

**Consolidated Requirements for WIGS Grantees**

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.

<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/web/grants/forms/sf-424-family.html">https://www.grants.gov/web/grants/forms/sf-424-family.html</a>. Select either “Instructions” or “PDF” for OMB number 4040-0004, currently the third row on the page.</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 is required to be submitted according to the instructions in TEGL 15-22.</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> 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>

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
<p><b>WIGS 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 The report must include hyperlinks to all published products, and major unpublished products must be attached.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 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> </ul>	<p>October 1</p>	<ol style="list-style-type: none"> <li>1) This report must be submitted to the appropriate ETA regional office in a Section 508-compliant accessible PDF format for posting online on <a href="http://www.doleta.gov">www.doleta.gov</a>.</li> <li>2) This report must be submitted with a cover letter signed by the state workforce agency head prior to submittal to the regional office.</li> <li>3) The state LMI Director is to submit the signed letter and report as separate PDF files to the appropriate ETA regional office.</li> <li>4) States must post this report (but not the cover letter) on their LMI website.</li> <li>5) 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>6) 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	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><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.</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. States must post this document on their LMI website.
<p><b>Workforce Information Database (WID).</b> 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 work has commenced on WID 3.0 and the anticipated implementation date is July 2025. More information regarding WID 3.0 can be found here <a href="https://widcenter.org/wid-3-0-request-for-comment/">https://widcenter.org/wid-3-0-request-for-comment/</a></p>	No revisions this year; version 2.8 should have been implemented by July 15, 2020.	Implemented in the manner specified by the ARC. (States should inform their regional office if they use supplemental or non-standard WID tables.)

Occupational licensing information: states must populate the database with the “license” and “licauth” licensing files and submit them to ARC in alternating years.	June 30, 2023	States must submit data in the manner specified by ARC.
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<b>Deliverables and Requirements</b>	<b>Due Dates</b>	<b>Submission, Formatting and Other Requirements</b>
<b>Employment Projections (general)</b>	Ongoing	State must provide links to all published projections in the WIGS Annual Performance Report. States must post published employment projections on their LMI website and provide them 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 (2020 – 2030)</li> </ul>	Not required for PY23	Statewide 10 Year Projections are not required under this TEGL. Please note these will be required under next year’s TEGL.
Either statewide short-term or mid-term industry and occupational projections <ul style="list-style-type: none"> <li>• short-term projections (2022 – 2024), or</li> <li>• If available in PY 2022 and approved by ETA and PMP, states may replace the short-term projection with a mid-term projection. The due dates apply to either option.</li> </ul>	Due March 7, 2023 for either short-term or mid-term projections.	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.
Sub-state long-term industry and occupational projections <ul style="list-style-type: none"> <li>• 10-year projections (2020 – 2030)</li> </ul>	Due July 7, 2023	Sub-state 10 Year Projections should be posted to the state LMI website
Sub-state short-term, or mid-term if ETA/PMP approved, industry and occupational projections	NA	If submitted, 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.

<p><b>Annual Performance Report 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>	<p>Economic Analysis Report due October 1, 2023</p> <p>Annual Performance Report and signed cover letter due October 1, 2023</p>	<ul style="list-style-type: none"> <li>• The WIGS Annual Performance Report must have a signed cover letter, from the state Workforce Agency director, stating the state has fulfilled all the deliverables of the WIGS grant. The state LMI Director is to submit the signed letter and report as separate files to the appropriate ETA regional office.</li> <li>• All Economic Analysis and WIGS Annual Performance Reports files must be in 508-compliant PDF format. <i>However, the state LMI director is to only send the weblink for the Economic Analysis Report to the appropriate ETA regional office.</i></li> <li>• Annual and Economic Reports accepted by the FPO must be posted to the state LMI website.</li> <li>• 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.</li> <li>• See general product and publication requirements.</li> </ul>
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<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>	<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. 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>