Peer Review Webinar

- Resources and Tips for Reviewing Grants
- Program Goals and Priorities
- Navigating the Grants Management System
- Scoring the Applications
- Who To Call for Assistance
Resources

• The 21st Century Community Learning Centers (21st CCLC) grant is a federal grant administered by the Oklahoma State Department of Education.

• You can find both the Federal and State Guidance on our website at
  – Click on the “Resources for Current Grantees” button to see
    1. USDE Guidance (Federal Guidance) – note sections F and G
    2. OSDE Guidelines (State Guidance)

Goals of the Oklahoma 21st CCLC

• Goal 1 - Improve both academic and non-academic outcomes for regularly attending participants.
• Goal 2 – Promote a physically and emotionally safe place to attend and continual instruction to promote healthy bodies, minds, and habits.
• Goal 3 - Provide opportunities for parents and students to learn and connect with their community together.
• Goal 4 - Build organizational capacity to deliver high-quality programming to all participants attending 21st CCLC programming.
Priorities of the 21st CCLC Grant

Absolute Priorities:
- Items that MUST be addressed by all grantees.
  - Serve students who attend a school site that is eligible for designation as a Title 1 school-wide program.
  - Evidence of community partnerships.
  - Program goals and objectives based on scientifically-based research that provides evidence of success.

Competitive Priorities:
- State specific priorities where additional points MAY be awarded to a grantee.
  - Applicants serving students who attend a school with a site designation of Priority.

Use of Funds
- Funds must be used solely for the purpose of creating local community learning centers.
- Grant funds must be used only to supplement, not supplant any federal, state, and local funds currently being used to support activities allowable under the 21stCCLC program.
- All costs must be reasonable, necessary, allocable and properly documented to carry out the program.
- Costs must be directly linked to the size and scope of the program and to specific goals, objectives and activities.
Tips for Reading

• Read with a purpose
  – Will proposed program keep kids engaged?
  – Is it “more of the same?” This grant emphasizes INNOVATION! We are looking for hands-on, project-based learning opportunities.
  – Look for methods that ENHANCE the regular school day in a creative, form.
  – Are the items to be used in the program design portion of the narrative mentioned on the budget?
  – All sections of the grant must be complete to score. If items are missing no points should be awarded.

Tips for Commenting

Comment, Comment, Comment!

• In your comments please note:
  – Missing information
  – Unique ideas
  – Creative programming
  – Why a particularly low or high score were given

Please be specific & tactful in your comments.
Tips for Analyzing

- We encourage out-of-the-box (but feasible!)
- Applicant’s intentions must be clear and specific
- Look beyond the jargon - does the applicant have the capacity to implement the plan presented
- Ideas presented must flow logically
- Application must provide a complete response to the selection criteria
- Activities outlined in different sections of the application must be consistent throughout the application sections
- Community partnerships are integrated into the design from planning, to implementation, to evaluation

Navigating the Grants Management System (GMS)

By MTW Solutions
Step 1: Access GMS and Logon at

https://egrantsweb.sde.ok.gov/OSDEGMSWebv02/logon.aspx
Step 2: Enter your user id/password and select the LOGON button

Then click to logon
Step 3: GMS System Access –
Select 21st Century from the Menu List Presented

Click on the blue 21st Century link
Step 4: Reader To Do List
(as it looks PRIOR to Assignments being made)

The To Do List will show each of the applications assigned to you.
Conflict of Interest

Select Radio Button Yes or No.

– If Yes is selected the reader must describe the nature of the conflict. Once the Save Conflict Answer button is selected the grant application will no longer be on the To Do List.

– If No is selected no further explanations will need to be given. Once the Save Conflict Answer button is selected the grant will be available to score.

Select Save Conflict Answer

Step 1: Select Yes or No. If Yes, complete the description for the Nature of Conflict.

Step 2: Select Save Conflict Answer
Step 5: Begin Scoring

Turn off your pop-up blockers!

Any modifications required or recommendations for an application should be communicated in the score sheet.

Score sheets are accessed by:

- Selecting the radio button next to the program checklist you want to score.
- Select the Review Application button.
Upon clicking “Review Application” two windows will open:

1. The applicant’s application; and
2. The (pop-up window) score sheet tabs for that application
   - Save scores and comments in the score sheet tabs
   - No changes to the application are allowed by the reader

Make sure to CLOSE THE BROWSER that contains the score sheet for ANY PREVIOUS APPLICANTS reviewed.

Failure to close previous browsers can result in scoring for subsequent applicants being written onto the score sheets of the wrong applicants.

There are multiple levels of tabs in the grant application. Please spend a few moments becoming familiar with the tabs before you begin. It is important to make sure you are reviewing all tabs.
Step 6: Sample Reader Score Sheet Page

Assign scores by selecting a radio button.

The Total Points Awarded will be calculated upon clicking Calculate Totals, or on Save Page.

MAKE SURE to click SAVE PAGE, and that no error messages display at the top of the page.

Comments should be entered any time a reader scores a question with the highest or lowest possible score. Comments are optional for scores in the middle of the possible range.

Complete scoring for EACH tab. The final score sheet tab will show the cumulative score that the reader has awarded to the applicant.
Scoring

But what do the numbers really mean?

0 – Inadequate/None = No information; does not answer specific points of the question; offers no supporting documents; no use of research based methods of child/youth/program development; other areas of the application and budget do not adequately reflect the program plans.

1 – Minimal/Low = Provides only minimal information; little to no use of research based methods of child/youth/program development; other areas of the application and budget reflect only the minimum essentials to carry out program plans for five years.

3 – Adequate/Average = Provides details and a clear outline for engaging out-of-school time activities, makes good use of relevant research and methods of child/youth/program development; all areas of the application and budget cite specific ways the community, partners, and families are or will be involved; the budget reflects specific use of funds and a focus on well paid certified staff and quality, sustainable training, materials, and services.

5 – Excellent/Exemplary = Provides a comprehensive plan based on research based methods and use of data; illustrates innovation in out-of-school time by incorporating Oklahoma Academic Standards, College, Career, and Citizen (C3) Readiness, and/or research-based educational methods, and by drawing on existing partnerships with the community and industries (such as aerospace, oil, energy, technology, etc.); all areas of the application reflect already existing input from the community, partners, families and students; the budget reflects strong and innovative use of funds, including a clear outline for sustainability of the program after funding ends.
Weighting of Scores

Note that criteria in bold on the rubric have a weighted answer and will be doubled.

After viewing the Final Summary page, click “Close Browser” on the score sheet pop-up window.

In the Application, click the “Click to Return to Reader To Do List” link in the top right to return to the Reader To Do List.

_Do not use the “Back” button on your browser._ This will log you out of the system.
Step 7: Completing the Scoring Process

Once the application has been scored it must be submitted.

To Submit each application:
• Select the radio button next to the application
• Click the “Submit” button

Once the applications are submitted, absolutely no further changes may be made by the reader.
The Review Status will change to “Completed” when the scores have been submitted.

Once all scores have been submitted no further actions are needed.

Please contact your Program Administrator with any questions regarding this process.

Sonia Johnson
405-522-6225
Sonia.Johnson@sde.ok.gov

A Couple of Last Items

• Turn off your pop-up blocker
• Watch your score sheets
  – Score on the pop-up score sheet, not the sample rubric found in the grant
• Save often
  – If there is no save key, you are in the wrong place
• Ask for help
  – Call or email with questions or comments
Thank You

We appreciate you sharing your time and talents with us, as we work together to connect academics to the real world for our Oklahoma students!

Sonia Johnson
405.522.6225
Sonia.Johnson@sde.ok.gov