

**SUPPORTING STATEMENT**  
**Workforce Information Grants to States (WIGS)**  
**OMB Control No. 1205-0417**

**A. Justification**

1. *Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.*

This information collection request (ICR) supports a revisions to the current collection under OMB Control Number 1205-0417. This ICR is necessary to comply with the reporting requirements of the Workforce Innovation and Opportunity Act (WIOA) Section 308 (29 U.S.C. 491-2), which can be found at <https://www.gpo.gov/fdsys/pkg/PLAW-113publ128/pdf/PLAW-113publ128.pdf>; 20 Code of Federal Regulations (CFR) Parts 651 and 652 (<https://www.doleta.gov/wioa/Docs/wioa-regs-labor-final-rule.pdf>), P.L. 113-128 sections 101 and 308.

WIOA Section 308 requires the Secretary of Labor to oversee the development, maintenance, and continuous improvement of a nationwide Workforce and Labor Market Information System (workforce information) system; and to evaluate the performance of the system and recommend needed improvements, taking into consideration customer consultation results, with particular attention given to improvements needed at the state, regional and local levels. This information collection for the Workforce Information Grants to States (WIGS) ensures the U.S. Department of Labor’s (DOL) Secretary meets WIOA requirements, and the states complete the grant deliverable “WIGS Plan and Annual Performance Report”.

2. *Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.*

The Department of Labor’s Employment and Training Administration (ETA) makes use of the information collected from WIGS grantees primarily to serve four customer groups: 1) the public (including job seekers and employers); 2) labor market intermediaries who help individuals find a job or make career decisions (such as employment and school counselors, case managers at American Job Centers, and community-based organizations); 3) policymakers and employment and economic program planners and operators; and 4) miscellaneous other customers, including researchers, commercial data providers, and the news media.

The policy development and oversight responsibilities of DOL include defining deliverables and accountability measures for the Workforce Information Grants to States. ETA has used information provided in response to this data collection to assess the extent to which the states have met the grant deliverables, whether the Federal investment has achieved planned outcomes, and to identify technical assistance needed by the states. To ensure accountability, ETA regional

05/31/2026

offices assess and document the effectiveness of grantee performance through the periodic review and observation of states' progress against grant deliverables, annual performance reports, and the degree of participation in partnership and customer service opportunities that enable state leveraging of limited workforce information program resources.

Although not required, the states may produce economic analyses and special workforce information/economic studies and reports ensure that the workforce and labor market information created through Federal funds supports and substantively contributes to overall state workforce investment system planning and to state and sub-state economic development. The analyses, studies, and reports created by the states are to inform the workforce and economic development policy and investment decisions made by the governor and state and local workforce investment boards.

ETA encourages states to create the economic analyses and special workforce information/economic studies and posts links on its web sites to all state annual performance reports and economic analyses and special workforce information and economic studies. This makes them readily available to the public and allows states to compare their products and services with other states (thereby promoting learning and competition among the states to deliver products and services that best meet their resident's information service needs).

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.*

ETA continues to require the use of electronic submission of the WIGS Plan and Annual Performance Report as a means to reduce the state hard-copy reporting burden to the greatest extent practicable. All 54 state and territorial grantees now utilize electronic formats to submit required grant deliverables.

- 4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.*

The information requested is unique to these grants and is not otherwise available.

- 5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.*

The collection of information only affects state grantees and does not affect small businesses or other small entities.

- 6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.*

Management of the nationwide workforce information system requires the regular, reasonable collection of information to assure accountability for the investment of funds and that the grants are achieving statement of work outcomes. Further, Section 308 of the Workforce Innovation and Opportunity Act requires that the performance of the employment statistics system be evaluated annually, taking into consideration the results of customer consultations.

Apart from the statutory obligation to collect the information, the benefits to the public and the workforce investment system (i.e., Federally-funded employment and training programs) would be significantly lessened absent the uniform standards and oversight provided by the grant deliverables and requirements. For example, without consistent workforce data definitions, the data provided by each jurisdiction would not be comparable, and therefore would have little credence or value for users.

All information is required on an annual basis.

7. *Explain any special circumstances that would cause an information collection to be conducted in a manner:*
- \* Requiring respondents to report information to the agency more often than quarterly;*
  - \* Requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;*
  - \* Requiring respondents to submit more than an original and two copies of any document;*
  - \* Requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;*
  - \* In connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;*
  - \* Requiring the use of a statistical data classification that has not been reviewed and approved by OMB;*
  - \* That includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or*
  - \* Requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.*

ETA has no such requirements nor requires a statistical survey. ETA uses the approved industry and occupational classifications.

8. *If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.*

05/31/2026

*Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.*

*Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years—even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.*

The Department, in accordance with the PRA, published a 60-day Federal Register Notice (FRN) on February 3, 2026, (91 FR 4951). No comments were received.

9. *Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.*

ETA does not provide any payments or gifts to respondents.

10. *Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.*

ETA is neither requesting nor collecting confidential information from respondents.

11. *Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.*

There are no questions of a sensitive nature.

12. *Provide estimates of the hour burden of the collection of information. The statement should:*

The total number of respondents is 54 (50 states, plus the District of Columbia and the territories of Guam, Puerto Rico, and the Virgin Islands). Each respondent creates and delivers a “WIGS Plan and Annual Performance Report”.

For the previous OMB clearance package submittal, the time burden estimates were based on consultation with states regarding preparation of a “WIGS Plan and Annual Performance Report”. Additionally, the required collection of an “Annual Economic Report” has been removed from the grant and is not included in the burden calculations.

The following table can be used as a guide to calculate the total burden of an information collection.

<b>Activity</b>	<b>Number of Respondents</b>	<b>Frequency</b>	<b>Total Annual Responses</b>	<b>Time Per Response (hours)</b>	<b>Total Annual Burden (Hours)</b>	<b>Hourly Rate*</b>	<b>Monetized Value of Respondent Time</b>
Grant preparation	54	1	54	63.22	3,414	\$38.78	\$132,395
WIGS Plan and Annual Performance Report	54	1	54	80.22	4,332	\$38.78	\$167,995
<b>Unduplicated Totals</b>	<b>54</b>		<b>162</b>		<b>7,746</b>	<b>\$38.78</b>	<b>\$300,390</b>

\* The Hourly Cost per Task has been attained from the Mean Hourly Wage for State Government Economists from the Bureau of Labor Statistics Occupations Employment and Wage Survey (OEWS) for 2024 (<http://www.bls.gov/oes/current/oes193011.htm>).

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

ETA does not expect that states fund any of the required activities with state or other funding. Federal grant funds have been sufficient to fully support the planning and administration of the grant; production of the required grant deliverables (including relevant economic analyses, special workforce information and/or economic studies and customer consultations); and reports on grant activities.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

The Federal government's costs are divided between the ETA regional and national offices, and between the program and grants units in the national office. Federal staff tasks include 1) review of the annual economic report or other analyses, and 2) review of the annual performance report. These tasks involve review of the grant deliverables, telephone calls/emails, negotiating changes to expected deliverables, consultation with grantee and other Federal staff, and file review and maintenance.

ETA is claiming the estimated \$300,390 as a Federal expense for which the states are expected to spend so they can comply with this information collection. ETA includes administrative funds through the Annual Workforce Information Grant to States, in order to offset the cost of Federal mandates.

ETA Federal hourly staff costs were calculated at \$60.83 per hour for a GS-13, Step 5. (Source: Office of Personnel Management, 2026 General Schedule Locality Pay Table for the Washington, D.C. area ([https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/26Tables/html/DCB\\_h.aspx](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/26Tables/html/DCB_h.aspx))).

<b>Federal Burden</b>	<b>Hourly Cost</b>	<b>Total Time Burden (hours)</b>	<b>Total Cost Burden (\$)</b>	<b>Annualized Cost</b>
Review of WIGS Plan and Annual Performance Report	\$66.14	294	\$19,445	\$19,445
<b>Federal Total</b>			<b>\$19,445</b>	<b>\$19,445</b>

15. *Explain the reasons for any program changes or adjustments reported on the burden worksheet.*

The reporting requirements and burden hours have been revised downward since the only required grant deliverable is the “WIGS Plan and Annual Performance Report”. The costs associated with the burden hours have decreased due to the elimination of other grant deliverables.

16. *For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.*

ETA has collected each state's “WIGS Plan and Annual Performance Report” for review to ensure grant compliance.

ETA has no plans to tabulate the information collected, and therefore no complex analytical techniques are involved.

All information collection occurs within the scope of the grant performance period. The “WIGS Plan and Annual Performance Report” is due by September 30 of each year — 90 days following the end of the PY, per 29 CFR 97.40 (b)(1).

17. *If seeking approval not to display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.*

The expiration date for OMB approval is displayed.

18. *Explain each exception to the topics of the certification statement identified in “Certification for Paperwork Reduction Act Submissions,”*

There are no exceptions to the certification statement.

**B. Collections of Information Employing Statistical Methods**

This information collection does not employ statistical methods.