Data Quality Plan Template

	Data Quality Plan Template Questions
General	**1. Name of the data asset to be collected, created, or otherwise managed.***
	Part D Discretionary Grant Application Package – Individuals with Disabilities Education Act (1894-0001)
	2. Who is (are) the main point(s)of contact for data quality activities associated with this data asset?
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Utility	**3. What are the primary purposes of this data asset?**
	The collection of information (application for grants) is necessary to ensure that potential applicants provide the information necessary for the Department of Education to ascertain the eligibility of the applicant and determine the programmatic responsiveness and technical quality of the application.
	4. If you have identified potential secondary uses for this data asset, please describe and indicate if you've consulted the agency's Evaluation Officer or Statistical Official.
	None identified.
	5. Have you identified opportunities for interoperability of this data asset with the rest of the Department's data?
	For each applicant/respondent, the applicant's unique entity identifier (UEI) is collected on the SF-424 available in Grants.gov. For each applicant/respondent, the applicant's proposed budget is collected on the ED-524 available in Grants.gov. Reporting this information is required. Alignment with Common Education Data Standards is unknown.
	6. Please indicate any alignment with focus areas in the ED Learning Agenda*
	☐Address the impact of the COVID-19 pandemic on students, educators, and faculty ☐Promote equity in student access to educational resources, opportunities, and inclusive environments ☒Support a diverse and talented educator workforce and professional growth to strengthen student learning ☐Meet students' social, emotional, and academic needs ☐Increase postsecondary value by focusing on equity-conscious strategies to address affordability, completion, post-enrollment success, and support for inclusive institutions ☐Effectively manage federal student aid programs ☐Not applicable

7. What are the data quality dimensions, measures, and targets? *

Dimension	Measure	Target
Timeliness	Applicants are required to submit their applications by the deadline due date specified in Grants.gov and in the Notice Inviting Applications (NIA), which is published in the Federal Register and available on ED's website.	100%
Completeness	Applicants are required to submit complete applications in the Grants.gov system.	100%

8. How are the data standards documented? *

Data standards are documented in Grants.gov.

9. How are you communicating with data submitters to convey data quality expectations and provide assistance?

Notices Inviting Applications (NIAs): NIAs are published in the Federal Register and available on ED's website. NIAs provide deadline dates, background information, statutory and ED priorities, and application/programmatic requirements for potential applicants.

Pre-Application Webinars: Hosted, recorded, and posted that discuss reporting requirements, data standards, and reporting system navigation.

(Left margin labels: General, Utility, Objectivity)

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Email: Email communications occur before and during collection windows addressing reporting requirements. **Grants.gov Help Desk:** Staffed year-round to provide direct technical assistance to applicants.
10. What are the data cleaning procedures and when are they applied?
The Department will not clean or otherwise modify data on behalf of the applicant. The applicant must clean their own data in advance of submission to ensure it meets minimum standards.
11. What are the data quality assessment activities and timeline?
The Grants.gov Help Desk provides technical assistance to applicants prior to and during data collection windows to support resolution of business rules and associated data quality issues. Following the data collection window, the agency will conduct a data quality assessment of submitted applications. Any new data quality issues are addressed on a case-by-case basis with the applicant. Any applicant failing to meet application expectations is notified by the program office of their application ineligibility.
12. In what ED system will this data asset be stored?
The Grants.gov system transmits the electronic applications to G5 (ED's Grants Management System).

Integr

* Item will be published on the Open Data Platform.