

**Nebraska Early Development Network  
Regional Targeted Improvement Plan and Systems  
Support/Change Grant  
Planning Guide**

**Fiscal Year  
September 1, 2017 - August 31, 2018**  
*Due Date: August 1, 2017*



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**2017-2018 GRANT FUNDING ALLOCATIONS**

<b>Planning Region</b>	<b>Base Grant</b>	<b>Services Coordinator Training Dollars</b>	<b>PRT Support for TIP</b>	<b>Total Grant Amount</b>
Planning Region #1	\$11,000	\$2,500	\$5,000	\$18,500
Planning Region #2	\$19,000	\$3,775	\$5,000	\$27,775
Planning Region #3	\$9,250	\$2,550	\$5,000	\$16,800
Planning Region #4	\$11,000	\$1,250	\$5,000	\$17,250
Planning Region #5	\$11,000	\$1,250	\$5,000	\$17,250
Planning Region #6	\$14,000	\$1,850	\$5,000	\$20,850
Planning Region #7	\$13,250	\$1,850	\$5,000	\$20,100
Planning Region #8	\$8,750	\$925	\$5,000	\$14,675
Planning Region #9	\$20,000	\$4,400	\$5,000	\$29,400
Planning Region #10	\$15,500	\$1,888	\$5,000	\$22,388
Planning Region #11	\$8,000	\$2,165	\$5,000	\$15,165
Planning Region #12	\$5,750	\$1,250	\$5,000	\$12,000
Planning Region #13	\$8,000	\$925	\$5,000	\$13,925
Planning Region #14	\$5,750	\$925	\$5,000	\$11,675
Planning Region #15	\$6,500	\$625	\$5,000	\$12,125
Planning Region #16	\$10,250	\$1,250	\$5,000	\$16,500
Planning Region #17	\$8,000	\$925	\$5,000	\$13,925
Planning Region #18	\$37,000	\$5,660	\$5,000	\$47,660
Planning Region #19	\$40,000	\$5,000	\$5,000	\$50,000
Planning Region #20	\$8,750	\$2,500	\$5,000	\$16,250
Planning Region #21	\$17,750	\$1,875	\$5,000	\$24,625
Planning Region #22	\$7,250	\$625	\$5,000	\$12,875
Planning Region #23	\$14,000	\$1,250	\$5,000	\$20,250
Planning Region #24	\$7,250	\$625	\$5,000	\$12,875
Planning Region #25	\$9,250	\$1,250	\$5,000	\$15,500
Planning Region #26	\$12,500	\$3,775	\$5,000	\$21,275
Planning Region #27	\$9,500	\$1,250	\$5,000	\$15,750
Planning Region #28	\$6,500	\$1,887	\$5,000	\$13,387
Planning Region #29	\$8,000	\$1,250	\$5,000	\$14,250
<b>Regional Systems Support/Change Grants</b>	<b>\$362,750</b>	<b>\$57,250</b>	<b>\$145,000</b>	<b>\$565,000</b>

**FUNDING**

The focus of these Federal IDEA Part C grant funds are specific to children with disabilities, birth to age three, and their families. Funding must go through a Planning Region Team Lead Agency to be used in achieving the goals identified in the project’s activities and grant priority areas. In addition, funding may be considered for the following:

- Families may receive reimbursement for child care, mileage, meals, lodging and stipend(s) for meetings/trainings.
- Funding for clerical support, PRT chairperson, project director and financial staff are allowed up to 20%.

**NON-ALLOWABLE EXPENDITURES**

- Direct services to families (Exception: if a dispute over payment for direct services should arise at the local level, contact Cole Johnson for guidance and assistance);
- Capital improvements;
- Door prizes/drawings, incentives, reinforcers, entertainment;
- Out-of-state travel must be pre-approved by Part C Co-Leads prior to ordering, and;
- Equipment must be pre-approved by Part C Co-Leads prior to ordering.

# **Nebraska Early Development Network Regional Targeted Improvement Plan and Systems Support/Change Grant**

## **Application Requirements**

All early childhood planning region applicants must assure that activities comply with the regulations stated in the Health and Human Services, Early Intervention Services Coordination Manual, Title 480; the Nebraska Department of Education, Rule 52; IDEA, Part C; and the Early Intervention Act.

### **PLANNING REGION TEAM ROLE AND RESPONSIBILITIES**

The purpose of the Early Childhood Planning Region team is to assist in collaborative planning and development of a family centered, interagency community-based system for all children, with emphasis on those with disabilities, birth to age five. The membership must mirror the make-up of the Early Childhood Interagency Coordinating Council (ECICC). One responsibility of the Planning Region team is to assist in establishing the services coordination system in the region. (See *Health and Human Services, Early Intervention Services Coordination Manual, Title 480; and Nebraska Department of Education Rule 52, Title 92 NAC, Chapter 52*). The team shall:

1. Discuss issues of regional concern related to services for children birth to age five with disabilities and their families;
2. Make recommendations/provide feedback to local agencies regarding the provision of early intervention services in the region;
3. Identify the potential agency(ies) in the region to provide services coordination for the region and notify the Nebraska Departments of Education and Health and Human Services of the potential agency(ies), when applicable;
4. Identify the potential agency(ies) to provide systems support(s) for the region;
5. Work with the services coordinator(s) to identify gaps/duplications in resources in the region;
6. Identify the training and technical assistance needs in the region for administrators, direct services providers, and families involved in the provision or receipt of early intervention services;
7. Identify the resources that may be shared, adjusted, or developed in the region to address the gaps/duplication in services;
8. Meet, at a minimum, on a quarterly basis; and
9. Assist school districts and service coordination agencies in addressing gaps and barriers identified through the Improving Learning for Children with Disabilities (ILCD) process.
10. Use a communication system (such as a list serve) to share state and local information with **all** members on the Team.

### **MEMBERSHIP REQUIREMENTS**

The Early Childhood Planning Region Team represents key individuals in the Planning Region who work closely to coordinate the planning for a comprehensive, interagency service delivery system for young children with special needs and their families in that Region. (See *Health and Human Services, Early Intervention Services Coordination Manual,*

*Title 480; and Nebraska Department of Education Rule 52, Title 92 NAC, Chapter 52).* We strongly encourage and will support your partnering with Early Head Start, Early Childhood Endowment, higher education, Migrant and Indian Programs in your region and other community organizations.

In order to facilitate problem solving across agencies, each team must be comprised of:

1. Representatives of school districts and approved cooperatives;
2. Nebraska Department of Health and Human Services representatives;
3. Family members of children with special needs (minimum of 20% membership);
4. A representative from health/medical and developmental disabilities services;
5. A representative from Head Start or Early Head Start;
6. A representative from child care;
7. A representative of the services coordination contracting agency;
8. A representative for underserved children and families, including low income, inner city, Indian, homeless, migrant and minority populations and rural areas as applicable for the region;
9. Early Learning Connection Coordinator (ELC).

Note: Regions are also encouraged to have representatives from other public and private agencies, business community leaders and clergy as team members.

**\$5000 additional funds allocated for PRT members/District & ESU personnel/Services Coordinators' participation in the EDN/PRT Monitoring process; the implementation of the PRT Targeted Improvement Plan, and for data and infrastructure analysis to evaluate and revise, if necessary, the PRT Targeted Improvement plan to improve results for infants/toddlers with disabilities and their families.**

## REQUIRED REPORTS

The following reports are required to receive funding for the Early Development Network Planning Region TIP/Systems Support/Change Grant. Reports should be submitted according to the guidelines listed below.

### 1. MEETING DATES

- Each Region should establish quarterly (at a minimum) meeting dates at the beginning of the year.
- Meetings are to comply with the Open Meetings Act and be held in locations accessible to the public.
- Establish a communication system for sharing state and local level information with PRT members.
- Share Planning Region Team information with your Special Education Regional Representative.
- Send copies of all meeting minutes and activities to Cole Johnson at [cole.johnson@nebraska.gov](mailto:cole.johnson@nebraska.gov). This can be accomplished by including him in your Team distribution list.

### 2. ANNUAL MEETING

- Each Planning Region Team should participate in an interagency annual meeting as defined in DHHS Services Coordination Manual, 480 NAC 3, prior to July 1, 2018.
- The purpose of the Annual Meeting is to provide a basis for communication and problem solving among the various agencies serving children with special needs birth to five and their families, and to establish a mechanism for collaborative program development. The team should work with the school districts in the region to coordinate the plans for this meeting.
- Example Annual Meeting documents can be found at, <http://edn.ne.gov/prt.html>.
- The report should include:
  - A copy of the minutes of the annual meeting
  - An attendance roster from the meeting
  - A list of gaps and barriers as defined in NAC 92, 51-005.03C
  - The Annual Meeting Report is due 30 days after the meeting or no later than **July 31, 2018**, to Cole Johnson, NE Dept. of Education, P.O. Box 94987, Lincoln, NE 68509.

### 3. FINANCIAL REPORT

- Final request for funds must be submitted through the Grants Management System (GMS) no later than **November 15, 2018**.

**CALENDAR for the PRT Targeted Improvement Plan Systems Support/Change Grant**

July 31, 2017	Due date for submission of Annual Meeting Report for <b>2016-2017</b>
August 1, 2017	Due date for <b>2017-2018</b> grant applications
August 31, 2017	End of the <b>2016-2017</b> Grant Year
September 1, 2017	<b>2017-2018</b> Grant Year begins
November 15, 2017	Due date for submission of the final request for funds through GMS (FY <b>16-17</b> )
July 31, 2018	Due date for submission of Annual Meeting Report for <b>2017-2018</b>
August 31, 2018	End of the <b>2017-2018</b> Grant Year
November 15, 2018	Due date for submission of the final request for funds through GMS (FY <b>17-18</b> )