REVIEW GUIDE: SUSTAINABLE NEIGHBORHOODS PROGRAM

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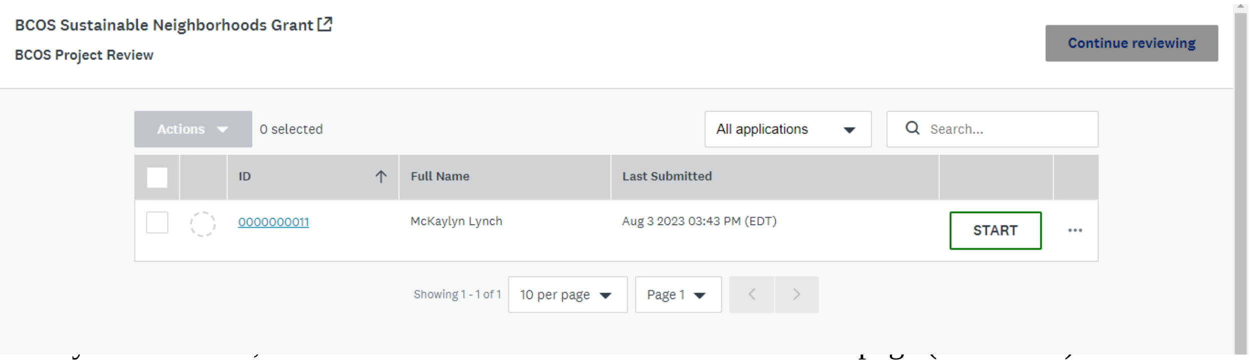
Purpose: This SOP defines the procedure for submitting grant reviews and making funding recommendations for the BCOS sustainable neighborhoods grant program. This document should be kept in the BCOS folder as a reference for members to ensure program cohesion during commission turnover. The grant review process is handled in person at BCOS meetings with physical evaluations, and then input into the grant portal by the commission chair to be submitted for staff review.

1. **Set up an account in SurveyMonkey**
   Work with staff liaison to be added as a reviewer to the Survey Monkey software when a new chair member is elected. The staff liaison will just need an email to add to the reviewer capabilities. Staff liaison will need to ensure that you are listed as the new reviewer for the program and that the former chair is removed.

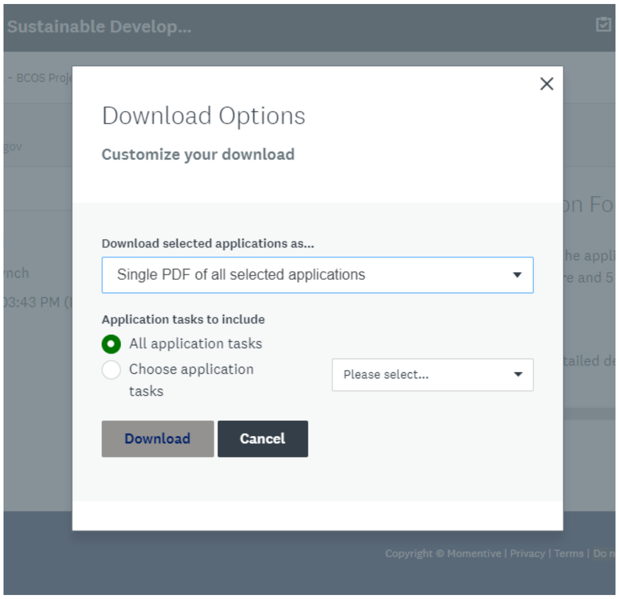
2. **Download application materials to present to commission members**
   When an application comes through and the staff liaison verifies their eligibility, you will receive an email indicating that you have been assigned to review the application. When you receive the email and login to your portal, navigate to your reviewer dashboard and select the applications listed in “BCOS Project Review”. Any applications that have come through and been verified for their eligibility will show up in this list. Click start to access the application materials.



ID	Full Name	Last Submitted
0000000011	McKaylyn Lynch	Aug 3 2023 03:43 PM (EDT)

download the application – when the download options pop up, select **“Single PDF of all**

selected application" in the dropdown, and select **"All Application Tasks".** Once downloaded, you can use the PDF to conduct the in-person review at the next soonest BCOS meeting for evaluation.



Download Options

Customize your download

Download selected applications as...

Single PDF of all selected applications

Application tasks to include

● All application tasks

○ Choose application tasks — Please select...

3. **Evaluate the Application**
   Use the BCOS evaluation sheet in the BCOS folder to conduct a thorough review and rating of the application with other BCOS members.

4. **Input Evaluation Into the Review**
   After finishing the evaluation with BCOS members, the chair person that has access to the software portal will need to transfer the responses and evaluations into the reviewer portal. You will have the same evaluation rating system, and at the end will make the final funding recommendation.

5. **Submit Evaluation for Staff Review**
   Once completed, you will submit the evaluation to be evaluated for staff review. Staff liaison will make the final funding notification.