



JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
STATE OF OKLAHOMA

MEMORANDUM

TO: Superintendents, Special Education Directors, and other interested parties
FROM: Dr. Rene Axtell, Assistant Superintendent of Special Education
DATE: June 21, 2013
SUBJECT: Oklahoma Parents as Teachers Grants

The purpose of this memorandum and attachment is to provide additional information to local education agencies (LEAs) concerning the Oklahoma Parents as Teachers (OPAT) grant application for FY 2014.

The OPAT grant application is posted on the OSDE website <<http://sde.ok.gov>> and is being sent through several listservs. Interested parties should complete the grant application and submit it through email to: <OPAT@sde.ok.gov> no later than 4:00 pm, Friday, July 5, 2013.

If you have additional questions or concerns about the OPAT grant application, please contact Michelle Reeves, Project Coordinator for Early Childhood, at (405) 522-4513 or <OPAT@sde.ok.gov>.

RA/mr

Janet Barresi
State Superintendent of Public Instruction
OKLAHOMA PARENTS AS TEACHERS (OPAT) GRANT APPLICATION
A Parent Education Program
2013-2014

Applications must be received by email ONLY no later than 4:30 p.m. on **Friday, July 5, 2013**. All pages with signatures may be scanned or electronically signed. Please save the document as your program's name. If technology is available, please put entire application into one PDF document.

Email application to: <OPAT@sde.ok.gov>

It is scheduled that the recommendations will be presented to the State Board of Education on Thursday, July 25, 2013.

GENERAL INFORMATION

A local education agency (LEA) applying for a grant must have a minimum average daily membership (ADM) of 500 students for the development and operation of an OPAT program. If an LEA does not have a minimum ADM of 500 students, the LEA may partner with other LEAs to form a consortium with combined ADMs that total a minimum of 500 students. The Oklahoma State Department of Education (OSDE) will verify ADM using first nine weeks attendance count from 2012. Please refer to the chart below for qualifying grant amounts. An LEA may choose to opt for a lower ADM grant category, but it may not exceed their ADM grant category.

Number of Students (ADM)	Grant Amount*	Minimum Number of Personal Visits/Families Served Monthly
500	\$13,500	25
1000	\$21,000	40
3000	\$35,000	65
10,000	\$48,500	90
18,000	\$63,000	120
30,000	\$84,000	160

Amount of funding requested \$ _____ ADM _____
(verified based on October 2012 count)

Print or Type name of Local Educational Agency (LEA) or Interlocal Number _____ County _____

Print or Type name of Local Educational Agency (LEA) or Interlocal Number County

LEA Mailing Address City, State, Zip Telephone

Title (Mr., Ms., or Dr.) First Name Last Name
Print or Type name of LEA Superintendent or Interlocal Representative

Signature of LEA Superintendent or Interlocal Representative Date

Title (Mr., Ms., or Dr.) First Name Last Name
Print or Type name of Program Coordinator/Administrator and Position

Program Coordinator Mailing Address City, State, Zip Telephone

Program Coordinator Electronic Mailing Address

Additional Electronic Mailing Address(es) to be added to the OPAT ListServ

Number of new Parent Educators needing initial training in Foundational and Model Implementation

Number of new Supervisors needing initial training in Foundational and Model Implementation

Number of existing Parent Educators needing re-training in the Foundational program

Number of existing Supervisors needing re-training in the Foundational program

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

County/District		1st Nine Weeks	
<u>Number</u>	<u>District Name</u>	<u>ADM 2012</u>	<u>Superintendent's Signature</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If your district operated an OPAT program in 2012-2013, you must complete the following:

Please circle the correct answer. Narrative responses should be typed on a separate sheet.

1. The number of families served in 2012-2013 with personal visits met the minimum guidelines as set forth by the Oklahoma State Department of Education.
Yes or No *(If No, please explain.)*

2. All eligible children were developmentally screened using the designated instrument, *Ages and Stages Questionnaire (ASQ)*.
Yes or No *(If No, please explain.)*

3. The program for 2012-2013 was operated for a full 10-month period.
Yes or No *(If No, please explain.)*

4. The program was in compliance with all OPAT program requirements as set forth by the Oklahoma State Department of Education.
Yes or No *(If No, please explain.)*

5. The district submitted an itemized midyear expenditure report on or before the due dates for the 2012-2013 grant cycle.
Yes or No

6. All requested information and data necessary for OPAT program evaluation was provided by the district to the Oklahoma State Department of Education.
Yes or No

7. The district provided a 25 percent match of cash or in-kind services for the 2012-2013 grant cycle.
Yes or No

8. A program representative participated in all required regional and statewide meetings sponsored by the Oklahoma State Department of Education.
Yes or No *(If No, please explain and provide documentation of any approved absences.)*

Name of individual verifying above information:

Printed Name

Position

Signature

Date

PROGRAM INFORMATION

On a separate document, please address the following items (I-VII) in a narrative format:

I. Needs Assessment - 20 points

- a. How many families are expected to be served? Factors to consider in determining this number:
 1. Minimum number required by grant according to funding requested.
 2. The prenatal to three years population in the community.
 3. Preparation for personal visits (approximately 30 minutes each visit).
 4. Implementation of personal visits (one hour per visit). Each family should receive twelve visits per year (does NOT have to be a 12 mo. program)
 5. Travel time to and from personal visits.
 6. Record keeping (approximately 30 minutes per personal visit).
 7. Preparation for monthly group meeting(s) (approximately two hours per month).
 8. Monthly group meeting(s) (approximately one hour per meeting).
 9. Recruitment of families with children prenatal to three years, community contacts, and presentations for awareness and recruitment.
- b. Estimate the number of low income families, first-time parents, teen parents, and families with limited English proficiency in the district/consortium.
- c. List other public and private programs and services existing in the community that provide related services to infants and toddlers and their families (e.g., SoonerStart, Smart Start, Educare, Children First, Even Start, Early Head Start, Head Start, Healthy Families, Healthy Beginnings). If the OPAT program will be housed off the public school campus, address how the program will 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: personal visits, group meetings and screenings. (See Program Guidelines.)
- b. Provide a description of the organization of your staff. For example, how many Parent Educators will be employed? How many of the Parent Educators will require training? Will these staff members have other job responsibilities? If yes, describe and list the hours he/she will be available to serve families with children birth to three years through the OPAT program. It is important to remember that personal visits must be scheduled at the **convenience** of the family (e.g., daytime, evening, and/or weekend). (See Program Guideline 8.) Provide

information about the qualifications of your staff that meet program guidelines. Include resumes for staff members as documentation of their qualifications.

- c. Describe school district(s) facilities that will be provided for the OPAT program. (Include information on office space, technology, space for group meetings, equipment, and space for parent resources.) If the program is not housed in a school district facility, describe the facilities in which the OPAT program will operate.
- d. If this application is on behalf of a consortium of districts, describe how services will be provided to all participating districts. How will communication occur between the districts? Who will be the point person at each district?
- e. List a proposed composition of the Community Advisory Committee and/or Internal Coordinating Committee. (See Program Guideline Definitions.)

III. Recruitment - 15 points

How will the district(s) recruit families with children aged prenatal to three years for program participation? Think about the particular needs of the community, as well as, how best to reach the population the district is trying to serve.

IV. Collaboration with Community Partners - 15 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. In other words, how does OPAT fill a need in your community that has not already been filled?

V. Additional Services - 10 points

In addition to personal visits, group meetings, screenings and referrals, describe services that will be provided (e.g., newsletters, resource materials, playgroups, toy and book-lending libraries) to families. How do these services support the mission of OPAT?

VI. Budget - 10 points

The following information is provided to assist the district(s) in completing the budget categories below:

- a. **Salaries** - A part-time parent educator, working 20 hours per week, may serve a maximum of 30 children. A full-time educator, working 40 hours per week, may serve a maximum of 50 children. Districts should take into account the minimum number of visits to be completed monthly as required per grant when making staff decisions. (Example: 25 personal visits per month x 2.5 hours each = 62.5 hours per month plus additional hours for program planning, recruitment, and community involvement.)
- b. **Training** - New parent educators and coordinators must receive the **required** five-day Foundational and Model Implementation Training presented by Parents as Teachers National Center. Total training expenses including registration fees, lodging, meals, and mileage may be as much as \$1,000 per person for the trainings. Coordinators and Supervisors may be required to have additional training. An in-state training has been tentatively scheduled for September/October to be hosted by the Oklahoma State Department of Health. If a parent educator needs to be trained after this date, additional trainings will be available at other locations outside Oklahoma through the Parents as Teachers National Center. However, there may be an increase in training expenses due to travel expenses.

To be in compliance with the Parents as Teachers National Center, all existing OPAT programs must meet the requirements of an Affiliate program found here: http://www.parentsasteachers.org/images/stories/documents/2011_PAT_essential_requirements_Mar2011_2_.pdf by July 2014.

- c. **Travel** - Mileage shall be paid at the state rate of 50 cents per mile for travel to and from personal visits, regional and state conferences, training, and other job-related activities.
- d. **Supplies** - Age-appropriate toys, books, and materials will be needed to conduct monthly personal visits and group meetings. An estimated amount for start-up supplies for a new program could be up to \$2,500 for one to three parent educators.
- e. **Affiliate Fees** – All affiliates must pay the yearly \$1500 affiliate fee. There is also an \$150 fee per parent educator (up to twelve parent educators).

Using the table below, please list the district's OPAT budget for the 2012-2013 school year. Please see the *Oklahoma Cost Accounting System* Manual for Object Code definitions.

Object Code	Category	State Grant	*In-Kind or Cash Match	Total
100	Salaries	\$	\$	\$
200	Benefits	\$	\$	\$
300	Training	\$	\$	\$
400	Space	\$	\$	\$
500	Travel	\$	\$	\$
600	Supplies	\$	\$	\$
700	Equipment	\$	\$	\$
800	Affiliate Fees	\$	\$	\$

***A 25 percent match of cash or in-kind services is required by the participating LEA.**

VII. Other Considerations - 10 points

Consideration will be given to the level of initiative demonstrated in the applicant's proposal. Does the proposal go further than minimum program requirements?

If the district is not a first-time applicant, did the program meet or exceed the program requirements? (See page 4.)

Pursuant to Title 70 O.S. § 10-105.3:

In scoring the applications, consideration will be given to those school districts who serve a high percentage of at-risk students.

In evaluating new funding requests, priority for consideration shall be given to programs demonstrating the greatest need and will be combined with the greatest commitment of community, foundation, and corporate support.

Grant applications from districts that have previously received state funds for OPAT programs will be assessed on the following criteria:

1. The number of families served with personal visits met the minimum guidelines as set forth by the Oklahoma State Department of Education.
2. The program was operated for ten months during the school year.
3. The program was in compliance with all OPAT program requirements as set forth by the Oklahoma State Department of Education.
4. The district submitted an itemized midyear expenditure report on or before the due date.
5. All requested information and data necessary for the OPAT program evaluation was provided by the district to the Oklahoma State Department of Education.
6. The district provided a 25 percent match of cash or in-kind services.
7. The program staff participated in required state and regional OPAT meetings.*

**Programs receiving OPAT Grants for the 2012-2013 school year are required to participate in an informational meeting, two regional/statewide meetings sponsored by the Oklahoma State Department of Education. The informational meeting and one regional/statewide meeting are held in the fall semester and one regional/statewide meeting are held in the spring semester.*

OKLAHOMA PARENTS AS TEACHERS (OPAT)

ASSURANCE STATEMENT

1. In the application for State funds, the executive officer(s) assures that he/she is aware that this grant is for a full ten-month period, with no assurance of further funding.
2. The operation of this program will comply with all OPAT program requirements as set forth by the Oklahoma State Department of Education (OSDE).
3. An itemized midyear expenditure report will be submitted on or before Friday, February 8, 2014, and a final expenditure report will be submitted on or before Tuesday, September 10, 2014, to the OSDE.
4. All requested information and data necessary for the OPAT program evaluation will be provided to the OSDE on a monthly basis.
5. The district(s) agrees to provide a 25 percent match of cash or in-kind services.
6. Programs will participate in site support visits by an OPAT state leader as deemed necessary by the Oklahoma State Department of Education.

LEA or Interlocal

Signature: LEA Superintendent or Interlocal Representative

Date

CONSORTIUM

School District Name

Signature: District Superintendent

Date

School District Name

Signature: District Superintendent

Date

School District Name

Signature: District Superintendent

Date

School District Name

Signature: District Superintendent

Date

