



Mississippi Department of Employment Security

Haley Barbour
Governor

Jim Lott
Deputy Executive Director
Chief Operating Officer

Tommye Dale Favre
Executive Director

Mike Marsh
Deputy Executive Director
Chief Fiscal Officer

October 4, 2005

Dr. Helen Parker
Regional Administrator
U.S. Department of Labor/ETA
Atlanta Federal Center
61 Forsyth St. Room 6M12
Atlanta, GA 30303

Dear Dr. Parker:

The State of Mississippi submits the attached Program Year 2005 Workforce Information Core Products and Services grant application for your review and approval.

If you have any questions please contact David Johnson at (601) 321-6110.

Sincerely,

Handwritten signature of Tommye Dale Favre in cursive.

Ms. Tommye Dale Favre
Executive Director
MS Department of Employment Security

Handwritten signature of Mr. George Schloegel in cursive.

Mr. George Schloegel, Chairman
State Workforce Investment Board

Increasing Employment in Mississippi

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED 10/03/05	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE REC'D BY FEDERAL AGENCY	Federal Application Identifier

1. TYPE OF SUBMISSION:
 APPLICATION PRE-APPLICATION
 Construction Construction
 Non-Construction Non-Construction

5. APPLICANT INFORMATION

Legal Name: MS DEPARTMENT OF EMPLOYMENT SECURITY	Organizational Unit: LABOR MARKET INFORMATION
Organizational DUNS: 859-35-3963	Department: Division:
Name and phone number of the person to be contacted on matters involving this application:	
Street: 1235 ECHELON PARKWAY P O BOX 1699	Prefix: MS First Name: TOMMYE
City: JACKSON	Middle Name: DALE
County: HINDS	Last Name: FAVRE
State: MS Zip Code: 39215-1699	Suffix:
Country:	Email:

6. EMPLOYER IDENTIFICATION NUMBER (EIN):
 [6][4] - [6][0][0][0][7][6][5]

Phone Number (include area code) 601-321-6002	Fax Number (include area code) 601-321-6004
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8. TYPE OF APPLICATION:
 New Continuation Revision
 If Revision, enter appropriate letter(s) in box(es):
 (See back of form for description of letters.)
 Other (specify):

7. TYPE OF APPLICANT: (See back of form for Application Types) A.
 Other (specify):

9. NAME OF FEDERAL AGENCY:
 U.S. Department of Labor/Bureau of Labor Statistics

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER [1][7] - [2][0][7]
 Labor Force Statistics
 TITLE (Name of Program):

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
 ONE STOP - LABOR MARKET INFORMATION

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):
 STATEWIDE

13. PROPOSED PROJECT:
 a. Start Date July. 1, 2005 June. 30, 2006

14. CONGRESSIONAL DISTRICTS OF:
 a. Applicant FOURTH b. Project STATEWIDE

15. ESTIMATED FUNDING:

a. Federal	\$ 474,261.00
b. Applicant	\$.00
c. State	\$.00
d. Local	\$.00
e. Other	\$.00
f. Program Income	\$.00
g. TOTAL	\$ 474,261.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS

a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
 DATE _____

b. NO PROGRAM IS NOT COVERED BY E.O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 YES (if "YES", attach an explanation.) NO

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS PREAPPLICATION/APPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix MS	First Name TOMMYE	Middle Name DALE
Last Name FAVRE		Suffix
b. Title EXECUTIVE DIRECTOR		c. Telephone Number (include area code) 601-321-6002
d. Signature of Authorized Representative		e. Date Signed 10/03/05

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19. a. Typed Name of Grant Officer b. Title c. Telephone Number

d. Signature of Grant Officer e. Date Signed

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$

7. Program Income	\$	\$	\$	\$	\$
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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

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.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

State of Mississippi

PY 2005 Workforce Information Grant Plan

A. Statewide Workforce Information System

- **The process used to ensure that the SWIB can exercise its responsibility for ensuring that state workforce information policy is responsive to the needs of the state and local workforce investment system.**

According to the State Plan the State Board will work in conjunction with the local boards to design broad guidelines for the delivery of workforce development programs, identify all existing delivery agencies and other resources, define appropriate roles of the various agencies to include an analysis of service providers' strengths and weaknesses, determine the best way to utilize the various agencies to deliver services to recipients, and develop a financial plan to support the delivery system that shall, at a minimum, include an accountability system.

- **How the statewide workforce information system supports the goals of the state's WIA/Wagner-Peyser Two-Year Strategic Plan for state and local workforce development.**

The State workforce information system provides certain information that can be used to measure program goals and other information that can be used for planning or analysis purposes. Examples of information provided are occupational wage estimates at the entry, average, and experienced levels along with occupational employment estimates; occupational and industry employment projections; population and income levels; civilian labor force statistics; and industry sector employment levels for a variety of areas

- **How the grant activities are consistent with the strategic vision of the Governor and the SWIB.**

The vision of the Mississippi WIA State Plan states "The Mississippi vision for workforce development is a competitive, robust, fully employed workforce that adds value for existing employers, and for potential employers competing to come to Mississippi and that improves the quality of life for all Mississippians". This grant and the products to be created from it are designed to give our customers better information in order to make informed decisions.

- **The strategy of the SWA and the SWIB for consulting with local workforce investment boards and stakeholders in the workforce investment system to determine customer needs for workforce information.**

For purposes of this grant application, we will attempt to contact each of the boards and determine local needs for workforce information

- **The broad strategic approach for workforce information delivery to principal customers.**

Workforce information for principal customers is achieved primarily through Internet delivery, but will be available in print media as requested

- **How workforce information and services are delivered as core services to customers through the state's One-Stop service delivery system.**

Internet based information will continue to be the primary delivery method; publications will be made available for One-Stop offices

- **A description of the customer consultation and satisfaction assessment method(s) to be used to collect and interpret customer satisfaction information and the principal customers to be consulted.**

Internet based collection may not be feasible during the upcoming fiscal year. We will review methods employed by other states; such as direct mailings to target groups and additions to existing and future publications. The overall goal will be to increase response rates, cover a wide variety of customers and improve the information produced

- **A concise summary of customer satisfaction findings for the most recent survey of products and services and the effect those findings had on the planned products and services for PY 2004 including how the plan addresses inadequacies or gaps identified by users.**

During PY 2004 we were able to track customer satisfaction through an internet based survey; however this method was not available the entire year. We therefore have been tracking results from various data requests from customers. Several items that we noted from requests were: (1) that we need to provide data in downloadable formats, for current and historical amounts (2) we need to continue our outreach efforts as we have noted increased usage of our website from several presentations and publications to new user groups and (3) we plan to provide a section on our website that is geared toward specific user groups

- **Identify funds leveraged or matched from funding sources other than these grant funds and how these funds will enhance delivery of products and services as part of the state's workforce information system.**

No leveraged or matching funds are available for this grant

B. Core Products and Services

State Workforce Agency Deliverables

1. **Continue to populate the ALMIS Database with state data.**

- **Description of core product, service or other demand activity**

The MDES LMI Department has and will continue to populate the ALMIS database with current data and submit required files to the National Crosswalk Service Center and various consortia as required

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

No specific comments, but we have noted steady usage on our website where customers log on to the ALMIS application.

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

Provides labor force, wages, industry employment, occupational and industry projection, population and other data sets to customers that will allow them to make informed career or planning decisions

- **Principal Customers**

Job seekers, economic developers, researchers, planners, One-Stop staff, media, students

- **Projected outcome(s) and system impact(s)**

Update the database with current and updated information as it becomes available, have the database available on our website, and maintain the most current version of the database as provided by the ALMIS database workgroup.

- **Planned milestones**

Update files on regular basis and account for benchmark revisions when those amounts are available

- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost)**

See attached sheet for estimated costs

2. Produce and disseminate industry and occupational employment projections.

- **Description of core product, service or other demand activity**

Creation and publication of state and sub-state industry and occupational Long-Term projections covering 2002 to 2012 and Short-Term occupational projections covering 2004 to 2006 at the State level. Long-term and short-term occupational projections along with industry employment projections will be created for the State, Metropolitan

Statistical Areas, Workforce Investment Areas and the Community College Districts of Mississippi.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

During PY 2005 customer satisfaction will be assessed specifically for the above products either through direct mailings or consultation with specific customers

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

Provides planning information that can be used by the state and local workforce boards for planning purposes, employers, students and individuals making career decisions; provide economic amounts for the state and each of the workforce investment areas to be used for the WIA State Plan

- **Principal Customers**

Job seekers, career guidance counselors, area planners, educational institutions, students

- **Projected outcome(s) and system impact(s)**

Internet delivery of completed publications and files; if requested hard copy publications will be created and distributed

- **Planned milestones**

Creation of 2002 - 2012 Long-term Occupational and Industry Projections publications; publication of Short-term Occupational Projections publication; Publication of Industry employment projections for 2004 - 2006

- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost)**

See attached sheet for estimated costs

State Workforce Investment Board (SWIB)/State Workforce Agency (SWA) Deliverables

3. Provide occupational and career information products for public use.

- **Description of core product, service or other demand activity**

The LMI Department will continue to create sub-state occupational wage estimates using the Estimates Delivery System; sub-state areas will be the Workforce Investment Areas.

Creation of an “Occupations in Demand” publication for the State and each of the Workforce Investment Areas; the publication will list in descending order jobs that are above average in terms of projected growth and above average for annual wages. The list will include the top 100 occupations that are projected to grow. A Career Paths publication is planned for publication during the upcoming fiscal year

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

The “Occupations in Demand” for all WIA areas and “Career Paths” publications will be new for PY 2005 and will be addressed this year.

- **Support goals of the state’s WIA/Wagner-Peyser Five-Year Strategic Plan**

The above publications will allow job seekers to make informed decisions regarding careers and will allow potential employers to analyze average occupational wage rates by areas in the State

- **Principal Customers**

Job seekers, area planners, One-Stop staff, students, vocational guidance counselors, employers

- **Projected outcome(s) and system impact(s)**

Provide resources that will allow individuals to make informed decisions for their careers and for One-Stop staff to have available tools to assist job seekers. By providing occupational wage estimates at the entry, average, and experienced levels economic developers and potential employers have a useful set of information for decision-making and analysis

- **Planned milestones**

The Statewide “Occupations in Demand” will be revised by the end of August 2005 and the Workforce Areas publications will be completed before the end of August 2005

The “Career Paths” publication will be completed by the end of December 2005; we have designated one staff person to complete this project

Occupational Employment Statistics wage estimates for the State, Metropolitan Statistical Areas, and Workforce Investment Areas are currently available on our website; wage estimates will be updated on a semi-annual basis in conjunction with the Occupational Employment Statistics program funded by the Bureau of Labor Statistics; these amounts are enhanced with entry and experienced wage estimates to allow users more information to make informed decisions

- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost)**

See attached sheet for estimated costs

4. Ensure that workforce information and support required by state and local workforce investment boards are provided.

- **Description of core product, service or other demand activity**

Establish contacts with each of the local boards and the State board for special projects and requests for information with the goal of meeting their needs for information or assistance; train board staff as requested in relation to Labor Market Information products, provide information requested for creation of the State and local workforce plans, and attempt to provide other information when requested.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

Will have to assess customer satisfaction at the end of PY 2005 to determine effectiveness of providing required information through direct consultations

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

Provide requested information that will allow the state and local boards to determine workforce goals and methods to measure goals; provide information needed to create State and local WIA plans

- **Principal Customers**

Workforce Investment Area Boards and staff

- **Projected outcome(s) and system impact(s)**

Meet the information needs of Local Workforce Investment Boards and the State Board in a timely manner by providing information requested or by referring them to the proper source

- **Planned milestones**

Establish lines of communication with the boards; possible designation of an LMI specialist for each board

- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost)**

See attached sheet for estimated costs

5. Maintain and enhance electronic state workforce information delivery systems.

- **Description of core product, service or other demand activity**

Provide Labor Market Information products through the agency's website which was upgraded in the past year; our goal is to provide all data in a timely manner

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

During PY 2004 we were able to track usage of various publications and data sets; it showed that the top two areas of usage were the Occupational Projections and Occupational Wages

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

Provide information that is accessible to various customers to make informed decisions

- **Principal Customers**

Job seekers, economic developers, career counselors, media, researchers, and One-Stop staff

- **Projected outcome(s) and system impact(s)**

Update website with current data sets as they are available; provide more explanation of the data sets and programs, create products that are more user friendly

- **Planned milestones**

Monthly updates and improvements to website with the goal of providing relevant data that can be easily located and understood by our customers; the LMI section of the site will be revised for specific customer groups which will allow users not familiar with LMI products to easily locate information with the overall goal of making the section of the site more user friendly

- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost)**

See attached sheet for estimated costs

6. Support state workforce information training activities.

- **Description of core product, service or other demand activity**

Will offer to provide training to local board staff and One-Stop staff; as a method of educating individuals about the various forms of Labor Market Information products that are available and how they can be used. In addition other resources that are available will be discussed such as O*NET and other useful websites. During the past year we participated in several presentations where the LMI data was presented to new user groups

Will continue to have staff available to provide presentations of LMI data and its uses when requested.

- **Customer support for product or service as indicated in customer satisfaction survey results or other customer consultations**

Will use an evaluation tool to determine the effectiveness of each training session during the upcoming fiscal year

- **Support goals of the state's WIA/Wagner-Peyser Five-Year Strategic Plan**

Training of local board staff and One-Stop staff will ensure that available resources are utilized to their full potential and we will be able to bridge any existing information gaps

- **Principal Customers**

One-Stop staff and local boards

- **Projected outcome(s) and system impact(s)**

Educate various customers about Labor Market Information products that are relevant to their needs, provide training to local office staff that can use LMI based products to help One Stop customers with career counseling

- **Planned milestones**

Will respond promptly to all requests to provide training services and accommodate all reasonable requests

- **Estimated costs (identify equipment purchases of \$5,000 or more per unit cost)**

See attached sheet for estimated costs

C. Consultation and Customer Satisfaction Assessment

Our goal is to receive more response/feedback from our customers in relation to specific products that are provided and make appropriate changes where possible. For example, in new publications for PY 2005, consideration will be given to a direct mail approach to receive feedback in relation to specific products to determine how they are used, what other information is needed and not provided, if it meets the customers expectations, and if the information and presentation are clear. As indicated earlier in this plan; we were able to use an Internet based approach during a short period of time during PY 2004. However we primarily based changes on the communications that we have had with customers during the past program year. A file of responses from data requests has been kept; we have attempted to look at our presentation of data from the view of users who are familiar with Labor Market Information. During the upcoming year we are planning to make changes to our website to address specific user groups that may not be sophisticated users.

Our plans for the upcoming year are to contact a wide variety of users to obtain ideas of how we are meeting their needs and areas where we need to improve. From the responses that we have received during the past year, it would appear that we meet the needs of most users; however we realize that we have to increase our efforts to satisfy a wide group of data users in a variety of formats.

**Workforce Information Core Products Grant
 Program Year 2005
 Mississippi**

Estimated costs associated with this grant

Deliverables	Quarter 1 PY 2005	Quarter 2 PY 2005	Quarter 3 PY 2005	Quarter 4 PY 2005	Total
1	\$21,956	\$21,956	\$21,956	\$21,956	\$87,823
2	\$17,670	\$17,670	\$17,670	\$17,670	\$70,680
3	\$20,725	\$20,725	\$20,725	\$20,725	\$82,899
4	\$16,100	\$16,100	\$16,100	\$16,100	\$64,399
5	\$33,837	\$33,837	\$33,837	\$33,837	\$135,349
6	\$8,278	\$8,278	\$8,278	\$8,277	\$33,111
Total	\$118,565	\$118,565	\$118,565	\$118,565	\$474,261