**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.

Workforce Innovation and Opportunity Act (WIOA)
This quarter saw continued expansion of the workforce longitudinal database with quarterly data on WIOA participation, performance, and outcomes with the development and implementation of data products to leverage the longitudinal database for WIOA participant employment and earnings outcomes. This longitudinal match is bringing efficiency to the process of validating eligible training provider-reported outcomes data and enhancing workforce data quality.

Of particular focus is leveraging the longitudinal database to support outcomes reporting for non-WIOA program participants as part of the “All Individuals” measures on the ETA-9171 report. TEGL 3-18 encourages states to develop methods to reduce the burden on eligible training providers (ETPs) to meet this requirement, such as exploring the possibility of conducting wage matches on behalf of the ETP.

Arkansas is taking a two-pronged approach to the use of longitudinal administrative data to support ETPs in ETA-9171 reporting for non-WIOA program participants. For higher education programs on the eligible training provider list (ETPL), postsecondary enrollment longitudinal data is used to identify all individuals, exits, and completions. Longitudinal outcomes data on employment, earnings, and credential attainment are then used to calculate the required measures on the ETA 9171. For non-higher education programs, a standard template and secure transmission process have been developed for submitting cohorts of program participants. The longitudinal database is then used for calculating the ETA 9171 measures for the cohorts submitted.

In order to expand outcomes reporting coverage beyond Arkansas, particularly for providers located in interstate border labor markets, we have added members of the WDQI team to the State Wage Interchange System (SWIS) agreement and are investigating the use of SWIS data for enhanced ETA 9171 outcomes reporting coverage and improved data quality.

Temporary Assistance for Needy Families (TANF)
A memorandum of understanding has been drafted and executed for incorporation of TANF data into the longitudinal database and for a joint evaluation and research study conducted by staff from the Arkansas Division of Workforce Services (DWS), the Arkansas Division of Information Systems (ARData), and the Kentucky Center for Statistics (KYStats).

Supplemental Nutrition Assistance Program (SNAP)
A data sharing agreement was signed for incorporation of SNAP data into the longitudinal database, and the first cohort of SNAP participants was integrated into the SLDS. Full historical data for all counties is expected to be available in July 2022.

Apprenticeships / Work-Based Learning
The longitudinal database was expanded with data on Registered Apprenticeship programs. Planning for the Arkansas-hosted Applied Data Analytics training program on Work-Based Learning.
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>12,305.62</td>
<td>19,285.47</td>
</tr>
<tr>
<td>Program</td>
<td>89,084.88</td>
<td>166,972.57</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>101,390.50</td>
<td>186,258.04</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>6/30/2022</td>
<td>In Progress</td>
<td>Registered apprenticeships completed; Career and technical education work-based learning will continue over next quarter.</td>
</tr>
<tr>
<td>WIOA Data Integration</td>
<td>6/30/2022</td>
<td>In Progress</td>
<td>WIOA participants outcomes completed; Non-WIOA “All Individuals” outcomes in progress; Multistate coverage with SWIS in progress</td>
</tr>
<tr>
<td>Apprenticeship Analysis</td>
<td>6/30/2022</td>
<td>In Progress</td>
<td>Planning for applied data analytics training program and self-service data products for analyzing work-based learning participant outcomes</td>
</tr>
<tr>
<td>SNAP Data Integration</td>
<td>9/30/2022</td>
<td>In Progress</td>
<td>Completed for current SNAP E&amp;T participants; Full current and historical SNAP data is expected to be available in July 2022.</td>
</tr>
<tr>
<td>WIOA Resource Allocation Analysis</td>
<td>12/31/2023</td>
<td>Planning</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; Early planning in progress</td>
</tr>
<tr>
<td>TANF Data Integration</td>
<td>6/30/2022</td>
<td>In Progress</td>
<td>Moved up from 9/30/2022 to 6/30/2022 to support HHS TANF Data Collaborative research</td>
</tr>
<tr>
<td>SNAP/WIOA Policy Analysis</td>
<td>9/30/2022</td>
<td>In Progress</td>
<td>Planning and needs assessment in progress</td>
</tr>
<tr>
<td>FEDES Data Integration</td>
<td>12/31/2022</td>
<td>Not Started</td>
<td>Dependent upon FEDES availability</td>
</tr>
<tr>
<td>Project Description</td>
<td>Due Date</td>
<td>Status</td>
<td>Details</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Underserved Communities Analysis</td>
<td>12/31/2022</td>
<td>Planning</td>
<td>Planning is in progress under the Evaluation Peer Learning Cohort</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>Early planning underway</td>
</tr>
<tr>
<td>Skills Gap Analysis</td>
<td>6/30/2023</td>
<td>Planning</td>
<td>Early planning underway in coordination with the Southern Regional Education Board (SREB) Accelerating Cross-Agency Data Utilization project, which is measuring skills gaps for two target career clusters</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>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.

**Workforce Innovation and Opportunity Act (WIOA)**

Develop and implement an analytical data model to facilitate self-service analysis of longitudinal workforce participation and outcomes data from the Participant Individual Record Layout (PIRL).

Continue supporting eligible training providers with longitudinal data on WIOA and non-WIOA participant outcomes from ETPL programs to help reduce reporting burden and improve reporting efficiency and workforce data quality.

Expand use of the SWIS data from WIOA participant outcomes to also support non-WIOA participant outcomes for ETPL programs (as allowable under the SWIS agreement and governance structure).

**Apprenticeship Analysis**

Expand the longitudinal with database career practicum, pre-apprenticeship, and other work-based learning program and participation data from the Arkansas Division of Career and Technical Education.

Research and analysis on work-based learning needs and priorities identified by the Arkansas team during the National Governor’s Association Policy Academy on Scaling Work-Based Learning.


Development of consumer information products for exploring work-based learning programs and opportunities in Arkansas.

**TANF**

Incorporation of TANF participation data into the longitudinal data system and onboarding of research participants for TANF evaluation and research.
**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.*

**Democratizing Our Data Challenge – Workforce Board Portal**

Arkansas was [announced as a first-round winner](#) of the Democratizing our Data: A Challenge to Invest in Data and Evidence-based Policy on 3/15/2022.

The Arkansas project under this award will fully implement the workforce board portal first developed as a prototype during the DOL ETA applied data analytics training program. This project will both leverage WDQI-supported development and contribute models and products that will support and enhance WDQI round 8 activities and objectives.

Arkansas, Illinois, and Wisconsin were all awarded projects related expanding and enhancing the Unemployment to Reemployment Portal with additional data, models, and features to serve a broader set of stakeholders and needs for improved reemployment for UI claimants and other workforce board planning and resource allocation needs. The three states are collaborating closely on their respective projects and leveraging multistate working groups, multistate user-centered design, and multistate governance conversations to ensure optimal multistate scalability and interoperability.

The three projects will leverage each’s others work products and are coordinating schedules and project plans accordingly.

Each state’s project will conclude with an applied data analytics (ADA) training program that will bring together interagency and interstate participants to learn and apply the new data and models developed during the projects and to cultivate communities of practice for continued learning and innovation.
Multi-state Data Collaboratives: From Projects to Products to Practice
A broad group of Arkansas WDQI stakeholders participated in the Multi-state Data Collaboratives: From Project to Product to Practice national convening on evidence-based policy in March 2022.

The first day of the convening featured plenary sessions on the importance of state data in policy and practice from the Federal, philanthropic, and state perspectives, the value of regional data collaboratives, and best practice guidance from states on collaboration, innovation, implementation, training, and use of administrative data products.

The second day of the convening offered multiple tracks of interactive breakout sessions for multistate and interagency collaboration and learning on topics including:

- Equity and Unemployment Insurance
- Implementing a Value Data Framework Institute for Higher Education Policy
- Mapping Credentials to Education in Manufacturing
- What Happens to Non-Completers in Postsecondary Education
- Transitions from High School to the Workforce
- Childcare Workforce
- New Measures of Employment for TANF Recipients
- Unemployment to Reemployment: New Measures and Confidential Summary Tabs
- Education Through Career: Building Common Data Models and Products
- Training Practitioners: Human Services
- Training Practitioners: Work-based Learning
- The Elements of State-led Governance

The convening concluded with meetings of the Midwest, Southern, and Eastern Regional Data Collaboratives in which multistate groups in each region collaborated on regional data priorities and establishment and maturation of regional data governance structures for increased sharing of and collaboration on data, knowledge, and products.

National Governors’ Association Skills-Driven State Community of Practice
Arkansas applied and was accepted into the National Governor’s Association (NGA) Skills-Driven State Community of Practice. This partnership between NGA and Jobs for the Future (JFF) was launched to help Governors’ offices and other senior state officials better connect skills-based training to skills-based hiring practices and to consider promising design elements of Learning and Employment Record (LER) systems. This peer learning opportunity will support states in preparing their employers, education and workforce systems, data systems and policies to design and implement digital wallet and LER projects as an equitable economic mobility tool.

This community of practice aims to connect existing efforts to support a skills-focused system, and we hope to apply the learnings and resources from this opportunity to inform and support the skills-gaps and skills-gains analysis goals under WDQI round 8 in particular and how we record, support, evaluate, and leverage our state’s credential landscape in general.
Southern Regional Education Board Accelerating Cross-Agency Data Utilization
16 Southern Region states including Arkansas are participating in the Southern Regional Education Board Accelerating Cross-Agency Data Utilization project, which provide peer-learning opportunities and technical assistance for supporting and accelerating the use of cross-agency administrative data.

Following a multistate convening in December 2022, state teams have been meeting regularly and working to:

• Profile key workforce initiatives and showcase one successful initiative for peer learning.
• Identify education and workforce data that is currently shared and used and discuss any gaps.
• Identify in-demand and industry-recognized occupations, skills, and credentials.
• Develop a state credential registry and competency model clearinghouse.
• Model the pathways and pipelines leading to credentials, skills, and competencies.
• 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.

Each participating state is working on mapping their respective environment, and the results will be shared back out for peer learning and collaboration with other states.

National Skills Coalition Financial Assistance for High-Quality Non-Degree Credentials Initiative
An interagency and cross-sector group of Arkansas stakeholders is participating in the National Skills Coalition Financial Assistance for High-Quality Non-Degree Credentials Initiative.

The National Skills Coalition (NSC) has partnered with the Lumina Foundation to assist states in defining quality in non-degree credentials. This initiative will be examining student access to financial assistance for participation in high-quality non-degree programs and the design and implementation of policies that promote racially equitable outcomes in postsecondary credential attainment and the labor market.

The focus of this project will be providing analysis, technical assistance, and peer to peer learning to state partners on increasing access to financial support for students enrolled in quality non-degree educational and workforce training programs that are not eligible for Title IV federal student aid (which includes Pell Grants, Federal Work Study, and Direct Loans).

Participation in this initiative is expected to inform and support WDQI efforts and deliverables related to equity and underserved communities including evidence-based products to support policies for expanded access to financial assistance for students enrolled in high-quality non-degree credential programs and to promote more equitable outcomes for adult students of color and other underserved populations.
I. DATA SECURITY AND LINKAGES

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

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

A joint proposal by Arkansas, Kentucky, New Jersey, and the Coleridge Initiative to 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) has been awarded.

The objective of this project is to establish the foundations of a national data infrastructure to address unanswered questions about foreign-born scientists and engineers in the United States, beginning with estimating the economic return on investment on U.S. training of Foreign-Born Scientists and Engineers (FBSEs).

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 Arkansas’ workforce longitudinal database as well as those of other states for improved linkage quality of workforce data.

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) is continuing research activities started last quarter 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.

Some initial novel record linkage techniques have been developed and will be evaluated for improved linkage performance using Arkansas and Census Bureau administrative data.

Successful approaches have the potential for improving the accuracy of the record linkage processes supporting the workforce longitudinal data system.
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>

J. 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>Multistate Collaboration</td>
<td>Participation in multistate regional collaboratives, trainings, and convenings has led to extremely beneficial sharing of knowledge, practices, and products through a rich and growing community of practice.</td>
</tr>
</tbody>
</table>

K. 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.
M. ADDITIONAL INFORMATION

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

EvalPLC
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.

Arkansas Governor Asa Hutchinson recently signed an executive order to establish the Arkansas Commission on the Status of Women charged with studying and making recommendations regarding labor force participation and barriers of entry into labor force participation for Arkansas women, including in emerging and high-demand career paths.

The Arkansas EvalPLC team chose to leverage this as an opportunity to apply learnings and techniques from the Evaluation Toolkit and peer learning cohort to a current state policy priority. For their EvalPLC capstone project, the team is developing an evaluation design plan to support the commission with a study of labor force participation outcomes across intersectional populations and barriers.

The evaluation design plan developed during the EvalPLC cohort will directly benefit planning for the equity and underserved communities analysis activities planned under WDQI round 8 to ensure alignment with current priorities. This also gives us access to leverage technical assistance and peer-learning to help improve our evaluation design plan and learn of any existing methods, data, or research we can leverage to further support our efforts under WDQI.
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.

F. **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.

G. **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.

H. **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.