

PCCD Egrants

The Scoring Process (Reviewing and scoring Concept Papers and Competitive Applications)

General Note: As a scorer, you do not need to complete the scoring at one sitting. You may Save what you have done and go back in at a later date to complete.

Please note: The images and instructions for concept papers or applications in this document are interchangeable.

Scoring Documents

Scoring documents consists of the following basic steps. There are additional details and screen images about each particular step in the process on the subsequent pages for reference as necessary.

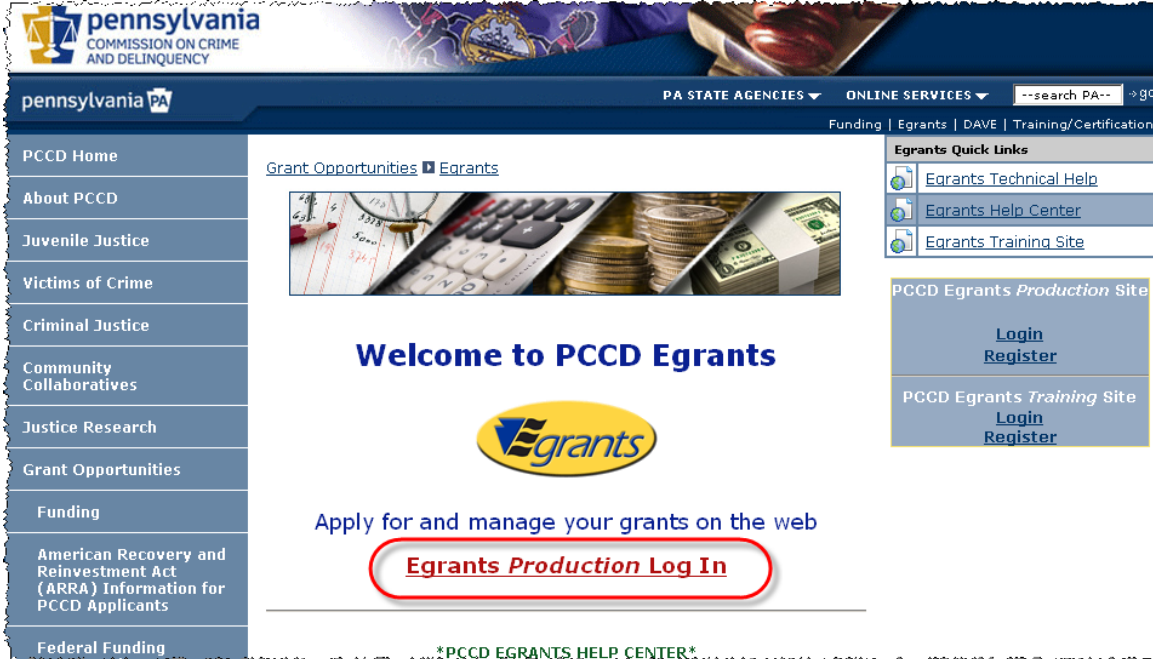
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Note: If viewing the Word version of this document, use Control key & click to navigate directly to a page from the steps above. If viewing PDF version, use the bookmarks for quick navigation.

1) Login to Egrants

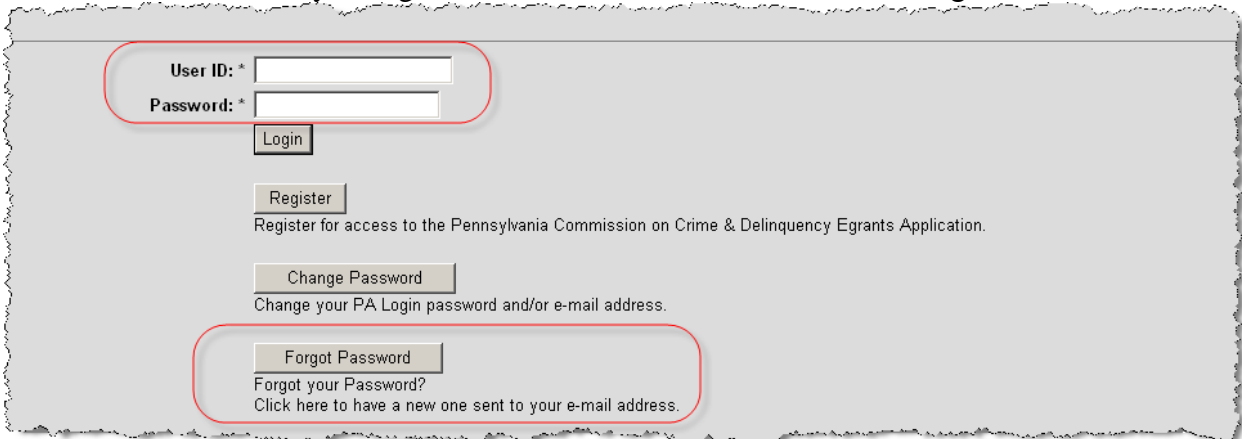
<https://www.pccdegrants.state.pa.us>

Click on the 'Egrants *Production Log In*' hyperlink.



Screen image snippet of website entry page

Enter your Egrants User ID and Password and click 'Login'.



Screen image snippet of application (concept paper) login page

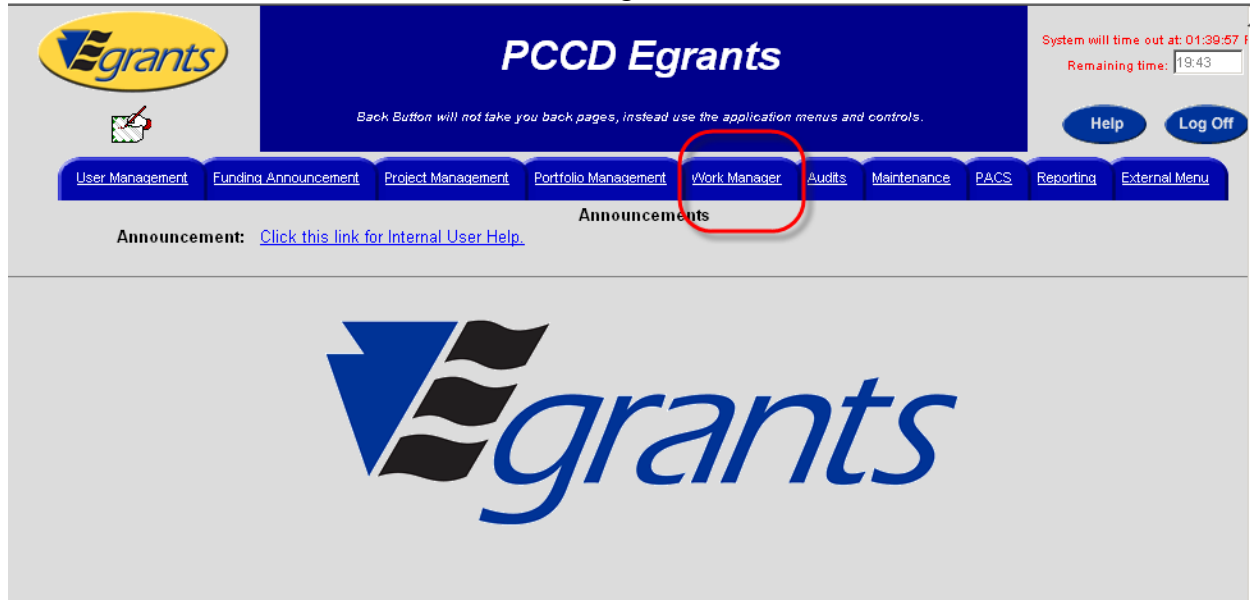
If are a Commonwealth employee or have a CWOPA account enter the domain as part of the User ID (ex: User ID: cwopa\rmerwine), otherwise simply enter your User ID.

Note: If you have forgotten your Egrants password you can use the 'Forgot Password' feature. Additional help can be obtained by calling the Egrants Help Desk at 717-787-5887.

2) Access your Work Manager

Work Manager contains all of your notifications (Tasks and Alerts)

Click on the 'Work Manager' tab in the Main Menu.



Screen image of 'Internal' Main Menu

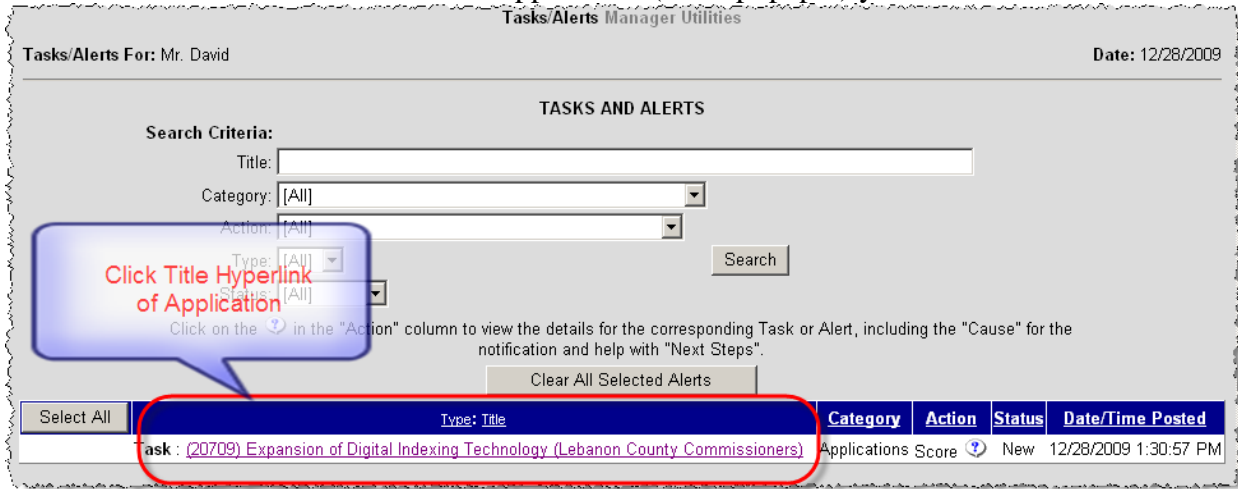
Note: In addition to your security to score specific applications (concept papers), you may have access to the external Egrants applications (concept papers) functionality (creating, editing, and submitting applications (concept papers)/reports). If you have both sets of security be sure that you are on the 'Internal' Menu when scoring applications (concept papers) (Internal Menu is the default). If you need to switch to the 'External/Subgrantee' view of Egrants to work on an application (concept paper) or report, select the 'External Menu' tab on the far right to switch system views.

3) Access the Scoring Details for a specific Application (Concept Paper)

All of the Task and Alert notifications sent to your user account are listed on the Tasks and Alerts main page. The applications (concept papers) that are assigned to you to be scored are identified by the category/action combination of:

- Category: application (concept papers)
- Action: score

Click the Title link for the application (concept paper) you wish to score.



Screen image snippet of Work Manager page

Note: When you have successfully completed scoring an application (concept paper), the task assignment is automatically removed from your Work Manager Task list. Any tasks remaining on this list are either still in process or have not yet been started (refer to status column).

4) Review the sections and Enter the Scores for each Section

When the link is selected in Work Manager you are transferred to the Scoring Details page for the application (concept paper), which is contained in the ‘Review/Scoring’ menu item.

Click the Section name hyperlink to view the details.

Summary Staff Analysis Budget Sections **Review/Scoring** Performance Measures Issues/Comments Recipient Agency Budget Approval Checklists

Grant ID: 20709 Project Title: Expansion of Digital Indexing Technology Status: Open - Under Review

Applicant Agency: Lebanon County Commissioners Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

SCORING DETAILS

Scorer Name: Mr. David Review Status: In Process Recommend For Funding:

Due Date: 1/15/2010 12:00:00 AM Weight: 0.00

Section	Value	Original Score	Current Score
ARRA Program Design and Implementation	30	<input type="text"/>	
ARRA Impacts/Outcomes/Performance Measures	15	<input type="text"/>	
ARRA Applicant Overview	5	<input type="text"/>	
ARRA Budget and Budget Narrative	15	<input type="text"/>	
ARRA Statement of Problem	20	<input type="text"/>	
ARRA Economic Stimulus	15	<input type="text"/>	
Total Value: Σ	100		

Save Delete Cancel

Screen image snippet of ‘Application (Concept Paper) Scoring Details’ Page

- Review each section and enter the appropriate score in the ‘Original Score’ column
- You can document any comments related to a section by using the Issues/Comments menu item or by selecting the ‘Create Issue/Comment’ button on the bottom of each section detail page.
- If you wish to obtain a printed copy or PDF of the entire application (concept paper), click on the Summary menu option (top left) and click the ‘View Contract’ (‘View Concept Paper’) button that appears on the bottom of the page.

Note: You can navigate to the scoring sections through this page or by using the menu options to view all sections of the application (concept paper) ‘Sections’ menu item.

5) Complete the Application (Concept Paper) Scoring

After a score has been entered for all of the sections and any comments are documented, the application (concept paper) scoring must be completed.

Complete the scoring and make funding recommendation.

[Summary](#) [Staff Analysis](#) [Budget Sections](#) [Review/Scoring](#) [Performance Measures](#) [Issues/Comments](#) [Recipient Agency Budget](#) [Approval Checklists](#)

Grant ID: 20709 **Project Title:** Expansion of Digital Indexing Technology **Status:** Open - Under Review

Applicant Agency: Lebanon County Commissioners **Original Award Amount:** \$0.00 **Adjusted Award Amount:** \$0.00

SCORING DETAILS

Scorer Name: Mr. David **Review Status:** In Process **Recommend For Funding:**

Due Date: 1/15/2010 12:00:00 AM

Weight: 0.00

Section	Value	Original Score	Current Score
ARRA Program Design and Implementation	30	<input type="text"/>	
ARRA Impacts/Outcomes/Performance Measures	15	<input type="text"/>	
ARRA Applicant Overview	5	<input type="text"/>	
ARRA Budget and Budget Narrative	15	<input type="text"/>	
ARRA Statement of Problem	20	<input type="text"/>	
ARRA Economic Stimulus	15	<input type="text"/>	
Total Value: Σ	100	<input type="text"/>	

Screen image snippet of 'Application (Concept Paper) Scoring Details' Page

- Review Status: Set this dropdown to 'Complete'.
- Recommend for Funding: Set this dropdown to either Yes or No.
- Select the Save button to save your score as complete.
 - When the review status is saved as complete, the scoring task assigned to you in Work Manager is removed.

Note: After the Review Status is set to Complete and saved you will no longer be able to adjust the Original Score. If you need to modify the score entered you can return to this page and update the information in the 'Current Score' column.

Appendix A – Additional Information and Examples

Access Scoring via Grant ID

If you know the Grant ID (Application ID) of the application to be scored, you can access that application (concept paper) and bypass the Work Manager tab if desired.

- Click on the ‘Project Management’ tab to access the search page.
- Enter your Grant ID and click on the Search button

Search:
If specific is known such as the Grant ID or Funding Announcement title, the Project Management Search page can be used to access. Enter the criteria and click the ‘Search’ button.

PCCD Egrants
System will time out at: 8:37:18 AM
Remaining time: 19:51
Log Off

Back Button will not take you back pages, instead use the application menus and controls.

User Management Funding Announcement **Project Management** Portfolio Management Work Manager Audits Maintenance PACS Reporting External Menu

Search Commission Updates Admin/Contracts

PROJECT MANAGEMENT SEARCH

Search Criteria:
Grant ID: 17553 Fiscal Contact: [All]
Recipient / Allocation Agency: Program Contact: [All]
Applicant Agency: Commission Meeting Date:
Program Funding Area:
Funding Announcement: [All]
Keywords: [All] Search
County: [All]

Grant Id	Applicant Agency	Title	Receipt Date	County
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Please send technical comments and problems to EGRANTSsupport@state.pa.us.
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- Your ID number will appear as a link. Click on the Grant ID link.

Grant ID link:
Click this link to access the detail pages for the item listed.

PCCD Egrants
System will time out at: 8:34:49 AM
Remaining time: 19:52
Log Off

Back Button will not take you back pages, instead use the application menus and controls.

User Management Funding Announcement **Project Management** Portfolio Management Work Manager Audits Maintenance PACS Reporting External Menu

Search Commission Updates Admin/Contracts

PROJECT MANAGEMENT SEARCH

Search Criteria:
Grant ID: 17553 Fiscal Contact: [All]
Recipient / Allocation Agency: Program Contact: [All]
Applicant Agency: Commission Meeting Date:
Program Funding Area:
Funding Announcement: [All]
Keywords: [All] Search
County: [All]

Grant Id	Applicant Agency	Title	Receipt Date	County
17553	Dauphin County Commissioners	The Courage Place	10/10/2006	Dauphin

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Project Main Summary

- Your Project Main Summary screen appears.
 - o To access the details and begin the review, click the 'Application/Concept Paper' link.
 - o To enter/update/view any existing issues/comments, click the 'Issues/Comments' menu item link. You are encouraged to include comments when scoring to assist later with a group discussion or conference call. Note: Your comments will not be made available to other reviewers/scorers assigned to this grant until their reviews/scores are complete.

The screenshot shows the Project Main Summary interface. At the top, there is a navigation menu with tabs: User Management, Funding Announcement, Project Management (highlighted), Portfolio Management, Work Manager, Audits, Maintenance, PACS, Reporting, and External Menu. Below this is a sub-menu with tabs: Project, Admin/Contracts, Continuations, Modifications, Monitoring, Fiscal Details, Audits, Contact Log, Search, and Commission Updates. The 'Issues/Comments' link in the sub-menu is circled in red. A callout box on the right points to this link, stating: "Issues/Comments: Click the Issues/Comments menu item to display the current issues or comments documented for this project."

Key information on the screen includes:
Grant ID: 17553
Project Title: The Courage Place
Status: Open - Under Review
Applicant Agency: Dauphin County Commissioners
Original Award Amount: \$0.00
Adjusted Award Amount: \$0.00

MAIN SUMMARY (CURRENT AWARD)
Fund Announcement: 2007 Victims Compensation Assistance Initiatives (2005)
SubGrant ID: --
Applicant Agency: Dauphin County Commissioners
Recipient Agency: Victim/Witness Services
Project Director:
Primary Contact: Ms Jennifer Storm
Program Staff Contact: Robert K Merwine
Fiscal Contact: Super User
Listing of Signatories
Name Title

Monitoring: Fiscal: Ok To Pay
Program: Ok To Pay
Start Date: 4/1/2007
End Date: 3/31/2008
Invitation Sent Date:
Invitation Date:
Commission Date:
Award Date:
Project Total Award Amount:

Phase	Documents	Start - End Dates	Status
Initial:	Create New Modification		
	Concept Paper	4/1/2007 - 3/31/2008	Open - Under Review

Short Project Title: * The Courage Place
Brief Project Description: * Provide therapy services to VWAP clients requiring such service.
(maximum 320 characters)

Keywords
Accountability
Add Keyword
Keyword Action
Save Cancel

A callout box on the left points to the 'Concept Paper' link in the table, stating: "Concept Paper (Application) link: Click the Concept Paper link to display the details of the concept paper."

Link selected from the Project Main Summary page

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System will time out at: 8:48:20 AM
Remaining time: 19:39
Help Log Off

Back Button will not take you back pages, instead use the application menus and controls.

User Management Funding Announcement **Project Management** Portfolio Management Work Manager Audits Maintenance PACS Reporting External Menu

Project Admin/Contracts Continuations **Modifications** Concept Paper Monitoring Fiscal Details Audits Contact Log Search Commission Updates

Summary Budget **Review/Scoring** Sections Performance Measures Issues/Comments

Grant ID: 17553 Project Title: The Courage Place Status: Open - Under Review
Applicant Agency: Dauphin County Commissioners Original Award Amount: \$0.00 Adjusted Award Amount: \$0.00

MAIN SUMMARY

Section Point Value: 0 Created By: Robert K Merwine Created Date: 10/11/2006 7:32:03 AM
Completion Status: Complete Last Update By: Robert K Merwine Last Update Date: 10/12/2006 7:44:38 AM
Fund Announcement: [2007 Victims Compensation Assistance Initiatives \(2007\)](#)
Status: Open - Under Review
Applicant Agency: [Dauphin County Commissioners](#) Change Applicant
Recipient Agency: [Victim/Witness Services](#) Change Recipient
Replace Recipient Agency with Applicant
Primary Contact: [Ms Jennifer Storm](#) Change Primary Contact

Concept Paper Received Date: 10/10/2006 Application Invitation Sent Date:
Signature Page Received Date: Start Date: 4/1/2007 End Date: 3/31/2008
Short Project Title: * The Courage Place
Brief Project Description: * Provide therapy services to VWAP clients requiring such service.
(maximum 320 characters)

View Contract Save Delete Cancel Create Application

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us.
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This screen image represents the Main Summary page

Navigation Options available on the Project

The screenshot displays the PCCD Egrants web application. At the top, there is a navigation menu with categories like 'User Management', 'Funding Announcement', 'Project Management', 'Portfolio Management', 'Work Manager', 'Audits', 'Maintenance', 'PACS', 'Reporting', and 'External Menu'. Below this is a secondary menu with options such as 'Project', 'Admin/Contracts', 'Continuations', 'Modifications', 'Concept Paper', 'Monitoring', 'Fiscal Details', 'Audits', 'Contact Log', 'Search', and 'Commission Updates'. The main content area shows details for a grant with ID 17553, titled 'The Courage Place', with a status of 'Open - Under Review'. It includes fields for 'Applicant Agency' (Dauphin County Commissioners), 'Original Award Amount', and 'Adjusted Award Amount' (\$0.00). A 'MAIN SUMMARY' section provides information on 'Section Point Value' (0), 'Completion Status' (Complete), 'Created By' (Robert K Merwine), and 'Created Date' (10/11/2006). It also lists the 'Fund Announcement' as '2007 Victims Compensation Assistance Initiatives (2005)' and the 'Applicant Agency' as 'Dauphin County Commissioners'. A 'View Contract' button is highlighted with a red circle. The interface also features a 'System will time out at: 8:48:20 AM' warning and 'Help' and 'Log Off' buttons.

Contacts:
Click on the Agency or Individuals Name link to access additional details about the agency or individual.

View PDF of application (concept paper):
Click on the View Contract button to generate a printable PDF of the application (concept paper).

Menu items:
Select the various menu items to navigate to the different sections of the concept paper (application) in order to review the application (concept paper) or document review information.

This screen image represents the 'Application (Concept Paper) Summary' menu item.

- Click the 'Summary' menu to view the high level information associated with the grant.
- The 'View Contract' ('View Concept Paper') button can be used to generate a printable PDF of the entire document.
- Click the 'Budget' menu to access the budget details.
- Click the 'Review/Scoring' menu item to complete the scoring process.
- Click the 'Sections' menu to access the sections specific to this funding announcement. Ex:
 - o ARRA Statement of Problem, ARRA Applicant Overview, ...
- Click the 'Performance Measures' menu to access the performance measures and the target values.
- Click the 'Issues/Comments' to document any issues or comments resulting from the review or scoring of the application (concept paper).

Entering/Reviewing Issues or Comments

- Click the 'Issues/Comments' menu item to enter or view issues/comments. You can also change your comments here.

Add New Internal Issue/Comment:
Click this button to add a new issue or comment

Preview All Internal Issues:
Clicking on the Preview button provides a consolidated listing. Right click the listing to print.

Short Title link:
Click this link to access the full details of the issue/comment.

External Issue/Comments Listing:
These types of entries are not applicable to the reviewing/scoring of a application (concept paper).

This screen image represents the Issues/Comments list page.

Click the 'Add New Internal Issue/Comment' button to enter a comment

Affected Section:
Identifies the section of the application (concept paper) associated to the issue/comment

Type of Entry:
Identifies whether the entry represents an issue or comment.

Description:
Full details outlining the issue or comment.

Completion Status:
Only applies to Issues. Field is removed if 'Comment' is selected as the type of entry.

Short Title:
Short entry to summarize the issue/comment.

Alert checkbox:
Not applicable during review/scoring.

This screen image represents the Issues/Comments new item entry page

- Complete the entry for the issue or comment and select the 'Save' button.

Entering Scoring Information

Sample of Section view from Scorer page

Page accessed by selecting the section name on the scoring details page

[Summary](#) [Budget](#) [Review/Scoring](#) [Sections](#) [Performance Measures](#) [Issues/Comments](#)

Grant ID: 17553 **Project Title:** The Courage Place **Status:** Open - Under Review

Applicant Agency: Dauphin County Commissioners **Original Award Amount:** \$0.00 **Adjusted Award Amount:** \$0.00

Section Name: EVALUATION

Section Point Value: 10 **Created By:** Robert K Merwine **Created Date:** 10/11/2006 7:32:03 AM

Completion Status: Complete **Last Update By:** Robert K Merwine **Last Update Date:** 10/11/2006 7:53:11 AM

Section Description: Evaluation This section should present a plan for determining the degree to which the goals and objectives of the program are met. This section must also address how the program will collect data to report on the percentage increase experienced in the number of claimants assisted with the preparation, submission and follow-up of claims with the Victims' Compensation Assistance Program.

Section Response: * We will keep track of the number of clients the counselor or psychologist meets with, the number of sessions they attend and the number of VCAP claims filed on behalf of the clients. We will keep this information in our database and will be able to determine the increase by comparing our data with last year's total VCAP claims. All new clients will also receive an initial survey attempting to ascertain their history with therapy, i.e. have they gone before, why or why not, what was their experience like, why did they choose to come now, did they know VCAP was a resource, etc. We will compile this data and submit it to PCCD for review. After a 6 month period we will compare our last year's VCAP submissions against the first six months to determine if we are in fact seeing an increase of utilization of VCAP for therapy. We will submit in our annual report all the information obtained and gathered comparing it to the previous years.

Attachment Name	Description	Date
<input type="button" value="Submit Issue/Comment"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Save"/>
<input type="button" value="Cancel"/>	<input type="button" value="Review"/>	

This screen image represents a sample Section page

- This page displays the same information as when the section is accessed through the 'Sections' menu item and then selecting the section name. The only difference in processing is that the return navigation is back to the scoring page instead of the section listing.
- The user has the ability to submit issues/comments for the specific section similar to when accessing the section details page directly from the menu.

Reviewing Sections Scored

Sample of Section once scoring is complete.

grants PCCD Egrants

System will time out at: 8:43:46 AM
Remaining time: 18:34
Log Off

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#)
[Funding Announcement](#)
[Project Management](#)
[Portfolio Management](#)
[Work Manager](#)
[Audits](#)
[Maintenance](#)
[PACS](#)
[Reporting](#)
[External Menu](#)

[Project](#)
[Admin/Contracts](#)
[Continuations](#)
[Modifications](#)
[Concept Paper](#)
[Monitoring](#)
[Fiscal Details](#)
[Audits](#)
[Contact Log](#)
[Search](#)
[Commission Updates](#)

[Summary](#)
[Budget](#)
[Review/Scoring](#)
[Sections](#)
[Performance Measures](#)
[Issues/Comments](#)

Grant ID: 17553 **Project Title:** The Courage Place **Status:** Open - Under Review
Applicant Agency: Dauphin County Commissioners **Original Award Amount:** \$0.00 **Adjusted Award Amount:** \$0.00

SCORING SUMMARY

Review/Scoring Completion Date: Original Current

Select	Scorer	Budget Detail	Evaluation	Goals and Objectives	Continuation Support	Problem Description	Total
<input type="checkbox"/>	Mr. Joe Jones	22	8	26	9	23	90
Overall Average:							90.00
Average of Selected Scorers:							0
Average of Scorers NOT Selected:							90.00

Review Complete	Reviewer Name	Comments	Date Of Comments
<input type="checkbox"/>	Mr. John Smith	Yes	10/12/2006 11:39:32 AM
<input type="checkbox"/>	Plain Reviewer	No	N/A

Note:
User currently signed on is Joe Jones. Since Joe is the active user the 'Scorer' name is a link providing access to the score details and ability to update the current score.