



2023 Insular Areas & Palau Technical Assistance Meeting
U.S. Department of Education
Lyndon B. Johnson Building
400 Maryland Avenue, SW
Washington, DC 20202

Agenda
(All times in Eastern Time Zone)

TUESDAY, MARCH 14, 2023

Pre-Conference

9:00am-12:00pm: Registration open

[Outside of LBJ Auditorium \(West End\)](#)

10:00am-4:00pm:

Quarterly Progress Updates*

Regional Comprehensive Center/Grantee Meetings (SEAs)*

***Note: Please refer to “Pre-Conference Meeting Assignments” that have been emailed**

WEDNESDAY, MARCH 15, 2023

9:00am-10:00am: Registration open

[Outside of LBJ Auditorium \(West End\)](#)

9:00am-10:00am: Networking Hour

[LBJ Auditorium](#)

10:00am-10:30am: Welcome & Special Guest Remarks

[LBJ Auditorium](#)

Dr. Tiffany T. Forrester

Group Leader, Insular Areas Team

Rural, Insular, and Native Achievement Programs (RINAP) Division

OESE

Dr. Patrick Carr

Director, RINAP Division

OESE

Mike Zawada and Ian Soper

Office of Budget Service

10:30am -12:00 noon: Session I: *Guidelines for Assessing “Reasonable and Necessary” Uses of Funds*

LBJ Auditorium

Presenter:

Dr. Sandra Toro

Management and Program Analyst

Grants Management Policy Division

By the end of the session participants will be able to—

- Understand the terms “reasonable and necessary” as it relates to the use of Federal funds.
- Better understand the Department’s criteria when evaluating whether uses of funds are “reasonable and necessary.”
- Locate resources available that will help determine if uses of funds are “reasonable and necessary”.
- Learn how to apply the knowledge gained from the session to address challenging situations while ensuring their proposed uses of funds are “reasonable and necessary”.

12:00pm-1:00pm: Lunch on Own

1:00pm-2:30pm: Session II & III (2 Breakouts)

Building Staff Capacity

LBJ Auditorium

Presenters:

Dr. Melly E. Wilson

Region 19 Comprehensive Center

Pacific Resources for Education and Learning (PREL)

Dr. Emerson Odango

Region 18 Comprehensive Center

PREL

Dr. John Lockwood

Region 3 Comprehensive Center

Education Testing Service (ETS)

By the end of the session participants will be able to—

- Assess and respond to professional development needs of staff.
- Enable strategies to reduce high turnover rates of grant and project personnel while ensuring the administration and implementation of grant activities.

- Understand effective practices for organizational management and leadership for State educational agencies (SEAs) that are the sole educational agency for all public schools in the State.

Dual Diagnosed Student Needs: English Language Learners & Students with Disabilities
1W126

Presenter: Amy Bae

Education Program Specialist

Office of Special Education

By the end of the session participants will be able to—

- Better understand the EL students with disabilities population
- Review the requirements of IDEA and ESSA
- Identify the different challenges students with dual needs encounter as they navigate the education system.
- Highlight resources, such as tools and products, for students with dual needs to help improve student achievement and engagement in learning.
- Develop strategies or resources that will assist students with dual needs to be better able to learn and be engaged with their peers and educators.
- Support personnel, educators and administrators in their understanding of the second language acquisition process, effective English Language instructional practices, and how to support English learners with disabilities.

2:30pm-2:45pm: Transition Break

2:45pm-3:45pm: Session IV: *New General Education Provisions Act (GEPA) Requirements*
LBJ Auditorium

Presenter: Kelly Terpak

Grants Policy Office

Office of Planning, Evaluation and Policy Development

By the end of the session participants will be able to—

- Learn about the updated GEPA requirements that will be required for fiscal year (FY) 2024 grant applications and beyond.
- Recognize steps that they have already taken that address the updated GEPA requirements.
- Become familiar with a variety of options for addressing GEPA requirements.

3:45pm-4:45pm: Session V: *National Comprehensive Center Resources and Opportunities for the Outlying Areas and Palau*
LBJ Auditorium

Presenters:

Dr. Allison Crean Davis

Director
National Comprehensive Center (NCC)

Dr. Jill Lammert
Co-Director
NCC

Chris Dwyer
Capacity Building Team Lead
NCC

Danielle Crain
CCNetwork Liaison Lead
NCC

By the end of the session participants will be able to—

- Learn about the National Comprehensive Center and what they offer.
- Understand how to engage with the National Comprehensive Center.
- Provide feedback to the National Comprehensive Center on Outlying Area and Palau grantee needs.
- Better understand targeted capacity building activities taking place now.

THURSDAY, MARCH 16, 2023

9:00am-10:00am: Networking Hour
[Learn more about NCC technical assistance opportunities](#)

10:00am-10:30am: Welcome & Special Guest Remarks

Dr. Tiffany T. Forrester
Group Leader, Insular Areas Team
RINAP Division
OESE

Ruth E. Ryder
Deputy Assistant Secretary for Policy and Programs
OESE

Dr. James F. Lane
Senior Advisor, Office of the Secretary, Delegated the Authority to Perform the Functions and Duties of the Assistant Secretary, Office of Elementary and Secondary Education

10:30am-12:00noon: Session VI & Session VII (2 Breakouts)

Grant Closeout Preparation
[1W105/1W108](#)

Presenter: Adam Graham

Grants Management and Policy Division
Office of Financial Operations (OFO)

By the end of the session participants will be able to—

- Analyze a federal award agreement for closeout requirements.
- Identify the basic reports that a non-federal entity and/or its subrecipients must submit to the U.S. Department of Education (Department) during the closeout process.
- Explain the processes for accounting for equipment, real, and personal property acquired with federal funds.
- Complete a SF-425 form (Federal Financial Report) correctly.

Developing Monitoring Plan and Protocols

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Presenters:

Daniel Behrend

Monitoring and Risk Team
OESE

Shane Morrissey

Management Support Office
OESE

Jedidiah Sorokin-Altmann

Management Support Office
OESE

By the end of the session participants will be able to—

- Define and explain the purpose of monitoring, and what activities are required to carry out a successful monitoring plan.
- Use reports to customize monitoring plans to support subrecipients and monitor grant-funded projects.
- Employ effective strategies for site visits and desk reviews.

12:00pm-1:00pm: Lunch on Own

1:00pm-2:30pm: Grantee Presentations (SEAs) (Note: 10 minutes per grantee)

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2:30pm-4:00pm: Session VIII- *Internal Control Practices and Procedures*

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Presenter: David Downey

Grants Policy & Training Division
Office of Finance and Operations (OFO)

By the end of the session participants will be able to—

- Understand the importance of internal controls and review best practices.
- Evaluate strengths and weaknesses of existing internal control practices and procedures.
- Develop internal control practices and procedures that help to ensure grant management consistency despite changes in SEA or local government leadership.

4:00pm-4:05pm Closing

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