

Ms. Lenita Jacobs-Simmons  
Regional Administrator  
U.S. Department of Labor  
Employment and Training Administrator  
The Curtis Center  
Suite 825 East  
170 S. Independence Mall West  
Philadelphia, Pennsylvania 19106-3315

Dear Ms. Simmons:

In response to Training and Employment Guidance Letter No.1-04, enclosed are two copies of the District of Columbia's Annual Performance Report for the Program Year 2005 Workforce Information Core Products and Services grant.

If you have any questions about or would like additional information regarding this matter, please contact Daryl G. Hardy, Acting Administrative Officer, at (202) 698-5146.

Sincerely,

Gregory P. Irish  
Director

Enclosures

**District of Columbia  
Workforce Information  
PY'05 Annual Performance Report  
Priority Core Products and Services**

**A. Accomplishments Compared to Plan**

**1) CONTINUE TO POPULATE THE ALMIS DATABASE WITH STATE DATA**

As planned, grant funds were used to maintain the latest version of the database and to continue populating the core table and associated lookup and crosswalk tables with District level data in accordance with guidelines issued by the ALMIS Resource Center (ARC). One-Stop/LMI funds were used for contractor data updates and staff costs for a part-time database administrator to maintain the database.

The planned customer outcome was that timelier updating of the database and greater awareness of the data contained in the database would reduce the number of telephone and electronic-mail requests for data. The number of requests was reduced to an average of 10 per week. Further reductions are not anticipated as the majority of the requests received are from persons that did not access the Department's website.

Work on this activity was completed according to the planned schedule.

Actual expenditures were \$10,138 lower than planned due to lower staff costs for the ALMIS Database Administrator as a greater percentage of the input data was provided to the database administrator in ALMIS format and reduced costs for the data updates.

<b>Total Cost:</b>	<b>\$</b>	<b>19,673</b>
Geographic Solutions ADA software:		3,012
Geographic Solutions ALMIS data updates:		13,436
ALMIS Database Administrator:		3,225

**2) PRODUCE AND DISSEMINATE INDUSTRY AND OCCUPATIONAL EMPLOYMENT PROJECTIONS**

The District-level, short and long-term industry and occupational employment projections were not completed on schedule due to the unavailability of funds at the time that another contract option year was to be exercised with the projections contractor. The contractor also had not completed the previous Washington MSA long-term industry projections. As a result, a new contract will need to be executed with the contractor. The contractor has indicated that if the contract is executed in early October that the projections can be completed by the end of this year.

Since, the District has not industry employment data for sub-state areas, the District did not produce sub-state forecasts.

Customer outcomes are still primarily as planned. In addition to web-based distribution, at least 1,000 booklets containing the full set of projections data will be produced for distribution to customers during the year after completion of the projections. Selected projections data will also be included in the monthly brochure and distributed to over 5,000 customers as planned.

The projections were not completed as scheduled due to the issues noted above.

The revised schedule is as follows:

2004 – 2014 Long-term industry projections – October 31, 2006  
2004 – 2014 Long-term occupational projections – November 17, 2006  
2005 – 2007 Short-term industry projections – November 30, 2006  
2005 – 2007 Short-term occupational projections – December 15, 2006  
ALMIS Database update and public dissemination – December 29, 2006

Actual PY'05 costs will be \$80,325 and \$1,575 above the planned level.

### **3) PROVIDE OCCUPATIONAL AND CAREER INFORMATION PRODUCTS FOR PUBLIC USE**

Occupational and career information products planned:

#### **HIGH DEMAND INDUSTRIES AND OCCUPATIONS IN THE DISTRICT**

The High Demand Occupational publication based on 2014 projections will be produced in December 2006 as planned. The costs are expected to be as planned.

#### **INDUSTRY AND OCCUPATIONAL PROJECTIONS FOR THE DISTRICT OF COLUMBIA AND THE WASHINGTON METRO AREA**

The metro area industry and occupational projections publications will be produced in November 2006. The District industry and occupational projections publications planned for December 2006 will be produced in January 2007. The costs are expected to be as planned.

#### **DISTRICT OF COLUMBIA “TWENTY-FIVE HOT JOBS” RENAMED “IN DEMAND”**

This four-page brochure identifies the fastest growing occupations in the District of Columbia and includes information regarding job descriptions, average wages, projected number of job openings, occupational skills, training and educational requirements.

The full color publications are based on the text and tables produced by the department. Ten thousand (10,000) copies of the brochure are produced quarterly. To date, the agency has produced three editions: “Health Services”, “Customer Relations”, and “Mechanical Jobs”. The fourth edition, “Public Service Jobs,” is in production. Eight thousand copies of each edition were inserted and distribution in the *Washington Post* newspaper. An electronic version of the publication is placed on the Department of Employment Services’ website [www.does.dc.gov](http://www.does.dc.gov) under the Documents section.

**INDUSTRY PROFILE HANDBOOK**  
**RENAMED "EMPLOYMENT GUIDEBOOK"**

This quarterly publication highlights the high demand industries in the District of Columbia and includes statistical data, tables and text related to the industry occupations, educational knowledge, skills, abilities and training requirements for identified occupations. The series of booklets included the Employment Book for Health Care, Construction, Hospitality, and Public Service occupations.

The 12 to 16 page, full color publication is produced quarterly. Six thousand copies are produced for distribution at the departments one-stop career centers, mailed to various community organizations, government agencies, and agency stakeholders. An electronic copy of each publication is placed on the DOES website.

The contractor shall produce and delivery 5,000 to 6,000 copies of this publication per quarter.

**CAREER EXPLORATION GUIDE**

A statement of work is being developed to procure the research and writing services of a professional to develop the contents for the Career Exploration Guide. The booklet will be developed in collaboration with the Office of Labor Market Information and Research and the Office of Workforce Development, and include text, graphs, statistical data and tables that will help instructors, trainers, students, parents, guidance counselors, and job seekers make informed decisions about how to transition from school to work.

The annual booklet will be 36 to 42pages, full color, with 5,000 copies. An electronic version of the publication will be provided in a PDF format for the departments use and placement on the DOES and DCNetworks web pages. The booklet is expected to be produced by January 2007.

*Note: The job seeker publications have been renamed in the following manner:*

<b><u>Previous Name</u></b>	<b><u>Current Name</u></b>
<b>Twenty-five Hot Jobs</b>	<b>IN DEMAND</b>
<b>Industry Profile Handbook</b>	<b>Employment Guidebook</b>

**4) ENSURE THAT WORKFORCE INFORMATION AND SUPPORT REQUIRED BY STATE AND LOCAL WORKFORCE BOARDS ARE PROVIDED**

Due to restructuring of the District of Columbia Workforce Investment Council (WIC), the Employer Involvement/LMI committee was dissolved during the year. As a result, the LMI Training Forum did not occur as planned.

It is anticipated that with the new WIC structure in place, the forum will be scheduled this program year.

Total costs for the LMI training forum are expected to be \$5,000 as planned.

## **5) MAINTAIN AND ENHANCE ELECTRONIC STATE WORKFORCE DELIVERY SYSTEMS**

The DCNetworks Analyzer, an internet based LMI delivery system, was maintained and upgraded as planned. During the program year, the Analyzer system was upgraded to the latest Geographic Solutions Virtual LMI version incorporated in the Virtual One-Stop System.

The system was updated in February 2006 as planned.

The total costs for enhancements and maintenance of the Analyzer system were \$21,308, \$1,308 higher than planned.

DCNetworks Virtual One-Stop, and Internet based Staff and Self Service Labor Exchange system, accesses the DCNetworks Analyzer directly. The DCNetworks Virtual One-Stop system was enhanced to provide staff a means of emailing customers job opportunities they might be interested in. From this Labor Exchange Management section, staff can review Projected Occupation Information in the DCNetworks Analyzer with a click of the mouse.

Total costs were as planned.

## **6) SUPPORT WORKFORCE TRAINING ACTIVITIES**

LMI staff attended the following training during the year:

Long-term Industry Projections Training – Boise, ID, September 27-29, 2005  
Short-term Industry Projections Training – Indianapolis, IN October 24-28, 2006  
Micro Matrix Training – Boise, ID, March 7-9, 2006

Total costs for LMI staff training were \$3,177.00, \$2,823.00 lower than planned.

One-Stop Staff received training in using DCNetworks Analyzer (directly through DCNetworks Virtual One-Stop) to access LMI data. DCNetworks Virtual One Stop was also enhanced so that anyone going to training has immediate access to High Demand Occupations and the related LMI data.

Total costs were as planned.

