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 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.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
RECORDKEEPING AND REPORTING		
SF 424 (Application for Federal Assistance) at http://apply07.grants.gov/apply/forms/sample/SF424_2_1-V2.1.pdf. All sections of the form must be completed. **SF 424A (Budget Information)** at http://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf. Note: States that plan to expend WIGS funding over a two- or three- year period may want to consult with the applicable ETA regional office when completing Section E. **Instructions for both 424 and 424A forms are at** http://www.grants.gov/web/grants/form-instructions.html. 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. Sample completed SF 424 and 424A forms may be obtained from the applicable ETA regional office.	The SF 424 must be submitted to Grants.gov by May 30, 2015. The entire package must be submitted to the regional office no later than July 1, 2015, unless a later date is negotiated with the regional office.	• States must submit the SF 424 to www.Grants.gov. • States must submit a copy of the SF 424 that was submitted through www.Grants.gov and an SF 424A to their ETA regional office
ETA Form 9130 quarterly financial reports. All sections of the form must be completed.	Within 45 days after the end of each quarter	November 14, 2015 February 14, 2016 May 15, 2016 August 14, 2016

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
Annual Performance Report. The report must include hyperlinks to all published products, and major unpublished products must be attached.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. • Describe all deliverables, highlighting new accomplishments, and noting whether partnerships or collaborations were involved. • 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. • Partnership and collaborative efforts, including activities to leverage grant funding and new activities. • Recommendations to ETA for changes and improvements.	By September 30, 2016	• This report must be submitted to the ETA regional office in a Section 508-compliant accessible PDF for posting online on www.doleta.gov
PRODUCT AND PUBLICATION REQUIREMENTS		
Product Requirements (general) • 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 the appropriate regional office, when products are posted on the Internet.	Ongoing	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 WIGS funds. Documents must be formatted to permit parts to be copied (including specific words), e.g., an MS Word document or accessible .pdf formatting enabling such copying.
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.	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
Workforce Information Database (WIDb). Implement and maintain the most current version (now 2.6) 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).	June 30, 2016	Implemented in the manner specified by the ARC (see http://www.workforceinfodb.org/); [states should inform their regional office, if they use supplemental or non-standard WIDb tables.]
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	States 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 • 10-year projections required in odd-numbered calendar years	By June 30, 2016	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 • 2-year projections	By February 28, 2016	File must be provided to PMP in a manner to be specified by the PMP
Sub-state long-term industry and occupational projections • 10-year projections required in even-numbered calendar years	NA (Required again in PY 2016 TEGL)	File must be provided to PMP in a manner to be specified by the PMP
Sub-state short-term industry and occupational projections • [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.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
Annual Economic Analysis Report. The information in this report: must be based on needs identified through customer consultations; must come from multiple, credible sources; and must be clearly referenced and/or footnoted.	September 30, 2016	• This report must be submitted to the ETA regional office in a Section 508-compliant accessible PDF for posting online on www.doleta.gov • 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. • See general product and publication requirements
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.	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.
OTHER REQUIREMENTS		
Consultations with customers about WLMI produced with WIGS grant funding. • Customers consulted must include those specified in the Wagner-Peyser Act §15e(2). • 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.	Ongoing	
Data collection. All ETA 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 and submit it to the appropriate ETA regional office.	Ongoing	

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
IT systems and applications. Any IT system or application developed with WIGS funding is required to adhere to industry-standard, open architecture principles with documentation and software made available for use by other organizations for Federal governmental purposes.	Ongoing	