

<b>EMPLOYMENT AND TRAINING ADMINISTRATION ADVISORY SYSTEM U.S. DEPARTMENT OF LABOR Washington, D.C. 20210</b>	<b>CLASSIFICATION</b> Workforce Information
	<b>CORRESPONDENCE SYMBOL</b> DNPTTA/Workforce Information
	<b>DATE</b> December 22, 2017

**ADVISORY: TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 4-17,  
Change 1**

**TO:** STATE WORKFORCE AGENCIES  
STATE WORKFORCE ADMINISTRATORS  
STATE LABOR COMMISSIONERS  
STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS  
STATE WORKFORCE LIAISONS  
STATE LABOR MARKET INFORMATION, WORKFORCE  
INFORMATION, OR RESEARCH DIRECTORS

**FROM:** ROSEMARY LAHASKY  
Deputy Assistant Secretary

**SUBJECT:** Change 1 to Training and Employment Guidance Letter (TEGL) 4-17 Program  
Year (PY) 2017 Workforce Labor Market Information Grants to States  
(WIGS): Policy and Program Guidance, and Revised due Dates for Deliverables

**1. Purpose.** To revise the due dates specified for the Statewide long-term projections, the Workforce Information Database (WIDb), and the WIGS 2017 Statewide Economic and Annual Report in both the TEGL and Attachment 1. The references to the due dates for these deliverables are corrected as follows:

1. The Statewide long-term projections due date is corrected by replacing "No 10-year Projections are due in 2018" with "10-year Projections are due one week following June 29, 2018" (TEGL, pg. 4);
2. The Workforce Information Database (WIDb) due date is corrected by replacing "January 8, 2018" with "June 30, 2018" (TEGL, pg. 4);
3. The (WIGS) 2017 Statewide Economic and Annual Report due date is corrected by replacing "September 30, 2018" with "October 1, 2018" (TEGL, pg. 5);
4. The Workforce Information Database (WIDb) due date is corrected by replacing "Within 180 days from the release of a new database version" with "June 30, 2018" (Attachment 1, pg. 3);
5. The Statewide long-term industry and occupational projections (10-year projections) due date is corrected by replacing "One week following June 30, 2017" with "One week following June 29, 2018" (Attachment 1, pg. 3); and
6. The Annual and Economic Analysis Report due date is corrected by replacing "September 30, 2018" with "October 1, 2018" (Attachment 1, pg. 4).

<b>RESCISSIONS</b> None	<b>EXPIRATION DATE</b> Continuing
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2. **Background.** TEGL 4-17 was published on September 22, 2017, and specified due dates for a number of deliverables under the WIGS projects. However, the TEGL specified incorrect due dates for the deliverables described above. This Change 1 provides the correct due dates.
3. **Action Requested.** State Administrators are requested to adhere to the revised due dates for the deliverables specified above.
4. **Inquiries.** Please direct all inquiries to the appropriate Regional Office.
5. **Attachment.**  
Attachment I - Consolidated Requirements for WIGS Grantees, Revised for TEGL 4-17  
Change 1

**Attachment 1. Consolidated Requirements for WIGS Grantees, Revised for TEGL 4-17  
Change 1**

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. Brackets are used in the table to indicate activities that are not required.

<b>Deliverables and Requirements</b>	<b>Due Dates</b>	<b>Submission, Formatting and Other Requirements</b>
<b>RECORDKEEPING AND REPORTING</b>		
<p><b>SF 424 (Application for Federal Assistance)</b> at <a href="https://apply07.grants.gov/apply/forms/sample/SF424-V2.0.pdf">https://apply07.grants.gov/apply/forms/sample/SF424-V2.0.pdf</a> All sections of the form must be completed.</p> <p>Instructions for the 424 and forms are at <a href="http://www.grants.gov/web/grants/form-instructions.html">http://www.grants.gov/web/grants/form-instructions.html</a>.</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 was required to be submitted to Grants.gov by July 14, 2017.</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>States must submit an original and one copy of the SF 424 that was submitted through Grants.gov.</p>
<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>November 14, 2017 February 14, 2018 May 15, 2018 August 14, 2018</p>

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
<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 (see below) 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> </ul>	October 1, 2018	<p>This report must be submitted to the appropriate ETA regional office in a Section 508-compliant accessible PDF for posting online on <a href="http://www.doleta.gov">www.doleta.gov</a></p> <p>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. A cover letter signed by the State LMI Director (or the LMI Director's designee or State Workforce Agency Director) needs to be sent with this report.</p> <p>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>

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
<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.	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.
<b>Workforce Information Database (WIDb).</b> Implement and maintain the most current version (now 2.7) of the WIDb 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/">http://www.widcenter.org/</a> ).	June 30, 2018	Implemented in the manner specified by the ARC. [States should inform their regional office if they use supplemental or non-standard WIDb tables.]
Occupational licensing information: states must populate the database with the license.dbf and licauth.dbf licensing files.	At least every 2 years	States must submit data in the manner specified by ARC.
<b>Employment Projections (general)</b>	Ongoing	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).
Statewide long-term industry and occupational projections <ul style="list-style-type: none"> <li>• 10-year projections</li> </ul>	One week following June 29, 2018 for the 2016-2026 projections.	File must be provided to PMP in a manner to be specified by the PMP
Statewide short-term industry and occupational projections <ul style="list-style-type: none"> <li>• 2-year projections</li> </ul>	One Week following February 28, 2018.	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"> <li>• 10-year projections</li> </ul>	No Sub-state 10 Year Projections this year	No Sub-state 10 Year Projections this year
Sub-state short-term industry and occupational projections <ul style="list-style-type: none"> <li>• [Optional: allowable and encouraged, but not required, activity]</li> </ul>	NA	If submitted, the file must be provided to PMP in a manner to be specified by the PMP.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
<p><b>Annual and Economic Analysis Report</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>	October 1, 2018	<ul style="list-style-type: none"> <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>	Within 90 calendar days following the end of the program year	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.
<b>OTHER REQUIREMENTS</b>		
<p><b>Consultations with customers about WLMI produced with grant funding.</b></p> <ul style="list-style-type: none"> <li>• Customers consulted must include those specified in the Wagner-Peyser Act §15(e)(2).</li> <li>• 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.</li> </ul>	Ongoing	
<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>	Ongoing	
<p><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.</p>	Ongoing	