

21st CCLC Grant Reviewer Training

Session #1

Erin Busk, 21st CCLC Grant Specialist

ebusk@doe.in.gov

Kelly Frank, Social Legends

kelly@sociallegends.com



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#IDOEAfterSchool

Working Together for Student Success

Agenda

- Welcome & Introductions
- Overview of Reviewer Activity Timeline
- Overview of 21st CCLC
- Review Scoring Rubric Detail
- Overview of Scoring Practice Assignment & Submission Process
- Question & Answers
- Next Steps



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Welcome & Introductions

Presented By:

Erin Busk

Indiana Department of Education
21st CCLC Grant Specialist
Phone: (317) 232-6618
ebusk@doe.in.gov

Kelly Frank

Social Legends
President & Owner
Phone: (317)-435-2529
kelly@sociallegends.com

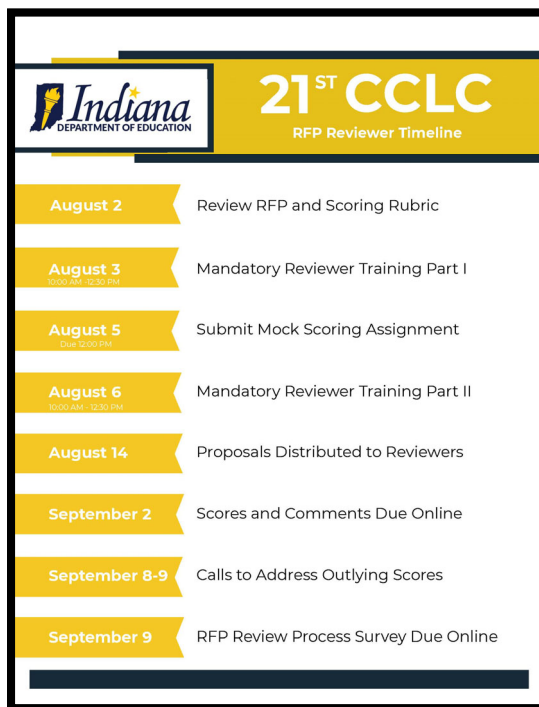


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Reviewer Activity Timeline



- August 3: Mandatory Reviewer Training Part 1
- August 5: Submit Mock Scoring Assignment (By 12 PM)
- August 6: Mandatory Reviewer Training Part 2
- August 14: Proposals Distributed to Reviewers
- September 2: Scores and Comments Due Online
- September 8-9: Calls to Address Outlying Scores
- September 9: RFP Review Process Survey Due Online



Overview of 21st CCLC

- Federally-funded program (Title IV, part B) awarded to public school districts, charter schools, community-based organizations, public/private organizations, faith-based organizations or a consortium of these organizations, in order to provide youth a safe environment during non-school hours.
- Supports the creation of community learning centers that provide academic enrichment opportunities during non-school hours for youth, particularly youth who attend high-poverty and low-performing schools.
- Helps youth meet state and local student standards in core academic subjects, offers youth a broad array of enrichment activities that help their social, emotional, and behavioral development; and offers literacy and other educational services to the families of participating youth.



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Eligibility

Any public or private organization is eligible to apply. This includes: School Districts, Charter Schools, Educational Consortia, Non-Profit agencies, Faith-Based Organization, Institutions of higher education, city or county government agencies, education service centers.

**Individual schools may not submit a proposal—must be through the district or another eligible entity*

To qualify for funding, applicants must have one:

1. 40% or higher Free and Reduced Lunch program student participation
2. D or F school rating for state accountability or Does Not Meet or Approaches Expectations for federal accountability



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Use of Funding

- 21st CCLC programs must provide safe environments for youth during non-school hours. All sites must provide a range of high-quality services to support student learning and development, that may include, but are not limited to: academic enrichment, mentoring, service learning, physical wellness, career and technical programs, internships or apprenticeship programs, etc.
- Funds may be used to begin a new 21st CCLC program site and/or expand current 21st CCLC programming. If the application is for expansion of a current 21st CCLC program site, the application should not aim to serve the same population of youth in the proposed expansion program.

Ex: If a 21st CCLC program currently serves K-5th grade at School A, another 21st CCLC program (or current 21st CCLC program) can apply to serve 6th-8th grade at School A.



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Use of Funding

Program areas of focus can be, but are not limited to:

- Academic enrichment
- Well-rounded education
- Literacy education
- Physical wellness
- Cultural programs
- Technology education
- Expanded library service hours
- Parenting skills
- Financial Literacy
- Drug and violence prevention
- Services for individuals with disabilities
- Programs that serve English Language Learners with activities that emphasize language skills and academic achievement
- Programs that serve youth who have been truant, suspended, or expelled
- Programs that build skills in STEM by supporting nontraditional STEM education teaching methods
- Programs that partner with in-demand fields of the local workforce or build career competencies and career readiness



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Use of Funding

- Funds may also be used to support programming with a non-public school. A public school or other public or private organization that is awarded a grant must offer to provide equitable services to non-public school youth and their families. Applicants must consult with non-public school officials during the design and development of the 21st CCLC Program (*page 54 of application*)



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Use of Funding

Allowable Expenses		
Personnel	Equipment	Supplies
Fringe Benefits	Travel within guidance	Transportation costs for students
Contractual support	Indirect costs within guidance	Professional development
Remedial education activities and academic enrichment programs	Arts and music education activities	Mathematics and science education activities
Programs that provide assistance to students who have been truant, suspended, or expelled	Drug and violence prevention, counseling, and character education programs	Field trips with academic support
Recreational activities	Programs for limited English proficient students	Tutoring services and mentoring programs
Programs that promote parental involvement and family literacy	Expanded library service hours	Telecommunications and technology education programs



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Use of Funding

Allowable Expenses with Pre-approval by IDOE

Promotional or Marketing Items with the 21st CCLC logo (e.g., Flags, banners)

Purchase of equipment, such as computers, laptops, DVD players, projectors, printers, scanners, fax machines, telephones, cell phones, televisions, digital cameras or similar items

Staff events that include retreats, lock-ins or other events of a similar nature

Out of state or overnight field trips with approved academic support.



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Use of Funding

Unallowable Expenses

Entertainment: field trip without approved academic support	Preparation of the Proposal	Pre-Award Costs (incurred before the grant effective date of June 1 st)
Un-approved out-of-state or overnight field trips, including retreats, lock-ins, etc.	Decorative Items	Purchase of facilities or vehicles
Land acquisition	Capital Improvements, Permanent Renovations	Refreshments/Snacks
Supplanting federal, state or local funds	Direct charges for items/services that the indirect cost rate covers	Membership dues to organizations, federations or societies



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Program Requirements

Sites are required to provide services to youth a minimum of **130 days per school year** during:

- Before school (at least one hour per day, ends just before school begins) AND/OR;
- Afterschool (at least two hours per day, begins when school dismisses) AND/OR;
- Both before and after school (at least one hour before and two hours after) AND/OR;
- Non-school weekdays and Saturdays (at least 4 hours per day) AND/OR;
- During school breaks (intercession, spring break, etc.) at least 2 days per week and/or at least 4 hours per day

Elementary programs are required to operate at least 12 hours/week. Middle School programs are required to operate at least 10 hours/week. High School programs are required to operate at least 8 hours/week. If a program site has a mixed-grade group, hours/week should reflect the dominate group. ***Ex: If the program site serves 40 elementary youth and 15 middle school youth, the site should operate 12 hours/week.***

Summer programs must provide services for at least four (4) hours per day for four (4) days per week, with a minimum of four (4) weeks.



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Program Requirements

Grantees are required to:

- Employ a 21st CCLC Program Director who is dedicated to the 21st CCLC program at least half time (.5 FTE). In addition, grantees are required to have a lead Site Coordinator at every programming site. Grantees who only operate one 21st CCLC site may utilize their Program Director as their lead Site Coordinator if desired.
- Maintain appropriate staff-to-youths; one staff person to fifteen youth if there are youth who are five years of age in the group, and one staff person to twenty youth for groups containing only children who are six years of age or older.

Grantees are strongly encouraged to:

- Provide hourly rates that are competitive with the cost of living in their communities.
- Employ staff that are culturally, linguistically, and racially representative of the youth served in their 21st CCLC program.



Program Requirements

IDOE 21st CCLC considers professional development for all grantee staff key to program quality and continuous improvement.

- Grantees are required to submit a comprehensive annual professional development plan. A copy of the required plan template can be found [here](#).
- Grantees are encouraged to design and customize their professional development plan to meet the needs and capacity of their program, including training relevant to all levels of staff (direct service, site coordinator(s), program director, etc.)
- Grantees should allocate approximately 2% of their total annual allocation toward professional development needs.



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Program Requirements

All applicants must assure that eligible youth are able to attend and participate.

- Transportation and access to the building site cannot be a barrier for youth participating in the 21st CCLC program. Grantees must provide youth access to transportation as needed; transportation options can include school buses (ex., working with the sports program's buses), carpools, parent pick-up agreements, public transportation, etc. **Requiring parents to provide transportation as a condition of student participation is not allowed.**
- Programs that charge fees **may not** prohibit any family from participating due to their financial situation. Programs must offer a sliding-scale of fees and scholarships for those who cannot afford the program. Programs must also ensure all program materials distributed for recruitment include information that youth can engage in the program, free of charge. All income generated from 21st CCLC families must be reported to IDOE.



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Program Requirements

- IDOE requires grantees to regularly convene an advisory council that includes representation from diverse stakeholders including, but not limited to: school personnel, family members, community partners, youth participants, etc.
- The advisory council should provide strategic support and resources that help the site(s) develop a meaningful grant request, engage community partners, align and support school efforts, and improve and expand its services to youth.
- Grantees that plan to serve youth 6th-12th grade are required to have a youth representative on their advisory council
- Grantees that serve youth K-5th grade are required to include youth voice in their advisory process in one of the following ways: include a youth on the advisory council or administer an annual youth satisfaction survey and incorporate the results of the survey into at least one advisory council meeting discussion



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Program Requirements

Grantees are required to engage a local evaluator who is external to the 21st CCLC program and/or partners. Grantees may not utilize evaluators that are internal employees of their organization, LEA, University, etc.

- Grantees must use no more than six (6) percent of the funding award (minus indirect costs) for local program evaluation throughout the four (4) year grant period.
- IDOE does not recommend local evaluators, however, a list of current 21st CCLC programs can be found [here](#).
- For qualifications to look for in a local evaluator, [click here](#).



Program Requirements

- Grantees must submit an annual budget to IDOE using the approved template. Expenses in the budget should reflect all program expenses and in line with allowable costs, found on slides 10-12.
- Applicants may choose to include indirect costs in their budget proposal. Grantees will be required to utilize the restricted indirect cost rate agreement with IDOE. In the absence of an indirect cost rate agreement with IDOE, they may utilize the de minimus rate of up to 10%.
- Grantees are **highly** encouraged to spend funds on direct programming costs.



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Application Requirements

- A complete cover page should be the first page of the PDF (there should not be any additional cover pages)
- The application should clearly state one program priority area.
- An organized and labeled application, according to the order of application sections
- A completed non-public consultation paperwork (even if there are no non-public schools in the program area)
- Signed MOUs with all partners/district referenced in the application
- Application should include signed assurances



Review Scoring Rubric

When scoring each question, please make sure to give zero points, half of the total points, or the total available points.

For example: if the question is worth 5 points, please only score the question 0, 2.5, or 5 points.

Zero Points: Award zero points to a question that was not addressed OR was addressed but the narrative provided lacked significant alignment with question requirements

Half Points: Award half points to a question that was addressed but the narrative provided only addressed some of the question requirements

Full Points: Award full points to a question that was addressed thoroughly and the narrative provided addressed all question requirements

Feedback:

For each section, please enter feedback. The Application Narrative and the Budget tabs ask for feedback to be separated into the sections strengths and concerns. If no feedback is given, the rubric will be sent back to the reviewer to include feedback.



Review Scoring Rubric

Instructions:

- Please give either 0 points or 2.5 points for each section. If the section is missing or not completed (missing signatures or required information, etc.), please give that section 0 points.
- If you do not award a section full points, you must enter feedback describing why full points were not given. If there is no feedback given, the rubric will be sent back to the reviewer to include feedback.

Cover Page

Applicant has included a completed Cover Page included in the RFP (page 30).
*The Cover Page includes ALL information requested and denotes only one priority area (page 32 of RFP)

2.5 pts

Assurances

Applicant has included signed assurances using the Assurances page of the RFP (page 33 of RFP)

2.5 pts



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MOU's

Applicant has included a signed MOU(s) for all partners listed in the application.
*Applicants may use the MOU template in Appendix 1 of the application (page 48 of RFP) or their own template.

2.5 pts

Appendix #3

Applicant has included a completed Appendix 3 (page 55 of RFP) for all nonpublic schools in their proposed program area(s)

2.5 pts



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Project Abstract

Application provides a brief summary of the project, including participants to be served, youth's needs, the activities proposed, the intended outcomes, and key people that will be involved in the project.

2.5 pts

Program Qualification

Application states if they qualify using a minimum of 40% Free and Reduced Lunch rate **OR** a D or F state school rating or Does Not Meet or Approaching Expectations federal rating

1 pt.

Application describes the origin of the partnership between the school/school district and the community-based organization

3 pts

Application includes **ONE** priority area (STEM or STEAM, Literacy, College & Career Readiness, or Social Emotional Learning)

1 pt.



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Need for Project

Application describes the need for the project and provides supporting data as evidence. Data demonstrates high need in both poverty level and academic achievement. Data analyzed must include: student achievement data (state assessment scores, number of youth below grade level, etc.), student demographic data (measures of poverty, ethnicity, etc.), student behavioral data (attendance rates, dropout rates, discipline data, etc.) as applicable for each school to be served.	5 pts
Application describes the current available out-of-school time programming for youth and their families in the targeted school areas and summarizes service gaps to be addressed by the project.	1 pt.
Application describes how this grant will enhance or expand current out-of-school time programs available for youth at the schools being served. Narrative includes program name, service, and availability (schedule, number of youth served), and whether the proposed program will expand or enhance the current programming.	2 pts
Application describes how the needs and services were identified and how partners were involved in the assessment process <i>*Parents and youth should be involved in the needs and services assessment</i>	2 pts



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Partnerships

Application describes how the project will collaborate with other agencies and summarizes the type of contributions (in-kind support, staff development, transportation, equipment, etc.) made by each of the local partners, regardless of the contribution amount.	2 pts
Application describes the process used to identify partners and collaborators, how they were involved in the development of the application, and how each partner's contribution(s) will help meet the program's needs and goals.	2 pt.
Application describes how the program will recruit volunteers that demonstrate relevant out-of-school time knowledge and experience and how volunteers will directly impact the program's needs and goals.	1 pt.



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Program Design

Application describes the criteria and processes for recruiting targeted educationally disadvantaged youth and their families to be served from the selected school(s)	3 pts
Application provides relevant community data demonstrating the need for out-of-school programming (poverty rates, drop-out rates, literacy rates, etc.)	1 pt.
Application describes how the program will promote parental involvement, family literacy, and related educational activities for families	1 pt.
Application clearly indicates how snacks or meals will be acquired through non-21st CCLC funding and distributed to sites daily	1 pt.
Application provides a detailed, tentative weekly schedule of activities proposed for all program aspects. The schedule must include each day of programming, the total number of hours, and the activity name and programming specifics. The weekly schedule must be provided for each site. A separate schedule must be provided for summer or intersession (spring break, fall break, winter break).	3 pts
Application describes how the program activities will align to both the Indiana Afterschool Standards and Indiana Academic Standards	3 pts
Application provides a detailed recruitment plan for 21st CCLC staff—the plan must include strategies to ensure equitable hiring practices are being followed and when applicable, recruitment efforts target individuals that culturally, linguistically, and racially represent youth in the program.	3 pts



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Program Implementation

Application describes how the program model will incorporate and implement evidence-based programming through the use of a singular and/or collaborative curriculum.

5 pts

Application includes a completed Objectives, Activities, Performance Measures and Assessment Strategies table for each proposed 21st CCLC Program Goal. There must be a completed table for each program site in the application.

**the table can be found on page 41 of the RFP.*

10 pts



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Program Communication

Application describes a plan of communication between the 21st CCLC program and applicable school leadership and applicable school-day staff. Application describes how staff will access to necessary student academic records to monitor objectives and provide statewide evaluation data and how staff will work to align the in school and out-of- school time efforts to support student success.

4 pts

Application describes the available services, the program location, and how to access the program to community stakeholders and families of program participants.

Application describes how the program will include 21st CCLC terminology and the 21st CCLC logo into marketing materials

1 pt.



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Professional Development

Application includes a complete annual 21st CCLC Professional Development Plan *if needed, template linked in on the 'reviewer guidance' tab.	3 pts
Application describes how the professional development needs of various staff members will be assessed and addressed.	3 pts
Application describes in detail the alignment of the specific professional development needs of all levels of program staff (program director, site coordinator(s), direct service staff, school day staff, etc.)	2 pts
Application describes how professional development activities will serve to enhance program quality and help the program reach its goals and objectives.	2 pts



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Evaluation

Applications describes a strong evaluation plan that shapes the development of the program from the beginning of the grant period. The plan should be consistent with the Program Design and Implementation features proposed in the application. The description of the evaluation design should include, the type of data to be collected, when the data will be collected, what instruments will be used for data collection and what steps will be taken to utilize evaluation data to drive program improvement.

5 pts

Application identifies an individual and/or organization as their local evaluator for the program and describes their relevant qualifications

2 pts

Application describes the relevancy and strategies for academic and attendance performance measures.

3 pts



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Transportation

Application describes the location(s) of the 21st CCLC program and how youth in the program will travel safely to and from the program and home.	1 pt.
Application describes how the program will meet the schedule and transportation needs of working families.	1 pt.
Application describes how the safety of youth will be maintained on-site (requiring parent sign-out, checking identification, etc.) and if applicable, during off-site activities.	1 pt.
Application describes how personnel hired to work at the site will meet the minimum requirements set forth by the grantee and that the personnel will have all required and current licenses and certifications where applicable.	1 pt.
Application describes how the results of background checks are kept on file and personal information is kept confidential.	1 pt.



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Program Stability

Application describes a program stability plan detailing how proposed 21st CCLC grant programming will be sustained in the absence of 21st CCLC funds.

2.5 pts



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Budget

Application includes a completed budget using the approved budget template and prompts included on the budget.

15 pts

*Waiver Request Narrative



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Application Organization

Application includes all necessary documentation (cover sheet, signed Assurances, completed MOU(s) for all partners, completed Appendix 3 form(s) for all non- public schools in program area(s), application narrative, and budget form) and follows the order of the RFP. Application does not exceed page limits for each section. Application cover sheet (page 30 of RFP) is the first page of the application.

2.5 pts



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Review Scoring Rubric

Overall Application Comments

- When scoring is complete, feedback on the overall application is required. Overarching input regarding the strengths and any areas of concerns for the following sections should be submitted:
 - Cover Page & Appendices
 - Application Narrative
 - Budget
- Please ensure comments are complete and comprehensive.



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Scoring Practice Assignment

Instructions:

- Review Sample Application Provided
- Score Sample Application Using Instructions and Rubric Provided
- Submit Scores to Online Platform by August 5th at 12:00 PM
<https://www.surveymonkey.com/r/21stCCLCMock>



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Question and Answer



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Next Steps

- Complete Scoring Assignment (By August 5th at 12:00 PM)
Submit Scores (<https://www.surveymonkey.com/r/21stCCLCMock>)
- Attend Mandatory Reviewer Training Part II (August 6th from 10:00 AM – 12:30 PM)
- Applications will be sent out to you August 13th. Completed reviews will be due to IDOE no later than September 2nd. We anticipate receiving 100-125 applications for review.
- FYI: Erin will be out of the office August 17th-21st—if you have immediate questions about an application that need to be addressed that week, please contact Christen cpeterson1@doe.in.gov . If its not an immediate need, I will address all questions when I return on August 24th



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