



**STATE OF HAWAII  
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**

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August 15, 2011

Mr. Richard C. Trigg  
Regional Administrator  
Employment and Training Administration  
U.S. Department of Labor  
90 7<sup>th</sup> Street, Suite 17-300  
San Francisco, California 94103-1516

Dear Mr. Trigg:

In accordance with the Training and Employment Guidance Letter (TEGL) No. 26-10, the Department of Labor and Industrial Relations (DLIR) and the Workforce Development Council (WDC) respectfully submit the Program Year 2011 Workforce Information Core Products and Services Grant application package for Hawaii. The PY 2011 grant application requests \$322,344 funding for the period July 1, 2011 to September 30, 2012.

Enclosed for your review and approval are the following documents:

- SF-424, Application for Federal Assistance
- SF-424A – Budget Information (Section D only)
- Statement of Work Certification

Should you have any questions, please contact Francisco Corpuz, Chief of the DLIR Research and Statistics Office, at (808) 586-8999.

Sincerely,

Sincerely,

DWIGHT TAKAMINE  
Director  
Department of Labor and  
Industrial Relations

MARIAN TSUJI  
Chair  
Workforce Development  
Council

Enclosures (3)

## PY 2011 WORKFORCE INFORMATION GRANT PLAN (LMI PLAN):

### *EXPAND HAWAII'S LABOR MARKET INFORMATION TO ADDRESS CRITICAL TRAINING GAPS AND PREPARE A SKILLED WORKFORCE TO MEET THE NEEDS OF AN EMERGING GREEN ECONOMY.*

Action Required: We respectfully request WDC to co-sign the PY 2011 Workforce Information Core Products and Services Grant Application Package for Hawaii, as required by the USDOL/ETA. The signed grant application will be submitted to ETA 45 days after the TEGGL has been issued. Enclosed for your review and approval are the Statement of Work Certification and Cover Letter. As soon as we get the final TEGGL, we will finalize the certification and letter for the WDC Chair's signature. PY 2011 covers the period July 1, 2011 to September 30, 2012.

Core products and services are expected to remain the same as last year and are outlined below. The Research and Statistics (R&S) office plans to provide green workforce information, wherever possible, in the development of PY 2011 core deliverables. Products will be released annually and special reports are ongoing.

1. Continue to populate the Workforce Information Database (WIDb) with state and local data, using the most current version of the WIDb and populating all tables designated as core in accordance with guidelines issued by the Analyst Resource Center (ARC). R&S will continue to incorporate on a timely basis the Employer Database, licensed occupations, job count, labor force and unemployment rate, and wages. Populate the database beyond the minimum requirements by including county, state, and national data; providing additional years of data and populating other non-core tables. 'Greening' of the WIDb is expected in PY 2011 with plans to incorporate green workforce data into the database. Upcoming versions of the WIDb will allow users to populate a table for industries and occupations that are in special categories, e.g. green jobs, and include the percent that an industry or occupation is determined to be green.
2. Produce and disseminate industry and occupational employment projections. These include the 2011-2013 Short-Term Occupational Projections for the State, and the 2010-2020 Long-Term Projections at the state level. The 2008-2018 Long-Term Projections for the HonoluluMSA and subareas developed in PY 2010 will be published in PY 2011. Employment projections for industries and occupations with green jobs will also be available during the program year.
3. Publish an annual economic analysis report for the governor, Workforce Development Council (WDC), and Local Workforce Investment Boards (LWIBS). The report presents a review of the State's labor markets, based on comprehensive workforce and economic information. It will also incorporate the greening of Hawaii's Labor Market Information (LMI).
4. Post products, information, and reports on the Internet. R&S will utilize new sources for delivering labor market information (LMI) to our users. Our website has fully transitioned into the Hawaii Workforce InfoNet (HIWI) as of October 1, 2010 and

remains at <http://www.hiwi.org>. R&S has integrated its internet delivery system with – the workforce development worksite HireNet Hawaii. Additionally, the Green Hawaii Workforce Information (Green HIWI) Portal at [www.greenjobshawaii.org](http://www.greenjobshawaii.org), was installed as of May 5, 2011 and integrated into HireNet Hawaii. The ‘Portal’ utilizes the data and functionality existing in the labor-exchange system with data being filtered to display green job content. The ‘Green HIWI Portal’ improves the HireNet Hawaii system by promoting green industries, identifying current green job openings suitable for green training programs, and providing analysis of the green jobs labor market. Improvement to HireNet Hawaii is in support of Hawaii’s LMI Improvement Grant. Concurrently, our HIWI website links to the ‘Green HIWI Portal’.

5. Partner and consult on continuing basis with workforce investment boards. R&S will maintain on-going communication with the Workforce Development Council (WDC) and the Local Workforce Investment Boards (LWIBS) to identify needed information for workforce investment strategic planning and responding to rapidly changing economic conditions and state/local initiatives. Primary activities in PY 2011 will continue to focus on the ‘greening’ of labor market information in support of Hawaii’s transformation to a green economy through the additional collection of employment and wage data via the Occupational Employment Statistics survey. We will continue to support WDC and LWIBS with the following activities:

- Attend Council/Committee meetings to learn about workforce information priorities and maintain on-going communication with WDC staff to identify ways to effectively support the workforce information needs of customers and partners. We participated in supplementing the report on “Hawaii’s Healthcare Industry Skill Panels” with WDC staff and Planning Committee members by supplying our existing healthcare occupations data with HireNet’s advertised jobs to substantiate healthcare worker shortages in 25 occupations. We also reviewed several studies and contacted state health-related boards to determine the supply and qualifications of at least 12 occupations in order to encourage the development of training programs to fill the gap. **Additionally, we submitted a proposal to WDC that we would conduct a survey of health employers to determine the number of hard-to-fill jobs and the skills job applicants’ lack, contingent upon securing federal grant monies. We are also exploring alternative methods to collecting more detailed health workforce information, such as online surveys. Aside from focusing on the healthcare workforce, we have delved into the high technology industry and shared information as a conference panel member. Agriculture is another industry that requires more data exploration to identify skills and training requirements. These industries are included by the current administration’s New Day in Hawaii plan, supporting the overall state’s direction of becoming more self-reliant.**
- Plan LMI Briefings for One-Stop Centers and LWIB. Visit One-Stop Centers to present our LMI products and services, including how to use the revamped HIWI and the ‘Green HIWI. Basic briefings for all local areas will be conducted upon request, and customized, hands-on training can be provided as resources become available.

6. Conduct special studies and economic analyses as needed. This is to provide information support to communities in economic transition, address state and sub-state workforce development initiatives, and respond to mass layoffs and disasters.
  - Green LMI – Information collected from the special addition of green employers to the OES survey will enhance the greening of LMI products and services for state and sub-state workforce development initiatives. Products and services will provide much needed information to prepare Hawaii’s workforce with skills to perform jobs in a green economy. We plan to follow-up with products providing information on employment projections, wages, supply/demand, green-job skills, training/education and certification, and other green products as needed.

**Examples of LMI Products and Services:**

- 2011-2013 Short-Term Occupational Projections for the State. This forecast will indicate which industries and occupations are still growing and resilient to economic cycles. Preliminary data will be available by the end of June 2012 with some green job projections.
- Industry and occupational projections for 2010-2020 for the State will be available by the end of June 2012 with some green job projections. Sub-state projections will be published to support local WIBS in planning and implementing their education, training and re-employment services.
- Local Employment Dynamics (LED) Program. Continue to update the Quarterly Workforce Indicators (QWI) for Hawaii with a link to the Census LED website from HIWI. We expect to utilize LED tools to access more localized workforce information for the LWIBS. These tools include the Community Economic Development HotReports, Industry Focus, and On the Map. QWI data will be included in our annual economic report.
- Green Jobs Products. Develop spin-off products based on results collected by the green jobs portion of the OES survey will be ongoing.
- Continue on-line development of the “Green Jobs Portal” and HIWI.

**Statement of Work Certification**  
**Training and Employment Guidance Letter No. 26-10**

The State of           Hawaii           certifies that it will accomplish grant deliverables one through five specified in Attachment III of the Workforce Information Core Products and Services Grant 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.

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DWIGHT TAKAMINE  
Director  
Department of Labor and  
Industrial Relations

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MARIAN TSUJI  
Chair  
Workforce Development  
Council

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Date

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Date

\*If circumstances prevent 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.