Department of California Highway Patrol Cannabis Tax Fund Grant Program Application Evaluation Criteria

Application Elements/Criteria
Project Description
The **project description** is a brief overview, a paragraph, of the proposed project. This includes a brief summary of the problem, how the grant funding will be used and the desired outcome(s). Criteria: • Project supports and is in alignment with the opportunity project requirements.
Problem Statement
The **problem statement** identifies and clearly defines the problem and/or need to be addressed by the project. Criteria: • Targeted population/geographical area(s) the grant intends to serve. • Current unmet needs/gaps clearly described. **Statistical Data** is relevant statistical data/reports that are in alignment with the proposed project. Data may be included in problem statement or accompanied by an attached document. Criteria: • Statistical data included to support the scope of the problem.
Proposed Solution
The **solution(s)/outcome(s)** provide a detailed proposed solution to help alleviate the problem and/or need described in the project problem statement. Criteria: • Solution(s) is realistic, clearly defined, and attainable within the project performance period. • The resources (budget items) needed to successfully complete the project are identified and in alignment with proposed solution.
Performance Measures
The **performance measures** include the project goals and objectives (i.e., grant activities) used to measure progress towards goal achievement. Criteria: • Goals and objectives align with the project description, problem statement and desired solution/outcome(s). • Project objectives tie directly to the accomplishment of the project. • Estimated milestone dates/deadlines included for each goal and objective. • Quantitative measurements identified to assess progress toward deliverables.
Originality/Innovation
Criteria: The project is **innovative** and **original** in approach. Project attempts to solve the problem in a unique way and uses creative solutions to challenges that exist.
Project Performance Evaluation
The **project performance evaluation** describes the evaluation strategy (method) that will be used to show project effectiveness.

Criteria:
- Describes the evaluation plan to confirm whether the objectives have been met and progress was made toward the goal(s).   - Project's monitoring and reporting plan demonstrates a clear and reasonable approach for monitoring, assessing, and reporting the project's effectiveness.   - Communication plan is in place to share project results with both internal and external stakeholders.

Program Sustainability

The **program sustainability** describes the plan for reducing reliance on state funding in the future. It includes a summary and timeframe to continue efforts when the funds are either not available or significantly reduced.

Criteria:
- Clear comprehensive plan on how the results/efforts will be sustained beyond the project performance period.

Administrative Support

Administrative support describes the organization's grant experience, personnel and physical resources (e.g., support staff) needed for successful implementation of the project.

Criteria:
- Demonstrates the organization's ability to manage the efforts (i.e., prior grant experience).
- Appropriate staffing levels that will be dedicated to the implementation and management of the project.
- Organization's staff has the knowledge, skills and training to execute project expectations.
- Physical resources are available and dedicated to the project.

Budget

The **budget** should be complete, cost-effective, and costs must be allowable under the program guidelines. **Budget narratives** should provide estimated budget line item costs breakdown, clear purpose (justification/need) and demonstrate how applicants will utilize grant expenditures to accomplish their goals and objectives of the project.

Criteria:
- Requested amount is reasonable, necessary, and directly ties to the project objectives.
- The narrative clearly explains and justifies the requested funds (estimated cost breakdown and necessity).
- Costs are directly relative to the project with a perceived benefit.
- Funds are supplemental and not substitute for ongoing objectives.