

# 21<sup>st</sup> CCLC Grant Reviewer Training

## Session #2

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# Agenda

- Welcome
- Reminder of Reviewer Activity Timeline
- Review Mock Application Scoring
- Review Outstanding Scoring Questions
- Q&A
- Next Steps



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# Welcome

## Presented By:

### **Erin Busk**

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# Reviewer Activity Timeline

 <b>21<sup>ST</sup> CCLC</b> RFP Reviewer Timeline	
<b>August 2</b>	Review RFP and Scoring Rubric
<b>August 3</b> <small>9:00 AM - 12:30 PM</small>	Mandatory Reviewer Training Part I
<b>August 5</b> <small>Due 12:00 PM</small>	Submit Mock Scoring Assignment
<b>August 6</b> <small>9:00 AM - 12:30 PM</small>	Mandatory Reviewer Training Part II
<b>August 14</b>	Proposals Distributed to Reviewers
<b>September 2</b>	Scores and Comments Due Online
<b>September 8-9</b>	Calls to Address Outlying Scores
<b>September 9</b>	RFP Review Process Survey Due Online

- ~~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



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# Scoring Rubric REMINDER

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



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# Review Scoring Rubric

Cover Page		Reviewer Scores	
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	0 pt / 19%	2.5 pts / 81%



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# Review Scoring Rubric

Assurances		Reviewer Scores	
Applicant has included signed assurances using the Assurances page of the RFP (page 33 of RFP)	2.5 pts	0 pt / 0%	2.5 pts / 100%



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# Review Scoring Rubric

MOU's		Reviewer Scores	
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	0 pt / 92%	2.5 pts / 8%



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# Review Scoring Rubric

Appendix #3		Reviewer Scores	
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	0 pt / 36%	2.5 pts / 64%



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# Review Scoring Rubric

Project Abstract		Reviewer Scores		
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 pt.	0 pt / 0%	1.25 pts / 60%	2.5 pts / 40%



# Review Scoring Rubric

Program Qualification		Reviewer Scores		
Application states if they qualify using a minimum of 40% Free and Reduced Lunch rate <b>OR</b> a D or F state school rating or Does Not Meet or Approaching Expectations federal rating	1 pt.	0 pt / 0%	.5 pts / 0%	1 pt / 100%
Application describes the origin of the partnership between the school/school district and the community-based organization	3 pts	0 pt / 0%	1.5 pts / 15%	3 pt / 85%
Application includes <b>ONE</b> priority area (STEM or STEAM, Literacy, College & Career Readiness, or Social Emotional Learning)	1 pt.	0 pt / 27%	.5 pts / 31%	1 pt / 42%



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# Review Scoring Rubric

Need for Project		Reviewer Scores		
Application describes the need for the project and provides supporting data as evidence. Data demonstrates high need in both poverty level and academic achievement. <b>Data analyzed must include:</b> 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	0 pt / 0%	2.5 pts / 31%	5 pt / 69%
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.	0 pt / 0%	.5 pts / 20%	1 pt / 80%
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	0 pt / 35%	1 pt / 30%	2 pt / 35%
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	0 pt / 4%	1 pt / 19%	2 pt / 77%



# Review Scoring Rubric

Partnerships		Reviewer Scores		
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	0 pt / 0%	1 pt / 12%	2 pt / 88%
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.	0 pt / 0%	1 pt / 38%	2 pt / 62%
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.	0 pt / 4%	.5 pts / 38%	1 pt / 58%



# Review Scoring Rubric

Program Design		Reviewer Scores		
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	0 pt / 0%	1.5 pt / 24%	3 pt / 76%
Application provides relevant community data demonstrating the need for out-of-school programming (poverty rates, drop-out rates, literacy rates, etc.)	1 pt.	0 pt / 23%	.5 pts / 31%	1 pt / 46%
Application describes how the program will promote parental involvement, family literacy, and related educational activities for families	1 pt.	0 pt / 0%	.5 pts / 19%	1 pt / 81%
Application clearly indicates how snacks or meals will be acquired through non-21st CCLC funding and distributed to sites daily	1 pt.	0 pt / 0%	.5 pts / 4%	1 pt / 96%
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	3 pts	0 pt / 4%	1.5 pt / 19%	3 pt / 77%
Application describes how the program activities will align to both the Indiana Afterschool Standards and Indiana Academic Standards	3 pts	0 pt / 0%	1.5 pt / 31%	3 pt / 69%
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	0 pt / 4%	1.5 pt / 77%	3 pt / 19%



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# Review Scoring Rubric

Program Implementation		Reviewer Scores		
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	0 pt / 12%	2.5 pt / 46%	5 pt / 42%
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. <i>*the table can be found on page 41 of the RFP.</i>	10 pts	0 pt / 8%	5 pt / 73%	10 pt / 19%



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# Review Scoring Rubric

Program Communication		Reviewer Scores		
<p>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.</p> <p>Application describes the available services, the program location, and how to access the program to community stakeholders and families of program participants.</p>	4 pts	0 pt / 0%	2 pt / 23%	4 pt / 77%
Application describes how the program will include 21st CCLC terminology and the 21st CCLC logo into marketing materials	1 pt.	0 pt / 0%	.5 pts / 0%	1 pt / 100%





# Review Scoring Rubric

Professional Development		Reviewer Scores		
Application includes a complete annual 21st CCLC Professional Development Plan *if needed, template linked in on the 'reviewer guidance' tab.	3 pts	0 pt / 0%	1.5 pt / 15%	3 pt / 85%
Application describes how the professional development needs of various staff members will be assessed and addressed.	3 pts	0 pt / 0%	1.5 pt / 23%	3 pt / 77%
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	0 pt / 4%	1 pt / 23%	2 pt / 73%
Application describes how professional development activities will serve to enhance program quality and help the program reach its goals and objectives.	2 pts	0 pt / 15%	1 pt / 31%	2 pt / 54%



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# Review Scoring Rubric

Evaluation		Reviewer Scores		
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	0 pt / 0%	2.5 pt / 23%	5 pt / 77%
Application identifies an individual and/or organization as their local evaluator for the program and describes their relevant qualifications	2 pts	0 pt / 0%	1 pt / 0%	2 pt / 100%
Application describes the relevancy and strategies for academic and attendance performance measures.	3 pts	0 pt / 0%	1.5 pt / 8%	3 pt / 92%



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# Review Scoring Rubric

Safety & Transportation		Reviewer Scores		
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.	0 pt / 0%	.5 pts / 12%	1 pt / 88%
Application describes how the program will meet the schedule and transportation needs of working families.	1 pt.	0 pt / 0%	.5 pts / 19%	1 pt / 81%
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.	0 pt / 0%	.5 pts / 12%	1 pt / 88%
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.	0 pt / 0%	.5 pts / 4%	1 pt / 96%
Application describes how the results of background checks are kept on file and personal information is kept confidential.	1 pt.	0 pt / 0%	.5 pts / 19%	1 pt / 81%



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# Review Scoring Rubric

Program Stability		Reviewer Scores		
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	0 pt / 0%	1.25 pts / 0%	2.5 pt / 100%



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# Review Scoring Rubric

Budget		Reviewer Scores		
Application includes a completed budget using the approved budget template and prompts included on the budget.	15 pts.	0 pt / 0%	7.5 pts / 65%	15 pts 35%



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# Review Scoring Rubric

Application Organization		Reviewer Scores		
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.	0 pt / 4%	1.25 pts / 73%	2.5 pts / 23%



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# Review Scoring Rubric

## Other Questions:

- Will we be able to contact community organizations for follow-up questions?
- Can you please describe the process for assessing the priority points section?
- Should the priority area identified be prevalent throughout the application? Should points be deducted if it is not integrated throughout?
- Are points to be taken off for grammatical, spelling, and/or punctuation errors?
- Can information provided within a table/chart located within the narrative alone meet the requirements outlined to be included? Or must the contents of the chart be discussed further in the supporting paragraphs?
- For an area with multiple requirements – is it appropriate to award only half of the points if only one portion is not fully addressed, but the other content is sufficient?



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# Question and Answer



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# Next Steps

- Applications will be sent out to you August 13<sup>th</sup>. Completed reviews will be due to IDOE no later than September 2<sup>nd</sup>. We anticipate receiving 100-125 applications for review.
- Reminder: Erin will be out of the office August 17<sup>th</sup>-21<sup>st</sup>—if you have immediate questions about an application that need to be addressed that week, please contact Christen [cpeterson1@doe.in.gov](mailto:cpeterson1@doe.in.gov) . If its not an immediate need, I will address all questions when I return on August 24<sup>th</sup>



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