CANNABIS TAX FUND GRANT PROGRAM (CTFGP) WORKSHOP
CANNABIS GRANTS UNIT (CGU)

Topics

- Funding Source/Proposition 64/Revenue and Taxation Code 34019

- Timeline/Web Site/Grant Opportunities

- Online Grant Management System (GMS/AmpliFund)/How to Apply

- Grant Application Content/**Tips for a Successful Grant Application**

- Award Process/Grant Agreement Execution/Administration

Funding

With the passage of Proposition 64 and in accordance with Revenue and Taxation Code Section 34019, the Department of 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 Web Site:

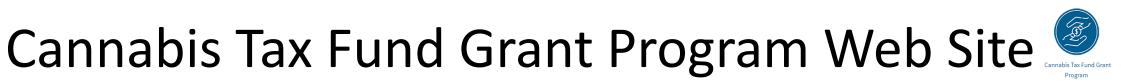https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program

Timeline/CHP Web Site

Timeline

Activity	Date
Grant Workshop(s)	January 6, 2023
Grant Application Submission Period	January 6, 2023 – February 23, 2023
Grant Application Submission Deadline	February 23, 2023, 5:00pm Pacific Time
Grant Application Review	February 2023 – May 2023
Award Announcements	May – June 2023
Grant Agreement Execution	June 2023
Start of Project Performance Period	July 1, 2023

Cannabis Tax Fund Grant Program Web Site

Review all web pages to ensure Program requirements are met. Web site includes:

- Link to Statute
- Program Regulations
- Request for Applications (RFAs)
- Application Submission Links
- Link to Online Grant Management System
- Scoring Criteria

https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program

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

These regulations outline: **grant provisions, grant project types, specific Grant Application requirements and evaluation criteria, and necessary administrative procedures for the program**

Regulations Available on CHP Web Site:

www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program-overview/program-regulations

2023 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 may include:
- Forensic alcohol and/or breath alcohol analysis for DUI prosecution
- Controlled substances/drug chemistry analysis for DUID prosecution
- Eliminate backlog in the analysis of forensic science evidence
- Reduce turnaround time for sample testing
- Purchase and/or upgrade equipment to improve testing capabilities
- Reduce or eliminate the need for outsource testing by private laboratories

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 biological samples (ex: blood, urine, tissue, saliva, etc.) from the body of the deceased before it is prepared for burial to test for alcohol & 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** of the following:

- DUI /DUID enforcement efforts (ex: DUI Saturation Patrols, DUI Checkpoints)
- Drug Evaluation and Classification (DEC) courses (ex: SFST Training, ARIDE Training, DRE Training
- General prevention education and community outreach to educate the public about dangers of impaired driving

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 education, college education, community venues, sports venues, festivals, concerts)
- Educational activities with interactive, hands-on learning tools and simulation (ex: pedal karts, games, educational videos, presentations)
- Real-life opportunities to illustrate the dangers of impaired driving
- Educational material distribution (bars, dispensaries)
- Campaigns featuring radio advertisements, social media, billboards, video advertisements, and messaging to educate and increase awareness of impaired driving

Eligible Costs

Eligible costs are costs that further the Project objectives, incurred during the Project Performance Period, and are **directly related** to the Project activities identified in the Grant Application

Costs must align with proposed Project activities

Budget Categories:
- Personnel
- Travel
- Equipment
- Consultants/Contracts
- Other Direct Costs

How to Apply

How to Apply

Grant Management System (GMS)/AmpliFund

Online Grant Application Portal access is available at:

https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program/application-submission

- Application Portal Guide
- Applicant Submission Instructional Video

New Grant Applicants <u>must</u> **Register** and **Create An Account** in the GMS

- Username should be the email address where important emails will be received regarding the Grant Application
- Organization/Agency's primary contact information is required to register
- Returning Grant Applicants do not need to register/create a new account

GMS/AmpliFund Grant Application Sections

Grant Opportunity Details
- Provides general Grant Opportunity information (Grant Opportunity type, funding, and relevant dates)

Project Information
- Requested funding amount and Grant Applicant's Organization/Agency contact information

Grant Application Forms
- Includes the Grant Application forms to be completed

Budget
- Provides Project Budget line items request and narrative justification

GMS/AmpliFund Grant Application Submission

Grant Application deadline is **February 23, 2023 at 5:00 pm PST**

You are about to submit your application, **San Diego Toxicology Laboratory (Test)**, to **California Highway Patrol (CHP)**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

Tips for successful submission of your Grant Application:

- Make sure all forms are "**Mark as Complete**"
- White check marks in the top navigation bar indicate forms are marked as complete
- Prior to submitting, review and download a copy for your records
- **Once submitted, you will not be able to make any further changes or edits**

You will receive an email from no-reply@gotomygrants.com once your Grant Application is submitted

Grant Management System (GMS)/AmpliFund: www.gotomygrants.com

Grant Application Content
Tips for a Successful Grant Application

Project Description

A brief overview/synopsis (a paragraph) of the proposed Project, detailing what activities/items will be used to obtain the desired outcome(s)

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. DUI Saturation Patrols will allow for more visible enforcement efforts in the reduction of impaired driving collisions. Local high school presentations will provide the ability to strengthen the development of educational strategies in the community. Purchasing equipment, such as an electronic message board, will highlight DUI/DUID awareness campaigns.

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

Grant Application Content Guidelines

- Clearly communicate the problem to be addressed
- Use **current and local data** to drive priorities for the Project
- Propose an effective and **realistic** solution that can be accomplished within the Project Performance Period
- Implement evidence-based and best practice interventions (Project activities)
- Have an evaluation plan to evaluate impact of proposed Project activities
- Consider options for sustainability
- Ensure infrastructure and staff are in place to successfully manage administration of the Project and Project activities
- Requested Budget line items **must align** with grant-funded Project activities

Problem Statement

Problem Statement should include:
- Specific area(s), target audience, or Organization/Agency problem

Examples: (Emphasis Area) – High incidence of impaired driving accidents in specific area or time of year, age group with high rate of impaired driving incidents (ex: young drivers), lab experiencing backlog and limited testing capabilities, have an effective program in need of updated learning tools (ex: flyers, video equipment, interactive games)

TIPS:
- Problem addressed should be in the local community or within the Organization/Agency
- Keep statistics specific to area/target the Project will serve
- Don't cut and paste tables from other documents; write or attach statistics

Performance Measures/Scope of Work

- Project activities comprise the plan of operation for the Project

- In a detailed and concise way, Project activities describe what you will do to achieve program objectives, such as increasing enforcement, educating students, and/or reducing backlog

- Project activity statements should include a deadline and process indicators appropriate for measuring progress on completed Project activity(s)
  - Measurable goal(s)
  - Number of each Project activity(s)
  - Estimated timeline for Project activity(s)

- Resources needed for each Project activity(s)
  - Budgeted items needed to complete Project activity(s)

Performance Measures/Scope of Work Tips

TIPS:

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

Performance Measures/Scope of Work Example

Project Goal: Reduce DUI/DUID injury and fatal collisions by 5% in the community

The Police Department will conduct 12 DUI Saturation Patrols, spread out over each month (1 per month). DUI Saturation Patrols will be directed at local areas supported by local DUI/DUID data and include up to two-man units for a 6-hour shift. Additional OT hours will be required to complete these additional DUI Saturation Patrols.

The Police Department will conduct 4 presentations at selected high school campuses within the community. The presentations will occur once each quarter (4 total) and focus on the risks and dangers of impaired driving. The presentations will be a combination of speaking, question & answer, videos, and handing out educational materials, such as printed flyers.

Project Performance Evaluation

- 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 have been met and progress is made toward the goal(s) by changing numbers, knowledge, attitudes, or behaviors

- Evaluation plan should include process evaluation measures for each Project activity, as well as outcome evaluation measures

Examples:
- Statistical Reports
- Surveys
- Data Collection

Program Sustainability/Administrative Support

Program Sustainability:
- Resources to maintain Project activities without grant funding

Administrative Support:
- Adequate staff to complete Project within the Project Performance Period

Budget

- The budget contains items/resources necessary to complete the Project activities listed in the Performance Measures

- Budget line items must support and align with the Project's Performance Measures/Scope of Work

Example:
DUI Saturation Patrol - Officer/Corporal: 432 hours @ $92.49 = $39,955.68. Amount calculated for 432 hours of overtime at $92.49. 36 Saturation Patrols 2 Police Officer II's or Corporals on overtime for 6 hours each, for a total overtime cost of $39,955.68.

Flyers - 2000 x .38 = $760.00. Printed materials will include facts, data, and images related to impaired driving

Grant Application Review/Scoring

Competitive Evaluation Process consists of a two-stage review process:
- Administrative Review
- Panel Review

Grant Application Review/Scoring Information Available on CHP Web Site:
https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program/program-opportunities

Post Award Process

Grant Agreement Once Awarded

Grant Agreements will be emailed to the address provided for the **Authorized Official** to be signed

- The person with signing authority shall **electronically** sign
- If the authority changes, Grantee must email CGU with new contact information

Grantees shall return signed Grant Agreements to CGU via email to CGUGrants@chp.ca.gov

Resolution & FI$Cal Form are required for execution

Once executed, CGU will email a copy of your executed Grant Agreement

Reimbursement Request Process

- Disbursement of grant funds occurs on a reimbursement basis only; Payment advances will not be dispersed

- Quarterly Reimbursement Requests shall be submitted through the GMS/AmpliFund within **14 calendar days** after the end of the quarter, if applicable

- Reimbursement Requests will be paid within **45 calendar** days of approval

Quarterly Reports

- Grantees are required to report quarterly on achieved Project goals and Project activities that occurred during the Reporting Period

- Grantees will utilize the GMS/AmpliFund to submit quarterly reports within **14 calendar days** after the end of each quarter

- Monitoring of Project progress by your Grant Administrator may include phone, email, and/or in-person (site visits)

Closeout Process

- At the end of the Project Performance Period, CGU will conduct a final assessment prior to closing out the Project

- Grantees shall submit a final Reimbursement Request and required closeout documentation through the GMS/AmpliFund within **60 calendar days** after the completion of the Project Performance Period

- CGU will review the final Reimbursement Request and quarterly report

Contact Information & Resources

Cannabis Grants Unit

(916) 843-4360 or via email at CGUGrants@chp.ca.gov

Additional Resources:

Cannabis Tax Fund Grant Program Web Site

Revenue and Taxation Code Section 34019

California Code of Regulations, Title 13, Division 2, Chapter 13