

**ABBREVIATED SUPPORTING STATEMENT  
 CLEARANCE FORM**

**A. SUPPLEMENTAL SUPPORTING STATEMENT**

<b>A.1. Title:        Readiness and Technical Assistance Consultation Tool</b>		
<b>A.2. Compliance with 5 CFR 1320.5:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>A.3. Assurances of confidentiality:</b> None.	
<b>A.4. Federal Cost</b> <ul style="list-style-type: none"> <li>• Data Collection : \$33,956</li> <li>• Data Analysis: \$4,396</li> <li>• Federal Oversight: \$0</li> </ul> <b>TOTAL: \$38,352</b>	<b>A.5. Requested expiration date (Month/Year):</b> December 31, 2014	
<b>A.6. Burden Hour estimates:</b>	<b>A7. Does the collection of information employ statistical methods?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Complete Section B and attach CEO approval).	
a. Number of Respondents:		618
a.1. % Received Electronically		0
b. Frequency		1
c. Average Response Time		90 min
d. Total Annual Burden Hours	927	

**A.8 Abstract:**

The Workforce Innovations and Opportunity Act (WIOA) of 2014 strengthens the public workforce system through enhancements in strategic planning, broad partnerships, performance measurement, and delivery of services to the Nation’s employers and job seekers. Building on the Administration’s commitment to getting more Americans ready to work, with marketable skills, the White House recently released its report, *Ready to Work: Job-Driven Training and American Opportunity*. That Report identifies a number of job-driven elements – specific actions or approaches that are rooted in what is known to work – that complement WIOA implementation across our state and local grantees.

The first step in the implementation process is to assess workforce system readiness across key administrative and program areas, and to deliberately identify TA needs. To do this, ETA Regional Offices will conduct consultations with states, compile the results of those consultations, and provide recommendations on technical assistance actions ETA should undertake to support state and local implementation of WIOA.

**Consultation Tool (Discussion Guide):**

The 618 survey respondents will include State Workforce Agencies (SWAs) and their Local Workforce Investment Boards (WIBs). Instruments for this collection consist of two (2) consultation discussion guides, one for SWAs and one for WIBs.

This data collection will not duplicate any information currently collected, and the information will not be published.

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**Monetized Burden Hours:** 927 hours X \$43.23 = \$40,074.

The hourly rate is computed by dividing the FY 2014 national average PS/PB annual salary for state staff as provided for through the distribution of state UI administrative grants (\$73,972) by the estimated number of hours worked in a year (1,711). See U.S. Department of Labor, Employment and Training Administration, UIPL 23-13, Fiscal Year (FY) 2014 State Workforce Agency Unemployment Insurance (UI) Resource Planning Targets and Guidelines, Attachment 1, FY 2014 Detailed State Base Staff Planning Levels, [http://wdr.doleta.gov/directives/attach/UIPL/UIPL\\_23\\_13.pdf](http://wdr.doleta.gov/directives/attach/UIPL/UIPL_23_13.pdf), page 7. Calculation: \$73,972 (Average annual salary for State staff) ÷ 1711 hours (estimated average annual work time) = \$43.23 per hour.

**Other Costs:** \$0.

**Federal Cost Calculations:**

**Data Collection:** 927 hours X \$36.63 (GS-12/4 R.U.S., See: [http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/RUS\\_h.pdf](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/RUS_h.pdf)) = \$33,956.

**Data Analysis:** 120 hours X \$36.63 (GS-12/4 R.U.S.) = \$4,396.

**Total Federal Cost:** \$38,352.