

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

Grant Application Elements/Criteria
<b>Project Description</b>
<p>The Project Description provides a brief overview/synopsis (a paragraph) of the proposed Project, detailing what activities/items will be used to obtain the desired outcome(s).</p> <p><u>Criteria:</u></p> <ul style="list-style-type: none"> <li>Project supports and is in alignment with the Grant Opportunity's Project requirements</li> </ul>
<b>Problem Statement/Proposed Solution</b>
<p>The Problem Statement/Proposed Solution clearly identify the problem/need (Problem Statement) in the local community that will be addressed by the Project, and clearly identify the Proposed Solution to address the problem/need. If applicable, provide recent and high-level statistical data that directly supports the problem/need in your local community.</p> <p><u>Criteria (Problem Statement):</u></p> <ul style="list-style-type: none"> <li>Targeted population/geographical area(s) the grant intends to serve</li> <li>Clearly described current unmet needs/gaps</li> </ul> <p><u>Criteria (Proposed Solution):</u></p> <ul style="list-style-type: none"> <li>Solution(s) is realistic, clearly defined, and attainable within the Project Performance Period</li> </ul> <p>Statistical data is relevant and are in alignment with the proposed Project. Data may be included in the Problem Statement or accompanied by an attached document.</p> <p><u>Criteria:</u></p> <ul style="list-style-type: none"> <li>Statistical data included to support the problem/need</li> </ul>
<b>Performance Measures</b>
<p>The Performance Measures detail the activities/items which will serve as the goals and objectives for the Project. For each, include estimated timelines (ex: monthly, quarterly), quantitative measurements (ex: reduction of DUI/DUID by %), and justification detailing how it will enhance/support the Project.</p> <p>NOTE: The Performance Measures/Scope of Work must be consistent with the Project Description and Budget.</p> <p><u>Criteria:</u></p> <ul style="list-style-type: none"> <li>Goals and objectives align with the Project Description, Problem Statement, and Proposed Solution</li> <li>Project objectives tie directly to the accomplishment of the Project</li> <li>Estimated milestone dates/deadlines included for each goal and objective</li> <li>Quantitative measurements identified to assess progress toward goals and objectives</li> <li>Resources (Budget Line Items) needed to successfully complete Project activities are identified and in alignment with the proposed Project</li> </ul>
<b>Originality/Innovation</b>
<p><u>Criteria:</u></p> <ul style="list-style-type: none"> <li>The Project is innovative and original in approach; the Project attempts to solve the Problem Statement in a unique way and uses creative solutions to challenges that exist</li> </ul>

<p><b>Project Performance Evaluation</b></p> <p>The Project Performance Evaluation is the method of evaluation to show Project effectiveness and positive impact(s) on the community. These strategies shall include captured quantitative/qualitative data and a communication plan to share Project results with both internal and external stakeholders.</p> <p><u>Criteria:</u></p> <ul style="list-style-type: none"> <li>• Describes the evaluation plan to confirm whether the objectives are met, and progress was made toward the goal(s)</li> <li>• Project’s monitoring and reporting plan demonstrates a clear and reasonable approach for monitoring, assessing, and reporting the Project’s effectiveness</li> <li>• Communication plan is in place to share Project results with both internal and external stakeholders</li> </ul>
<p><b>Program Sustainability</b></p> <p>The Program Sustainability describes the plan for reducing reliance on future grant funding. Include a summary and timeframe to continue efforts when grant funds are either not available or significantly reduced.</p> <p><u>Criteria:</u></p> <ul style="list-style-type: none"> <li>• Clear comprehensive plan on how the results/efforts will be sustained beyond the Project Performance Period</li> </ul>
<p><b>Administrative Support</b></p> <p>The Administrative Support describes the Organization/Agency’s grant experience, personnel, and physical resources needed to successfully implement the Project.</p> <p><u>Criteria:</u></p> <ul style="list-style-type: none"> <li>• Demonstrates the Organization/Agency’s ability to manage the efforts (ex: prior grant experience)</li> <li>• Appropriate staffing levels that will be dedicated to the implementation and management of the Project</li> <li>• Organization/Agency’s staff has the knowledge, skills, and training to execute Project expectations</li> <li>• Physical resources are available and dedicated to the Project</li> </ul>
<p><b>Budget</b></p> <p>The Budget should be complete and cost-effective, and costs must be allowable under the program guidelines. Budget Line Item narratives should provide an estimated breakdown of Budget Line Item costs, a clear purpose (justification/need), and demonstrate how Grant Applicants will utilize grant funds to accomplish the goals and objectives.</p> <p><u>Criteria:</u></p> <ul style="list-style-type: none"> <li>• Requested amount is reasonable, necessary, and directly ties to Project objectives</li> <li>• The narrative clearly explains and justifies requested grant funds (estimated cost breakdown and necessity)</li> <li>• Costs are directly relative to the Project with a perceived benefit</li> <li>• Grant funds are supplemental and not substitute for ongoing objectives</li> </ul>