

PARENT TRAINING AND INFORMATION CENTERS (ALN 84.328M)

★ APPLICANT ORIENTATION ★

Note Regarding Webinar



- ▶ 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 2022 recorded webinar titled “[Applying for Office of Special Education Programs Discretionary Grants](#)” for additional information related to submitting an application.



Application Timelines



- ▶ Notice Inviting Applications (NIA) published in the Federal Register on December 16, 2024.
- ▶ Applications due no later than 11:59:59 p.m. Eastern Time on March 3, 2025.



Notice Inviting Applications



- ▶ Notice published in Federal Register
- ▶ Notice is the official documentation of program requirements
- ▶ Notice contains absolute priority, programmatic requirements, and selection criteria.



Application Package Contents



- ▶ 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

Multiple Applications

Purpose



- ▶ The purpose of the Special Education Parent Information Centers program is to ensure that parents of children with disabilities receive high-quality, relevant, and useful training and information to help improve outcomes for their children
- ▶ The purpose of this priority is to fund 64 PTIs designed to meet the information, training, and support needs of parents of children with disabilities and youth with disabilities



Eligible Applicants – Parent Organizations



- ▶ A “parent organization” is a private nonprofit organization (other than an institution of higher education that(a) Has a board of directors the majority of whom are parents of children with disabilities ages birth through 26; that includes Individuals working in the fields of special education, related services, and early intervention and Individuals with disabilities; and are broadly representative of the population to be served, including low-income parents and parents of limited English proficient children; and (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 IDEA.



Ineligible Applicants



- ▶ For-profit organizations
- ▶ Non-profit organizations such as institutions of higher education, schools and school systems, and foundations, among others
- ▶ Organizations focused on one disability or a narrow subset of the disabilities in IDEA.



States and Funding Levels



- ▶ Total funding is \$25,800,000
- ▶ 64 awards for all States, the District of Columbia, Puerto Rico, the Virgin Islands, and the Pacific entities.
- ▶ California, Florida, New York, and Texas have multiple PTIs.
- ▶ Funding levels for one budget period vary and are listed in the NIA
- ▶ Project period is five years.



Multiple Applications



- ▶ An applicant may submit only one application in the States and areas with one PTI.
- ▶ An applicant may submit multiple but separate applications in States with more than one PTI; however, an applicant is limited to only one application in each region.



Competition Information

Expected Project Outcomes and Activities

Application Narrative and Selection Criteria

Application Requirements and General Requirements

Expected Project Outcomes



- ▶ Increase parents' capacity to help their children improve their early learning, school-aged, and postsecondary outcomes
- ▶ Increase parents' knowledge of educational and early learning best practices
- ▶ Increase youth's capacity to be effective self-advocates



Expected Activities



- ▶ Outreach to increase awareness of the PTI's services
- ▶ Services that increase parents' and youth's knowledge and capacity
- ▶ Partnerships with community parent resource centers, other PTIs, the parent centers funded by the Rehabilitative Services Administration
- ▶ Network with relevant organizations serving families
- ▶ Annual data collection



Application Narrative



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



Significance



- ▶ Present information on the needs of parents and youth
- ▶ Demonstrate how the project will address those needs through high-quality services that improve parents' and youths' knowledge and capacity
- ▶ Demonstrate how best practices and knowledge of current education practices and policies inform services
- ▶ Show relevant partnerships at the State and local levels.



Quality of Project Services



- ▶ Implement an outreach plan
- ▶ Provide high-quality services that increase parents' knowledge and capacity
- ▶ Provide high-quality services that increase youth's knowledge and capacity
- ▶ Use best practices and varied methods
- ▶ Establish cooperative partnerships and networks



Quality of the Project Evaluation



- ▶ Evaluation plan is connected to the project logic model
- ▶ Evaluation plan contains measures for evaluating the
 - Quality and reach of the project services
 - Progress in implementing project services
 - Outcomes of the project activities
 - Extent goals in logic model are met



Quality of Project Personnel & Adequacy of Resources



- ▶ Applicant and partners have adequate resources
- ▶ Costs are reasonable
- ▶ Encourage employment of diverse personnel
- ▶ Qualifications and expertise of key personnel and contractors



Quality of Management Plan



- ▶ Project meets outcomes on time and within budget
- ▶ Clearly defines responsibilities of key personnel and contractors
- ▶ Ensures a diversity of perspectives
- ▶ Uses board of directors to provide appropriate oversight
- ▶ Ensures quality, relevance, and usefulness of project services
- ▶ Submits accurate reports
- ▶ Uses available technical assistance



Selection Criteria



- ▶ Significance (10 points)
- ▶ Quality of Project Services (35 points)
- ▶ Quality of the Project Evaluation or Other Evidence-Building (15 points)
- ▶ Quality of Project Personnel and Adequacy of Resources (20 points)
- ▶ Quality of the Management Plan (15 points)



Application Requirements



- ▶ In Appendix A, a logic model for the project
- ▶ In Appendix A, any applicable personnel-loading charts and timelines to illustrate the management plan
- ▶ In the budget, travel funds to support the project director's annual attendance at one meeting sponsored by OSEP and one meeting sponsored by the Regional PTACs, at a minimum
- ▶ An assurance that the project will maintain a website that meets government or industry-recognized standards for accessibility and meets the needs of the parents and youth in the State or region.



General Requirements



- ▶ 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)
- ▶ Applicants for, and recipients of, funding must, with respect to the aspects of their proposed project relating to the absolute priority, 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)



Submission Information

Application Submission

Submission Tips and SAM Registration

Ineligible Applications

Application Tips

Application Submission



- ▶ Applications must be submitted electronically in Grants.gov
- ▶ Applications may not be submitted via email
- ▶ Applications must be submitted no later than 11:59:59 p.m., Washington, DC time, on March 3, 2025
- ▶ 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



Submission Tips



- ▶ 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



System for Award Management (SAM)



- ▶ Grantees must have a Unique Entity Identifier (UEI) and a Taxpayer Identification Number (TIN) in SAM.gov
- ▶ Be registered in the System for Award Management (SAM.gov), the Government's primary registrant database
- ▶ Provide your UEI number and TIN on your application
- ▶ Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period



Ineligible Applications



- ▶ Applications received after deadline (March 3, 2025, at 11:59:59 p.m., Washington, DC time)
- ▶ Applications not addressing the published priority
- ▶ Applications submitted by ineligible entities (i.e., organizations other than nonprofit parent organizations)



Application Tips



- ▶ Maximum funding levels for each grant are noted in the notice
- ▶ 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 the application package



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