

## CCJJ Procedures for Competitive Grant Review

**1) The Review Committee Process:** Proposals are prescreened immediately by the grant program manager following the submission deadline. Proposals are checked to ensure that they meet the RFP requirements including: cover sheet criteria, narrative detail, budget detail, page restrictions, certified assurances/grant conditions, program purpose area(s) and any other requirements of the RFP. Those not meeting the prescreen requirements may be disqualified.

After the prescreening process, the remaining grant proposals are read and scored by reviewers using an objective scoring rubric. The review committee members meet to establish a budget proposal for the grant program based on the average score of each application. Their budget proposal is a recommendation only. The budget recommendation for the grant program is forwarded to the full commission of CCJJ for consideration. The full Commission of CCJJ will either vote to approve the budget recommendation of the review committee or vote to forward the recommendation to internal review.

**2) Internal Review Committee Process:** In the event that a majority vote of the full commission of CCJJ does not support the outcome of the grant review committee, the proposals will be sent to an internal review committee of CCJJ. The internal review committee will include: two or more members of the full commission of CCJJ, at least one CCJJ staff member, and if possible, the members of the original grant program review committee. The internal review committee members will read and evaluate the grant proposals and add their scores to those of the original review committee. The award decisions of the internal review committee will be subject to the approval of the Executive Committee of CCJJ. Their decision will be final.

**3) Confidentiality:** CCJJ grant review members, CCJJ staff, and all others involved must treat as absolutely confidential all application materials, reviewer identities, comments, deliberations, and recommendations of the review committee. Reviewers are prohibited from providing any information before, during, and after the review regarding their deliberations or recommendations to anyone outside the review process. Application materials and information about the Review Committees' discussion or recommendations on particular applications must not be divulged to, or discussed with, any persons not involved in the review process. Should a Review Committee member receive a request for application materials or information about committees' discussions or recommendations, the reviewer should alert CCJJ. Any persons requesting information about the review process, or about a specific application, should also be referred to CCJJ.

**4) Informing Applicants of Review Committee Results:** An unsuccessful applicant will be informed in writing (email) about the outcome of the review of their proposal. CCJJ will also discuss the application results in person or by phone with the applicant at their request. ***All grant awards approved by the full Commission or Executive Committee of CCJJ, or the internal review committee are final, and no appeals process is available to applicants of unsuccessful grant proposals.***