



DATE: , 2026

LMI Technical Memorandum No. S-26-0

MEMORANDUM FOR: STATE WORKFORCE AGENCY ADMINISTRATORS
AND BLS REGIONAL COMMISSIONERS

FROM: URSULA Y. OLIVER
Associate Commissioner
Office of Field Operations

SUBJECT: FY 2027 Labor Market Information (LMI) Cooperative
Agreement Application Package

Purpose

The purpose of this memorandum is to transmit the fiscal year (FY) 2027 Labor Market Information (LMI) Cooperative Agreement (CA) application package and to provide information about the application process.

Office of Management and Budget (OMB) Paperwork Reduction Act Approval

The Bureau of Labor Statistics (BLS) received OMB approval of a generic LMI CA application package through June 30, 2027. Under this approval, changes in the work statements will be reviewed every year by the OMB and published in the Federal Register for 30 days if any of the changes are deemed substantive to the information collection burden. The OMB approval number for the LMI CA is 1220-0079.

Summary of Changes

Along with some routine updates of reference dates, editorial updates, and clarifying changes, we have made other, minor changes to the CA, though none substantively affecting the information collection burden. These changes are described below, organized by Part and Section of the CA.

PART I., ADMINISTRATIVE REQUIREMENTS

Section H. Financial Reporting

The section title was updated to add "Financial".

Section S. Confidentiality

S.2. Description of Confidential Information

S.2.a.ix. The sentence "Information protected under the Privacy Act citation (5 U.S.C. § 552a) is included" was added as part of the definition for Personally Identifiable Information.

S.3. State's Confidentiality Responsibilities

S.3.f.ii. Language was updated to reference the current version of Federal Information Processing Standard (FIPS) and remove the version number since FIPS 140-2 is scheduled for sunset later this year.

S.3.f.iii. Language was updated to add the phrase "the current version of" and remove the version number "-2".

S.3.f.iv. Language was updated to add the phrase "the current version of" and remove the version number "-2".

Section T., Data and Communications Safeguards

T.8. Security Incidents

Language was updated to provide a detailed explanation of a security incident and remove the language on the steps to take when a security incident is suspected since they are now included in Section T.10.

T.9. Disasters and Contingency

Language was updated to provide a detailed explanation of disasters and remove the language on the steps to take when reporting a disaster since they are now included in Section T.10.

T.10. Reporting Security Incidents and Disasters

Language was updated to provide detailed procedures on reporting security incidents and disasters that impact either the BLS or the state.

T.18. Artificial Intelligence

Language was updated to provide guidance when given authorization to use artificial intelligence.

PART II., APPLICATION INSTRUCTIONS

Section C., Instructions for Completing Forms

C.1. Application for Federal Assistance (SF-424)

C.1.b.11. Language was updated to add the phrase "Assistance Listing Number/Title" and remove the "Catalog of Federal Domestic Assistance Number" since it no longer exists.

Old C.9. Work Statements were reordered to Section C.10. and old C.10., Budget Information Form (BIF) was reordered to Section C.9.

PART III., APPLICATION MATERIALS

Application for Federal Assistance SF-424

Updates were made to the forms and instructions to match the current OMB-approved forms. The expiration date was updated to 3/31/2029.

Disclosure of Lobbying Activities

Updates were made to remove "CFDA" and add "Assistance Listing".

LOCAL AREA UNEMPLOYMENT STATISTICS PROGRAM

Section A., Program Information

Language was updated to add "RAS" and remove "state" regarding the systems used for generating estimates.

OCCUPATIONAL EMPLOYMENT AND WAGE STATISTICS PROGRAM

Section A., Program Information

The dates on the OEWS Deliverables by Panel table were updated for FY 2027.

Section B., Deliverables

B.3.b. Language was updated in the first sentence to replace the phrase "Collection and coding that results in an" with "Clean".

Language was updated to replace the phrase "that yields" with "deliverable containing".

Language was updated to add "usable" when referring to the response rate.

Language was updated to replace the phrase "that include reported" with "including" when referring to wages, and remove "sampled" when referring to the units or employment area.

Language was updated to remove the second and third sentence.

Language was updated to add the sentence "The response rates are for each sampled area."

Language was updated to remove the three requirements of the interim master file and add the sentence "The master file will reflect accurate coding to the full OEWS occupational structure."

QUARTERLY CENSUS OF EMPLOYMENT AND WAGES

Section A., Program Information

Language was updated to provide additional history and background of the program.

Section B., Deliverables

B.1. Language was updated to remove "Name and Address", and due dates were updated to FY 2027.

B.2. Language was updated to remove the phrase "as well as in the work statement and".

B.5. Language was updated to remove the following phrases “As needed”, “a file of”, “automated”, and “through the states’ systems” regarding EQUI file submittals.

Section C., Program Performance Requirements

Language was updated to remove “or on”, replace “and” with “or”, add “BLS”, and remove the phrase “provided by the BLS” regarding the methods of preparing the EQUI files.

C.3. Language was updated to replace “according to” with “using QUEST imputations in accordance with” regarding missing or delinquent data.

C.4.b. Language was updated to remove “(formally known as CARS)”, because it is no longer applicable.

C.5. Language was updated to remove the sentence “This has eliminated the need for states to create and transmit NCA print files.”, because it is no longer applicable.

C.8.a. Language was updated to add the acronym “(EDI)”.

C.8.b. Language was updated to add the acronym “(EDI)”, and change “comment” to “comment codes” when referring to the applicable codes that should be assigned to each establishment.

C.11. Language was updated to combine the information on country code 999 with country code 995 to this section which was previously listed in the old Section C.12.

The percentage of total employment for country code 995 was changed from “3.5” percent to “5” percent.

The percentage of total employment for country code 999 was changed from “1.5” percent to “5” percent.

C.12. Language was updated to move old Section C.13. to this section. The phrase “in QUEST” was added regarding Possible Predecessor/Successor Matching.

Section D., Quality Assurance Requirements

Old D.10.d. was removed because it is no longer applicable.

Old D.10.e. and D.10.f. were renumbered to D.10.d. and D.10.e.

Section E., Exclusions

Language was updated to remove “mailing” regarding EQUI, because it is no longer applicable.

Section G., Wage Records

G.1. Language was updated to move the phrase “on a quarterly basis” from the end of the last sentence to the end of the first sentence, regarding BLS receiving the wage record microdata.

Fund Ledger Codes (FLCs)

State agencies are requested to use the following State Employment Security Agency Cost Accounting System like fund ledger codes (FLCs), or their Financial Accounting and Reporting System equivalents, for the programs and activities funded during FY 2027. Where these codes cannot be accommodated in state accounting systems, state agencies will still need to know these FLCs for drawing down funds, since they are used as subaccount numbers within the HHS Payment Management System. Where states must use different FLCs than those that follow, they must inform regional staff of the numbers used to identify the BLS LMI programs.

PROGRAM	FLC	AAMC	FLC
CES	91217	CES	91287
LAUS	91227	LAUS	91297
OEWS	91237	OEWS	91307
QCEW	91247	QCEW	91317

Certification of Staff Time Charging

According to 2 CFR 200, Subpart E (Cost Principles), state staff must accurately reflect their time according to the activity worked.

Furthermore, for any state staff member who reports to a supervisor responsible for more than one Federal award or cost objective, and the employee charges only against one award, the state grantee must certify semi-annually that the work being charged for that employee relates exclusively to that award. See 2 CFR 200, Subpart E (Cost Principles) General Provisions for Selected Items of Cost for further guidance on this requirement. Note that states with time and attendance systems that account for employees' time at the project code level on a weekly, bi-weekly, or monthly basis are already in compliance with this requirement.

Policy on Staff Time Charging

To properly administer BLS programs, the states must adhere to the following BLS policy on staff time charging:

- a. When submitting financial reports, the states must certify that the reports are correct and, thus, that time charges are accurately recorded.
- b. The states should use the budget variance process as the correct mechanism to balance marginal differences in spending among the programs.
- c. Regional staff are required to report any indication of misrepresentation of staff working on their program.

The BLS regional offices are required to review BLS policy on staff time charging and other administrative reporting requirements with state LMI Directors on an annual basis.

Financial Reporting Requirements

By signing the CA, grantees are agreeing to the financial reporting requirements it contains. State agencies are reminded of the requirement in the All Programs work statement concerning financial reporting, "D. Submission of Reports." Monthly financial reports must be submitted to the BLS regional office within 30 days of the end of the reporting period. As with all other requirements, if a state anticipates that it will be unable to comply with the requirement, it must apply for and receive approval for a variance.

In addition, the FFR must be completed online at HHS-PMS. The FFR must be completed within 30 days of the end of the quarter. Furthermore, a final FFR must be completed at closeout within 120 days after the period of performance. If the state fails to complete the report within this time frame, a hold will be placed on their HHS-PMS account until the FFR has been filed, unless an exemption is requested and approved.

Forms Reminder

Grantees are requested to use only the most up-to-date forms when submitting their CA application, any subsequent CA amendments, and their CA closeout. The most up-to-date forms are included in this CA application. The CA application can be found on GrantSolutions. The CA amendments and closeout forms can be found on StateWeb.

Action Required

State agencies are requested to submit any amendments to their FY 2027 CAs in GrantSolutions.

SCHEDULE

Action	Date
Review and discussion with states on the 2027 CA	June-July 2026
2027 LMI CA Variance Requests due in national office (NO)	July 6-10, 2026
2026 LMI CA amendments to deobligate funding to be reused by the program submitted in GrantSolutions	July 13, 2026
2026 LMI CA amendments to add funding to the CAs submitted in GrantSolutions	July 31, 2026
2027 LMI CA applications submitted in GrantSolutions to begin regional office (RO) review	August 17, 2026
ROs complete review of FY 2027 LMI CAs in GrantSolutions	September 4, 2026
Final 2026 LMI CA amendments to deobligate funding to be returned to the NO submitted in GrantSolutions	September 11, 2026
Effective date of 2027 CA	October 1, 2026

Inquiries

Please direct all inquiries to the BLS regional office.

Effective Date

Immediately.

Memorandum for State Workforce Agency Administrators and Regional Commissioners--7

Attachments

Attachment 1: 2027 Labor Market Information Cooperative Agreement