

Georgia Parent Mentor Partnership Grant

Office of Federal Programs
Division of Special Education Services and Supports
2024-2025



March 14, 2024



Table of Contents

Georgia Parent Mentor Partnership Grant Overview	3
Grant Purpose	3
Required Documents	3
Contact Information	3
Program Guidance	4
Program Description	4
Eligibility Criteria	4
Allowable Use of Funds	4
Grant Period	4
Timeline of Activities	5
Grant Award Notifications	5
Grant Requirements	5
Grantee Budget Requirements	5
Grantee Program Requirements	6
Grantee Reporting Requirements	6
Grant Implementation: Fiscal and Impact Monitoring	6
Applicant Guidance	7
How to Apply	7
Application Components	7
Scoring Process	7
Federal Funding Guidance	8
Equitable Services	8
Consolidation of Funds	8
Supplement, Not Supplant	8
Accountability and Monitoring of Federal Funds	8

Georgia Parent Mentor Partnership Grant Overview

2024-2025

Application Release: March 14, 2024

Application Due: April 30, 2024, 5 p.m.

Grant Purpose

The purpose of the Georgia Parent Mentor Partnership Grant is to provide funding to Local Educational Agencies (LEAs) for parent mentors to support family engagement with families who have students with Individualized Education Programs (IEPs).

Grant Funds Available: An amount of \$18,400 will be awarded to each LEA that applies for the grant and meets the qualifications of the grant application.

Required Documents

- I. [Grant Application Form](#), Supplemental or revised proposal formats, attachments, or information, either from the applicant agency or other sources will not be accepted.
- II. [Signature Form](#), uploaded within application form

Contact Information

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Program Guidance

Program Description

The purpose of the Georgia Parent Mentor Partnership (GaPMP) is to enhance communication and collaboration among families, educators, and communities to ultimately lead to greater success for students with disabilities and increase family engagement. The Georgia Parent Mentor Partnership Grant provides funding to LEAs for parent mentors to support family engagement with families who have students with IEPs.

Grants in the amount of \$18,400 will be awarded. LEAs with more than 4,000 students with disabilities under the Individuals with Disabilities Education Act (IDEA) may receive funding for an additional part-time position. LEAs with fewer than 200 students with disabilities under IDEA may collaborate and share a position. In this instance, only one LEA will submit the GaPMP application and take fiscal responsibility for oversight of the grant activities.

Eligibility Criteria

All Georgia public LEAs are eligible to apply.

Allowable Use of Funds

Grants funds are to be used to fund parent mentors to support family engagement with families who have students with IEPs. These are the qualifications for a GaPMP Parent Mentor:

- The parent mentor must have a child with a disability who is currently receiving, or has previously received, special education and related services through an IEP.
- Parent mentors must work a minimum of 20 hours per week at a suggested minimum starting salary of \$20.00 per hour for the total number of school days. Salary adjustments, such as cost of living increases, should be considered for the parent mentor position consistent with other professional staff.
- The LEA will provide the necessary supplement for the parent mentor salary.
 - The minimum annual salary for a part-time parent mentor is \$14,400.00 (based on a minimum of 20 hours a week for approximately 36 weeks). GaDOE will offer a grant amount of \$18,400.00, which must be matched locally with a minimum of \$12,500.00.
 - The combined allocation of \$30,900.00 (\$18,400.00 from the GaDOE and \$12,500.00 from the LEA) may address salary, travel/conference costs, professional learning opportunities, and in-kind contributions.

Grant Period

Grant period ends September 30, 2025.

Timeline of Activities

Date	Activity/Action
March 14, 2024	Grant application released
April 30, 2024, 5 p.m.	Grant application closes
June 13, 2024	Grant allocations to be approved by State Board of Education
July 2024	Grantees to receive Grant Award Notification (GAN)
July 2024	Funds made available to grantees via ConApp
September 30, 2025	Funds expire

Grant Award Notifications

Grant awards are not final until approved by the State Board of Education (SBOE), and an award notification is sent from GaDOE to the Federal Programs Director via the Consolidated Application (ConApp) on the MyGaDOE Portal. The level of funding and effective dates of the grant are included in the GAN. Grantees may not obligate funds before receiving the official GAN.

Grant Requirements

GaDOE is responsible for establishing and monitoring the grant application, scoring process, distribution of funds to awardees, plan implementation, progress toward meeting goals/objectives/intended outcomes, data collection/results, and fiscal responsibilities.

Grantee Budget Requirements

- LEAs will receive this grant through the Consolidated Application. To receive budget approval of funds, it should be stated in the line-item description of the budget that the parent mentor has been employed. All parent mentors should be employed by the date of the annual GaPMP statewide meeting being held in Fall FY25. Please notify GaDOE of any situations in which the parent mentor has not been hired by the date of the GaPMP Fall FY25 statewide conference.
- The LEA will provide the necessary supplement for the parent mentor salary.
 - The minimum annual salary for a part-time parent mentor is \$14,400.00 (based on a minimum of 20 hours a week for approximately 36 weeks). GaDOE will offer a grant amount of \$18,400.00, which must be matched locally with a minimum of \$12,500.00.
 - The combined allocation of \$30,900.00 (\$18,400.00 from the GaDOE and \$12,500.00 from the LEA) may address salary, travel/conference costs, professional learning opportunities, and in-kind contributions.
- Attendance at trainings is required and travel expenses should be paid by the LEA.

Grantee Program Requirements

- The parent mentor, with the support of the special education director, will assist the LEA in its work around building partnerships between families and schools and with the State Performance Plan/Annual Performance Report (SPP/APR) parent involvement indicator (Indicator 8).
- GaDOE will provide professional development for the parent mentor and special education director or designee on statewide initiatives and family engagement strategies.
 - The parent mentor and the special education director/or designee must attend the annual GaPMP Fall FY25 statewide meeting.
 - The parent mentor must attend four regional meetings/trainings.
 - A new parent mentor and the special education director or designee must attend orientation to learn critical awareness information about the project.
- GaDOE will provide ongoing supports using the following:
 - GaDOE Family Engagement Specialists.
 - GaPMP Regional Support.
 - GaPMP professional learning webinars.
 - GaPMP website (<https://parentmentors.org>) and parent mentor portal (Learning Curve).

Grantee Reporting Requirements

- The parent mentor must submit a quarterly report on family and educator contacts to the GaDOE Family Engagement Specialist.
- The parent mentor must submit a report on his/her work with a target group of families utilizing the GaPMP Evidence to Practice (E2P) Guides.
- LEAs that have previously been awarded the GaPMP Grant are required to submit the FY24 Accountability Report form based on GaPMP Evidence to Practice Guides and Annual Contact Summary Report no later than May 31, 2024.

Grant Implementation: Fiscal and Impact Monitoring

- The LEA will be required to provide documentation to support all local responsibilities during Cross Functional Monitoring.

Applicant Guidance

How to Apply

All Georgia public LEAs are eligible to apply [at this link](#) by **April 30, 2024, 5 p.m.**

If you have accessibility needs to complete this application, contact belinda.tiller@doe.k12.ga.us.

Application Components

A complete application submission includes these components.

- I. [Grant Application Form](#), Supplemental or revised proposal formats, attachments, or information, either from the applicant agency or other sources will not be accepted.
- II. [Signature Form](#), uploaded within application form

Scoring Process

Each application is reviewed and scored by a GaDOE-approved and trained reviewer. Grants are awarded based on completeness of the application.

Federal Funding Guidance

Equitable Services

☒ Equitable Services **does not apply** to this grant.

Consolidation of Funds

☒ This grant **cannot** be consolidated.

☐ This grant **can** be consolidated.

For additional assistance, contact consolidation@doe.k12.ga.us.

Supplement, Not Supplant

Federal funding provided through the grant shall supplement (increase the level of services) and not supplant (take the place of) state, local, and other federal funds. Awarded applicants shall not use grant funds to supplant funds that, in the absence of these grant funds, would have been spent on students.

Accountability and Monitoring of Federal Funds

GaDOE is responsible for establishing and monitoring the grant application, scoring process, distribution of funds to awardees, approving plan implementation, monitoring progress towards meeting goals/objectives/intended outcomes, data collection/results, and fiscal responsibilities.

This grant award is made subject to the provisions of all applicable federal and state laws and regulations and is contingent on federal funding.

Each applicant receiving funding through this grant must:

- Meet the eligibility requirements for the grant described herein, and the applicant has provided all required assurances that it will comply with all program implementation and reporting requirements established through this application.
- Appropriately use these funds as described in this document.
- Implement activities funded through this proposal within the timeline in which the funds provided are to be used.

Should circumstances warrant any changes to the approved plan, the awardee must initiate a plan amendment request. It is important to note that the SBOE-approved grant plan cannot be changed or altered by any party without an approved amendment. Furthermore, because the grant plan is approved by the SBOE, be aware that amending the budget and/or implementation plan will be limited.

Data on how grant funds have been expended will be collected through annual surveys and budget completion reports. More reporting may be required throughout the grant period, dependent on any future requirements from the United States Department of Education.



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Richard Woods, State School Superintendent
Educating Georgia's Future