

R372A120037

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate letter(s): _____ * Other (Specify): _____		
* 3. Date Received: Completed by Grants.gov upon submission.		4. Applicant Identifier: Office of the State Board Ed.
5a. Federal Entity Identifier: _____		5b. Federal Award Identifier: _____
State Use Only:		
6. Date Received by State: 11/16/2011		7. State Application Identifier: OSBE001
8. APPLICANT INFORMATION:		
* a. Legal Name: State Board of Education		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 826000952-57		* c. Organizational DUNS: 8252011890000
d. Address:		
* Street1: 650 W. State Street		
Street2: _____		
* City: Boise		
County/Parish: _____		
* State: ID: Idaho		
Province: _____		
* Country: USA: UNITED STATES		
* Zip / Postal Code: 83720-0037		
e. Organizational Unit:		
Department Name: Office of the State Board Ed.		Division Name: _____
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.		* First Name: John
Middle Name: Andrew		
* Last Name: Mehl		
Suffix: _____		
Title: SLDS Project Coordinator		
Organizational Affiliation: _____		
* Telephone Number: 208-332-1586		Fax Number: _____
* Email: andy.mehl@osbe.idaho.gov		

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

U.S. Department of Education

11. Catalog of Federal Domestic Assistance Number:

84.372

CFDA Title:

Statewide Data Systems

* 12. Funding Opportunity Number:

ED-GRANTS-092011-001

* Title:

Institute of Education Sciences (IES): Statewide, Longitudinal Data Systems Program CFDA Number 84.372A

13. Competition Identification Number:

84-372A2012

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Priority 3. Postsecondary and/or Workforce Data - Incorporate Workforce data to advance Idaho's P-20 SLDS to P-20W SLDS and enhance capabilities.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

id-all

b. Program/Project

id-all

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

07/01/2012

* b. End Date:

06/30/2015

18. Estimated Funding (\$):

* a. Federal	3,136,947.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	3,136,947.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☒ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Dr.

* First Name:

Mike

Middle Name:

* Last Name:

Rush

Suffix:

* Title:

Executive Director

* Telephone Number:

208-332-2270

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* Email:

mike.rush@osbe.idaho.gov

* Signature of Authorized Representative:

Completed by Grants.gov upon submission.

* Date Signed:

Completed by Grants.gov upon submission.



1-12-2012

Application: R372A120037

4. Project Abstract:

Title: Incorporating Workforce Outcomes into Idaho's P-20 SLDS

Priority Addressed: Priority 3. Postsecondary and/or Workforce Data

Responsible Agencies: Idaho State Board of Education (SBOE)

Project Description:

Current Status: Idaho started collecting data from all school districts and charter schools into the State Department of Education (SDE) K-12 SLDS (ISEE) in the fall of 2010. In late 2010 through early 2011, the unique student ID (EDUID) system was utilized to populate the postsecondary ERP systems creating the link for all students throughout their education. In the fall of 2011, the Office of the State Board of Education (OSBE) started collecting data into a new singular postsecondary SLDS (ILEADS). When this initial data collection is completed, Idaho will have the basic elements of the P-20 SLDS in place.

Proposed Project: The purpose of this grant is to develop a longitudinal workforce database and to link it to the present P-20 system. This project has three outcomes: develop the workforce database, enhance the EDUID system linking students to the labor database, and develop a research request portal.

Goals: Objective #1 – Workforce Longitudinal Database and P-20W SLDS

- Create Workforce Longitudinal Database - Idaho Department of Labor
- Expand ILEADS SLDS to include aggregate workforce data elements
- Create the Idaho Institutional Review Board
- Sign MOU's and Create Labor Unique ID System
- Pursuit of a data exchange with the Department of Transportation to populate Social Security Numbers.
- Extensive Workforce summary reporting
- Improved visibility into Workforce outcomes

Objective #2 – Enhance the EDUID System

- Investigation of EDUID improved matching opportunities
- EDUID system changes
- Improved match rate

Objective #3 – Research Data Request Website

- Stakeholders input
- Design of request process flow
- Website developed and workflow implemented
- Streamlined Research request process

Expected Results: Idaho will have a robust P-20 to workforce (P-20W) SLDS. From this system, reports can be pulled and the workforce needs and education success can be evaluated. The unique identifier will be equipped to increase the match rate of individuals based on multiple identifiers resulting in a higher match rate across all systems and higher reporting accuracy. In addition, a research data request website will allow researchers to make data requests, Idaho will have the ability to track and fulfill requests by stakeholders and constituents in a timely manner. The website will have an integrated workflow in place. These systems are essential for policy makers and the Board to make data-driven decisions.

a) Need for Project

Overview

The Idaho State Board of Education, (SBOE), is the policy-making body for public education in Idaho and provides general oversight and governance for public K-20 education. It is also the State Educational Authority (SEA) for Idaho. The SBOE's Strategic Plan requires the development of a P-20 to Workforce SLDS (P-20W SLDS) that provides the ability to access timely and relevant data by 2015 with the primary objective of data-driven decision making.¹ The Idaho Constitution provides that general supervision of the state educational institutions and the public school system rests with the SBOE. The components of Idaho's educational system collaborate to deliver statewide high quality, readily accessible, relevant public primary, secondary and postsecondary education, training, rehabilitation, outreach, information and research services in the most efficient manner. In addition, the postsecondary SLDS is being developed in alignment with IPEDS definitions. SBOE is responsible for defining instruction in the educational institutions supported by the state and for preventing wasteful duplication of educational effort.

Current SLDS Status

The Idaho State Department of Education (SDE) developed Idaho's K-12 SLDS with \$5.9M from a 2009 SLDS grant and an additional \$2.5M of state money. The development included a unique student ID system (EDUID). This system has the capability to assign ID's to all students, teachers and staff that interface with students in K-12 education. The K-12 SLDS started data collection in the fall of 2010. In April 2011, SDE received a private grant of \$21M to implement SchoolNet as the learning management system to provide teachers with timely and critical data to optimize and customize education delivery to students. In early 2011, the SBOE approved Phase I and Phase II of a four phase plan as part of the postsecondary SLDS; this project is being executed by the Office of the State Board of Education ("OSBE").

In the fall of 2010, the Institutions of Higher Education (IHE) processed their current enrollment files through the EDUID engine to obtain unique ID's for students already in the K-12 SLDS and to generate new ID's for the remainder of their enrollment not already accounted for. As part of Phase I, the EDUID's were then transferred into the institutions' Enterprise Resource Planning (ERP) systems and subsequently extracted, along with a requested data set to populate the postsecondary SLDS. Idaho is now in the process of testing and validating this data and plans to have the postsecondary elements necessary to fulfill the technical requirements under the American Recovery and Reinvestment Act (ARRA) and the America Competes Act in place prior to January 31, 2012. The Idaho IHEs are funding the development costs of the postsecondary SLDS. The Institution of Education Sciences (IES) grant would not replace the funding source being used to create and maintain the Idaho Pre-K to 20 Workforce System SLDS (P-20 SLDS). This grant would allow the additional objectives detailed in this proposal to be completed over the next three years.

¹ See Goal 3 Objective B in the State Board Strategic Plan in the Attachments.

Not only have great accomplishments been made in creating a P-20 system, state leadership is passionate about building on these accomplishments. The vision expressed by Superintendent of Public Instruction, Tom Luna, is that **“Every parent and educator will have access to the data they need to guide instruction on a daily basis and measure the academic progress of all students.”**

A full expression of the Superintendent’s vision is:

When students and the adults who support them reach a decision point, all the information they need to make the right choice will be at their fingertips. When education agencies and schools need to know how to accomplish this data-driven decision making, they will be supported by the SDE to make it happen.

All of our information systems will be integrated to share data embracing open standards. Confidentiality, security, integrity, validity, quality, and timeliness will characterize this sharing process. Technology and the creative architecture that takes advantage of it will leverage open standards that allow a single “information network” to evolve.

Submitting reports will be replaced by using reports. Assessment, accountability, and accounting will be unobtrusive processes performed by the information network using the transactional applications that make individuals productive.

Educators will educate, not stop educating to collect, report, and analyze data.

To reach that point, considerable enhancements to Idaho’s P-20 system must be implemented. The State Legislature and private entities are committing positions and millions in state and private dollars to SBOE to assist in these efforts.

Longitudinal Data System Needs

The current K-12 and postsecondary longitudinal data efforts are significant and their completion will create the base for Idaho P-20 SLDS. This will help SBOE measure the progress of “A Well Educated Citizenry,” the first goal of SBOE’s Strategic plan. A key part of this goal, however, is to “allow students to efficiently and effectively transition into the workforce.”² In order to analyze whether or not we are meeting this goal, we know that a link between workforce data and education data is critical. Objective #1 is required to be in place. The mutual goal of the Idaho Department of Labor (IDOL) and SBOE in creating the workforce longitudinal database is to organize labor data longitudinally as well as to link with the P-20 SLDS for the evaluation and continuous improvement of the educational and employment systems. This will allow Idaho to create a record of education and employment attainment over time. As part of these efforts, IDOL proposes the creation of a Longitudinal Workforce Database, and the **Idaho Institutional Research Board** whose members will be representatives of education and labor. Idaho is also participating in the CEDS review and will make every effort to utilize this valuable opportunity as we view this initiative as the solution to effective data exchanges.

In order to ensure data is being accurately linked across K-12 and postsecondary systems, the EDUID system needs to be enhanced. Objective #2 addresses this requirement. Currently, the EDUID system matches primarily on a limited set of Personally Identifiable Information

² See Goal 1 Objective D in the State Board strategic plan in the attachments.

(PII). The EDUID system needs enhancements in order to use the data to match individuals in the K-12, postsecondary, and workforce data. These enhancements are critical as “failed match” rates can alter the enrollment results in postsecondary, the completion rate on transfer students, and the successful transfer rate into the workforce.

Once the workforce database is built and the EDUID system is enhanced to link the systems, a website will need to be created for researchers to make data requests. Objective #3 addresses this requirement. The value and usefulness of the data is garnered in the use of longitudinal data to understand progress and outcomes, affect change, measure the results of programmatic changes and ensure the success of the students over time. Currently, money is budgeted to only build a reporting portal where aggregate postsecondary reports will be published. The development and implementation of a Research Data Request process flow website would streamline management capabilities and provide a history of internal and external requests as well as ensure timely delivery of data. This solution would handle all internal and external data needs that cannot be resolved with the aggregate data. Continuous improvement to this system will require access to performance data.

Objectives

The objectives under this grant would enhance the capabilities of the P-20 SLDS by linking workforce data to K-12 and postsecondary (creating the P-20W SLDS), improve the quality of the data being submitted, and allow Idaho to deliver critical and timely data to decision makers in key areas.

We are proposing to use this grant to fund the following SLDS projects:

- Development of a workforce longitudinal database and incorporation of workforce data to create the P-20W SLDS, including the necessary governance
- Enhancements to the EDUID system
- Development of a Research Data Request process flow website

b) Project Deliverables Related to System Requirements and Implementation

Labor longitudinal database and P-20W SLDS (Objective 1)

To meet the proposal’s goals, SBOE has agreed to exchange confidential information with IDOL. The SBOE will collect the data, including Social Security numbers, from Idaho's postsecondary institutions utilizing its secure website. If this grant application is funded, the data will be uploaded to IDOL's longitudinal database along with a labor unique ID (LABUID) for matching and reporting purposes. This should eliminate the need to store the SSN in the P-20W SLDS. Any time student unit record labor data is needed, the LABUID could be sent to make the match. In the short term, this agreement will streamline the way the IDOL currently gathers this information. Use of the Idaho Longitudinal Workforce Database proposed in this grant will be overseen by an **Idaho Institutional Review Board**, established

and registered by IDOL. Representatives will be comprised from IDOL, SBOE and SDE, and Idaho's three public universities. The Idaho Institutional Review Board will act as the independent ethics committee protecting human subjects when external research entities are granted access to the data, which will be an added protection above existing laws and rules to ensure protection and security of confidential information.

The 34-member Idaho Workforce Development Council also provides oversight and guidance for the state's workforce and employment service programs. Appointed by the governor for three-year terms, the council is responsible for advising the governor and SBOE on issues related to workforce development, statewide employment statistics and labor market information and any incentive grants as outlined under section 503 of the Workforce Investment Act. The governor names the chair and vice-chair of the council, which is jointly staffed by a team of administrators and program managers from several state agencies involved in workforce development. The Idaho Institutional Research Board will leverage the Workforce Development Council to ensure effective management of the labor longitudinal database.

Cooperative agreements and partnerships currently exist between DOL and several Idaho educational institutions and agencies such as the **Idaho Division of Professional Technical Education, Adult Basic Education, Division of Vocational Rehabilitation** and **Boise State University**. These agreements and partnerships range from verifying wage information necessary for program participation to determining employment status, up to and including measuring program effectiveness.

Labor Plan Outline (Objective 1)

There are many benefits in housing the unit record longitudinal labor data within the Department of Labor:

- The identifiable data is held by the owner
- The knowledge for dealing with different rules and regulations regarding labor data are known and the responsibility of IDOL
- The staff, policies, procedures, and security for protecting confidential labor data are already in place
- The necessary MOU's become far less complex and achievable

Longitudinal Workforce Database (Objective 1)

SBOE and IDOL's objective is to develop a Longitudinal Workforce Database for its employment and training programs that will merge data elements – or entire systems – into a centralized warehouse for ease of populating data, automated reporting and analysis at the program and individual level.

P-20W SLDS Enhancements (Objective 1)

The IDOL will house the longitudinal labor database containing the individual Unemployment Insurance quarterly detail. The SBOE will manage the project to incorporate the labor data elements necessary to store aggregated labor data in the P-20W SLDS for the reporting portal. The reporting portal does not require student unit record level labor data, therefore storing aggregate workforce data eliminates the potential for exposing individual labor data in the P-20W SLDS. Research requests that cannot be satisfied by the reporting portal will utilize IDOL's longitudinal labor database or a combination of Educational and Labor detail covered by a MOU.

Interchanging information from the workforce database to the educational database represents a prime opportunity for both agencies to analyze:

- Employment and employment changes,
- Wages and wage changes,
- Employer and employer changes,
- Employee demographics (age, gender, marital status) and changes,
- Employee's industry/sector.

Reports using IDOL's data will be able to determine:

- The employment rates of students from the various Idaho institutions and degree programs within those institutions and high schools, and how they change over time.
- The earnings of students from the various Idaho institutions and programs within those institutions and high schools, and how they change over time.
- The educational attributes (school/institution attended, coursework taken, performance, demographics) of students who become employed (or not) and have high or low earnings relative to others in their field, and how they change over time.
- The percentage of Idaho's high school and higher education students who continue to work in the state, and how it changes over time.
- The percentage of Idaho's workforce who return to postsecondary education for additional training, whether they earn a credential and how that changes over time.
- The percentage of Idaho's high school and college students who are employed while in school, whether there is a correlation between their employment and their academic success and how that changes over time.
- The relationship between specific industries and the employment rates of Idaho high school and college graduates, and how that changes over time.
- The employment rates and incomes of students who do not attend college compared to those who do, by industries/sectors, and how that changes over time.
- The migrating patterns resulting from layoffs or any other combination of circumstances from and between available tables will be invaluable for further research and analysis including their change over time.

State Objectives (Objective 1)

IDOL and SBOE will fully define the research reports and deliverables necessary for making informed decisions on the future of Idaho's education and training programs. IDOL will conduct an analysis of the agency's current capacity to produce the reports; recommend a methodology and variables for conducting the required analysis and design its Longitudinal Workforce Database and the analytical and Web tools necessary for producing the reports. If awarded, the IDOL will:

1. Define workforce reporting needs in relation to the deliverables of a longitudinal database and work with SBOE measuring participants' educational and employment outcomes of the state's education and training programs.
 - a. As a result of this effort, IDOL will produce quarterly and annual reports containing as much of this information as feasible to meet the needs of those who may benefit from Idaho's employment and training programs and their subsequent enrollment in the state's educational system. Recipients of this information, such as SBOE and the Idaho Workforce Development Council, can use it in directing and improving the programs they administer. These reports will be available in hard-copy, electronic file via e-mail, or online via links through IDOL's website and linked to the planned SLDS Reporting Portal.
2. IDOL's Workforce Division will develop and deploy statewide training for staff on the new longitudinal database and related tools so staff can provide better service to participants enrolled in employment and training programs. Training will assist the staff and their customers to develop better individual training plans based upon reported outcomes. Deployment of this training will take approximately one month after the longitudinal database and its reporting tools have been tested and released.
3. Assess the state's capacity to develop an internal longitudinal workforce database to measure the outcomes of IDOL's employment and training programs and make recommendations for improvement based on participants' educational outcomes.
4. Design and build the structure of a longitudinal database that houses participant information.
5. Develop a methodology and computer-based reporting tool for IDOL to collect, process, and analyze data to meet reporting needs and deliverables.
6. Design and develop web tools to provide information to stakeholders.
7. Deploy web services to facilitate the exchange of data across agencies and states.

8. Collaborate with SBOE in developing the structure and architecture to expand the P-20 SLDS to a P-20W SLDS to include the information and data necessary for producing reports and analysis;
9. Pursue a data sharing agreement with the Idaho Department of Transportation (Transportation) that would allow IDOL to augment its wage records with driver's license data;
10. Use the Idaho Institutional Research Board to review all requests for proposed research projects and follow IDOL policy and procedures for securing approval from its Policy Committee on project development and accessing IDOL's existing and future databases;

While IDOL will be responsible for carrying out the design, development and deployment of its workforce longitudinal database, it will work with and solicit input from SBOE. While SBOE will house the P-20W SLDS outside IDOL's network, the two independent databases will be capable of programmatically exchanging data as necessary.

Educational input will be solicited from Idaho's Data Management Council which is responsible for managing Idaho's P-20 SLDS. The Data Management Council's current responsibilities include overseeing the P-20 SLDS development and recommending privacy protection policies, data exchange agreements, confidentiality policies for access and uses, data elements and variables, data element management, data security protocols, data collection, data exchange protocols, record matching, data quality assurance, a statewide data dictionary, a complete set of validation rules and a robust data audit process.

With the expansion of the SLDS to include labor data, the Data Management Council will be assigned the responsibility of overseeing the additional database development and data quality measures, developing and recommending clear reporting rules and operational policies, overseeing updates of the statewide data dictionary and overseeing the development of a longitudinal state workforce data warehouse that meets statewide longitudinal data needs, contains accurate and consistent data and complies with confidentiality policies.

Deliverables (Objective 1)

- Project Planning Meetings
 - Meet with the IDOL, the IHE's and SDE
 - Determine Team members & establish meetings
 - Refine project plan
 - Data Management Council establishes IDOL implementation subcommittee
- Design & Architecture

- Database Design – objective – detailed labor data resides in the IDOL longitudinal database, aggregate data resides in P-20W database
 - Data Management Council determines configuration of IDOL and consolidated SLDS databases
 - Data Elements
 - Security
 - Aggregation Level
- Meet with the Data Management Council
 - Determine other sources to link to wage data
- Determine required MOU's
- Explore other matching methods
- Investigate matching with the Department of Transportation Define standard reports / data for reporting portal
- Development & Coding
 - Develop MOU's
 - Utilize IDOL's templates
 - Schedule working sessions with each agency's Deputy Attorney General
 - IDOL Unique ID's (LUID's)
 - Replacement table so EDUID's aren't passed between systems, but can be tracked back to source.
 - Servers
 - Procure hardware and software
 - Installation
 - Configuration
 - Database Development
 - P-20 SLDS to P-20W SLDS
 - Idaho Longitudinal Workforce Database
 - SFTP process creation
 - Develop IDOL Data Request process
 - Develop standard data access / reports
- QA & Testing
 - Execute sample data sets
 - Evaluate matching
 - Validation of data aggregate vs. detail
- Implementation
 - Training
 - Create documentation
 - Conduct seminars
 - Reporting – labor outcomes

- Incorporate outcomes into the Idaho Fact Book
- Provide reporting to SBOE, SDE, local school districts, and IHEs
- Address key policy questions regarding outcomes
- Create standard labor reports and reporting portal data

Example Dataflow (Objective 1)

(Listed below is sample data illustrating how data would be transferred and which systems would hold specific information.)

K-12 SLDS sending data

Student Name, DOB, Gender, EDUID
Henry James Huggins 01/11/1990, M, 123431231

Add "LABUID", strip out EDUID and submit record to Transportation

Student Name, DOB, Gender, LABUID
Henry James Huggins 01/11/1990, M, 954894123

(P-20W SLDS maintains cross-reference file to EDUID)

Transportation matching determines SSN, strip off demographics

LABUID, SSN
954894123, 123-45-6788

(System would return a 'no match' file of LABUID's to requestor)

Transmit data to IDOL

LABUID, SSN
954894123, 123-45-6788

IDOL creates quarterly longitudinal records referencing LABUID and SSN

LABUID,	SSN,	Quarter,	Quarterly Wage,	Industry
954894123,	123-45-6788,	1Q2010,	\$8,492.12	xyz
954894123,	123-45-6788,	2Q2010	\$8,332.12	xyz

Etc. (exact fields to be determined)

Now any requests for wage data from education will use the LABUID

K-12 request:

LABUID's and any timeframe information

954894123

383488383

Etc.

- This prevents "looking up" someone in the workforce data by EDUID
- Does not combine name with SSN in the database
- Supports linking / retrieval when required

- Does not require the SLDS's to maintain SSN's
 - Postsecondary will submit SSN's to IDOL but will not be stored in SLDS
- Allows IDOL to manage security and access through existing governance

Enhancements to the EDUID System (Objective 2)

The existing EDUID System was custom built by Idaho and utilizes First Name, Middle Name, Last Name, Gender, and Date of Birth to determine a match. The EDUID system also provides the ability to match using hashed SSN, but because K-12 and postsecondary do not require SSN on all students, this feature is not utilized.

While this system is robust and handles names that sound the same (soundex), hyphens, and other nuances, it creates new ID's more frequently than desired. A large matching issue is name changes of students after leaving high school and before entering college, this can be mitigated by adding another name field (former name) to use in the comparison. Currently, the user is provided an opportunity to decide how to handle potential duplicates before ID's are assigned, but there is no preview showing how the other records will be handled. Having the opportunity to preview the results before they are committed would greatly reduce the creation of new records due to input errors (where the user knows the record should match), and possibly identify mismatches before they are committed. It is a time consuming manual process to "join" records that are duplicates, and exponentially more difficult and time consuming to "split" records when it is determined that there really are two different students with the same names. In this case, each detail record stored in the SLDS has to be reviewed and a determination made to which student they belong.

Further analysis is needed to determine what other changes are warranted due to the expansion of postsecondary and workforce data. Additional audit reports will also be developed to identify issues and aid in the correction of errors.

Deliverables (Objective 2)

- Requirements Gathering:
 - Determine reasons duplicates are being created
 - Determine changes that will address root causes
 - Review additional algorithms such as those used by the Oyster Identity management system
 - Explore other methods for correctly matching students (such as "high school graduated from")
- Design & Architecture
 - Create EDUID modification project plan
 - Data Management Council design review and approval
- Development & Coding
 - EDUID modifications
 - Audit report creation
 - District and Institution changes to upload files
 - Gather additional data elements
 - Update documentation

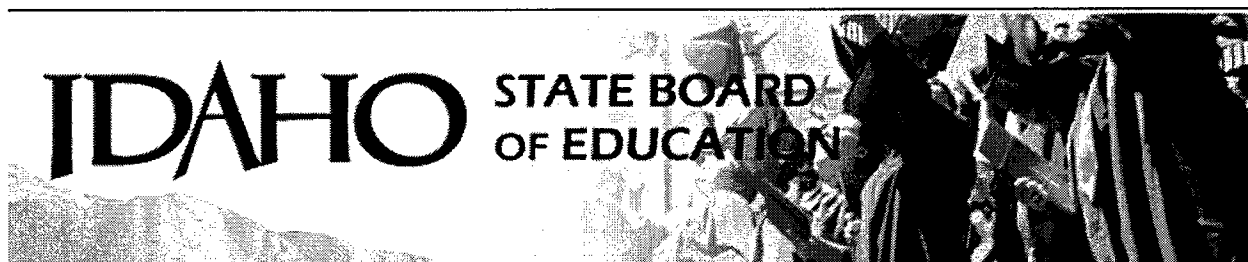
- System documentation for support and future enhancements
- User's manual update
- QA & Test
 - Data Management Council review
 - Update and correct existing data
 - Test
 - Run audit reports
 - Determine if additional changes are warranted
- Implementation
 - Review and approval by Data Management Council
 - Move to Production
 - Training
 - Turnover – move to support team
 - Final Report Effects on match rate

Research Data Request Website (Objective 3)

While basic data needs may be satisfied by Idaho's planned and internally funded Data Reporting Portal site, there is a need to provide data including student level de-identified data for research purposes. It is important to manage these requests and ensure they are fulfilled in a professional and timely manner. The Idaho P-20 SLDS is being built with this in mind and the design has incorporated features to allow the creation of research ID's for each data set that minimize the potential exposure of PII, but still provide traceability if questions arise about the source data. This does not preclude re-identification of PII due to small samples of specific criteria in the extracted data set combined with other data sources, so each research request will require an MOU that includes the care and destruction of the data provided and ensures compliance with state and federal privacy regulations including FERPA. This includes a review before disclosure of any results to ensure that there is no exposure of PII and state requirements are met for minimum cell size display.

The purpose of this research website is to provide a simple standardized workflow interface for the creation, tracking, fulfillment, and audit of research data requests. There is no data access on this website, it is the front-end to control and administer research data requests. As each step is completed, the item will be marked completed and the date displayed – this provides a visual of where in the process the request is.

Here is a prototype of what the website would look like, and is based on what was presented at the 2011 SLDS Best Practices conference:



SBOE Home	<h2>SLDS P-20 Data Research Requests</h2> <p>Project: Postsecondary Grad Rates of Minorities.</p> <ol style="list-style-type: none"> 1. Submit Research Request Abstract: submitted: 10/12/11 2. Sponsor Assigned: SGrothe: 10/15/11 3. Sponsor Approval: done: 10/22/11 4. MOU Completed: done: 11/05/11 5. SQL Submission: done: 11/15/11 6. SQL Approval: done: 11/22/11 7. Data Management Council Approval: done : 11/24/11 8. Data Set Transfer: done: 11/25/11 9. Research Submission: open 10. Research Release: not started
Research & Statistics Home	
K-12 Data	
Advanced Opportunity Data	
Postsecondary Data	
Performance Measure Reports	
Postsecondary Longitudinal Data System Updates	
Reporting Instructions & Templates	

(Researcher login) – Every researcher is required to register with the website – this ensures that we have contact information and will display only their research requests.

Explanation of Menu Items:

1. The request – this is the abstract of what the research project's objectives are and what data is needed (including the timeframe and types of data – such as demographic, enrollment, graduation, etc.). This is utilized to determine who the internal sponsor should be, whether the SLDS is the correct data source, and to determine if the request can be satisfied by an existing solution such as the reporting portal. Any requests that pertain to a single institution or only K-12 data would be reviewed with the institution or SDE and either transferred to them or fulfilled out of the P-20 SLDS at their request.
2. Sponsor Assignment – every research request will be assigned a sponsor – the sponsor is responsible for guiding the request through the workflow.

3. Sponsor Approval – this is the first approval point, once this step has been completed by the sponsor (with comments), additional menu items are enabled to allow the project to proceed.
4. MOU completed – each research request that requires de-identified student level data will be required to have a separate MOU completed and approved.
5. SQL submission – if the researcher is capable of generating the SQL statement(s) necessary to extract the data, they would submit them via this menu option. If they need assistance, internal resource would be designated to complete this step.
6. SQL approval – the P-20W SLDS contains data that is owned by the SDE, SBOE, Department of Labor, etc. The SQL will be reviewed against the MOU's and a recommendation prepared for the Data Management Council. If necessary an internal resource would work with the researcher to modify and correct the SQL to ensure compliance with agreements.
7. Data Management Council Approval – this is the final approval point before data extraction and would alert the SLDS staff to create the dataset and contact the researcher. If the data request requires labor data, the Idaho Institutional Research Board would also review and approve the request.
8. Data Set Transferred – Idaho's postsecondary SLDS has a secure file transfer system that would be utilized to transfer the dataset to the researcher. The date displayed reflects the elapsed time to fulfill the request.
9. Research submission for approval – the researcher will transfer their final draft report for review to ensure no disclosure of PII.
10. Research approved – once the internal review is complete and any needed changes are made by the researcher, the researcher will be given approval to release the results. If possible, the research will be posted in the reporting portal or a brief description and a link will be created to inform others of the project and allow them to benefit from the efforts and avoid having to repeat the process for similar requests.

One of the key features shared at the 2011 IES SLDS conference presentation was the ability for the researcher to submit the proposed SQL scripts to be executed to create the data extract. The Idaho data model and data dictionary will be publicly available, this will transfer the burden from internal staff for determining the data needed and creating the SQL scripts. The internal resources can instead spend their time on the request reviewing the SQL scripts and should reduce the lead time to provide data.

A P-20W SLDS is only valuable if the data being collected is put to use to effect change, and the data owners realize the need for transparency and do not wish to impede the use of the information. It is critical to ensure that data is not misinterpreted and that

conclusions published are based on reliable and complete data by providing visibility into any limits, known issues, or missing data. At the 2011 SLDS Grant meeting, a presentation was given by Virginia that illustrated this workflow concept in interfacing the SLDS with researchers. Idaho's efforts will include reviewing how far they have progressed moving from design to implementation and we will leverage their efforts and/or share progress as the solution is implemented.

Deliverables (Objective 3)

- Requirements Gathering
 - Meet with potential users - internal and external
 - Determine areas of focus
 - Determine points of contact / participants
- Design & Architecture
 - Determine process flow
 - Determine an efficient process for handling requests
 - Develop cycle for review, approval, and fulfilling requests
 - Linking Metadata – ensuring the data is interpreted correctly
 - Determine data elements needed at each step
 - Develop standard MOU template
 - Design review with sample user set
 - Review and approval by the Data Management Council
- Development & Coding
 - Create web front-end
 - Create user management solution
 - Develop automated task management and assignment(workflow)
 - Develop data set tracking / auditing / reporting system
 - Legal review – MOU template
- QA & Test
 - Create sample research requests – internal and external
 - Data Management Council review of the website
 - Modification of processes / documentation
 - Test
 - Perform workflow to create standard reports
 - Internal research requests processed on limited data sets
- Implementation
 - Training
 - Create documentation – How to make a request
 - Conduct seminars with internal and external researchers
 - Research funding - provide funding to create research on key topics provided by the Data Management Council including:

- Making use of SLDS data – what can we learn
- Other topics as determined by the Data Management Council

c) Timeline for Project Deliverables

0	FY 2012 SLDS Grant	JUL 2012	JUN 2015
1	ENHANCEMENTS TO THE EDUID SYSTEM	JUL 2012	JUL 2013
1.1	Requirements Gathering	JUL 2012	NOV 2012
1.1.1	Assign / Hire / Contract Staff	JUL 2012	JUL 2012
1.1.2	Determine root causes	JUL 2012	SEP 2012
1.1.3	Determine Changes	OCT 2012	OCT 2012
1.1.4	Review other algorithms	OCT 2012	NOV 2012
1.1.5	Explore other Student matching methods	NOV 2012	NOV 2012
1.2	Design & Architecture	NOV 2012	DEC 2012
1.2.1	Create EDUID modification plan	NOV 2012	DEC 2012
1.2.2	Data Management Council design review & approve	DEC 2012	DEC 2012
1.3	Development & Coding	DEC 2012	JUN 2013
1.3.1	EDUID Modifications	DEC 2012	JUN 2013
1.3.2	Audit report creation	JAN 2013	FEB 2013
1.3.3	District & Institution upload changes	FEB 2013	APR 2013
1.3.3.1	Sub-grant - institution's & districts	FEB 2013	FEB 2013
1.3.3.2	Provide additional data	FEB 2013	APR 2013
1.4	Update Documentation	FEB 2013	APR 2013
1.4.1	Revise Documentation	FEB 2013	MAR 2013
1.4.2	Review updates	APR 2013	APR 2013
1.4.3	Publish	APR 2013	APR 2013
1.5	Q.A. & TEST	APR 2013	MAY 2013
1.5.1	Data Management Council Review	APR 2013	APR 2013
1.5.2	Update and correct existing data	APR 2013	APR 2013
1.5.3	TEST	APR 2013	MAY 2013
1.5.3.1	Run Audit Reports	APR 2013	MAY 2013
1.5.3.2	Determine if additional changes warranted	MAY 2013	MAY 2013
1.6	IMPLEMENTATION	MAY 2013	JUL 2013
1.6.1	DMC Review & Approval	JUN 2013	MAY 2013
1.6.2	Move to Production	JUN 2013	MAY 2013
1.6.3	Training	MAY 2013	JUL 2013
1.6.3.1	Develop Training	MAY 2013	JUL 2013
1.6.3.2	Host web based training	JUL 2013	JUL 2013

1.6.3.3	Develop and Deliver FAQ's	JUL 2013	JUL 2013
1.6.4	Turnover	JUL 2013	JUL 2013
1.6.4.1	Move to support	JUL 2013	JUL 2013
1.6.5	Final Report	MAY 2013	JUL 2013
1.6.5.1	Research Report - Effects on Match Rate	MAY 2013	JUL 2013
1.6.5.2	Publish to Public Domain Clearinghouse	JUL 2013	JUL 2013
2	RESEARCH DATA REQUEST WEBSITE	JUN 2013	JAN 2015
2.1	Requirements Gathering	JUN 2013	JUL 2013
2.1.1	Meet with potential users - internal and external	JUN 2013	JUL 2013
2.1.1.1	Determine areas of focus	JUN 2013	JUL 2013
2.2	Design & Architecture	JUL 2013	JAN 2015
2.2.1	Determine Process flow	JUL 2013	SEP 2013
2.2.1.1	Determine process for handling requests	JUL 2013	AUG 2013
2.2.1.2	Develop cycle - review/approve/fulfill	AUG 2013	SEP 2013
2.2.2	Metadata	SEP 2013	AUG 2014
2.2.2.1	Design publishing solution	SEP 2013	MAR 2014
2.2.2.2	Design format	MAR 2014	AUG 2014
2.2.3	Data Elements	AUG 2014	JAN 2015
2.2.3.1	Analysis	AUG 2014	OCT 2014
2.2.3.2	Mapping – reports	AUG 2014	DEC 2014
2.2.3.3	Mapping - Critical Questions	DEC 2014	JAN 2015
2.2.4	MOU Template	OCT 2014	DEC 2014
2.2.4.1	Labor	OCT 2014	NOV 2014
2.2.4.2	State Department	NOV 2014	DEC 2014
2.2.4.3	Institutions	NOV 2014	DEC 2014
2.2.5	Design Review	OCT 2014	OCT 2014
2.2.6	Data Management Council Approval	JAN 2015	JAN 2015
2.2.7	Workflow design	SEP 2013	OCT 2013
2.2.8	Assign / Hire / Contract Staff	AUG 2013	SEP 2013
2.3	Development & Coding	SEP 2013	DEC 2013
2.3.1	Create Web Front End	SEP 2013	NOV 2013
2.3.2	Create User Management solution	OCT 2013	NOV 2013
2.3.3	Develop ball-in-court workflow	NOV 2013	NOV 2013
2.3.3.1	Develop workflow	NOV 2013	NOV 2013
2.3.4	Develop data set control	NOV 2013	DEC 2013
2.3.4.1	Tracking	NOV 2013	DEC 2013
2.3.4.2	Auditing	NOV 2013	NOV 2013
2.3.4.3	Reporting	NOV 2013	NOV 2013
2.4	Legal Review	DEC 2014	JAN 2015

2.5	Q.A. & TEST	NOV 2013	FEB 2014
2.5.1	TEST	NOV 2013	FEB 2014
2.5.1.1	Process Sample Research Requests	NOV 2013	JAN 2014
2.5.1.2	Data Management Council Review	NOV 2013	NOV 2013
2.5.1.3	Process Modification	NOV 2013	DEC 2013
2.5.1.4	Internal Testing	DEC 2013	FEB 2014
2.5.1.4.1	Process Standard Reports	DEC 2013	JAN 2014
2.5.1.4.2	Internal research testing	JAN 2014	FEB 2014
2.6	IMPLEMENTATION	NOV 2013	FEB 2014
2.6.1	Training	NOV 2013	JAN 2014
2.6.1.1	Create Documentation	NOV 2013	JAN 2014
2.6.1.2	Conduct Seminars	JAN 2014	JAN 2014
2.6.2	Move to support	FEB 2014	FEB 2014
2.6.3	Research Funding	NOV 2013	JAN 2014
2.6.3.1	Making use of SLDS Data	NOV 2013	JAN 2014
3	Workforce Long. Database &P-20W SLDS BUILD	JUL 2012	JUN 2015
3.1	Project Wide Costs	JUL 2012	JUN 2015
3.1.1	Travel - SLDS conferences, 3ea x 3yrs x 2/yr	JUL 2012	JUN 2015
3.1.2	Project Coordination assistance	JUL 2012	JUN 2015
3.1.3	Overhead Allocation	JUL 2012	JUN 2015
3.1.4	Database Project Manager	JUL 2012	JUN 2015
3.1.5	Program Manager (25% - supplied by SBOE - in kind)	JUL 2012	JUN 2015
3.1.6	Financial Technician	JUL 2012	JUN 2015
3.1.7	IDOL Labor	JUL 2012	JUN 2015
3.1.8	Overheads and Indirects	JUL 2012	JUN 2015
3.2	Requirements Gathering	JUL 2012	MAY 2015
3.2.1	Meeting - IDOL, IHE's, SDE	JUL 2012	MAY 2015
3.2.1.1	Determine Team members	JUL 2012	JUL 2012
3.2.1.2	Establish meetings	JUL 2012	JUL 2012
3.2.1.3	Weekly Meetings	JUL 2012	MAY 2015
3.2.1.4	Refine Project Plan (milestone, goals & objectives)	JUL 2012	AUG 2012
3.2.1.5	Data Management Council Review	AUG 2012	AUG 2012
3.2.1.6	Establish labor implementation sub committee	AUG 2012	AUG 2012
3.2.1.7	Create Idaho Institutional Review Board	JUL 2012	MAR 2013
3.2.1.8	Determine Research Agenda	AUG 2012	OCT 2012
3.2.1.9	Assign / Hire / Contract Staff	AUG 2012	SEP 2012
3.3	Design & Architecture	OCT 2012	MAR 2013

3.3.1	Database Designs	OCT 2012	NOV 2012
3.3.2	Labor Configuration	OCT 2012	DEC 2012
3.3.2.1	Data Elements	OCT 2012	OCT 2012
3.3.2.2	Security	OCT 2012	NOV 2012
3.3.2.3	Develop and cat conf. and privacy protocols	NOV 2012	DEC 2012
3.3.3	P-20W SLDS added elements	OCT 2012	DEC 2012
3.3.3.1	Data Elements	OCT 2012	NOV 2012
3.3.3.2	Security	NOV 2012	NOV 2012
3.3.3.3	Aggregation Level	NOV 2012	DEC 2012
3.3.4	Data Management Council	DEC 2012	JAN 2013
3.3.4.1	Review other sources	DEC 2012	JAN 2013
3.3.5	Determine Required MOU's	JAN 2013	MAR 2013
3.3.6	Matching Methods	DEC 2012	JAN 2013
3.3.6.1	Explore	DEC 2012	JAN 2013
3.3.7	Define Standard reports	JAN 2013	MAR 2013
3.3.8	Define reporting portal	JAN 2013	FEB 2013
3.4	Development & Coding	NOV 2012	JUN 2015
3.4.1	Develop MOU's	NOV 2012	JUN 2013
3.4.1.1	Develop based on IDOL templates	NOV 2012	JUN 2013
3.4.1.2	Working Sessions	NOV 2012	MAY 2013
3.4.2	Labor Unique ID's (LABUIDS)	NOV 2012	DEC 2012
3.4.2.1	Exchange Table Development	NOV 2012	DEC 2012
3.4.3	Hardware	NOV 2012	APR 2015
3.4.3.1	Servers – SBOE	OCT 2014	APR 2015
3.4.3.1.1	Procure hardware and software	OCT 2014	JAN 2015
3.4.3.1.2	Installation	FEB 2015	FEB 2015
3.4.3.1.3	Configuration	FEB 2015	MAR 2015
3.4.3.1.4	Database Installation	MAR 2015	APR 2015
3.4.3.2	Servers - Department of Labor	NOV 2012	MAY 2013
3.4.3.2.1	Procure hardware and software	NOV 2012	MAR 2013
3.4.3.2.2	Installation	MAR 2013	MAR 2013
3.4.3.2.3	Configuration	MAR 2013	APR 2013
3.4.3.2.4	Database Installation	APR 2013	MAY 2013
3.4.4	Database Development	MAR 2013	SEP 2014
3.4.4.1	P-20 SLDS to P-20W SLDS	MAR 2013	MAY 2013
3.4.4.2	Idaho Longitudinal Workforce Database	MAR 2013	SEP 2014
3.4.4.2.1	Programming	MAR 2013	SEP 2014
3.4.4.2.2	Web tool and automation	JAN 2014	SEP 2014
3.4.4.2.3	Develop data linkages	APR 2014	SEP 2014

3.4.5	SFTP process creation	SEP 2014	OCT 2014
3.4.6	Develop Labor Data Request Process	OCT 2014	DEC 2014
3.4.7	Develop Standard data access	OCT 2014	NOV 2014
3.4.8	Develop Standard reports	OCT 2014	NOV 2014
3.4.9	QA & Test	OCT 2014	JAN 2015
3.4.9.1	Execute sample data sets	OCT 2014	NOV 2014
3.4.9.2	Evaluate matching	NOV 2014	DEC 2014
3.4.9.3	Validation of data aggregate vs. detail	DEC 2014	JAN 2015
3.4.10	Implementation	SEP 2014	MAY 2015
3.4.10.1	Training	SEP 2014	MAY 2015
3.4.10.1.1	Create Documentation	DEC 2014	FEB 2015
3.4.10.1.2	Conduct Seminars	FEB 2015	FEB 2015
3.4.10.1.3	Research - Grant to Institution	SEP 2014	MAY 2015
3.4.11	Reporting - Labor Outcomes	JAN 2015	JUN 2015
3.4.11.1	Incorporate outcomes -- Idaho Fact Book - internal \$	FEB 2015	FEB 2015
3.4.11.2	Provide reporting to SBOE	JAN 2015	MAR 2015
3.4.11.3	Provide Reporting to SDE	JAN 2015	MAR 2015
3.4.11.4	Address key policy questions regarding outcomes	MAR 2015	MAY 2015
3.4.11.5	Create standard Labor Reports	APR 2015	JUN 2015
3.4.11.6	Create Labor reporting Portal Data	APR 2015	May 2015
3.5	Publish Summary Outcome measures	JUN 2015	JUN 2015

The project includes sub-grants to K-12 school districts averaging \$750 per district, and the IHE averaging \$1,000 per institution, totaling \$120,500. The purpose is to offset the cost of supplying additional data elements on historical data and altering processes and entry/upload routines as required. The assumption is that changes required at K-12 districts will be minor and the majority of the changes will take place with the IHE. SDE's participation will be covered by SBOE as identified in the budget narrative.

d) Project Management and Governance Plan

Project Management

The outcomes of this grant will be the responsibility of SBOE, despite part of the work being performed by IDOL. The various outcomes will be divided into projects that roll up to the master schedule, which SBOE will manage and control. The SBOE and IDOL Project Managers will work with stakeholders to further identify tasks and assign responsibilities based on a framework for project management which typically includes scope, time, cost, quality and communication management. The processes involved in the framework will be audited on a quarterly basis to ensure consistency and adherence to the intended project outcomes. Each part of this project will

be managed electronically, using Microsoft Project. A risk management plan utilizing a RAID (Risks, Assumptions, Issues, and Dependencies) matrix will identify potential risks and mitigation strategies. A communication plan will document what artifacts will be developed and the processes for keeping all parties informed of project progress. A change management plan will document how unforeseen events that affect the project schedules will be handled.

The projects will be divided into four phases: Initiation, Planning, Execution and Closing (with monitoring and controlling requirements throughout). The Software Development Life Cycle (hereinafter SDLC) specified in section b) will execute within the Project Management (PM) framework. This Project Management methodology does not require completion of all tasks that belong to one phase before executing tasks in another phase, but each project task belongs to a PM phase. Prior to startup, the milestones and deliverables would be reviewed and a mutual decision made selecting what to upload and track in GRADS360.

Project Execution

During project execution the project plan is followed. Issues and risks are tracked as they are identified. Mitigation strategies are identified, and if implemented, the project plan is updated.

Procurement activities may be required, which may also initiate sub-projects, each of which will be managed in a similar manner.

Project Control

In any set of projects of this scope, communication and status tracking are crucial to successful implementation. Beyond the annual meetings with NCES, we anticipate there will be bi-monthly conference calls with the staff at NCES and annual reporting requirements.

Weekly internal status meetings among the project staff and contractors will be scheduled. These meetings will include the appropriate program staff from the other divisions of the IDOL and SDE, as well as necessary staff from SBOE. They will last 30 minutes to an hour and be simple updates on status for the week and early identification of any stumbling blocks.

There will be a series of meetings with the key stakeholder groups at least every other month. These meetings may be face-to-face initially, but as the project settles in these will likely be teleconference updates on status.

The status meetings will include a review of any risks being tracked, issues that need to be addressed, and other events that are affecting the project schedule. Notes from all meetings will be posted on the project site.

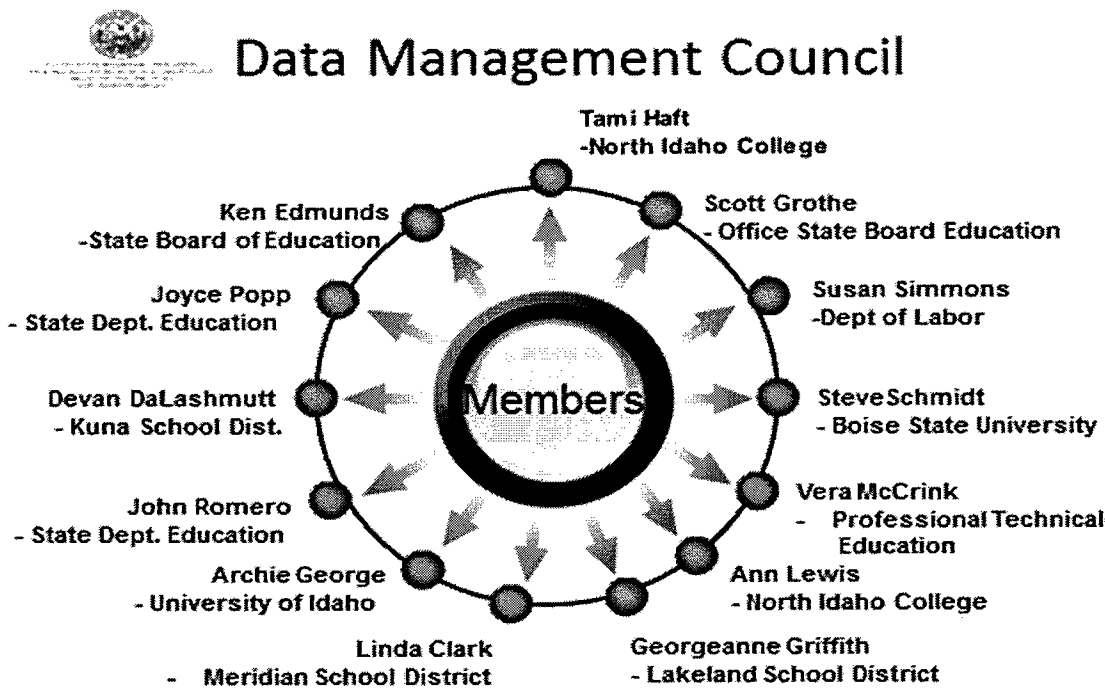
Project Closing

Upon project completion, a report will be developed that documents the lessons learned from the project. All key project documents will be archived in a project library on the web.

Governance

Effective data management requires a focus of resources on clearly defined functions. This is achieved through the oversight and advice of defined groups.

The Data Management Council was created by SBOE specifically to manage the P-20 SLDS efforts. This council is made up of representatives from all areas involved in the SLDS. These individuals understand what the organization needs from its data and have the authority to advise SBOE on necessary policy. The Data Management Council includes an SBOE Board member, school administrators, representatives from SDE, IDOL, Idaho Division of Professional Technical Education, and a representative of OSBE. The members of this group will be utilized to provide oversight of management activities and effectiveness. The chart below depicts the make-up of the council and the area they represent.



As described, this project includes the creation of the **Idaho Institutional Research Board** whose members will be representatives of education and IDOL. The Idaho Institutional Research Board will review all requests for proposed research projects that require labor data and follow IDOL policy and procedures for securing approval from its Policy Committee on project development and accessing IDOL's existing and future databases. Security and confidentiality are essential to maintaining department credibility with data users and providers.

Under IDOL's agreement with the Bureau of Labor Statistics, all employees who are required under the agreement and its agents have signed confidentiality agreements under the Confidential Information Protection and Statistical Efficiency Act. At a minimum this means any employee/employer data collected by the IDOL must be used exclusively for statistical purposes and not disclosed in any identifiable form without permission. Violations are a class E felony carrying a fine of \$250,000 and five years in prison.

In addition, through its partnership with USDOL in the unemployment compensation program, the employment security information the department collects is confidential under sections

303(a) (1) and 303(a) (8) of the Social Security Act (42 U.S.C. 503(a) (1) and (a) (8)). A newly enacted federal rule, 20 C.F.R. 603, sets forth the uniform minimum federal requirements of confidentiality, restricting disclosure of employment security information.

IDOL has extended that protection to information collected for other reasons by defining “employment security information” very broadly in Idaho law. Idaho Code Section 9-340C (7) states “employment security information” is any information descriptive of an identifiable person received, recorded, prepared, furnished or collected by the Department of Labor or the Industrial Commission in the administration of Idaho’s Employment Security Law. Idaho Code sections 9-340C (7) and 72-1342 restrict the disclosure of employment security information. Idaho Code section 72-1372(g) provides civil penalties for unauthorized disclosure, and section 72-1374 makes each unauthorized disclosure a misdemeanor.

Any department employee or any third-party contractor who engages in unauthorized disclosure of employment security information will be charged with a misdemeanor. Civil penalties also apply.

State Workforce System Partnerships

IDOL's Workforce Division will serve as the IDOL lead for the Workforce Longitudinal Database and will partner with representatives of its Communications and Research Division, SBOE, SDE, the Idaho Division of Professional Technical Education, the Division of Vocational Rehabilitation, the Idaho Bureau of Occupational Licensing, the Idaho Department of Transportation and other educational entities to define the reporting outcomes and metrics for measuring the educational outcomes of the state's workforce programs. Once the reporting outcomes and metrics are clearly defined, Workforce Division will continue to partner with IDOL’s Research and Communication, Unemployment Insurance and Information Technology divisions to define the scope of the design/plan-and-build phase of a reporting tool and web analytics with responsibility for reports based solely on the workforce longitudinal database.

State Education Agency Partnerships

IDOL's partner - and educational lead - will be SBOE for developing a plan to work with the education community to design, build and house a multi-dimensional, longitudinal workforce database that includes individual data and can link with the P-20 educational database.

SBOE, representing Idaho's education system, has agreed to exchange confidential information with IDOL. SBOE will collect the data - including Social Security numbers - from Idaho's postsecondary institutions so it can be uploaded to IDOL's longitudinal database on a quarterly basis, streamlining the way they gather this information.

Partnerships with Research Entities

As stated earlier, IDOL is a member of the **Data Management Council**, established by SBOE to oversee the development of an educational longitudinal database. The group provides oversight and sound policy recommendations on developing and implementing a comprehensive, accessible and efficient statewide P-20 and workforce longitudinal data system. It oversees development; establishes proposed access, security and governance policies; creates a data dictionary; develops logistics for meetings and communication; defines roles and responsibilities and establishes a data collection calendar. Through the Data Management Council, the Board is working with regional and national organizations like the National Center for Higher Education Management Systems and WICHE to identify a postsecondary data collection system that will best meet the needs of Idaho.

Additionally, Idaho's research universities will be represented on the **Idaho Institutional Review Board**, which will review all requests for access to the Idaho Longitudinal Workforce Database and ensure the projects include adequate measures for protecting human subjects prior to submitting the requests for final approval by IDOL's Policy Committee.

Partnerships with Additional State Agencies

The state currently enjoys the convenience of having its unemployment insurance, employment service, workforce development, research and analysis functions all housed within the IDOL, which serves as the state's official workforce agency. In addition to SBOE, IDOL is currently engaged in research projects for or has indicated an interest in working with:

The Idaho Department of Transportation, which is pursuing a data sharing agreement with IDOL allowing them to augment its wage records with driver's license data. The development of a data sharing agreement and associated memoranda of understanding is under way. Governance protocols between the agencies including the institutional review board are also being developed to ensure the data and research procedures comply with the Family Educational Rights and Privacy Act, the Confidential Information Protection, and Statistical Efficiency Act, unemployment insurance federal and state regulations, other relevant identity and privacy protection regulations, and guidelines against the misuse of these data.

A problem resolution process will be defined and implemented for the project. The user group will be responsible for using the process to solve problems that arise. The Program Manager will assist in resolution if a gridlock arises.

Sustainability

SBOE recognizes the need for on-going support and maintenance. SBOE has a permanent project coordinator who will manage this effort. The Idaho Legislature supported the proposed \$11M in project money for the reengineering of agency data collections over four years beginning with FY 2009, by appropriating the dollars for the first fiscal year. SDE's budget requests included ongoing support and maintenance for the K-12 longitudinal data system. These efforts are necessary to finish and enhance the new enterprise infrastructure. The linking to workforce outcomes, unique ID enhancements, and research request workflow will add to the

success of the collection reengineering efforts. SBOE is supporting the postsecondary SLDS with postsecondary budget dollars and requires the completion of the P-20 SLDS by 2015 and recognizes the ongoing costs of the system. The IDOL will sustain the workforce longitudinal database with existing WIA funding.

e) Staffing

Overall staffing will be the responsibility of OSBE. Within OSBE, an SLDS Project Coordinator will be designated as the P-20W SLDS program manager and grant administrator. Grant staffing for the workforce longitudinal database development will be the responsibility of IDOL. The division lead within IDOL will be Workforce Division Administrator. They will work with the Communications and Research Division which is the administrative entity for the state's cooperative agreement with the Bureau of Labor Statistics. In addition, they are the state's Census Data Center. The division has a robust research staff of 30 people – a department deputy director in charge of oversight and administration, a chief research officer, three research supervisors, four research principals, seven senior research analysts, four research analysts, six regional labor economists, one communications professional and three people to coordinate the department's publications and Web graphics needs. Communications & Research is also home for the state's online Idaho Career Information System. It has contracts for providing that service to more than 270 schools throughout the state.

Key Personnel and Consultants

Database Project Manager

CLASS PURPOSE - To plan, implement and manage projects having statewide impact; perform related work.

DISTINGUISHING CHARACTERISTICS - Project management is defined as a planned undertaking with defined goals, work plans, timelines, and implementation strategies. Projects differ from programs in that projects have a definite initial and completion date. While the focus of programs remains the same, the substance of projects varies. However, the project planning components remains the same. The differences between the classifications are based on the level of responsibility and accountability and the impact of the projects.

Incumbents are actively involved in the development of the project goals, work plans, timelines, and implementation strategies. They are actively involved or are responsible for revisions in the project components. Projects have statewide impact.

NATURE AND SCOPE - These projects require the incumbent be skilled in project management, including the planning, development, implementation, and evaluation of projects. They develop project goals, work plans, timelines, implementation strategies, and evaluation methods. They identify decision-making issues and key stakeholders, develop and implement strategies to encourage and obtain stakeholder and/or community awareness and support, and

identify project partners. Incumbents identify and coordinate with program committees and advisory groups. Incumbents administer project budgets, authorize expenditures, and develop and monitor contracts. They coordinate publicity and development of informational materials. Incumbents supervise project staff and provide direction to a project team. Incumbents may train and advise staff, project advocates, and program participants. They plan, facilitate and conduct meetings.

MINIMUM QUALIFICATIONS - Experience: planning and implementing projects including coordinating the development of project scope, goals, work plans, timelines, implementation strategies, and measurement processes/methods for assessing progress toward goals and project outcomes; interpreting and explaining specialized or complex material into information usable by the public; developing and monitoring contracts.

SPECIALTY AREAS - Positions require experience in: developing and promoting support for a service program; developing and presenting training to groups; in business or public communications systems and/or informational systems; working with current generation computers and software systems; researching, planning, organizing, monitoring, and evaluating a human service related program; using Management Information Systems including databases, applications, and network infrastructure for project or program applications.

Database Analyst

CLASS PURPOSE - To design and install large, complex database management system applications; ensure the security, quality, and integrity of data resources; perform related work.

GENERAL INFORMATION - Incumbents are recognized as Subject Matter Experts in database management. Incumbents apply their knowledge creatively and use their technical expertise to research and create new and innovative ideas for solving the most complex design and installation problems on large, complex systems that interface with other major databases systems. Significant time is spent on research, long-range planning, design, and leadership activities.

DISTINGUISHING CHARACTERISTICS - Incumbents work independently under general management review and have regular leadership roles in projects involving databases and business applications systems within the enterprise. They have a high degree of technical proficiency in the design and integration of database applications and are fully knowledgeable of the operational relationships between their assigned databases and other operating or applications systems. They provide technical guidance and leadership to other IT staff and may have supervisory responsibilities for a small technical staff.

EXAMPLES OF WORK - (Includes but not limited to): Designs, develops, installs, and tests new and enhanced database systems; ensures compatibility and efficiency of database applications; oversees and enforces standards and procedures for use, backup, and recovery of data; ensures preparation of project phase plans, schedules, and cost estimates; trains staff in data cataloging and library procedures; oversees and ensures security of databases and supporting production software; consults on design of other operating or applications systems; consults with and advises top management on database systems.

MINIMUM QUALIFICATIONS - Experience: applying the most current Data Warehouse architecture, development and support techniques; resolving complex database problems on various applications within an agency; participating on a project team as a Database Analyst in a leadership role; conducting research and writing reports on database issues for management considerations; providing technical assistance on database management systems to management, clients, and other IT staff; conducting training for agency management and IT staff on database operations.

SPECIALTY AREAS - May require the following: Experience in design, installation, and support of Business Intelligence Reporting Tools; Experience with: SQL Server 7 and SQL 2000; large complex databases such as Informix, DB2, Oracle, etc.

IT Programmer Analyst (Computer Programmer)

CLASS PURPOSE - To analyze user IT needs and design new or modify applications systems; define system requirements; perform applications programming; performs related work.

GENERAL INFORMATION - Incumbents are able to perform the full range of applications design, analysis, and programming functions found in the Applications Development Area. They are seasoned professionals who are looked to for guidance and counsel by less experienced staff. Incumbents apply their technical knowledge creatively to identify and solve complex problems. Some positions may have on-going leadership or formal supervisory responsibility for other professional IT staff including other senior programmer analysts and systems analysts.

DISTINGUISHING CHARACTERISTICS - Incumbents are able to complete the most complex programming, design, and analysis assignments. Incumbents typically work with multiple platforms and complex conversion or new development projects requiring a high degree of technical expertise and leadership. They are a Subject Matter Expert for a major application system or for the function supported, and apply extensive knowledge of the client area supported throughout their project work. Significant time is spent working directly with clients to develop or resolve system and applications design needs or providing technical leadership to other project members.

EXAMPLES OF WORK - (Includes but is not limited to): Performs all aspects of design, analysis, development, testing, and implementation of new systems, applications programs, and enhancements; resolves complex programming problems and determines appropriate solutions; designs and analyzes application systems; prepares system diagrams and logic representations; performs cost-benefit analysis; researches available tools and technologies to provide innovative solutions to applications problems; works with and provides technical expertise to client users in applications design and programming; provides client training. May provide administrative supervision and/or technical review of work of others

MINIMUM QUALIFICATIONS - Experience: writing in one or more commonly used programming languages or in 4th generation language appropriate for multi-use/multi-tasking environments; writing IT programming specifications; performing systems design and analysis; writing program documentation in accordance with published standards.

SPECIALTY AREAS - Some positions require: Development experience with Microsoft VB6 or VB.Net; development experience with SQL Server 2000 and the use of data connectors. Good knowledge of: Natural or Natural Construct; Mainframe and Server architectural platforms. Some knowledge of: MS Access, Visual Basic, and SQL Server; Internet Web.

Experience: with Mainframe and Server architectural platforms; writing SQL for Oracle or MS SQL Server; using Job Control Language; using PHP, Cold Fusion, or JavaScript to generate interactive web-based enterprise-wide applications; developing static and dynamic web pages and cascading style sheets using Dreamweaver.

Research Analyst

CLASS PURPOSE - To plan and direct the development, implementation and evaluation of major and complex research and statistical projects; perform related work. (These positions are the first three of a four level series: Research Analyst, Research Analyst Senior, and Research Analyst Supervisor. This announcement is specifically directed towards Research Analyst Principal, the highest of the three analyst positions included as part of this grant submission)

PRINCIPAL ACCOUNTABILITIES –

1. Research development. Typical responsibilities: researches and selects information systems/sources to be used for study; identifies appropriate areas of research based on needs assessment or direction from management; establishes methods and procedures to assure quality of data collected to include data collection models, sampling techniques and control mechanisms; establishes parameters for design of database; confers with information technology staff and approves implementation; writes documentation to define reporting field; writes mainframe and/or PC application programs to aid in data analysis; consults with officials of state and federal agencies and private entities to coordinate development and design of research projects; may supervise professional and support staff.
2. Analysis of data and development of report of finding. Typical responsibilities: identifies erroneous or questionable data and contacts or directs staff to contact providers to verify and correct; reviews and updates data ensuring output is consistent with study; analyzes data and interprets trends and results of studies and develops conclusions; compiles and disseminates research results in formats appropriate to various users and makes oral presentations of findings; may recommend or perform follow up studies of problem areas.

DISTINGUISHING CHARACTERISTICS - Incumbents identify areas of research and make recommendations to management and independently plan and conduct major and complex on-going research projects. They plan and design the research methods, establish procedures to assure the quality of data and approve the results of research projects. Planning and conducting research projects and coordinating staff for the development, implementation and evaluation of a major and complex research and analysis program is typical of the Research Analyst Supervisor.

MINIMUM QUALIFICATIONS - Experience that demonstrates considerable knowledge of: modeling and trend analysis and simulation techniques. Planning, developing, and implementing complex research and statistical projects and presenting the results; using and interpreting output of a statistical analysis software package.

SPECIALTY AREAS - Some positions require some knowledge of strategic planning concepts and practices. Experience that demonstrates considerable knowledge of multivariate parametric and non-parametric statistical analysis, modeling, trend analysis and simulation techniques.

Deputy Attorney General

CLASS PURPOSE - To perform complex professional legal work and provide authoritative legal advice to department management; perform related work.

GENERAL INFORMATION - The positions are characterized by the variety and difficulty of the legal issues handled with little or no direct supervision. Incumbents must become very knowledgeable about the overall operation of the entity they represent. Their work directly affects major areas of concern within their departments including issues that may involve large sums of money, generate public interest or have long-range effect on the state's resources.

PRINCIPAL ACCOUNTABILITIES –

1. Case preparation and litigation. Typical responsibilities: analyzes and determines department's legal strategy in cases to ensure effective and successful negotiation and litigation; drafts pleadings; prepares briefs and legal arguments; may conduct discovery including taking depositions; conducts sensitive negotiations with other attorneys and their clients; interviews, selects and prepares witnesses including experts for administrative hearing or trial; argues motions and participates in pre-trial or pre-hearing conferences; conducts direct and cross-examination and oral argument in proceedings before appropriate jurisdictional body, which may include jury trials; reviews record and prepares briefs and oral argument in appeals to Supreme Court or other appellate body; may prepare memoranda analyzing factual and legal issues and draft decisions in proceedings before the department.
2. Administrative and advisory. Typical responsibilities: provides authoritative legal advice to department management and staff related to both technical and administrative issues; reviews and recommends changes to rule, policy or procedure for conformity with law; recommends rule and statutory changes to department management; drafts proposed legislation and department rules; may conduct extensive research; may draft contracts and leases and review such documents for legality and adequacy; negotiates with state and federal agencies, private individuals and organizations in non-litigation situations; may respond to inquiries from the media and review statements to be released to the press; may provide lead work supervision to other attorneys; may provide training to department staff or others in legal and procedural issues relating to the department's work.

MINIMUM QUALIFICATIONS - Current member in good standing of the Idaho State Bar. Considerable knowledge of: trial procedure; rules of evidence. Good knowledge of: principles and practices of administrative law. Experience: conducting legal research and drawing legal conclusions; presenting oral argument before a court or hearing officer; negotiating legal settlements; eliciting information from a wide variety of individuals including hostile witnesses.

Web Services Specialist/Designer

CLASS PURPOSE - To develop code, install, test, and debug Web-based applications; design and develop Web pages; perform related work.

DISTINGUISHING CHARACTERISTICS - Incumbents in this position have the responsibility for the overall web site, its design and usage. This requires both graphic design skills and information technology skills necessary to develop and maintain a web site.

EXAMPLES OF WORK - Incumbents will perform most or all of the following: Confers with and advises agency on design and use of web site; creates design concepts; determines format, graphics, interactivity, links and usage; determines updates and time schedules; and is responsible for all routine maintenance.

Develops, codes, installs, tests, debugs, and documents Web-based applications using HTML, Cold Fusion, iHTML, and other third party integration tools involving Web-application programming; sets up, configures, and secures basic Web site; designs, develops, and maintains new Web pages; reviews and updates home page and existing Web development standards; promotes proper use of Uniform Resource Locators (URL) to ensure published files can be ported to various platforms and directory trees; complies with policies, standards and laws for Web based information pages; generates textual and graphical web content for publishing; designs and develops new database tables to meet client needs; generates and monitors Hyperlink analysis reports; works with and documents client requirement; to define customer needs and provide workable solutions; and may perform SQL queries, inserts, additions, and deletions.

MINIMUM QUALIFICATIONS - Good knowledge of: computer graphic design techniques; design and desktop publishing software; how the Web site interacts with other sites on servers. Experience: creating and designing art work and digital files via computers and output devices; using a Web-editor program that involves reading and writing the HTML coding within documents; using graphics, content, HTML and other Web tools.

SPECIALTY AREAS - Good knowledge of: iHTML or Cold Fusion, Active Server Pages (ASP), PERL, and/or java programming; how to design Web sites that are accessible for people with disabilities.

Financial Technician

CLASS PURPOSE - To analyze, research, forecast, and reconcile complex financial documents; ensure compliance with laws, rules, and policies; perform related work.

DISTINGUISHING CHARACTERISTICS - This level is used in two ways: 1) as the sole or lead technician in an agency, region, or district that encompasses a variety of financial activities that typically include budget, payroll and benefits, accounts payable/receivable, accounts reconciliation, travel, purchasing, and similar supporting functions; OR, 2) as the technician responsible for financial records processing involving such complex and specialized documents as tax, securities, insurance, and similar documents where the impact on and contact with the public is considerable. Incumbents use strong bookkeeping, research, and analytical skills to perform these duties and to develop ad hoc reports and other financial data for use by management. Some positions may supervise.

NATURE AND SCOPE - Incumbents have broad knowledge of the organization's programs and financial requirements to prepare, reconcile, and balance financial transactions; identify and correct errors and discrepancies; determine cost allocations; maintain logs, ledgers, journals; and develop ad hoc reports, work/spread sheets, and other financial documents. Incumbents may compile and prepare budget data and monitor cash balances. They recommend and may design bookkeeping-type record systems and implement approved changes.

Incumbents review, complete, and process financial documents and ensure their compliance with laws, regulations, and policies for approval or recommended approval. They determine and assign liability, penalty and interest, and resolve disputes.

Incumbents require strong skills in using computer systems to develop and maintain records, documents, and financial data.

Some incumbents deal extensively with public officials, business representatives, and/or the general public to identify and resolve non-routine issues involving laws and regulations.

MINIMUM QUALIFICATIONS - Good knowledge of financial record keeping methods. Experience: researching and compiling financial information and preparing summaries and reports; using personal computers to enter, retrieve, and edit financial data.

SPECIALTY AREAS - Experience using: MS Excel and MS Access software; Microsoft Word; the state of Idaho STARS system;

Technical Writer

CLASS PURPOSE - To research, write, update, edit, and coordinate the publication of policy and procedure manuals and related technical and public information materials; perform related work.

PRINCIPAL ACCOUNTABILITIES –

1. Technical material development. Typical responsibilities: plans, develops, and writes program policy and procedure manuals; submits manual development plans to management, including schedules and cost estimates; periodically updates manuals and informational materials; develops informational materials to communicate policies and procedures to the public; assesses impact of state and federal regulations and advises department on implementation and compliance; drafts and edits department rules and regulations; designs and oversee production of graphic materials; coordinates publication of manuals, brochures, and other materials; drafts and edits department position papers and speeches for management; evaluates and determines personal computer hardware and software requirements.
2. Coordination/training. Typical responsibilities: coordinates development and review process of policies and procedures; facilitates staff involvement in department policy development and management; provides technical assistance to department staff in preparation of written material; trains program staff in content and use of technical manuals and materials.

MINIMUM QUALIFICATIONS - Experience: interpreting and translating laws, regulations, or policies into written procedures; researching, composing, and editing technical information materials; using word processing equipment and software to modify or develop technical or complex material in final form.

SPECIALTY AREAS - Some positions require one or more of the following: Good knowledge of welfare program laws and regulations. Some knowledge of: basic statistical and analytical techniques.

AGREEMENT BETWEEN
STATE OF IDAHO, DEPARTMENT OF LABOR
AND
< LONG NAME OF AGENCY >

THIS AGREEMENT is entered into by and between the STATE OF IDAHO, DEPARTMENT OF LABOR, hereinafter referred to as "IDOL," and < LONG NAME OF AGENCY >, hereinafter referred to as "< SHORT NAME OF AGENCY >." This agreement stipulates the conditions upon which IDOL will provide < SHORT NAME OF AGENCY > with confidential employment security information.

In consideration of the mutual covenants herein, the parties agree as follows:

(1) PURPOSE: It is the purpose of this Agreement to provide for disclosure of information by IDOL to < SHORT NAME OF AGENCY >, and to assist < SHORT NAME OF AGENCY > in determining compliance with the requirements of < specific reference to regulations > & in carrying out < SHORT NAME OF AGENCY >'s responsibilities of education, compliance and enforcement under the < specific reference to regulations >, and any regulations promulgated there under.

(2) AUTHORITY: This Agreement is entered into pursuant to the authority of Idaho Code § 72-1342, IDAPA 09.01.08.012 and 20 CFR part 603.

(3) IDOL'S DUTIES AND OBLIGATIONS: [agreement must describe specific information to be furnished; must be limited to those with need to access it and only for specified purpose; method and timing of requests and format to be used must be specified]

(a) Upon request from an authorized representative of < SHORT NAME OF AGENCY > on <as needed, monthly, quarterly, "frequency"> basis, IDOL agrees to provide < SHORT NAME OF AGENCY > with <information IDOL is agreeing to provide>. IDOL is required to disclose the information only to those officers and employees of < SHORT NAME OF AGENCY > designated in writing by < SHORT NAME OF AGENCY > as being authorized to request such information on behalf of < SHORT NAME OF AGENCY >. IDOL does not guarantee that the data disclosed is current or accurate.

(b) IDOL shall designate in writing to < SHORT NAME OF AGENCY > those officers and employees of the <bureau or program at IDOL that will provide information> Bureau at IDOL who are authorized to request information under the terms of paragraph (4)(a) below. IDOL shall promptly advise < SHORT NAME OF AGENCY > whenever a listed officer or employee is no longer authorized.

(c) IDOL shall use the information obtained under the terms of paragraph (4)(a), below, only for the collection of contributions and payments in lieu of contributions under the Employment Security Law. IDOL shall safeguard the confidentiality of the information and

store the information in a secure place and manner. IDOL shall adhere to all state and federal laws, rules and regulations governing the confidentiality and disclosure of the information.

(4) ≤ SHORT NAME OF AGENCY >'S DUTIES AND OBLIGATIONS:
[agreement must describe specific information to be furnished; must be limited to those with need to access it and only for specified purpose; method and timing of requests and format to be used must be specified]

(a) Upon request from an authorized representative of the < bureau or program at IDOL that will provide information > Bureau of IDOL on < as needed, monthly, quarterly, "frequency"> basis, < SHORT NAME OF AGENCY > agrees to provide IDOL with <information to be provided by other agency> to assist IDOL in the collection of contributions and payments in lieu of contributions under the Employment Security Law. < SHORT NAME OF AGENCY > is required to disclose the information only to those officers and employees of IDOL's < bureau or program at IDOL that will request information > Bureau designated in writing by IDOL as being authorized to request such information on behalf of IDOL. < SHORT NAME OF AGENCY > does not guarantee that the data disclosed is current or accurate.

(b) **Use of IDOL Information:** After receiving requested information from IDOL, as provided in paragraph (3), < SHORT NAME OF AGENCY > will use the information solely to < >[stated purpose for receipt of information]. < SHORT NAME OF AGENCY > assumes responsibility for all IDOL information received under this Agreement. < SHORT NAME OF AGENCY > agrees that IDOL remains the data owner of IDOL information provided under this Agreement. < SHORT NAME OF AGENCY > will not make information requests through IDOL's local offices.

(c) **Designation of Authorized Employees:** < SHORT NAME OF AGENCY > shall provide a list of officers and employees who are authorized to request employment security information under this Agreement within two weeks after the execution of this Agreement. Thereafter, < SHORT NAME OF AGENCY > shall annually designate in writing to IDOL those officers and employees, by name and title, who are authorized to request employment security information under the terms of paragraph (3) above. < SHORT NAME OF AGENCY > shall promptly advise IDOL whenever a listed officer or employee is no longer authorized. While identifying employment security data is within the control of < SHORT NAME OF AGENCY >, only the following individuals, listed by job title, will have access to it:

< >[employee title list]

(d) **Safeguard:** < SHORT NAME OF AGENCY > shall safeguard the confidentiality of all information received from IDOL as provided in paragraph (3) above and < SHORT NAME OF AGENCY > represents and affirms that < SHORT NAME OF AGENCY > has the internal control procedures necessary to protect IDOL's information from unauthorized release. < SHORT NAME OF AGENCY > further agrees to the following safeguards:

- i. < SHORT NAME OF AGENCY > will use information only for the purposes authorized by law and specified in this Agreement. < SHORT NAME OF AGENCY > agrees not to disclose or release in any manner information that may reveal the

identity of an employer, claimant, or individual, contrary to the provisions of Idaho Code §§ 9-340C(7) and 72-1342, and IDAPA 09.01.08.012.

- ii. < SHORT NAME OF AGENCY > agrees to use information received in electronic format in such a way that unauthorized persons cannot obtain the information by any means.
- iii. < SHORT NAME OF AGENCY > agrees that it will store IDOL information in a place physically secure from access by unauthorized persons.
- iv. < SHORT NAME OF AGENCY > will undertake precautions to ensure that only authorized personnel are given access to the information stored in computer systems. Such precautions may include policies prohibiting the sharing of usernames or passwords to unauthorized < SHORT NAME OF AGENCY > employees and other third parties and having authorized employees sign confidentiality agreements requiring them to maintain the confidential nature of the information.
- v. Once the identifying data has been used for the purpose(s) of this Agreement, < SHORT NAME OF AGENCY > shall destroy it or return it to IDOL. When the identifying data has been destroyed a log of the destruction shall be maintained that identifies the data destroyed, the date destroyed and the person who performed the destruction.
- vi. < SHORT NAME OF AGENCY > will not redisclose the information provided under this Agreement.
- vii. <In order to ensure that identifying data is not published, < SHORT NAME OF AGENCY > agrees to allow IDOL's representative to review any draft publications using the data prior to final release.> **NOTE: This last sentence should be included only if there is a potential for publication, such as for a university paper.**

(e) **Training Requirements and Acknowledgement:** < SHORT NAME OF AGENCY > agrees to provide training and instruction for all employees authorized to access IDOL's information pursuant to this agreement regarding the applicable confidentiality requirements found at IDAPA 09.01.08 and 20 CFR part 603, and the criminal and civil penalties found in Idaho Code §§ 72-1372 and 72-1374 for the unauthorized disclosure of IDOL's information. Upon completion of training and instruction, < SHORT NAME OF AGENCY > will execute an acknowledgement stating that: 1) all employees authorized to access IDOL information have received training and instruction on the confidentiality requirements and the penalties associated with violations of such requirements; 2) all employees shall adhere to the confidentiality requirements; and 3) < SHORT NAME OF AGENCY > shall report to IDOL any breaches of the confidentiality requirements.

(f) **Audits and Security:** < SHORT NAME OF AGENCY > agrees to permit IDOL to conduct on-site inspections to review < SHORT NAME OF AGENCY >'s use of IDOL's

information and audit < SHORT NAME OF AGENCY >'s policies and procedures to ensure compliance with state and federal laws and this Agreement.

(g) **Suspension:** IDOL will provide written notice to < SHORT NAME OF AGENCY > of any violation of the terms of this Agreement and < SHORT NAME OF AGENCY > agrees to take immediate corrective action to address the violation. If IDOL determines in its sole discretion that < SHORT NAME OF AGENCY > or its employees, agents and contractors are not adhering to the requirements of this Agreement, IDOL may immediately suspend this Agreement, including any disclosure of confidential information until such time that IDOL is satisfied that corrective action has been taken by < SHORT NAME OF AGENCY > and there has been no further violation of the terms of this Agreement.

(h) < SHORT NAME OF AGENCY > shall defend, protect, and hold harmless IDOL from and against all claims, suits, actions, or damages arising from any wrongful or negligent act or omission of < SHORT NAME OF AGENCY >, or any employees or agents thereof, while performing under this Agreement. **NOTE: This hold harmless clause applies only to entities that are NOT Idaho agencies.**

(5) COSTS: Because this Agreement is reciprocal in nature, each party shall bear its own costs. **<OR>**

(5) COSTS: < SHORT NAME OF AGENCY > agrees to pay all costs incurred by IDOL in producing and providing the information pursuant to this agreement and for the cost of any on-site audits performed by IDOL under this agreement. < SHORT NAME OF AGENCY > agrees to promptly pay such costs upon receipt of IDOL's billing. Billings will be mailed to < SHORT NAME OF AGENCY > at the following address: **<OR>**

(5) COSTS: < SHORT NAME OF AGENCY > agrees to pay all costs, up to a cap of \$<dollar cap amount> incurred by IDOL in producing and providing the information. < SHORT NAME OF AGENCY > agrees to promptly pay such costs upon receipt of IDOL's billing. **NOTE: Select appropriate paragraph (5) from choices shown above.**

(6) MODIFICATION: This Agreement may be modified by written agreement of authorized representatives of the parties, provided, however, that no amendment or modification may be made which would result in a violation of Idaho Code §§ 9-340C(7) and 72-1342, IDAPA 09.01.08.012, 20 CFR part 603 and the confidentiality policies of the Bureau of Labor Statistics, U.S. Department of Labor. The provisions of this Agreement are subject to said laws, rules, and policies, and shall be amended when required by said laws, rules, and policies.

(7) TERMS OF AGREEMENT/TERMINATION: This Agreement shall be in full force and effect from the date of execution until terminated under the provisions of this section. Either party may terminate this Agreement at any time by giving the other party written notice at least thirty (30) days in advance of the termination date. Upon termination, < SHORT NAME OF AGENCY > will surrender to IDOL all employment security information, including any copies made by < SHORT NAME OF AGENCY >.

(8) INTEGRATION: This Agreement contains all of the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto.

(9) REMEDIAL ACTION: IDOL may take any remedial action permitted under State or Federal law to enforce the provisions of this Agreement, including seeking damages, penalties, restitution and attorney fees and costs incurred.

IN WITNESS WHEREOF, the parties have executed this Agreement on this ____ day of _____, 20 ____.

STATE OF IDAHO
DEPARTMENT OF LABOR

< FULL NAME OF AGENCY >

ROGER B. MADSEN
Director

<NAME OF AUTHORIZED
SIGNATORY>

<Title>



C. L. "BUTCH" OTTER
GOVERNOR

December 15, 2011

Dr. John Q. Easton
Institute of Education Sciences
555 New Jersey Avenue, NW
Washington, D.C. 20208

Dear Dr. Easton:

I am pleased to write in strong support of the State of Idaho's application to the Institute of Education Sciences for a grant to help fund continued development and expansion of the statewide longitudinal data system.

As Governor of Idaho and a former businessman, I am aware of the critical role that accurate data plays in all areas, including education. A longitudinal data system will support informed decision making throughout our K-20 education system and into the workforce. It will enable greater analysis and accountability in addressing the education needs of Idaho's students.

Idaho's future depends on education, and we are committed to developing an education system that meets the needs of today's workforce in this challenging world economy. Thank you in advance for your consideration of this grant application.

As Always – Idaho, "Esto Perpetua"

A handwritten signature in black ink, appearing to read "C.L. Butch Otter", with a long horizontal flourish extending to the right.

C.L. "Butch" Otter
Governor of Idaho

CLO/rmb



C.L. "BUTCH" OTTER, GOVERNOR
ROGER B. MADSEN, DIRECTOR

Dec. 14, 2011

Tate Gould
Institute of Education Sciences
U.S. Department of Education
555 New Jersey Ave., NW
Washington, D.C. 20208

Dear Mr. Gould,

Thank you for the opportunity to write a letter of commitment for the Idaho P-20 Longitudinal Database Project.

This project has tremendous implications for more than measuring the effectiveness and return on investment of the state's higher education programs. Idaho's citizens and its economic and workforce development community will also benefit. Data produced by this project will tell us:

- Where Idaho's graduates are located, what industry they are working in and the wages they are earning;
- Where the state's workforce training dollars should be invested; and
- Worker supply and demand, where students are in the education pipeline, what they are studying and how many students in a particular field will enter the workforce in the next five to 10 years.

The Idaho Department of Labor's Communications & Research staff are committed to this project. We have provided input and support for the proposed governance structure and worked with the State Board of Education to identify variables that will take the reports to a level that goes beyond determining a return on investment for education. Several steps that will allow the agency to fully support the project from development to production include:

- A clear and well-established memorandum of understanding that defines micro data delivery methods and sets the parameters for data dissemination;
- An agreement for the disclosure of confidential information that includes provisions for complying with state and federal law, recovering costs of providing the data, an audit of the data use and specific guidelines that protect department-provided data from further disclosure;
- Access to student Social Security numbers necessary for matching unemployment insurance wage records with graduate data; and
- One full-time equivalent position funded to cover costs associated with in-house wage record matching for database development, file preparation, programming, governance and efforts toward the potential development of interstate record matching.

This project offers an opportunity to look toward the future, make the state economy stronger and provide a path that policy makers and citizens can follow to jobs that pay well, provide benefits and allow Idahoans to fully enjoy the state where we live.

Sincerely,

A handwritten signature in black ink that reads "Roger B. Madsen". The signature is written in a cursive, flowing style.

Roger B. Madsen, Director
Idaho Department of Labor



IDAHO STATE BOARD OF EDUCATION

650 W. State Street P.O. Box 83720 Boise, ID 83720-0037
208/334-2270 FAX: 208/334-2632
e-mail: board@osbe.idaho.gov
www.boardofed.idaho.gov

December 14, 2011

The Honorable Arne Duncan
U.S. Secretary of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Dear Secretary Duncan:

As president of the Idaho State Board of Education, I am writing in support of the State of Idaho's application for the Statewide Longitudinal Data System Grant for the Institute of Education Sciences. The State of Idaho has completed this grant in an effort to secure funding to expand our statewide longitudinal data system. We recognize the importance of developing a system that links education and workforce data and the significant benefit it will be to our state.

The grant funding will be used to design a statewide longitudinal data system that will expand our current efforts into a P-20 and workforce data system. The statewide longitudinal data system is designed to increase our ability to improve student achievement, maximize stakeholder participation, develop reporting and analysis systems, and expand overall data system capabilities. We are confident our objectives will be met through the support of grant funding.

The Idaho State Board of Education values the dedication of the U.S. Department of Education to help states work to improve student achievement through funding for the development of statewide longitudinal data systems. I appreciate your serious consideration of this application. If I can be of assistance, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Westerberg".

Richard Westerberg
President

RW/SG:jp

Andy Mehl PMP

SLDS Project Coordinator

EDUCATION:

Boise State University 1981-1985

B.B.A. Management Information Systems

EXPERIENCE:

Office of the State Board of Education, State of Idaho

SLDS Project Coordinator, August 2010 – *present*

Solely responsible for the development and implementation of the P-20 to Workforce Statewide Longitudinal Data System for the State of Idaho. Development of the implementation plan to take Idaho from a K-12 SLDS to P-20 to Workforce SLDS by 2015. Manage institution data, both collections and reporting, to eliminate redundancy and increase accuracy through development of a data model, data dictionary, business rules, and standardized Extract, Transform, and Load routines. Drafted and presented the request to form the now standing Data Management Council. Determine Staffing needs, write project plans, develop work scopes and Request For Quotes, develop and implement subcontracts, manage project budget, and implement Change Management,. Also serve as the technology liaison for the State Board of Education and technology lead for the Office of the State Board of Education.

Washington Group International / URS Inc.,

Director I.T. Project Management Office (PMO), *May 2008 – July 2010*

Managed staff of project managers and support personnel to deliver all Information Technology projects for a multinational construction and engineering company. Projects included extensive planning activities, data center upgrades, commercial off the shelf application implementation, custom developed software, I.T. architecture, network upgrades, and LAN/WAN including implementation of MPLS across the U.S. Served as the internal I.T. liaison for the successful implementation of Active Directory corporate wide which included shutting down legacy systems including Novell and Windows NT, and the upgrade of over 12,000 individual users and workstations. Also was appointed as the Project Manager and led the virtual team for reengineering an entire division I.T. support delivery including help desk solutions, personnel hiring and assignment, standard operating procedures, and transition of support model.

Motivepower Inc.,

MIS Manager / QPS Manager August 1998 – May 2005

Managed I.T. staff responsible for J.D. Edwards ERP system, network support, workstation support, project management for system and infrastructure upgrades, and delivery of training. Transitioned to implementing lean methodologies to entire division providing training to over 500 individuals, delivered annual lean summits, developed corporate Kaizen's coordinating teams to transform operations in less than a week. Implemented lean methodologies in all environments including manufacturing, procurement, administration, maintenance, Information Technology. Managed lean implementation projects at facilities in multiple states. Participated in lean activities across the U.S. and in Canada.

Morrison Knudsen / Washington Group International

Applications Development / Senior Project Controls Manager July 1985 – August 1998

Developed and supported custom and commercial applications including the internally developed corporate estimating system and multiple project controls and reporting solutions. Worked with end users to develop upgrade plans, insured customer satisfaction, dealt with critical issues to ensure estimates were correct and delivered on time. Developed and managed

project schedules and budgets on a wide variety of projects including private, government, domestic and international.

PROFESSIONAL ORGANIZATIONS AND COMMITTEES:

Project Management Institute - 2006 – *present, PMP in good standing 2007-present*

Pacific Northwest Association for Institutional Research and Planning – 2011-present

WICHE multi-state data exchange pilot implementation team – 2010 – present

SOFTWARE APPLICATIONS:

Multiple programming languages including C, SQL, Pascal, COBOL, RPG, and Assembler on workstations, mini, and mainframe computer systems. Train, use, and support all Microsoft Office products. Also high level of expertise in multiple scheduling packages including Primavera Project Planner, Suretrak, Open Plan, and Microsoft Project.

HARDWARE:

Install, configure, and support of servers running Microsoft Server operating systems. Recommend, configuration, and support of IBM AS400 systems, UPS, tape backup solutions, network gear, and Disk-to-Disk backup solutions. Setup and support of workstations running windows, PDA's, tablets, and other computing devices.

Selena M. Grace

PROFESSIONAL EXPERIENCE

Office of the State Board of Education – 2010 – present

Boise, Idaho

Chief Academic Officer

- Provide policy-level support for instructional and administrative technology and information systems for education in Idaho. Provide leadership and oversight of academic affairs' staff. Perform research and analysis of complex and often controversial educational policy issues, using this information to formulate policy options, provide analytical reports, and manage projects. Provide vision, leadership, planning, and management for the development, and implementation of an effective, efficient, and seamless system of postsecondary academic programs, degrees, and research. Provide oversight of all public postsecondary education program approval. Guide and advise college and university deans/provosts as to how their academic program delivery compliments the state system of higher education and fits within the Board's Role and Mission.

Office of the State Board of Education – 2007 – 2010

Boise, Idaho

Director of Research/Grant Developer

- Managed research projects and activities for the Board including designing and preparing management reports and special studies. Supervised the collection, analysis, and preservation of data for use by the Board in studies of policies and operation. Reviewed, interpreted, and prepared analysis and dissemination of findings of research studies. Coordinated all research and collection, analysis, and preservation of data and information to insure statewide uniformity of operations, data collection and reporting, and the interpretation and application of Board policy and procedures as they related to research, data management, and grant development. Developed and maintained an annual calendar for ongoing research activities and institutional reporting requirements. Monitored educational trends and determined how these trends impacted the Board's research agenda and vision, mission, and goals.

RGI, Inc. (NASA Training Support Contract) – 2003-2004

Falls Church, Virginia

Project Administration Specialist

- Generated content for various NASA web-sites, tracked NASA training participation data, participant demographic data, and other criteria required for management and analysis activities. Input registration into NASA database, and prepared and processed final course reports and evaluations using MS Access. Managed all communications with participants and speakers; coordinating logistics, lodging and presenters for NASA training support programs. Managed more than 20 training programs with 20-50 participants per program held at the 12 different NASA centers throughout the country. Edited and formatted the office Standard Operating Procedures (SOP) manual.

University of Idaho - Boise, College of Education
Center on Disabilities and Human Development – 2001-2003
Boise, Idaho

Assistant

- Created and prepared database to track financial donors of University of Idaho College of Education. Assisted Director of Development with file organization, preparing letters, and mass-mailings. Prepared purchase orders, claim vouchers, billed conference attendees, contacted and provided follow-up services for vendors. Designed and edited two 10-chapter Training manuals to be used by State Department of Health & Welfare.

University of Idaho, College of Law, Legal Aid Clinic – 1999-2001
Moscow, Idaho

Paralegal/Legal Aid Clinic Office Assistant

- Assisted office manager with organization and preparation for all four student clinics, upcoming classes, Northwest Institute for Dispute Resolution, and Trial Advocacy course. Drafted court pleadings, designed procedural rules manual for the Tribal Clinic, prepared correspondence, and handled new client intake. Assisted in training students the proper procedures for court filings and standard clinic procedures.

Olley & Webber, Chartered – 1995-1999
Pocatello, Idaho

Legal Assistant/Paralegal

- Transcribed, drafted letters and used initial client screening questionnaires to draft court pleadings for attorney review, while maintaining daily contact with clients. Screened initial client requests, scheduled appointments and court dates. Processed all payments and retainers, handled balancing of bank accounts, prepared attorney draws, payroll, payroll taxes, and paid monthly expenses for the office.

Ben Franklin Crafts – 1992-1995
Pocatello, Idaho

Department manager

- Supervised four employees, assigned work duties within department. Evaluated the need for merchandise and purchasing and placed orders within my budget. Maintained customer service within departments, assisted in other departments, and worked cash registers.

TEACHING EXPERIENCE

College of Western Idaho – January/Summer 2009
Nampa, Idaho

Adjunct Faculty

- Taught one section of each of English 101 and English 102 Spring 2009; one section of English 102 Summer 2009.

The Cabin – Summer 2007

Boise, Idaho

Writing Instructor

- Taught a one-week session of summer writing camp at The Cabin, working with 4th, 5th and 6th grade students in self-exploration and discovering new ways to see and investigate the world around them.

George Mason University – 2004-2006

Fairfax, Virginia

Graduate Teaching Assistant

- Taught two sections of English 101 Composition Fall 2005 and Spring 2006, selected my own text, designed lesson plans and assignment requirements for each semester
- Tutored undergraduate students in the Writing Center Fall 2004 and Spring 2004, worked with a large number of English as a Second Language (ESL) students

Boise State University – 2001

Boise, Idaho

Teaching Assistant

- Assisted English 90 instructor with class lessons and grading written assignments

EDUCATION

George Mason University

Fairfax, Virginia

MFA, Creative Writing – Nonfiction emphasis

Boise State University

Boise, Idaho

Bachelor of Arts – English writing emphasis; minor - Native American Studies

AWARDS/SCHOLARSHIPS

2009 National Center for Education Statistics (NCES) Fellows Recipient

George Mason University

2006-2007 George Mason University Non-fiction Writing Fellowship; 2004 & 2005

George Mason University, English Department Graduate Teaching Assistantship

Boise State University

2002 Jim Poore Writing Scholarship; 2002 Nonfiction Essay selected for presentation at Sigma Tau Delta National Convention

University of Idaho

2001 Grace V. Nixon Undergraduate English Teaching Scholarship; 2001 Outstanding Student in Student Support Services; 2000 Nominated for Student Employee of the Year; 1999, 2000 & 2001 Student Support Services Scholarship; 1999 & 2001 Shirley Grossman Caldwell Scholarship

Pocatello, Idaho

1993 Governor's Job Training Partnership Act (JTPA) award - Distinguished Participant

Scott Grothe

Education:

Ph.D., (abd) Wildlife Ecology with Statistics Minor, Montana State University, Bozeman, MT, 1996.

M.S., Biology/Ecology, Idaho State University, Pocatello, ID, 1992.

B.S., Animal Ecology, Iowa State University, Ames, IA, 1989.

Research Work Experience:

Accountability Program Manager, November 2009 – Present.

Office of the Idaho State Board of Education, Boise, ID.

Duties: Provide accountability oversight of Idaho's State Department of Education (SDE) for the Idaho State Board of Education (OSBE). This includes, but is not limited to staff support for the K-12 Accountability Oversight Committee; review & certify all K-12 CSPR submissions; participate in statewide K-12 assessment standard setting; serve as a member of the SDE New School Restructuring Committee; review & render opinions to OSBE board members regarding proposed K-12 assessment policy & Accountability Workbook changes prior to board meetings; and participate in the SDE Assessment Technical Advisory Committee Meetings. Other major duties include supervising a research analyst; acting as the primary point of contact for all high level statistical research & data analysis needs & requests; interpreting and presenting data, data analyses, and research findings to various audiences; strategic plan performance measurement & data oversight including the creation of mathematical measurement calculations & benchmarks; compiling & storing relevant data; assisting in the creation of the textual versions of the strategic plan performance measures; and presenting strategic plan information annually to the Board members and public postsecondary institution presidents. Further duties include providing input on a statewide longitudinal data system, as well as participate as a member of that data system's data management council.

Research Analyst Supervisor, April 1998 – November 2009.

Idaho Dept. of Health & Welfare, Division of Welfare, Boise, ID.

Duties: Supervise, organize, and direct the work of a group of research analysts that make up the Research and Statistics Unit within the Division of Welfare. Plan, conduct, and coordinate the development, implementation, and evaluation of statistical research and analysis.

Doctoral Research, July 1993 - June 1999.

Montana State University, Bozeman, MT.

Duties: Conduct winter coyote ecological research in Yellowstone National Park for doctorate degree at Montana State University.

Habitat Restoration Consultant, June - Aug. 1996.
Roger's Ranch, Bozeman and Townsend, MT.

Duties: Worked with private, state, and federal natural resource agencies in designing, assessing, and implementing upland and wetland habitat restoration for a private land owner.

Research Ecologist, July 1992 - Aug. 1994.
Yellowstone Ecosystem Studies, Bozeman, MT and Yellowstone National Park, WY.

Duties: Conduct and supervise coyote ecological research in Yellowstone National Park for US National Park Service (NPS), and Yellowstone Ecosystem Studies (YES).

Research Consultant, Dec. 1993 - April 1994.
Bob Landis, Gardiner, MT.

Duties: Work with cinematographer and camera assistants in locating coyotes and ungulate carcasses where scavengers were likely to feed for purposes of filming a two hour National Geographic Society documentaries.

Master's Research, Aug. 1989 - Dec. 1992. Idaho State University, Pocatello, ID

Duties: Conducted thesis research on how weather affects red-tailed hawk predation on snakes in southwestern Idaho for Idaho State University and the US Bureau of Land Management.

Field Research Assistant, June - Aug. 1991.
Idaho State University, Pocatello, ID.

Duties: Assisted an Idaho State University graduate student in data collection for the US National Park Service on Lodgepole pine post-fire regrowth after park's 1988 fires.

Field Research Assistant, June - Aug. 1988.
Iowa State University, Ames, IA.

Duties: Assisted an Iowa State University graduate student and field biologist with raccoon trapping and data collection for the Iowa Department of Natural Resources.

Research Wildlife Ecologist Intern, May - Aug. 1987.
Iowa State University, Ames, IA.

Duties: Surveyed birds inhabiting agricultural lands in Ida County, Iowa for the Iowa Department of Natural Resources Breeding Bird Atlas and Iowa State University.

Grants & Awards:

4 Work High Performance Awards.
10 Research Grants Totalling \$10,850.

Papers and Talks:

8 Invited Papers.
11 Presented Papers.
3 Peer-reviewed Published Papers.
4 Published Abstracts.
10 Published Reports.

LEAH R. SCHULTZ
WORK EXPERIENCE

IDAHO STATE BOARD OF EDUCATION, 2010 TO PRESENT;
RESEARCH ANALYST

Collects and evaluates reports from public postsecondary institutions. Plans and manages ad hoc research reports. Evaluates sources of information in order to determine any limitations in terms of reliability of usability. Establishes common definitions and terms for SLDS fields. Ensures reports are turned in on time and in an accurate manner. Promotes use of the National Student Clearinghouse and works with schools to submit data to the state and the Clearinghouse. Works with team members to publish fact book for the legislative session.

GEORGE WASHINGTON ACADEMY, MOROCCO, 2010; INTERIM
ELEMENTARY AND KINDERGARTEN PRINCIPAL

Supervised trilingual K3-5th grade school of 400 students and 40 staff members for the last quarter of the school year. Student population was composed of Moroccan, American, Canadian, and students of other nationalities. Planned following school year calendar, chaired parent meetings, created discipline plans for students, planned inservice for the following year, conducted staff evaluations, created point people to chair areas of growth, and developed an encouraging environment for a school going through a difficult time.

GEORGE WASHINGTON ACADEMY, MOROCCO 2009-2010;
CERTIFIED TEACHER

K5 English teacher and supervised two assistants for the classroom. Prepared and presented information for staff development. Taught 48 students in a trilingual environment. Leveled instruction to meet reading and ESL needs of the classroom. Created testing booklets in order to have a consistent testing method for K5 children. Participated on a team to research the pros and cons of acquiring another school.

MIDDLETON SCHOOL DISTRICT, IDAHO 2005-2009; CERTIFIED
TEACHER

Kindergarten teacher for three years and 3rd grade teacher for one. Taught ESL, low income, and disadvantaged students. Maintained parent communication through weekly newsletters, tracked student data, created database to identify students below the 1st percentile in order to qualify them for special services, created yearly scope and sequence, and other miscellaneous duties.

WORLD HOPE, KENYA 2004-2005; WORLD HOPE LIAISON

Trained World Hope office personnel in computer and typing skills, article composition, e-mails and other documents. In addition, performed secretarial duties, composed promotional materials, created church logo, assisted in mentoring teenagers.

EDUCATION

BOISE STATE UNIVERSITY, BOISE, IDAHO; MASTERS OF PUBLIC ADMINISTRATION, 2008

BOISE STATE UNIVERSITY, BOISE, IDAHO-- ELEMENTARY EDUCATION, 2003

IDAHO TEACHING CERTIFICATION K-8. ISSUED 2003. VALID TO 2013

SKILLS

Creating Assessments * Curriculum Mapping * Team Building Activities * Grant Implementation * Working in a Multicultural Environment * Working in a Trilingual Environment * Basic Arabic * Administrative Experience * Reading and Interpreting Budgets * Love and Logic Training * Expert Level on Microsoft Word * Expert Level on Microsoft Excel * Able to use PC and Macintosh * Power Point Creation * Training and Experience with Difficult and Defiant Students * Staff Presentations and Education * Working and Managing Staff in a High Stress Environment

Appendix D :Acronym List:

DMC – The Data Management Council that oversees the Idaho SLDS efforts

DOB – Date Of Birth

DQC – The Data Quality Campaign – provides an annual survey of the development of state data systems and hosts sessions on education topics www.dataqualitycampaign.org

EDUID – Educational Unique Identifier – the unique student ID system used in the state of Idaho

ERP – Enterprise Resource Planning – a system that integrates major business functions such as payroll, accounting, etc.

IDOL – Idaho Department of Labor

IES – Institute of Education Sciences

IHE – Institute of Higher Education – typically herein referring to the eight public postsecondary institutions in the state of Idaho.

iHTML – a script type Web programming language

IT – Information Technology

K-12 – range of students or data covering Kindergarten through 12th grade

LAUID – Labor Unique Identifier – an additional identifier that will be assigned to link to workforce data to prevent identification in the Workforce Longitudinal Database. This is not a derived field.

MOU – Memorandum of Understanding – an agreement entered into by State Agencies to allow the exchange of data or to provide services

PII – Personally Identifiable Information – any data about a student that has not been classified as directory information that can be utilized to identify a specific individual using other provided data, or other readily available information.

P-20W – the range of data from preschool through postsecondary graduation including graduate degrees, and also integrating Workforce data.

Q.A. – Quality Assurance

SBOE – State Board of Education

SEA – State Education Authority

SIS – Student Information System – a system that manages student enrollment, attendance, and performance

SLDS – Statewide Longitudinal Data System – any data system that tracks data over time encompassing all public education entities in the state.

SOUNDEX – a phonetic interpretation of a word, what it “sounds like”, Mary and Merry for example would match.

SSN – Social Security Number

UI Data – Unemployment Insurance Data collected by the Department of Labor

URL – Uniform Resource Locator – used in webpages to prevent having to enter I.P. addresses

U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS				OMB Number: 1894-0008 Expiration Date: 02/28/2011		
Name of Institution/Organization State Board of Education		Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.				
SECTION A - BUDGET SUMMARY						
U.S. DEPARTMENT OF EDUCATION FUNDS						
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	0.00	0.00	0.00			0.00
2. Fringe Benefits	0.00	0.00	0.00			0.00
3. Travel	9,000.00	9,000.00	9,000.00			27,000.00
4. Equipment	145,000.00	0.00	145,000.00			290,000.00
5. Supplies	0.00	0.00	0.00			0.00
6. Contractual	758,219.00	965,946.00	806,071.00			2,530,236.00
7. Construction	0.00	0.00	0.00			0.00
8. Other	120,500.00	0.00	110,000.00			230,500.00
9. Total Direct Costs (lines 1-8)	1,032,719.00	974,946.00	1,070,071.00			3,077,736.00
10. Indirect Costs*	29,015.00	15,098.00	15,098.00			59,211.00
11. Training Stipends						
12. Total Costs (lines 9-11)	1,061,734.00	990,044.00	1,085,169.00			3,136,947.00
<p>*Indirect Cost Information (To Be Completed by Your Business Office): If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:</p> <p>(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(2) If yes, please provide the following information: Period Covered by the Indirect Cost Rate Agreement: From: 07/01/2011 To: 06/30/2014 (mm/dd/yyyy) Approving Federal agency: <input type="text"/> The Indirect Cost Rate is 8.00 %.</p> <p>(3) For Restricted Rate Programs (check one) – Are you using a restricted indirect cost rate that: <input checked="" type="checkbox"/> Is included in your approved Indirect Cost Rate Agreement? or, <input type="checkbox"/> Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is <input type="text"/> %.</p>						

Name of Institution/Organization State Board of Education		Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.				
SECTION B - BUDGET SUMMARY NON-FEDERAL FUNDS						
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						
SECTION C - BUDGET NARRATIVE (see instructions)						

a) Budget Narrative

Budget Summary: Idaho will build the workforce longitudinal database and link it to the P-20 system if federal funding is obtained. SBOE's strategic plan states that it will "Increase the quality, thoroughness, and accessibility of data for informed decision-making and continuous improvement of Idaho's education system...and... develop P-20 to workforce longitudinal data system with the ability to access timely and relevant data." Linking these two systems and providing a process for researchers to access data is essential to evaluating educational effectiveness.

The majority of the contractors will work on more than one objective. This will maximize resource utilization. Contractors and staff will be able to build on the knowledge gained on each objective and synchronize the entire project.

Objective 1 – Labor Longitudinal Database and P-20W SLDS Built

Estimated Total Cost: \$2,616,290

Justification

- State Funded Resources & Personnel
 - SBOE- Andy Mehl, PMP, SLDS Program Manager, Office of the State Board of Education, will devote 15% of his time to this objective at no cost to the project. As the other objectives are completed, the time devoted will increase to at least 25%. Mr. Mehl will be the Grant Administrator and will be the Program Manager for the overall project. Mr. Mehl will maintain the master schedule, including collecting project status and updating GRADS 360. Mr. Mehl is solely responsible to the State Board for the completion of the P-20 SLDS in Idaho. Along with his experience in coordinating the P-20 project, Mr. Mehl brings over 20 years of experience in Information Technology and specializes in Project Management, Scheduling, Cost Management, Information Technology solutions, communications, Lean Manufacturing, and Six Sigma.
 - SBOE- Selena Grace, M.F.A., Chief Academic Officer, Office of the State Board of Education, will devote time as needed to oversee the P-20 to Workforce project. In addition, Mrs. Grace will work with the institutional presidents and provosts to gain institutional input as needed. Mrs. Grace has worked at the State Board Officer for five years and has helped move SBOE forward on the 60% Goal (60% of 25-34 year olds earning a degree or credential of value by 2020), is developing policies to support this initiative, and is coordinating with the institutions to develop strategies to meet this initiative.

- SBOE- Scott Grothe, Ph.D., (abd) Accountability and Lead Researcher, will devote 5% of his time to this objective. Mr. Grothe's time will be devoted to developing a research agenda, data quality standards, and guidelines. Mr. Grothe currently conducts research for the SBOE on topics critical to the implementation of SBOE's Strategic Plan. He has previously conducted research for the Idaho Department of Health and Welfare and wildlife ecology research. Mr. Grothe is currently developing educational needs projections for the State of Idaho and the institutional goals in order for Idaho to have 60% of its 25-34 year olds with a certificate or degree of value by 2020. He also is a member of the Idaho Data Management Council. His research background and work on educational needs in Idaho will be a strong asset to the team.
- SBOE- Leah Schultz, M.P.A., Institutional Research Analyst, Office of the State Board of Education, will devote 10% of her time to this objective. Mrs. Schultz currently obtains and collects reports from the postsecondary institutions. For this project, Mrs. Schultz will work with Idaho Department of Labor (IDOL) to ensure the fields and definitions align between the systems. Mrs. Schultz will work with Mr. Grothe in developing the Research Agenda for the P-20W SLDS along with key stake holders. Mrs. Schultz brings over six years of experience in the educational system at various levels.
- Grant Funded Resources
 - *Database Project Manager* will be a contract position. This person is responsible for oversight and day-to-day monitoring of the labor longitudinal database. This will be a full time position. This person will write all requests for proposals and oversee all contracts for outside services. This person will manage agency resources to analyze, design, configure and implement the technical and security requirements for the development of IDOL's analytics tool and educational longitudinal database. The database project manager will oversee technical and administrative services for management and planning of technical production activities for data systems, network services and security environments. The database project manager must be skilled in project management, including planning, development, implementation and evaluation of projects. The project manager must be able to develop work plans, timelines, implementation strategies and evaluation methods to ensure successful completion. The project manager must be capable of identifying and engaging decision makers and key stakeholders,
 - *Research Analysts* will be a contract position. This position is responsible for working with the Database Project Manager to assess IDOL's capabilities, identify and confirm the reports and deliverables, and develop appropriate analytics tools. The research analyst will communicate with the Data Management Council and the Idaho Institutional Research Board to develop the technical protocols for wage record matching as well as state and federal confidentiality requirements. This

person will support contractors in developing protocols and efficient data matching infrastructure for wage records. The Research Analyst will make recommendations to management and work with information services to see the initiative's objectives are achieved. They will plan and design the research methods, establish procedures to assure the data quality, and approve the initiative's results. They will plan and coordinate staff for the development, implementation and evaluation of the longitudinal database, analysis and reporting.

- *Technical Assistant to Project Coordinator* will be a contract position. This person will devote time to communicating essential deadlines to key personnel and ensuring projects are on target. The Technical Assistant will also be in charge of managing key documentation, portions of project planning, verifying data accuracy, and assisting in updating project execution documents.
- *Database Analyst* will be a contract position. This position will work with the IDOL to assess and confirm the current capabilities of the IDOL's system. The Database Analyst will design the overall architecture of IDOL's Longitudinal Workforce Database. This position will have the responsibility for designing and developing the logical and physical design of the fact and dimension tables, any staging tables needed for importing data from the various source systems, multi-dimensional and any metadata tables, views and procedures needed to support data logic, relational reporting, and troubleshooting. The Database Analyst will create and modify general computer application software or specialized utility programs, analyze user needs, and develop a software solution. The Database Analyst will analyze and design the longitudinal database within an application area, working with the Database Administrator, Computer Programmer, and Web Professionals. With these key personnel, they will coordinate changes to computer databases, testing and implementation of the database, and develop security measures to safeguard computer databases.
- *IT Programmer Analyst/ Computer Programmer* will be a contract position. This person will convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language and the Web tool. They will develop and write computer programs to store, locate, and retrieve documents, data, and information. They will work closely in Web development and in programming websites.
- *IT Security Administrator* will be a contract position. This position will develop security standards that can apply to the three relevant systems: K-12 SLDS system, Postsecondary SLDS system, and the Workforce Longitudinal Data System. They will stay abreast of latest threats and mitigation strategy as well as

design security protocol and procedure around the Workforce Database. In addition, the Security Administrator will configure, support and evaluate security tools. They will maintain security levels of the network by adhering to industry best practices while keeping up to date with appropriate patches and service updates. This position will develop methods to keep sensitive data safe, such as Social Security Numbers and Personally Identifiable Information.

- *Report Developer* will be a contract position. This position will be responsible for developing, designing, and creating reports for the Workforce Database. They will work with end users to ensure reports capture the required detail in a format specific to the needs of the end user.
- *Project Coordinator* will be a contract position. This position will be responsible for working with vendors to ensure deadlines are met and timely communication between any potential vendors.
- *Web Services Specialist/ Designer* will be a contract position. This position will help define and design the Web-based analytical reporting tools for IDOL's Longitudinal Workforce Database. This position will identify strategies, technologies, vendor and stakeholder requirements, as well as recommend instrumentation. They will coordinate activities with vendors and other service developers. They will establish application development and Web services standards based on the latest technologies and best practices. It is essential they work with developers to ensure that standards are communicated, understood, and implemented. The web services specialist will design, create and modify Web tools for data analysis and reporting, analyze user needs to implement website content, graphics, performance and capacity, convert written and graphic components to agency and partner compatible Web formats, use software design to create Web and multimedia content.
- *Technical Writer* will be a contract position. This position will develop and maintain user and technical documentation as well as project process documentation. The Technical Writer is able to put procedures in a logical sequence by understanding the technology and user's view of applications.
- *Database, Web Server, & Storage Area Network, Terabytes (San/ TB)* There will be four database servers and four web servers to host the P-20 Workforce data, the Workforce Longitudinal Database, and reports. There will 20 terabytes of storage to house the data.
- *Operating System* The server operating system.

- *SQL* The database software for the system.
- *Research Sub-grant* An RFP will be sent out to the postsecondary institutions to evaluate and conduct studies with the P-20 Workforce data system. The institutions will conduct in-depth research and analysis for one or more of the following:
 - barriers to postsecondary education
 - skill gaps in the workforce
 - the employment rates of students from various institutions over time
 - the earnings of student from various postsecondary institutions and programs over time
 - the academic demographics of those successfully employed over time
 - the percent of Idaho's high school students who continue to work in the state and how it changes over time
 - number of college students employed while in school and the impact to academic performance and attainment
 - the number of adults returning to postsecondary institutions for additional training.
- *Travel* As part of the grant requirements, travel is required for two key project team members to attend one required meeting per year for each of the three years of the grant implementation. The budget includes funding a third participant due to the additional labor track at the conferences. Funds have also been budgeted for one additional trip per person to visit with other states on specific topics or attend an additional Institute of Education Sciences conference.
 - Estimated Total Cost: \$27,000 (\$1,500 per person / per trip)
 - Justification: This cost will cover airfare, transportation, and any per-diem. It will not be used to cover labor costs.

Objective 2 – EDUID enhancements

Estimated Total Cost: \$267,934

- State Funded Resources
 - SBOE-Andy Mehl, SLDS Project Coordinator, 10% of time devoted to this objective at no cost to the project. Andy will be the Grant Administrator and will be the Program Manager for the overall project. Andy will maintain the master schedule including collecting project status and updating GRADS 360. Andy is solely responsible to the SBOE for the completion of the P-20 SLDS.
- Grant Funded Resources
 - *IT Programmer Analyst/ Computer Programmer* (See descriptor from Objective 1)
 - *Technical Assistant* (See descriptor from Objective 1)
 - *Database Project Manager* (See descriptor from Objective 1)
 - *Report Developer* (See descriptor from Objective 1)
 - *Technical Writer* (See descriptor from Objective 1)
 - *Research Analyst* (See descriptor from Objective 1)
 - *Sub-grant Institutions* Sub-grants will be available to the schools and institutions to rework systems as needed to comply with the enhanced EDUID requirements.

Objective 3 – Research Request Workflow

Estimated Total Cost: \$262,957

- State Funded Resources
 - Andy Mehl, SLDS Project Coordinator, 10% of time devoted to this objective at no cost to the project. Andy will be the Grant Administrator and will be the Program Manager for the overall project. Andy will maintain the master schedule including collecting project status and updating GRADS 360. Andy is solely responsible to the State Board for the completion of the P-20 SLDS.
 - SBOE designated staff under Objective 1.
 - *Deputy Attorney General* - Labor's Legal Bureau has a staff of four attorneys, one paralegal and one administrative assistant. For this grant, the department would tap the talents of the lawyers responsible for authoring current agreements with the institutions of higher education and renegotiating all existing grants. This individual will be responsible for working out the details of the necessary

cooperative agreement between the State Board of Education for the exchange of data including Social Security numbers. This lawyer will work closely with the department's Policy Committee and **the Institutional Review Board** to ensure confidentiality and privacy procedures, policies, protocols, rules and laws are followed and will assess the impact of state and federal regulations, advising the department on implementation and compliance.

- Web Hosting
- Grant Funded Resources
 - *IT Programmer Analyst/ Computer Programmer* (See descriptor from Objective 1)
 - *Technical Assistant* (See descriptor from Objective 1)
 - *Project Coordinator* (See descriptor from Objective 1)
 - *Report Developer* (See descriptor from Objective 1)
 - *Research Analyst* (See descriptor from Objective 1)

Additional Resources:

In addition to the Key Personnel and Consultants listed, expertise and input will also be required from the following resources:

- The participants of the Data Management Council
- Institutional Registrars and Institutional Researchers

Procurement Notes

All grant applications require the approval of the Division of Financial Management. They have approved this grant application.

Statewide Contracts

State agencies can contact a vendor directly to purchase goods or services at terms, conditions, and rates specified in the contract. The use of these contracts are governed by Idaho Code § 67-5726(4) which reads in part "No officer or employee shall fail to utilize an open contract without justifiable cause for such action."

Public Agency (PA) Clause:

Contract prices, terms, and conditions shall be extended to State of Idaho agencies, departments, divisions, bureaus, universities, institutions, and so forth as per the specifications of the contract. Contract prices, terms, and conditions may be extended to other public agencies as defined in § 67-2327 of the Idaho Code, which reads:

"Public Agency means any city or political subdivision of this state, including but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho."

It is the responsibility of the public agency to independently contract with the vendor and/or comply with any other applicable provision of Idaho Code governing public contracts.

The agencies use a Project Service Order (hereinafter "PSO") as a Request for Quotes with the prequalified vendors. The vendors have 5 working days to respond with resources and rates within the guidelines. This process will be utilized for contracting I.T. resources where applicable.

Federally Funded Resources

FY 2012 - IDAHO SLDS GRANT BUDGET

Outcome #1: Develop Labor Longitudinal Database and link to K-12 and Postsecondary

	FTE%	Year 1	Year 2	Year 3	3-Year Total
1 Personnel					
	Total Personnel	\$0	\$0	\$0	\$0
2 Fringe Benefits					
	Total Fringe Benefits	\$0	\$0	\$0	\$0
3 Travel					
Travel		9,000	9,000	9,000	\$27,000
	Total Travel	\$9,000	\$9,000	\$9,000	\$27,000
4 Equipment					
Servers					
Application Servers	2y1,2y3	20000		20000	40,000
Web Servers	2y1,2y3	20000		20000	\$40,000
Operating System	2y1,2y3	5000		5000	\$10,000
SQL Software	2y1,2y3	50000		50000	\$100,000
SAN Storage	10TBy1,10TBy3	50000		50000	\$100,000
	Total Equipment	\$145,000		\$145,000	\$290,000
5 Supplies					
	Total Supplies				\$0
6 Contractual					
DBA IDOL	22% y1	44,702	0	0	\$44,702
Programmer/Analyst IDOL	100% y1,2,3	179,566	179,566	179,566	\$538,698
Programmer/Analyst IDOL	100%y2,24%y3		179,566	44,902	\$224,468
Project Coordinator	22% y1, 3% y3	27,886		3,840	\$31,726
Report Developer IDOL	28%y1,5%y2,100%y3	43,615	8,400	156,000	\$208,015
Research Analyst IDOL	12%y1,14%y2	13,970	16,348	0	\$30,318
Security IDOL	4%y1,5%y3	6,906	0	8,633	\$15,539
Tech Writer	8%y1,15%y3	8,770	0	17,539	\$26,309
Web Services	6%y1,100%y2	8,387	142,355	0	\$150,742
DB Project Manager	100%	156,000	156,000	156,000	\$468,000
Programmer / Analyst	26%y1,78%y3	24,336	0	73,008	\$97,344
Research Analyst IDOL	50%y1,50%y2,50%y3	57,200	57,200	57,200	\$171,600
Technical Assistant	80%y1,90%y2,100y3	42,232	47,511	52,790	\$142,534
	Total Contractual	\$613,571	\$786,946	\$749,479	\$2,149,996
7 Construction					
	Total Construction				
8 Other					

Idaho State Board of Education

Research Grant	1ea	0	0	110,000	\$110,000
Total Other		\$0	\$0	\$110,000	\$110,000
Direct Cost Total		\$767,571	\$795,946	\$1,013,479	\$2,576,996
Indirect Cost Total (22.2%)		\$13,098	\$13,098	\$13,098	\$39,294
TOTAL - Deliverable # 1					
TOTAL		\$780,669	\$809,044	\$1,026,577	\$2,616,290
Outcome #2: EDUID Enhancements					
	FTE%	Year 1	Year 2	Year 3	3-Year Total
1 Personnel					
Total Personnel		\$0	\$0	\$0	\$0
2 Fringe Benefits					
Total Fringe Benefits		\$0	\$0	\$0	\$0
3 Travel					
Total Travel		\$0	\$0	\$0	\$0
4 Equipment					
Total Equipment		\$0	\$0	\$0	\$0
5 Supplies					
Total Supplies		\$0	\$0	\$0	\$0
6 Contractual					
Project Coordinator	8% y1	9,600	0	0	\$9,600
Report Developer	6%y1	9,000			\$9,000
Tech Writer	23% y1	26,309	0		\$26,309
Research Analyst	9%y1,3%y2	10,052	3,148	0	\$13,200
Programmer / Analyst	67%y1	62,712			\$62,712
Technical Assistant	10%y1	5,279			\$5,279
Total Contractual		\$122,952	\$3,148	\$0	\$126,100
7 Construction					
Total Construction		\$0	\$0	\$0	\$0
8 Other					
Subgrant School Districts	150 ea (max)	112,500			\$112,500
Subgrant - Institutions	8 ea (max)	8,000			\$8,000

Idaho State Board of Education

0

	Total Other	\$120,500	\$0	\$0	\$120,500
Direct Cost Total		\$243,452	\$3,148	\$0	\$246,600
Indirect Cost Total (22.2%)		\$11,100	\$0	\$0	\$21,334
TOTAL - Deliverable # 2					
	TOTAL	\$254,552	\$3,148	\$0	\$267,934

Outcome #3: Research Request website

	FTE%	Year 1	Year 2	Year 3	3-Year Total
1 Personnel					
	Total Personnel	\$0	\$0	\$0	\$0
2 Fringe Benefits					
	Total Fringe Benefits	\$0	\$0	\$0	\$0
3 Travel					
	Total Travel	\$0	\$0	\$0	\$0
4 Equipment					
	Total Equipment	\$0	\$0	\$0	\$0
5 Supplies					
	Total Supplies	\$0	\$0	\$0	\$0
6 Contractual					
Project Coordinator	8% y1, 5%y2	9,865	6,096		\$15,961
Report Developer	5%y2, 23%y3		8,400	36,000	\$44,400
Research Analyst	12% y2		13,200		\$13,200
Web Services	35% y2		49,277	0	\$49,277
Programmer / Analyst	7%y1, 100%y2,22%y3	6,552	93,600	20,592	\$120,744
Technical Assistant	10%y1,10%y2	5,279	5,279		\$10,558
	Total Contractual	\$21,696	\$175,852	\$56,592	\$254,140
7 Construction					
	Total Construction	\$0	\$0	\$0	\$0
8 Other					
	Total Other	\$0	\$0	\$0	\$0
Direct Cost Total		\$21,696	\$175,852	\$56,592	\$254,140
Indirect Cost Total (22.2%)		\$4,817	\$2,000	\$2,000	\$8,817

Idaho State Board of Education

TOTAL - Deliverable # 3					
TOTAL		\$26,513	\$177,852	\$58,592	\$262,957
Grand Total					
	FTE%	Year 1	Year 2	Year 3	3-Year Total
1 Personnel					
Total Personnel		\$0	\$0	\$0	\$0
2 Fringe Benefits					
Total Fringe Benefits		\$0	\$0	\$0	\$0
3 Travel					
Travel		9,000	9,000	9,000	\$27,000
Total Travel		\$9,000	\$9,000	\$9,000	\$27,000
4 Equipment					
Servers					
Application Servers	2y1,2y3	20000		20000	40,000
Web Servers	2y1,2y3	20000		20000	\$40,000
Operating System	2y1,2y3	5000		5000	\$10,000
SQL Software	2y1,2y3	50000		50000	\$100,000
SAN Storage	10TBy1,10TBy3	50000		50000	\$100,000
Total Equipment		\$145,000		\$145,000	\$290,000
5 Supplies					
Total Supplies					\$0
6 Contractual					
DBA IDOL	22% y1	44,702	0	0	\$44,702
Programmer/Analyst IDOL	100%	179,566	179,566	179,566	\$538,698
Programmer/Analyst IDOL	100%y2,25%y3		179,566	44,902	\$224,468
Project Coordinator	38%y1,5%y2,3%y3	47,351	6,096	3,840	\$57,287
Report Developer	6%y1,5%y2,23%y3	9,000	8,400	36,000	\$53,400
Report Developer IDOL	28%y1,5%y2,100%y3	43,615	8,400	156,000	\$208,015
Research Analyst	9%y1,14%y2	10,052	16,348	0	\$26,400
Research Analyst IDOL	12%y1,14%y2	13,970	16,348	0	\$30,318
Security IDOL	4%y1,5%y3	6,906	0	8,633	\$15,539
Tech Writer	31%y1,15%y3	35,078	0	17,539	\$52,618
Web Services	6%y1,100%y2	8,387	142,355	0	\$150,742
Web Services	35%y2	0	49,277	0	\$49,277
DB Project Manager	100%	156,000	156,000	156,000	\$468,000
Programmer / Analyst	100%	93,600	93,600	93,600	\$280,800
Research Analyst IDOL	50%y1,50%y2,50%y3	57,200	57,200	57,200	\$171,600
Technical Assistant	100%	52,790	52,790	52,790	\$158,371
Total Contractual		\$758,219	\$965,946	\$806,071	\$2,530,236
7 Construction					

Idaho State Board of Education

		Total Construction			
8	Other				
	Research Grant	1ea	0	0	110,000
	Subgrant School Districts	150 ea (max)	0	112,500	0
	Subgrant - Institutions	8 ea (max)	0	8,000	0
	Total Other		\$120,500	\$0	\$110,000
	Direct Cost Total		\$1,032,719	\$974,946	\$1,070,071
	Indirect Cost Total (22.2%)		\$29,015	\$15,098	\$15,098
	Grand Total		\$1,061,734	\$990,044	\$1,085,169
	Grand Total		\$1,061,734	\$990,044	\$1,085,169
					\$3,136,946

FY 2012 - IDAHO SLDS GRANT BUDGET

Outcome #1: Develop Labor Longitudinal Database and link to K-12 and Postsecondary

			Salary / Contractor Annual Rate / Unit Count	FTE%	Year 1	Year 2	Year 3	3-Year Total	Additional Notes
1 Personnel									
Total Personnel					\$0	\$0	\$0	\$0	
2 Fringe Benefits									
Total Fringe Benefits					\$0	\$0	\$0	\$0	
3 Travel									
Travel					9,000	9,000	9,000	\$27,000	* covers entire project
Total Travel					\$9,000	\$9,000	\$9,000	\$27,000	
4 Equipment									
Servers									
Application Servers		10,000	2y1,2y3		20000		20000	40,000	
Web Servers		10,000	2y1,2y3		20000		20000	\$40,000	
Operating System		2,500	2y1,2y3		5000		5000	\$10,000	
SQL Software		25,000	2y1,2y3		50000		50000	\$100,000	
SAN Storage		5,000	10TBy1,10TBy3		50000		50000	\$100,000	
Total Equipment					\$145,000		\$145,000	\$290,000	
5 Supplies									
Total Supplies								\$0	
6 Contractual									
* local - no travel costs									
DBA IDOL		201,926	97 22% y1		44,702	0	0	\$44,702	*utilize existing state contracts
Programmer/Analyst IDOL		179,566	86 100% y1,2,3		179,566	179,566	179,566	\$538,698	
Programmer/Analyst IDOL		179,566	86 100%y2,24%y3			179,566	44,902	\$224,468	
Project Coordinator		124,800	60 22% y1, 3% y3		27,886		3,840	\$31,726	
Report Developer IDOL		156,000	75 28%y1,5%y2,100%y3		43,615	8,400	156,000	\$208,015	
Research Analyst IDOL		114,400	55 12%y1,14%y2		13,970	16,348	0	\$30,318	
Security IDOL		179,566	86 4%y1,5%y3		6,906	0	8,633	\$15,539	
Tech Writer		114,005	55 8%y1,15%y3		8,770	0	17,539	\$26,309	
Web Services		142,355	68 6%y1,100%y2		8,387	142,355	0	\$150,742	
DB Project Manager		156,000	75 100%		156,000	156,000	156,000	\$468,000	
Programmer / Analyst		93,600	45 26%y1,78%y3		24,336	0	73,008	\$97,344	*split between all objectives
Research Analyst IDOL		114,400	55 50%y1,50%y2,50%y3		57,200	57,200	57,200	\$171,600	
Technical Assistant		52,790	25 80%y1,90%y2,100y3		42,232	47,511	52,790	\$142,534	* 1FTE split between objectives
Total Contractual					\$613,571	\$786,946	\$749,479	\$2,149,996	
7 Construction									
Total Construction									
8 Other									
Research Grant		1ea	110,000		0	0	110,000	\$110,000	
Total Other					\$0	\$0	\$110,000	\$110,000	
Direct Cost Total					\$767,571	\$795,946	\$1,013,479	\$2,576,996	
Indirect Cost Total (22.2%)					\$13,098	\$13,098	\$13,098	\$39,294	* only on 1st \$25K ea sub * no indirect on equipment
TOTAL - Deliverable # 1									
TOTAL					\$780,669	\$809,044	\$1,026,577	\$2,616,290	

Notes:

Outcome #2: EDUID Enhancements

		Salary / Contractor Annual Rate / Unit	FTE%	Year 1	Year 2	Year 3	3-Year Total	Additional Notes
1 Personnel		Count						
	Total Personnel			\$0	\$0	\$0	\$0	
2 Fringe Benefits								
	Total Fringe Benefits			\$0	\$0	\$0	\$0	
3 Travel								
	Total Travel			\$0	\$0	\$0	\$0	
4 Equipment								* use existing environment
	Total Equipment			\$0	\$0	\$0	\$0	
5 Supplies								
	Total Supplies			\$0	\$0	\$0	\$0	
6 Contractual								
Project Coordinator	124,800	60	8% y1	9,600	0	0	\$9,600	
Report Developer	156,000	75	6%y1	9,000			\$9,000	
Tech Writer	114,005	55	23% y1	26,309	0		\$26,309	
Research Analyst	114,400	55	9%y1,3%y2	10,052	3,148	0	\$13,200	
Programmer / Analyst	93,600	45	67%y1	62,712			\$62,712	
Technical Assistant	52,790	25	10%y1	5,279			\$5,279	* 1FTE split between objectives
	Total Contractual			\$122,952	\$3,148	\$0	\$126,100	
7 Construction								
	Total Construction			\$0	\$0	\$0	\$0	
8 Other								
Subgrant School Districts	150 ea (max)	750		112,500			\$112,500	
Subgrant - Institutions	8 ea (max)	1,000		8,000			\$8,000	
							0	
	Total Other			\$120,500	\$0	\$0	\$120,500	
Direct Cost Total				\$243,452	\$3,148	\$0	\$246,600	
Indirect Cost Total (22.2%)				\$11,100	\$0	\$0	\$21,334	
TOTAL - Deliverable #2								
	TOTAL			\$254,552	\$3,148	\$0	\$267,934	

Notes:

Outcome #3: Research Request website

			Salary / Contractor Annual Rate / Unit Count	FTE%	Year 1	Year 2	Year 3	3-Year Total	Additional Notes
1 Personnel									
Total Personnel					\$0	\$0	\$0	\$0	
2 Fringe Benefits									
Total Fringe Benefits					\$0	\$0	\$0	\$0	
3 Travel									
Total Travel					\$0	\$0	\$0	\$0	
4 Equipment									
* use existing environment									
Total Equipment					\$0	\$0	\$0	\$0	
5 Supplies									
Total Supplies					\$0	\$0	\$0	\$0	
6 Contractual									
Project Coordinator	124,800	60	8% y1, 5%y2		9,865	6,096		\$15,961	
Report Developer	156,000	75	5%y2, 23%y3			8,400	36,000	\$44,400	
Research Analyst	114,400	55	12% y2			13,200		\$13,200	
Web Services	142,355	68	35% y2			49,277	0	\$49,277	
Programmer / Analyst	93,600	45	7%y1, 100%y2,22%y3		6,552	93,600	20,592	\$120,744	
Technical Assistant	52,790	25	10%y1,10%y2		5,279	5,279		\$10,558	* 1FTE split between objectives
Total Contractual					\$21,696	\$175,852	\$56,592	\$254,140	
7 Construction									
Total Construction					\$0	\$0	\$0	\$0	
8 Other									
Total Other					\$0	\$0	\$0	\$0	
Direct Cost Total					\$21,696	\$175,852	\$56,592	\$254,140	
Indirect Cost Total (22.2%)					\$4,817	\$2,000	\$2,000	\$8,817	
TOTAL - Deliverable # 3									
TOTAL					\$26,513	\$177,852	\$58,592	\$262,957	

Notes:

**SUPPLEMENTAL INFORMATION
REQUIRED FOR
DEPARTMENT OF EDUCATION GRANTS**

1. Project Director:

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:
<input type="text"/>	John	Andrew	Mehl	<input type="text"/>

Address:

* Street1:	650 W. State Street
Street2:	<input type="text"/>
* City:	Boise
County:	<input type="text"/>
* State:	ID: Idaho
* Zip Code:	83720
* Country:	USA: UNITED STATES

* Phone Number (give area code) Fax Number (give area code)

<input type="text" value="208-332-1586"/>	<input type="text" value="208-334-2632"/>
---	---

Email Address:

<input type="text" value="andy.mehl@osbe.idaho.gov"/>

2. Applicant Experience:

Novice Applicant ☐ Yes ☐ No ☒ Not applicable to this program

3. Human Subjects Research

Are any research activities involving human subjects planned at any time during the proposed project Period?

☐ Yes ☒ No

Are ALL the research activities proposed designated to be exempt from the regulations?

☐ Yes Provide Exemption(s) #:

<input type="text"/>

☐ No Provide Assurance #, if available:

<input type="text"/>

Please attach an explanation Narrative:

<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
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ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

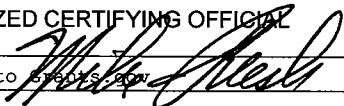
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov </p>	<p>* TITLE</p> <p>Executive Director</p>
<p>* APPLICANT ORGANIZATION</p> <p>State Board of Education</p>	<p>* DATE SUBMITTED <i>1-12-2012</i></p> <p>Completed on submission to Grants.gov</p>

Standard Form 424B (Rev. 7-97) Back

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

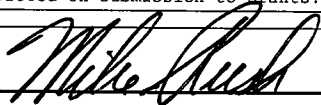
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION State Board of Education	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: Dr.	* First Name: Mike Middle Name:
* Last Name: Rush	Suffix:
* Title: Executive Director	
* SIGNATURE: Completed on submission to Grants.gov	* DATE: Completed on submission to Grants.gov



1-12-2012

Grand Total

			Salary / Contractor Annual Rate / Unit Count	FTE%	Year 1	Year 2	Year 3	3-Year Total	Additional Notes
1 Personnel									
Total Personnel					\$0	\$0	\$0	\$0	
2 Fringe Benefits									
Total Fringe Benefits					\$0	\$0	\$0	\$0	
3 Travel									
Travel					9,000	9,000	9,000	\$27,000	* covers entire project
Total Travel					\$9,000	\$9,000	\$9,000	\$27,000	
4 Equipment									
Servers									
Application Servers		10,000	2y1,2y3		20000		20000	40,000	
Web Servers		10,000	2y1,2y3		20000		20000	\$40,000	
Operating System		2,500	2y1,2y3		5000		5000	\$10,000	
SQL Software		25,000	2y1,2y3		50000		50000	\$100,000	
SAN Storage		5,000	10TBy1,10TBy3		50000		50000	\$100,000	
Total Equipment					\$145,000		\$145,000	\$290,000	
5 Supplies									
Total Supplies								\$0	
6 Contractual									
* local - no travel costs									
DBA IDOL		201,926	97 22% y1		44,702	0	0	\$44,702	*utilize existing state contracts
Programmer/Analyst IDOL		179,566	86	100%	179,566	179,566	179,566	\$538,698	
Programmer/Analyst IDOL		179,566	86 100%y2,25%y3			179,566	44,902	\$224,468	
Project Coordinator		124,800	60 38%y1,5%y2,3%y3		47,351	6,096	3,840	\$57,287	
Report Developer		156,000	75 6%y1,5%y2,23%y3		9,000	8,400	36,000	\$53,400	
Report Developer IDOL		156,000	75 28%y1,5%y2,100%y3		43,615	8,400	156,000	\$208,015	
Research Analyst		114,400	55 9%y1,14%y2		10,052	16,348	0	\$26,400	
Research Analyst IDOL		114,400	55 12%y1,14%y2		13,970	16,348	0	\$30,318	
Security IDOL		179,566	86 4%y1,5%y3		6,906	0	8,633	\$15,539	
Tech Writer		114,005	55 31%y1,15%y3		35,078	0	17,539	\$52,618	
Web Services		142,355	68 6%y1,100%y2		8,387	142,355	0	\$150,742	
Web Services		142,355	68 35%y2		0	49,277	0	\$49,277	
DB Project Manager		156,000	75	100%	156,000	156,000	156,000	\$468,000	
Programmer / Analyst		93,600	45	100%	93,600	93,600	93,600	\$280,800	*used on all objectives
Research Analyst IDOL		114,400	55 50%y1,50%y2,50%y3		57,200	57,200	57,200	\$171,600	
Technical Assistant		52,790	25	100%	52,790	52,790	52,790	\$158,371	* 1FTE split between objectives
Total Contractual					\$758,219	\$965,946	\$806,071	\$2,530,236	
7 Construction									
Total Construction									
8 Other									
Research Grant		1ea	110,000		0	0	110,000	\$110,000	
Subgrant School Districts		150 ea (max)	750	0	112,500	0	0	\$112,500	
Subgrant - Institutions		8 ea (max)	1,000	0	8,000	0	0	\$8,000	
Total Other					\$120,500	\$0	\$110,000	\$230,500	
Direct Cost Total					\$1,032,719	\$974,946	\$1,070,071	\$3,077,736	
Indirect Cost Total (22.2%)					\$29,015	\$15,098	\$15,098	\$59,211	
Grand Total									
Grand Total					\$1,061,734	\$990,044	\$1,085,169	\$3,136,947	