

Additional talking points for peer reviewers:

On using the rubric

- Don't use ½ points
- This is an official document - Keep it neat and professional looking
- Do make clear comments that are consistent with score.
- Initial your changes – use one copy of the rubric per application
- Affix labels and check math before submitting

Be sensitive to issues of culture, language and presentation style.

- Don't make the mistake of grading for form instead of substance:
- If the answers are there make sure you find them.
- Don't give points for answers that are not there.
- Your experience and wisdom are the reason you are here.

Problem Solving

- Ask team leaders first.
- Team leaders to bring questions to state staff.
- You may be asked to bring them to the plenary group meeting.

Confidentiality and professional behavior

- Review guidebook
- Don't talk about the proposals you are reading outside of the panel discussions.
- Many of you here have written proposals or work for organizations that have submitted proposals that are being reviewed here this week.

Team leaders:

- Schedule team meetings for every 2 to 3 applications read by the team – no more
- List team meetings on flip chart paper, posted here
- Your responsibility to sign applications in and out
- Check out 3 at a time to distribute to your team. You may take more overnight, but should distribute 3 at a time to team. Tonight till 10 PM, W & Th till 8 PM
- You must track team's progress. Aim to complete a minimum of 1 by tomorrow morning, 4 each on Wednesday and Thursday and 2 on Friday.
- If there are any problems, please bring them to one of the state staff sooner rather than later. We are here to help move the process forward.
- Staff names, contact information and time schedules posted.
- Team leader meetings scheduled during process.

How important what they are doing is:

- Not business as usual. You are making a difference.
- More than half of the awards to CBOs
- Because of integrity of the process has stood against challenges
- Instead of politics as usual, locations that were not funded came forward, requested, and received help. Examples: Buffalo and Long Island in Round 2.
- In the past I have told you that children's lives are in your hands. It's true. Now, in my third year here I feel confident that those lives are in good hands.

