



Capital Area Council of Governments

6800 Burleson Road, Building 310, Suite 165

Austin, Texas 78744-2306

Ph: 512-916-6000 Fax: 512-916-6001

www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

Plan Year 2027 Criminal Justice Grant Application Scoring Criteria and Guidance

Each question in the Regional Priorities, Application Review, and Project Presentation sections of the Score Sheet indicate a maximum score available for each. CAJC members are advised to indicate a score for each question in the range from 0 to the maximum points allowed based on the extent to which the application addresses the question and by using the guidance provided in this document.

Objective Score

(15 points maximum)

Did the applicant attend CAPCOG's Grant Workshop? (5 Points Maximum)

CAPCOG staff will provide a yes or no answer to this question on Score Sheet if the applicant attended the Grant workshop as stated in Policy Statement.

Did the Applicant Submit a Project Summary Sheet? (10 Points Maximum)

CAPCOG staff will indicate on the score sheet the applicant submission status for the Project Summary Sheet as stated in Policy Statement.

Regional Priorities and Needs

(10 points maximum)

Does this Project align with at least one of the five identified Regional Needs? **(5Points Maximum)** CJAC members should reference the Project Activities Information portion of the application summary when awarding these points. CJAC members should also refer to the CAPCOG 2025–2030 Criminal Justice Strategic Plan for the full list of Regional Needs.

. Points should be awarded based on the portion of a project that falls under one or more of these priorities

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Application Review

(50 points maximum)

Are the project costs in the budget eligible, reasonable, and essential to the goal and activities of the project? (10 Points Maximum)

CJAC Members should reference the Budget Information in the application summary when awarding these points. Also, please consider the questions below.

- Does the budget include all items necessary to complete the project?
- How cost effective are the items identified in the project budget?
- Has the applicant provided a clear explanation for how all items in the project budget will be used in the execution of the project?
- Has the applicant budgeted correctly for the proposed project?
- If a match is required for the project, does the applicant have the match properly calculated and allocated?

Does the applicant's approach clearly address the problem and outlined activities that will be conducted during the project? (10 Points Maximum)

CJAC Members should reference the Approach and Activities, and Evidence-Based Practices narratives in the application summary when awarding these points. Also, please consider the questions below.

- Is it easy to understand what the project does by reading the Approach and Activities narrative in the application summary?
- Will the approach outlined here have a meaningful impact on the problem?
- Is there a justifiable and clear reason given for choosing the approach?
- Is a reasonable timeline for all relevant aspects of the project identified by the applicant?
- Are the methods, approaches, and activities identified evidence-based?
- Is the evidence cited? Is the citation used reputable and knowledgeable?
- Does the applicant demonstrate an understanding of the target population's needs?

Does the applicant use supporting data that demonstrates the problem exists, demonstrates the problem's size and scope, and demonstrates the problem's negative effects on the target population? (10 Points Maximum)

CJAC Members should reference the Supporting Data and Problem Statement narratives as well as the Performance Management, and Data Management narratives in the application summary when awarding these points. Also, please consider the questions below.

- Has the applicant cited and used verifiable and trustworthy data sources?
- Is the data used "right sized" for the project? Does it use local or regional data to support the existence of the problem?
- Does the data used clearly support the problem statement?
- In the target group(s) identified in the number, geographic area, and demographic makeup? Is there data supporting these claims?
- Are there clearly defined ways to measure the project's success?
- Have goals and measurable objectives been identified? Are specific outcome and output measures defined?
- How well are the goals and objectives tied to the problem?
- Has the baseline and the expected change resulting from the project been identified?
- Does the applicant have sound methods for reviewing project performance?
- Are the methods used to analyze performance data explained clearly?
- Does the applicant use the information from project performance reviews to make decisions about the project?

- How well does the applicant outline how performance data is collected, tracked, and maintained? Does the applicant identify any software or tools to be used?

How well does the project support a regionally integrated criminal justice system that provides inherent value? (10 points maximum)

CJAC Members should reference the Project Abstract, Problem Statement, and Capacity & Capabilities narratives in the application summary when awarding these points. Also, please consider the questions below:

- Is the root problem and need clearly defined?
- Does the identified problem fall within the jurisdiction and responsibilities of the applicant?
- Is the problem supported by evidence, either statistical or anecdotal?
- Has the applicant identified a problem that is not just the lack of the proposed project?
- Does the Problem Statement make a compelling case for the existence of and need to solve the problem?
- Does the problem statement identify the people that will be served?
- Is the target group identified in number, geographic area, and demographic makeup? Is there data supporting these claims?
- Have special characteristics of the targeted population been identified?
- Does the applicant demonstrate an understanding of the target population's needs?

How capable is the applicant in executing the project identified in the application and completing any required reporting? (10 points maximum)

CJAC Members should reference the Capabilities & Capacity, Approach & Activities, and Performance Management narratives in the application summary when awarding these points. Also, please consider the questions below.

- Has the applicant provided sufficient information about their organizational qualifications and performance history to confidently ensure the project is feasible?
- Has the applicant provided enough information to indicate it has the capacity to handle all the work required for successful completion of the project, including all reporting that is required by CJD?
- Does the applicant identify personnel who are sufficiently qualified and experienced to add value and increase the likelihood of success for the project?
- Are the proposed activities tied to personnel qualification in a way that shows a reasoned connection between the two?

**Project Presentation
(25 points maximum)**

Is the applicant's presentation consistent with the content provided in the written application? (Maximum 15 Points)

CJAC Members should consider the following and reference to the full application.

- Did the Agency send a presenter that was knowledgeable of the program?
- Was the presenter able to answer the CJAC's questions accurately?
- Were the items mentioned in the presentation consistent with the application?

Does the agency have a strategy to sustain this project if grant funds are not available in subsequent years or if the project received a reduction in funding? (10 Points Maximum)

CJAC members should consider the following and reference the full application and the 5-minute presentation from the presenter.

- Did the presenter describe the agency's strategy to sustain this project beyond the grant period? Would the agency be able to carry out the program if the funding were to disappear tomorrow?
- For equipment or technology projects, did the presenter describe the agency's plan to maintain equipment beyond the grant period (i.e., routine maintenance, repairs, upgrades, etc.).