Attachment III

Statement of Work Deliverables

Workforce Information Grants to States funds shall be used to produce deliverables one through five 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 workforce information and economic products and services required to support ETA national needs and those of state, regional, and local workforce development systems.

Grantees are required to produce all five deliverables with PY 2011 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 three 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 state and local needs.

States are required to consult with their state and local workforce investment boards, economic development agencies, educators, and other relevant and involved organizations in order to receive significant stakeholder input into the development of these flexible 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 for state and local workforce system staff and the production of occupational and career guidance resources that support the workforce system and job seekers, and documented as customer demand. Grant funds may also be used to address state staff training needs required to build or enhance staff capacity.

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 and necessary for comparative analysis purposes and for ease of maintenance. Additionally, state submitted WIDb data also support ETA's CareerOneStop (COS) Web site.

   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. 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 accessing needed staff training. States are expected to avail themselves of ARC training and support and to use WI grant program funds to do so.

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 states for PY 2011 will be the production of statewide short-term and long-term occupational projections. Statewide long-term projections are to be developed for the 2010 to 2020 period, and statewide short-term projections from 2011 to 2013. States should note that ETA supports and strongly encourages the production and dissemination of sub-state and local projections. An inability to produce area and local projections must be documented in the Statement of Work Certification and in the state's grant file.

State grantees may use annual workforce information grant funding to access and participate in needed training opportunities offered by the Projections Workgroup and the Projections Managing Partnership. ETA expects states to actively access any needed staff training and support provided by the Projections Workgroup and the Projections Managing Partnership and to use WI grant program funds to do so.

3) **Conduct and publish relevant economic analyses, special workforce information, and/or economic studies determined to be of benefit to the governor and state and local WIBs.**

Based on customer (i.e. stakeholder and partner) consultations identifying needs, states must use WI grant funding to develop, publish, and submit economic analyses and special studies capable of informing the workforce and economic development policy and investment determinations to be made by the governor and state or local WIBs. These analyses may also support the LMI/WI and economic development needs of other system stakeholders such as state and local economic and workforce development organizations, education and training institutions, community colleges and other state-identified partners, as documented and appropriate.

All information sources used in the analyses and studies by states must be clearly referenced and footnoted. ETA continues to encourage state LMI offices and economic research entities to expand the scope and depth of each developed analysis by including information from external, credible sources of workforce, labor market, and economic information where relevant and based on needs identified through WI customer consultations and assessments.

Grantees are required to submit .pdf copies or links to .pdf copies of required economic analyses, any special workforce information, or special economic studies to the appropriate regional office <u>90 calendar days</u> following the end of the program year.

Grantees are also requested to submit .pdf documents or links to .pdf copies of publications and other products produced with WI grant funds that are considered to be of special interest to the workforce investment system to the appropriate regional office. Examples of products of special interest include industry-specific research and analysis, state brochures describing the availability and functionality of electronic self-service tools, documentation of innovative applications developed for database access or manipulation, or innovative workforce information services available to workforce system staff and customers.

4) **Post products, information, and reports on the Internet.**

States are required to post grant produced products, reports, including those developed for deliverable three (3), 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. WI grant 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 other key workforce and economic development partners and stakeholders.**

Workforce information grant guidelines require grantee consultation with the SWA, state and local WIBs, economic and workforce development organizations, education and training institutions, community colleges and other appropriate state-identified strategic partners and stakeholders to increase the scope and utility of workforce information to inform workforce and economic development vision, priorities, strategies and enhance career guidance resources and tools.

ETA expects workforce information grantees to continue as catalysts that establish and maintain strategic partnerships that work to jointly identify and address job seeker needs as well those of state and local workforce system staff users and other state-identified stakeholders.

Grantees are expected to collaborate with as many stakeholders as possible including economic development agencies, education and training institutions, industry associations, business and labor groups, and those state-identified to gather and analyze a wide variety of workforce and economic data to inform good decision-making by job seekers and workforce staff, track and interpret economic conditions, benchmark competitiveness, and measure outcomes. Partners, stakeholders and the needs identified through consultations must be documented in the grant file.