

**Consolidated Requirements for WIGS Grantees**

The information in Column 1 of the following table summarizes the deliverables and requirements that are contained and explained fully in the body of the TEGL. Columns 2 and 3 contain important administrative details that have not been included in the body of the TEGL.

<b>Deliverables and Requirements</b>	<b>Due Dates</b>	<b>Submission, Formatting and Other Requirements</b>
<b>REPORTING</b>		
<p><b>SF 424 (Application for Federal Assistance)</b></p> <p>Instructions for the SF-424 and forms can be found at <a href="https://www.grants.gov/forms/forms-repository/sf-424-family">https://www.grants.gov/forms/forms-repository/sf-424-family</a> and search for OMB number 4040-0004.</p> <p>If a state believes it is necessary to revise their expenditure plan due to unforeseen factors, the state may petition the ETA 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 is required to be submitted according to the instructions in TEGL 12-23.</p>	<p>States must submit the SF 424 to <a href="http://www.Grants.gov">www.Grants.gov</a>.</p>
<p><b>ETA Form 9130 quarterly financial reports.</b></p> <p>All sections of the form must be completed.</p>	<p>Within 45 days after the end of each quarter. Specified in TEGL 20-19.</p>	<p>August 15, November 15, February 15, and May 15.</p>

<b>Deliverables and Requirements</b>	<b>Due Dates</b>	<b>Submission, Formatting and Other Requirements</b>
<p><b>WIGS Annual Performance Report.</b></p> <p>The report must include hyperlinks to all published products, and major unpublished products must be attached.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 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> <li>• Description of the training provided to include date, subject, who attended and the presenter(s).</li> <li>• The report must be a Section 508-complaint accessible PDF for posting online.</li> <li>• A signed cover letter from the State Workforce Agency head must accompany the report and also be a Section 508-compliant accessible PDF.</li> </ul>	<p>October 1, 2025</p>	<ol style="list-style-type: none"> <li>1) The state LMI Director is to submit the signed letter and report as separate PDF files to the appropriate ETA regional office.</li> <li>2) States must post this report (but not the cover letter) on their LMI website.</li> <li>3) Unless a product referred to <i>is</i> a website, all Internet links in the document must lead directly to the product, not to a website that includes the product.</li> <li>4) See general product and publication requirements.</li> </ol>

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
<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 U.S. 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 (i.e. .pdf) enabling such copying and be 508-compliant.</p>
<p><b>Publication Requirements (general).</b></p> <p>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	<p>States must include links to all WIGS-funded published material on their LMI website and present it in a manner that makes it easy for the public to find. States must post such products, reports and workforce information on their LMI website. All materials must be 508-compliant.</p>

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
<p><b>Workforce Information Database (WID).</b></p> <p>Implement and maintain the most current version (2.8) of the WID 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/state-dbas">www.widcenter.org/state-dbas</a>). Please be aware that work has commenced on WID 3.0 and the anticipated implementation date is July 2025. More information regarding WID 3.0 can be found at: <a href="https://widcenter.org/wid-3-0-suggested-implementation-procedure/">https://widcenter.org/wid-3-0-suggested-implementation-procedure/</a></p>	<p>No revisions this year; version 2.8 should have been implemented by July 15, 2020.</p> <p>NOTE: anticipated due date for WID 3.0 is July 2025</p>	<p>Implemented in the manner specified by the ARC. (States should inform their ETA regional office if they use supplemental or non-standard WID tables.)</p>
<p>Occupational licensing information: states must populate the database with the “license” and “licauth” licensing files and submit them to the ARC on an annual basis.</p>	<p>June 30, 2025.</p>	<p>States must submit data in the manner specified by ARC.</p>

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
<b>Employment Projections (general).</b>	Ongoing	State must provide links to all published projections in the WIGS Annual Performance Report. States must post published both industry and occupational employment projections on their LMI website and provide the occupational employment projections to the PMP for posting on its website. Any unpublished projections products must be provided to the ETA regional office.
Statewide long-term industry and occupational projections <ul style="list-style-type: none"> <li>• 10-year projections</li> </ul>	Not required for PY24. Please notify your ETA regional FPO if you will publish these.	Statewide 10 Year Projections are not required under this TEGL. Please note these will be required under next year's TEGL.
<ul style="list-style-type: none"> <li>• Sub-state long-term industry and occupational projections 10-year projections (2022 - 2032)</li> </ul>	Due July 7, 2025	Please post the sub-state 10 Year Projections to your state LMI website.
<b>NOTE:</b> If a state produces both the state-wide and sub-state 10-year employment projection together in the same year, then the following year no employment projections will be required. States may continue this cycle of publishing 10-year state-wide and sub-state employment projections every other year.	For this situation, July 7, 2025, or please consult with your ETA regional FPO.	If both are created, please post them both to your LMI website.
Two-year or mid-term industry and occupational projections, state-wide	Optional. Please notify your ETA regional FPO if you will publish these.	If created, the file must be provided to PMP in a manner to be specified by the PMP. These should also be posted to the state LMI website.

<b>Deliverables and Requirements</b>	<b>Due Dates</b>	<b>Submission, Formatting and Other Requirements</b>
<p><b>Annual Performance Report and Economic Analysis Report</b> (or substitute as explained in the body of the TEGL).</p> <p>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>The Economic Analysis Report must be 508-compliant PDF accessible format.</p>	<p>Economic Analysis Report due October 1, 2025</p> <p>Annual Performance Report and signed cover letter due October 1, 2025</p>	<ul style="list-style-type: none"> <li>• Reports must be 508 compliant.</li> </ul>
<p><b>Other Published Reports.</b></p> <p>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. The reports must be 508 compliant.</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 (i.e., pdf format) enabling such copying. Please post any published report on the state LMI website.</p>

<b>OTHER REQUIREMENTS</b>	<b>Due Date</b>
<p><b>Data collection.</b> All data collection, population, and dissemination activities must conform to the appropriate BLS, PMP, ARC, or generally accepted professional standards and methodologies.</p>	<p>Ongoing</p>
<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>	<p>Ongoing</p>