



OK21CCLC

OKLAHOMA 21ST CENTURY
COMMUNITY LEARNING CENTERS

PEER REVIEW

TRAINING WEBINAR

PEER REVIEW TRAINING WEBINAR

- Program Purpose
- Resources and Tips for Reviewing the Grant Applications
- Program Goals and Priorities
- Navigating the on-line Grants Management System
- Scoring the Applications
- Who to Call for Assistance



PROGRAM PURPOSE

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

- Provide opportunities for **academic enrichment**, including tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
- Offer a broad array of additional services, programs and activities designed to **complement the regular academic program** of participating students; and
- Offer families of students served by community learning centers opportunities for **active and meaningful engagement** in the children’s education, including opportunities for literacy and related educational development.



REVIEWER RESOURCES

- Federal and State Guidance should be read prior to beginning peer reviews
 - <http://ok.gov/sde.21cclc>
- Click on the “Resources for Current Grantees” tab on the right-hand menu to see
 - USDE Guidance (Federal Guidance) – note sections F and G
 - OSDE Guidelines (State Guidance)



GOALS OF 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 OKLAHOMA 21st CCLC

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 I school-wide program
 - Evidence of community partnerships
 - Program goals and objectives based on 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 21st CCLC program
- All costs must be reasonable, necessary, allocable, and properly documented to carry out the program
- Costs must be directly linked to the size of the program and to specific goals, objectives, and activities



TIPS FOR READING

- Students needs come first
- Program will keep students engaged
- “More of the same”
 - This application emphasizes innovation, with opportunities for for hands-on, project-based learning opportunities
- Evidence – based methods that ENHANCE the regular school day
- Narrative and budget alignment are evident
- All sections of the grant must be complete to score
 - If items are missing no points should be awarded



TIPS FOR READING

- Out-of-the-box, but feasible
- Applicant's intentions are clear and specific
- Look beyond the jargon – the applicant has capacity to implement the plan presented
- Ideas presented flow logically
- Applicants provide a complete response to the selection criteria
- Activities outlined in various sections of the application are consistent
- Community partnerships are integrated into the design from planning to implementation, and evaluation



TIPS FOR COMMENTING

- Provide comments for any low or high scores
- In your comments, please note:
 - Missing information
 - Unique ideas
 - Creative programming
 - Why a particularly low or high score was given
- Be specific, professional, and clear in your comments



NAVIGATING THE GRANTS MANAGEMENT SYSTEM (GMS)



WORKING IN THE GMS

- Do not use the back button on the browser
- Turn off the browser pop-up blockers
- Do not double click in the system
- Save your work often

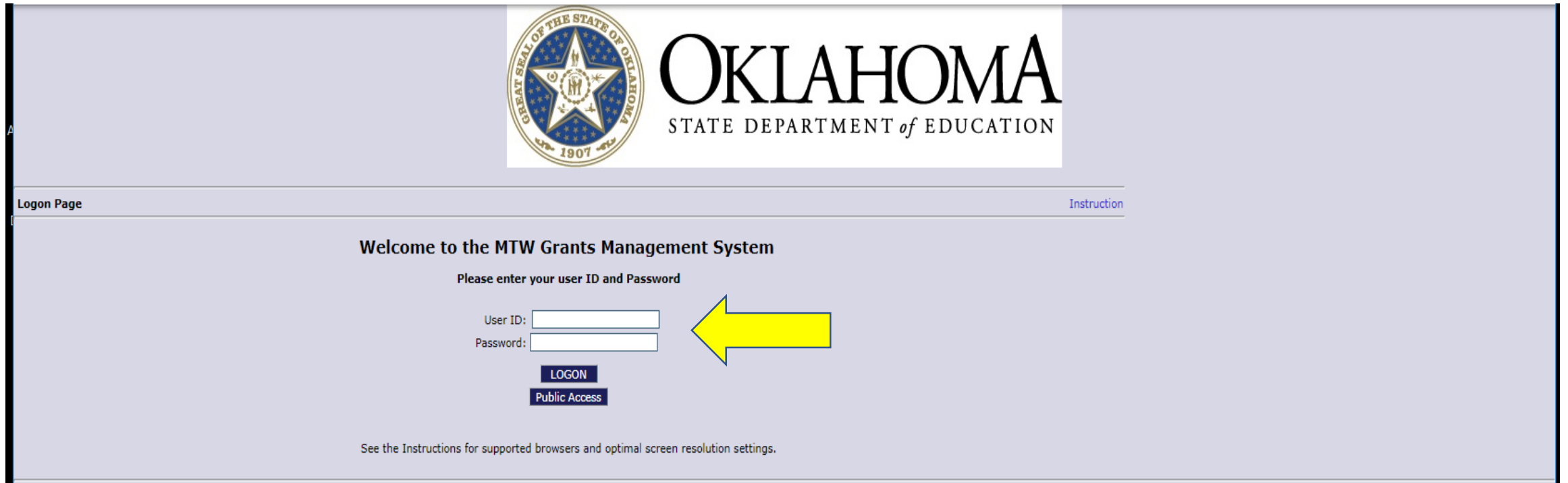


ACCESSING THE GMS

- Access the GMS and logon at:
 - <https://egrantsweb.sde.ok.gov/OSDEGMSWebv02/logon.aspx>
- Enter your user ID and password and click the LOGON button



STEP 1: Grants Management System (GMS) Login



Logon Page [Instruction](#)

Welcome to the MTW Grants Management System

Please enter your user ID and Password

User ID:

Password:

[LOGON](#)

[Public Access](#)

See the Instructions for supported browsers and optimal screen resolution settings.



STEP 2: GMS Access/Select

Sign Out

Menu List

Instruction

You have been granted access to the forms below by your Security Administrator

- [GMS Access / Select](#)
- Funded Applications
- Non-Funded Data Collections

If the form you need is not listed, contact your Logon Administrator:



STEP 3: Reader Review



The screenshot shows the Oklahoma State Department of Education website header. On the left is the Great Seal of the State of Oklahoma, featuring a five-pointed star with a figure holding a torch and a plow, surrounded by the text "GREAT SEAL OF THE STATE OF OKLAHOMA" and "1907". To the right of the seal, the text "OKLAHOMA" is written in a large, serif font, with "STATE DEPARTMENT of EDUCATION" in a smaller font below it. In the top right corner, there is a link that says "Click to Return to Menu List / Sign Out". Below the header, there is a section labeled "Organization Select". At the bottom of this section, there are two buttons: "Search" and "Reader Review". A yellow arrow points to the "Reader Review" button.



STEP 4: Reader To Do List

OKLAHOMA STATE DEPARTMENT of EDUCATION

Reader To Do List

Application Century Competitive

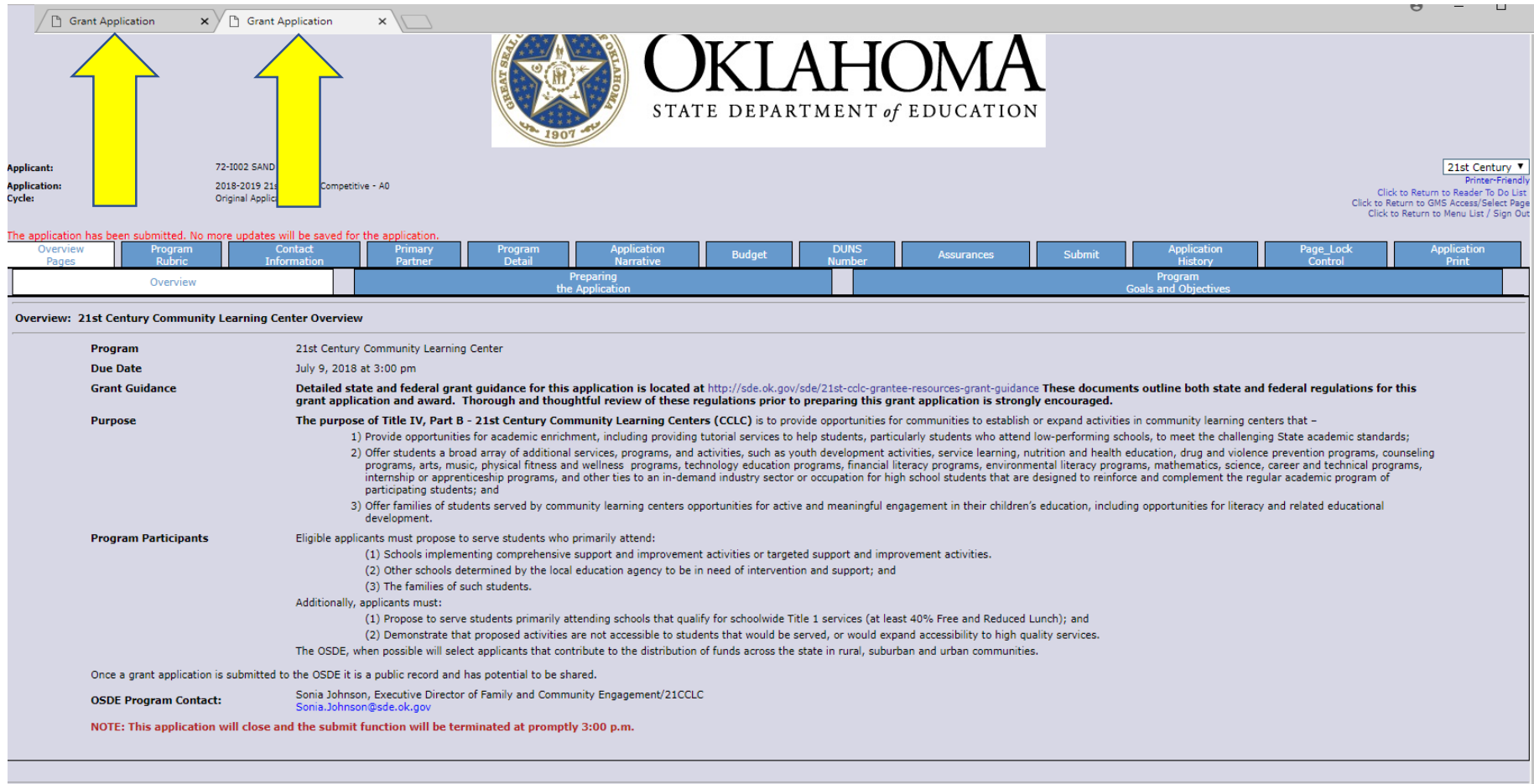
Before you can review an application, you must indicate whether or not you have any conflict of interest with the applicant. Select either "Yes" or "No" and press the 'Save Conflict Answers' button.

Save Conflict Answers Review Application Submit


Conflict of Interest		Select	Applicant	Total Score	Review Status
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SAND SPRINGS	0	Review Started



STEP 5: Scoring the Application



Grant Application x Grant Application x

 **OKLAHOMA**
STATE DEPARTMENT of EDUCATION

Applicant: 72-1002 SAND
Application: 2018-2019 21st Century Community Learning Center
Cycle: Original Application Competitive - A0

21st Century
Printer-Friendly
Click to Return to Reader To Do List
Click to Return to GMS Access/Select Page
Click to Return to Menu List / Sign Out

The application has been submitted. No more updates will be saved for the application.

Overview Pages | Program Rubric | Contact Information | Primary Partner | Program Detail | Application Narrative | Budget | DUNS Number | Assurances | Submit | Application History | Page Lock Control | Application Print

Overview | Preparing the Application | Program Goals and Objectives

Overview: 21st Century Community Learning Center Overview

Program 21st Century Community Learning Center
Due Date July 9, 2018 at 3:00 pm
Grant Guidance Detailed state and federal grant guidance for this application is located at <http://sde.ok.gov/sde/21st-cclc-grantee-resources-grant-guidance> These documents outline both state and federal regulations for this grant application and award. Thorough and thoughtful review of these regulations prior to preparing this grant application is strongly encouraged.
Purpose The purpose of Title IV, Part B - 21st Century Community Learning Centers (CCLC) is to provide opportunities for communities to establish or expand activities in community learning centers that –
1) Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
2) Offer students a broad array of additional services, programs, and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs, and other ties to an in-demand industry sector or occupation for high school students that are designed to reinforce and complement the regular academic program of participating students; and
3) Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.
Program Participants Eligible applicants must propose to serve students who primarily attend:
(1) Schools implementing comprehensive support and improvement activities or targeted support and improvement activities.
(2) Other schools determined by the local education agency to be in need of intervention and support; and
(3) The families of such students.
Additionally, applicants must:
(1) Propose to serve students primarily attending schools that qualify for schoolwide Title 1 services (at least 40% Free and Reduced Lunch); and
(2) Demonstrate that proposed activities are not accessible to students that would be served, or would expand accessibility to high quality services.
The OSDE, when possible will select applicants that contribute to the distribution of funds across the state in rural, suburban and urban communities.
Once a grant application is submitted to the OSDE it is a public record and has potential to be shared.
OSDE Program Contact: Sonia Johnson, Executive Director of Family and Community Engagement/21CCLC
Sonia.Johnson@sde.ok.gov
NOTE: This application will close and the submit function will be terminated at promptly 3:00 p.m.



STEP 5: Scoring Applications

Applicant: 72-1002 SAND SPRINGS

Application Cycle: 2018-2019 21st Century Competitive - A0 Original Application

Review Checklist: Reader Printer-Friendly Close Browser

Program Detail | Application Narrative Program Need | Application Narrative Program Design | Application Narrative Resource Mgmt | Application Narrative Program Mgmt | Budget | Rubric Summary

21st Century Narrative Scoring Guide: Program Detail

CRITERIA	Points				Total Points Awarded
	0 - (N/A or None)	1 - (Low)	3 - (Average)	5 - (Exemplary)	
Goals, Objectives, Strategies, Activities, Indicators, Outcomes, Logistics, Staffing, Collaborative Partnerships					
The application provides, describes and/or demonstrates:					
(1) The applicant has experience in managing a grant at this level and has documented success in meeting goals and objectives. (3 page upload limit met)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(2) The applicant provides evidence of experience or understanding of a continuous quality improvement process that includes assessing, planning and improving the program.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	3
(3) The applicant and partners show evidence of experience or promise of success in providing educational programs. Partners have collaborated on program development and will be engaged in program start-up and implementation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(4) The ability to build community, implement innovative strategies and provide leadership within the proposed population to be served. Evidence that the organization has the capacity and sufficient resources or will work collaboratively to ensure successful programming.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(5) Annual audit results are provided and deficiencies/recommendations were acted upon.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(6) Current evidence that a broad-based Advisory committee, including membership from outside the organization, parents and students, was engaged in the development of the application and a current Advisory Committee Form has been uploaded.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(7) Evidence of collaboration with community partners to design, implement, monitor and manage the programs is provided. This may include but is not limited to letters of support, memorandums of understanding, meeting agendas, minutes, sign-in sheets. (Additional evidence may be found on the partnership tab).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	10
(8) If the grant application was prepared by a grant writer, documentation from the authorizing agent of the applying organization stating that they have read and approved of the program plan is present. Evidence maybe found as an upload within the contact information page. Reviewer will score 5 if no grant writer was used.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	10
Need Total:					48

Note: Criteria in bold have weighted points.

Reviewer Comments:
(755 of 4000 maximum characters used)
This applicant has managed several federal grants and has experience with grants from local philanthropic partners, as well.
The applicant states that they have experience in managing a continuous quality improvement process, but did not provide specific details about how they incorporated this work into the day-to-day operations, or how they planned time for staff to engage in the process.
The partners are current and can be seen in many areas of the application as actively engaged. It is clear from the application the roles and responsibilities of each partner and there is evidence from the leadership of each partnership that they have been engaged in the development of the application and have made a commitment to the 5 years of the grant.




READING AND SCORING APPLICATIONS

Upon clicking “Review Application” two windows will open:

- The applicant’s application; and
- The (pop-up window) score sheet tabs for that application
 - Save scores and comments in the score pop-up tab
 - A sample rubric is included in the application, but does not contain the save function
- Failure to close previous browsers can result in scoring for subsequent applicants being written onto the score sheets of the wrong applicants



MULTIPLE LEVELS OF TABS



OKLAHOMA

STATE DEPARTMENT of EDUCATION

Applicant: 72-1002 SAND SPRINGS
Application: 2018-2019 21st Century Competitive - A0
Cycle: Original Application

21st Century ▾
Printer-Friendly
[Click to Return to Reader To Do List](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

The application has been submitted. No more updates will be saved for the application.

Overview Pages	Program Rubric	Contact Information	Primary Partner	Program Detail	Application Narrative	Budget	DUNS Number	Assurances	Submit	Application History	Page Lock Control	Application Print
Program Need Narrative		Program Design Narrative			Resource Management Narrative			Program Management Narrative			Competitive Priority Narrative	
Program_Design Narrative Pg 1		Program_Design Narrative Pg 2			Program_Design Narrative Pg 3			Program_Design Narrative Pg 4			Program_Design Narrative Pg 5	

Application Narrative: Program Design

(1) Describe the program goals, objectives, strategies and resources to support academic achievement through the program. An upload of a graphic or chart may be used to answer this question. (6 of 2000 maximum characters used)
sdfsf

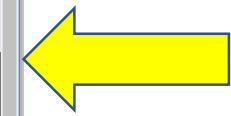
(2) Describe your indicators for success, how they will be measured and how much improvement is expected for the individual program components. (8 of 1000 maximum characters used)
fsdhfsf

(3) Provide a detailed timeline for meeting the goals and objectives of the program including start-up, implementation, evaluation and measurable indicators of success. An upload or a graphic or chart may be used to answer this question. (8 of 1000 maximum characters used)
shfdssdf

Please upload supporting information files. Allowable file types are Microsoft Word (.doc/.docx) and Adobe PDF. Files must be less than 10MB (10,240KB) in size and the file name should not include special characters (i.e. #, \$, % etc.). Attempting to upload a file that does not comply with these restrictions will result in errors and loss of unsaved data.

Choose File No file chosen

Uploaded Files:





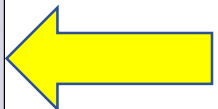
Applicant: 72-1002 SAND SPRINGS
 Application Cycle: 2018-2019 21st Century Competitive - A0 Original Application

Review Checklist: Reader
[Printer-Friendly](#)
[Close Browser](#)

Program Detail	Application Narrative Program Need	Application Narrative Program Design	Application Narrative Resource Mgmt	Application Narrative Program Mgmt	Budget	Rubric Summary
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21st Century Narrative Scoring Guide: Program Detail

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Goals, Objectives, Strategies, Activities, Indicators, Outcomes, Logistics, Staffing, Collaborative Partnerships					
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(2) The applicant provides evidence of experience or understanding of a continuous quality improvement process that includes assessing, planning and improving the program.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	3
(3) The applicant and partners show evidence of experience or promise of success in providing educational programs. Partners have collaborated on program development and will be engaged in pprogram start-up and implementation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(4) The ability to build community, implement innovative strategies and provide leadership within the proposed population to be served. Evidence that the organization has the capacity and sufficient resources or will work collaboratively to ensure successful programming.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(5) Annual audit results are provided and deficiencies/recommendations were acted upon.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(6) Current evidence that a broad-based Advisory committee, including membership from outside the organization, parents and students, was engaged in the development of the application and a current Advisory Committee Form has been uploaded.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
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(8) If the grant application was prepared by a grant writer, documentation from the authorizing agent of the applying organization stating that they have read and approved of the program plan is present. Evidence maybe found as an upload within the contact information page. Reviewer will score 5 if no grant writer was used.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	10
					Need Total: 48



Reviewer Comments:

(755 of 4000 maximum characters used)

This applicant has managed several federal grants and has experience with grants from local philanthropic partners, as well.

The applicant states that they have experience in managing a continuous quality improvement process, but did not provide specific details about how they incorporated this work into the day-to-day operations, or how they planned time for staff to engage in the process.

The partners are current and can be seen in many areas of the application as actively engaged. It is clear from the application the roles and responsibilities of each partner and there is evidence from the leadership of each partnership that they have been engaged in the development of the application and have made a commitment to the 5 years of the grant.



SCORING APPLICATIONS

- Assign scores by selecting a radio button.
- The Total Points Awarded will be calculated upon clicking “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?



SCORING SCALE

0 – Inadequate/None

- No information;
- Does not answer the specific points of the question;
- Offers no supporting documents;
- No use of evidence based methods of child/youth/program development; and/or
- Areas of the application and budget do not adequately reflect the program plans.



SCORING SCALE

1 – Minimal/Low

- Provides only minimal information for the reviewer;
- Little to no use of evidence based methods of child/youth/program development; and/or
- Areas of the application and budget reflect only the minimum essentials to carry out program plans for five years.



SCORING

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; and/or
- The budget reflects specific use of funds and a focus on well paid certified staff and quality, sustainable training, materials, and services.



SCORING SCALE

5 – Excellent/Exemplary

- Provides a comprehensive plan implementing evidence-based methods and use of data;
- Illustrates innovation in out-of-school time, clearly incorporates Oklahoma Academic Standards, and draws on existing partnerships with the community;
- All areas of the application reflect already existing input from the community, partners, families, and students; and/or
- The budget reflects strong and innovative use of funds, including a clear outline for sustainability of the program after funding ends.



WEIGHTED ITEMS

Grant Application x Grant Application x

OKLAHOMA STATE DEPARTMENT of EDUCATION

Applicant: 72-1002 SAND SPRINGS Review Checklist: Reader
Printer-Friendly
Close Browser

Application Cycle: 2018-2019 21st Century Competitive - AO Original Application

Program Detail | Application Narrative Program Need | Application Narrative Program Design | Application Narrative Resource Mgmt | Application Narrative Program Mgmt | Budget | Rubric Summary

21st Century Narrative Scoring Guide: Program Detail

CRITERIA	Points				Total Points Awarded
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(3) The applicant and partners show evidence of experience or promise of success in providing educational programs. Partners have collaborated on program development and will be engaged in program start-up and implementation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(4) The ability to build community, implement innovative strategies and provide leadership within the proposed population to be served. Evidence that the organization has the capacity and sufficient resources or will work collaboratively to ensure successful programming.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(5) Annual audit results are provided and deficiencies/recommendations were acted upon.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(6) Current evidence that a broad-based Advisory committee, including membership from outside the organization, parents and students, was engaged in the development of the application and a current Advisory Committee Form has been uploaded.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	5
(7) Evidence of collaboration with community partners to design, implement, monitor and manage the programs is provided. This may include but is not limited to letters of support, memorandums of understanding, meeting agendas, minutes, sign-in sheets. (Additional evidence may be found on the partnership tab).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	10
(8) If the grant application was prepared by a grant writer, documentation from the authorizing agent of the applying organization stating that they have read and approved of the program plan is present. Evidence may be found as an upload within the contact information page. Reviewer will score 5 if no grant writer was used.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	10
					Need Total: 48

Reviewer Comments:
(755 of 4000 maximum characters used)

This applicant has managed several federal grants and has experience with grants from local philanthropic partners, as well.


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RUBRIC SUMMARY

Grant Application x Grant Application x

 **OKLAHOMA**
STATE DEPARTMENT of EDUCATION

Applicant: 72-1002 SAND SPRINGS

Application: 2018-2019 21st Century Competitive - A0

Cycle: Original Application

Checklist: Reader-Friendly Close Browser

Program Detail	Application Narrative Program Need	Application Narrative Program Design	Application Narrative Resource Mgmt	Application Narrative Program Mgmt	Budget	Rubric Summary
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21st Century Narrative Scoring Guide: Summary

Program Detail (50 points)	48.00
Application Narrative Program Need (25 points)	19.00
Application Narrative Program Design (115 points)	74.00
Application Narrative Resource Management (35 points)	21.00
Application Narrative Program Management (35 points)	26.00
Budget (40 points)	24.00
Application Total Points (300 maximum points):	212.00

Additional Comments:
(408 of 4000 maximum characters used)

Overall the application was strong in several areas, but there seemed to be a real disconnect with the budget matching the application activities as described in the narrative. Although the community partners were listed on the general page, there was no mention of them throughout the application giving this reviewer a sense that partners may not have been as engaged in the application as first stated.

Save Page



SUBMITTING SCORES AND COMMENTS

Click to Return to Menu List / Sign Out

Application: 21st Century Competit

Reader To Do List

Reader: Dian Walker

Before you can review an application, you must indicate whether or not you have any conflict of interest with the applicant. Select either "Yes" or "No" and press the 'Save Conflict Answers' button.

Save Conflict Answers Review Application Submit

Conflict of Interest		Select	Applicant	Total Score	Review Status
Yes	No				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SAND SPRINGS	0	Review Started



SUBMITTING SCORES AND COMMENTS

Once the application has been scored, it must be submitted. No further changes can be made by the reader once an application is submitted.

To submit each application:

- Go to the Reader To Do List page
- Select the radio button next to the application
- Click the “Submit” button

The Review Status will change to “Completed” when the scores have been submitted.

Once all scores have been submitted no further action is needed.



FINAL REMINDERS

- Turn off your pop-up blocker for this website as soon as you log-in.
- Watch your score sheets
 - Score on the pop-up score sheet, NOT the sample rubric found in the grant application.
- Save often
 - If there is no save key then you are in the wrong place.
- Ask for help
 - Call or email the 21st CCLC office with questions or comments.



THANK YOU!

We appreciate you sharing your time and talents with us through this process!

Sonia Johnson

405-522-6225

Sonia.Johnson@sde.ok.gov

