

## 2014-15 ND COMMUNITIES TOPICAL CALL SERIES

### CALL RECAP

NDTAC RESOURCES TO MEET TECHNICAL ASSISTANCE NEEDS  
SEPTEMBER 22, 2015

- [CALL SLIDES](#) (PPTX)
- [CALL RECORDING](#) (ADOBE CONNECT)

NDTAC has developed many resources to support the technical assistance (TA) needs of Title I, Part D (TIPD) coordinators, State agencies, and local education agencies. This series of topical calls features a selection of these resources, describing their purpose, content, and relevance for TA needs and featuring examples from states that have put them to use. The series is designed to help participants become more familiar with how to access and apply relevant NDTAC resources for their work throughout the year. [The third call in this series](#) focused on program administration and institutionwide projects. During this call, NDTAC reviewed the purpose, content, and TA use of two resources related to TIPD administration: (1) NDTAC's [Title I, Part D Program Administration Planning Toolkit](#), and (2) NDTAC's [Institutionwide Project Planning Toolkit](#). The call included a discussion of TA needs related to these content areas and how to use NDTAC's tools to meet those needs, as well as a brief review of NDTAC's other events and resources from this past year.

### TOOLS, TIPS, AND TAKE-AWAYS

#### How the Resources Can Be Used

- **Program Administration Planning Toolkit** – Comprehensive document on program planning that provides an overview of the tasks involved in program administration and includes the following hands-on tools that can be customized to best meet users' needs:
  - **Tool 1: Checklists for creating and reviewing applications** (includes additional considerations to help customize the checklists)
  - **Tool 2: Steps to approve proposed use of funds** (decision rules to help determine whether a proposed use of funds is allowable and appropriate)
  - **Tool 3: Conducting a needs assessment** (tools and frameworks for states, subgrantees, or facilities to follow when identifying the assessment's scope and developing a team; developing questions and summarizing data for the program overview; identifying and using the data; and identifying needs and setting priorities)
  - **Tool 4: Formal agreement resources** (includes a formal agreement checklist and describes the components of a comprehensive agreement)
- **Institutionwide Project (IWP) Planning Toolkit** – Provides two tools for the development and approval of high-quality IWP plans: (1) a planning tool for facilities to develop an IWP plan, and (2) a review form for State TIPD coordinators to approve IWP plans.

### ADDITIONAL RESOURCES

- NDTAC's "Planning and Funding" Web page: <http://www.neglected-delinquent.org/administering-title-i-part-d/planning-and-funding>