



Janet C. Barresi
State Superintendent of Public Instruction
OKLAHOMA PARENTS AS TEACHERS (OPAT) GRANT APPLICATION

Applications must be received by email ONLY on or before 4:00 p.m. on **Friday, June 27, 2014**. Pages with signature requirements will need to be scanned or mailed in. Please save the document as your program's name. Please put entire application, including supporting documents, into one PDF document.

Email application to: OPAT@SDE.OK.GOV

Recommendations of grant recipients will be presented to the State Board of Education at the regularly scheduled July meeting.

Requirements

- 1) The Local Education Agency (LEA) must provide a 25% in kind match.
- 2) Program must meet the minimum number of parent/family groups served yearly.
- 3) Program must conduct an Ages and Stages Questionnaire as a developmental screening on 95% of eligible children enrolled.
- 4) Program must operate for at least 10 months of the year.
- 5) Program must hold monthly Group Connections.
- 6) Program must submit monthly data reports, mid-year, and end-of-year expenditure reports by the 10th of each month.
- 7) The program is voluntary and free to all parents of children prenatal to three years of age.
- 8) Programs should focus their efforts on serving families with at least one high need characteristic.
- 9) Previously funded programs must have met grant requirements from preceding program year.
- 10) Programs will be (at a minimum) Approved Users with National PAT.
- 11) Programs will participate in site support visits by the OPAT state leader as deemed necessary. OPAT State leader may request lesson plans and sign-in sheets from Advisory Board meetings.
- 12) The executive officer of the applying program is aware this grant is for a ten month period, with no assurance of further funding.

13) All grant money must be spent by June 30, 2015.

Program Coordinator _____

Email Address _____

Additional Email addresses to be added to the OPAT Listserv _____

Allocation Information

An LEA applying for a grant must have a minimum average daily membership (ADM) of 500 students. LEAs may partner with other LEAs to form consortiums for a combined ADM. The Oklahoma State Department of Education (OSDE) will verify the ADM using the first nine weeks attendance count from 2014. An LEA *may choose a lower* ADM grant category, but *may not exceed* their ADM category.

Number of Students ADM	Grant Amount	Average number of parent/family group visits per month	Minimum number of parent/family group visits for the year
500	\$15,000	23	230
1,000	\$23,000	38	380
3,000	\$38,000	63	630
10,000	\$53,000	88	880
18,000	\$69,000	118	1,180
30,000	\$92,000	156	1,560

Amount of funding requested _____ ADM _____

Name of LEA _____ County _____

Mailing address _____

LEA Superintendent or Interlocal Representative _____

If this application is being prepared on behalf of a consortium of school districts, list all participating districts:

<u>District Name</u>	<u>ADM</u>	<u>Superintendent's Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROGRAM INFORMATION

Please address the following items (I-VII) in narrative format. You may address following the question here or on a separate sheet.

I. Needs Assessment-20 points

- a. Estimate the percentage of families with high needs characteristics (teen parent, child with a disability or chronic health condition, parent with a disability or chronic health condition, parent with a mental illness, low educational attainment, low income, recent immigrant or refugee, substance abuse, court-appointed legal guardian and /or foster care, homeless or unstable housing, incarcerated parent(s), very low birth weight (under 3.3 lbs), death in the immediate family, domestic violence, child abuse or neglect, or military family (currently deployed or within 2 years of returning from deployment).

- b. What is the percentage of free and reduced in your school district?

- c. List other programs and services existing in the community that provide related services to infants and toddlers and their families (e.g. MIECHV, Head Start, Early Head Start, Healthy Families America, Children First, etc.).

- d. How will your program enhance and support the mission of the school district?

II. Administration/Operation-20 points

- a. Describe the school district(s) administrative and operational plan for implementing OPAT program requirements that include parent/family group visits, Group Connections, and screenings.
- b. Provide a description of the organization of your staff. How many Parent Educators are employed? How many Parent Educators will require training? Will these staff members have other job responsibilities? If yes, describe and list the hours they will be able to serve families. It is important to remember that parent/family group visits must be scheduled at the *convenience* of the family. Provide information about the qualifications of your staff that meet program guidelines. Attach resumes for staff members as documentation of their qualifications.
- c. Describe facilities that will be used for the OPAT program.
- d. List a proposed composition of the Community Advisory Committee and/or Internal Coordinating Committee.

III. Recruitment/Retention-5 points

- a.** How will your program recruit and retain families for program participation? Think about the particular needs of the community as well as how to teach the population the program is trying to serve.

IV. Collaboration with Community Partners-10 points

- a.** Provide information/documentation of community, foundation, and corporate support for OPAT in your area. Demonstrate that these other organizations are committed to supporting the OPAT program. In what ways will OPAT enhance their organizational goals?

- b.** Describe how services will be coordinated with community partners to avoid duplication of services and maximize resources. How does OPAT fill a need in your community?

V. Additional Services and Other Considerations-10 points

- a. In addition to parent/family group visits, Group Connections, screenings, and referrals, describe services that will be provided (newsletters, resource materials, playgroups, toy and book lending libraries, etc.). How do these resources support the mission of OPAT?

VI. Program Requirements Met-25 Points

- a. Established programs will be given points on the previous year's data. This includes: minimum number of visits met, monthly data reports, mid-year, and end-of-year expenditure reports submitted on time, attendance of at least one program representative at the Fall and Spring Regional meetings, and screening of eligible children using ASQ.

VII. Budget-10 points

a. Salaries and Benefits-100 and 200

Districts should take into account the minimum number of parent/family group visits when making staff decisions (Example: 23 parent/family group visits a month x 2 hours each=50 hours per month plus additional hours for program planning, recruitment, Group Connections, supervision, data collection, etc.)

b. Training/Contracted Services-300

New Parent Educators and coordinators must receive training on the National Parents as Teachers Foundational Curriculum. Consider training fees, travel and lodging costs, etc. when budgeting for National trainings.

c. Travel-500

Mileage shall be paid at the State rate of 56 cents per mile for travel to and from parent/family group visits and other job related activities.

The OSDE holds two Regional Meetings each year; one in the Tulsa Metro area and one in the OKC Metro area. Budget accordingly to attend these meetings.

d. Supplies and Equipment-600 and 700

Age-appropriate toys, books, and materials may be needed to conduct monthly parent/family group visits, and Group Connections.

e. Fees/Other

If your program chooses to be an Affiliate program with the National Parents as Teachers office, the fee is \$3500 for new programs, and \$1500 for an established program.

Both Affiliates and Approved Users need to maintain their Parent Educator status with the National PAT office. This fee is \$150 or \$195 annually.

f. Expenditure Reports

A mid-year (due date: February 10, 2015) and end-of-the year (due date: 9-10-15) expenditure report shall be submitted to OSDE for comparison to the budget submitted.

A revised budget may be submitted to the OSDE as necessary.

See the *Oklahoma Cost Accounting System Manual* for Object Code definitions.

A 25% monetary match is required by the participating LEA.

I agree to the terms and conditions of this grant application. If progress toward the requirements of the grant as outlined herein is not being made based on data forms by December 31, 2014, I understand no further allocation will be made to fund the OPAT program for the remainder of the program year.

LEA or Interlocal Name _____

Signature of Superintendent _____

Date _____