

PERSONNEL DEVELOPMENT TO IMPROVE SERVICES AND RESULTS FOR CHILDREN WITH DISABILITIES

NATIONAL CENTER FOR SUPPORTING SCHOOL BUILDING AND EARLY
INTERVENTION PROGRAM ADMINISTRATORS TO EFFECTIVELY IMPLEMENT
IDEA AND IMPROVE SYSTEMS SERVING CHILDREN WITH DISABILITIES
(ALN 84.325Z)

APPLICANT ORIENTATION

OFFICE OF SPECIAL EDUCATION PROGRAMS

U.S. DEPARTMENT OF EDUCATION

FY 2023

- **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**
- Please review the recorded webinar titled “**Applying for Office of Special Education Programs Discretionary Grants**” for additional information related to applying for a discretionary grant award

Application Timelines



June 29, 2023

Notice Inviting Applications published in Fed Register

August 18, 2023

Application Deadline at 11:59:59 pm Eastern Time

September 30, 2023

New Award will be announced on or before

One New Award in FY23

Up to \$15M for a project period
of up to 60 months



- **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**

<https://www.grants.gov/web/grants/search-grants.html>

National Center for Supporting School Building and Early Intervention Program Administrators to Effectively Implement IDEA and Improve Systems for Children with Disabilities

The purpose of this program, authorized by the Individuals with Disabilities Education Act (IDEA), 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, to be successful in serving those children.

The center must achieve, at a minimum, the following outcomes:

- 1. Establish and maintain State-level partnerships*** to help local administrators** attain and maintain the essential IDEA-related professional competencies needed to ensure the delivery of FAPE in the LRE for children with disabilities and early intervention services for infants and toddlers with disabilities and their families

*NOTE "State-level partnerships" refer to State affiliates of nationally recognized professional and family networks that form an infrastructure for policy development, dissemination of information, interaction, and learning with SEA and Part C lead agencies, local educational agencies and service providers, and IHEs.

**"local administrators" are provided in the background section of the Notice including – school building administrators, such as principals, vice principals, and early intervention providers (EIP) service administrators.

2. **Identify IDEA-related professional competencies** required for school building and EIP administrators to ensure delivery of FAPE in the LRE for children with disabilities and their families.
3. **Develop and disseminate openly licensed products designed for adult learners to increase knowledge, build skills, and provide practice-based opportunities** that focus on the IDEA-related professional competencies...
4. **Deliver high-quality professional learning programs** using the Center's products and other available products (e.g., OSEP-funded centers)

5. **Evaluate the effectiveness** over the life of the grant of **professional development products and services** that the Center designed...
6. **Enhance the capacity of State-level partners to use Center products and delivery high-quality professional learning** designed to increase the capacity of school building and EIP administrators

- ▶ **State education agencies (SEAs)**
- ▶ **Institutions of higher education (IHEs)**
- ▶ **Other public agencies, including State lead agencies**
- ▶ **Private nonprofit organizations**
- ▶ **Public agencies from freely associated states and outlying areas**
- ▶ **Indian Tribes or Tribal organizations**
- ▶ **For-profit organizations**

- **One award for a maximum of \$15M for a project period of up to 60 months (5 years)**
 - Estimated Annual Award: \$3M for a 12-month period
 - Maximum Annual Award: \$4M for 12-month period to allow start up time
- **Subcontracts are allowed**
- **Fourth and Fifth Years of the project offered** based on -
 - Recommendations of a 3 + 2 Review Team consisting of experts with experience and knowledge in implementing IDEA and improving systems serving children with disabilities and their families
 - Timeliness, quality, relevance, and usefulness of project products and services

Competition Information

Application Narrative and Selection Criteria

Project Assurances

General Requirements

Selection Criteria

- | | |
|--|-----------|
| ○ Significance of the Project | 10 points |
| ○ Quality of Project Services | 35 points |
| ○ Quality of Project Evaluation | 20 points |
| ○ Adequacy of Resources and Quality of Project Personnel | 15 points |
| ○ Quality of the Management Plan | 20 points |

TOTAL POINTS

100 points

In determining the significance of the proposed project, the Secretary considers the following factors:

- i. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses, and
- ii. The importance or magnitude of the results or outcomes likely to be attained by the proposed project.

In determining the quality of project services, the Secretary considers the following factors:

- i. The quality and sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability,
- ii. The extent to which the goals, objectives, and outcomes to be achieved by the project are clearly specified and measurable,
- iii. The extent to which there is a conceptual framework underlying the proposed research or demonstration activities and the quality of that framework,

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- iv. The extent to which the services to be provided by the proposed project reflect up-to-date knowledge from research and effective practice,
- v. The extent to which the training or professional development services to be provided by the proposed project are of sufficient quality, intensity, and duration to lead to improvements in practice among the recipients of those services, and
- vi. The extent to which the TA services to be provided by the proposed project involve use of efficient strategies, including use of technology, as appropriate, and the leveraging of non-project resources.

In determining the quality of the evaluation, the Secretary considers the following factors:

- i. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project,
- ii. The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies, and
- iii. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

Adequacy of Resources and Quality of Project Personnel (0-20 points)

In determining the adequacy of resources for the proposed project and the quality of the personnel who will carry out the project, the Secretary considers the following factors:

- i. The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.
- ii. The qualifications, including relevant training and experience, of key project personnel.
- iii. The qualifications, including relevant training and experience, of project consultants and subcontractors.

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Adequacy of Resources and Quality of Project Personnel (---continued)

- iv. The adequacy of support, including facilities and equipment, supplies, and other resources, from the applicant organization or the lead applicant organization,
- v. The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project, and
- vi. The extent to costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

In determining the quality of the management plan, the Secretary considers the following factors:

- i. The extent to which the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks,
- ii. The extent to which the time commitments of the project director and principal investigator and other key personnel are appropriate and adequate to meet the objectives of the proposed project,
- iii. The adequacy of mechanisms for ensuring high-quality products and services from the proposed project; and
- iv. How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project.

- **Provide a person-loading charts and timelines** in Appendix A
- **Budget for attendance at required meetings, including**
 - Kick-off Meeting in Washington, DC (1 ½ days)
 - Annual Project Directors Conference in Washington, DC (2 ½ days)
 - Two annual trips to Department briefings or meetings (2 ½ days each)
- ▶ **Budget for an annual set aside of five percent** of grant amount to support emerging needs in Budget
- ▶ **Maintain a high-quality website** with an easy-to-navigate design that meets government or industry-recognized standards for accessibility

- ▶ Make **positive efforts to employ and advance in employment qualified individuals with disabilities** in project activities (See Section 606 of IDEA)
- ▶ **Involve individuals with disabilities or parents** of individuals with disabilities ages birth through 26 **in planning, implementing, and evaluating the projects** (See Section 682(a)(1)(A) of IDEA)
- ▶ **Ensure equitable access to, and participation in,** its program for students, teachers, and other program beneficiaries with special needs (See Section 427, GEPA)

▶ Recommended Budget Limits

- Estimated size of annual award: \$3M annually (up to \$4M for a 12-month period)
- Maximum of \$15M for full project period

▶ Recommended Page Limits

- Narrative - Up to 70 pages
- Appendix A – See Dear Applicant Letter and Notice for required information
- Other Appendices (Resumes/Vitae, Letters, Supplementary Information)

▶ Project Period

- Up to 60 months (5 years)

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 August 18, 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.

- ▶ 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.

Ineligible Applications

- ▶ Duplicate applications
- ▶ Applications received after deadline (August 18, 2023, at 11:59:59 p.m., Eastern Time).
- ▶ Applications not addressing the published priority.

- **Competition Manager:** Sarah.Allen@ed.gov
- **Recording of this pre-application webinar** available at:
www2.ed.gov/fund/grant/apply/osep/new-osepgrants.html

Thank You!

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OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
U.S. DEPARTMENT OF EDUCATION