A. PROJECT SUMMARY

Provide a brief (four sentences or less) overview of your state’s WDQI project and strategic objective(s).

Arkansas will leverage WDQI Round 8 to assist with upfront investments necessary to further expand the SLDS with longitudinal workforce, employment, and training data from WIOA Title I, II, III, and IV programs, Registered Apprenticeship Programs, Supplemental Nutrition Assistance Program (SNAP), and Temporary Assistance for Needy Families (TANF).

Additionally, Arkansas will expand current capacity to further the vision of WIOA, support the strategies identified in the FY2020-2023 Arkansas WIOA State Plan, and to more effectively analyze the impact of certifications, work experience, education, training programs, and federal workforce programs on participant outcomes, with a series of 14 deliverables around evaluating the effectiveness of workforce system collaboration, training, and targeted population strategies, and skill gap analysis.
B. SUMMARY OF QUARTERLY GRANT ACTIVITIES

Discuss the high-level grant activities that took place during the quarter in one page or less.

Asset Mapping

The Arkansas WDQI team surveyed and studied asset mapping approaches from Oklahoma, Florida, Pennsylvania, and Northern California as well as asset mapping resources from DOL ETA, DePaul University, WorkforceGPS, the U.S. Department of Education, AmeriCorps, and others.

Based on best practices and alignment with Arkansas needs, a scalable asset map framework was developed to support stewardship of services provided by organization and service location. In alignment with WDQI programs of interest, the asset map was initially populated with all Arkansas Workforce Centers (American Job Centers), postsecondary institutions, and Department of Human Services offices in Arkansas, which covers all WIOA, SNAP, and TANF service delivery.

The asset map is publicly available via a new “MyARServices” tool that allows users to locate services in specific regions or near a specified address. Location hours, contact information, and website links are available for connecting with providing organizations for service delivery. The asset map will continue to be expanded with additional state and community services in future quarters, starting with inclusion of registered apprenticeship and other work-based learning programs.

WIOA Data Integration

Expansion of the workforce longitudinal database with quarterly data on WIOA participation, performance, and outcomes began with inclusion of Participant Individual Record Layout (PIRL) data elements for WIOA Title I (Adult, Youth, Dislocated Worker), Wagner-Peyser Title III, National Dislocated Worker Grants, Trade Adjustment Assistance, H-1B Job Training Grants, Senior Community Service Employment Program, Jobs for Veterans State Grants, and the National Farmworkers Grant Program.
C. EXPENDITURES

Include quarterly and year-to-date expenditures in the table below. If there are specific expenses that require notation or attention not captured on the ETA 9130, please list below and provide a brief narrative, as appropriate.

Estimates based on Time Charges, DOL has approved estimate reporting for this quarter.

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Quarterly</th>
<th>Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin</td>
<td>6,979.85</td>
<td>7,605.14</td>
</tr>
<tr>
<td>Program</td>
<td>73,992.89</td>
<td>75,188.86</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>80,972.74</strong></td>
<td><strong>82,974.00</strong></td>
</tr>
</tbody>
</table>

D. TIMELINE GRANT MILESTONES, ACTIVITIES, AND DELIVERABLES

Provide your timeline for and discuss your progress toward identified milestone and goals from the grant plan or from quarterly goals submitted to ETA.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Planned Completion Date</th>
<th>Progress</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Initiation</td>
<td>9/30/2021</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Asset Mapping</td>
<td>12/31/2021</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>Work-Based Learning Data Integration</td>
<td>3/31/2022</td>
<td>In Progress</td>
<td>Moved back from 6/30/2022 to 12/31/2023 to better align with planned Workforce Board Portal development under Democratizing our Data Challenge</td>
</tr>
<tr>
<td>WIOA Data Integration</td>
<td>3/31/2022</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Apprenticeship Analysis</td>
<td>6/30/2022</td>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td>SNAP Data Integration</td>
<td>6/30/2022</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>WIOA Resource Allocation Analysis</td>
<td>6/30/2022</td>
<td>Planning</td>
<td>Moved up from 9/30/2022 to 3/31/2022 to support HHS TANF Data Collaborative Applied Data Analytics Training</td>
</tr>
<tr>
<td>TANF Data Integration</td>
<td>3/31/2022</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>SNAP/WIOA Policy Analysis</td>
<td>9/30/2022</td>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td>FEDES Data Integration</td>
<td>12/31/2022</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Underserved Communities Analysis</td>
<td>12/31/2022</td>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td>Work History Outcomes Analysis</td>
<td>3/31/2023</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Applied Data Analytics Training Session 1</td>
<td>3/31/2023</td>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td>Skills Gap Analysis</td>
<td>6/30/2023</td>
<td>Planning</td>
<td></td>
</tr>
<tr>
<td>Skills Gains Analysis</td>
<td>6/30/2023</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2023 Workforce Research Conference</td>
<td>6/30/2023</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td>Due Date</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>Applied Data Analytics Training Session 2</td>
<td>9/30/2023</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>WIOA Costs and Outcomes Analysis</td>
<td>9/30/2023</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Co-Enrollment Outcomes Analysis</td>
<td>12/31/2023</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Common Intake Referrals Analysis</td>
<td>12/31/2023</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Applied Data Analytics Training Session 3</td>
<td>3/31/2024</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>2024 Workforce Research Conference</td>
<td>6/30/2024</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Final Documentation</td>
<td>6/30/2024</td>
<td>Not Started</td>
<td></td>
</tr>
</tbody>
</table>
F. PROJECT GOALS FOR NEXT QUARTER

Provide a brief list (at least three) of the goals your state has planned for the upcoming quarter as they relate to your WDQI grant statement of work. If applicable, please identify goals to address challenges encountered in previous quarters.

Work-Based Learning Data Integration
Expand the workforce longitudinal database with registered apprenticeship, pre-apprenticeship, and other work-based learning participation, performance, and outcomes including but not limited to all programs offered by the Arkansas Office of Skills Development and the Arkansas Division of Career and Technical Education.

TANF Data Integration
Expand the workforce longitudinal database with Temporary Assistance for Needy Families (TANF) participation, performance, and outcomes in the Chapin Hall TANF Data Model format.

Arkansas wishes to participate in an upcoming TANF applied data analytics training program developed as part of the TANF Data Collaborative. Integrating TANF data into the longitudinal data system is a necessary step for inclusion of Arkansas data in the program to support research and data product development on Arkansas TANF policy priorities. Therefore, TANF data integration was moved up in the project schedule. This accelerated integration schedule also aligns better with Common Intake development.

WIOA Data Integration (Continued)
Continue expansion of the workforce longitudinal database with quarterly data on WIOA participation, performance, and outcomes began with inclusion of Participant Individual Record Layout (PIRL) data elements for Adult Education and Literacy Title II and Vocational Rehabilitation Title IV.
**H. STATUS UPDATE ON STRATEGIC PARTNERSHIP ACTIVITIES**

*Discuss the strategic partnership activities that occurred during the quarter. If you are building on successes/events that took place in previous quarters, please include a brief status in your narrative to demonstrate progress made or challenges identified.*

Key strategic partnership activities that occurred during the quarter included:

- Briefing of all Arkansas cabinet-level departments on WDQI Round 8 goals and activities at the October meeting of the Arkansas Data and Transparency Panel. ([slides](#), [recording](#))
- Continued Coordination with the Governor’s Director of Workforce, Education, and Data Transformation on the Ready for Life initiative.
  - Arkansas Governor Asa Hutchinson announced a [Ready for Life Pilot Program](#) in Russellville, Arkansas in partnership with Arkansas Tech University.
    - The Ready for Life program helps identify future skill needs and develop training programs that meet the demands of the community.
    - This pilot program will extend that work to engage a whole-of-community approach with a particular focus on teaching skills to the underemployed and formerly incarcerated.
    - The WDQI-supported workforce longitudinal database will be leveraged heavily to inform project planning and outcomes measurement for continuous improvement and alignment with employer and community needs.
- Continued coordination of WDQI efforts related to apprenticeships with the Arkansas cohort of the National Governor’s Association Policy Academy on Scaling Work-Based Learning.
  - The WDQI-supported asset map development has established a foundation for expansion with a catalog and taxonomy of work-based learning programs in Arkansas that will be used to inform work-based leaning expansion planning.
  - The WDQI-supported integration of work-based learning participation and outcomes data into the workforce longitudinal data system will be leveraged to support delivery of the nation’s first [applied data analytics training program focused on work-based learning](#).
    - This program will bring together up to 30 government agency staff from Arkansas and selected other states for applied training in the use of analytics on administrative longitudinal data to answer priority research questions.
    - Learnings will be reinforced by development and presentation of a research project using actual administrative data in a secure environment.
    - Project teams will combine participants across agencies, states, and roles to support knowledge transfer and community of practice development.
    - Research and data products will be developed using standardized infrastructure, measures, and data models for multistate scalability.
Arkansas is one of seven states who have partnered with the U.S Chamber of Commerce Foundation on design and testing of the Jobs and Employment Data Exchange (JEDx).

- This initiative builds upon the work of the Job Data Exchange and T3 Innovation Network projects towards implementation of a national public-private data trust for:
  - Improving federal and state reporting
  - Improving job description data for sharing and use in career pathways
  - Improving job posting data for search
  - Empowering workers/learners to use employment records for job and government program and benefits applications
- Improving the timeliness, breadth, usability, and semantic consistency (standard codes) of available data on employment, job postings, and in-demand skills could yield significant improvements to outcome and demand data available in the workforce longitudinal data system.

The Arkansas WDQI team participated in the Southern Regional Education Board (SREB) State Leaders’ Forum in Accelerating Cross-Agency Data Utilization.

- 16 Southern Region states (AL, AR, DE, FL, GA, KY, LA, MD, MS, NC, OK, SC, TN, TX, VA, WV) convened for two days in Atlanta, GA to collaborate on education and workforce alignment, data-driven improvement, high-impact policies, and promising practices supported by cross-agency data utilization.
- Arkansas will be leveraging SREB technical assistance and peer-learning support provided by the Bill and Melinda Gates Foundation Accelerating Cross-Agency Data Utilization Grant to:
  - Profile key workforce initiatives (including WDQI) and showcase one successful initiative for peer learning.
  - Identify in-demand and industry-recognized occupations, skills, and credentials in two priority industries.
  - Develop a state credential registry and competency model clearinghouse starting with the two priority industries.
  - Model the pathways and pipelines leading the credentials, skills, and competencies needed for the two priority industries.
  - Perform supply/demand mapping of the pathway and pipeline supply with current and anticipated occupational demand to inform policy, strategy, and operational alignment with the evolving needs of the economy.

Arkansas is a member of the newly formed Southern Regional Data Collaborative (SRDC) and participates on the interim executive committee along with Kentucky, Tennessee, and Texas. The SRDC interim executive committee is working to expand membership to other Southern region states, define regional priorities for data-driven projects and collaboration, and work towards establishment of a permanent governance structure.

Arkansas received approval from the Centers for Medicare and Medicaid Services (CMS) for a waiver to transition the Arkansas Works Medicaid expansion program to the Arkansas Health and Opportunity for Me (ARHOME) program.

- ARHOME is a joint effort by the Legislature and Executive Branch to achieve improved healthcare and life outcomes for the recipients, greater accountability for the taxpayer's dollars, and the ability to make a difference in people's lives so they can move up the economic ladder and become independent, thriving Arkansans.
- ARHOME will leverage the workforce longitudinal data system to inform incentives and support to decrease poverty and serve target populations.
I. DATA SECURITY AND LINKAGES

Discuss progress made toward securely linking data; outline any issues (if applicable).

Record Linkage – U.S. Census Bureau Entity Resolution Research

The Center for Advanced Research in Entity Resolution and Information Quality (ERIQ) at the University of Arkansas at Little Rock in partnership with the Arkansas Division of Information Systems ARDATA team (WDQI subrecipient) has begun research activities to improve record linkage for administrative data under a cooperative agreement with the Census Bureau. This is a five-year project, and year 1 research activities are focused on:

- Improved parsing and standardization for non-standard names (non-English) and non-standard addresses (non-street address, rural routes). Improved parsing and standardization of name and address can improve record linkage accuracy and performance.
- Leveraging household or similar group membership information to inform record linkage probability and improve match accuracy.

Record linkage techniques are being developed for scalability and open-source distribution with a focus on current administrative data record linkage challenges. New approaches resulting from this research will be tested on Arkansas administrative data and have the potential for improving the accuracy of the record linkage processes supporting the workforce longitudinal data system.

Record Linkage - Foreign Born Scientists and Engineers and the U.S. Workforce (FBSE)

Arkansas partnered with Kentucky, New Jersey, and the Coleridge Initiative to submit a whitepaper proposal for the National Science Foundation (NSF) National Center for Science and Engineering Statistics (NCSES) request for solutions for Foreign Born Scientists and Engineers and the U.S. Workforce (FBSE). The whitepaper was accepted, and the team was invited to submit a full proposal.

If awarded, the Arkansas team will lead development of the data linkage model, assessment of the impact of record linkage performance differences for the FBSE population (who frequently lack Social Security Number in administrative data, diminishing the accuracy of current record linkage approaches), and documenting and supporting scalable, multistate implementation. This research and development could be leveraged to improve the record linkage accuracy for foreign-born populations in particular in Arkansas’ workforce longitudinal database as well as those of other states.

J. KEY ISSUES AND TECHNICAL ASSISTANCE NEEDS

Highlight specific challenges and needs facing your grant and any action taken (for example, outreach to your FPO/coach, attempted collaboration with partners, etc.). For outstanding challenges and needs from previous quarters, re-list the issues and recommendations, and add actions taken, etc.

<table>
<thead>
<tr>
<th>Challenges/Needs</th>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEDES is not currently available.</td>
<td>Requesting information on system availability.</td>
</tr>
</tbody>
</table>
L. BEST PRACTICES AND LESSONS LEARNED
Describe any practices that the state engages in that could be useful for other grantees to hear about.

<table>
<thead>
<tr>
<th>Practice Area</th>
<th>Description of Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

M. SUSTAINABILITY
Discuss efforts towards developing sustainable partnerships and products.

WDQI-supported partnerships, data sharing, data integration, and products are being leveraged to support key state strategy, policy, and decision supports for workforce development, education, and human services, with additional uses planned and in progress for supporting employers, community-based organizations, and the criminal justice systems in serving Arkansas.

Using a shared-service data infrastructure under a 2 CFR-200-compliant cost allocation model to support operational, analytical, and research needs for a broad group of multi-agency and cross-sector stakeholders leverages economies of scale to reduce the long-term operating costs to sustain the longitudinal data system.

Hosting of the longitudinal data system in the same state data center as the transactional administrative data yields additional economies of scale while providing substantial operational support and consistent security, privacy, governance, risk, compliance, and integration staffing and controls across all environments.

Leveraging a shared longitudinal data system and data infrastructure increases the value of the system, products, and underlying partnerships and agreements by enabling shorter development times, better information quality, and lower-cost data products.

N. ADDITIONAL INFORMATION
Discuss any other information relevant to your grant (i.e., scorecard development, governance, etc.).

Arkansas submitted a letter of intent to the Democratizing our Data Challenge with a proposal to fully implement the workforce board portal first developed as a prototype during the DOL ETA applied data analytics training program. The letter of intent was selected, and Arkansas has been invited to submit a full proposal. If selected, this proposal will both leverage WDQI-supported development and contribute models and products to support WDQI research and products.

Arkansas is participating in the Evaluation Peer Learning Cohort (EvalPLC). The Arkansas team, which consists of WIOA program leads and the WDQI technical lead, are assessing maturity of and devising action plans to improve evaluation readiness and evaluation design and implementation capacity. The team will also complete an evaluation capstone project and participates in peer learning sessions. The skills learned during this six-month program will assist Arkansas in maximizing the effectiveness of WIOA program evaluation activities supported by the workforce longitudinal data system, including the planned WDQI evaluation and research products.
Workforce Data Quality Initiative (WDQI) Reporting Guidelines

To capture grantee learning and achievement, the U.S. Department of Labor, Employment and Training Administration (ETA) expects grantees to report on the progress made in meeting the goals and objectives of their grants. These reports are the primary mechanisms through which ETA can better understand the significant innovations and successes resulting from your grant, the challenges you have encountered and strategies for resolution, and technical assistance needs to ensure the successful implementation of your project. This guide is designed to provide WDQI grantees with general information on what to report, the format for the quarterly performance report, and the reporting due dates. Please note ETA may ask that additional information be collected and reported as technical assistance efforts take shape or as on-site visits occur in order to facilitate sharing of best practices, lessons learned and quality improvements.

Types of Reports and Due Dates

WDQI grantees are expected to submit two types of reports each quarter:

1. **Quarterly Performance Reports** (MS Word document emailed) – Grantees are required to submit timely performance reports on a quarterly basis throughout the grant period of performance. The report must include quarterly information on grant activities, performance goals, and milestones. The report should be submitted as a Word document to the regional Federal Project Officer (FPO) with a courtesy copy to the National Office Liaison no later than 45 days after the end of each quarter. A template is provided for your use. The last quarterly progress report will serve as the final performance report. This report must provide both quarterly and cumulative information on grant activities such as project activities, deliverables, and related results of the project, and must thoroughly document the best practices, lessons learned, and plans for sustainability.

2. **Quarterly Financial Reports** – Grantees are required to submit timely financial reports on a quarterly basis until all funds have been expended or the grant period has expired using ETA Form 9130. The financial report is due no later than 45 days after the end of each quarter. You must use DOL’s Online Electronic Reporting System (http://www.etareports.doleta.gov) using the instructions provided by your regional FPO. On the final Financial Status Report, you must include any sub-award amounts, if applicable, so that final indirect costs can be calculated. Additional information on financial reporting can be found at http://www.doleta.gov/grants/financial_reporting.cfm.

Quarterly Reporting Schedule

Grantees are expected to submit their quarterly performance and financial reports according to the schedule below. Quarterly reports are due 45 days after the end of each calendar year quarter. In instances where due dates are on a Saturday or Sunday, the report is due the preceding Friday.

<table>
<thead>
<tr>
<th>Calendar Quarter</th>
<th>Quarterly Reporting Period</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January 1 - March 31</td>
<td>May 15</td>
</tr>
<tr>
<td>2</td>
<td>April 1 - June 30</td>
<td>August 14</td>
</tr>
<tr>
<td>3</td>
<td>July 1 - September 30</td>
<td>November 14</td>
</tr>
<tr>
<td>4</td>
<td>October 1 - December 31</td>
<td>February 14</td>
</tr>
</tbody>
</table>
In addition to the quarterly reports mentioned above, WDQI grantees are required to submit two additional reports, one at the beginning of the grant period as a part of the startup activities and one at the conclusion of the grant during closeout.

1. **Design Plan** – Sixty days after execution of final grant award grantees must submit a detailed design plan which will expand upon and operationalize the activities proposed in this grant application. This report must include a timeline which incorporates all project stages, milestones, targets and proposed schedule of deliverables stemming from the analysis of State workforce data for statewide dissemination. The grantee must submit a Cost proposal allotting the expenditure of this grant over the three year period including, but not limited to, considerations for equipment, personnel, fees and fixed costs.

2. **Final Report** – This report must summarize project activities, outcomes, and related results of the project, and should thoroughly document approaches. An original and two copies of the final report must be submitted no later than the grant expiration date.

**Quarterly Performance Report Template**

Grantees should include additional performance information not captured as part of the quarterly financial report (ETA Form 9130) in a separate word document – please see suggested template below:

**GRANTEE IDENTIFYING INFORMATION**

- **Grantee Name** – Enter the grantee name as it appears on the appropriate Notice of Obligation (NOO), also referred to as the official Grant Agreement.
- **Grant Agreement Number** – Enter the grant number as it appears on the Grant Agreement.
- **Grantee Address** – Enter the mailing address as it appears on the Grant Agreement.
- **Financial Reporting Point of Contact** – Name and email address of the person to be contacted if there are questions on the financial reports.
- **Performance Reporting Point of Contact** – Name and email address of the person to be contacted if there are questions on the performance reports.
- **Report Quarter End Date** – Enter the last month, day, and year (mm/dd/yyyy) of the quarter on which the report is being prepared. For example, if the report is being prepared for the quarter ending September 30, 20XX, the Report Quarter End Date format should be represented as 09/30/20XX.
- **Report Due Date** – Enter the month, day, and year (mm/dd/yyyy) on which the report is due to the Department of Labor. For example, if the report is being prepared for the quarter ending 12/31/20XX, the Report Due Date format should be represented as 02/14/20XX.
- **Date Report Submitted** – Enter the month, day, and year (mm/dd/yyyy) on which the report is submitted to the Department of Labor.
- **Report Submitted By** – Name, title, and email address of the person that submitted the quarterly performance report.
- **Regional FPO** – Enter the name and email address of your regional Federal Project Officer.

**PERFORMANCE NARRATIVE GUIDELINES**

**A. Project Summary** – The grantee is to provide a brief overview (four sentences or less) of your state’s WDQI project and strategic objective(s).

**B. Summary of Quarterly Grant Activities** - This section serves as an executive summary for the quarterly grant activities. In one page or less, please provide a short summary of all administrative or technology based activities supported by the grant for the current quarter; highlighting key activities.
This update may include additional information about hiring or training activities and outcomes that support the grant’s performance during the quarter.

C. **Expenditures** - In the table provided, grantees should enter the cumulative amount for expenditures (administrative and program) for the quarter and year-to-date. Grantees are not required to submit an itemized account for each expenditure as pertinent information is captured on the ETA 9130. However, if there are specific expenses that a grantee would like to document or call attention to, please include in this section.

D. **Timeline for Grant Activities and Deliverables** – Provide a timeline of the progress of grant activities, key deliverables for this quarter and future quarters, and products available this quarter and in future quarters for broad dissemination to the workforce system. The timeline will paint a picture of your project’s flow that includes start and end dates, schedule of activities, and projected outcomes. In order to reap the most benefit from the timeline, it is important that it be updated each quarter noting the actual date of completion as each activity is accomplished. Items to incorporate in the timeline include: project goals, benchmarks, milestones, important deadlines and deliverables. (The timeline can be submitted as an attachment. In these cases, this section should indicate an attachment is provided.)

E. **Project Goals for Next Quarter** – Briefly describe the goals for your project during the next quarter. These goals should tie back to the activities, deliverables, and milestones listed in the timeline provided above and align with the overall goals listed in the statement of work. If there were challenges identified at the close of the quarter, grantees should include a goal around steps to remedy the situation.

F. **Status Update on Strategic Partnership Activities** - Report the critical aspects of the grant partnership activities during the reporting period. The purpose of this section is to describe how the partnership is working together to adopt a solutions-based approach to implement the project and to communicate the dynamic growth and development of the strategic partnership. This section is not intended to be a list of every partner meeting or communication. Completing this section of the report allows grantees to reflect critically on their partnerships and contributes to broader discussions amongst grantees on partnership development and management. This section may: (1) discuss how partners have been engaged during the current phase of the project; (2) outline specific roles and contributions of each partner during this quarter; (3) identify any challenges encountered/resolved in the development and management of the partnership; and (4) report new partners that may have been brought into the project.

G. **Data Security and Linkages** – Discuss both administrative and technological steps taken to ensure individual record data is protected as required by law. If educational data is currently being integrated, discuss steps taken to ensure compliance with the Federal Educational and Rights Privacy Act (FERPA). Summarize any successes or challenges which have been encountered with regards to security or linking data elements during this quarter. If challenges exist, explain what steps are being taken to resolve them.

H. **Key Issues and Technical Assistance Needs** - Summarize any significant issues or problems encountered this quarter and resolution of previous issues and challenges identified in previous quarters. Describe any actions taken or plans for addressing issues, any questions you have, and technical assistance needs.

I. **Best Practices and Lessons Learned** - Please describe in detail promising approaches, innovative processes, and lessons learned in this section each quarter, as appropriate. This section is intended to provide additional, more in-depth information than the summary section about promising
approaches, new processes, and/or lessons learned. Additionally, if appropriate, please highlight one or two “success stories” from the grant per quarter.

I. Sustainability – Update and comment on your grant’s plan for WDQI sustainability to continue these efforts after the grant ends.

J. Additional Information (optional) - Provide any other information considered to be important.

Submission Procedures

Submit the quarterly narrative report via email (e.g., MS Word document attachment) directly to your FPO(s) with a cc: ahmed.toquir@dol.gov along with following information:

Name of Grantee Certifying Official/Title – Enter the name and title of the grantee official that is certifying submission of the report to the Department of Labor.

Name and Email Address – Enter the name and email address of the Authorized Representative listed on the SF-424.

Telephone Number – Enter the area code (999) and telephone number (999-9999) of the Authorized Representative listed on the SF-424.