about LMI-WI produced with grant funding.</p> <ul style="list-style-type: none"> • Customers consulted must include those specified in WIA. • ETA does not prescribe the consultation methodology. Consultations must be documented in the grantee’s internal files, and made available upon request to ETA officials. | <p>Ongoing</p> | |
| <p>Data collection. 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.</p> | <p>Ongoing</p> | |
| <p>IT systems and applications. 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.</p> | <p>Ongoing</p> | |