



Montana Department of  
**LABOR & INDUSTRY**

Workforce Services Division - Research & Analysis Bureau

August 22, 2012

Montana State Workforce Investment Board (SWIB) Executive Committee Members

Dear SWIB Executive Committee Member,

As the Research and Analysis Bureau (R&A) Chief, I want to thank you for your partnership and support during the last year. I also need to ask for a moment of your time.

It is time again to submit our program year (PY) 2012 Workforce Information Grant application, as well as our PY 2011 Workforce Information Grant Performance Report. As some of you may remember from previous years, the U.S. Department of Labor's Employment and Training Administration (ETA) requires the SWIB Chair to co-sign both our grant application and our performance report with the Commissioner of the Montana Department of Labor and Industry. In preparation for the upcoming SWIB Executive Committee meeting and agenda item to discuss these approvals, I am providing this letter and three attachments. Hopefully they will provide you all the information and background you need to discuss and approve our performance report and grant application.

For ease of understanding the ETA Workforce Information Grant process, I recommend reading the attachments in the order presented:

- 1) **PY 2011 Workforce Information Grant Montana Performance Report**: this seven-page document details Montana's accomplishments in meeting the deliverables for the PY 2011 Workforce Information Grant. The performance report requires SWIB approval, signified by the SWIB Chair's signature. (Signature page provided to Chairman Copps separately.)
- 2) **Background Paper on Statement of Work Certification for the PY 2012 Workforce Information Grant**: this two-page document discusses the requirement for the Statement of Work Certification, and outlines R&A plans to address each of the deliverables. R&A plans no significant departures in PY 2012 from how we addressed the deliverables in PY 2011. The Statement of Work Certification requires SWIB approval, signified by the SWIB Chair's signature. (Signature page provided to Chairman Copps separately.)
- 3) **Training and Employment Guidance Letter (TEGL) No. 27-11**: This 16-page document is the overarching guidance for our PY 2012 grant, and is provided for your additional information.

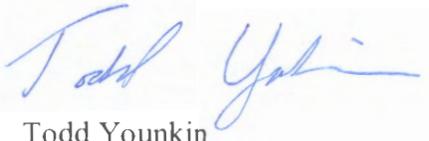
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We look forward to your discussion and anticipated approval of our PY 2011 performance report and PY 2012 grant application.

If you have any questions, please call me at 444-3293, or email me at [tyoungkin@mt.gov](mailto:tyoungkin@mt.gov).

Sincerely,



Todd Younkin  
Bureau Chief  
Research and Analysis Bureau  
Montana Department of Labor and Industry

Attachments:

PY 2011 Workforce Information Grant Montana Performance Report  
Background Paper on Statement of Work Certification  
TEGL 27-11

cc: Leisa Smith  
Mike Cooney