



## Runaway & Homeless Youth Program

# FY2020 Basic Center Program (BCP)



**Chair Training**  
**July 22, 2020**

# Training Objectives

- Review the critical role of the Chairperson in facilitating an objective and independent review process to achieve a quality review.
- Highlight skills related to the process of supporting reviewers through the review process.
- Understand how to address common reviewer and process challenges.
- Contribute to identification of best practices of federal review panel chairs.



# Training Agenda

## Session I

- 3-step Training Approach
- Chair Expectations and Responsibilities

## Session II

- Enhancing the Quality of the Grant Review Process

## Session III

- Funding Opportunity Announcement (FOA) Highlights and Criteria Evaluation

## Session IV

- Compilation Summary Report Format

## Session V

- Comprehension Assessment and Writing Sample
- Key Reminders



# SESSION I

## THREE STEP TRAINING APPROACH



# 3 Step Training Approach

- Writing Sample
- Training
- Comprehension Assessment



# Expectations and Responsibilities of Panel Chairs

# Expectations of the Chair

- Provide leadership of the panel process.
- Ensure alignment between panelists work and FYSB expectations.
- Clarify the process within the process (how will your panel work within allowed parameters and federal expectations?).
- Monitor the process as well as the work of panelists to ensure completion of each review and a quality final compilation of reviewer comments.

# Chairperson Responsibilities

- Read the FOA and assigned applications.
- Lead assigned review panel.
- Demonstrate proficiency in writing and analytical skills, and with navigating the Application Review Module (ARM).
- Use facilitation skills, including, but not limited to: set ground rules, keep meetings on track, recognize problems and respond appropriately, and mediate conflict as needed.
- Understand the FOA and evaluation criteria, and respond to questions and concerns identified by panel members.
- Conduct a objective and independent review process with openness, honesty, fairness, consistency in actions, focus, active listening, accessibility, flexibility, assertiveness, and enthusiasm.



# SESSION II

## Enhancing the Grant Review Process

# Enhancing the Quality of the Grant Review Process

- Interpreting criteria
- Supporting panelists to meet needs for complete, accurate, and well written evaluative comments
- Navigating the subjective aspects of the review process

# SESSION III

## Evaluation Criteria



# Basic Center Program

## Legislative Authority

The Basic Center Program is funded under the authority of section 311 of the RHY Act (34 U.S.C. 11211) which states, “The Secretary shall make grants to public and nonprofit private entities (and combinations of such entities) to establish and operate (including renovation) local centers to provide services for runaway and homeless youth and for the families of such youth.”

### Services shall include:

- Providing emergency shelter for youth under age 18
- Providing up to 21 days of shelter (with RHY funding) maintaining a minimum residential capacity of four and a maximum of 20 youth in a single structure in a congregate care facility (e.g., emergency shelter). Individual host family homes are exempt from the requirement that each structure provide shelter for a minimum number of four youth as defined by the RHY Rule.
- Individual, family, and group counseling, as appropriate.



# Basic Center Program

## Legislative Authority cont.

Additional services may include:

- street-based services;
- home-based services for families with youth at risk of separation from the family;
- drug abuse education and prevention services; and
- at the request of runaway and homeless youth, testing for sexually transmitted diseases.



# Project Goal and Vision

## Goal:

- The primary goal of the BCP is to provide temporary shelter and counseling services to youth, under the age of 18, who have left home without permission of their parents or guardians, have been forced to leave home, or other homeless youth who might end up in contact with law enforcement or in the child welfare, mental health, or juvenile justice systems.

## Vision:

- Establish and/or strengthen community-based projects that meet the immediate needs of runaway, homeless and street youth through the provisions of temporary shelter and services that encourage family reunification, when in the best interest of the youth.



# Performance Standards

BCP projects are responsible for consistently enhancing outcomes through the provision of shelter and services. Youth, under the age of 18 will realize improvements in four core outcome areas.

Indicators of improvements include, but are not limited to:

1. **Social and emotional well-being:** Youth will connect to system of care providers to assist with physical health, substance abuse, mental health, personal safety (e.g., identify potential trafficking situations), and sexual risk behaviors they may face.
2. **Permanent connections:** Youth will experience ongoing attachments to families, communities, schools, and other social networks.

# Performance Standards, cont'd.

3. **Education or Employment:** Youth will connect to school or vocational training programs, or improve interviewing skills, job attainment skills, and employment.
4. **Stable housing:** Youth and their dependent child(ren) will transition to safe and stable housing to include: moving in with family or other permanent supportive housing.

BCP projects are required to ensure youth receive trauma-informed counseling services and gives projects the option to also provide home-based services, drug and/or alcohol abuse education and prevention services, and/or STD testing. BCP Projects need to report data on the types of counseling and services offered, participation rates, and completion rates if these services are offered.

Each BCP Project will ensure that youth have safe and appropriate exits form the program.





# Project Requirements

All BCP Projects MUST include the following components:  
Choosing one or the other is not optional.

1. *Shelter and Counseling*
2. *Comprehensive Youth-Centered Services Model*
3. *Training*
4. *Sustainability Plan*
5. *Sub-awards (If applicable)*



**FYSB** Family & Youth  
Services Bureau

**Runaway and Homeless  
Youth Program**

# Project Requirements, cont'd.

- **Shelter and Counseling:**

Projects shall provide youth, under the age of 18, temporary, emergency shelter or safe and stable housing for up to 21 days and individual, family, and group counseling, as appropriate, with FYSB funding.

- BCP shelters must accommodate no fewer than 4 and not more than 20 youth under the age of 18 in a single structure, providing services for not more than 21 days with FYSB funding.
- BCP services must be accessible 24 hours a day, 7 days a week and have a publicly available shelter telephone number answered by staff on a 24 hours a day basis.
- BCP projects utilizing a host family home model to provide emergency shelter are exempt from the minimum number of 4 youth per structure requirement as defined by the RHY Rule (see Appendix A. Definitions: Host family home); however, projects still must have the ability to accommodate no fewer than 4 youth across multiple homes.



# Project Requirements, cont'd.

- BCP projects ensure all shelters they operate, including host family homes, are licensed and determine that any shelters that they regularly refer clients to have evidence of current licensure in the states and/or localities with licensure requirements.
- BCP funds are not intended for providing respite care. Respite care services provide parents and other caregivers with short-term child care services that offer temporary relief. A legal guardian cannot bring youth to a BCP shelter with the intention of abdicating their responsibility to provide shelter. If a youth is forced to leave their residence, whether that was the home of their parent or any legal guardian, and has no safe alternative living arrangement, then they are considered homeless and eligible to receive BCP shelter services.
- BCP projects should contact the parents, legal guardians, or other relatives of each youth as soon as feasible, but no later than 72 hours of the youth entering the program.

# Project Requirements, cont'd.

- BCP projects, in accordance with Information Memorandum: ACYF-CB/FYSB-IM-14-1, Serving Youth Who Run Away From Foster Care, child welfare and RHY agencies should create Memorandum of Understanding (MOU) between their programs and child welfare agencies that clarify roles, responsibilities, and define the provision of services at the time youth enter the shelter. This MOU should also clarify what financial obligations are associated with the provision of services.
- Specific to BCP projects, prevention is defined as services provided to a youth and/or their family before and/or after their shelter stay, including at least 3 months of after-care for the express purposes of preventing youth from running away or otherwise becoming homeless. Prevention services are also offered as part of optional home-based services and can include individual, family, and group counseling services.
- BCP projects ensure staff are prepared and trained to interact with runaway, homeless, street, and in crisis youth, as well as youth victims of human trafficking (e.g., sex and labor) and other type of victimization (i.e., sexual assault, sexual, and physical abuse). Shelter services and other referrals for trafficked youth should be carefully identified by the appropriate staff. Transportation to the shelter is available for youth, as needed, and barriers to entry are low enough that it is easily accessible by youth.



# Project Requirements, cont'd.

- ***Geographic Location:*** BCP Projects are located in areas where runaway, homeless, and street-youth under the age of 18 can easily access BCP services. These areas may include rural or tribal communities, or areas outside of metropolitan areas.
- ***Safe and Appropriate Exits:*** BCP projects ensure youth have safe and appropriate exits when leaving the shelter program.
- ***Optional Services:*** Pursuant to section 311(a)(2)(C) of the RHY Act (34 U.S.C. 11211), projects may elect to provide street-based services; home-based services for families with youth at-risk of separation from the family; drug abuse education and prevention services; and testing for sexually transmitted diseases, at the request of runaway, homeless, and street youth.

# Project Requirements, cont'd

## Comprehensive Youth-Centered Service Model:

### **Social and emotional well-being and strengths-based approach:**

- BCP Projects use a trauma-informed approach, which involves understanding and responding to the symptoms of chronic, interpersonal trauma and traumatic stress, as well as the behavioral and mental health consequences of trauma. BCP Projects also utilize a PYD framework that includes healthy messages, safe and structured places, adult role models, skill development, and opportunities to serve others

### **Outreach Plan:**

- BCP Projects conduct continual, intense, individualized engagement with runaway, homeless, and street-youth under the age of 18 who are indefinitely or intermittently on the streets or spending significant time on the street, therefore increasing the chance of becoming victims of sexual exploitation, labor exploitation, human trafficking or any other type of victimization.



# Project Requirements, cont'd.

- BCP projects perform outreach to locate runaway and homeless youth under the age of 18, and to coordinate activities with other organizations serving youth and their families, such as child welfare agencies, juvenile justice systems, schools, and faith-based and community organizations with knowledge and expertise in serving this population.
  - ***BCP Outreach Plan:*** BCP projects develop plans detailing where staff locate youth, including the general areas and locations where youth congregate. These plans include face-to-face outreach to runaway, homeless, and street-youth.

# Project Requirements, cont'd.

## ***Public Outreach and Awareness:***

- BCP projects inform the community about the BCP through social media, public service announcements, and collaboration with other youth and family serving organizations; the National Runaway Safeline; culturally specific community-based organizations; sexual violence organizations; anti-trafficking agencies; law enforcement; health care providers; legal services; and other stakeholders. Public education includes the development and distribution of materials providing information about services and benefits, and encouraging the use of appropriate services.

## ***Gateway services:***

- When necessary and appropriate to facilitate the delivery of required BCP shelter and services, projects provide food, drink, clothing, personal safety information (e.g., national youth hotlines, local hotlines), transportation, and hygiene products to prevent malnutrition and ill-health while building trust with workers in order.



# Project Requirements, cont'd.

## Comprehensive Youth-Centered Service Model, cont.:

### **Assessment:**

- Projects implement standardized methods used to assess each youth during engagement on the street, during intake screening, or at drop-in-center program entry (optional).

### **Harm reduction:**

- Projects educate and engage runaway, homeless, and street youth with regard to safety plans and ways to reduce risk of sexual exploitation, human trafficking, sexual assault, or any other harm associated with street

### **Intake Screening Tools:**

- Projects implement standardized methods to assess eligibility and the services required to meet the immediate needs of the youth such as physical health, potential victimization (sex trafficking, labor trafficking, commercial sexual exploitation, sexual assault), behavioral health, connection to family, safety, access to resources, issues of neglect or abuse and other risk and protective factors impacting the well-being and sustainable living.



# Project Requirements, cont'd.

## Comprehensive Youth-Centered Service Model:

### Continuum Service Linkages:

- Projects must coordinate with others, such as government, non-profits, other outreach teams, referral providers, and service providers, to ensure the ability to serve the runaway and homeless youth population.

### Case Management:

- *Individualized Service or Treatment Plan:*  
Projects develop, with every youth receiving services, a written service or treatment plan based on assessed needs and the youth's input.
- *Service Coordination Plan:*  
Projects coordinate with CoCs to ensure youth have access to all available resources.
- *Aftercare Planning:*  
Projects must provide additional services beyond the period of residential stay that offer continuous and supportive follow-up to youth served by the program for at least 3 months.

# Project Requirements, cont'd.

## Training

- Projects must send at least one key staff person to attend the annual national RHY grantee training, the annual regional training, and any other travel for technical assistance training.

## Sustainability Plan

- Projects will plan for project sustainability from the beginning of the project design and revisit the plan throughout the life of the project. The plan includes:
  - ***Sustainability*** through diversification of funding to continue services in the event of a loss of FYSB funding, as well as a plans to address staff retention and staff turnover;
  - ***Accountability*** in meeting FYSB's four core outcome areas, and performance standards; and
  - ***Collaboration*** through building meaningful partnerships with other service agencies in the community, thus becoming co-laborers in the field.

# Project Requirements, cont'd.

## Sub-awards

- Grant recipients may elect to sub-award a portion of funds (not more than 75 percent of the total award amount) to eligible organizations for the purpose of carrying out the Project Requirements. The recipient must have a process for selecting subrecipients, as well as an assessment of any potential financial or programmatic risks associated with entering into a programmatic and financial relationship with the identified subrecipient(s).



# Project Approach

*In developing their proposal, applicants will...*

- Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished.
- Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.
- Provide a detailed description, to include the total residential capacity, of the physical building to be used for the purpose(s) of providing temporary emergency shelter for the RHY program participants it will serve with FYSB funding.
- Discuss the proposed number of youth under the age of 18 served through emergency shelter and support services as described in Section I. Program Description, Project Requirements.



# Project Approach

*In developing their proposal, applicants will...*

- Provide details about their shelter model
- Indicate whether the CoC in the community provides resources and referral coordination for youth and families to ensure access to all of the community's housing resources.
- discuss any partnership/referral plan the organization has for providing support to the BCP youth exiting the program.
- Detail their process for selecting partners, to include a description of how they will meet the requirements and expectations set forth in Section I. Program Description, Subawards.
- Describe their coordination with systems of care providers such as government, CoC, non-profits, and service providers to ensure the ability to serve the homeless youth and their dependent infant/child(ren) after program exit.

# Evaluation Criteria

Criteria Section	Total Points
Need for Assistance	10 Points
Approach	50 Points
Performance and Evaluation Plan	5 Points
Organizational Capacity	10 Points
Budget and Budget Justification	15 Points
Sustainability Plan	10 Points



# Criteria - Need for Assistance (10 pts)

- **1.1** Demonstrated the need for BCP assistance, including the nature and scope of the prevalence of runaway and homeless youth under age 18 in the community. (0-5 points)
- **1.2** Detailed the ages, types of populations, and the number of youth to be effectively served under this award in compliance with the requirements of this project. (0-3 points)
- **1.3** Detailed the specific benefits of providing BCP services within the community when compared with the impact of services not being available. (0-2 points)





# Criteria – Approach (50 pts)

- **2.1** Details the organization's shelter structure or building and describes an effective approach to providing 24/7 access to short-term shelter (congregate care or host-home model) in a licensed (where applicable) facility, with a minimum of four beds and maximum of 20 beds. (0-10 points)
- **2.2** Describes how the project will provide counseling services to youth under the age of 18, for up to 21 days, as well as individual, family, and group counseling, as appropriate, and consistent with the requirements detailed in Section I. Program Description. (0-10 points)
- **2.3** Outlines a well-developed plan describing how the organization will effectively use PYD and trauma-informed care to support the BCP project. (0-5 points).



# Criteria – Approach (50 pts)

- **2.4** Describes the process by which the organization will effectively screen youth for eligibility for BCP (i.e., youth under the age of 18), including providing criteria the applicant intends to utilize to ensure the BCP is the best fit for each youth's needs. In addition, the applicant describes the screening and assessment process, including identifying specific tools to best assess the youth's unique needs. This should include any efforts to identify youth victims or youth at risk of becoming victims of human trafficking (sex and labor). (0-5 points)
- **2.5** Illustrates a reasonable outreach plan; the provision of gateway services, intake and screening; and the assessment of needs as discussed in the comprehensive youth-centered service model outlined in Section I. Program Description, Project Requirements. (0-5 points)
- **2.6** Addresses harm reduction, case management, service coordination, and the provision of continuum of service linkages as detailed in the comprehensive youth-centered service model, outlined in Section I. Program Description, Project Requirements. (0-5 points)



# Criteria – Approach (50 pts)

- **2.7** Provides a detailed and effective plan to provide aftercare and follow-up services to youth who receive shelter services, as detailed in the comprehensive youth-centered service model in Section I. Program Description, Project Requirements. (0-5 points)
- **2.8** Describes how the project will operationalize the program plans and activities as communicated in the proposed logic model. In addition, specifically describes the proposed activities, inputs, and outputs that link to short-term and intermediate achievement in the four core outcome areas as detailed in Section I. Program Description. Also, demonstrates how the applicant will collect and submit data to FYSB on all RHY youth via the local CoC. (0-2 points)
- **2.9** Describes how the applicant will ensure that all required data is collected and submitted to FYSB through RHY-HMIS (0-3 points)



# Criteria - Performance Evaluation Plan

## (5 pts)

- **3.1** Described a detailed plan for program performance evaluation that identifies an effective approach that will contribute to continuous quality improvement. (0-2 points)
- **3.2** Describes specific measures that the project will use toward effectively evaluating how they will meet the four core outcomes areas. (0-2 points)
- **3.3** States whether or not the organization has identified any challenges and/or obstacles, and if applicable, describes the impact to successfully implement the project and achieve the desired outcomes. (0-1 point)



# Criteria - Organizational Capacity

## (10 pts)

- **4.1** Provides strong evidence of the organization's experience and expertise in successfully working with runaway and homeless youth or operating runaway and homelessness youth projects, and if applicable, pregnant and parenting runaway and homeless youth projects, designed to prevent and end youth homelessness. Reviewers will consider evidence as strong based on a thorough review of an organization's past work, program design, and ability to connect young people experiencing homelessness to services. (0 - 5 points)
- **4.2** Detailed the scope of work to be performed, work schedules, remuneration, and other terms and conditions that defines the working relationship with sub-grantees, subcontractors, or other cooperating entities. (e.g., co-laborers as described in *Section IV.2. Project Approach*) to successfully execute the activities described in this FOA. (0 - 2 points)
- **4.3** Demonstrated the ability and capacity to competently incorporate and manage the Program Administration Requirements (i.e., staff safety, background checks, emergency preparedness plan, licensing requirement, and training plan) as detailed in *Section VI.2. Administrative and National Policy Requirements*. (0 - 3 points)

# Criteria - Budget and Budget Justification

## (15 pts)

- **5.1** Outlines a clear and realistic line-item budget and budget narrative for the federal and non-federal share of project costs associated with implementing the program requirements. The budget thoroughly explains how the funds requested are necessary and reasonable to accomplish the scope of services, including the services accomplished through a sub-awarded entity and the calculation of the cost per person served. This must include the costs of sending at least one key staff person to attend the annual national RHY grantee training, annual regional training, and any other travel for technical training that will be funded by the grant. (0-5 points)
- **5.2** If applicable, provides a reasonable estimated cost for equipment, software, and training in the proposed budget for RHY-HMIS computer equipment and client software, or state if the organization already has the equipment. (0-1 point).



# Criteria - Budget and Budget Justification (15 pts)

- **5.3** As applicable, provides a justification for subawarding over 50 percent of the total direct costs for the budget period to other youth-serving agencies, demonstrate that there are no subawards, or demonstrate that the subaward amount is less than 50 percent of the total award amount for the budget period. (0-5 points)
- **5.4** Details the organization's complete BCP operating budget, and any additional funding, aside from FYSB funding, the organization has to support the activities to support the BCP project as described in Section 1. Program Description. (0-2 points)
- **5.5** Demonstrates how oversight of federal funds will be conducted and how grant activities and partner(s), including child welfare and juvenile justice agencies, will adhere to applicable federal and programmatic regulations. (0-2 points).



# Criteria - Sustainability Plan (10 pts)

- **6.1** Describes the process the organization uses to build and maintain partnerships with other service agencies in the community. (0 - 5 points)
- **6.2** Describes the accountability strategy for achieving the four core outcomes in the BCP project. (0 - 3 points)
- **6.3** Describes key activities involved in ensuring project sustainability involving building support, showing results, retaining staff, and obtaining continuing funding. (0 - 2 points)





# Scoring Variance

Criteria Section	Deviation / Score Variance	Points
Need for Assistance	2	10
Approach	10	50
Performance Evaluation Plan	1	5
Organizational Capacity	2	10
Budget and Budget Justification	3	15
Sustainability Plan	2	10



# Scoring Variance Guidelines

- The guideline refers to the point deviation between panel reviewer scores for a particular application.
- Establishes the score that must be met in order to discuss an application during the consensus review call.
- Look at the total score of the section to determine if the variance has been met.
- Entire application does not need to go to consensus discussion, only the sections that don't meet the variance.

# Scoring Variance Example

## Example:

Under Organizational Capacity (10 Total Points, *2 point deviation*)

**Reviewer 1 assigns a score of 10 points**

**Reviewer 2 assigns a score of 8 points**

**Reviewer 3 assigns a score of 9 points**

Under Program Performance Evaluation Plan (5 Total Points, *1 point deviation*)

**Reviewer 1 assigns a score of 7 points**

**Reviewer 2 assigns a score of 6 points**

**Reviewer 3 assigns a score of 5 points**



# SESSION IV

## Compilation Summary Report

# Guidelines for Writing Evaluative Comments

- Evaluative comments are based on the strengths and weaknesses of an applicant's response to the FOA's published evaluation criteria.
- Reviewers must write comments that are as specific and detailed as possible, as the evaluative comments reflect each reviewer's analysis of the application and justifies the score.
- Provide examples of how the strength or weakness is demonstrated in the application.
- In the designated area within the Application Review Module (ARM), provide the page number, identifying where the information is found.
- When referencing the page number, the reviewer should identify the applicant numbered page rather than the system generated page number.

Example of a system generated page number: **(27 of 76)**

# Guidelines for Writing Evaluative Comments

- Use complete sentences
- Use proper grammar and spelling
- Be accurate, but tactful
- Evaluate, rather than merely describe
- Do not mix strengths and weaknesses in the same comment.

***NOTE:*** If an applicant fails to address any particular criteria, the reviewer should state in parenthesis, ***“Information not found in the application review”***.

**DO NOT indicate “No Page Found”**

# Qualifying Requirements for Rating Evaluative Comments

## ***Full Strength:***

- Clearly state the reasoning that supports a full strength comment.
- Identify the parts of the criteria that are met and provide an example.

## ***Partial Strength:***

- Clearly state the reasoning for providing a partial strength.
- Identify the parts of the criteria that are met and provide an example.

## ***Full Weakness:***

- Clearly state the reasoning that supports a full weakness comment.
- Identify the page number/s where erroneous information is found.
- “Information not found in the application review”.

## ***Partial Weakness:***

- Clearly state the reasoning for providing a partial weakness (e.g. what parts of the criteria were not met).
- Identify the page number/s where erroneous information is found.

# Useful Tips

- Review Directors, Panel Managers, Chairs, and Reviewers should be well acquainted with the FOA and Criteria section before the review.
- Panels are to avoid evaluating applications against each other or by your own personal standards.
- Panels are to assume the applicant put forth their best effort.
- Panels are to treat the application as a whole. If information can be found in other locations than what is expected, it should be noted and credited.
- Chairs and Reviewers are to use appropriate grammar, punctuation, and sentence structure.
- No weaknesses means a perfect score.
- No strengths means a zero score.
- Scores outside of the variance will require discussion at the consensus meeting.



# Helpful Words for Writing Evaluative Comments

Helpful Words								
Helpful Words Strengths			Helpful Words Weaknesses			Verbs for Writing Summary Statements		
Comprehensive	Details	Innovative	Contradictory	Does not	Ambiguous	Provides information about...	Present	Discuss
Justified	Executives	Sound	Inappropriate	Obscure	Unrealistic	Shows success in...	Reflect	Propose
Reasonable	Exhaustive	Qualified	Undocumented	Without	Inconsistent	Demonstrates experience/capacity	Explain Details	Plans to Indicate
Documented	Adequate	Thorough	Limited	Lacking	Discrepancy	Describes procedures	Specify	Give
Strong	Specify	Feasible	Inadequate	Equivocal	No Evidence	Provides assurance that...	Ensure	Support
Appropriate	Describes	Focused	Sparse	Unclear	Irrelevant	Provides details about...	Include	Build
Experiences	Complete	Presents	Opposing	Restrictive	Vague		Identify	Offer
Demonstrates	Extensive	Unique	Confusing	Incomplete	Insufficient			
Convincing	Provides	Evidence	Incompatible					

# SESSION V

## Comprehension Assessment Writing Sample



# Comprehension Assessment and Writing Sample

- Potential Chairs will be required to complete a comprehension assessment and writing sample.
- The comprehension assessment and writing sample will be sent to the Chairs by F2 Solutions.
- The RHY Program will review the submitted writing samples and scores for the comprehension assessment and submitted.
- Chair training participants will be notified by F2 Solutions on the results of their assessment and the writing sample.



# Key Reminders

- Review each application, although scoring by the Chair is not required.
- Schedule an introductory call with their panels to review the RHY Grant Review Schedule and determine the time for the consensus call (Panel consensus calls will be conducted based upon the schedule submitted by the chairs).
- Remind reviewers that they should be assessing the quality of what the application proposes; not just whether key components are mentioned.
- Review panel comments prior to the consensus discussions.
- Check, periodically, on the status of reviewers completion of summary comments using the ARM system.
- Report issues immediately, including non-responsive reviewers, to your Panel Managers/Review Directors or grant review point of contact and adhere to the grant review schedule.

# QUESTIONS

