



CALIFORNIA
HIGHWAY PATROL

CANNABIS TAX FUND GRANT PROGRAM (CTFGP) WORKSHOP

CANNABIS GRANTS UNIT (CGU)

Program Overview & Regulations

Program Overview



With the passage of Proposition 64 and in accordance with Revenue and Taxation Code Section 34019, the California Highway Patrol was tasked with establishing a grant administration program to disburse grant funds to local government and qualified nonprofit organizations for education, prevention, and enforcement of laws related to driving under the influence of alcohol and other drugs, including cannabis.

- Proposition 64, (2016)
- Senate Bill 94, (2017)
- Revenue and Taxation Code Section 34019

Program Resources available on CHP website:

[Cannabis Tax Fund Grant Program \(CTFGP\)](#)

Program Regulations



The California Highway Patrol (CHP) adopted regulations within Title 13 of the California Code of Regulations (CCR), Division 2, Chapter 13, which govern the CHP, Cannabis Tax Fund Grant Program.

Regulations Outline:

- Grant provisions, grant Project types, specific Grant Application requirements and evaluation criteria, and necessary administrative procedures for the program

Regulations:

[Cannabis Tax Fund Grant Program Regulations](#)

Website

Website Cannabis Tax Fund Grant Program (CTFGP)



Review all website pages to ensure Program requirements are met. Website links are below:

[Statute](#)

[Program Regulations](#)

[Request for Grant Applications \(RFAs\)](#)

[Grant Application Submission Links](#)

[Link to Online Grant Management System](#)

[Scoring Criteria](#)



Timeline

Timeline



Activity	Date
Grant Workshop	January 9, 2024
Grant Application Submission Period	January 9, 2024 – February 23, 2024
Grant Application Submission Deadline	February 23, 2024, 5:00pm Pacific Time
Grant Application Review	February 2024 – May 2024
Award Announcements	May – June 2024
Grant Agreement Execution	June 2024
Start of Project Performance Period	July 1, 2024

2024 Grant Opportunities

Toxicology: Crime Laboratories



Eligible Grant Applicants:

- Local Government, which includes California County and/or City Crime Laboratories (must support DUI/DUID cases in California)

Toxicology Projects shall include **at least one** or more:

- Forensic alcohol and/or breath alcohol analysis for DUI prosecution
- Controlled substances/drug chemistry analysis for DUID prosecution
- Eliminate backlog in analysis of DUI/DUID forensic science evidence
- Reduce turnaround time for DUI/DUID sample testing
- Purchase and/or upgrade equipment to improve DUI/DUID testing capabilities
- Reduce or eliminate need of DUI/DUID outsource testing

Toxicology: Medical Examiners/Coroner's Offices, and Law Enforcement Coroner's Divisions



Eligible Grant Applicants:

- Local Government, which includes California County Medical Examiners/Coroner's Offices, and Law Enforcement Coroner's Divisions

Toxicology Projects shall include:

- Take and/or test biological samples (ex: blood, urine, tissue, saliva, etc.) from body of deceased for alcohol and drugs
- Report data collection to CGU

Law Enforcement



Eligible Grant Applicants:

- Law Enforcement Organizations/Agencies, with the primary function of enforcing traffic laws, which includes responding to calls, making arrests, and issuing citations, pursuant to the California Penal Code, California Vehicle Code, and California Health and Safety Code

Two Types:

- Large-Size Law Enforcement Organizations/Agencies
 - 500 or more employees
- Small and Mid-Size Law Enforcement Organizations/Agencies
 - Small-Size: 100 employees or less
 - Mid-Size: 500 employees or less

Law Enforcement



Law Enforcement Projects shall include **at least one** Project activity and focus on **one** or more:

- DUI/DUID enforcement efforts (ex: DUI Saturation Patrol, DUI Checkpoint)
- Drug Evaluation and Classification (DEC) courses (ex: SFST, ARIDE, DRE)
- General prevention education and community outreach (ex: presentations)

Education



Eligible Grant Applicants:

- Local Government, Law Enforcement, Pass-Through Entity for a Qualified Nonprofit

Innovative, community-based approaches to education & prevention may include:

- Educational events (ex: high school or college education, festivals, concerts)
- Educational interactive activities (ex: pedal karts, games, educational videos)
- Real-life opportunities to illustrate dangers of impaired driving
- Educational material distribution (bars, dispensaries)
- Campaigns (ex: radio, social media, billboards, video)

Eligible Costs



Costs that further Project objectives, incurred during Project Performance Period, and **directly related** to Project activities identified in Grant Application

Budget Categories:

- Personnel
- Travel
- Equipment
- Consultants/Contracts
- Other Direct Costs

Grant Application Submission Process

How to Apply



Grant Management System (GMS)/AmpliFund Online Grant Application Portal: [Cannabis Tax Fund Grant Program Application Submission](#)

Resources:

- Application Portal Guide
- Applicant Submission Instructional Video

TIPS:

- New Grant Applicants **must register and create account** in AmpliFund
- Returning Grant Applicants don't need to register/create account in AmpliFund
- User info = Email to receive notifications regarding Grant Application
- Organization/Agency's primary contact information required to register

GMS Grant Application Sections



Grant Opportunity Details:

- Type, funding, and relevant dates

Project Information:

- Requested funding amount and contact information

Grant Application Forms:

- Forms for completion

Budget:

- Request Project Budget line items and narrative justification

GMS Grant Application Submission



Grant Application Deadline = February 23, 2024, at 5:00pm PST

Grant Management System (GMS)/AmpliFund:

www.gotomygrants.com



TIPS:

- Make sure all forms are “**Marked as Complete**”
- White check marks in top navigation bar indicate marked as complete
- Prior to submitting, review and download copy for records
- Once submitted, you can't make changes or edits
- Once you submit, you will receive an email from no-reply@gotomygrants.com

Grant Application Content & Review/Scoring

Grant Application Content Guidelines



- Clearly communicate the problem in your local community
- Use **current and local data** to drive priorities for the Project
- Propose a **realistic** solution to accomplish within the Project Performance Period
- Implement evidence-based and best practice interventions (Project activities)
- Establish an evaluation plan to gauge impact of proposed Project activities
- Consider options for sustainability without grant funds
- Ensure infrastructure & staff are in place to successfully manage Project activities
- Requested Budget line items **must align** with grant-funded Project activities
- No “equipment-only” Projects

Project Description



Project Description should include:

- A brief overview of proposed Project

TIPS:

- Keep it brief and to the point...what is the scope of the Project and how will grant funds be used

Example: *The Project will provide education to increase awareness on the dangers of driving under the influence and enforcement activities to help combat the increase of DUI/DUID cases in our local community. Enforcement activities will increase visible police presence in an effort to reduce impaired driving deaths. Local high school presentations will provide the ability to strengthen the development of educational anti-DUI/DUID strategies.*

Problem Statement & Proposed Solution



Problem Statement should include:

- Targeted population/geographical area(s) Project intends to serve
- Current unmet needs/gaps

Proposed Solution should include:

- Ways to address problem/need
- How problem/need will be solved with requested grant funds

TIPS:

- Don't quote overall statistics – keep specific to Project area/target
- Don't cut and paste tables – write or attach statistics/documents

***Examples:** (Emphasis Area/Problem) – Increased rate of impaired driving accidents in a specific area or time of year; high percentage of impaired driving among a certain age group (ex: young drivers); lab experiencing backlog and limited testing capabilities; an effective program in need of updated learning tools (ex: flyers, video equipment, interactive games)*

Performance Measures/Scope of Work



Performance Measures should include:

- Each Project activity/item
- Goals and objectives that align with Project activities
- Estimated milestone dates/deadlines for each Project activity

TIPS:

- Do not include Project activities that will not be funded by the Project
- Keep number of Project activities **realistic** and **Project-focused**

Examples: 2 DUI Checkpoints (Q2 = 1, Q4 = 1) – Aim to reduce DUI/DUID by 15%, which will reduce the number of impaired drivers in the community. 4 Message Boards for DUI Checkpoints and Educational Messaging (Q1 = Purchase, Q2 = Receive, Q2-Q4 = Use to complete DUI Checkpoints and education) – We will utilize the Message Boards to notify the public of an approaching DUI Checkpoint. In between DUI Checkpoints, we will display educational messaging against driving under the influence. 2,000 Flyers (Q1 = Purchase, Q2 = Distribute, Q4 = Distribute) – Printed materials will include facts, data, and images related to impaired driving and will be distributed at the DUI Checkpoints.

Project Performance Evaluation



Project Performance Evaluation should include:

- Evaluation strategy used to show Project effectiveness and document successful Project activities
- Should be designed so that an independent observer can confirm or measure if objectives are met and progress is made toward the goal(s) by changing numbers, knowledge, attitudes, and/or behaviors

Examples: Reports; Surveys; Data collection

Program Sustainability/Administrative Support



Program Sustainability should include:

- Resources to maintain Project activities without grant funding

Administrative Support should include:

- Adequate staff to complete Project within the Project Performance Period
- Staff knowledge, skills, and training to execute Project expectations

Budget



Budget should include:

- Items and/or resources necessary to complete Project activities listed in the Performance Measures/Scope of Work
- Budget line items must support and align with the Performance Measures/Scope of Work

Examples: (Personnel) *DUI Saturation Patrols = \$9,600.00 / 2 Officers per patrol / Officer = OT \$60.00 per hour / 5 hours per patrol / 16 patrols / 80 hours per Officer / 160 hours; (Other Direct Costs) *Flyers = \$760.00 / 2,000 printed materials / \$.38 each.

Grant Application Review/Scoring



Competitive Two-Stage Evaluation Process:

- Administrative Review
- Panel Review

Grant Application Review & Scoring Information:

[Cannabis Tax Fund Grant Program Opportunity](#)

Post-Award Process

Grant Agreement Execution



Grant Agreement Execution Process shall include:

- **Authorized Official** will receive emailed Grant Agreement and **electronically sign with digital signature**
- Return signed Grant Agreement to CGU via email CGUGrants@chp.ca.gov

TIPS:

- Resolution & FI\$Cal Form required for execution
- CGU will email copy of executed Grant Agreement
- Official Address to receive warrant **MUST** match FI\$Cal Form
- Authorized Official = authorized with signing authority
- Authorized Financial Contact = maintains financial records and documents
- Administrative Contact = responsible for day-to-day administration

Reimbursement Requests



Disbursement of Grant Funds:

- Reimbursement-basis only
- Payment advances will not be dispersed

Reimbursement Requests:

- Submit through AmpliFund within **14 calendar days** after end of quarter, if applicable
- Will be paid within **45 calendar** days of approval

Quarterly Reports



Required Quarterly Reporting:

- Reimbursement-basis only
- Report quarterly on achieved Project goals/activities
- Submit through AmpliFund within **14 calendar days** after end of quarter
- CGU may monitor Project progress by phone, email, and/or site visits

Closeout Process



Final Quarterly Report and/or Reimbursement Request:

- Submit through AmpliFund within **60 calendar days** after completion of Project Performance Period
- CGU will conduct final assessment prior to closing Project

Contact Information & Resources

Contact Information & Resources



Cannabis Grants Unit:

- (916) 843-4360
- Email CGUGrants@chp.ca.gov

Resources:

[Cannabis Tax Fund Grant Program](#)

[Revenue and Taxation Code Section 34019](#)

[California Code of Regulations, Title 13, Division 2, Chapter 13](#)

[California Department of Human Resources \(CalHR\)](#)

