

# PARENT TRAINING AND INFORMATION CENTERS (ASSISTANCE LISTING NUMBER 84.328C)

APPLICANT ORIENTATION

- ▶ 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 February 19, 2021.
- ▶ Live webinar on Wednesday, March 24, at 3 p.m. Eastern Time to answer applicant questions.
- ▶ Applications due no later than 11:59:59 p.m. Eastern Time on April 20, 2021.

# 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

- ▶ The purpose of the program is to ensure that parents of children with disabilities receive impartial training and objective information to help improve outcomes and raise expectations for their children.
- ▶ The purpose of this priority is to fund 25 Community Parent Resource Centers (CPRCs) in geographically defined communities. The CPRCs are designed to meet the information and training needs of parents of infants, toddlers, children, and youth with disabilities, ages birth through 26 (collectively, “children with disabilities”), and the information and training needs of youth with disabilities who experience significant isolation from available sources of information and support.

- ▶ Local parent organizations.
- ▶ **Note:** Section 672(a)(2) of the Individuals with Disabilities Education Act (IDEA) defines a “local parent organization” a parent organization, as defined in section 671 (a) (2) of IDEA that -
  - (a) Has a board of directors the majority of whom are parents of children with disabilities ages birth through 26 **from the community to be served;**
  - (b) Has as its mission serving families of children with disabilities who are ages birth through 26, and have the full range of disabilities described in section 602(3) of IDEA.

- ▶ **Note:** Section 671 (a) (2) of IDEA defines a “parent organization” as a private nonprofit organization (other than an institution of higher education) that includes--
  - (i) Individuals working in the fields of special education, related services, and early intervention; and
  - (ii) Individuals with disabilities; and
  - (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



- ▶ Total funding is \$3,000,000.
- ▶ 25 estimated awards.
- ▶ \$120,000 estimated average size of awards.
- ▶ Maximum awards will not exceed \$120,000 for a single budget period of 12 months.
- ▶ Project period is up to 60 months

# Competition Information

Expected Project Outcomes and Activities

Application Narrative and Selection Criteria

Application Requirements and General Requirements

# Expected Project Outcomes

- ▶ Increased parent capacity to help their children with disabilities improve their early learning, school-aged, and postsecondary outcomes.
- ▶ Increased parent knowledge of educational and early learning options.
- ▶ Increased capacity of youth with disabilities to be effective self-advocates.

- ▶ Provide individualized assistance, training, and resources to help parents work with schools, early childhood providers, and early childhood and educational systems to meet the unique needs of their children and set high expectations and challenging objectives for every child with a disability.
- ▶ Provide high quality, accurate, and impartial information to families of children with disabilities on the range of educational options that may be available in their State and local community.
- ▶ Coordinate with Parent Training Information Centers (PTIs) (Assistance Listing Number 84.328M), the Regional Parent Technical Assistance Centers (Regional PTACs) (Assistance Listing Number 84.328R) that may be funded in their respective States or regions of their States and the Center For Parent Information and Resources (CIPR) (Assistance Listing Number 84.328R).

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

- ▶ Information on the needs of families and youth with disabilities in the geographically defined community
- ▶ How the project will address those needs
- ▶ Knowledge of best practices in adult learning, training, and outreach
- ▶ Knowledge of educational practices
- ▶ Knowledge of how to identify and work with a variety of partners

- ▶ Use a project logic model to guide project
- ▶ Develop and implement outreach plans for families and youth with disabilities in the proposed geographically defined community

- ▶ High-quality services that increase parents' knowledge and capacity to help improve outcomes for their children
- ▶ High-quality services that increase youth with disabilities' knowledge and capacity to be effective self-advocates
- ▶ Use best practices in providing training and information to families and youth in person and remotely
- ▶ Establish cooperative partnerships
- ▶ Network with agencies serving families and youth



- ▶ Evaluation plan is connected to the project logic model
  
- ▶ Evaluation plan contains
  - Quality measures
  - Outreach measures
  - Project measures
  - Outcome measures

- ▶ 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
- ▶ Management of key personnel and contractors
- ▶ Use of the organization's board of directors and diversity of perspectives
- ▶ Quality and relevance of project services
- ▶ Accuracy of annual reporting
- ▶ Collaboration with and use of technical assistance

- ▶ Significance (20 points)
- ▶ Quality of the Project Design and Services (30 points)
- ▶ Quality of the Project Evaluation (15 points)
- ▶ Adequacy of Resources and Quality of Project Personnel (20 points)
- ▶ Quality of the Management Plan (15 points)

- ▶ Include, in Appendix A, a logic model 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 or the Regional Parent Technical Assistance Centers, at a minimum.

- ▶ Maintain a website that meets government or industry-recognized standards for accessibility and that includes, at a minimum, a current calendar of upcoming events, free informational publications for families, and links to webinars or other online multimedia resources.
- ▶ Assure that the information provided to parents is accurate and impartial.

- ▶ 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).
- ▶ Each applicant for, and recipient of, funding under this program must 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).
- ▶ Applicant must describe steps to ensure equitable access to, and participation in, its program for students, teachers, and other program beneficiaries with special needs. (See Section 427, GEPA)

# Submission Information

Application Submission

Submission Tips and SAM Registration

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 April 20, 2021.
- ▶ 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 active Dun and Bradstreet number (DUNs) in SAM.
- ▶ Grants.gov has relaxed the requirement for applicants to have an active registration in SAM in order to apply for funding.
- ▶ Applicants who receive funding will work with program office to acquire SAM registrations within 60 days of award.

# Ineligible Applications

- ▶ Applications received after deadline (April 20, 2021, at 11:59:59 p.m., Eastern Time).
- ▶ Applications not addressing the published priority.
- ▶ Applications submitted by ineligible entities (i.e., organizations other than nonprofit parent organizations).

- ▶ Maximum funding level is \$120,000 per budget year.
- ▶ 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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