

REGIONAL and MNTRECC GRANTS – REVIEWER INSTRUCTIONS

This document is intended for Grant Reviewers to use when reviewing and scoring Regional and MNTRECC Grant applications. The information is intended to help Grant Reviewers take the necessary steps in Develop, from start to finish.

PART 1: CREATING A GRANT REVIEWER ACCOUNT

A profile in Develop is needed to score Regional or MNTRECC grants. Follow steps 1-7 to create a profile if needed. **When creating a profile, use the same email address that was given to the Grant Administrator upon agreeing to be a Reviewer.**

1. Go to www.developtoolmn.org. Click **Register**.
2. Click **Create Profile**.

The screenshot shows a registration form with the following elements:

- An input field labeled "Email Address".
- An input field labeled "Password".
- A checkbox labeled "Remember me".
- A large blue button with a right-pointing arrow and the text "Login".
- A link labeled "Forgot Password?" at the bottom left.
- A link labeled "Create Profile" with a person icon, circled in red at the bottom right.

3. Enter the requested information and click **Create Profile**.

Create Your Insight Profile for Develop

Develop has partnered with Insight Secure Identity to ensure you and your data are protected with the latest in online security measures.

Please enter the required info below to begin creating your secure Insight profile.

First Name

Middle Name

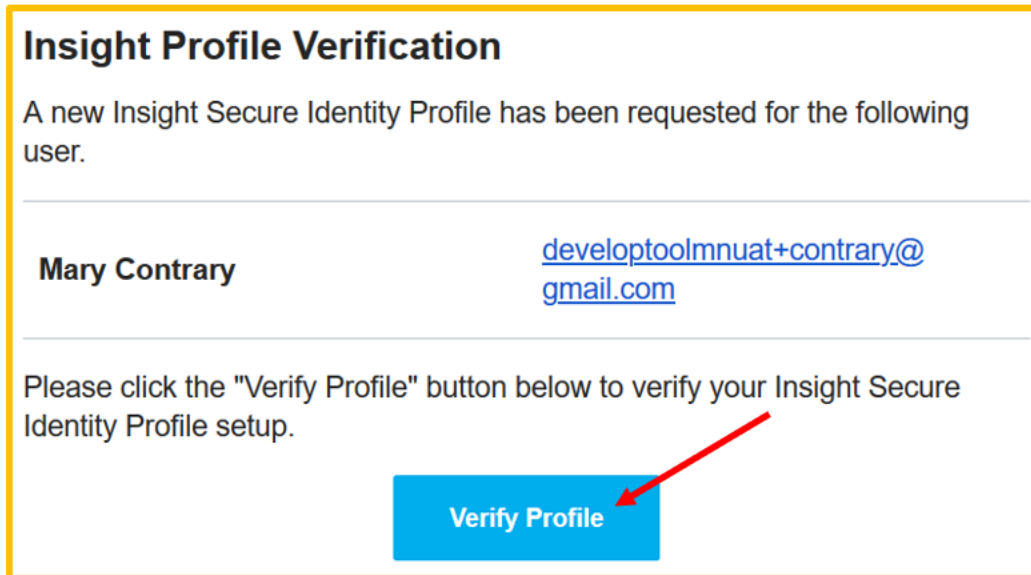
Last Name

Email Address

Create Profile

4. After clicking Create Profile, a pop-up window will appear to confirm that an account was created, and a verification email will be sent to the provided address.

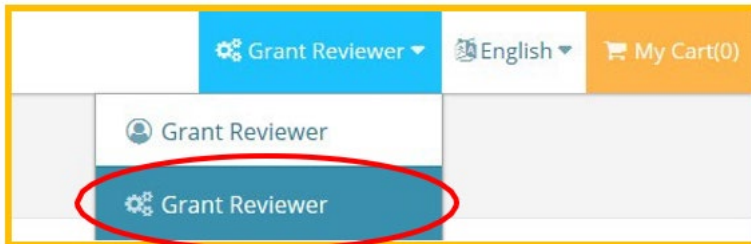
5. Click **Verify Profile** in the email. A new browser tab will open.



6. Select a password and enter it twice. Passwords must be at least seven characters and have at least three of the following: uppercase letter, lowercase letter, number, or symbol. Special characters such as '&' or '!' are encouraged but not required.
7. The Develop Profile is complete and can be logged into.

PART 2: SCORING GRANT APPLICATIONS

1. Log in to Develop and select the **Grant Reviewer** profile from the drop-down menu in the upper, right-hand corner of the screen.



2. A data privacy statement will appear. Read the statement and click **Agree**.

Your Responsibility to Protect Data Privacy

Develop
Minnesota's Quality Improvement and Registry Tool
Access to Private and/or Sensitive Data
Terms of Agreement
Last Revised: June 23rd, 2021

Caution! You are about to access private and/or sensitive data!

Staff members of the Minnesota Department of Education, Minnesota Department of Human Services, licensors with delegated authority, and state grantees & contractors (including Child Care Aware agencies of Minnesota): By continuing to use this system, you are representing yourself as an authorized user and agree that your access will be limited to the minimum extent required to perform your job duties. Inappropriate access, disclosure, or other use of Develop data may result in disciplinary action including dismissal and/or criminal charges where warranted.

To be an authorized user, you must complete Data Privacy and Security training annually, and state grantees and contractors must have a signed User Agreement on file with their employer.

Training Organizations, Trainers, RBPD Specialists, and Course Writers: Because of your role in Develop, you have access to private and/or sensitive data about Individuals and/or Organizations. By accepting this role, you agree that you are responsible for:

- Using private and/or sensitive data only for the purpose of completing the tasks assigned to you.
- Looking at only the minimum amount of data necessary to complete your task.
- Adhering to the Minnesota Government Data Practices Act and all other relevant laws and statutes.

Please note that you are not permitted to share your login credentials with anyone else nor are you permitted to use anyone else's login credentials. In addition, you are not permitted to share or discuss this information with others, unless doing so is necessary to complete the task assigned to you AND the other person (with whom you are discussing) also has independent access to this data.

Inappropriate access, disclosure, or other use of Develop data may result in revocation of approval as a Trainer, RBPD Specialist, Training Organization, or Course Writer.

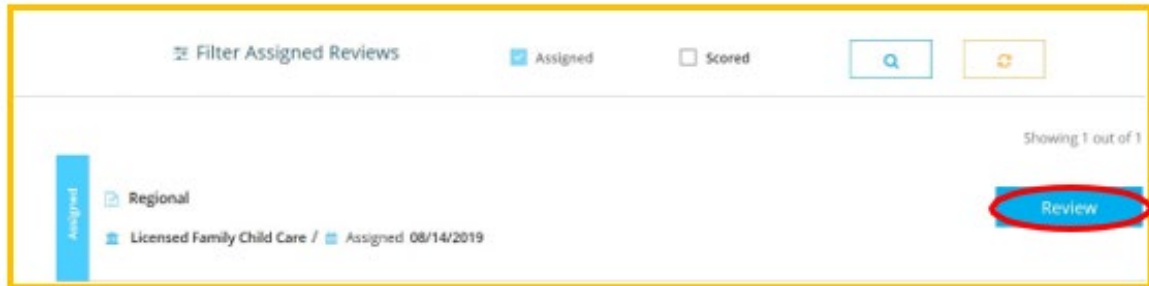
Attention: If you want free help translating this information call the number below:
(651) 999-5835

In order to proceed to the next page, you must indicate that you understand and agree to these terms and conditions.

Agree

Grants – Administrator Instructions

3. The **Grant Review** page shows grants that are assigned to the Grant Reviewer. Click **Review** to access the application. It may be helpful to review all applications that have been assigned before scoring individual applications.



Grants – Administrator Instructions

- The information for the grant will be displayed. Having a copy of the grant priorities is helpful to have for scoring. The priorities can be referenced using the [2023 Grant Priorities \(PDF\)](#). Please keep these priorities in mind when reviewing the priority questions.

★ Grant Review

Licensed Child Care Center

Grant Type **Regional** /

Hours of Operation: **Part day (less than 5 hours per day), Full day (5 or more hours per day), Part week (less than 5 days per week), Full week (5 or more days per week), Evenings (after 6pm), Weekends (Saturday and/or Sunday)**

Program Capacity

Infants	1	High Needs	1
Toddlers	2	High Needs	2
Preschoolers	3	High Needs	3
School Age	1	High Needs	1
Middle School	0	High Needs	0
Secondary	0	High Needs	0
Adults	0	High Needs	0

Classrooms

Infant

Age Ranges **Infants** / Room Capacity **28** / Hours Open Per Week **NA**

Toddler 1

Age Ranges **Toddlers** / Room Capacity **21** / Hours Open Per Week **NA**

Preschool A

Age Ranges **Preschoolers** / Room Capacity **60** / Hours Open Per Week **NA**

PreKindergarten

Age Ranges **Preschoolers** / Room Capacity **20** / Hours Open Per Week **NA**

Grants – Administrator Instructions

Requested Expenditures

Expenditure Totals			Breakdown of Investment by Population Served		
Program Contribution	3%	\$10	Infants & Toddlers	26%	\$90
Grant Request	97%	\$340	Preschool	100%	\$340
Total Investment		\$350	School-Age	26%	\$90
			Culturally Responsive	26%	\$90

#1802

Category Teaching and Relationships with Children

Click on Details to see more information.

[Details](#)

Total Cost \$100 / Grant Request \$90 / Program Contribution \$10

#1802

Category Teaching and Relationships with Children

Total Cost \$100 / Grant Request \$90 / Program Contribution \$10

[Details](#)

Type **Materials** / Indicator **T1.2 Lesson plans**

Population Served **Infants & Toddlers, Preschool, School-Age** / Cultural Inclusion **Culturally Responsive**

Description of Purchase

Please indicate how your grant proposal meets the State Priority as outlined by the MN Department of Human Services. Click here to find out what the State Priority is this year.

Goal

Please indicate how your grant proposal meets the State Priority as outlined by the MN Department of Human Services. Click here to find out what the State Priority is this year.

Strategy

Develop Help Desk
844-605-6938 or support@develophelp.zendesk.com

9/1/2023
7

Grants – Administrator Instructions

5. Review the priority answers for the grant. When finished, click **Score Application**.

The scores given on a grant application should be based on how the applicant answers the questions about meeting priorities – not on requested purchases, etc.

Priority Questions

Below you will indicate how your grant proposal meets the 5 stated priorities (click here to see the priorities). Each priority will be scored on a scale of 1 to 5. Priorities that are left blank will be given a score of 1.

Priority #1
test

Priority #2
test

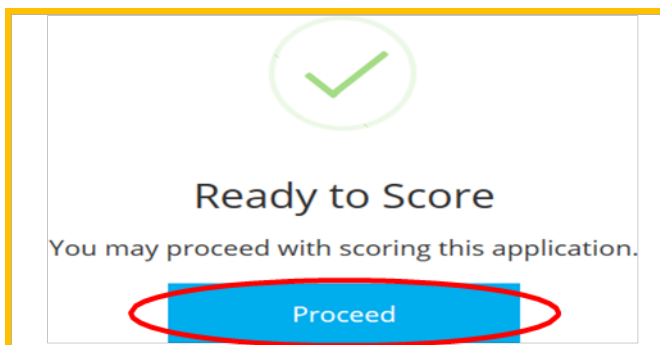
Priority #3
test

Priority #4
test

Priority #5
test

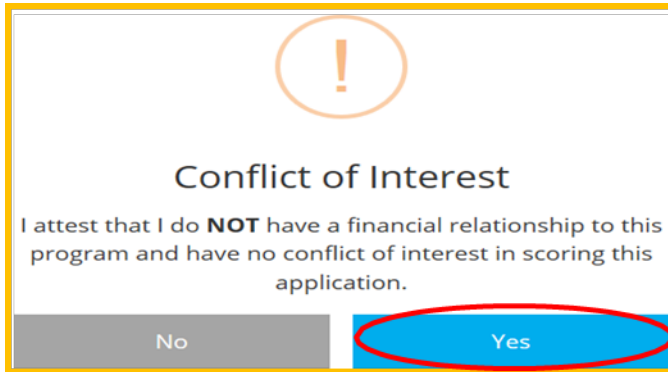
Score Application

6. When ready to score click **Proceed**.



7. Answer yes or no for the **Conflict of Interest** question.

Grants – Administrator Instructions



A screenshot of a "Conflict of Interest" declaration form. At the top center is a warning icon (an exclamation mark inside a circle). Below it, the text reads: "Conflict of Interest" followed by "I attest that I do **NOT** have a financial relationship to this program and have no conflict of interest in scoring this application." At the bottom, there are two buttons: a grey "No" button on the left and a blue "Yes" button on the right. The "Yes" button is circled in red.

8. When ready start scoring the grant application.
 - a. If a program left a priority blank, give that priority a score of 1.
 - b. They may add a note to each question so that the Grant Admin can review those notes. Notes are optional.



A screenshot of a grant application scoring interface for "Licensed Family Child Care". The page title is "Licensed Family Child Care" with a "Detail" button and a lock icon. Below the title, it shows "Grant Type: Regional /" and "Hours of Operation: Part day (less than 5 hours per day), Full day (5 or more hours per day), Part week (less than 5 days per week), Full week (5 or more days per week)".

The main section is titled "Priority Questions" and includes the instruction: "Below you will indicate how your grant proposal meets the 5 stated priorities. (Click here to see the priorities) Each priority will be scored on a scale of 1 to 5. Priorities that are left blank will be given a score of 1."

There are two priority sections visible:

- Priority #1:** Labeled "Test", it has a "Score" field with radio buttons for 1, 2, 3, 4, and 5. Below it is a "Scoring Rationale" text area, which is highlighted with a red border. A note below the text area says "Optional field to outline scoring rationale."
- Priority #2:** Labeled "Test", it has a "Score" field with radio buttons for 1, 2, 3, 4, and 5. Below it is another "Scoring Rationale" text area, also with a note: "Optional field to outline scoring rationale."

Grants – Administrator Instructions

- When finished, click **Submit Score**.

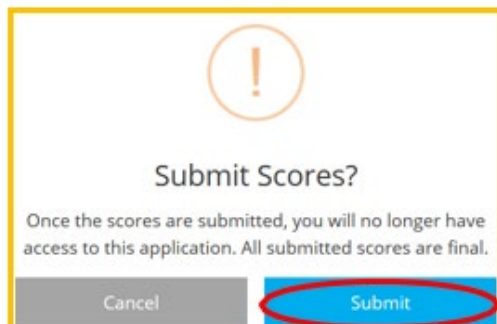


Priority #5
Test
Score 1 2 3 4 5

Scoring Rationale

i Optional field to outline scoring rationale.

[Submit Score](#)

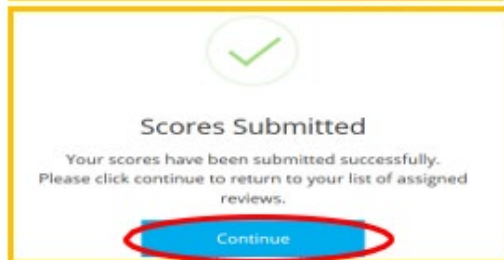


!

Submit Scores?

Once the scores are submitted, you will no longer have access to this application. All submitted scores are final.

[Cancel](#) [Submit](#)



✓

Scores Submitted

Your scores have been submitted successfully. Please click continue to return to your list of assigned reviews.

[Continue](#)

- Applications that have been scored are available in the dashboard, and Grant Reviewers can select another assigned application to score from the dashboard.