



Job Aid- Application Review (CVS)

Job Aid	Reviewing and Scoring a Grant Application for ARC and Board Reviewers
Grant Programs	CY 2019 & 2020 Crime Victims Services (CVS) Grant Program Funds
Publication Date	01/31/2018
Revision Date	NA
Description	This job aid provides instructions for ARC and Board Reviewers 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 CY 2019 & 20 Crime Victims Services (CVS) Grant Program Funds application cycle.

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I. Application Review Committee (ARC) Process

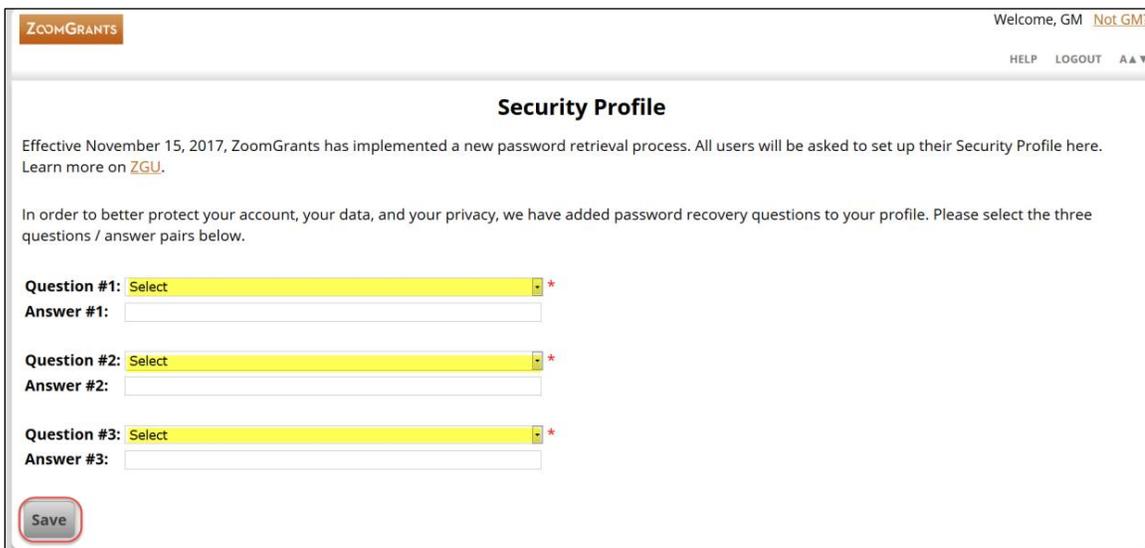
A. Log into ZoomGrants

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

Go to ZoomGrants.com, click on Log In button at the top right 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
- DCJ set up a password for you. DCJ can no longer reset passwords for Reviewers. Therefore, do **not** change the password that was provided to you.
- The first time you sign in the “Security Profile” page will appear. It is part of ZoomGrants enhance security that was recently implemented. You must select questions from the dropdown box to the right and then provide the answers for each of the three question boxes, then elect save.
- It is recommended that you use the following answers in the fields, respectively:
 - DCJ1
 - DCJ2
 - DCJ3



ZoomGrants Welcome, GM [Not GM?](#)

[HELP](#) [LOGOUT](#) [AA](#) ▼

Security Profile

Effective November 15, 2017, ZoomGrants has implemented a new password retrieval process. All users will be asked to set up their Security Profile here. [Learn more on ZGU.](#)

In order to better protect your account, your data, and your privacy, we have added password recovery questions to your profile. Please select the three questions / answer pairs below.

Question #1: Select *
Answer #1:

Question #2: Select *
Answer #2:

Question #3: Select *
Answer #3:

B. Open the Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds

Click on the **Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds**, or the **Dashboard** button to open the application to be reviewed.

ZCOMGRANTS DRP Welcome, GM [Not GM?](#)

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Colorado Division of Criminal Justice

My Account | Program History | Announcements | My Profile Search Search

My Account

Open Programs	Submitted	Incomplete	Total Awarded
Office for Victims Programs Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds 1/16/2018 - 3/9/2018	0	50	Dashboard
Recently Closed Programs (<i>within 18 months,</i>	Submitted	Incomplete	Total Awarded
<i>none</i>			

C. 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.

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 <i>(Committee)</i>	Official Decisions <i>(Committee)</i>
Center for 201	\$ 72,094.00 Print PDF	<input type="text"/>	Undecided	Undecided	Undecided
Center for 201	\$ 64,705.00 Print PDF	<input type="text"/>	Undecided	Undecided	Undecided
District Attorney's Office, 201	\$ 105,361.00 Print PDF	<input type="text"/>	Undecided	Undecided	Undecided

= Assigned to Me

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.

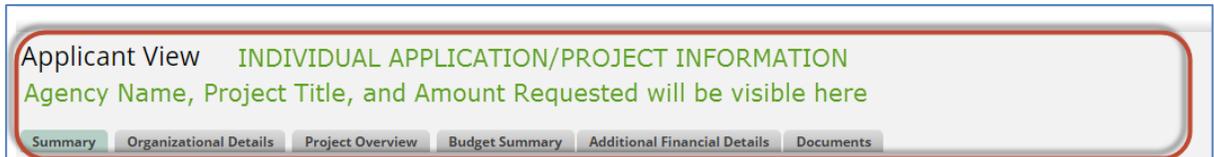
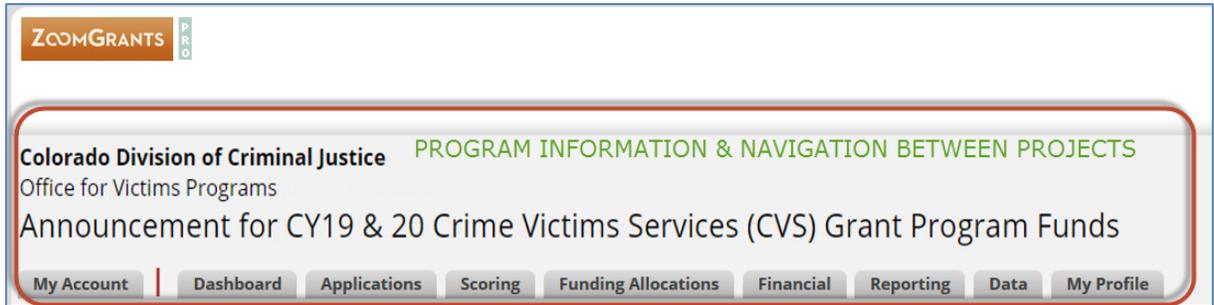
You also have the option to clear your filters to view all the applications under a specific tab. **Only those applications that were assigned to you will be visible. If you can't find a project clear your filters.**

D. Open, Print, or PDF an application

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

E. 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.**



1. Review the Application

You may review the application by reviewing each of the tabs for an application. An easy way to view the entire application without tabbing through the application is to use the Print/Preview button. This generates a PDF of all the information on each of the tabs.

2. Review Tools – Score the Application

Once you have completed your review you may begin scoring the individual application.

Click on the Review Tools in the header information. This opens the scoring tab for the individual application that you have reviewed. There is not a specific “tab” for the Review Tools; you must drill down to Review Tools from the application Header underneath the Application Tabs. To return to the application click on any Application tab. **NOTE: Once you enter a response, type in text, etc. and click out of the box the information is automatically saved.**

Review Tools – Score the Application

C [] s
C [] t
\$ [] Requested

Application Application Summary Organizational Details Project Overview Budget Summary Additional Financial Details Documents Extra

Official Decision Undecided ▼ \$ 0.00 **Review Tools**

Original Award Amount: \$ []

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

My Private Notes
Your Notes will NOT be viewable to anyone else.

[]

Scoring - Committee Scoring Questions: Enter the score from the dropdown menu to score each section of the Application. You have the option to provide comments (up to 250 characters) for each question. These comments and scores are visible to DCJ staff and yourself; but not visible to the grantee or other reviewers

Scoring		Score	Weight	Ext. Score
Subcommittee Preliminary Score				
Problem Statement				
1	The application clearly identifies the community's need and the problem the proposed project will address through the use of current local and/or state data and statistics.	--	X 1	=
Comment (limit 250 char.)				
Project Summary				
2	The Project Summary is clear and concise.	--	X 1	=
Comment (limit 250 char.)				
Underserved Populations				
3	The proposed project actively addresses the needs of the underserved populations in the community. (Use local data)	--	X 1	=
Comment (limit 250 char.)				
Collaboration				
4	The proposed services are coordinated with existing services in the community and do not duplicate services.	--	X 1	=
Comment (limit 250 char.)				
Project Description				
5	The Project Description clearly describes the project, staff and specific services the applicant plans to provide with the requested grant funds.	--	X 1	=
Comment (limit 250 char.)				
Goals and Objectives				
6	The project's goals address the problem statement.	--	X 1	=
Comment (limit 250 char.)				
7	The project's objectives are clear, concise, measurable, and time-framed.	--	X 1	=
Comment (limit 250 char.)				
8	The project's proposed activities correlate to the personnel request.	--	X 1	=
Comment (limit 250 char.)				
Overall Project Evaluation				
9	The plan to collect data on the impact of the proposed services is well-articulated.	--	X 1	=
Comment (limit 250 char.)				
Budget				
10	Budget items are well-justified.	--	X 1	=
Comment (limit 250 char.)				
11	Budget items correlate to the project's proposed activities.	--	X 1	=
Comment (limit 250 char.)				

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, please review**. These comments and scores are visible to DCJ staff and all reviewers; but not visible to the grantee or other reviewers.

My Scoring Comments

Admin Scoring Comments

3. Click on the Application tab to continuing scoring applications

Colorado Division of Criminal Justice
Office for Victims Programs
Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds

My Account | Dashboard | **Applications** | Scoring | Funding Allocations | Financial | Reporting | Data

C [redacted] s
C [redacted] t
\$ [redacted] Requested

Application | Application Summary | Organizational Details | Project Overview | Budget Summary | Additional Financial Details | Documents

Official Decision: Undecided ▼ \$ 0.00 **Review Tools**

Original Award Amount: \$ [redacted]

II. Overall Board Review Process

A. Log into ZoomGrants

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

Go to ZoomGrants.com, click on Log In button at the top right 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
- DCJ set up a password for you. DCJ can no longer reset passwords for Reviewers. Therefore, do **not** change the password that was provided to you.
- The first time you sign in the “Security Profile” page will appear. It is part of ZoomGrants enhance security that was recently implemented. You must select questions from the dropdown box to the right and then provide the answers for each of the three question boxes, then elect save.
Note: if you served on an ARC and this is not your first time logging in, you will not be prompted to enter the security questions again
- It is recommended that you use the following answers in the fields, respectively:
 - DCJ1
 - DCJ2
 - DCJ3

ZoomGrants

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HELP LOGOUT A A ▼

Security Profile

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In order to better protect your account, your data, and your privacy, we have added password recovery questions to your profile. Please select the three questions / answer pairs below.

Question #1: *

Answer #1:

Question #2: *

Answer #2:

Question #3: *

Answer #3:

Save

B. Open the Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds

Click on the **Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds**, or the **Dashboard** button to open the application to be reviewed.

Welcome, GM [Not GM?](#)

HELP LOGOUT A▲▼

Colorado Division of Criminal Justice

My Account Program History Announcements My Profile Search Search

My Account

Open Programs	Submitted	Incomplete	Total Awarded
Office for Victims Programs Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program Funds 1/16/2018 - 3/9/2018	0	50	

Recently Closed Programs (*within 18 months*)

Submitted	Incomplete	Total Awarded
none		

[Dashboard](#)

C. 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. [Scoring and voting is done performed in ZoomGrants at this step.](#)

NOTE: Following the Application Review Committee (ARC) scoring and meetings, scoring will be locked and all applications will be opened to the full Board with the exception of recorded conflicts of interest.

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-	\$ 72,094.00 Print PDF		Undecided	Undecided	Undecided
Center for 2019-	\$ 64,705.00 Print PDF		Undecided	Undecided	Undecided
District Attorney's Office 2019-	\$ 105,361.00 Print PDF		Undecided	Undecided	Undecided

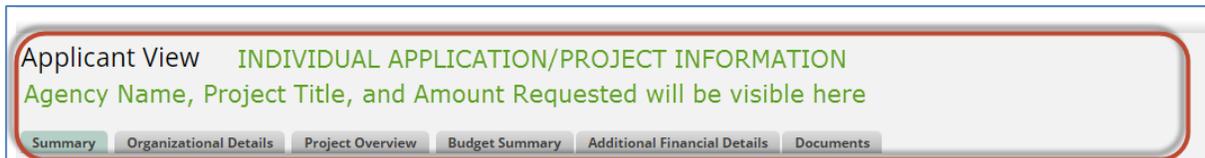
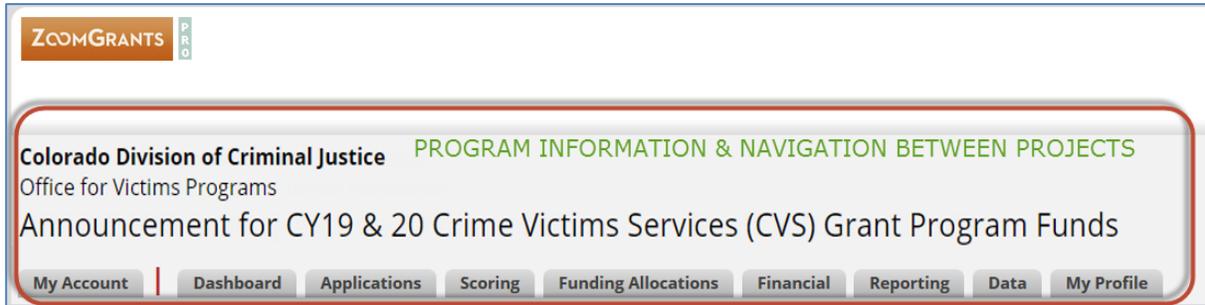
A = Assigned to Me

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

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1. Review the Application

You may review the application by reviewing each of the tabs for an application. An easy way to view the entire application without tabbing through the application is to use the Print/Preview button. This generates a PDF of all the information on each of the tabs.

2. Review Tools

Once you have completed your review you may enter/review your comments and notes, as well as review the DCJ Staff notes.

Click on the Review Tools in the header information. This opens the scoring tab for the individual application that you have reviewed. There is not a specific “tab” for the Review Tools; you must drill down to Review Tools from the application Header underneath the Application Tabs. To return to the application click on any Application tab. **NOTE: Once you enter a response, type in text, etc. and click out of the box the information is automatically saved.**

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C [] t
\$ [] Requested

Application Application Summary Organizational Details Project Overview Budget Summary Additional Financial Details Documents Extra

Official Decision Undecided s 0.00 **Review Tools**

Original Award Amount: \$ []

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My Private Notes
Your Notes will NOT be viewable to anyone else.

[]

My Scoring Comments: This is where you would enter any comments related to 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, please review**. These comments and scores are visible to DCJ staff and all reviewers; but not visible to the grantee or other reviewers.

My Scoring Comments

[]

Admin Scoring Comments

3. Click on the Application tab to continuing reviewing applications

Colorado Division of Criminal Justice
Office for Victims Programs
Announcement for CY19 & 20 Crime Victims Services (CVS) Grant Program
Funds

My Account | Dashboard | **Applications** | Scoring | Funding Allocations | Financial | Reporting | Data

\$
C t
\$ Requested

Application | Application Summary | Organizational Details | Project Overview | Budget Summary | Additional Financial Details | Documents

Official Decision: Undecided \$ 0.00

Original Award Amount: \$