

Job Aid- Board Review (JAG)

Job Aid	Reviewing and Scoring a Grant Application
Grant Programs	2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG)
Publication Date	03/17/2017
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 2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG) application cycle.

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I. Log into ZoomGrants

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

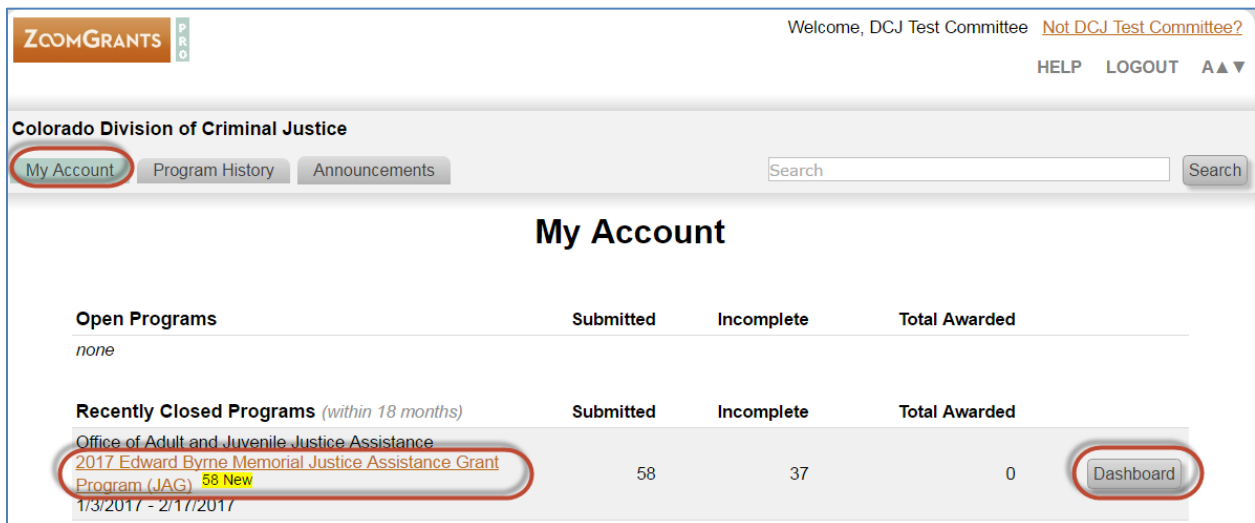
Go to ZoomGrants.com, click on Log In button at the top right corner. You may use any **up to date** browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Chrome is preferred.



- It is recommended that you use the “Remember Me!” feature
- DCJ set up a generic password for you. You may change this at any time to something more secure. Contact DCJ for password resets.

II. Open the 2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG) Program

Click on the 2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG) 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.

ZoomGrants PRO

Welcome, DCJ Test Committee [Not DCJ Test Committee?](#)

HELP LOGOUT A A ▼

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance

2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG)

\$ 2,100,000.00 Available
2/17/2017 Deadline


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

Search

Applications

Submitted Applications Organizational Details

Submitted Applications	\$ Requested	My Scores	My Recommendation	Trial Decisions (Committee)	Official Decisions (Committee)
16 [redacted] bation DJ-17-02-4-1 / Truancy Problem Solving Court M.A.P. Program New	\$ 61,600.00	Print	Undecided	Undecided	Undecided
19 [redacted] Department DJ-17-04-1-2 / JAG17 19th Judicial Probation SPACKLE for Mentally Ill Year #2 New	\$ 89,999.00	Print	Undecided	Undecided	Undecided
Ad [redacted] DJ-17-01-25-1 / Human Service Officer New	\$ 38,160.00	Print	Undecided	Undecided	Undecided
A [redacted] DJ-17-01-25-1 / Human Service Officer New	\$ 32,363.00	Print	Undecided	Undecided	Undecided

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). **You will only be scoring Submitted Applications. If you can't find a project clear your filters.**

A. Open, Print, or PDF an application

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

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG)

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

Applications

Submitted Applications | Organizational Details

Submitted Applications	Requested	My Score
16 [redacted] Probation DJ-17-02-4-1 / Truancy Problem Solving Court: M.A.P. Program New	\$ 61,600.00	Print PDF
19 [redacted] Department DJ-17-04-1-2 / JAG17 19th Judicial Probation SPACKLE for Mentally Ill Year #2 New	\$ 89,999.00	Print PDF
Ad [redacted] DJ-17-01-26-1 / Integrated Query Portal Project New	\$ 38,160.00	Print PDF
A [redacted] DJ-17-01-26-1 / Human Service Officer New	\$ 32,363.00	Print PDF

Open an Application:

Click on the name of the Application to open it. This will allow you to view all aspects of a particular application/project. Scoring is done within the Application; therefore, each application should be opened and reviewed prior to scoring.

Print an Application:

Click on the Print hyperlink, this opens a pop-up box that contains ALL of the project information for a particular project, with the exception of the invoices and account balances. From this pop-up window you may Email, save, print, etc. the application.

Print/Preview - Google Chrome

ZoomGrants (GRANTANALYST.COM, LLC) [US] | <https://www.zoomgrants.com/printprop.asp?rfpid=1258&propid=74577>

ZoomGrants | [Email This Preview](#) | [Save as PDF](#) | [Print](#) | [Close Window](#) | [A A A](#)

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG)
2/17/2017 deadline

DJ-17-02-4-1 / Tr [redacted] Probation [redacted] ng Co [redacted] n

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.**

The screenshot shows the ZOOMGRANTS application interface. At the top, there is a header with the ZOOMGRANTS logo and a welcome message. Below the header, there is a navigation bar with tabs: My Account, Dashboard, Applications, Scoring, Financial, Reporting, and Data. The main content area displays the "Program Information" tab for the "2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG)". It shows the program name, the amount requested (\$61,600.00), and the available amount (\$2,100,000.00). A "Print/Preview" button is visible on the right. Below the program information, there is a section for "Individual application/project information" with tabs for Application, Application Summary, Organizational Details, Questions / Statement of Work, Budget Summary, Tables (G&O, Budget Details, Additional Funding), Documents, and Extra. The "Application" tab is currently selected, showing the "Official Decision" as "Undecided" and a "Review Tools" button.

A. 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.

The screenshot shows the ZOOMGRANTS application interface with the "Application Summary" tab selected. It displays the application details for "DJ-17-02-4-1 / Truanc". The "Application Summary" section includes fields for the applicant's name, telephone, fax, web, EIN, DUNS, and State Court Administrator. It also shows the application submission date and time, the organizational details submission date and time, and the organizational details status. The "Application Contact" section includes fields for the contact's name, telephone, and email address, with a "Send Email" button. The "Additional Contacts" section includes a field for email addresses. The "Settings" section includes fields for the primary contact, purpose area, award classification, grant program manager, and project status. A "Print/Preview" button is visible on the right.

B. 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.

The screenshot shows the ZOOMGRANTS application interface. At the top, there is a header with the ZOOMGRANTS logo, a welcome message for the DCJ Test Committee, and links for HELP, LOGOUT, and a user profile icon. Below the header, the page title is "Colorado Division of Criminal Justice Office of Adult and Juvenile Justice Assistance 2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG)". A search bar is located on the right. The main navigation bar includes tabs for My Account, Dashboard, Applications (highlighted with a red circle), Scoring, Financial, Reporting, and Data. Below the navigation bar, the application details for "DJ-17-02-4-1 / Truanc..." are shown, including a requested amount of \$61,600.00 and a deadline of 2/17/2017. The application status is "Undecided" with a recommended amount of \$0.00. A "Review Tools" button is highlighted with a red circle. Below this, there is a "Vote" section with a dropdown menu set to "Undecided" and a "Recommended Amount" field. A "My Private Notes" section is also visible on the right.

Review Tools – Score the Application

This screenshot shows the "Review Tools" section of the application interface. It features a tabbed interface with tabs for Application, Application Summary, Pre-Application/Organizational Details, Statement of Work & Application Questions, Budget Summary, Tables (G&O, Budget Details, Additional Funding), Documents, and Extra. The "Application" tab is selected. Below the tabs, the application status is "Undecided" with a recommended amount of \$0.00. A "Review Tools" button is highlighted with a red circle.

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.

The screenshot shows a web form with two main sections. The first section, titled "Conflict Statement" in red, contains the text "There is no possible conflict of interest with the review of this proposal." Below this are two radio buttons: "I certify this statement is true." and "I have a conflict. (explain below)". A large text area is provided for explanation. Below the text area is a small "Initials" input field and a "Certify" button. The second section, titled "My Private Notes" in red, contains the text "Your Notes will NOT be viewable to anyone else." and a large text area for notes.

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.

There used to be two separate scoring sheets in COGMS. This year we have one scoring sheet, but have four questions (question 6-8 & 10) that are two part combined questions. If the application is Law Enforcement purpose area, then you will answer the portion of the question after "LAW ENFORCEMENT" at the bottom of the question. If the application is Non-Law Enforcement, then you will only answer the first part of the question.

As you review the applications, please keep in mind the JAG Board Goal: To support implementation of sustainable programs or provide resources that prevent or reduce or address crime, delinquency, recidivism, or improve outcomes for those affected by crime, using innovative, multidisciplinary, evidence-based, promising or best practices.

Answer all 14 Questions

Scoring

Instructions [Show/Hide](#)

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Committee Scoring Questions

	Score	Weight	Ext. Score
1 The application clearly identifies need through use of statistics/information at the level of the project (i.e., using current state or local data, not national).	-- ▼	X 1 =	
2 Applicant describes the involvement and mutual support within the community, for this project or has clearly articulated why this is a single agency project and not one that would/should be collaborative.	-- ▼	X 1 =	
3 A realistic and concrete plan to reduce reliance on federal JAG funds is presented.	-- ▼	X 1 =	
4 This is a continuation grant and applicant is on track to complete current goals and objectives. Applicant is current on all administrative and reporting requirements. Any project changes are appropriate.	-- ▼	X 1 =	
5 Applicant provides a clear and concise description of the project.	-- ▼	X 1 =	
6 The proposed project is likely to positively impact the Colorado JAG Board's Goal. LAW ENFORCEMENT project clearly satisfies a critical agency or community need, which is not a product of the agency's failure to plan.	-- ▼	X 1 =	
7 Clearly demonstrates that the project will solve critical problems within the state or local agency(s) and/or within a community. LAW ENFORCEMENT it will improve safety, security and/or efficiency by meeting basic needs of agency/community.	-- ▼	X 1 =	

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

Admin Scoring Comments

Note: After you have completed your full review and scoring, you will need to enter a final decision. You may select Approved, Declined, or Recuse/Abstain from the dropdown menu.

Recommended Amount: You may enter any amount that you determine the grantee should be funded based on your review of the application and budget.

The screenshot shows a web interface for reviewing applications. At the top, there is a navigation bar with tabs: 'Application' (selected), 'Application Summary', 'Pre-Application/Organizational Details', 'Statement of Work & Application', 'Tables (G&O, Budget Details, Additional Funding)', 'Documents', and 'Extra'. Below the navigation bar, there is a section for 'Official Decision' with a dropdown menu set to 'Undecided' and a text input field for the amount, currently showing '\$ 0.00'. Below this, there is a 'Vote' section with a dropdown menu set to 'Undecided' and a 'Recommended Amount' section with a text input field showing '\$ 0'.

C. Click on the Application tab to continuing scoring applications

The screenshot shows the Colorado Division of Criminal Justice Office of Adult and Juvenile Justice Assistance 2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG) application review interface. The 'Applications' tab is highlighted in the navigation bar. The application ID is 'DJ-17-02-4-1 / Truancy' and the requested amount is '\$ 61,600.00'. The 'Official Decision' dropdown is set to 'Undecided' and the amount input field shows '\$ 0.00'. A 'Review' button is visible on the right side of the interface.