Job Aid- Council Review (DV)

| Job Aid	Reviewing and Scoring a Grant Application
Grant Programs	2017-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds Year 3 Projects (19-20 cycle)
Publication Date	10/30/2018
Revision Date	NA
Description	This job aid provides instructions on how to review and score a grant application. This document is intended to supplement the Basic Navigation instructions titled "Board/Council Application Review Training" with more detailed information specific to the 2019-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds application cycle.

I.   Log into ZoomGrants

Go to ZoomGrants.com and login using the credentials that were provided by DCJ.

The accounts are not linked to real email address. Therefore, password resets will not work with these account. DCJ set up a generic password for you. **DCJ cannot reset passwords for Reviewers. Therefore, it is not recommended that you change the generic password that was provided to you**.
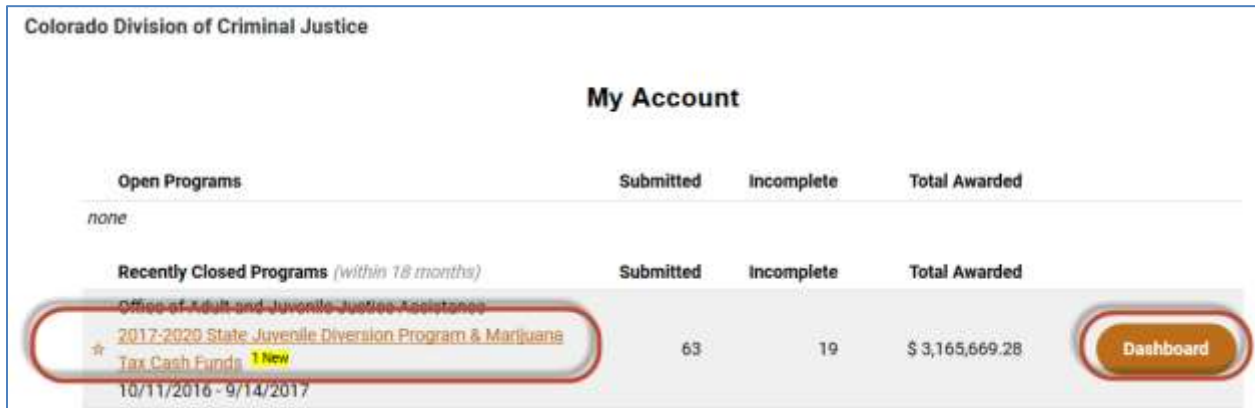
Go to ZoomGrants.com, click on Log In button at the top left corner. You may use any **up to date** browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Chrome is preferred.
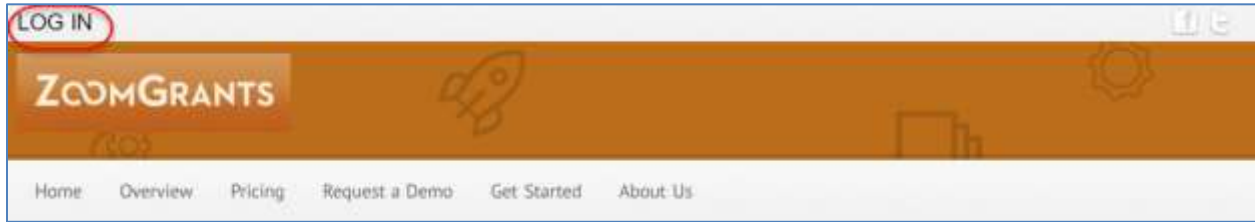
- It is recommended that you use the "Remember Me!" feature

II.   Open the 2017-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds Program

Click on the **2017-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds Program**, or the **Dashboard** button to open the application to be reviewed.

III. Open each individual application and review

You may access the Applications from various places. You may use shortcuts on your Dashboard or go to the Applications tab. The best way to view the status of all the applications is to view it from Applications/Submitted Applications with the filters cleared.

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2017-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds

$ 1,781,139.00 Available
9/14/2017 Deadline

My Account | Dashboard | Applications | Scoring | Funding Allocations | Financial | Reporting | Search | Search
Data | My Profile

My Voting Decisions

Submitted Applications | Organizational Details

Submitted Applications	$ Requested		My Scores	My Recommendation	Trial Decisions *(Committee)*	Official Decisions *(Committee)*
Center for 2019-DV-19 Juvenile Diversion Program	$ 72,094.00	Print | PDF		Undecided	Undecided	Undecided
Center for 2019-MJ- Substance Use and Behavioral Health	$ 64,705.00	Print | PDF		Undecided	Undecided	Undecided
District Attorney's Office 2019-DV-19- District Attorney's Office	$ 105,361.00	Print | PDF		Undecided	Undecided	Undecided

A = Assigned to Me

A. Filters

At any time you may use your filters button. Using the quick links (fields on the Dashboard such as Judicial District) will provide some filtering, but if you want to apply multiple filters, use your filters button. Once you click on the filters button a box will appear, chose the criteria, select Set Filter, and then close out of the dialogue box. Your filters will be applied.

You also have the option to clear your filters to view all the applications under a specific tab (submitted, pre-app, incomplete). **Only those applications that you are scheduled to review will be visible. If you can't find a project clear your filters.**

B. Open, Print, or PDF an application
Click on the appropriate hyperlink to Open, PDF or print an application/project.

Open an Application:

Click on the name of the Application to open it. Scoring is done within the Application; therefore, each application should be opened and reviewed prior to scoring.

IV. Application Tabs

Once you open an Application there are Program tabs at the top and another row of Application Tabs below. The Application Tabs are specific to the Application you have open. **To move from one application to another use the Program Tabs. To move within an application use the Application tabs.**

A. Review and Comment on the Application

New in the 19-20 cycle: Click on the **Review Tools** button. This will open the scoring section on the left and the Application on the right. You may scroll through the Application and keep the scoring on the left.

Committee Scoring Questions: You have the option to provide comments (up to 250 characters) for each question. These comments are visible to DCJ staff and yourself; but not visible to the grantee or other reviewers.

Scoring

Instructions Show/Hide

Complete either:
Questions 1-10 for Juvenile Diversion
OR
Questions 11-20 for Marijuana Tax Cash Fund

Committee Scoring Questions	**Score**	**Weight**	**Ext. Score**
1 DV ONLY - Q16 Problem Statement: Applicant identified problem and included data to substantiate the nature and extent of problem. Comment *(limit 250 char.)*	--	X 0	=
2 DV ONLY - Q17 Project Description: Clearly describes the services/intervention that will be provided to address identified problem. Applicant addressed items a-h as requested in application instructions. Comment *(limit 250 char.)*		X 0	=
3 DV ONLY - Q 22-26 Target Population: Demographic Table, JJ involvement, & age range of target population completed. Described youth to be served included age, gender, race/ethnicity, & discussion of how cultural, & linguistic needs will be met. Comment *(limit 250 char.)*	--	0	=

Administrative Scoring Questions	Score	Weight	Ext. Score
1 Financial Review- Budget is itemized correctly? Comment: Yes	1	X 1 =	1
2 Financial Review- Have quarterly reports been submitted on time? Comment: Yes	1	X 1 =	1
3 Financial Review- Is the project receiving other funds?	1	X 1 =	1
4 Financial Review- Is the match at least 25%? Comment: Yes	1	X 1 =	1
5 Financial Review- Financial Management Questionnaire Score Comment: Applicant did not use spreadsheet	1	X 1 =	1
6 Financial Review- Have funds been returned in the last three years? If yes, provide comments in the space provided. Comment: Yes - For 15/16: $2,287; for 16/17: $486	1	X 1 =	1
10 Program Review- Completed & Comments noted as needed.		X 1 =	
Total Admin Score			**6.0**

B. Enter Final Scoring Comments and Conflict Statement

My Scoring Comments: This is where you would enter any comments related to your score or reasons for denial on the application. These comments and scores are visible to DCJ staff and yourself; but not visible to the grantee or other reviewers.

Admin Scoring Comments: These are comments that are entered by the Grant Managers and are **intended for your review**. These comments and scores are visible to DCJ staff and all reviewers; but not visible to the grantee or other reviewers.

Conflict Statement: Select your answer regarding the conflict statement, provide an explanation if you believe you have a conflict, enter your initials, and click the Certify button. **If you have a conflict, do not score this application.** Conflicts will be determined during the funding conference and scores eliminated at that time.

My Private Notes: These notes are visible only to you as the reviewer, but will be saved in the system.

My Scoring Comments

Conflict Statement

There is no possible conflict of interest with the review of this proposal.

○ I certify this statement is true.
○ I have a conflict. *(explain below)*

Initials [   ]   **Certify**

My Private Notes

Your Notes will **NOT** be viewable to anyone else.

C. Review the next application

- Click on Applications to return to the list of applications or click next.