



Personnel Development to Improve Services and Results for Children with Disabilities

Preparation of Related Services Personnel Serving Children with Disabilities who have High-Intensity Needs (84.325R)

FY24 Grant Program Applicant Resource



Personnel Development 325R Grant Program



This grant program provides grants to institutions of higher education (IHEs) and private nonprofit organizations to **prepare personnel** in **related services** to work with children, including infants, toddlers, and youth, with disabilities and ensure that these personnel have the necessary skills and knowledge to be successful in serving children with disabilities.

Definition: **Related services** includes the following: speech-language pathology and audiology services; assistive technology services, sign language interpreting services; intervener services, psychological services; applied behavior analysis; physical therapy and occupational therapy; recreation, including therapeutic recreation; artistic and cultural services, including music, art, dance and movement therapy; social work services; counseling services, including rehabilitation counseling; and orientation and mobility services.

Funding: The Department estimates making 20 awards. Awards will not exceed **\$1,250,000** for a project period of 60 months or an award that exceeds \$350,000 for any single budget.





Absolute Priority

Purpose

The purpose of this priority is to increase the number and improve the quality of related services personnel, **including multilingual personnel and personnel from racially and ethnically diverse backgrounds**, who are fully credentialed to serve children who have high-intensity needs in related services

The priority will fund high-quality projects that prepare scholars in related services at the **bachelor's degree, certification, master's degree, educational specialist degree, or clinical doctoral degree** for professional practice in natural environments, early childhood programs, classrooms, school settings, and in distance learning environments serving children with disabilities who have high-intensity needs.



Absolute Priority: Preparation of Related Services Personnel Serving Children with Disabilities who have High-Intensity Needs.

Focus Areas

Within this absolute priority, the Secretary intends to support projects under the following two focus areas. Applicants must identify the specific focus area (i.e., A or B) under which they are applying as part of the competition.

Preparing Personnel to Serve **Infants, Toddlers, and Preschool-Age Children** with Disabilities who have High-Intensity Needs

A



Preparing Personnel to Serve **School-Age Children** with Disabilities who have High-Intensity Needs

B





Scholar Recruitment & Support



The main purpose of the personnel development program is to prepare scholars in related services. This includes recruiting and providing financial support for scholars.



Recruitment

01



Support

02

- Applicants must describe the recruitment strategies they will use to attract applicants, including the focused outreach and recruitment strategies to **increase the number of applicants from groups that are traditionally underrepresented** in the field, including applicants with disabilities, multilingual applicants, and applicants from racially and ethnically diverse backgrounds
- The selection criteria the applicant intends to use must ensure **equal access** and treatment of all applicants seeking admission to the program and must be consistent with applicable law, including Federal civil rights law.
- At least **65 percent** of the total award over the project period must be **used for scholar support**.
- Scholar support does not need to be uniform for all scholars and **should be customized** for individual scholars based on scholars' financial needs.
- Scholar support can include **support for cost of attendance** (i.e., tuition and fees; university student health insurance; an allowance for books, materials, and supplies; an allowance for miscellaneous personal expenses; an allowance for dependent care, such as child care; and/or an allowance for room and board), **travel in conjunction with training assignments** including conference registration, and **stipends to support scholars' completion** of the program.





Scholar Preparation



The preparation of scholars in this program includes: optional planning time, designing the program to serve children with high intensity needs, offering field or clinical experiences, and providing resources to complete degrees.



Planning Time

Applicants may, but are not required to, use up to 12 months of the first performance period and up to \$100,000 of funds awarded in the first budget period for program planning, including enhancing an existing degree program, without enrolling scholars.

Program Design

Applicants should ensure that the program is designed to prepare scholars to serve children with high intensity needs.

Offer Experiences

Applicants should also ensure the program offers field or clinical experiences aligned to course work in early intervention, early childhood, and school settings.

Provide Resources

Applicants should also ensure that scholars be provided the resources they need to complete their degree.





Competitive Priority & Selection Criteria



The application will be awarded based on applicants responding to the absolute priority requirements, one optional competitive preference priority, and five selection criteria, described below.

Competitive Preference Priority



Applications from New Potential Grantees

Under this priority, an applicant must demonstrate that the applicant (e.g., the IHE) has not had an active discretionary grant under the program from which it seeks funds, in the last five years.

(0 or 3 points)

Selection Criteria



Significance: The extent to which the proposed project will prepare personnel for fields in which shortages have been demonstrated and the importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

10 points



Project Services: 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 and the extent to which: (i) services to be provided reflect up-to-date knowledge from research and effective practice (ii) training or professional development services are of sufficient quality, intensity, and duration to lead to improvements (iii) services proposed involve the collaboration of appropriate partners for maximizing the effectiveness of project services (iv) proposed activities constitute a coherent, sustained program of training in the field.

35 points



Project Personnel & Management Plan: extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented, as well as the qualifications of key project personnel, the adequacy of the management plan to achieve objectives on time and within budget, and extent to which the time commitments of key personnel are appropriate and adequate to meet the objectives of the proposed project.

20 points



Adequacy of Resources: the adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization and the extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

20 points



Project Evaluation: extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project and the extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

15 points





FAQs & Resources



Common Questions

When is the application due?

The application is due January 16, 2024. Your application must be fully uploaded and submitted in the Grants.gov system no later than 11:59:59 p.m., Eastern Time, on the application date.

Where can I find the application package?

You may access the electronic grant applications at www.grants.gov.

You may search for the downloadable application package for this competition using **84.325R**.

Is there a webinar available to provide additional information?

A prerecorded webinar is available to provide technical assistance to interested applicants. Links to the webinars may be found [here](#).



Resources & Contact



[Program Website](#)



[Notice Inviting Applications \(NIA\)](#)

Point of Contact

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