

## UTAH BOARD OF JUVENILE JUSTICE (UBJJ) GRANT PROGRAM 2026-2027 APPLICATION PACKET

The Utah Board of Juvenile Justice (UBJJ) serves as the designated State Advisory Group for the Juvenile Justice and Delinquency Prevention Act (JJDP, 34 U.S.C. § 11101) through the Federal Office of Juvenile Justice and Delinquency Prevention (OJJDP). UBJJ allocates Federal funding, through a competitive grant process, to eligible entities across Utah to support programs and services for juveniles involved with the juvenile justice system and juveniles at-risk of such involvement, as well as their parents/guardians and families.

UBJJ partners with a variety of state agencies including Juvenile Justice and Youth Services, Juvenile Court, Department of Child and Family Services, Utah State Board of Education, Division of Indian Affairs, and the Division of Multicultural Affairs, as well as numerous local government entities, community groups, and stakeholders.

### Notice of Funding Opportunity

UBJJ is accepting applications for grant award funding for the 2026-2027 grant cycle. Funding can be used in one of the following purpose areas:

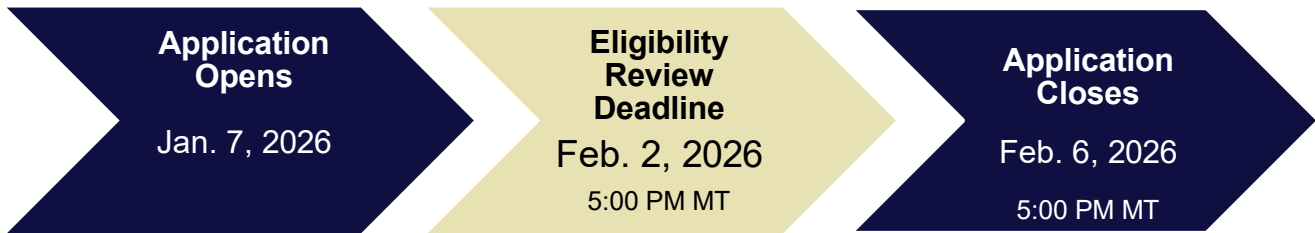
- After-school Programs
- Community-based Programs and Services
- Delinquency Prevention
- Educational Programs
- Expungement Services
- Positive Youth Development
- Re-entry

Details on applicant requirements and the application process are included in this packet and the documents linked. Information is also available [here](#).

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## **TIMELINE & KEY DETAILS**



**Application Outcome Notification:** On or before April 30, 2026, by 5:00 PM MT

**Grant Period:** July 1, 2026 - June 30, 2027

**State Administrative Agency:** [Utah Commission on Criminal and Juvenile Justice \(CCJJ\)](#)

**Contact:** Adrienne Buhler, Juvenile Justice Grant Program Manager, [Abuhler@utah.gov](mailto:Abuhler@utah.gov)

**Grant Program Funded by:** U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (CFDA# 16.540)

**Available Funding:** A total of approximately \$181,000 is available for distribution in the 2026–2026 grant cycle. Proposals with budgets between \$2,500 and \$50,000\* are welcome. Applicants are encouraged to request funding that aligns with their actual needs for the grant period. Please note that final award amounts are determined at the discretion of UBJJ and may differ from the requested sum.

\*Due to Federal guidelines, applications related to expungement services have a max budget allowance of about \$12,480.

**Match Requirement:** There isn't a match requirement for this grant program.

**Eligibility:** Funding is available to Utah-based agencies, entities, organizations, etc. Applications are encouraged from across the state. Local government agencies, state agencies, federally recognized tribal entities, local education agencies, state and local law enforcement, and non-profit organizations\*\* (including community and faith-based organizations) may apply for funding through the UBJJ Grant Program to address juvenile delinquency and prevention efforts in Utah.

\*\*Non-profit/501(c)(3): An organization must provide proof of non-profit/501(c)(3) status

**Supplanting, Budget Categories, & Unallowable Expenses:** Federal guidelines dictate how grant award funding can be spent. Grant funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose. Applicants can request funding allocated to the budget

categories listed below. More info: **APPENDIX A: *Supplanting, Budget Categories, & Unallowable Expense.***

- Personnel and Fringe Benefits
- Contract Services
- Equipment
- Supplies and Operating Costs
- Travel and Training
- Indirect Costs

**Reporting & Funding Distribution:** Grant award funding will be distributed to grantees on a reimbursement of expenditures basis following the timely submission of financial and progress reports. More info: **APPENDIX D: *Reporting & Funding Distribution.***

**Competitive Review Process:** This grant award application process is competitive. Previous funding from UBJJ/CCJJ does not guarantee a grant award during this funding cycle. Neither the invitation to apply nor the support of UBJJ/CCJJ staff or entity members implies that an applicant will receive a grant award. Initial grant award recommendations will be made by UBJJ and forwarded to CCJJ. Final approval of grant awards will be determined by CCJJ. More info: **APPENDIX E: *Application Review & Evaluation.***

**Contingency:** All funding is contingent upon the Utah Commission on Criminal and Juvenile Justice receiving the specified grant funds at the expected level from the U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

### Optional Q&A Sessions

UBJJ will host *optional* drop-in Q&A sessions via

Google Meet once during the application period.

Session will be held on January 23rd 11 AM- 12 PM MT

Google Meet joining info

Video call link: <https://meet.google.com/dpp-mbqj-tbg>

Or dial: (US) +1 470-273-8568 PIN: 538 718 230#

More phone numbers: <https://tel.meet/dpp-mbqj-tbg?pin=6103861091061>

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Applicants can contact Adrienne Buhler, at [abuhler@utah.gov](mailto:abuhler@utah.gov) with questions at any time throughout the grant application process.

### REQUIRED COMPONENTS

<b>General Information</b>	<ul style="list-style-type: none"> <li>• Entity Name and Address</li> <li>• Entity Contact Person, Phone Number, Email Address</li> <li>• Entity Federal Tax Identification Number</li> <li>• Entity Unique Entity Identification Number (formally DUNS)</li> <li>• Title of Program to be Funded</li> <li>• Total Grant Amount Requested</li> </ul>
<b>Narrative Questions</b>	<ul style="list-style-type: none"> <li>• What specific problem exists which the program aims to address?</li> <li>• Explain the severity of the problem                         <ul style="list-style-type: none"> <li>◦ What impact is there to the individuals, families and/or community?</li> </ul> </li> <li>• How will/does the program address the problem?</li> <li>• How the program works to increase opportunities in underserved geographies.</li> <li>• How the program will reduce risk factors and increase protective factors.</li> <li>• Who is the target population? (More info: <b>APPENDIX C: Target Population Demographics</b>)</li> <li>• Does the program incorporate one or more of the Enhanced Components?                         <ul style="list-style-type: none"> <li>◦ If so, how?</li> </ul> </li> <li>• How will the program be evaluated?</li> </ul>
<b>Goals &amp; Objectives</b>	<p>Applicants must provide at least 1 goal, and each goal requires 2-3 objectives. Goals and objectives should be clear, concise, measurable, and attainable. More information will be available in the online application.</p>
<b>Budget &amp; Narrative</b>	<p>Applicants will be required to submit a proposed budget and provide a budget narrative on each budget category for which funding is requested. More info: <b>APPENDIX A: Supplanting, Budget Categories &amp; Unallowable Expenses_and APPENDIX B: Example Detailed Budget &amp; Budget Narrative.</b></p>

## **ENHANCED COMPONENTS**

The components listed below are not required but rather encouraged. Applications for programs incorporating one or more of the following will receive enhanced points during evaluation. More info: **APPENDIX E: Application Review & Evaluation**.

### **Emphasis on Youth with Disabilities**

UBJJ believes that diversity, inclusion and belonging are for all Utahns. Grant applications demonstrating intent, design, and process to include youth who are disabled, including but not limited to physical, mental, or emotional disabilities, will receive enhanced points during the grant evaluation review. Grant applications should include evidence of:

- Intent: a clear emphasis including those with disabilities in the project
- Design: how the youth who are disabled will be involved
- Process: the integral involvement throughout the project of youth who are disabled and the process by which the effective implementation of the project will be evaluated

### **Emphasis on Gun Violence Prevention or Gang Reduction**

UBJJ invites proposals for innovative, evidence-based programs aimed at addressing youth gun violence and reducing gang involvement within their communities. Proposals should highlight strategies targeting the root causes of violence, such as poverty and limited opportunities, and may include prevention initiatives, targeted interventions for at-risk youth, community engagement, and youth empowerment activities. Grant applications that emphasize components specifically designed to decrease gun violence and/or reduce gang involvement among youth will be prioritized with enhanced points during the evaluation process.

### **Collaboration**

Applicants are encouraged to demonstrate a collaborative approach among agencies or organizations in program development and implementation to best meet the needs of communities to be served. A single “lead agency or organization” must be indicated and should be the agency or organization applying for funding. Commitment to collaboration can be expressed through a Memorandum of Understanding or Letter of Support indicating each agency’s role, time, and resource commitment. Applicants who can demonstrate this will be prioritized with enhanced points during the evaluation process.

### Evidence-based or promising programs/practices

UBJJ prioritizes funding to programs and practices which meet one of the following Federal definitions, as outlined in the JJDP:

- *Evidence-based* [34 USC § 11103(34)]

A program or practice that—

- (a) is demonstrated to be effective when implemented with fidelity;
- (b) is based on a clearly articulated or empirically supported theory;
- (c) has measurable outcomes relevant to juvenile justice, including a detailed description of the outcomes produced in a particular population, whether urban or rural; and
- (d) has been scientifically tested and proven effective through randomized control studies or comparison group studies with the ability to replicate and scale.

- *Promising* [34 USC § 11103(35)]

A program or practice that—

- (a) is demonstrated to be effective based on positive outcomes relevant to juvenile justice from one or more objective, independent, and scientifically valid evaluations; and
- (b) will be evaluated through a well-designed and rigorous study, as described (34)(d).

Applicants can find more information on the Office of Juvenile Justice and Delinquency Prevention [Model Programs Guide website](#). To receive enhanced points in this category, the program/practice must be listed as evidence-based or promising on either the OJJDP Model Programs Guide website or another online publicly searchable database.

### Trauma-informed programs/practices

UBJJ promotes the development and implementation of trauma-informed programs and practices, defined in the JJDP as follows:

- *Trauma-informed* [34 USC § 11103(40)]

- (a) understanding the impact that exposure to violence and trauma have on a youth's physical, psychological, and psychosocial development;
- (b) recognizing when a youth has been exposed to violence and trauma and is in need of help to recover from the adverse impacts of trauma; and
- (c) responding in ways that resist re-traumatization.

## HOW TO APPLY

### GET INFORMED

Read ALL application documents.  
Attend an *optional* virtual Q&A session (info on pg 3)

### CHECK ELIGIBILITY

Complete the Eligibility Review (ER)  
Wait for a response via email (responses within 2 business days) Deadline: February 2, 2026, at 5:00 PM MT

### APPLY

If eligible- an email response will include a link to the full application. Get application support (info on pg 3)  
Deadline: February 6, 2026, at 5:00 PM MT

### WAIT

UBJJ/CCJJ will review completed applications.  
Applicants will be notified of grant award status by 5:00 PM MT on April 30, 2026

### FINALIZE & LEARN

Grant award packages will be finalized by June 30, 2026. Grantees will receive ongoing training and technical assistance on reporting and other

## **SUPPLANTING, BUDGET CATEGORIES, & UNALLOWABLE EXPENSES**

There are strict Federal laws regulating how grant funding can be used. More information can be found in the [Department of Justice Grants Financial Guide](#) and in the [Code of Federal Regulations - 2 CFR 200](#). On top of the Federal guidelines, there are State laws and CCJJ policy/procedure that dictate how grant funding can be spent. Applicants should familiarize themselves with the information contained in this document. **Training and technical assistance on financial requirements will be provided to grantees by UBJJ staff throughout the grant period. Applicants can contact Adrienne Buhler [abuhler@utah.gov](mailto:abuhler@utah.gov) for clarification on details in this document.**

### **SUPPLANTING**

Grant funds must be used to *supplement* existing state and local funds for program activities and must not *supplant* (replace) those funds that have been appropriated for the same purpose. Applicants will be required to provide assurances of non-supplanting and of internal procedures for proper administrative and financial management. Misuse of grant funds may result in a range of penalties which could include: suspension of current and future funds, civil/criminal penalties, and/or repayment of funds. More information in [Section 2.3](#) of the DOJ Grants Financial Guide.

### **UNALLOWABLE EXPENSES**

This is not an exhaustive list and exceptions apply in some instances. Contact Adrienne Buhler at [abuhler@utah.gov](mailto:abuhler@utah.gov) with questions.

- Costs incurred outside of grant period (including costs associated with applying for grant)
- Home office workspace and related utilities
- Expenses related to hosting a conference/retreat/workshop/seminar/etc.
- Entertainment (including amusement, diversion, social activities) and any associated costs
- Personnel not directly related to project described in application
- Administrative costs not directly related to the administration of the grant
- Lobbying (including membership fees to organizations whose primary activity is lobbying)
- Fundraising
- Promotional items/incentives
- Land acquisition
- Fines and penalties
- Bonuses or commissions
- Construction (including remodeling)
- **Food, beverage, refreshments, snacks**
- **Taxes (including sales tax)**
- Legal fees
- Contributions and donations
- Corporate formation
- Purchase of vehicles, vessels, or aircraft

### **BUDGET CATEGORIES**

Applicants can request funding allocated to the following Budget Categories. Applicants will be required to provide amounts and narrative explanations for each Budget Category for which funding is requested.

- Personnel and Fringe Benefits
- Contract Services
- Equipment
- Supplies and Operating Costs
- Travel and Training
- Indirect Costs

### Personnel and Fringe Benefits

Funding can be put towards employees on payroll with the application entity. **Employees who are not on payroll are considered consultants and should be listed under Contract Services.** Do not request grant funding for an employee who is already on the entity payroll unless the original position held by that person will be filled by a new employee. Please contact Adrienne Buhler [abuhler@utah.gov](mailto:abuhler@utah.gov) for clarification on this stipulation if you have questions.

Salaries/wages may not exceed those normally paid for comparable positions in the community or the unit of government associated with the project. The hourly rate for personnel can be determined on the basis of 8 hours per day, 40 hours per week, 173.33 hours per month, or 2,088 hours per year. The cost of a position can be indicated by the annual salary and the percentage of time an individual will be working on the project or by the hourly rate and the number of proposed hours an individual will be devoting to the project. Paid vacation and sick leave can be included, but must not exceed the time that is normally allowable. All leave earned must be used or paid during the grant period.

Fringe benefits are to be based on the employer's share only. Applicants will be required to provide the percentage or the monthly rate for each fringe benefit, the eligible wage amount or the number of months, and the total amount of the employer's share of benefits. Fringe benefit base wage amounts for part-time employees must be prorated.

Applicants will be required to provide a description of each position for which funding is requested, a brief explanation of how an individual in the position will be supporting the project, and an estimate on the amount of time an individual will spend working on grant activities.

### Contract Services

Persons with specialized skills who are not on the payroll with the application entity are considered consultants. Applicants must provide a résumé listing the consultant's qualifications and a copy of the signed contract for hire to UBJJ/CCJJ. If the consultant is known at the time of

application, the résumé and contract should be included. Otherwise, the documentation can be provided as soon as a contract is signed. All procurement transactions, whether negotiated or competitively bid without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. Applicants will be required to describe the procedure to be used in hiring the consultant (i.e., small purchase procedures, competitively sealed bids, non-competitive negotiation, etc.). Consultant fees may not exceed \$81.25 per hour or \$650 per day. Applicants will be required to provide a justification of fees for consultants.

### Equipment

Equipment is tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. An applicant may use its own definition of “equipment” provided that such definition would at least include “equipment” as defined above. Equipment funded by grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. A competitive sealed bid process must be conducted for equipment purchases. Sole source contracts must be approved by UBJJ/CCJJ.

### Supplies and Operating Costs

Supplies include items such as general office supplies, cleaning, maintenance costs, training materials, books and subscriptions, research forms, postage, operating expenses, and other expendable materials for the life of the project. Supplies and operating costs funded by grant must be necessary for the project to achieve its goals and objectives. All procurement transactions, whether negotiated or competitively bid without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.

- Purchases between \$1,000 and \$5,000: Quotes should be obtained from at least two vendors. The vendor submitting the lowest quote meeting the minimum specifications and required delivery date must be selected.
- Purchases exceeding \$5,000: A competitive sealed bid process must be conducted. Sole source contracts must be approved by UBJJ/CCJJ.

### Travel and Training

Travel expenses are allowable for official business and training opportunities related to the grant. Expenses, including per diem, must adhere to the State of Utah rates unless the application entity has more restrictive rates. UBJJ staff can provide information on State of Utah

rates upon request. Applicants will be required to provide information on the travel destination, travel purpose, and associated costs.

### Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. More information in [Section 3.11](#) of the DOJ Grants Financial Guide.

Applicants will be required to select one of the following options:

- If an applicant's operational costs are fully covered by charging these costs as administrative (direct) costs, or if the applicant calculates indirect costs and determines that these costs are immaterial, then the applicant may waive any indirect cost reimbursements. *Note: Applicants requesting funds only for equipment and/or supplies and operating costs must select this option.*
- If an applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) with the Federal Government, then this Indirect Cost Rate must be applied to the grant application as part of the proposal request. Proof of the NICRA rate must be submitted with the grant application.
- If an applicant does not have a NICRA rate with the Federal Government, or if the negotiated rate has lapsed, the applicant is allowed to request a de minimus rate of 15%. *Note: Once this option has been chosen, it must be chosen again on all future grant applications until an applicant negotiates a rate with the Federal Government.*

<b>Example Detailed Budget</b>		
<b>Budget Item</b>	<b>Details</b>	<b>Funding Request</b>
<b>Personnel/Fringe Benefits</b>		
Program Coordinator	15hrs/week x \$20/hr x 52 weeks	\$ 15,600.00
No Fringe Benefits provided		
<b>Contract Services</b>		
Translator	8hrs/week x \$25/hr x 52 weeks	\$ 10,400.00
<b>Equipment</b>		
n/a		
<b>Supplies/Operating Costs</b>		
Printing	100 workbooks x \$8/workbook	\$ 800.00
Laptops	2 x \$500/laptop	\$ 1,000.00
<b>Travel/Training</b>		
Mileage	500 miles x \$0.44/mile	\$ 220.00
<b>Indirect Costs</b>		
n/a		
<b>Grant Request Total</b>		<b>\$ 28,020.00</b>

### **Example Budget Narrative**

#### **Personnel/Fringe Benefit: \$15,600**

A Program Coordinator will be hired to implement the program, under the direction of the Program Manager. The Program Coordinator will work 25 hours per week (5 hours per day) at \$20 per hour. The UBJJ Grant Program will cover 15 hours a week of this person's wages. Another grant source will cover the other 10 hours per week and fringe benefits.

The job duties of the Program Coordinator will include:

- Work across teams with systems administrators, operations, and other departments to advance a comprehensive and successful approach to program implementation.
- Assure that the program meets the individual needs of each client receiving services.

- Recruit and train program volunteers.
- Review and evaluate the performance of program volunteers and recommend indicated action.

**Contract Services:** \$10,400

A Spanish translator will be contracted for 2 hours a day, 4 days a week at a rate of \$25 per hour. The translator will be contracted through Language Services, LLC. The translator will be available virtually during parent pickup time to assist staff and volunteers in communicating with families.

Translators in languages other than Spanish will be available on an as-needed basis. Costs related to those services will be covered by another grant source.

**Supplies/Operating Costs:** \$1,800

The program plans to have 100 workbooks printed for participants at the cost of \$8 per workbook or \$800. The workbooks are necessary for participation and completion of the program.

The program plans to replace 2 laptops with UBJJ Grant Program funding. The estimated budget is \$500 per laptop or \$1000.

State procurement procedures will be followed on all purchases.

**Travel/Training:** \$220

It is expected that the Program Coordinator will be required to travel around the area to complete duties related to the position. Mileage logs will be maintained. The Program Coordinator will be reimbursed for up to 500 miles driven at a rate of \$0.44 per mile.

## TARGET POPULATION DEMOGRAPHICS

Applicants are required to provide the following information. If an applicant is awarded a grant, the demographics indicated in the application become some of the data points required in quarterly Progress Reports. **Training and technical assistance on progress reporting will be provided to grantees by UBJJ staff throughout the grant period.**

### FOR ALL APPLICANTS

Which of the following populations does the program target? Please select all that apply.

- Youth
- Parents, guardians, and/or family members
- Other (please specify population)

For each of the populations selected above, please indicate an *estimated* number to be served during the grant period.

Which geographic areas does the program target? Please select all that apply.

- Rural communities
- Urban communities
- Suburban communities
- Tribal communities

### FOR PROGRAMS TARGETING YOUTH

Please select all indicators which apply to the target population. Applicants won't be asked for an estimated number to be served, just to indicate yes or no.

- Youth Age
  - Youth 0-10 years old
  - Youth 11-17 years old
  - Young adults 18-26 years old (still considered youth for purposes of the program)
- Juvenile Justice System Involvement
  - Youth at risk of juvenile justice system involvement
  - First-time youth offenders
  - Repeat youth offenders
  - Youth violent offenders
  - Youth with problematic sexual behavior
  - Youth status offenders

- Youth Race and Ethnicity

- American Indian/Alaskan Native
- Asian
- Black/African American
- Hispanic/Latino
- Native Hawaiian or Pacific Islander
- White/Caucasian
- Other race not listed

- Youth with disability

- Youth lived-experience

- Youth experiencing their own mental health circumstances
- Youth experiencing their own substance abuse circumstances
- Youth who are truant or who have dropped out of school



## REPORTING & FUNDING DISTRIBUTION

Grant award funds are distributed to grantees on a reimbursement of expenditures basis following the timely submission of financial and progress reports. **Training and technical assistance on financial and progress reporting will be provided to grantees by UBJJ staff throughout the grant period.**

- Financial Reports: Grantees may elect to report and receive reimbursement either monthly or quarterly. Financial reports are due within 15 days of the end of the month or quarter, whichever applies.
- Progress Reports: Grantees are required to submit quarterly progress reports (regardless of financial reporting schedule) which are due within 15 days of the end of the quarter.

### Distribution of Funds

Distribution of grant funds will only occur on a reimbursement of expenditures basis for actual funds expended. Actual expenditures must be invoiced and consistent with the approved budget in the final grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period.

### Performance Measures & Progress Indicators

*Subject to change based on requirements from the Federal government and UBJJ priorities.*

There are two types of performance measures and indicators that grantees are expected to track and report on quarterly:

- Standard: those which all grantees track/report (when applicable to program)
  - Target population demographics
  - Number of youth served
  - Number of parents/guardians served
  - Number of additional family members served
  - Number of youth who exited the program (successfully vs. unsuccessfully)
  - Program accomplishments
  - Problems/barriers encountered
  - Assistance needed from UBJJ
  - Plans for next quarter
- Program-specific: those which are specific to the primary Purpose Area of the grant award and the nature of the program being funded. These will be agreed upon by the grantee and UBJJ prior to the completion of the final grant award package and the start of the grant period. **Example:** 20 % of youth increased their sense of inclusion and belonging in their peer group via self-reported post-program evaluation.

## **APPLICATION REVIEW & EVALUATION**

This grant award application process is competitive. Previous funding from UBJJ/CCJJ does not guarantee a grant award during this funding cycle. Neither the invitation to submit an application nor the support of UBJJ/CCJJ staff or entity members implies that an applicant will receive a grant award. Initial grant award recommendations will be made by UBJJ and forwarded to CCJJ. Final approval of grant awards will be determined by CCJJ. The components of the application evaluation process are detailed below.

At any time during the review and evaluation process an applicant can be contacted by UBJJ staff to discuss amendments to an application. UBJJ/CCJJ might have follow-up questions to the application. It's also possible that changes could be requested of the applicant. These changes could be either to the funding requested (amount or budget category) and/or to Performance Measures and Progress Indicators.

**Eligibility Review:** The first step of the application process is to complete the Eligibility Review. The Eligibility Review will be screened by UBJJ staff. The applicant entity and the proposed program must both be eligible for grant funding based on Federal and State guidelines. If there are concerns regarding eligibility, UBJJ staff will work with the applicant to troubleshoot. Applicants will receive a response to the Eligibility Review via email within 2 business days. If the applicant is deemed eligible, the email response will include a link to complete a full application. Determination of eligibility is not a guarantee of grant funding.

**Application Review by Working Group and Recommendation by UBJJ:** Completed applications will be reviewed by members of the UBJJ Grants Working Group. Applications will be evaluated based on the UBJJ Grant Review Rubric (attached), however funding decisions will not be made solely on this tool. Factors such as availability of funding and UBJJ priorities will also be taken into consideration. The Working Group will provide grant award recommendations to the full UBJJ for discussion and approval.

**Approval by CCJJ:** Recommendations from UBJJ will be forwarded to CCJJ for review and final approval. As the State Administrative Agency for this grant program, CCJJ must authorize all grant awards.

**Finalization of Documentation:** Once approved by CCJJ, an applicant will be contacted by UBJJ staff to complete documentation for the grant award package. A grant offer is not considered official until the grant award package is finalized.

**UBJJ GRANT REVIEW RUBRIC - General**

<b>Criteria</b>	<b>Exemplary (5 points)</b>	<b>Satisfactory (3-4 points)</b>	<b>Needs Improvement (1-2 points)</b>	<b>Unsatisfactory/Missing (0 points)</b>
<b>Intention</b>	Overall plan is clearly defined and contains an abundance of strategies (including contingencies) to support implementation.	Overall plan is adequately defined and contains enough strategies to support implementation.	Overall plan is vaguely defined and contains limited strategies to support implementation.	Overall plan isn't defined and/or lacks strategies for implementation.
<b>Grant Guidelines</b>	Proposed activities and budget outline are exemplary and consistent with the program description and timeline of grant.	Proposed activities and budget outline are consistent with the program description and timeline of grant.	Proposed activities and budget outline are inconsistent with the program description and timeline of grant.	Proposed activities and budget outline are unclear and inconsistent with the program description and timeline of grant.
<b>Ingenuity</b>	Proposal presents a highly innovative and creative idea. Demonstrates a new way of thinking and meets a current or emerging need.	Proposal presents an engaging and interesting idea that is somewhat creative or innovative. Meets a current or emerging need.	Proposal presents a good idea, but is limited in creativity or innovation. Partially meets a current or emerging need.	Proposal lacks creativity or innovation. Does not meet a current or emerging need.
<b>Reducing Disparities</b>	Proposal includes a comprehensive plan to identify and reduce disparities among youth in low-income areas who are in contact (or are at-risk of contact) with the juvenile justice system.	Proposal includes a plan to identify and reduce disparities among youth in low-income areas who are in contact (or are at-risk of contact) with the juvenile justice system.	Proposal includes a vague plan to identify and reduce disparities among youth in low-income areas who are in contact (or are at-risk of contact) with the juvenile justice system.	Proposal lacks a plan to identify and reduce disparities among youth in low-income areas who are in contact (or are at-risk of contact) with the juvenile justice system.
<b>Risk and Protective Factors</b>	Proposal includes a comprehensive plan to reduce risk factors and increase protective factors among youth who are in contact (or are at risk of contact) with the juvenile justice system.	Proposal includes a plan to reduce risk factors and increase protective factors among youth who are in contact (or are at risk of contact) with the juvenile justice system.	Proposal includes a vague or unclear plan to reduce risk factors and increase protective factors among youth who are in contact (or are at risk of contact) with the juvenile justice system.	Proposal lacks a plan to reduce risk factors and increase protective factors among youth who are in contact (or are at risk of contact) with the juvenile justice system.
<b>Evaluation</b>	Proposal includes a detailed plan for evaluating the program at specific intervals during the grant period.	Proposal includes a clear plan for evaluating the program at specific intervals during the grant period.	Proposal includes a vague plan for evaluating the program at specific intervals during the grant period.	Proposal does not include a plan for evaluating the program.

<b>Outcomes &amp; Impact</b>	Proposed outcomes are likely to be achieved, perhaps even exceeded. Potential program impact appears to be substantial. Program is likely to have impact beyond the target population.	Proposed outcomes are likely to be achieved. Potential program impact appears to be appropriate. Program is likely to have impact on the target population.	Proposed outcomes are unlikely to be achieved. Potential program impact appears to be minimal. Program is likely to have limited impact on target population.	Proposed outcomes cannot be determined. Potential program impact is unclear or undefined.
<b>ENHANCED Components</b>	Proposal includes enhanced components and includes a detailed explanation of how the components will be addressed.	Proposal includes enhanced components and includes an explanation of how the components will be addressed.	Proposal includes enhanced components and includes a vague explanation of how the components will be addressed.	Proposal does not include enhanced components.