

**District of Columbia
Annual Performance Report
Workforce Information Core Products and Services Grant
Program Year 2006**

Workforce Information Core Products and Services Grant funds were used to produce products and services under Statement of Work deliverables one (1) through six (6) as specified in Attachment III of Training and Employment Guidance Letter No. 3-06. Performance under each of the six deliverables is detailed below.

1) Continue to populate the Workforce Information (formerly ALMIS) Database with state and local data.

A. Accomplishments.

During the grant period, funds were used to implement and maintain the most current version of the Workforce Information Database and to populate all tables designated as core tables in accordance with the guideline issued by the Analyst Resource Center (ARC).

Tables containing monthly data were updated on a monthly basis as data and publications were released. Data in other tables was updated on a quarterly or periodic basis at the time of release or publication of the data.

The total cost for this activity was \$29,790. The breakout of the costs is as follows:

ALMIS Database Administrator software maintenance - \$4,136
ALMIS Data Updates (Contractor) - \$18,452
Database Administrator- \$6,265
Database Administrator Travel/Training - \$937

B. Customer Consultations.

As a result of previous customer consultations, it was determined that the Workforce Information Database implementation would be through the contractor responsible for maintenance of the Virtual One-Stop (VOS) system.

C. Recommendations for Improvements or Changes to the deliverable.

None.

2) Produce and disseminate industry and occupational employment projections.

A. Accomplishments.

During the grant period, funds were used to produce and disseminate 2006 – 2008 short-term industry and occupational projections for the District of Columbia and long-term industry and occupational projections for the Washington, DC MSA. The projections were produced using the methodology, software tools and guidelines developed by the Projections Workgroup and the Projections Managing Partnership. The Workforce Information Database was populated with the short and long-term projections and the projections data was submitted for public dissemination following the procedures established by the Projections Workgroup and the Projections Managing Partnership.

The short-term projections for the District of Columbia were completed in June 2007 and submitted for public dissemination in July 2007. The short-term projections were originally scheduled for public dissemination in June 2007. The long-term Washington, DC MSA projections were completed in September 2007 as scheduled.

The total cost for this activity was \$61,090. The breakout of the costs is as follows:

District of Columbia short-term projections - \$6,265
Washington, DC MSA long-term projections (Contractor) - \$54,825

B. Customer Consultations.

Through consultations with customers, it was determined that since the District of Columbia does not have sub-state areas, the long-term projections would be produced for the Washington, DC MSA.

C. Recommendations for Improvements or Changes to the deliverable.

None.

3) Publish an annual economic analysis report for the governor and the SWIB.

A. Accomplishments.

During the program year, no funds were used to work on an annual, detailed District of Columbia economic analysis report to inform workforce development policy and investment determinations by the mayor, the SWIB,

and other partners. Since this was a newly added deliverable, work did not begin on this activity until after a decision was made as to whether the report would be produced using agency staff or an outside contractor. In July, a decision was made to use agency staff to produce the report. As a result of this delay, completion of the report is not expected until late December 2007.

A detailed economic analysis section was included in the WIA state plan.

B. Customer Consultations.

The District of Columbia Workforce Investment Council was included in the discussion regarding the production the report.

C. Recommendations for Improvements or Changes to the deliverable.

It would be helpful if states were provided advance notice in the future, when a deliverable is added that requires the development of a specific product.

4) Post products, information, and reports on the Internet.

A. Accomplishments.

During the grant period, funds were used to post grant produced products, reports, and other workforce information on the Web or disseminate the information through other electronic media to facilitate use by the workforce investment system, including partners, researchers, and other allied agencies. Data in the Workforce Information Database is available electronically to the workforce investment community on the Internet through the DCNetworks Analyzer Internet System and the Virtual One-Stop System. Reports and other workforce information produced using grant funds are available on the agency's webpage on the District of Columbia website.

Workforce information and reports are posted to the web or made available in electronic format as they are released.

The total amount of grant funds used for this activity was \$21,948. The funds were used for maintenance of the DCNetworks Analyzer Internet System by the contractor responsible for the system.

B. Customer Consultations.

As a result of previous customer consultations, it was determined that data in the Workforce Information Database would be available on the Internet through the DCNetworks Analyzer Internet System and the Virtual One-Stop (VOS) system.

C. Recommendations for Improvements or Changes to the deliverable.

None.

5) Partner and consult on a continuing basis with workforce investment boards.

A. Accomplishments.

The District of Columbia Workforce Investment Board (WIC) works cooperatively with the Department of Employment Services (DOES) and other government and private sector entities on several levels, including policy-setting, long- and short-term strategic planning, and project implementation. Most notably, the WIC consulted with DOES to develop the city's Strategic Two-Year Workforce Investment Plan for the WIA and Wagner Peyser acts (2-year plan).

One principal initiative is the WIC's Industry Sector Strategy for workforce development. As a joint initiative with the D.C. Chamber of Commerce, the industry-specific sector strategy focuses on three high-growth industries: health care, business services (banking, hospitality/restaurant, and tourism) and construction.

The WIC cooperated on a number of efforts to better align career development and job matching services with the needs of high demand, high growth industries. A "career ladder" partnership was formed between DOES, Catholic University of America's (CUA) Metropolitan College, Marriott Hotels and Providence Hospital. This program is designed to help workers develop vertically while creating new, entry-level positions for emerging workers. DOES also partners with the Hotel Association of Washington, D.C. (HAW) to provide at-risk and/or low-income youth and adults with structured training programs.

The WIC also established a new standing committee for economic development. The committee will be co-chaired by the District's Deputy Mayor for Planning and Economic Development and is charged with developing strategies for improving and expanding connections between development projects, employment, and training.

Finally, the WIC is charged with overseeing the training provider selection process. The WIC is responsible for maintaining and posting the official list of providers on an annual basis, in conjunction with DOES.

B. Customer Consultations.

The District pursues all opportunities to solicit customer comment and recommendations for change. During the grant period, the WIC scheduled a series of community forums to gather public input for the council's Strategic Plan for Workforce Development. The forums were to take place at locations throughout the city in the month of November, 2007.

In addition, the WIC provided a public review period for the draft 2-year plan and maintains an ongoing public comment process for the final plan, as well as any other documents, publications and/or workforce system operations, via the DOES web site at www.does.dc.gov.

District law ensures ongoing community access to the District's local workforce board by requiring that all WIC meetings and proposed activities be published in local media and open to the public. Minutes, draft plans and other information are available upon request.

C. Recommendations for Improvements or Changes to the deliverable.

None.

6) Conduct special studies and economic analysis.

A. Accomplishments.

During the grant period, funds were used to produce sub-state data for use in economic analysis and studies to support workforce development initiatives. On a monthly basis, labor force data was produced and disseminated for the eight Wards in the city. At the request of local organizations and researchers, other workforce information was also prepared for Business Improvement Districts and specific neighborhoods within the city. At the city level, economic analysis was conducted in areas such as high growth/high demand industries, small business job creation, and demand occupations.

The Ward labor force data was produced on a monthly basis. The other workforce information analysis was conducted on a request basis at various times throughout the grant period.

In addition, grant funds were used to reprint several of the department's popular and award-winning Labor Market Information publications. The "IN Demand" and "Employment Guidebook" magazines provide a wealth of data

and career-oriented information related to targeted occupations and industries in the Washington, D.C. area.

The total amount of grant funds used for this activity was \$107,784. The breakout of the costs is as follows:

Labor market information staff - \$16,960

Publication costs - \$90,824

B. Customer Consultations.

The studies and economic analysis produced under this deliverable were all performed at the request of customers.

C. Recommendations for Improvements or Changes to the deliverable.

None.