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) Analysis
A relational database model was designed to facilitate the combined storage and analysis of longitudinal data from across all WIOA programs and periods. This model consists of a single denormalized table in the Participant Individual Record Layout (PIRL) 2021 format for interoperability and a normalized data warehouse model for performant analysis and expansion with additional longitudinal attributes.

Data quality analysis and improvement was performed on the Eligible Training Provider List (ETPL) to facilitate linkage to postsecondary enrollment and completion data for longitudinal outcomes reporting on all participants from ETPL programs.

Apprenticeship Analysis
A design thinking workshop was held with the Arkansas team from the National Governor’s Association Policy Academy on Scaling Work-Based Learning to identify key questions and products of value for scaling work-based learning.

A relational database model was designed to facilitate the storage and analysis of registered apprenticeship data based on the RAPIDS layout linked with longitudinal employment and education.

An applied data analytics training program started in May 2022 in which 25 participants from Arkansas, Kentucky, Wisconsin, and California are learning and applying skills in longitudinal analysis of administrative data on work-based learning. Five multistate and interagency teams are working together to conduct research and data product development on Arkansas administrative data in support of the needs identified in the design thinking workshop.

Underserved Communities Analysis
The Arkansas Evaluation Peer Learning Cohort (EvalPLC) team prepared a preliminary evaluation design plan for “Equity in Labor Force Participation, Outcomes, and Program Participation” to inform equity-focused research and information product development under WDQI. This plan aligns evaluation and research capacity with actionable policy priorities for the State of Arkansas as identified in an executive order to establish the Arkansas Commission on the Status of Women, which is 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 commission has expanded the scope of this analysis to all intersectional identities and underserved populations.

TANF Data Integration
A relational database model was designed to facilitate the incorporation of TANF program data into the longitudinal data system. The model is based on the Chapin Hall TANF data model used in the TANF Data Collaborative for multistate interoperability.

SNAP Data Integration
A relational database model was designed to facilitate the incorporation of SNAP program data into the longitudinal data system. The model is based on the USDA Gold Standard record layout used in the SNAP Longitudinal Data Project for multistate interoperability.
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>-15,159.74</td>
<td>4,125.73</td>
</tr>
<tr>
<td>Program</td>
<td>98,622.39</td>
<td>280,754.70</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>83,462.65</strong></td>
<td><strong>284,880.43</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>WIOA participants outcomes completed; Non-WIOA “All Individuals” outcomes still in progress; Multistate coverage with SWIS still in progress</td>
</tr>
<tr>
<td>Asset Mapping</td>
<td>12/31/2021</td>
<td>Complete</td>
<td>Work-based learning applied data analytics training program and apprenticeship longitudinal data model developed. Continuing to support teams in developing work-based learning data products.</td>
</tr>
<tr>
<td>Work-Based Learning Data Integration</td>
<td>6/30/2022</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>WIOA Data Integration</td>
<td>9/30/2022</td>
<td>In Progress</td>
<td>Work-based learning applied data analytics training program and apprenticeship longitudinal data model developed. Continuing to support teams in developing work-based learning data products.</td>
</tr>
<tr>
<td>Apprenticeship Analysis</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 starting August 2022.</td>
</tr>
<tr>
<td>SNAP Data Integration</td>
<td>9/30/2022</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; Early planning in progress</td>
</tr>
<tr>
<td>WIOA Resource Allocation Analysis</td>
<td>12/31/2023</td>
<td>Planning</td>
<td>Planning and design activities underway for TANF longitudinal analysis and a joint TANF study with Kentucky.</td>
</tr>
<tr>
<td>TANF Data Integration</td>
<td>12/31/2022</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td>Due Date</td>
<td>Status</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SNAP/WIOA Policy Analysis</td>
<td>12/31/2022</td>
<td>In Progress</td>
<td>Swapped in schedule with underserved communities analysis to better align with state needs and timelines.</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>Underserved Communities Analysis</td>
<td>9/30/2022</td>
<td>In Progress</td>
<td>Swapped in schedule with SNAP/WIOA Policy Analysis to better align with state needs and timelines.</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.

Underserved Communities Analysis
Research and apply best practices for disaggregating outcomes measures by intersectional identity, geography, socioeconomic background, and other characteristics of underserved communities.

Identify and incorporate relevant data on place-based opportunity and availability of childcare, financial assistance, and other relevant supports.

Develop data products for supporting outreach, consumer information, and evidence-based policy making to improve equitable labor force outcomes for underserved communities.

Temporary Assistance for Needy Families (TANF) Data Integration
Develop data pipelines for routine ingest of TANF participant individual and household case data into the longitudinal data system.

Facilitate collaborative analysis of linked longitudinal outcomes of TANF recipients in the Administrative Data Research Facility by Arkansas and Kentucky researchers under the previously executed memorandum of understanding.

The TANF learning agenda items identified as priorities from the Arkansas TANF program include:

- Explore correlations/causations between barriers (learning disability, domestic violence, substance abuse, transportation, childcare, housing, utilities, etc.) identified, barriers addressed, employability, and outcomes
- Explore intersectionality of Temporary Employment Assistance (TEA) cash assistance clients' characteristics with clients coming onto the WIOA or UI denials or certain specific Medicaid program enrollees and develop a broader understanding of barriers-to-employment across programs. This may support identification of additional referral pathways for enrollment in TEA (which is the primary welfare-to-work portal) and provide a pathway to employment and self-sufficiency.

Apprenticeship Analysis
Continue supporting multistate teams in research, analysis, and information product development on apprenticeship programs and participant outcomes.

Supplemental Nutrition Assistance Program (SNAP) Data Integration
Develop data pipelines for routine ingest of participant individual and household case data for the full SNAP population into the longitudinal data system.
G. 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.

Value Data Collaborative (VDC)

Arkansas joined Indiana and Kentucky as inaugural members of the Value Data Collaborative, a multistate collaborative effort to produce actionable analyses for student-centered, equity-focused, and data-informed decision making by state higher education and workforce agencies.

The collaborative is supported by the Institute for Higher Education Policy (IHEP), the Coleridge Initiative, Insight Policy Research, and the Equitable Value Advisory Board.

Teams from the three participating states will be working together from July 2022 to implement and expand upon the Postsecondary Value Framework and Equitable Value Explorer interactive data tool to generate robust analyses regarding the value that institutions and programs currently provide and to identify opportunities for future improvement.

The Postsecondary Value Framework

Pipeline to Equitable Value

For Black, Latinx, Indigenous, and AAPI students, students from low-income backgrounds, and women—and the intersectional identities within and across these groups

Equitable Accountability

Equitable Support

Equitable Completion

Equitable Earnings

Equitable Wealth

Public Revenues & Gross Domestic Product

Workforce Diversity & Pay Equity

Economic & Cultural Vitality in Communities

Civic Engagement, Empowerment, & Pluralism

Value for Students

Value for Society

Institutional leaders, federal and state policymakers, and other stakeholders deliver:

Postsecondary Value Commission Postsecondary Value Framework
U.S. Chamber of Commerce Foundation Jobs and Employment Data Exchange (JEDx)
Arkansas is participating as a founding state partner alongside Kentucky, New Jersey, Texas, California, Florida, and Colorado in the U.S. Chamber of Commerce Foundation’s [Jobs and Employment Data Exchange](https://example.com) initiative. JEDx builds upon the Chamber Foundation’s Job Data Exchange (JDX) standards for job descriptions and postings and the T3 Innovation Network’s Employment and Earnings Standards Project to develop a public-private, standards-based approach for consistent sharing and use of data on jobs and employment.

Multistate and cross-sector technical working groups have been meeting since April to develop prioritized data requirements, standards, and system architecture recommendations to be documented in an upcoming report.

Pilot projects are being considered for priority use cases around 4 key JEDx projects:

- Project 1: Improving Federal & State Reporting Starting with State UI Reporting:
- Project 2: Improving Job Description Data for Sharing and Use in Managing Career Pathways
- Project 3: Improving Job Posting Data for Search
- Project 4: Empowering Workers/Learners to Use Employment Records for Job and Government Program and Benefit Applications

WIOA Partners Meeting
A presentation on the Workforce Data Quality Initiative and WDQI-supported objectives, outputs, and outcomes for Arkansas was delivered to over 600 attendees at the Spring 2022 Arkansas WIOA Partner’s meeting in order to increase awareness, engagement, collaboration, and alignment of WDQI activities with state, regional, and local area needs.

National Governors’ Association Skills-Driven State Community of Practice
Arkansas is participating in the [National Governor’s Association (NGA) Skills-Driven State Community of Practice](https://example.com) along with Kentucky, Indiana, Alabama, Oklahoma, Virginia, Connecticut, New Hampshire, Colorado, Wyoming, North Dakota, and Washington.

Community of practice activities have included biweekly meetings with presentations on skills-based learning and hiring from mentor states and members of the National LER Advisory Council. State teams also attended the Jobs for the Future (JFF) Horizons national workforce and education summit and a pre-session on Learning and Employment Record (LER) interoperability.

This community of practice has been extremely beneficial for learning how to apply existing resources and proven practices to support a skills-focused workforce system and to improve the quality, collection, and use of data on skills, competencies, and credentials.
H. 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)
Arkansas has begun work on record linkage research and development for the National Science Foundation (NSF) National Center for Science and Engineering Statistics (NCSES) Foreign Born Scientists and Engineers and the U.S. Workforce (FBSE) project.

This project under the America’s DataHub Consortium seeks to establish the foundations of a national data infrastructure starting with a project to address unanswered questions about foreign-born scientists and engineers in the United States. Future projects are planned to expand evidence on the cybersecurity workforce and disability and the workforce.

The Arkansas team has conducted a literature review of record linkage approaches and assessed the linkage accuracy and computational expense of a variety of approaches ranging from simple deterministic matching to advanced deep learning against truth sets (data for which the actual linkage is known). Planned activities for next quarter include testing of high-performing models on Arkansas administrative data and assessment of linkage improvement over existing methods.

This research and development is expected 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.

I. 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 communities of practice has led to extremely beneficial sharing of knowledge, practices, and products</td>
</tr>
</tbody>
</table>
L. 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.).
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](mailto: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.