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.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
REPORTING		
SF 424 (Application for Federal Assistance) Instructions for the SF-424 and forms can be found at https://www.grants.gov/web/grants/forms/sf-424-family.html. Select either "Instructions" or "PDF" for OMB number 4040-0004, currently the third row on the page. 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 forms may be obtained from the applicable ETA regional office.	The SF 424 is required to be submitted according to the instructions in TEGL 09-21.	States must submit the SF 424 to www.Grants.gov.
ETA Form 9130 quarterly financial reports. All sections of the form must be completed.	Within 45 days after the end of each quarter. Specified in TEGL 20-19.	August 15, November 15, February 15, and May 15.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
WIGS 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 The report must include hyperlinks to all published products, and major unpublished products must be attached.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 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. • Description of the training provided to include date, subject, who attended and the presenter(s).	October 1, 2023	1) This report must be submitted to the appropriate ETA regional office in a Section 508-compliant accessible PDF format for posting online on www.doleta.gov. 2) States must post this document on their LMI website. 3) 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. 4) See general product and publication requirements.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
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 WDBs, relevant stakeholders, and the public. • ETA encourages grantees to notify their 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 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.
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. States must post this document on their LMI website.
Workforce Information Database (WID). 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 www.widcenter.org/state-dbas).	July 15, 2023 (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.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
Employment Projections (general)	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 • 10-year projections (2020 – 2030)	Due July 8, 2022 for PY21 deliverable; not required for PY22	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 • short-term projections (2022 – 2024), or • If available in PY 2022 and approved by ETA and the PMP, states may replace the short-term projection with a mid-term projection. The due dates apply to either option.	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 • 10-year projections (2020 – 2030)	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 • [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. These should also be posted to the state LMI website if they are created.

Deliverables and Requirements	Due Dates	Submission, Formatting and Other Requirements
Annual and Economic Analysis Reports (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.	Economic Reports due October 1, 2023 Annual Reports and signed cover letter due October 1, 2023	• 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. • All Economic Analysis and WIGS Annual Performance Reports files must be in PDF format. • Annual and Economic Reports accepted by the FPO must be posted to the state LMI website. • 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. Please post any published report on the state LMI website.

OTHER REQUIREMENTS	Due Date
Data collection. All data collection, population, and dissemination activities must conform to the appropriate BLS, PMP, ARC, or generally accepted professional standards and methodologies.	Ongoing
IT systems and applications. 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.	Ongoing