



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

Richard
Amanda

RECEIVED US DOL-ETA
2013 OCT 17 PM 11:35

Paul R. LePage
GOVERNOR

Jeanne S. Paquette
COMMISSIONER

September 27, 2013

SEP 27 2013 10:58:13 AM

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

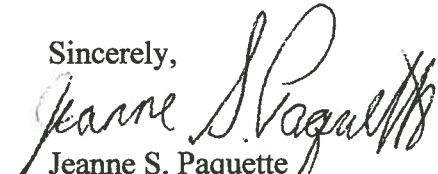
Dear Ms. O'Brien:

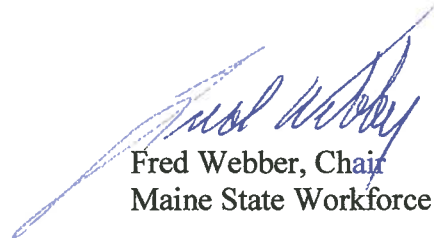
The State of Maine is pleased to submit the required Review of Deliverables and Outcomes for the Program Year 2012 Workforce Information Core Products and Services Grant.

Maine's staff again exceeded expectations, producing various publications and presentations and significantly upgrading its website with new data visualizations. The highlights include the new data reports on disabled workers, veterans, workforce demographics, the manufacturing sector and new businesses as well as our presentations for the Healthcare Workforce Task Force and the Consensus Economic Forecasting Commission.

While Maine is stretching the resources secured through the Core Products and Services grant as much as possible, we continue to advocate for increased allocations and the identification of additional funding sources for workforce information such as the recent Workforce Data Quality grants. Specifically, having a quality source of job-demand / job vacancy data would considerably improve Maine's ability to target training to industries and occupations.

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,

Jeanne S. Paquette
Commissioner


Fred Webber, Chair
Maine State Workforce Investment Board

Maine Workforce Information Grant

Deliverables and Outcomes

The five deliverables are as follows.

1) Populate WIDb with state and local data.

Task Statements:

The WIDb provides states with a common structure for storing information in a single database in each state. The database serves as the cornerstone for information delivery, workforce research, and product development for information that is standard and comparable across all states. The database, once populated, brings together critical workforce information from many sources to promote better analysis and professional interpretation.

Using the same version of the database in all states is important and necessary for comparative analysis purposes and for ease of maintenance. Therefore, states are required to implement and maintain the most current version (v 2.5) of the WIDb and populate all tables designated as core tables in accordance with guidelines issued by the Analyst Resource Center (ARC). Timely database content updates are necessary to ensure that data are as current as the state's most recent publications and data releases. The ARC will provide technical assistance, support, and information via the ARC Web site at <http://www.workforceinfodb.org>.

The listing of the current core data elements, including those elements all states must populate and the associated database tables, is available at the same Internet address. States are required to populate the database with the license.dbf and licauth.dbf licensing files. States must update licensing data every two years. States are required to submit licensing data through the National Crosswalk Service Center (NCSC). The NCSC sends the data to the America's Career InfoNet (ACINet) Web site at <http://www.CareerInfoNet.org>. The licensed occupation information is located on ACINet, and has been recoded from the Occupational Employment Statistics (OES) taxonomy to the Occupational Information Network (O*NET) and Standard Occupational Classification (SOC) taxonomy. The NCSC will assist states in recoding their files from OES to O*NET and SOC for submittal to ACINet, if necessary. States may access information and support through the NCSC Web site at <http://www.xwalkcenter.org>, or by calling (515) 242-5034. Additionally, state WIDb data also support ETA's CareerOneStop Web site.

The ARC technical Web site — along with related Internet links and electronic newsletters — provides training, support materials, and information updates to help states realize the full potential of the WIDb. It is important that all states take advantage of the resources and training opportunities provided. States may use grant funds for any costs required to populate, maintain, and update the database including staff training. States are expected to avail themselves of ARC training and support and to use WIGS to do so.

Outcomes for Deliverable 1

CWRI continues to utilize the WID as a feeder database to our online visualizations using Tableau cloud storage and data tools. The number and variety of data visualizations on our website continues to expand and we have provided links to the various data tools under deliverable #4.

2) Produce and disseminate industry and occupational employment projections.

Task Statements:

States must continue to produce and disseminate state and sub-state industry and occupational employment projections, using the methodology, software tools, and guidelines developed by the Projections Workgroup and the Projections Managing Partnership consortium of states.

These products and methodologies cover the production and dissemination of industry and occupational employment projections, including the adoption and implementation of the new projections software suite that the Projections Managing Partnership developed using the American Recovery and Reinvestment Act State Labor Market Information (LMI) Improvement grant funding, as well as training key projections staff on these tools. It also includes the production of statewide, short-term industry and occupational projections covering 2012 to 2014; and statewide and sub-state long-term industry and occupational projections for 2010 to 2020. ETA supports and strongly encourages the production and dissemination of sub-state and local projections.

States must report to the appropriate Regional Administrator any inability to produce sub-state area and local long-term projections. The regional office Federal Project Officer will document the grant default in the state's grant file.

ETA expects state grantees to use annual WIGS funding to access and participate in needed training opportunities offered or sponsored by the Projections Workgroup and the Projections Managing Partnership.

Outcomes for Deliverable 2

Short Term Industry and occupational employment projections were completed and delivered to as specified by ETA and the Projections Managing Partnership. A copy of the projections was sent to the regional office in a separate email.

The short term projections were not published for the following reasons:

- No one consistently foresees turns in the economy, up or down. No one foresaw the worst downturn in 80 years when they published their ST projections in 2007 or 2008. If an LMI analyst thought their state was on the verge of shedding thousands of jobs, their Governor would not let them publish that.
- The point of projections is to identify growing and declining occupations. Over long periods like 10 years the rotation away from certain occupations toward others (declining production, rising professional jobs, etc.) can be significant. Over short periods occupational rotations are marginal.
- Long-term projections assume there will be periods and strength and weakness (perhaps a recession) during the 10 year period. It doesn't matter if that slow period is near the beginning or at the end of the horizon. With short-term projections their accuracy depends on when those periods of strength and weakness occur.

The sub-state projections were not produced for the following reasons

- Maine is a small state whose population is concentrated in the south and along the coast. About 2/3 of Maine's employment is located within 50 miles of Lisbon, ME. The outlying areas are primarily rural and declining. Forecasting for those areas is tricky and economic development agencies do not appreciate us putting out messages that undermine their ability to turn the

situation around. Forecasts of decline both discourage businesses from opening in the area and encourage young people to leave.

- The larger trends occurring statewide (growth in healthcare, declining manufacturing, etc.) are occurring in each region of the state.

3) Conduct and publish relevant economic analyses, special workforce information, and/or economic studies of benefit to the governor and state and local Workforce Information Boards (WIBs).investment system staff and customers.

Task Statements:

Based on customer, stakeholder, and partner consultations identifying workforce information needs, states must use WIGS to develop, publish, and submit an annual state economic analyses and special studies capable of informing workforce and economic development policy and investment decisions to be made by governor and state or local WIBs. These analyses may also support the LMI-WI and economic development information needs of other system stakeholders such as state, regional, and local economic and workforce development organizations, education and training institutions, community colleges, and other state-identified partners, as documented and appropriate.

All information sources used in the analyses and studies by states must be clearly referenced and footnoted. ETA continues to encourage state LMI-WI offices and economic research entities to expand the scope and depth of each analysis they develop by including information from multiple external, credible sources of workforce, labor market, and economic information where relevant and based on needs identified through customer consultations and product assessments.

Grantees are required to submit portable document format (.pdf) copies or hyperlinks to .pdf files of required economic analyses, special workforce information, or special economic studies to the appropriate regional office by no later than September 30, 2013, which is 90 calendar days following the end of PY 2012.

Also, grantees are required to submit to the appropriate regional office accessible .pdf copies (not scanned) or hyperlinks to .pdf files of other products and publications produced with WIGS that are of special interest to the workforce investment system. Examples of products of special interest include industry-specific research and analyses, state brochures describing the availability and functionality of electronic self-service tools, documentation of innovative applications developed for database access or manipulation, and innovative workforce information services available to workforce

Outcomes for Deliverable 3

An annual economic analysis brief was prepared and included in the 2012 Workforce Investment Act Annual Report: http://www.maine.gov/swib/documents/SWIB_annual_rept_jan2012.doc

Local Workforce Investment Area briefs were also prepared for inclusion in their annual plans. A copy is attached (Attachment 1).

A Local Workforce Investment Area metrics report is also in the process of being developed. A draft copy is in the attached (Attachment 2).

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

Task Statements:

States are required to post grant-funded products, reports (including those developed for deliverable three above), and other workforce information on the Internet or to disseminate the information through other electronic media to facilitate use by the workforce and economic development systems, other partners, stakeholders, and the public. It is appropriate to use WIGS to develop, maintain, improve, and host Web sites and other electronic delivery systems in support of this deliverable.

Outcomes for Deliverable 4

The following publications and presentations were posted to CWRI's website.

- **August 20, 2013** - New Businesses Started in 2008: Tracking Jobs and Wages through 2012 ([Word](#)) ([PDF](#))
- **August 16, 2013** - Workforce Conditions & Demographic Challenges to Growth, Presented to the Consensus Economic Forecasting Commission & Revenue Forecasting Commission - July 23, 2013 ([PowerPoint](#)) ([PDF](#))
- **June 17, 2013** - Maine's Health Sector and Workforce, Trends-Projections-Challenges ([PowerPoint](#))
- **June 17, 2013** - Top 25 Employers in Maine by County, 4th Quarter 2012 ([Excel](#)) ([PDF](#))
- **June 17, 2013** - Top 50 Employers in Maine, 4th Quarter 2012 ([Excel](#)) ([PDF](#))
- **May 14, 2013** - Maine Labor Force – Aging and Growing Slowly ([Word](#)) ([PDF](#))
- **May 9, 2013** - Workforce Conditions for Veterans in Maine ([PowerPoint](#))
- **April 9, 2013** - Labor Market Activities of Maine Veterans ([Word](#)) ([PDF](#))
- **March 26, 2013** - Workforce Conditions in Maine, Presented to the Consensus Economic Forecasting Commission ([PowerPoint](#)) ([PDF](#))
- **January 30, 2013** - Maine Workforce Conditions and Outlook, Presented to the Joint Standing Committee on Labor, Commerce, Research, and Economic Development ([PowerPoint](#)) ([PDF](#))
- **January 10, 2013** - Maine Workforce Conditions and Outlook, Presented to the Mid-Maine Chamber of Commerce ([PowerPoint](#)) ([PDF](#))
- **November 14, 2012** - High-Wage, In-Demand Jobs in Maine by Education ([Excel](#)) ([HTML](#))
- **August 29, 2012** - SnapShot 2012: Maine Workers with Disabilities ([Word](#)) ([PDF](#))
- **August 14, 2012** - Manufacturing Jobs: Trends, Issues, and Outlook ([Word](#)) ([PDF](#))

In addition to the listed publications and presentations numerous data visualizations were updated or added to the site. Many of these visualizations have been included or copied by media outlets. The following is a condensed list of available visualizations:

- **[Average Wage Lookup](#)** - Quickly find Maine average annual and hourly wages by selected occupation
- **[County Profiles](#)** - Annual population, income, poverty, education, labor force, occupational employment, and industry employment data by county
- **[Demographics of Employment and Unemployment](#)** - Annual data derived from the Current Population Survey (CPS) includes labor force participation by gender, labor force by industry, labor force by occupation, population, educational attainment, veterans, hours worked by gender and age, full/part-time status by gender and age, reasons for working part-time by gender, reason for unemployment by gender, duration of unemployment by gender, agricultural/non-agricultural/self-employed by gender, distribution by industry and gender, distribution by occupation and gender, and alternative measures of labor underutilization.

- **Employer Locator** - Search for Maine employers by occupation, industry, or employer name (information provided by Infogroup®, Omaha, NE, 800/555-5211)
- **High-Wage, In-Demand Jobs in Maine by Education** - CWRI has highlighted a number of jobs considered "in-demand" by expected job growth or employment opportunities from job openings
- **Industry Employment (monthly)** - Statewide and county monthly employment by industry with over-the-year change
- **Industry Employment and Wages (annual and quarterly)** - Statewide, county, labor market area, and city/town establishments, average employment, total wages, and average weekly wage by industry
- **Job Outlook** - Maine 2010-2020 employment projections detailing growing/declining occupations and industries and high-wage in-demand jobs
- **Net Job Change in Maine for the Last 7 Recessions** - Net payroll job change from start of recession by months to full recovery
- **Nonfarm Payroll Job Estimates by Industry** - Monthly payroll employment estimates
- **Occupational Employment and Wage Estimates** - Annual and hourly wages by estimated employment
- **Unemployment Rates for Maine and the United States** - Monthly unemployment rates, civilian labor force, employment, unemployment, labor force participation rates, and employment to population ratios
- **Unemployment Rates for Maine Counties, City/Towns, Labor Market Areas** - Monthly and annual unemployment rates, civilian labor force, employment, unemployment
- **Unemployment Rates by County (Map)** - Monthly unemployment rates and one-year change
- **Unemployment Rates for all States and the New England Region (Map)** - Monthly unemployment rates, labor force participation rates, employment to population ratios, and over-the-year change in unemployment rates
- **Unemployment Insurance Claims and Trust Fund Balance** - Weekly unemployment insurance claims, and disbursements and revenues under the Maine unemployment insurance program
- **Which Industries are Growing in Maine?** - Percent employment change by industry over time.

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

Task Statements:

The WIGS TEGL requires grantee consultation with the state workforce agencies, state and local WIBs, economic and workforce investment organizations, education and training institutions (including community colleges), and other appropriate state-identified strategic partners and stakeholders to increase the scope and utility of workforce information to inform workforce and economic development vision, priorities, strategies and to enhance career guidance resources and tools.

ETA expects WIGS recipients to establish and maintain strategic partnerships that work to identify and address customer information needs, as well those of state and local workforce investment system staff users and other state-identified stakeholders.

Grantees are expected to collaborate with as many stakeholders as possible, including economic development agencies, education and training institutions, industry associations, business and labor groups, and other state-identified groups to gather and analyze a wide variety of workforce and economic data to inform decision-making, track and interpret economic conditions, benchmark competitiveness, and measure outcomes. Grantees must document the above in the appropriate grant

files and document in the annual report the customer needs identified through consultations (including consultations with state workforce development partners, the business community, the media, and other stakeholders).

Outcomes for Deliverable 5

Maine has been regularly supplying the State Workforce Investment Board (SWIB) and Local Area Workforce Boards with data and analysis (see Outcomes for Deliverable 3). We have started the development and vetting of a set of key workforce indicators. These indicators are along with contextual analysis reviewed with the SWIB to help assess current labor market conditions. CWRI meets and attends both Local Workforce Investment Board meetings and the Statewide Investment Board Meetings.

Several economic development entities routinely use CWRI to answer questions about local labor availability and cost. Typically the economic development entity has a need for comparative occupational availability and pay within a certain commuting area. These requests are always customized data runs using various tools including EDS to respond to the need typically within 1 business day.

Two critical needs have been identified by customers that require a steady and reliable funding mechanism:

- 1. Stable funding for the Estimates Delivery System.** This critical system is a primary tool in responding to economic developer's needs for local labor market occupational data. Funding for its continued development and maintenance is required to ensure that the capacity to answer the "How many {fill in occupation} are in this area?" and "How much would this {occupation} cost?" questions.
- 2. Job Vacancy Survey Data.** Real, actionable data on employer's current needs for specific occupations and skills cannot be determined through existing tools. Real Time Job Posting data is flawed by inconsistent de-duplication, variable and changing source sites, under representation of certain types of occupations and under representation of the actual number of openings. Projections are a forward looking over time forecast of where the labor market is headed and cannot include the variations of the business cycle. A regular Job Vacancy Survey is a missing key tool in answering questions about in demand occupations and skills and necessary to ensure that we are meeting employer's needs for a skilled workforce.