



REGION 4 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 4 Project Officer and each other;**
- 2. Recognize Region 4 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 4 PROJECTS

❖ Illinois

- Family Matters Parent Training and Information
- Family Resource Center on Disabilities

❖ Indiana

- IN*SOURCE

❖ Iowa

- Access for Special Kids Resource Center

❖ Michigan

- Michigan Alliance for Families

❖ Minnesota

- Discapacitados Abriendose Caminos
- PACER Center

❖ Missouri

- Missouri Parents Act

❖ Ohio

- Ohio Coalition for the Education of Children with Disabilities

❖ Wisconsin

- Alianza Latina Aplicando Soluciones
- Wisconsin Families Assistance Center for Education, Training, And Support

ACCOMPLISHMENTS

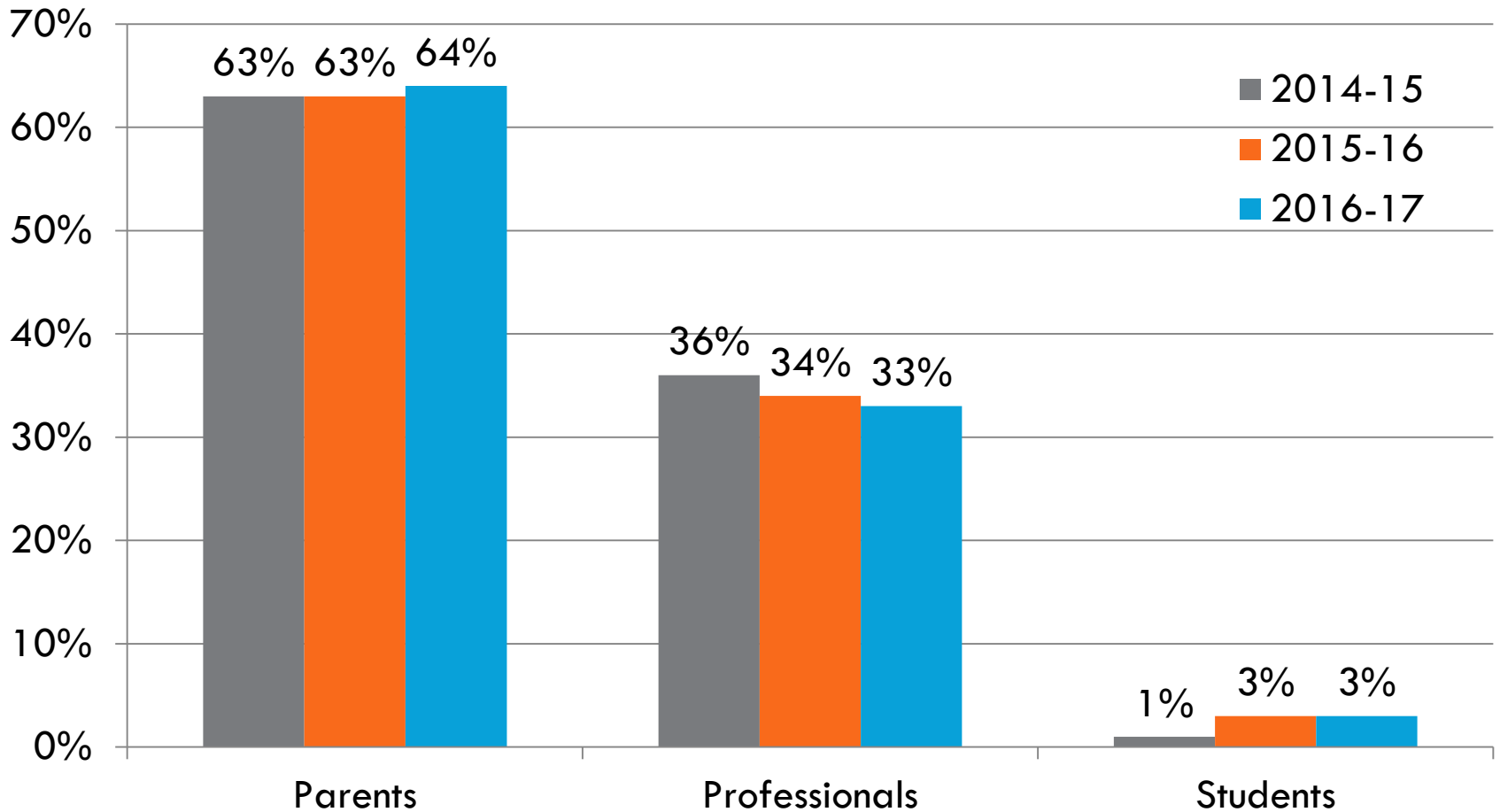
LOOK AT REGION 4

PARENT CENTER ACTIVITIES:

Total of 198,557 Contacts

ACCOMPLISHMENTS

REGION 4: WHO WE SERVE



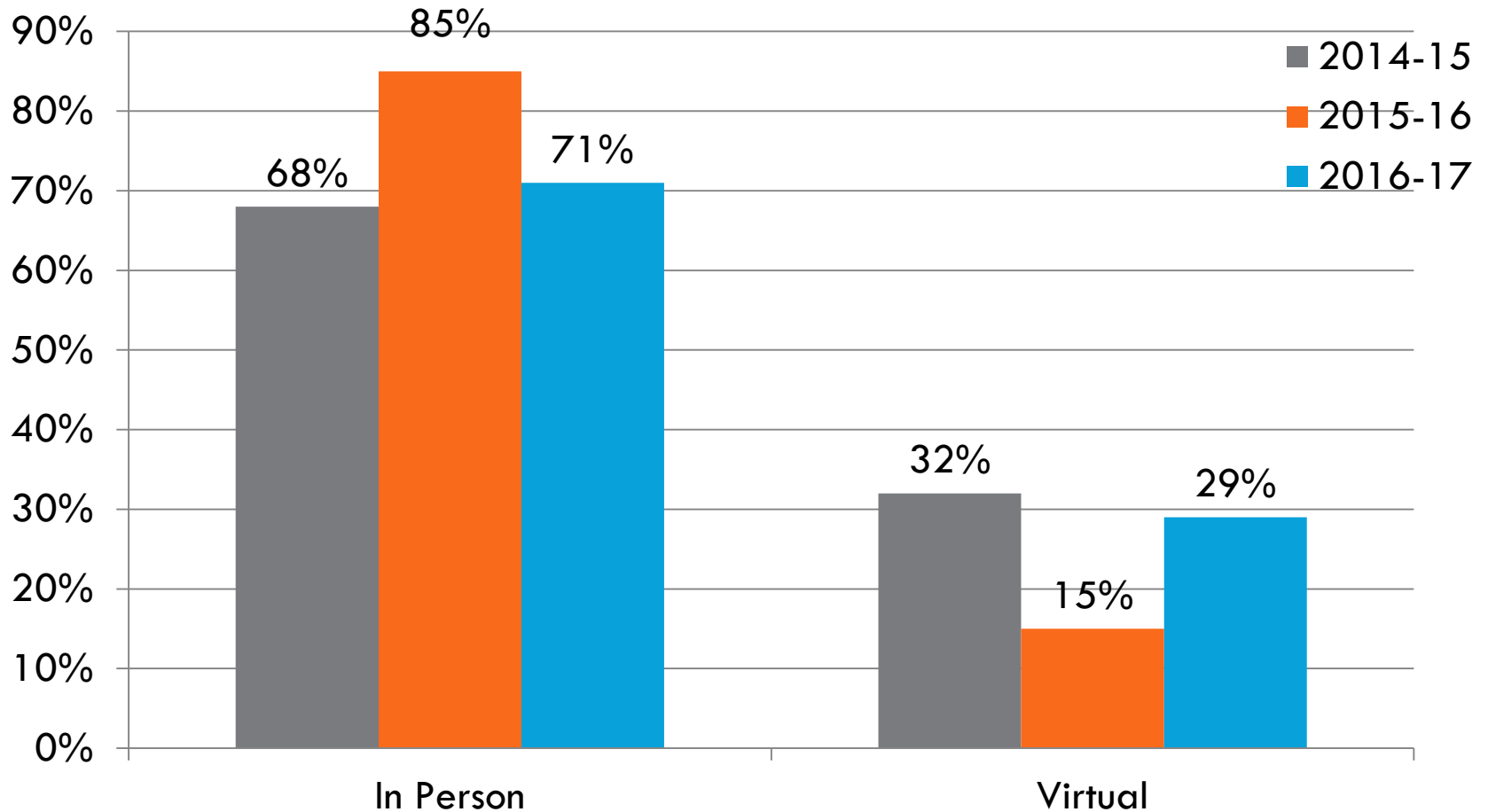
2014-15: 204,661

2015-16: 238,295

2016-17: 198,557

ACCOMPLISHMENTS

REGION 4: HOW DID PEOPLE ATTEND



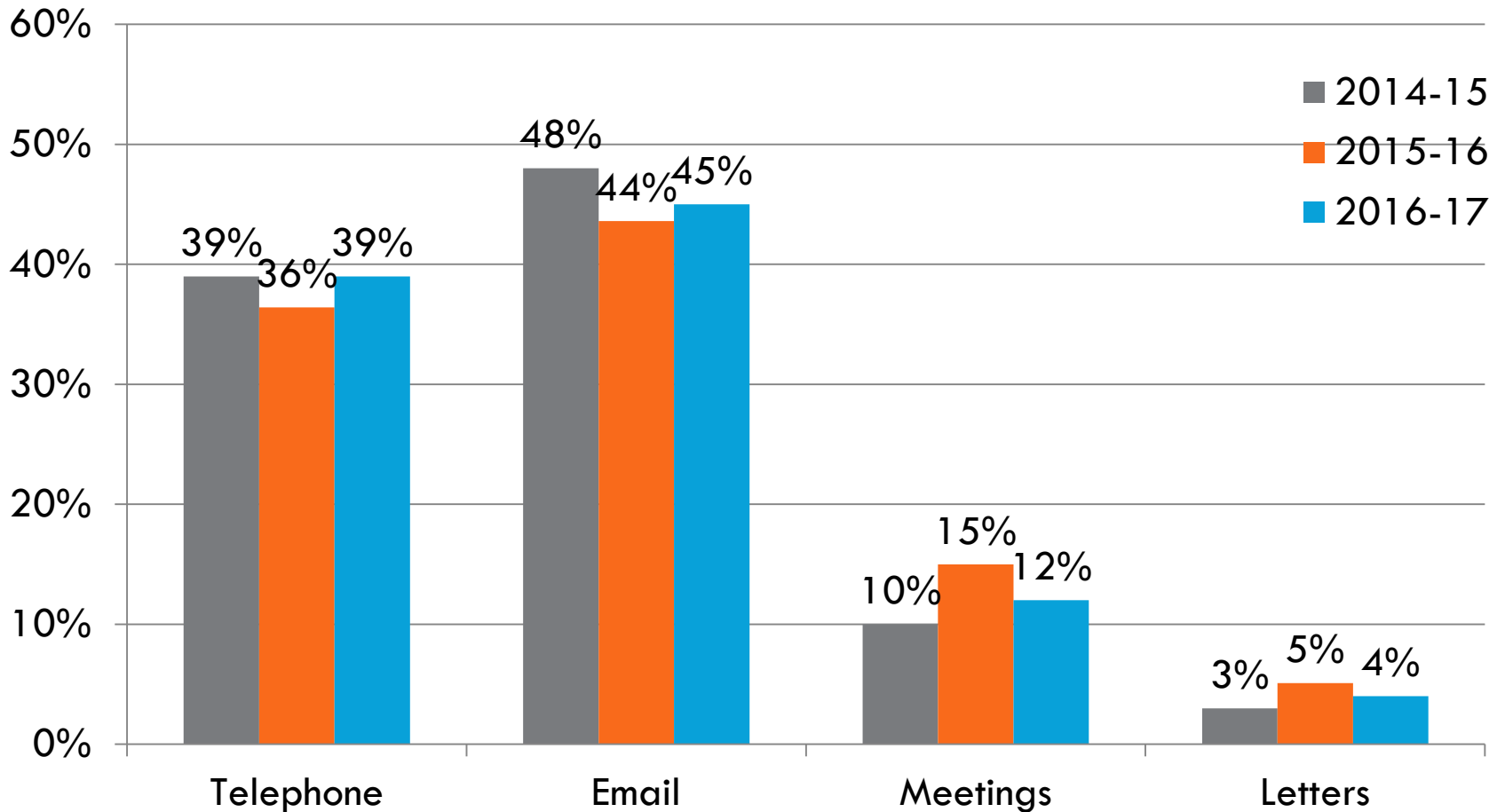
ACCOMPLISHMENTS

REGION 4: WHO & HOW – BY THE NUMBERS

	In Person		Virtual		Total	
	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17
Parents	20,011	15,458	5,228	7,693	25,239	23,151
Profess.	19,058	14,392	2,325	6,661	21,383	21,053
Students	5,022	5,168	42	88	5,064	5,256

ACCOMPLISHMENTS

REGION 4: PROVISION OF INDIVIDUALIZED TECHNICAL ASSISTANCE



ACCOMPLISHMENTS

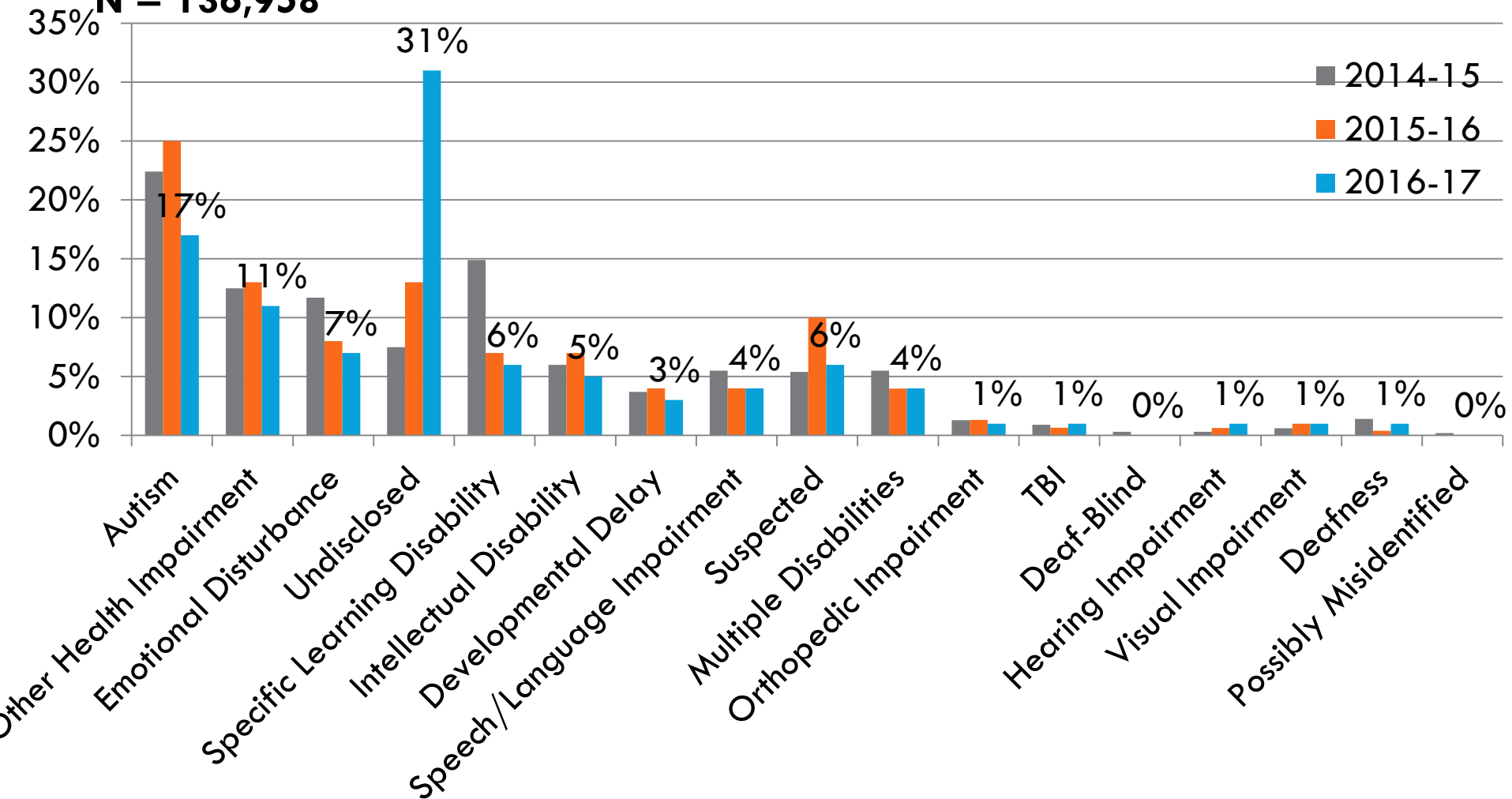
REGION 4: PROVISION OF INDIVIDUALIZED TA - BY THE NUMBERS

	Parents	Professionals/ Others	Students
Phone	49,741	8,581	197
Letter	4,228	1,038	190
Email/text	41,134	26,157	311
In person	8,210	8,556	754

ACCOMPLISHMENTS

REGION 4: PROVISION OF INDIVIDUALIZED TA – PERCENT BY CATEGORY

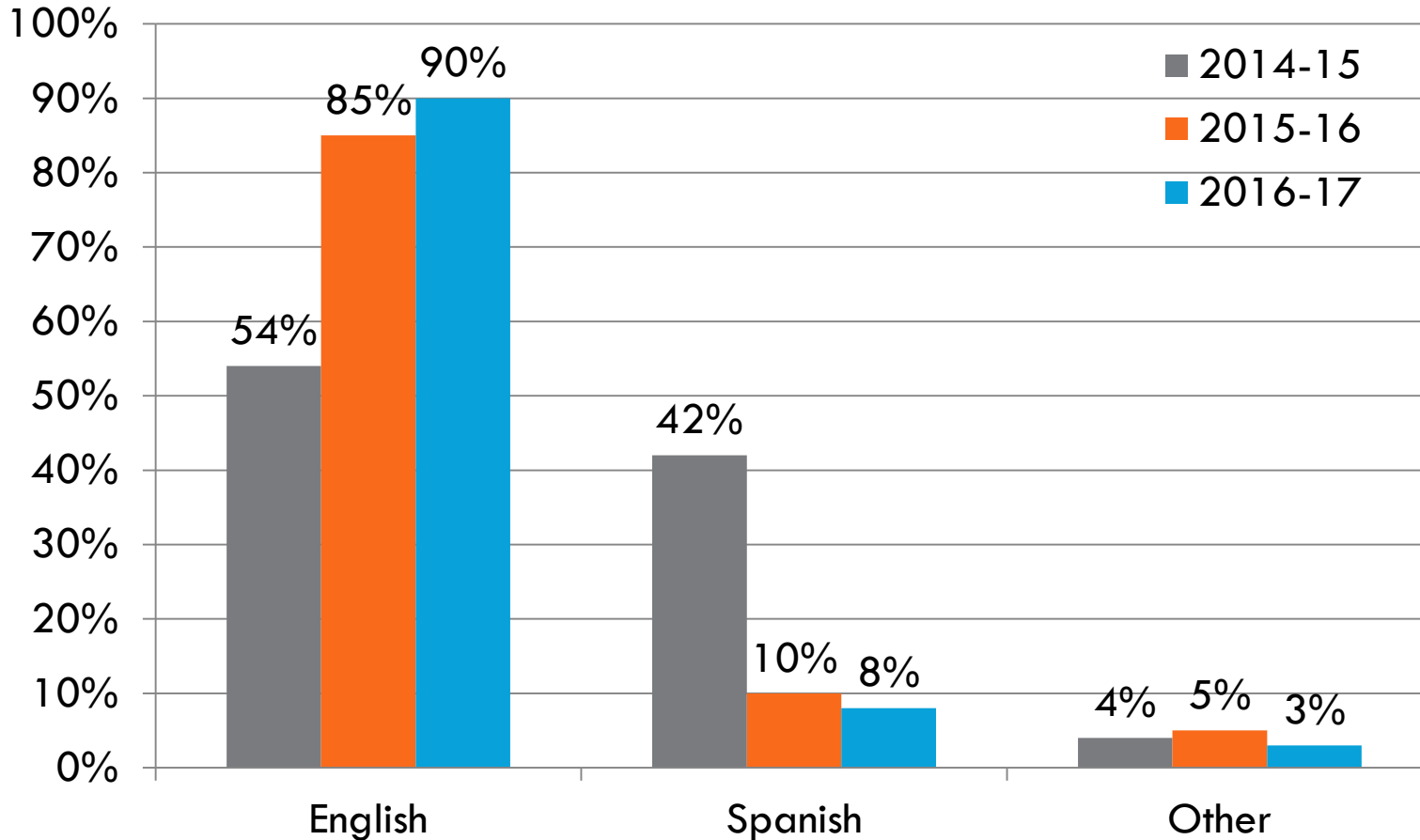
N = 136,958



ACCOMPLISHMENTS

REGION 4: LANGUAGE IN WHICH PARENTS WERE SERVED

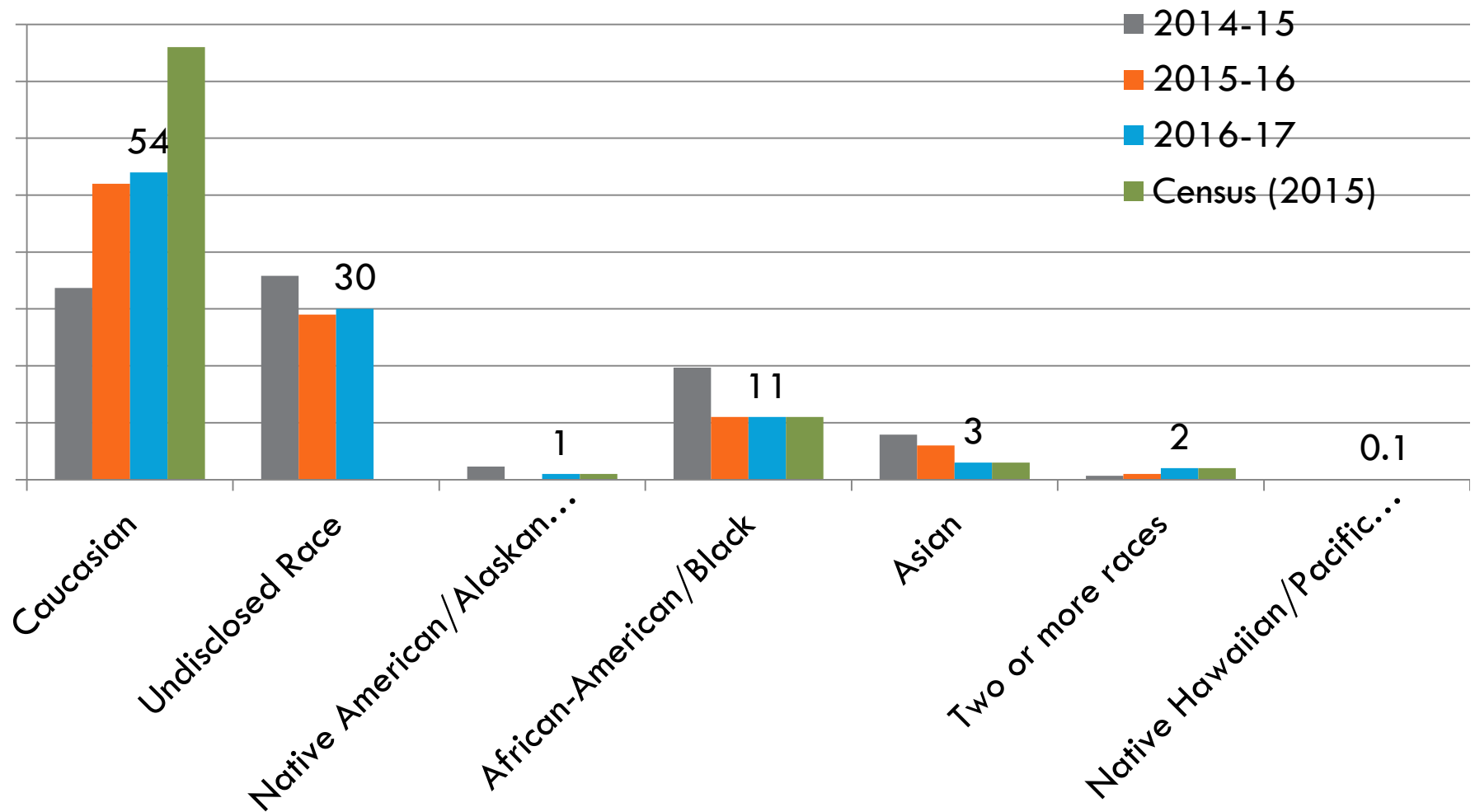
% OF INDIVIDUAL TA



ACCOMPLISHMENTS

REGION 4: YOUTH & FAMILIES SERVED BY RACE

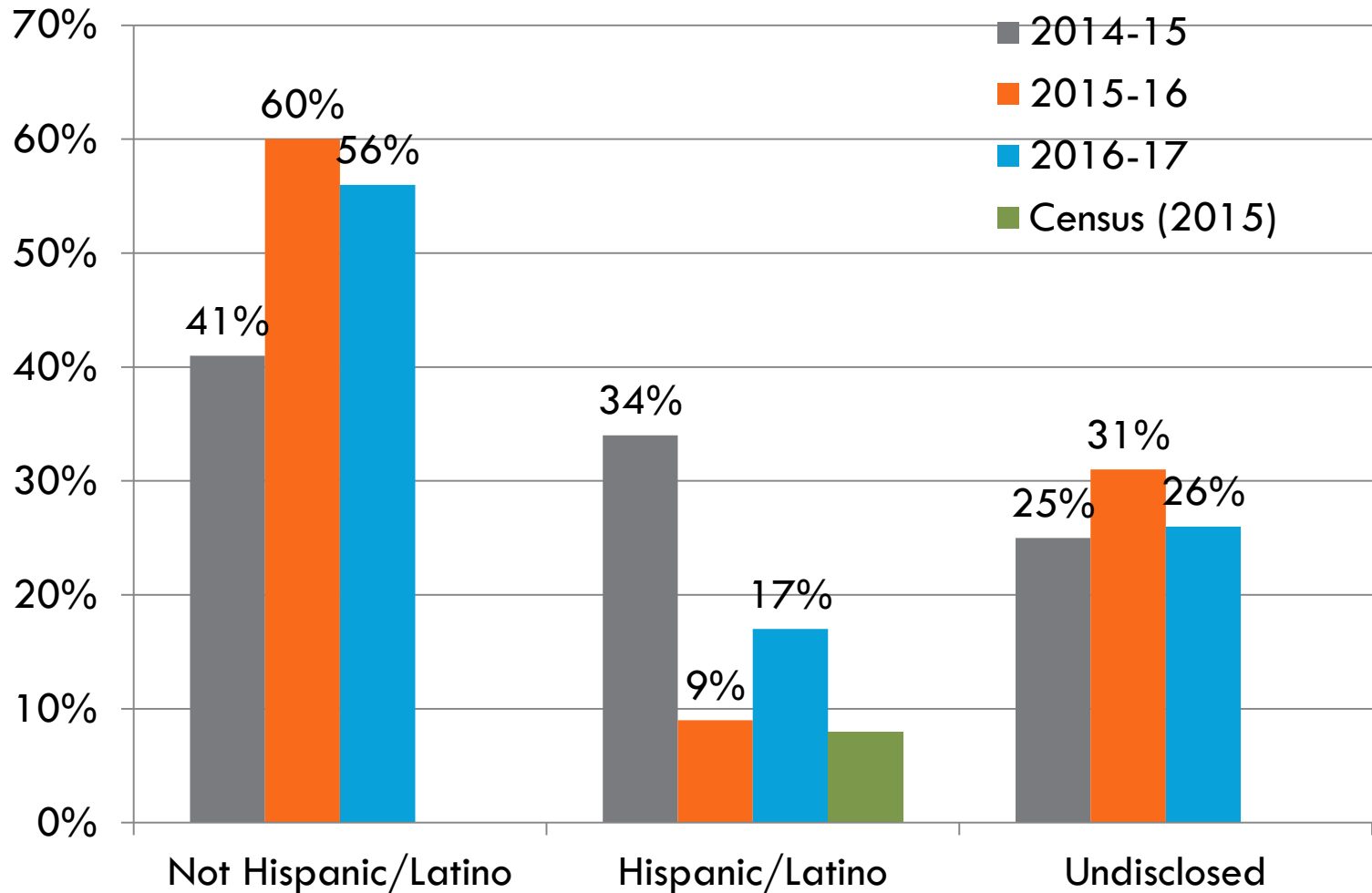
% OF INDIVIDUAL TA



ACCOMPLISHMENTS

REGION 4: YOUTH & FAMILIES SERVED BY ETHNICITY

% OF INDIVIDUAL TA



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

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



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 ...



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



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THANK YOU



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