REGION 3 PARENT CENTER MEETING
WITH OSEP PROJECT OFFICER
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PRESENTATION GOALS

This presentation will help you ---

1. Get to know the OSEP Parent Center Region 3 Project Officer and each other;
2. Recognize Region 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 3 PROJECTS

- ❖ **Alabama**
  - o Alabama Parent Education Center
- ❖ **Arkansas**
  - o Northwest Arkansas CPRC
  - o The Center for Exceptional Families
- ❖ **Florida**
  - o Empowerment Parent Resource Center
  - o Parent to Parent of Miami
  - o Family Network on Disabilities-Parent Education Network
  - o Family Network on Disabilities- Parents of the Panhandle Information Network
  - o Family Network on Disabilities- Parent Support Network
- ❖ **Georgia**
  - o Parent to Parent of Georgia
- ❖ **Louisiana**
  - o Pyramid CPRC
  - o Louisiana Parent Training and Information Center
- ❖ **Mississippi**
  - o Coalition for Citizens with Disabilities
- ❖ **Oklahoma**
  - o Pervasive Parenting Center
  - o Oklahoma Parents Center
- ❖ **Puerto Rico**
  - o APNI, Inc.
- ❖ **Texas**
  - o Children's Disabilities Information Coalition
  - o Partners Resource Network- PATH
  - o Partners Resource Network- PEN
  - o Partners Resource Network- TEAM
- ❖ **Virgin Islands**
  - o Disability Rights Center of the Virgin Islands

ACCOMPLISHMENTS

LOOK AT REGION 3

PARENT CENTER ACTIVITIES:

Total of 167,224 Contacts*

* Puerto Rico and the U.S. Virgin Islands were waived from the 2017 Data Collection.

ACCOMPLISHMENTS

REGION 3: WHO WE SERVE
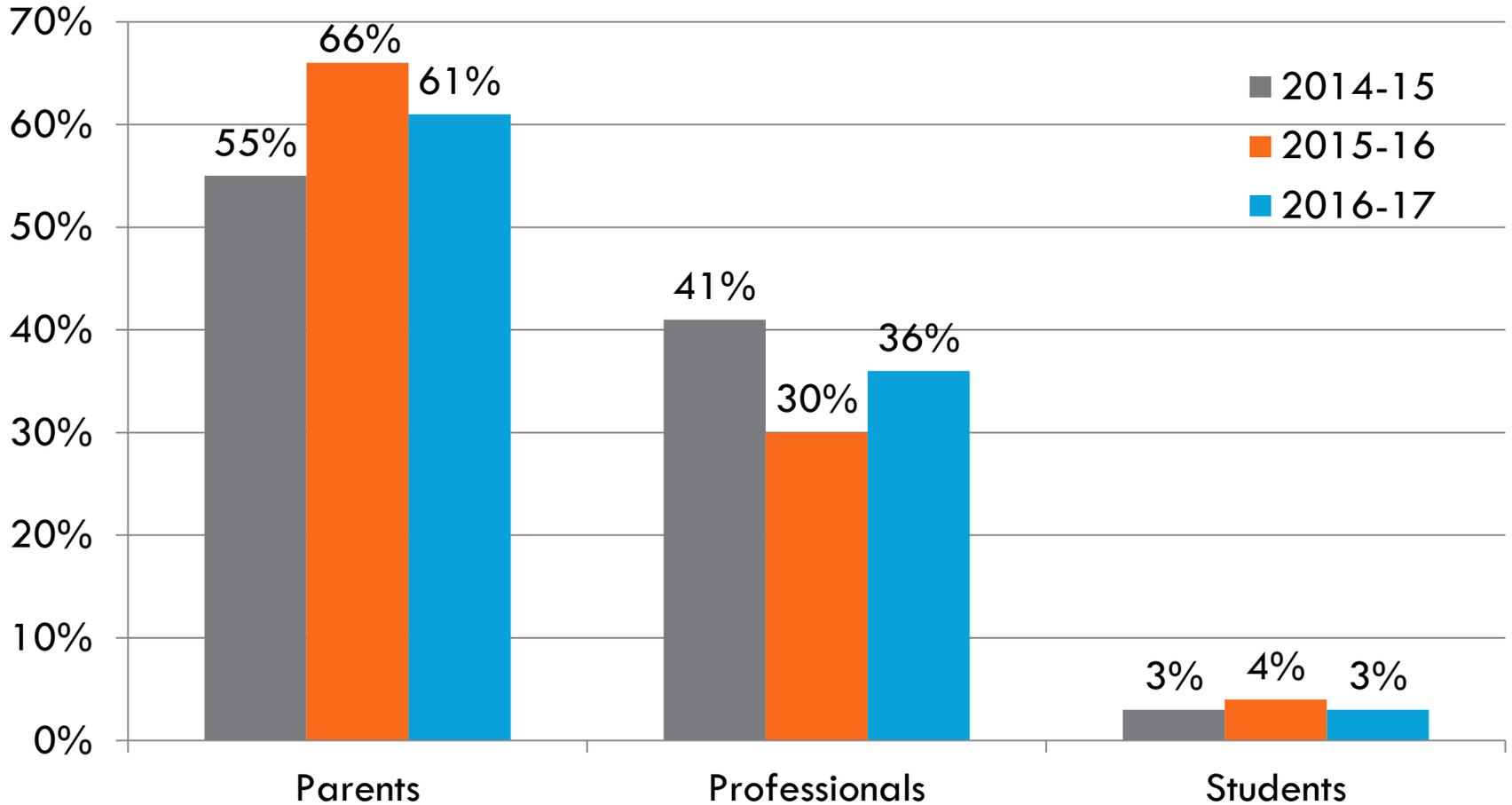
2014-15: 193,324   2015-16: 161,081   2016-17: 167,224

ACCOMPLISHMENTS

REGION 3: HOW DID PEOPLE ATTEND
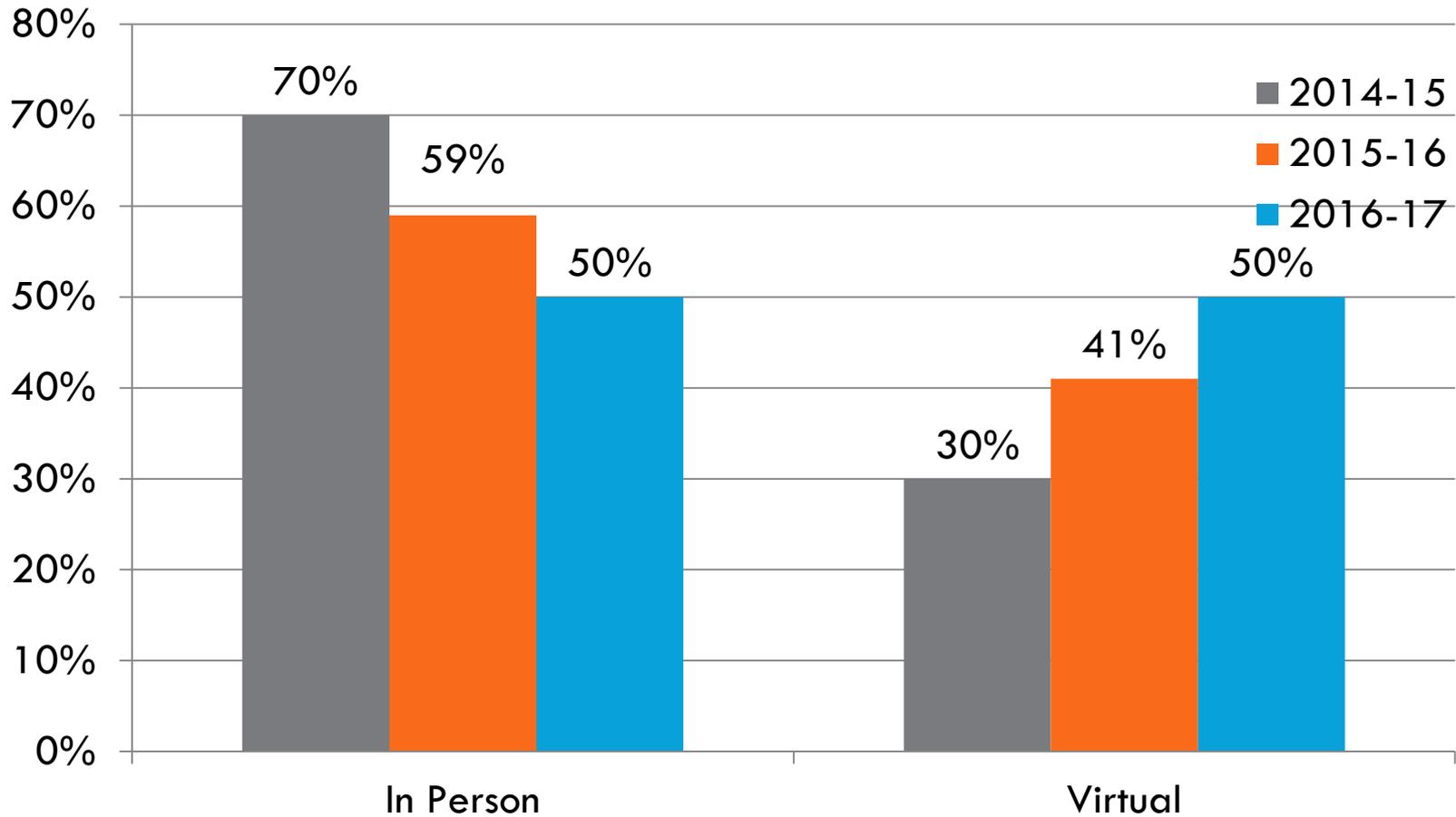
ACCOMPLISHMENTS

REGION 3: WHO & HOW – BY THE NUMBERS

	In Person		Virtual		Total	
	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17
Parents	15,734 ↓	14,182 ↓	16,965 ↑	24,212 ↑	32,699 ↑	38,394 ↑
Profess.	10,881 ↓	9,459 ↓	2,615 ↓	1,824 ↓	13,496 ↓	11,283 ↓
Students	1,619 ↓	2,330 ↑	362 ↓	182 ↓	1,981 ↓	2,512 ↑

ACCOMPLISHMENTS

REGION 3: PROVISION OF INDIVIDUALIZED TECHNICAL ASSISTANCE
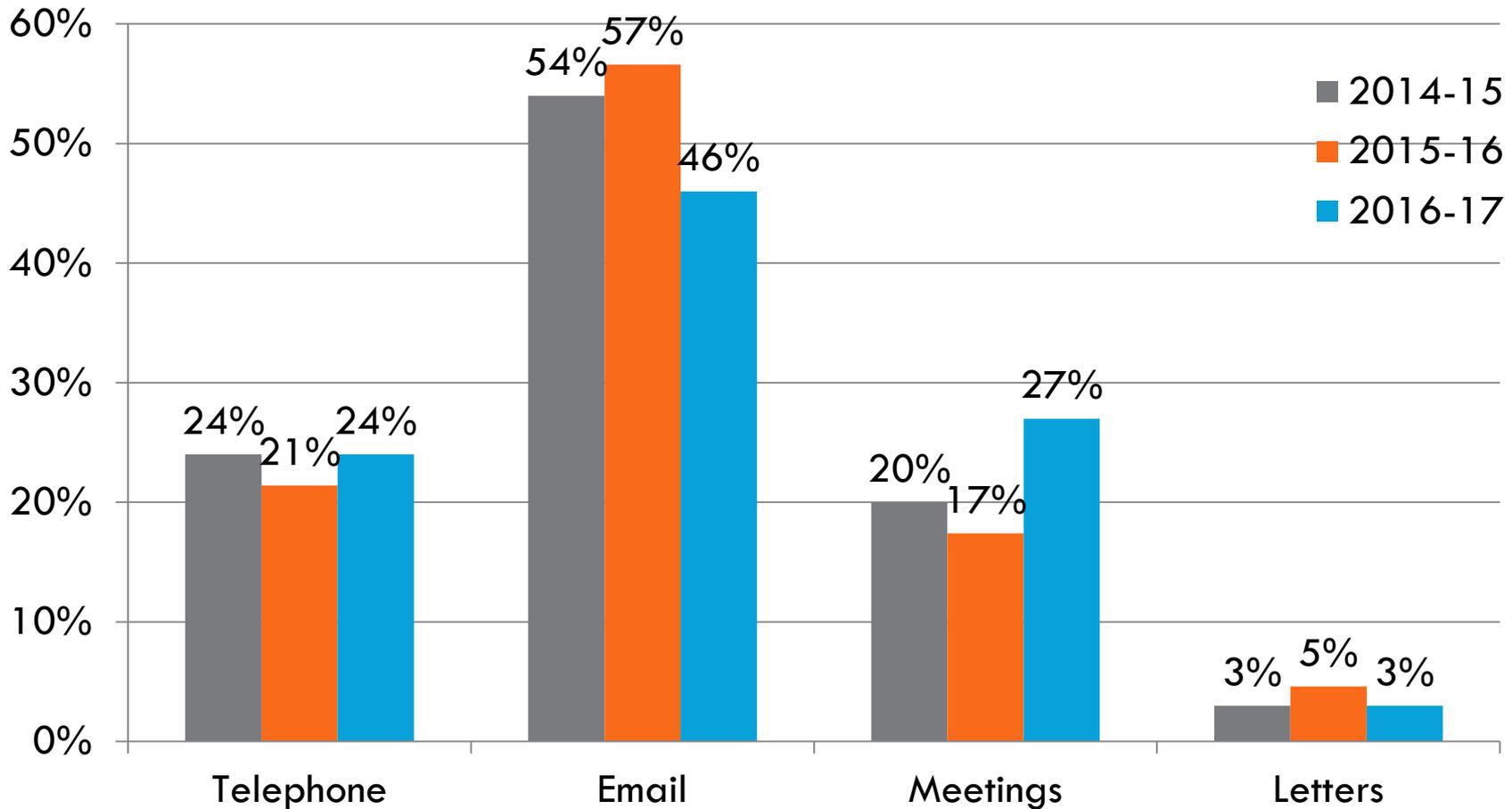
ACCOMPLISHMENTS

REGION 3: PROVISION OF INDIVIDUALIZED TA - BY THE NUMBERS

	Parents	Professionals/ Others	Students
Phone	17,911	9,469	446
Letter	2,700	1,117	115
Email/text	23,948	27,203	1,242
In person	18,546	11,452	886

ACCOMPLISHMENTS

REGION 3: PROVISION OF INDIVIDUALIZED TA – PERCENT BY CATEGORY

N = 69,345
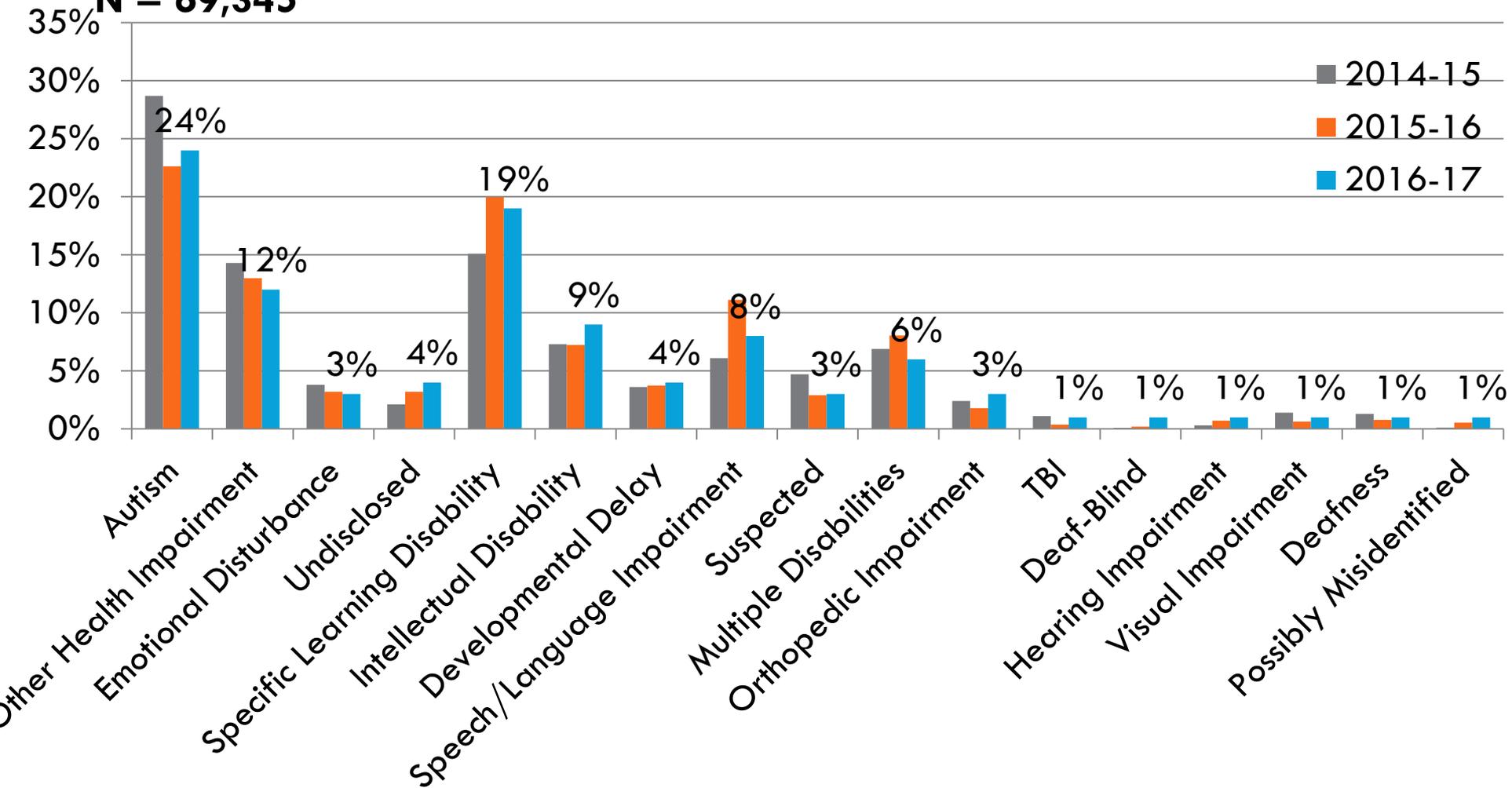
ACCOMPLISHMENTS

REGION 3: LANGUAGE IN WHICH PARENTS WERE SERVED

% OF CONTACTS
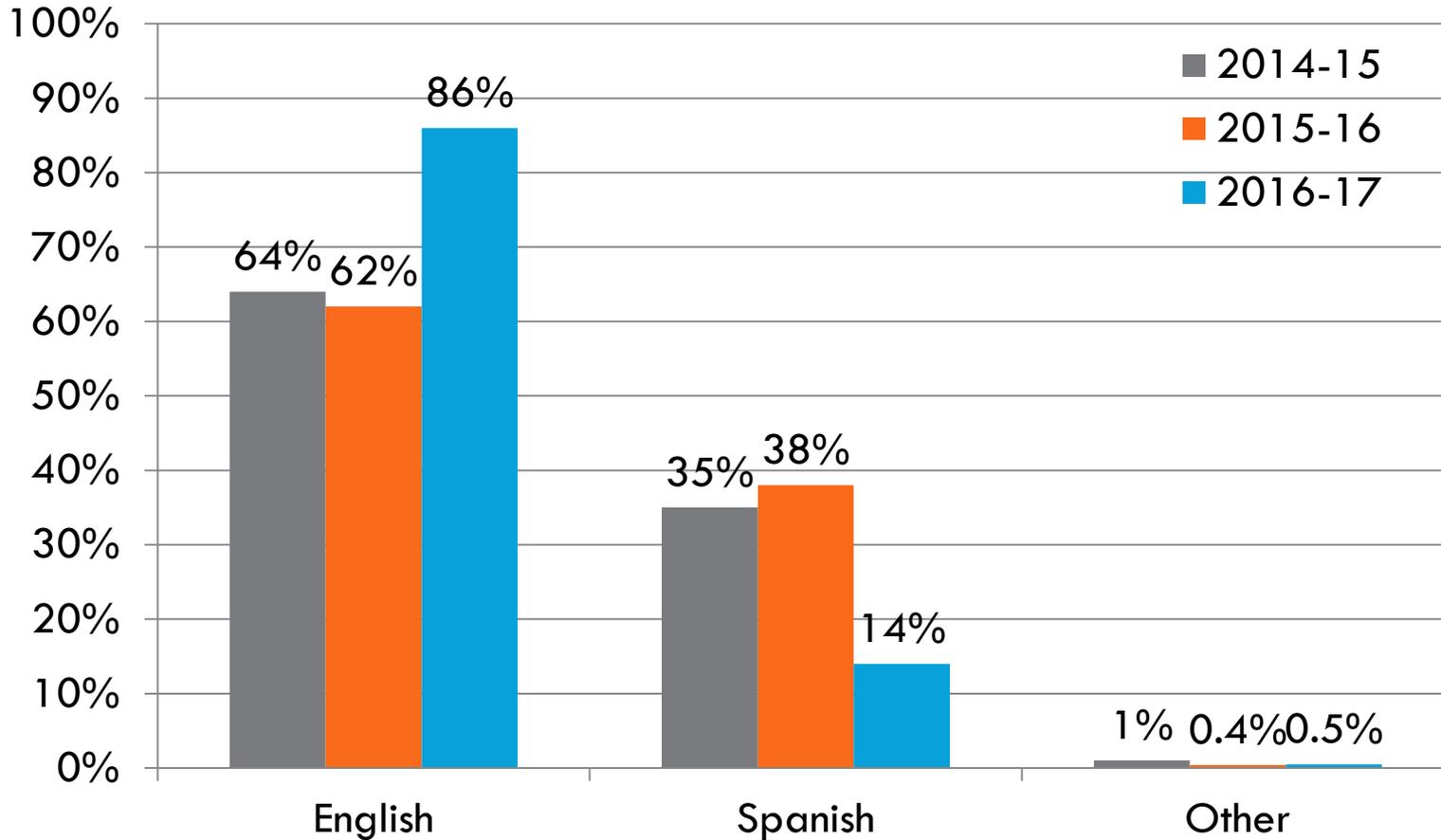
ACCOMPLISHMENTS

REGION 3: YOUTH & FAMILIES SERVED BY RACE

% OF CONTACTS
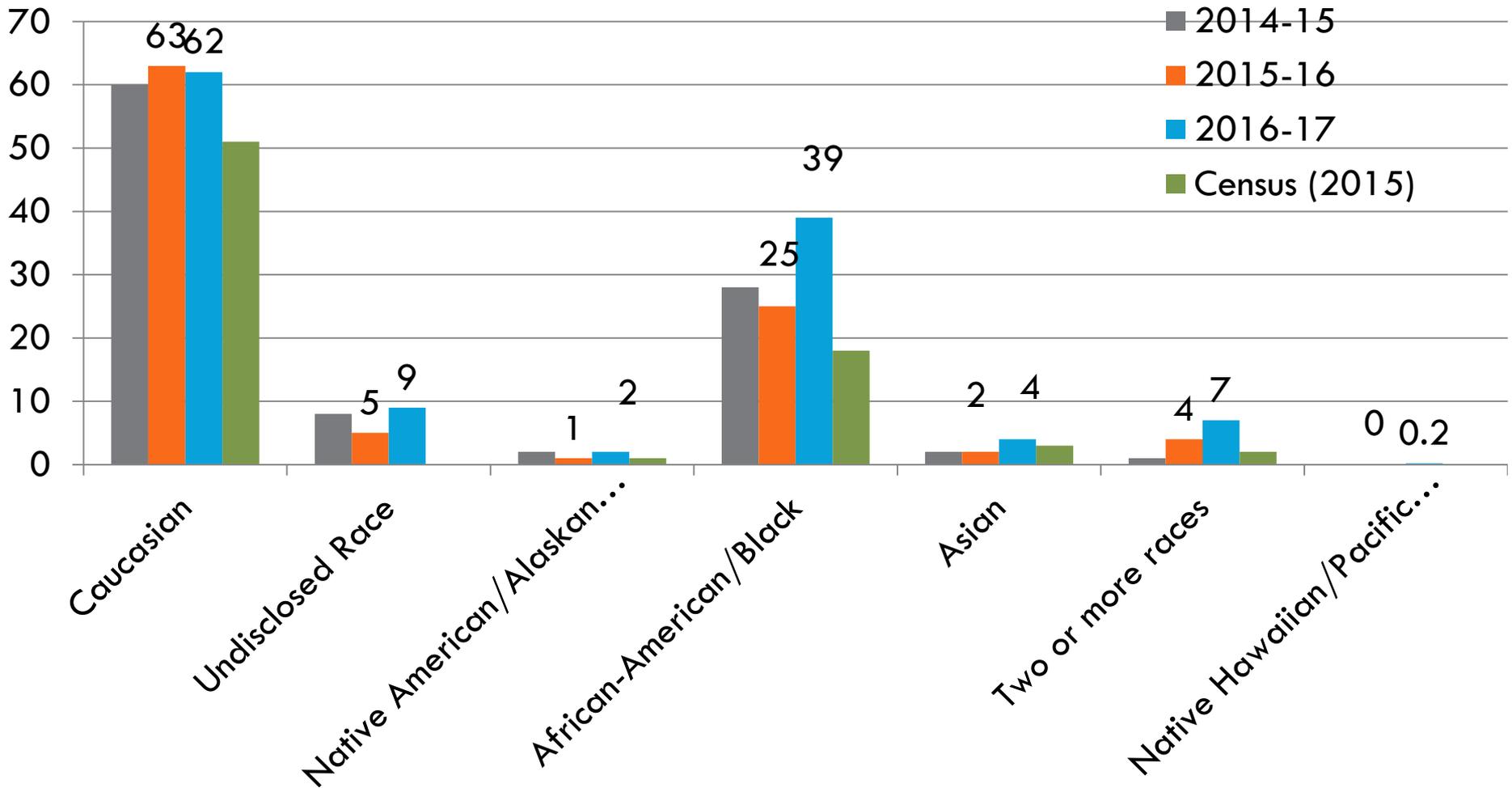
ACCOMPLISHMENTS

REGION 3: YOUTH & FAMILIES SERVED BY ETHNICITY

% OF CONTACTS
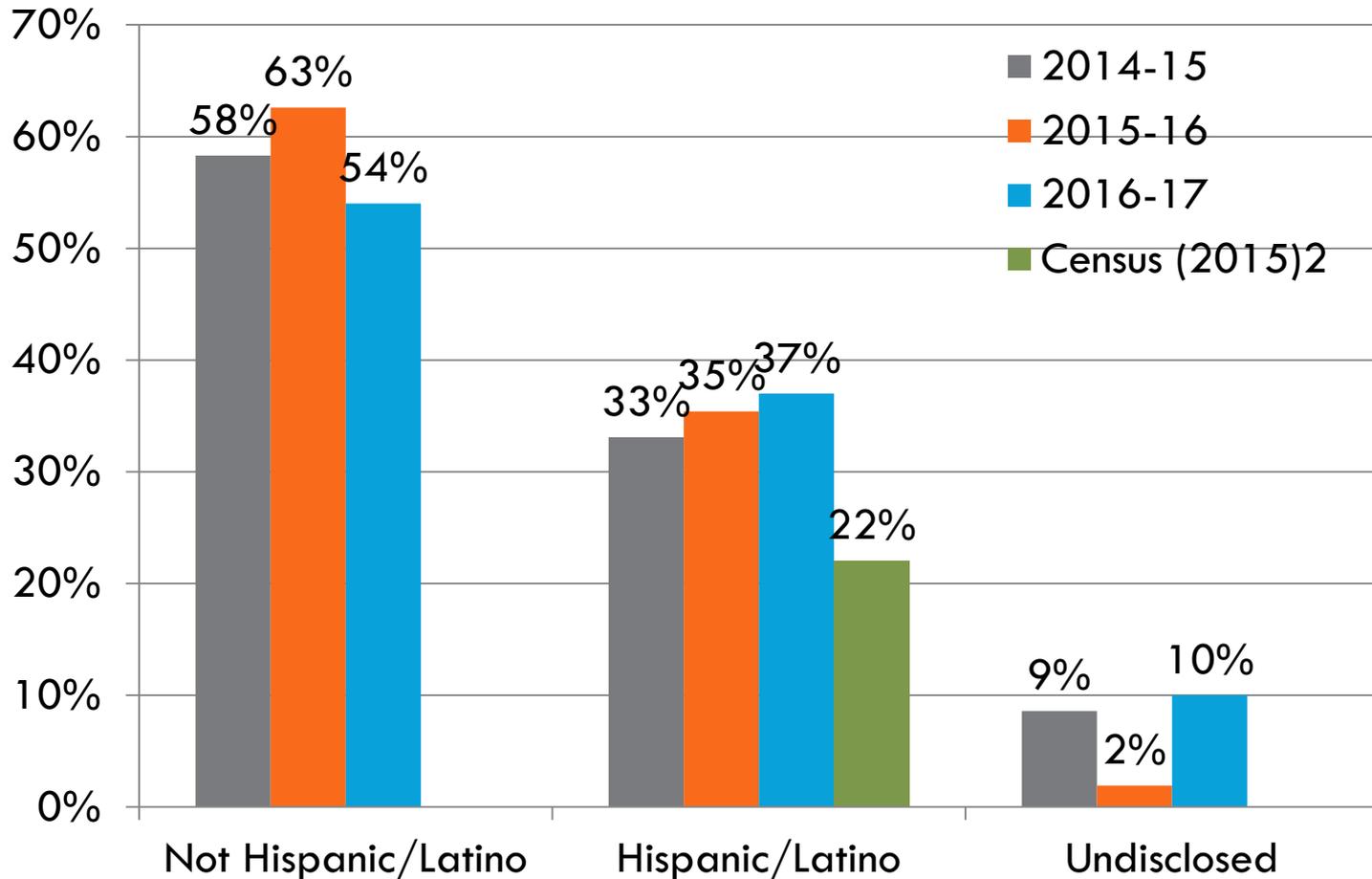
A REVIEW OF THE NUTS & BOLTS

MAINTAINING A HEALTHY ORGANIZATION & STRONG GRANTS MANAGEMENT SYSTEM

GRANT MANAGEMENT CONCEPTS

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

GRANT MANAGEMENT CONCEPTS

MONITOR BOTH <u>PERFORMANCE</u> AND <u>FISCAL</u> 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

  Institutions receiving $750,000 or more in federal funding annually must include those funds in an annual audit and report the results. All Parent Centers should do a single audit or project specific is fine.

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

Include your PR/Award #

NEW TOOL KITS!

APPROPRIATE WRITTEN INDIVIDUALIZED ASSISTANCE

1. **Parent Center Hub Workspace:** *By invite only at* parentcenterhub.org/groups. *To be added, contact Carolyn Hayer at chayer@spanadvocacy.org*

2. **Flash drives** *(one per Center).* *Mailed in March 2018*

3. **Regional Parent TA Center**

4. **Webinar reviewing the Toolkit was recorded & link available to organizational and Parent Center Directors in the Parent Center Workspace**

NEW TOOL KITS!

BOARD PROFESSIONAL DEVELOPMENT TOOLKIT

1. **R4 PTAC site**. http://region4ta.us/content/restricted-resources. Password: TPACRocks

2. **Manual and Flash drives** (*one per Center*). *Mailed in March 2018*

3. **Regional Parent TA**

4. **Intro Webinar. http://www.parentcenterhub.org/webinar-toolkits-board-development/**

GRANT MANAGEMENT CONCEPTS

PROVIDE TECHNICAL ASSISTANCE AND FEEDBACK

- OSEP Key Resources document

- Grant Performance Tips

- Websites, such as

  - https://sites.ed.gov/idea/

  - www.ed.gov

  - OSEPIDEASThatWork.gov

- 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
- 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

Questions? Ideas?

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THANK YOU

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