

**Background Paper on:**  
**Statement of Work Certification for the Program Year 2011 Workforce Information Grant**

A significant source of Montana's funding for workforce information and research is the Workforce Information Grant provided by the US Department of Labor's Employment and Training Administration (ETA) to the Research and Analysis Bureau (R&A), located in the Montana Department of Labor and Industry (DOLI). The Workforce Information Grant provides a large portion of funding for state and local workforce information and research. For award of the grant for program year (PY) 2011, which runs from July 1, 2011 to June 30, 2012, ETA is once again requiring only a Statement of Work Certification, jointly signed by the Commissioner of DOLI and the Chair of the State Workforce Investment Board (SWIB). This Statement of Work Certification is Montana's pledge to accomplish the five deliverables identified in ETA's Training and Employment Guidance Letter (TEGL) 4-11.

As with prior years' grants, states are to be given flexibility in accomplishing these deliverables. TEGL 4-11 states, "Grantees are required to produce all five deliverables with PY 2011 funding. Except for deliverables one and two (Workforce Information Database maintenance and enhancements; and Industry and Occupational Employment Projections), which are expected to be standard and comparable across states, states are allowed flexibility in developing the remaining three required deliverables. This flexibility enables states to determine the relative priority of the product or service, the content and form of the deliverable, and the level of investment in each deliverable that best meets state and local needs."

The five deliverables, including R&A's description of how they will address the deliverables, are:

**1) Populate the Workforce Information Database with state and local data.**

This requirement has been in previous years' grants, and was expected for this year. The Department of Labor and Industry has staff assigned to this deliverable and will continue to meet its' requirements.

**2) Produce and disseminate industry and occupational employment projections.**

This requirement has been in previous years' grants, and was expected for this year. R&A has staff assigned to this deliverable and will continue to meet its' requirements.

**3) Conduct and publish relevant economic analyses, special workforce information, and/or economic studies determined to be of benefit to the Governor and state and local Workforce Information Boards.**

This requirement has been in previous years' grants, and was expected for this year. R&A will meet this deliverable by continuing to identify research topics based on new/updated data sources, customer input, and current trends/issues. Examples of products produced during PY2010 include County and Reservation Economic Fliers, and specialized research and reporting on the economic impact of Unemployment Insurance benefit payments and the construction of transmission lines, as well as topical and timely research and articles on specific workforce issues. As in previous years, research projects and publications will vary greatly in length and complexity, based on needs and available resources.

**4) Post products, information, and reports on the internet.**

This requirement has been in previous years' grants, and was expected for this year. R&A will continue to use the [www.ourfactyourfuture.org](http://www.ourfactyourfuture.org) website as the primary distribution mechanism for all products produced. In fact, some reports/data will only be available on the website.

**5) Partner and consult on a continuing basis with workforce investment boards and other key workforce and economic development partners and stakeholders.**

This requirement has been in previous years' grants, and was expected for this year. R&A will continue to partner and consult with its customers and stakeholders, to include the SWIB. As with previous grants, the use of the words "partner and consult" are used to reinforce ETA's expectation that states will leverage funding from other sources to provide services.