

**PREPARATION OF SPECIAL EDUCATION,
EARLY INTERVENTION, AND RELATED
SERVICES LEADERSHIP PERSONNEL
EARLY CHILDHOOD PERSONNEL EQUITY CENTER
(ASSISTANCE LISTING NUMBER 84.325C)
APPLICANT INFORMATION SESSION**

- ▶ **Slides are for guidance only** and information has been summarized due to logistics of the webinar.
- ▶ **Read the entire Notice Inviting Applications (Notice or NIA), Application Package,** and any additional information available.
- ▶ **Review the recorded webinar** entitled “*Applying for Office of Special Education Programs Discretionary Grants*” for additional information.
- ▶ **[OSEPIdeasThatWork.org](https://www.osepideas.org)**

- ▶ **Notice Inviting Applications published: March 17, 2022**
- ▶ **Application Deadline: May 16, 2022**
 - No later than 11:59:59 pm **Eastern Time** (Washington DC)
 - Must allow time for the application to upload
 - Apply Early

- ▶ **Dear Applicant Letter**
- ▶ **Notice Inviting Applications**
 - Federal Register Notice
 - Grants.gov System Submission Procedures and Tips for Applicants
- ▶ **Priority Description and Selection Criteria**
- ▶ **General Information**
- ▶ **Required Forms**

Program Information

Purpose and Absolute Priority

Eligible Applicants

Funding Levels

Purpose is to:

- 1. Help address State-identified needs for personnel** -in special education, early intervention, related services, and regular education- to work with children, including infants, toddlers, and youth, with disabilities; and
- 2. Ensure that those personnel have the necessary skills and knowledge**, derived from practices that have been determined through scientifically based research and experience, **to be successful in serving those children.**

84.325C Absolute Priority

The purpose of this priority is to fund a **cooperative agreement** to establish and operate a national **Early Childhood Personnel Equity Center** to improve outcomes for young children with disabilities by:

- increasing the number of early childhood personnel and faculty from **racially, ethnically, and linguistically diverse backgrounds**, and
- enhancing **equity content** within early childhood preparation programs

For the purposes of this priority, “early childhood personnel” include early childhood educators, early interventionists, early childhood special educators, and related services providers that provide services to young children with disabilities and their families.

Eligible Applicants

- ▶ State educational agencies (SEAs)
- ▶ Local educational agencies (LEAs), including public charter schools that are considered LEAs under State law;
- ▶ Institutions of Higher Education (IHEs);
- ▶ Other public agencies;
- ▶ Private nonprofit organizations;
- ▶ Freely associated States and outlying areas;
- ▶ Indian Tribes or Tribal organizations; and
- ▶ For-profit organizations.

- ▶ For a single budget period of 12 months, **one award** not to exceed **\$2,000,000 (\$2 million)** will be made
- ▶ Project period: Up to 60 months

Competition Information

Expected Outcomes and Activities

Application Narrative and Selection Criteria

Application and General Requirements

Expected Project Outcomes

1. Increased capacity of institutions of higher education (IHEs) with early childhood preparation programs to develop, implement, and sustain a program of study centered within an **equity framework**.
2. Increased capacity of States to revise and implement **State personnel standards**.
3. Increased capacity of IHEs at the associate, bachelor's, master's, and doctoral levels **to attract, prepare, and graduate scholars from racially, ethnically, and linguistically diverse backgrounds**
4. Increased capacity of States, local educational agencies (LEAs), and early intervention service providers to **address personnel shortages**
5. Increased capacity of IHEs to **recruit and retain faculty from racially, ethnically, and linguistically diverse backgrounds**

- ▶ **Significance**
- ▶ **Quality of Project Services**
- ▶ **Quality of the Project Evaluation**
- ▶ **Adequacy of Resources and Quality of Project Personnel**
- ▶ **Quality of the Management Plan**

Address current and emerging needs –

- ▶ to strengthen early childhood preservice preparation
- ▶ of early childhood preparation programs to attract, prepare, and graduate scholars from **racially, ethnically, and linguistically diverse backgrounds**

Address the needs of –

- ▶ **States to partner with IHEs** to address the current shortages of personnel
- ▶ IHEs to **attract and retain faculty from racially, ethnically, and linguistically diverse backgrounds** into early childhood preparation programs.

Improve the capacity of—

- ▶ **The early childhood workforce to deliver equitable interventions and services**

Demonstrate how the project will -

- ▶ **Ensure equal access and treatment for members of groups that have traditionally been underrepresented;**
- ▶ **Achieve its goals, objectives and intended outcomes;**
- ▶ **Use a conceptual framework;**
- ▶ **Be based on current research and make use of EBPs;**

Demonstrate how the project will -

- ▶ **Develop products and provide services that are of high quality and sufficient intensity and duration to achieve the intended outcomes** of this proposed project; including how the proposed project intends to develop the knowledge base of -
 - i. **An equity framework;**
 - ii. **A professional development framework**
 - iii. **State personnel standards**
 - iv. **Recruitment and retention frameworks**

▶ **Demonstrate how the project will approach -**

- Universal, general TA
- Targeted TA
- Intensive TA

➤ **Demonstrate how the project will -**

- Develop products and implement services that maximize efficiency;
- Develop a dissemination plan

The applicant must provide an assurance that, in **designing the evaluation plan**, it will work in collaboration with the **Center to Improve Program and Project Performance (CIPP)** to:

- Revise the logic model
- Refine and revise the evaluation plan

<https://www.cippsite.org/SitePages/Home.aspx>

Demonstrate in the narrative section that the proposed project will -

- ▶ **Encourage employment of traditionally underrepresented personnel;**
- ▶ Engage key personnel, consultants, & subcontractors that have the **qualification and experience needed;**
- ▶ **Have adequate resources** to carry out proposed activities; and
- ▶ Incur **costs are reasonable** in relation to the anticipated results and benefits

Demonstrate in the narrative section how the proposed management plan will -

- ▶ Ensure the project's **intended outcomes are achieved on time and within budget;**
- ▶ **Allocate key project personnel and any consultants and subcontractors** to achieve intended outcomes;

Demonstrate how the project will-

- Ensure products and services are of **high quality, relevant, and useful** to recipients;
- Benefit from a **diversity of perspectives.**

Selection Criteria

▶ Significance	10 points
▶ Quality of Project Services	35 points
▶ Quality of the Project Evaluation	15 points
▶ Adequacy of Resources and Quality of Project Personnel	20 points
▶ Quality of the Management Plan	20 points
• •	<hr/> 100 points

Address requirements that include -

- ▶ In Appendix A, **personnel-loading charts and timelines** to illustrate the management plan described in the narrative;
- ▶ In the budget, sufficient funding to support –
 - **attendance at meetings** sponsored by the Department as specified in the Notice;
 - Five-percent **annual set-aside** to address emerging issues consistent with the project;

- ▶ **Engage doctoral scholars and post-doctoral fellows** in the project;
- ▶ **Maintain a high-quality website**, with an easy-to-navigate design, that meets or exceeds government or industry-recognized standards for accessibility
- ▶ Ensure that **annual progress toward meeting project goals is posted** on the project website; and
- ▶ Assurance to **assist OSEP with the transfer of pertinent resources and products and to maintain the continuity of services**

Submission Information

Application Submission

Submission Tips

Ineligible Applications

Application Tips

- ▶ Applications must be **submitted electronically using Grants.gov.**
- ▶ Applications may **NOT** be submitted via email.
- ▶ Applications must be submitted no later than 11:59:59 p.m., Eastern Time, on **May 16, 2022.**
- ▶ Application narrative sections and all other attachments to the application must be **uploaded as a PDF read-only, non-modifiable format (preferred) or Microsoft Word file.**

- ▶ **Register early.** Grants.gov may take five or more business days to complete. Be sure that your registration with the System for Award Management (SAM) is current.
- ▶ **Submit early.** Don't wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.
- ▶ **Verify submission is ok.** Verify that Grants.gov received your submission on time and that it was validated successfully.

- ▶ Maximum funding level is noted in the Notice.
- ▶ Recommended organization, page limits, spacing, and font sizes facilitate the application review process.
- ▶ Read-only, non-modifiable PDF files facilitate the consolidating of application elements and review process.
- ▶ Read carefully “Grants.gov Submission Procedures and Tips for Applicants” found in section B of the application package.
- ▶ Ask. If you have questions, contact the competition manager to clarify.

Ineligible Applications

- ▶ Duplicate applications
- ▶ Applications received after deadline
- ▶ Applications not addressing the published priority
- ▶ Application not from an eligible applicant

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