



STATE OF MAINE
DEPARTMENT OF LABOR
#54 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0054

- Richard
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ROBERT J. WINGLASS
COMMISSIONER
2011 OCT - 7 PM 1:50

October 4, 2011

Ms. Holly O'Brien
Regional Administrator
U.S Department of Labor/Employment and Training Administration
Room E-350 John F. Kennedy Building
Boston, MA 02203

Dear Ms. O'Brien:

The State of Maine is pleased to submit the required Statement of Work Certification along with the Application for Federal Assistance (SF-424) and the Budget Plan (SF-424A) for the Program Year 2011 Workforce Information Core Products and Services Grant. The Maine Department of Labor will invest these funds wisely consistent with grant requirements and the strategic aims of the Department.

We are increasingly being challenged in Maine with profound shifts in industry and occupational structure. The persistence of high unemployment is not only an indication of a slow growth economy but also of a growing mismatch between worker skill sets and employer needs. If we are to formulate effective workforce strategies and target our limited resources towards the skills mismatch, we need a responsive, well-funded workforce information system.

While we plan to invest wisely the resources secured through the Core Products and Services grant, we continue to advocate for increased allocations and the identification of additional funding sources for workforce information such as the recent Workforce Data Quality Initiative grants.

If you have questions or require additional information regarding this grant application, please contact Chris Boudreau, Director, Center for Workforce Research and Information (207) 621-5186.

Sincerely,


Robert Winglass
Commissioner

Cc: Dennis Corliss / Katharine Wiltuck / Denise Potvin

PHONE: (207) 623-7900

TTY: 1-800-794-1110

FAX: (207) 287-5292

E-Mail: Robert.Winglass@maine.gov

The Maine Department of Labor provides equal opportunity in programs, services and employment.

Attachment IV

Statement of Work Certification
State Workforce Information Grants

The State of Maine certifies that it will accomplish grant deliverables one through five specified in Attachment III of the Workforce Information Grants to States Application Instructions for Program Year 2011.* Per 29 CFR, Part 97.42(e)(1), file documentation of grant activities and accomplishments will be available for examination by ETA or other authorized Federal representatives.

Paul R. LePage
Governor

October 3, 2011
Date

Or

SWA Administrator

Date

SWIB Chair

Date

* If circumstances prevent the accomplishment of a specific grant deliverable(s) during PY 2011, a deferral must be negotiated with the Regional Administrator, and the reasons for delay and a negotiated completion date noted as an addendum to this Statement of Work Certification.

Program Year 2011 State Workforce Information Grant
Employment and Training Administration (One-Stop)
Statement of Work Guidelines/Certifications
Work Plan Deliverables

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

The Workforce Information Database in Maine will be populated to the fullest extent possible beyond the core requirements in order to maximize usefulness for state/local information delivery. The database will be updated continually in order to be as current as possible.

Staff will take full advantage of the available resources and training opportunities in order to ensure full utilization of this resource in meeting customer needs.

We are working toward eliminating the Maine Employment Info Guide based on the LMI delivery system provided by Geo-Sol. We are in the process of integrating data inside our site using tools such as Tableau to provide greater data visualization and customer accessibility.

Completion date: On-going

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

Industry and occupational employment projections for the 2010 to 2020 and 2011 to 2013 periods will be produced and disseminated with adherence to the methodological guidelines and software tools developed by the Projections Consortium and the Projections Managing Partnership during PY 2011 on a statewide basis. Publications highlighting future trends and implications for the workforce will be published. The Workforce Information Database will be populated with the projections data and will be submitted for public dissemination following procedures established by the Projections Consortium and the Projections Managing Partnership.

Planned Completion:

2010 to 2020 projections-

Industry employment projections completed April 30, 2012

Occupational employment projections completed June 30, 2012

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

An annual workforce report for PY 2011 will include an analysis of general economic conditions, demographic and labor force trends, industry employment trends and outlook, and occupational employment trends and outlook. New, credible sources of economic, workforce, and labor market information supplementing the standard data sets will be incorporated.

Completion date: September

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

Maine provides electronic public access to the information in the ALMIS Database, which includes services specifically designed to meet the needs of job seekers, employers, analysts, and researchers. As mentioned above, we are working toward a new delivery platform that will make data more accessible to customers, with better visualization to provide greater context and understanding of workforce trends.

Maine Department of Labor
Center for Workforce Research and Information

We will continue design improvements to our website seeking to make navigation more intuitive, data easier to find, and populate the site with more data and reports. We have enhanced and expanded the data, publications and features published on the site based on the interests and needs of our customers. Additional features and content will be added on an on-going basis.

Completion Date: On-going

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

We will continue to work collaboratively with the State Workforce Investment Board and the four Local Workforce Investment Boards to supply their needs for workforce information and labor market research. Senior Economic Research Analysts have been assigned to each local workforce board so as to provide direct access to expertise with the most depth of understanding of regional and local labor market conditions. The Director of the Center for Workforce Research and Information serves as staff to the Executive Committee of the Maine Jobs Council to ensure continuity between strategy development and workforce and labor market related research.

Completion date: On-going

(6) Conduct special studies and economic analyses.

In PY 2011 we will begin development of a workforce longitudinal data system. This system—which will be linked with will with the Maine Department of Education’s Statewide Longitudinal Data System—will enable objective and quantitative evaluation of education and workforce programs. The initial phases of the project will link education records of Maine Community College graduates (2010 and 2011 classes) with corresponding wage and employment records. Reports highlighting the number of graduates that gained employment subsequent to graduation and mean wage by area of study will be prepared. Similar reports will be prepared for Maine’s Career and Technical high schools and for the University of Maine System. CWRI also plans to link WIA, Registered Apprenticeship, Wagner Peyser, and Work Ready Program unit level records with their corresponding wage and employment records, available from state unemployment insurance records and WRIS and FEDES databases. CWRI is partnering with researchers from University of Southern Maine to conduct an analysis on the wage and employment outcomes of WIA program participants.

CWRI will continue to plan and carry out a series of special studies such as those focused on how Maine workers transition from one job to the next; reemployment and earnings of manufacturing workers displaced by mass layoffs; produce and continuously update county demographic and workforce profiles; consult with and provide labor supply analysis to economic development agencies; provide skills transferability analysis for career counselors to help displaced workers transition to new occupations; and analyze expected workforce supply by educational attainment in light of projected demand for jobs by educational requirement. The nature of this work will rely on matching administrative and wage records and a wide range of other employment, unemployment, and wage data. We will also publish our monthly *Maine Workforce Review* highlighting workforce issues and trends. We will continue to evaluate and use real-time LMI tools, including job posting scraping tools such as Wanted Analytics and Burning Glass to analyze current demand and reconcile it with occupational employment projections.

Application for Federal Assistance SF-424

Version 02

***1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

***2. Type of Application**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s)

*Other (Specify)

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

R86-23-AP2008-23

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: Maine Department of Labor

*b. Employer/Taxpayer Identification Number (EIN/TIN):

01-6001805

*c. Organizational DUNS:

Org. DWS 16-020-8815

d. Address:

*Street 1: 45 Commerce Drive

Street 2: 118 State House Station

*City: Augusta

County: Kennebec

*State: Maine

Province: _____

*Country: USA

*Zip / Postal Code 04333-0118

e. Organizational Unit:

Department Name:

Maine Department of Labor

Division Name:

Center for Workforce Research and Information

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *First Name: Chris

Middle Name: _____

*Last Name: Boudreau

Suffix: _____

Title: Director, Center for Workforce Research and Information

Organizational Affiliation:

State

*Telephone Number: 207-621-5586

Fax Number: 207-287-2947

*Email: Chris.Boudreau@Maine.gov

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

USDOL/Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17/207

CFDA Title:

ES Reimbursable Grants

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

State of Maine

***15. Descriptive Title of Applicant's Project:**

To support development of Workforce Information Core Products and Services

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:
*a. Applicant: 01 & 02 *b. Program/Project: 01 & 02

17. Proposed Project:
*a. Start Date: 7/1/2011 *b. End Date: 6/30/2013

18. Estimated Funding (\$):

*a. Federal	\$330,405
*b. Applicant	_____
*c. State	_____
*d. Local	_____
*e. Other	_____
*f. Program Income	_____
*g. TOTAL	\$330,405

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**
 a. This application was made available to the State under the Executive Order 12372 Process for review on _____
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.
 c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**
 Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)
 ** I AGREE
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: _____ *First Name: Robert
Middle Name: _____
*Last Name: Winglass
Suffix: _____

*Title: Commissioner

*Telephone Number: 207-621-5095 Fax Number: 207-287-5292

* Email: Robert.Winglass@Maine.gov

*Signature of Authorized Representative:  *Date Signed: 10.4-11

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. One Stop	17.207	\$	\$	\$ 330,405.00	\$	330,405.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 330,405.00	\$ 0.00	\$ 330,405.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	(5)	Total (5)
a. Personnel	\$	\$	\$	\$	\$	0.00
b. Fringe Benefits						0.00
c. Travel						0.00
d. Equipment						0.00
e. Supplies						0.00
f. Contractual						0.00
g. Construction						0.00
h. Other						0.00
i. Total Direct Charges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
7. Program Income		\$	\$	\$	\$	0.00

Authorized for Local Reproduction

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. One Stop	\$	\$	\$	\$	0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)	\$	0.00 \$	0.00 \$	0.00 \$	0.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	13. Federal	\$ 290,405.00	\$ 60,000.00	\$ 76,801.66	\$ 76,801.67
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 290,405.00	\$ 60,000.00	\$ 76,801.66	\$ 76,801.67	\$ 76,801.67

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. One Stop	\$ 40,000.00	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 40,000.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	