



**REGION 2 AND 3 PARENT CENTER MEETING**  
**WITH OSEP PROJECT OFFICER**  
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**AUGUST 10, 2017**

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# PRESENTATION GOALS

This presentation will help you ---

1. Get to know your project officer and each other;
2. Recognize Region 2 and 3 accomplishments;
3. Review grant management concepts to build your knowledge and capacity for directing your projects;
4. Identify strategies to help your projects focus on continuous improvement;
5. Meet expectations for communication with your OSEP project officer; and
6. Look toward the future



# REGION 2 PROJECT DIRECTORS

## ❖ West Virginia

- West Virginia Parent Training & Information

## ❖ North Carolina

- Family Support Network HOPE Parent Resource Name
- Exceptional Children's Assistance Center (ECAC)
- FIRST

## ❖ South Carolina

- Parent Training and Resource Center
- Family Connection of South Carolina

## ❖ Kentucky

- KY-SPIN

## ❖ Virginia

- PEATC
- Formed Families Forward (CPRC)

## ❖ Tennessee

- STEP-Support & Training for Exceptional Parents, Inc.
- PTI – Parents Reaching Out

## ❖ Delaware

- Parent Information Center of Delaware, Inc.

## ❖ Maryland

- Parents' Place of Maryland

## ❖ District of Columbia

- Advocates for Justice and Education



# REGION 3 PROJECT DIRECTORS

## ❖ Puerto Rico

- APNI INC
- Centro Margarita

## ❖ Mississippi

- Mississippi Parent Training and Information Center

## ❖ Florida

- Parent to Parent of Miami
- Parent Education Network
- Parent Support Network
- Parents of the Panhandle Information Network

## ❖ Louisiana

- Louisiana Parent Training Information Center

## ❖ Oklahoma

- Oklahoma Parents Center, Inc.

## ❖ Alabama

- Alabama Parent Education Center

## ❖ Arkansas

- The Center for Exceptional Families, Inc.
- NW Arkansas Community Parent Resource Center

## ❖ U.S. Virgin Islands

- Virgin Islands Parent Training and Information Center

## ❖ Georgia

- Parent to Parent of Georgia

## ❖ Texas

- Partners Resource Network-PATH Project
- Partners Resource Network - PEN Project- Texas
- Partners Resource Network - TEAM Project
- Children's Disabilities Information Coalition (CDIC)



# THE NEW IDEA SITE HAS LAUNCHED!

## HTTPS://SITES.ED.GOV/IDEA/

**NEW TWITTER: #NEWIDEAWEBSITE**

The screenshot shows a web browser window displaying the IDEA website. The address bar shows the URL <https://sites.ed.gov/idea/>. The page features a blue header with the IDEA logo (a green graduation cap with 'Ed' inside) and the text 'IDEA Individuals with Disabilities Education Act'. To the right of the logo is a search bar with the text 'Search ....' and a 'Search' button. Below the search bar are social media icons for Twitter and YouTube, with the text 'Connect with us' above them. A navigation menu below the header contains links for 'About', 'Law and Policy', 'Reports', 'Grants and Funding', and 'Resources'. The main content area has a large banner image showing a young child and a group of diverse people, with the text 'Individuals with Disabilities Education Act' overlaid. To the right of the banner are three blue buttons: 'Building the Legacy: IDEA 2004', 'U.S. Department of Education', and 'Office of Special Education and Rehabilitative Services (OSERS)'. The browser's taskbar at the bottom shows various application icons, including Chrome, Word, and PowerPoint, and the system tray shows the time as 2:01 PM on 6/1/2017.





# ACCOMPLISHMENTS

LOOK AT REGION 2 AND 3

## PARENT CENTER ACTIVITIES:

**Total of 304,338 Contacts**

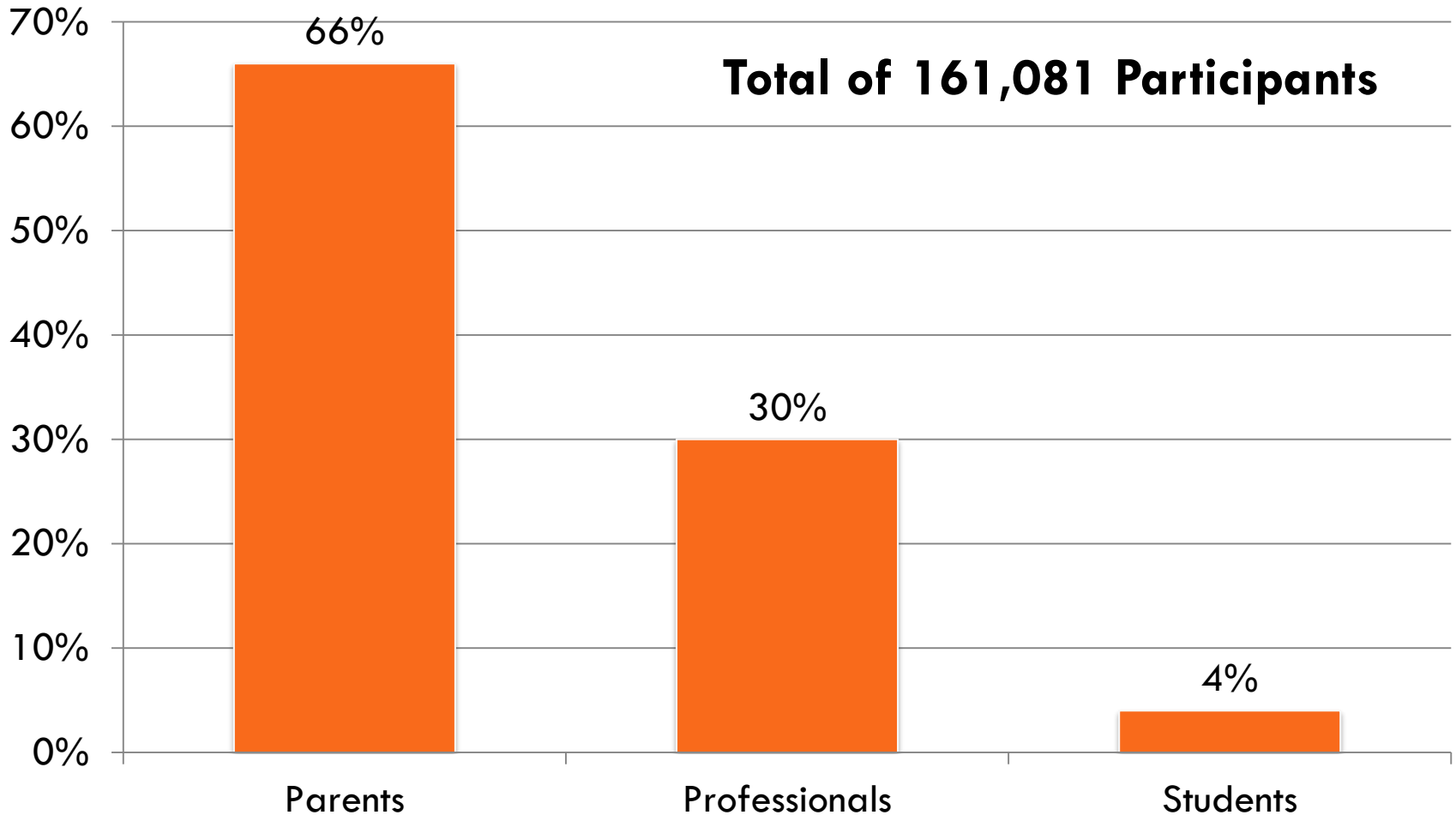
**Region 2: 143,257**

**Region 3: 161,081**



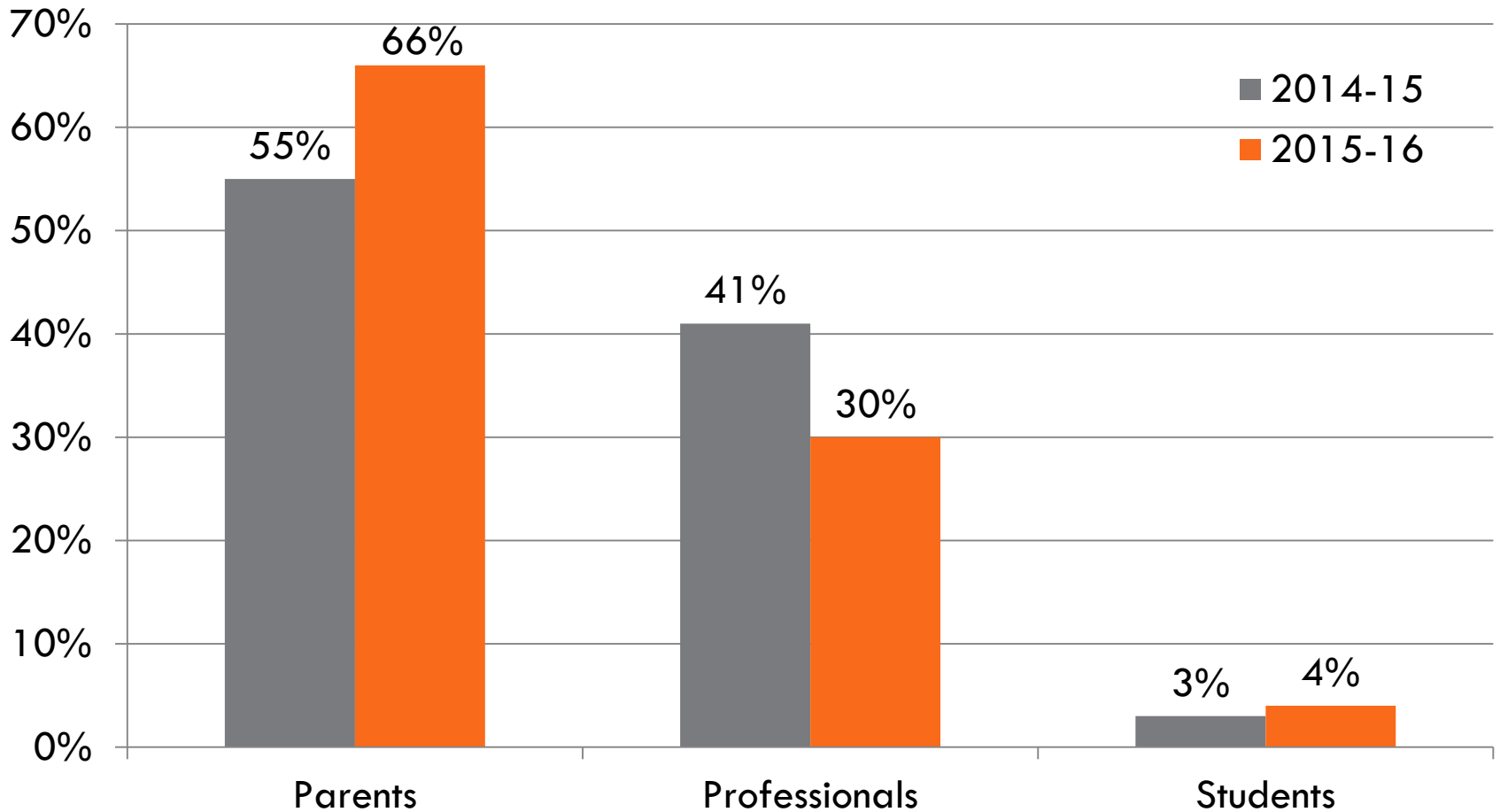
# ACCOMPLISHMENTS

## REGION 3: WHO WE SERVE: 2015-16



# ACCOMPLISHMENTS

## REGION 3: WHO WE SERVE



**2014-15: 193,324 Participants**

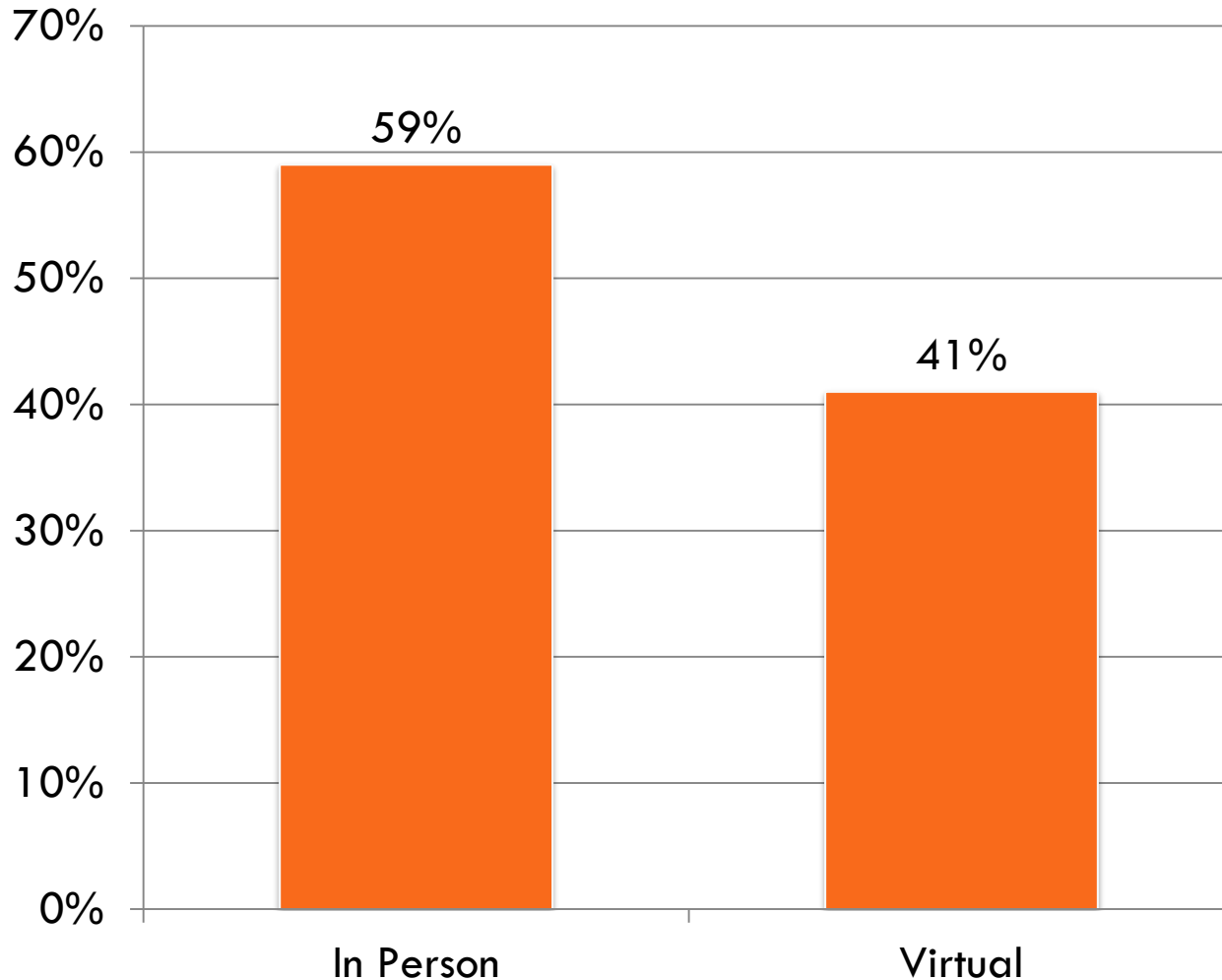
**2015-16: 161,081 Participants**





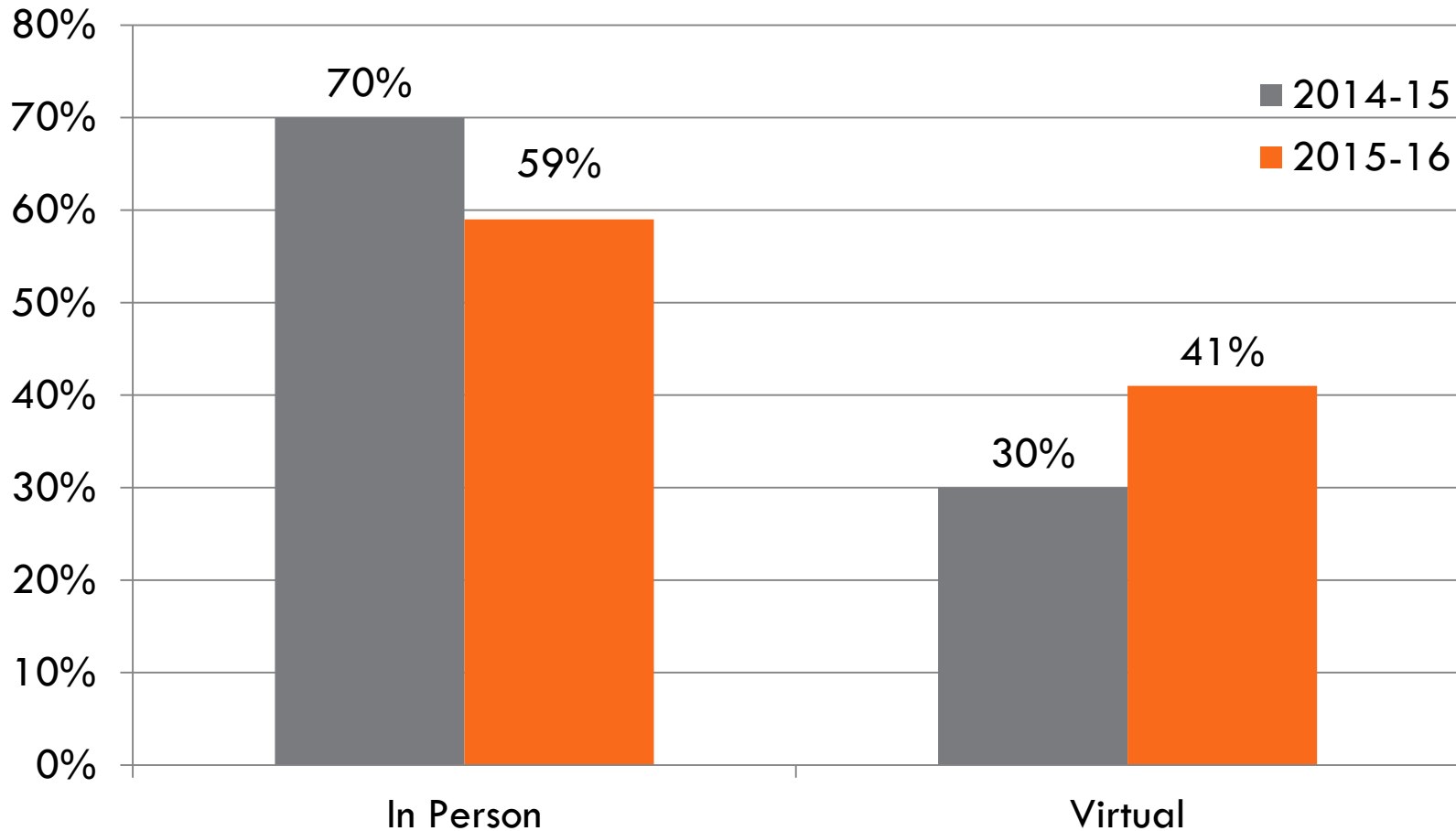
# ACCOMPLISHMENTS

## REGION 3: HOW DID PEOPLE ATTEND: 2015-16



# ACCOMPLISHMENTS

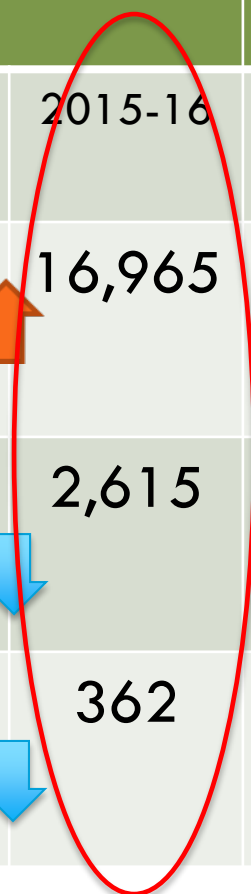
## REGION 3: HOW DID PEOPLE ATTEND



# ACCOMPLISHMENTS

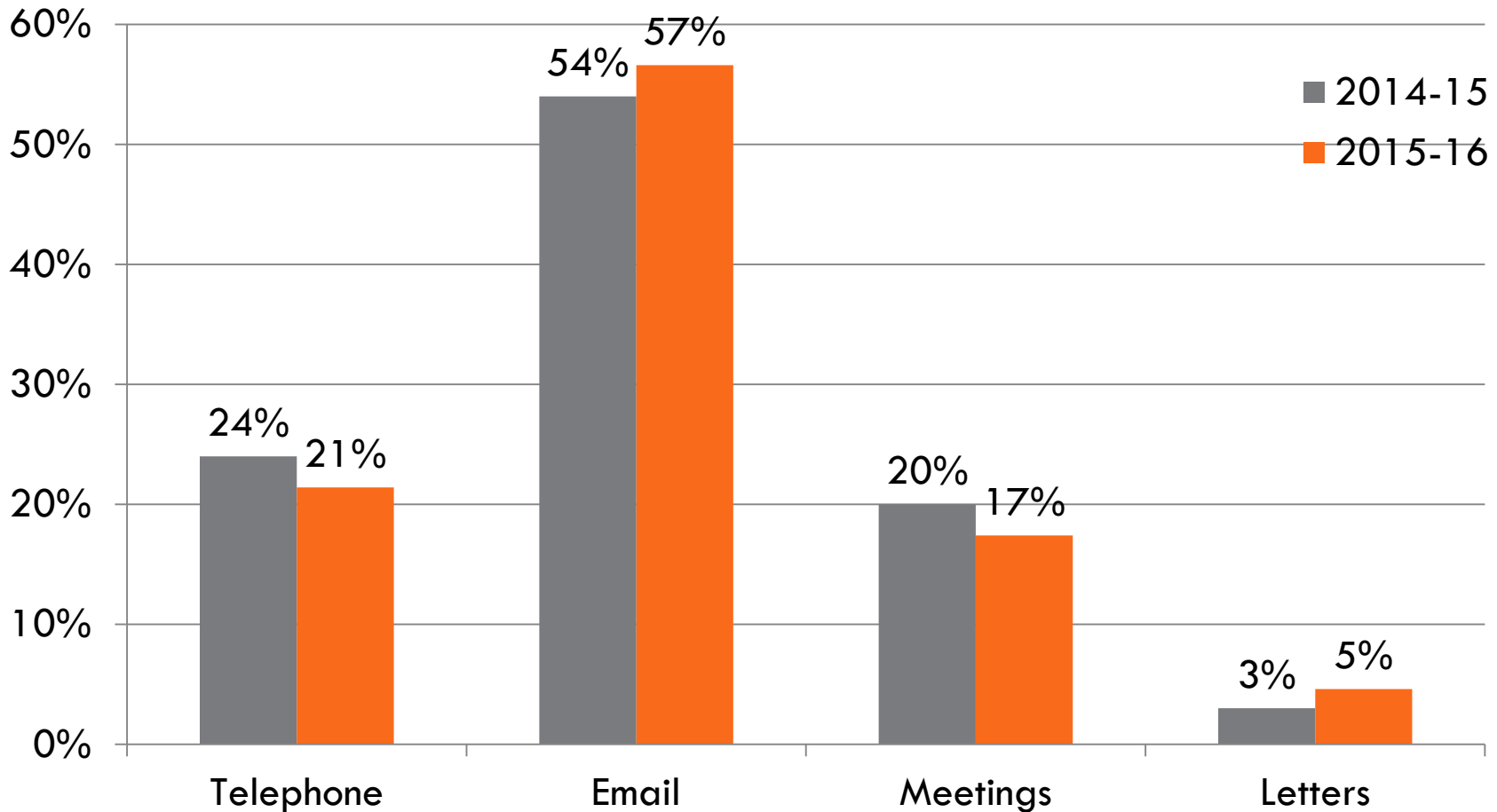
## REGION 3: WHO & HOW – BY THE NUMBERS

	In Person		Virtual		Total	
	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16
Parents	20,584	15,734	8,286	16,965	28,870	32,699
Profess.	12,413	10,881	5,722	2,615	18,135	13,496
Students	1,788	1,619	1,129	362	2,917	1,981



# ACCOMPLISHMENTS

## REGION 3: PROVISION OF INDIVIDUALIZED TECHNICAL ASSISTANCE



# ACCOMPLISHMENTS

## REGION 3: PROVISION OF INDIVIDUALIZED TA - BY THE NUMBERS

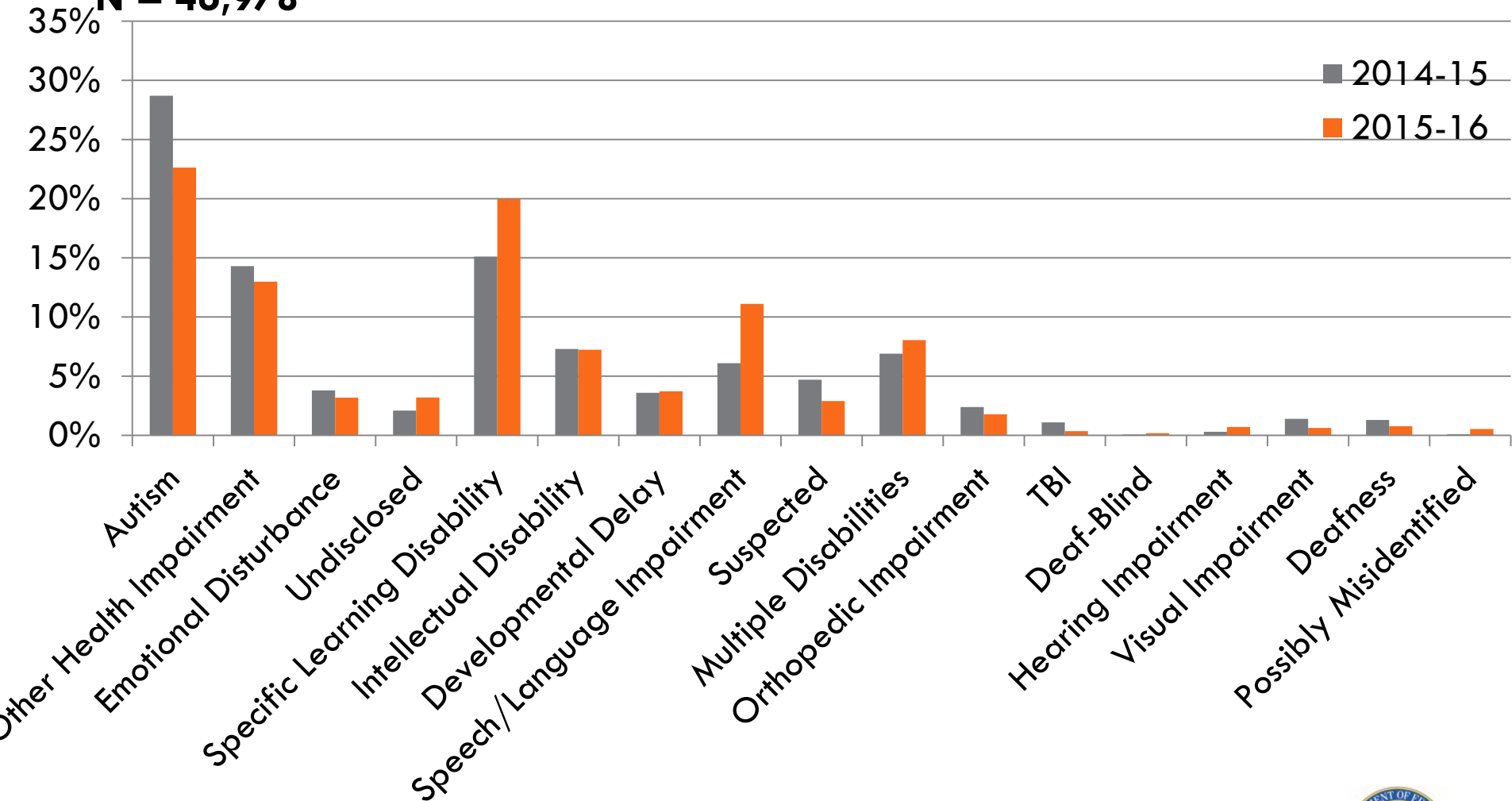
	Parents	Professionals/ Others	Students
Phone	17,900	6,065	248
Letter	1,999	550	2,645
Email/text	42,399	20,690	785
In person	11,362	7,498	764



# ACCOMPLISHMENTS

## REGION 3: PROVISION OF INDIVIDUALIZED TA – PERCENT BY CATEGORY

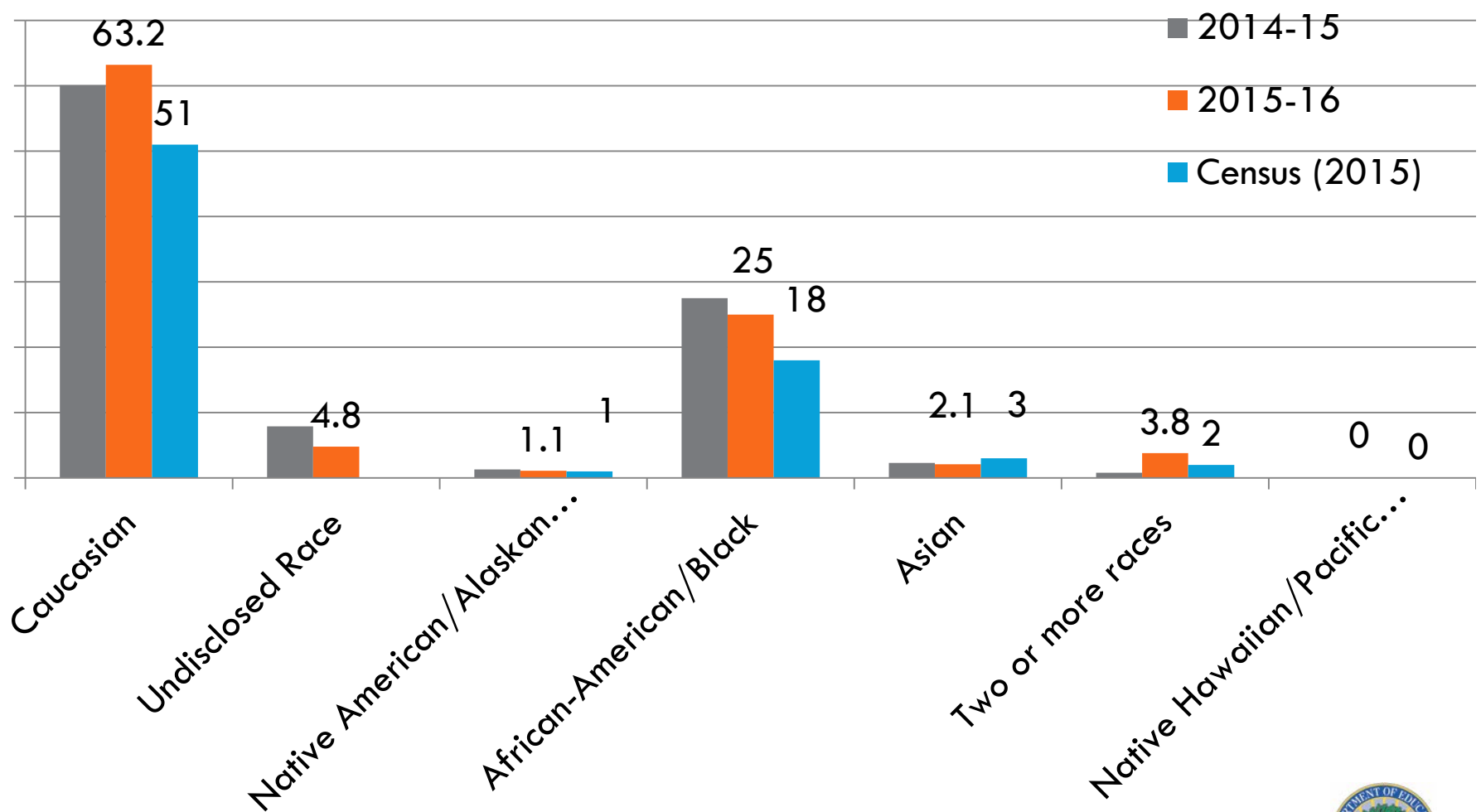
N = 46,978



# ACCOMPLISHMENTS

## REGION 3: YOUTH & FAMILIES SERVED BY RACE

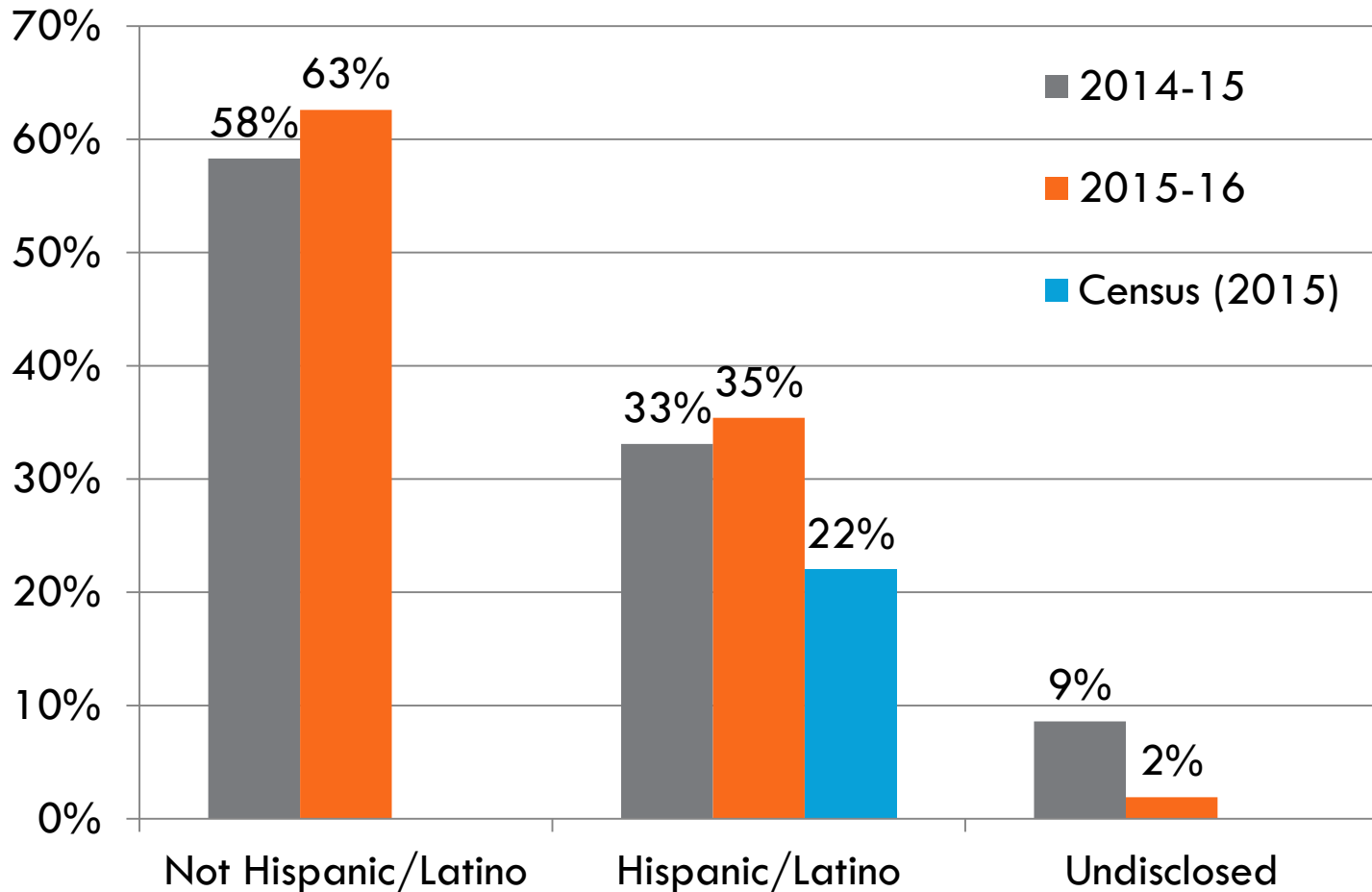
% OF CONTACTS



# ACCOMPLISHMENTS

## REGION 3: YOUTH & FAMILIES SERVED BY ETHNICITY

### % OF CONTACTS





A REVIEW OF THE NUTS & BOLTS

**MAINTAINING A HEALTHY  
ORGANIZATION & STRONG  
GRANTS MANAGEMENT SYSTEM**

# GRANT MANAGEMENT CONCEPTS

## ESTABLISH STRONG PARTNERSHIPS

- **Clarify roles and responsibilities**
- **Support a results-oriented approach**
- **Demonstrate excellence, accountability, and success on performance outcomes**



# GRANT MANAGEMENT CONCEPTS

MONITOR BOTH PERFORMANCE AND FISCAL COMPLIANCE

## PERFORMANCE

- Implement project as approved
- Clarify goals, objectives and activities
- Demonstrate substantial progress annually
- Keep records

## FISCAL

- Demonstrate accountability and financial stewardship
- Ensure costs are allowable, reasonable and allocable
- Access funds on reimbursement basis
- Adhere to federal regulations





# UNIFORM GUIDANCE

Streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes

Uniform Guidance Technical Assistance for Grantees

<http://www2.ed.gov/policy/fund/guid/uniform-guidance/index.html>



# EDGAR

Education Department General Administrative Regulations (EDGAR) and Other Applicable Grant Regulations

Title 34, Code of Federal Regulations (CFR), Parts 75-79, 81 to 86 and 97-99  
EDGAR is currently in transition.



# Risk Management

- Excessive Drawdown

The Department has established expected rates for quarterly use of federal funds and monitors draw downs monthly.

Excessive drawdowns occur when grantee exceeds those expected rates.

- Large Available Balance

Continuation awards can be impacted by having a large available balances (LAB) .

70% of project budget is available 90 days or less before the budget period ends; especially in Years 3+

- Annual Audit

Better accounting principles suggest that entities should undergo annual independent fiscal review. Institutions receiving \$750,000 or more in federal funding annually must include those funds in an annual audit and report the results.

# GRANT MANAGEMENT CONCEPTS

## COMMUNICATE OFTEN WITH YOUR PROJECT OFFICER

- Monthly Communication based on
  - Newsletters
  - Emails
  - Telephone
- Annual Performance Reports / Final Performance Reports
- Requests for changes to
  - Key personnel or level of effort (Project Director, Project staff, Board Chair)
  - Budget (Prior approval required if more than 10% of total budget)
  - Project scope, activities or timeline



# GRANT MANAGEMENT CONCEPTS

## PROVIDE TECHNICAL ASSISTANCE AND FEEDBACK

- OSEP Key Resources document
- Grant Performance Tips
- Websites, such as
  - [www.sites.ed.gov/idea](http://www.sites.ed.gov/idea)
  - [www.ed.gov](http://www.ed.gov)
  - [www.osepideasthatwork.org](http://www.osepideasthatwork.org)
- Others you like ...



Ask! Share! Let's  
work together to  
leverage resources!



# GRANT MANAGEMENT CONCEPTS

## LOOKING AHEAD

### Competitions for 2018-2019

- 2018\*
  - Parent Technical Assistance Centers
- 2019\*
  - First Parent Training and Information Center Cohort

\*All plans subject to Congressional appropriations





# FOCUS ON CONTINUOUS IMPROVEMENT

## SELF ASSESSMENT FOR PROGRAM IMPROVEMENT

- ✓ Are we carrying out activities required by IDEA?
- ✓ In what ways are we able to provide evidence that the services provided improve outcomes for families and children?
- ✓ Is our project serving all families?
- ✓ How effective are we at reaching all families?
- ✓ Are we building our organization's capacity?
- ✓ How well does our Board & project staff work together?



# FOCUS ON CONTINUOUS IMPROVEMENT

## A BRIEF NOTE ABOUT THE BOARD OF DIRECTORS

- Directors need to be knowledgeable about the structure of the organization, the funded project, and the project activities
- Directors should be updated often with complete, transparent information about the organization's activities and finances
- Directors need to be knowledgeable about their roles and responsibilities



# CHALLENGES

## NOW AND IN THE NEXT FIVE YEARS

- Retirements and Changes in Leadership
  - Strengthening Parent Leaders/New Directors Meeting
    - New Project Directors, Board Chair(s), & Executive Directors should plan to attend
    - November 1-3 (Washington DC)
- Serving Youth
  - Have you considered seeking TA from other parent centers?
  - Don't forget about OSEPs other TA resources
- Changes in Federal Law & Policy Guidance
  - ESSA, OSEP Dear Colleague Letters & Policy Statements
  - IDEA Reauthorization





U.S. DEPARTMENT  
OF EDUCATION

