

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

| Toxicology Evaluation Criteria |
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| Category/Criteria |
| Project Description |
| <p>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).</p> <ul style="list-style-type: none"> • Project supports and aligns with efforts to improve toxicology DUID testing for impaired driving cases. |
| Problem Statement |
| <p>The problem statement identifies the problem to be addressed by the project. It clearly defines the problem and/or need, why it is important to address and the need for funding to alleviate the problem.</p> <ul style="list-style-type: none"> • Targeted population/geographical area(s) the grant intends to serve. • Description of current unmet needs/gaps. • Statistical Data: Multiyear statistical data is used to support the problem statement and demonstrate the need for funding (e.g., # of DUI/DUID cases being analyzed each month, # of alcohol samples being tested, # of drug samples being tested, # of samples being sent offsite to be analyzed, # of cases per year asked to supply testimony). If applicable, please upload any statistical data/reports to support your problem statement. |
| Performance Measures |
| <p>The performance measures include the projects goals and objectives, activities with timelines and quantitative measurements used to measure progress towards goal achievement.</p> <ul style="list-style-type: none"> • Goals and objectives align with the project description, problem statement and desired outcome(s). • Project activities tie directly to the accomplishment of the objectives. • Measurable goals based on multi-year data. • Milestone dates included for each goal and objective. • Quantitative measurements identified, with plan for collecting the data, to assess progress toward deliverables. |
| Proposed Solution |
| <p>The solution(s)/outcome(s) should tie the problem to the desired results and describe the benefits that will be realized when the desired results are achieved. It should clearly define the project deliverables and the timeframe.</p> <ul style="list-style-type: none"> • Project solution(s) are clearly outlined and tie back to the problem statement. • Timeframe for achievement of deliverables is reasonable within the grant cycle. • Solution must be realistic and attainable within timeframe and with available resources. <p>Desired results:</p> <ul style="list-style-type: none"> • Project will lead to an increase in submitted drug samples being analyzed within a shorter turn-around time and reduces the number of samples being sent offsite. • Project aids in the prosecution of DUI/DUID cases and supports toxicology testimonies. • Project will help reduce backlog of samples awaiting testing. |

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| Originality/Innovation |
| The project is innovative and original in approach. Attempts to solve the problem in a unique way and uses creative solutions to challenges that exist. |
| Method of Evaluation |
| The method of evaluation describes the evaluation strategy that will be used to show project effectiveness. <ul style="list-style-type: none"> • The evaluation plan confirms 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. • Quantitative and Qualitative data captured, with plan to analyze and report, to demonstrate project success. • Communication plan 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. <ul style="list-style-type: none"> • Comprehensive plan on how the results/efforts will be sustained beyond the grant period. • Detailed timeline for continuing efforts to assist in the alleviation of the problem. |
| Administrative Support |
| Administrative support describes the organization's experience, personnel and physical resources (e.g., support staff) needed for successful implementation of the project. <ul style="list-style-type: none"> • Demonstrates the organizations ability to manage the efforts. • Appropriate staffing levels that will be dedicated to the implementation and maintenance of the project. • Physical resources are available and dedicated to the project. • Agency/staff has the knowledge, skills and training to execute project expectations. |
| Budget |
| The budget should be complete, cost-effective, and costs must be allowable under the program guidelines. Budget narratives should clearly define proposed costs and demonstrate generally how applicants will utilize grant expenditures. <ul style="list-style-type: none"> • Submitted amount is reasonable, necessary, and ties to the project activities. • The narrative clearly explains and justifies the requested funds and demonstrates agency support. • Costs are relative to the project with a perceived benefit. • Funds are supplemental and not substitute for ongoing activities. |