

# PARENT TRAINING AND INFORMATION CENTERS (ALN 84.328R)

APPLICANT ORIENTATION

# Note Regarding Webinar

- ▶ Slides are for guidance only and information has been summarized due to logistics of the webinar.
- ▶ Please read the entire notice inviting applications, instructions, and all other references or related statutes, regulations, instructions, etc.
- ▶ Please review the recorded webinar titled “Applying for Office of Special Education Programs Discretionary Grants” for additional information related to submitting an application.

- ▶ Notice Inviting Applications (NIA) published in the Federal Register January 12, 2023.
- ▶ Applications due no later than 11:59:59 p.m. Eastern Time on March 28, 2023.

# Application Package Contents

- ▶ 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

Eligible Applicants

Funding Levels

Multiple Applications

- ▶ The purpose of the Special Education Parent Information Centers program is to ensure that parents of children with disabilities receive high-quality, relevant, and useful training and information to help improve outcomes for their children
- ▶ The purpose of this priority is to fund five cooperative agreements to establish and operate one Center for Parent Information and Resources (CPIR -Focus Area 1) and four regional Parent Technical Assistance Centers (PTACs -Focus Area 2)

- ▶ Private nonprofit organizations
- ▶ **Note:** You may demonstrate your nonprofit status by the methods described in the NIA

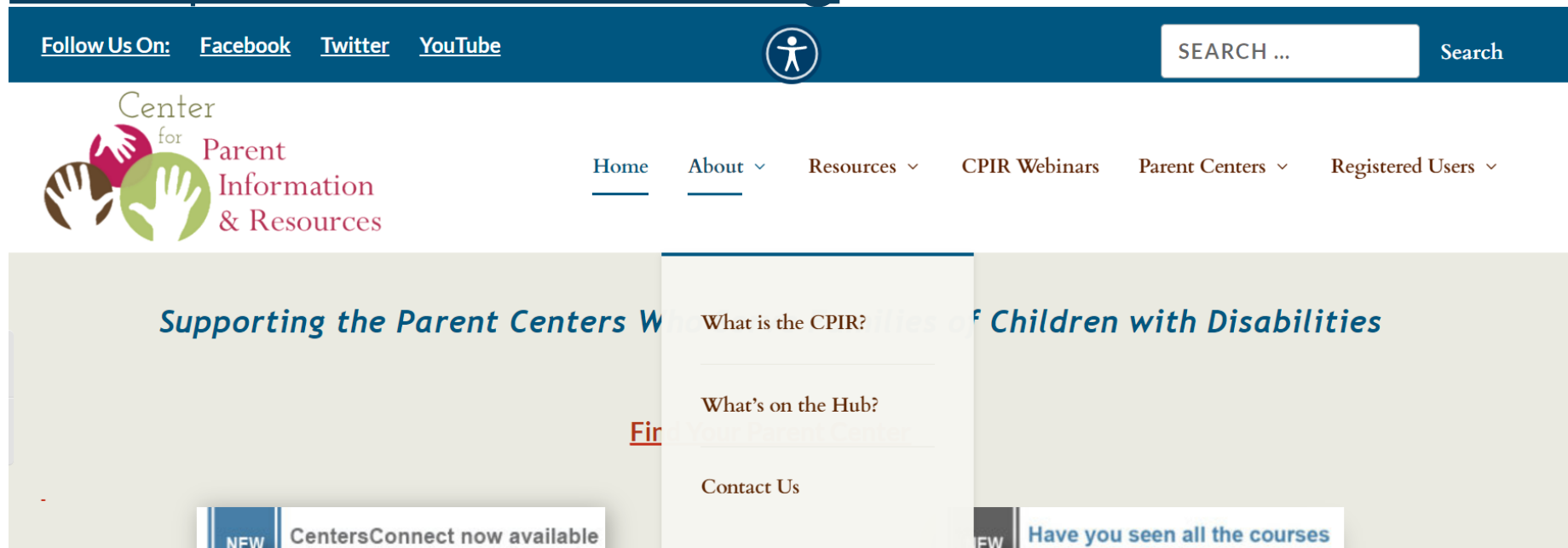
- ▶ Total funding is \$2,940,000
- ▶ Focus Area 1 (CPIR): One award not exceeding \$840,000 for a single budget period of 12 months
- ▶ Focus Area 2: Four awards not make an award exceeding \$525,000 for a single budget period of 12 months
- ▶ Both Focus Area 1 and Focus Area 2 can be funded for up to five budget periods



# Focus Area 1 - CPIR

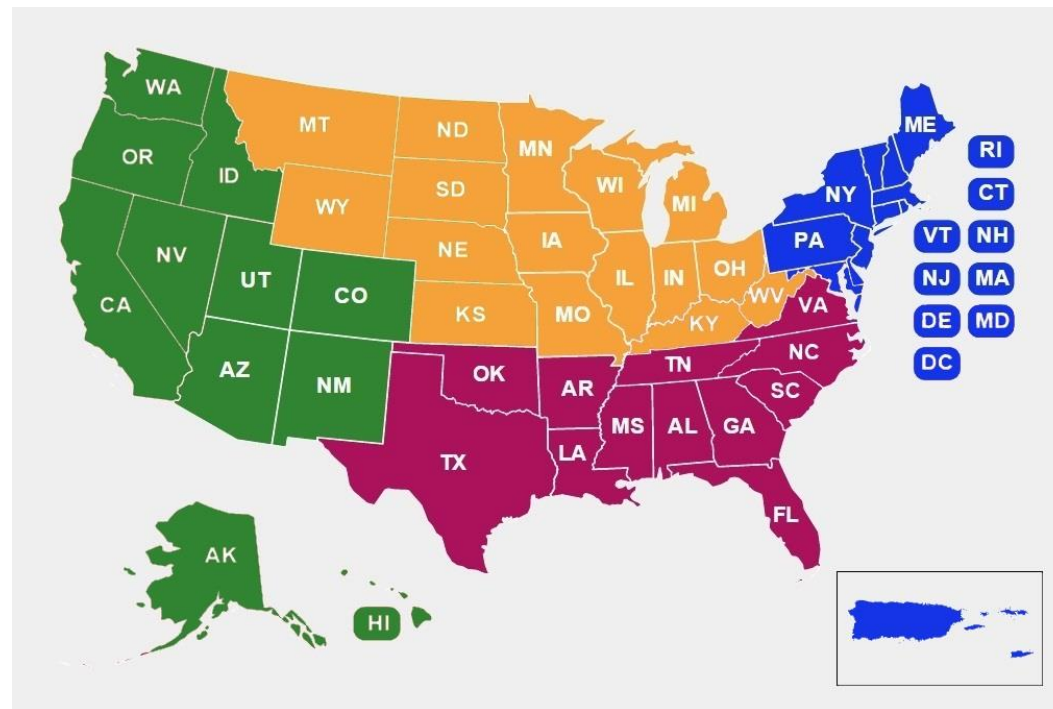


- ▶ The project will provide universal technical assistance nationally to all grant recipients funded under ALN 84.328M and ALN 84.328C and serve as a virtual hub for collaboration and training  
[www.parentcenterhub.org](http://www.parentcenterhub.org)



# Focus Area 2 – Regional PTACs

- ▶ The projects will provide targeted and intensive technical assistance to all grant recipients funded under ALN 84.328M and ALN 84.328C in their respective regions.
- ▶ **Region A – Northeast & Caribbean**
- ▶ **Region B – South**
- ▶ **Region C – Midwest**
- ▶ **Region D – West and Pacific**
- ▶ [www.parentcenterhub.org/rptacs](http://www.parentcenterhub.org/rptacs)



- ▶ An applicant may submit separate applications in more than one focus area; however, an applicant is limited to only one application in each focus area (i.e., apply for only one region under Focus Area 2).

# Competition Information

Expected Project Outcomes and Activities

Application Narrative and Selection Criteria

Application Requirements and General Requirements

- ▶ Increased parent centers' knowledge, through the development and dissemination of high-quality information and products, of: educational evidence-based practices (EBPs) and Federal and State laws and policies; effective and equitable practices in carrying out parent center activities; and effective nonprofit management practices
- ▶ Increased parent centers' use of high-quality materials and approaches to train staff in effective and equitable practices in carrying out parent center activities; and train multilingual staff in their native languages to the extent practicable

- ▶ Provide universal technical assistance through the
  - Creation and maintenance of an online, annotated repository of high-quality resources
  - Development and dissemination of family-centered resources for parent center use
  - Compilation and creation of materials to train staff
  - Compilation and creation of materials on nonprofit management
  
- ▶ Assist parent centers in the collection of annual performance data

- ▶ Increased parent center capacity to inform and train parents both virtually and in person on educational evidence-based practices (EBPs) and Federal and State laws and policies; effective and equitable practices in carrying out parent center activities; and effective nonprofit management practices
- ▶ Increased parent center capacity to reach more parents and youth and effectively provide equitable parent center services
- ▶ Increased parent center capacity to effectively manage their nonprofit organizations and projects and to provide high-quality training to staff

- ▶ Provide targeted and intensive technical assistance to increase parent centers' capacity to reach and provide services, train staff, manage their organizations
- ▶ Work with the CPIR to identify needed materials and products
- ▶ Conduct site visits at parent centers
- ▶ Use the resources housed in and developed by the CPIR and build on the CPIR's universal TA



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

- ▶ National (CPRC) and regional (RPTACs) data on the parent centers
- ▶ Knowledge of current educational issues and policy initiatives
- ▶ Knowledge of best practices in equitable adult learning, training, outreach, and evidence-based practices (EBPs)
- ▶ Knowledge of best practices in staff training and non-profit management

- ▶ Information on how the project assess the needs of parent centers nationally (CPIR) or regionally (RPTACs) and how the project will address those needs
  
- ▶ How the project will
  - provide high-quality services that increase parent centers' knowledge(CPIR) and capacity (RPTACs) to help parents and youth improve outcomes for their children
  - Use best practices in providing training and information to families and youth
  - Use technology to increase efficiency
  - Collaborate with others
  - Use expertise of parent centers

- ▶ Evaluation plan is connected to the project logic model
  
- ▶ Evaluation plan contains
  - Formative and summative evaluation questions connected to proposed logic model
  - Measurement of fidelity of implementation and project outcomes
  - Strategies for analyzing data
  - Timeline for conducting evaluation
  - Sufficient funding and staff allocation to work with a third-party evaluator

- ▶ Applicant and partners have adequate resources
- ▶ Costs are reasonable
- ▶ Encourage employment of diverse personnel
- ▶ Qualifications and expertise of key personnel and contractors

- ▶ Project meets outcomes on time and within budget
- ▶ Clearly defined responsibilities of key personnel and contractors
- ▶ Ensure a diversity of perspectives
- ▶ Ensures quality, relevance, and usefulness of project services

- ▶ Significance (10 points)
- ▶ Quality of Project Services (35 points)
- ▶ Quality of the Project Evaluation (20 points)
- ▶ Adequacy of Budget and Quality of Project Personnel (15 points)
- ▶ Quality of the Management Plan (20 points)

- ▶ Include, in Appendix A, a logic model and conceptual framework for the project
- ▶ Include, in Appendix A, personnel-loading charts and timelines, as applicable, to illustrate the management plan described in the narrative
- ▶ Include, in the budget:
  - travel funds to support the project director's attendance at one annual meeting sponsored by OSEP and an additional two-day trip to attend an OSEP-sponsored meeting
  - An annual 5% set aside to support emerging needs
- ▶ A high-quality website which includes a public posting of project progress
- ▶ An assurance to assist OSEP with the transfer of pertinent resources and products and to maintain the continuity of services



- ▶ Recipients of funding under this competition must make positive efforts to employ and advance in employment qualified individuals with disabilities (see section 606 of IDEA).
- ▶ Applicants for, and recipients of, funding must, with respect to the aspects of their proposed project relating to the absolute priority, involve individuals with disabilities, or parents of individuals with disabilities ages birth through 26, in planning, implementing, and evaluating the project (see section 682(a)(1)(A) of IDEA).

- ▶ Applicants that are parent organizations
- ▶ **Note:** Section 671 (a) (2) of the Individuals with Disabilities Education Act (IDEA) defines a “parent organization” as a private nonprofit organization (other than an institution of higher education) that--
  - (a) Has a board of directors--
    - (1) The majority of whom are parents of children with disabilities ages birth through 26;
    - (2) That includes--
      - (i) Individuals working in the fields of special education, related services, and early intervention; and
      - (ii) Individuals with disabilities; and

- ▶ **Note:** Section 671 (a)(2) of IDEA defines a “parent organization” as a private nonprofit organization (other than an institution of higher education) that--
  - (a) (3) The parent and professional members of which are broadly representative of the population to be served, including low income parents and parents of limited English proficient children; and
  - (b) Has as its mission serving families of children with disabilities who (1) are ages birth through 26, and (2) have the full range of disabilities described in section 602(3) of IDEA.
- ✓ Applicants for both focus areas may receive an additional 5 points if they meet competitive preference priority 1

# Competitive Preference Priority 2



- ▶ Applicants under Focus Area 2 only that are located in the region they propose to serve



# Submission Information

Application Submission

Submission Tips and SAM Registration

Ineligible Applications

Application Tips

- ▶ Applications must be submitted electronically in Grants.gov.
- ▶ Applications may not be submitted via email.
- ▶ Applications must be submitted no later than 11:59:59 p.m., Washington, DC time, on March 28, 2023.
- ▶ 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.

- ▶ Grantees must have a Unique Entity Identifier (UEI) and a Taxpayer Identification Number (TIN) in SAM.gov
- ▶ Be registered in the System for Award Management (SAM.gov), the Government's primary registrant database
- ▶ Provide your UEI number and TIN on your application
- ▶ Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.



# Ineligible Applications

- ▶ Applications received after deadline (March 28, 2023, at 11:59:59 p.m., Washington, DC time).
- ▶ Applications not addressing the published priority.
- ▶ Applications submitted by ineligible entities (i.e., organizations other than nonprofit parent organizations).

- ▶ Maximum funding levels for each grant are 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.

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