


REGION B PARENT CENTER MEETING
WITH OSEP
KRISTEN RHOADS

PRESENTATION GOALS



This presentation will help you ---

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



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MORE ABOUT KRISTEN



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REGION B PROJECTS

❖ Alabama

- PTI – AL Parent Education Center

❖ Arkansas

- PTI - Center for Exceptional Families
- AR Support Network

❖ Florida

- PTI – Family Network on Disabilities of FL (PEN, PSN, POPIN)
- Parent to Parent of Miami
- Project Empower of NW FL

❖ Georgia

- PTI – Parent to Parent of GA
- PTAC – Parent to Parent of GA

❖ Louisiana

- PTI – Families helping Families of Greater New Orleans
- Pyramid CPRC

❖ Mississippi

- PTI – Coalition for Citizens with Disabilities

❖ North Carolina

- PTI & co-PTAC - Exceptional Children's Assistance Center
- Family Support Network/HOPE
- F.I.R.S.T.



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REGION B PROJECTS

❖ Oklahoma

- PTI – Oklahoma Parent Center
- Pervasive Parenting Center

❖ South Carolina

- PTI – Family Connection of South Carolina
- Family Resource Center for Disabilities and Special Needs

❖ Tennessee

- PTI – Support & Training for Exceptional Parents

❖ Texas

- Children's Disability Information Coalition
- PTI – Partners Resource Network (PATH, PEN, TEAM)

❖ Virginia

- PTI – Parent Educational Advocacy Training Center
- Formed Families Forward



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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



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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



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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>

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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.

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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 fewer 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.


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LARGE AVAILABLE BALANCES

- Project Officer reviews expenditures in G5 monthly.
 - OSEP RTP Front Office reviews expenditures in G5 in February and May.
- If you have a LAB, you will be asked to:

 - Provide a brief explanation of the factors that lead to a LAB
 - Provide a plan for resolving the LAB over the remaining budget periods for the grant
- Project Officers work with OSEP leadership to:

 - Make sure that the proposed plan is consistent with the approved grant project
 - Determine if funding should be continued as planned or reduced

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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 #

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GRANT MANAGEMENT CONCEPTS

PROVIDE TECHNICAL ASSISTANCE AND FEEDBACK

- OSEP Key Resources document
- Grant Performance Tips
- Websites, such as
 - sites.ed.gov/IDEA
 - www.ed.gov
 - OSEPIDeASThatWork.gov
- Others you like ...

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

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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 do our Board & project staff work together?

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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

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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 OSEP's other TA resources
- Changes in Federal Law & Policy Guidance
 - ESSA, OSEP Dear Colleague Letters & Policy Statements
 - IDEA Reauthorization

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