

Cannabis Tax Fund Grant Program



CANNABIS GRANTS UNIT

Applicant Portal Guide

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INTRODUCTION.

The California Highway Patrol's (CHP) online Grant Management System (GMS) AmpliFund Applicant Portal allows organizations to submit applications for a specified funding opportunity. This guide explains how to navigate and complete the application process.

GETTING STARTED ON THE APPLICANT PORTAL.

1. **Organization Registration.** The first time you access an opportunity through the Applicant Portal, you will be prompted to create a login and password. Alternatively, users may have received an e-mail invitation from another user in their organization. Once registered, you will be able to access the opportunity. Organization registration shall be completed by the Organization's Administrator.
 - a. **Organization Administrator:** The organizations' representative that registers the organization will be assigned as the "Organization Administrator" and will receive all e-mail correspondence generated by the GMS. The Organization Administrator is a staff member who has general authority and designation to direct the project supported by the grant agreement.
 - b. The GMS supports the entire grant life cycle, including the online grant application, submission of reimbursement requests, and submission of periodic progress reports. The GMS will guide applicants through the application process. For further instruction, please reference the Cannabis Tax Fund Grant Program's (CTFGP) Web page located on the CHP's Web site and/or contact the Cannabis Grants Unit (CGU) for assistance.

NOTE: Each Applicant Portal account must have its own e-mail unique address. An e-mail address cannot be used for multiple accounts.

2. **Creating an Account.**
 - a. Use the opportunity link on the CTFGP Web page on the CHP's Web site (www.chp.ca.gov). Click on an open opportunity name (hyperlink).
 - b. Click **Apply** to the right of the opportunity name.



- c. On the **Login** screen, then click **Register**.



- d. On the Create New Account page, add your user information, contact information, and organization information. All required fields are noted with an asterisk (*). All first-time applicants shall register their organization information prior to the application process. Organization registration shall be completed and will include:

- (1) User Information (e-mail address and password).
- (2) Contact Information (name, address, telephone number).
- (3) Organization Information (organization name, organization type, e-mail address, address and telephone number).

NOTE: Click the **Same as Above** option to save time and enter previously used information.

- e. Click **Register**.

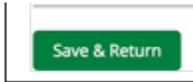


- f. Click **I Accept** to accept the AmpliFund Terms and Conditions.

NOTE: Do not reregister your organization if it has previously been registered. Please contact the CGU if you need access to your organization's account (e.g., you do not have access to the primary e-mail address, or the primary contact person has changed).

3. Editing Your Account Information. On the Account Information page, users may view and edit their password, contact information, and organization information.
- a. Click on your e-mail address in the top-right corner of the page.
 - b. In the dropdown menu, select **Account Information**.
 - c. On the Account Information page, click **Edit**.
 - d. Update the information as necessary.

- e. Click **Save & Return**.



- 4. Logging in to the Applicant Portal. Once you have registered on the Applicant Portal, use your e-mail and password to login into the Applicant Portal to access your saved, started, and submitted applications.
 - a. Use this opportunity to link onto the CTFGP Web page on the CHP's Web site (www.chp.ca.gov).
 - b. Click **Login** in the top-right corner.
 - c. In the login window, enter your e-mail and password.
 - d. Click **Login**.



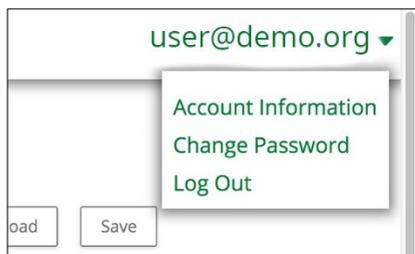
-OR-

- a. Go to gotomygrants.com.
- b. In the login window, enter you e-mail and password.
- c. Click **Login**.



5. Logging Out of the Applicant Portal.

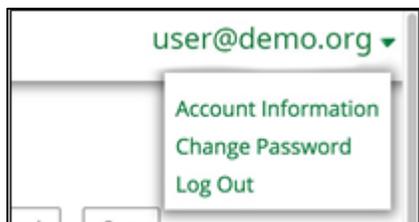
- a. Click on your e-mail address in the top-right corner of any page.



- b. In the dropdown menu, select **Log Out**.

6. Changing Your Password.

- a. Click on your e-mail address in the top-right corner of any page.



- b. In the dropdown menu, select **Change Password**.
- c. Update the information as necessary.
- d. Click **Save & Return**.

7. Inviting Users to Your Organization Account. Below are the steps applicant users should take to set up their Applicant Portal account before starting their opportunity application. Prerequisite: Must be an Administrator user. The first user to register in an organization is an Administrator by default. There is no limit to the number of Users that can be added to your organization's Applicant Portal account.

- a. Open the Applicant Portal.
- b. Click on the AmpliFund logo in the top-left corner of the page.

- c. Click **Users**.



- d. Click **+ Add User**.



- e.
- f. Add user's E-mail Address (Warning: Each user must have a unique e-mail address across all Applicant Portal accounts.

NOTE: The user's e-mail address will be their username when they login to the Applicant Portal and will be the address where they receive any notifications from the Applicant Portal about the application.

- g. Select the user's Role from the dropdown.



(1) Administrator: Administrators can create, edit, delete, and withdraw applications; create and edit accounts; and add new users.

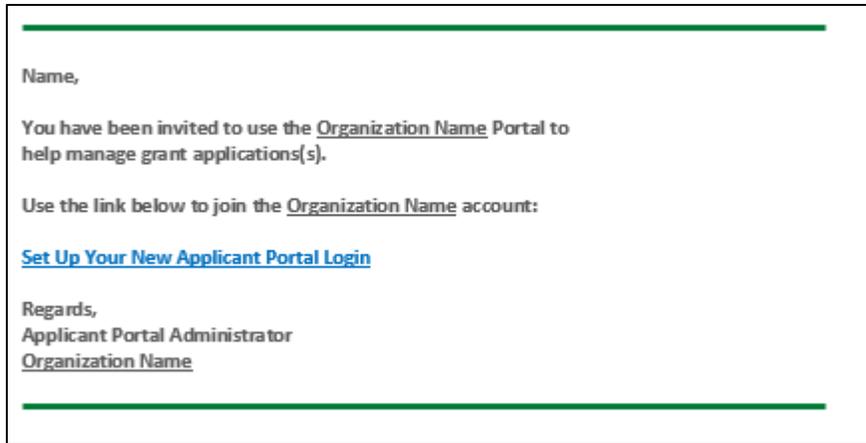
(2) Editor: Editors can edit applications and update their account settings.

- h. In the Contact Information section, add the user's name, mailing address, and telephone number. Required fields are marked with an asterisk (*).

NOTE: When inviting a user, the organization's address will automatically populate.

- i. Click **Invite**.

NOTE: The GMS will send an e-mail to the individual. In the e-mail, a link will be provided to them. The link will allow the individual to create a new account; their e-mail will populate. They will need to setup a password and include their contact information.



MANAGING AND APPLYING TO OPPORTUNITIES. Once you have registered in the Applicant Portal, you can save opportunities, access the forms and templates, and submit an application.

1. Saving an Opportunity. Opportunities can be saved before submitting. Saved opportunities can be accessed by clicking on the CHP logo in the top-left corner of the Applicant Portal.
 - a. Use the opportunity link on the CTFGP Web page on the CHP's Web site (www.chp.ca.gov).
 - b. On the opportunity details page, click **Save**.



2. Viewing the Applications List. Saved and submitted applications can be viewed on the Applications list.
 - a. Click the AmpliFund logo in the top-left corner of any page.
 - b. Click **Applications**.



-OR-

- c. Go to gotomygrants.com

- d. In the login window, enter your e-mail and password.
- e. Click **Login**.

- f. Click on your name in the top-right corner of the page.

- g. In the dropdown menu, select **Applicant Portal**.

- h. Click on the application name hyperlink.

Application ...	Submission ...	Funder Name	Title
Application Name	Submitted	California Highway Patrol (CHP)	Law Enforcement FY 2021/2022 - Test (12/18/2020)

3. Deleting an Application. Once deleted, applications will no longer be accessible. The user must be an Administrator user or application cannot be submitted.

- a. Click the AmpliFund logo in the top-left corner of any page.
- b. Click **Applications**.



- c. Click the Delete icon next to an application name.

Law Enforcement FY 2021/2022 - Test (10/8/20)	Unsubmitted	California Highway Patrol (CHP)
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- d. In the confirmation pop-up window, click **Delete**.

4. Starting an Application. Applications may be started from previously saved opportunities or may be started directly from the opportunity link after registering.

- a. Use the opportunity link on the CTFGP Web page on the CHP's Web site (www.chp.ca.gov).
- b. On the opportunity details page, click **Apply**.



-OR-

- c. Open the Application Portal.
- d. Click on the AmpliFund logo in the top-left corner of any page.
- e. Click **Applications**.



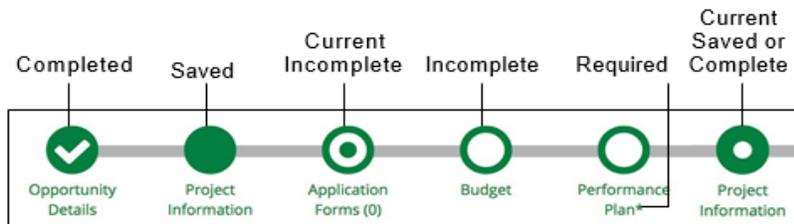
- f. Click an opportunity name.
- g. Click **Apply**.



5. Downloading an Application. Applications can be downloaded at any time in the application process.
 - a. Use the opportunity link on the CTFGP Web page on the CHP's Web site (www.chp.ca.gov).
 - b. On the opportunity details page, click **Download**.



APPLICATION PROCESS. In the Application Portal, the application progress is displayed at the top of every page in the application by clicking the icon above the page's name in the progress bar. If a page is required for submission, an asterisk (*) will appear next to the page name in the progress bar.



PROJECT INFORMATION. You can add your application information and primary contact information on the Project Information page. If the CHP requires a Cash Match and/or In-Kind Match, those amounts can be added in this section.

NOTE: This will be a great time to invite users by clicking on **Users**.

1. Completing Project Information.
 - a. Open the opportunity.
 - b. Click **Project Information**.



- c. Add the Application Name. The application name defaults to the opportunity name. Please use the fiscal year ending in the opportunity name within your application name (e.g., Project Name–2020/2021).
- d. Add the Award Requested. This is the total amount you are requesting from the CTFGP.
- e. Add the application’s primary contact information. The information in this section defaults to the contact information provided by the user who started the application.

NOTE: DO NOT change the primary contact information. Changing this information will not change the organization’s e-mail address for whom will receive e-mail notifications generated through the GMS.

- f. Click **Save** to save your progress. Click **Mark as Complete** to save the page and move to the next page. (Note: this does not lock the current page from being edited; you will still have the option to go back and make changes prior to application submission). Your information will not be shared with the CHP until you click submit on the Submit page.



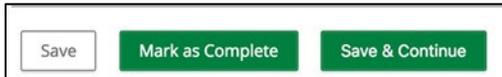
APPLICATION FORMS. Application forms are funder-created custom forms that capture additional information about applicant organizations, activities, and proposed projects.

- 1. Completing Application Forms. The forms and fields will vary depending on the opportunity.
 - a. Open the opportunity.
 - b. Click **Application Forms.**



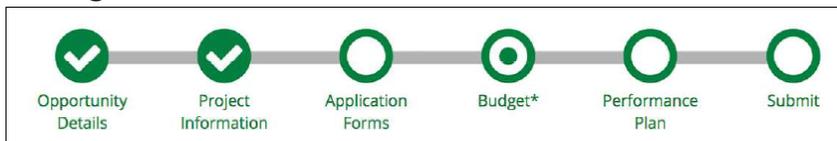
- c. Click on a form name.
- d. Add responses to the form. The form may contain text, multiple choice, or dropdown list questions, or requests for file upload.
- e. Click **Save** to save your progress. Click **Mark as Complete** to save the page and mark as complete or click **Save & Continue** to save your progress and move to the next page. Your information will not be shared with the CHP until you click submit on the Submit page.

Note: You will not be able to submit your application unless all required sections are “Marked as Complete.”



2. Adding a Budget Category. The CHP may provide a list of budget categories to use as you complete the template. The CHP may also allow applicants to create their own budget categories. If this is permitted, Create New Category will appear on the budget.

- a. Open the opportunity.
- b. Click **Budget.**



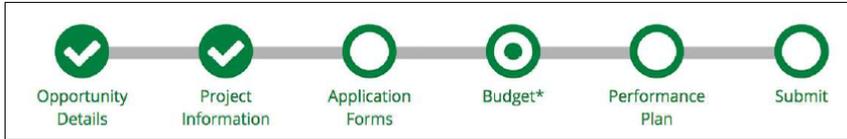
c. Click on the **Add** icon next to Create New Category.

+ Create New Category		
Total	\$0.00	\$0.00

- d. In the pop-up window, add category Name.
- e. Add category Description.
- f. Click **Save**.

3. Adding a Budget Line Item.

- a. Open the opportunity.
- b. Click **Budget**.

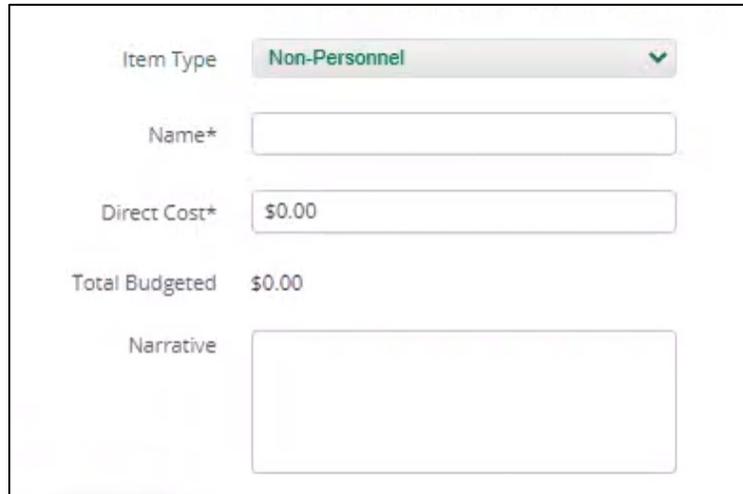


- c. Click on the **Add** icon next to a budget category name.
- d. In the pop-up window (New Line Item), update Category, if necessary.
- e. Select the line item Type.
 - (1) Personnel Line Item: budgeted staff compensation expenses.
 - (2) Non-Personnel Line Item: budgeted expenses that do not fund staff compensation.
 - (3) Benefit Type Line Item: planned benefit expenses for all grant funded staff.
- f. Add the line item Name (required).
- g. Add the Direct Cost (required).

Expense Budget		
	Grant Funded	Total Budgeted
Personnel		
Officers - Overtime	\$178,560.00	\$178,560.00
Subtotal	\$178,560.00	\$178,560.00
Total Proposed Cost	\$178,560.00	\$178,560.00

h. Add the line item Narrative (provide the need/justification).

(1) It is recommended you copy and paste the narrative information into the narrative box. There is no character limit.



Item Type: Non-Personnel

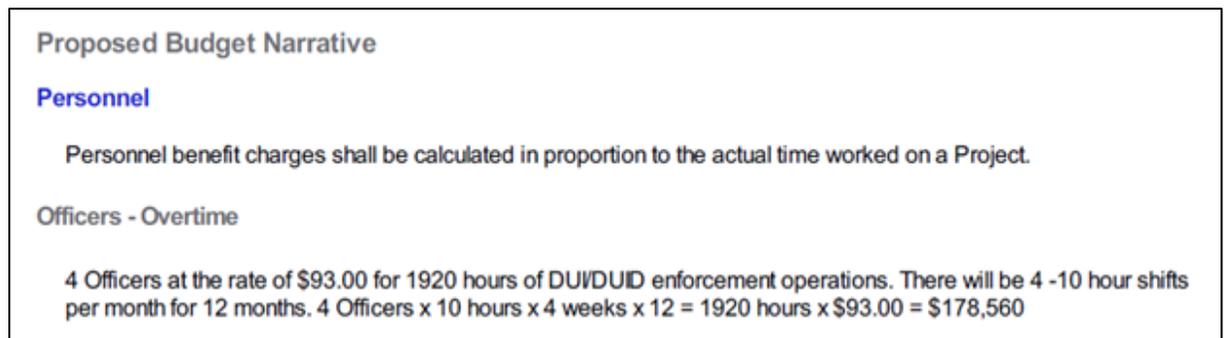
Name*:

Direct Cost*: \$0.00

Total Budgeted: \$0.00

Narrative:

(2) Narrative is required by the CHP and points may be deducted if not included.



Proposed Budget Narrative

Personnel

Personnel benefit charges shall be calculated in proportion to the actual time worked on a Project.

Officers - Overtime

4 Officers at the rate of \$93.00 for 1920 hours of DUV/DUI enforcement operations. There will be 4 -10 hour shifts per month for 12 months. 4 Officers x 10 hours x 4 weeks x 12 = 1920 hours x \$93.00 = \$178,560

i. Click **Save**.

j. Repeat steps c. through i. to add additional line items.

4. Performance Plan. Depending on the opportunity settings, there may be a Performance Plan page. The CHP may also include defined programmatic goals for applicants to meet through grant activities. If goals have been predefined, they will appear in the goal type dropdown.

5. Adding a Performance Goal.

- a. Open the opportunity.
- b. Click **Performance Plan**.
- c. Click **+ Add Goal**.
- d. In the pop-up window, select a Goal Type. The available goal types may vary depending on the opportunity setting.
 - (1) Milestone: Track completion of grant milestones (e.g., Will you complete X?).
 - (2) Narrative: Capture a narrative response (e.g., How will you complete X?).
 - (3) Numeric: Track specific number to achieve (e.g., Will you achieve X number?).
 - (4) Percent Achieved: Track a percent to achieve (e.g., Will you achieve X%?).
 - (5) Percent Change: Track a percent increase or decrease (e.g., Will you achieve X% increase?).
 - (6) Reimbursement: Track specific units to achieve with a dollar rate per unit (e.g., Will you achieve X units with a reimbursement rate of \$Y/unit?).
- e. Add a goal Name.
- f. Add the goal information. The fields will vary depending on the goal type.
- g. Click **Save**.

6. Adding a Milestone Goal. Milestone goals allow for tracking progress on the completion of a basic “pass or fail” goal. An example of a milestone goal is “Create and send Q1 Staff Survey.”

- a. Click **+ Add Item**.
- k. In the pop-up window, select Milestone from the Goal Type dropdown.

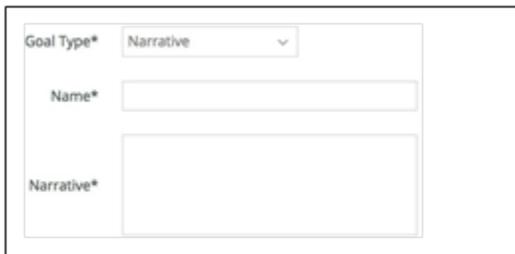


The screenshot shows a form for creating a goal. At the top, there is a dropdown menu for 'Goal Type*' with 'Milestone' selected. Below this are four input fields: 'Name*' (a single-line text box), 'Description' (a multi-line text area), and 'Due Date' (a date picker with a calendar icon). The form is enclosed in a thin black border.

- b. Add a goal Name.
- c. Add the goal Description (optional).
- d. Click **Save**.

7. Adding a Narrative Goal. Narrative goals are question and answer goals. Responsible staff members may answer the question posed by the goal. An example of a narrative goal is “How successful was the grant-related activity this period?”

- a. Click **+ Add Item**.
- b. In the pop-up window, select Narrative from the Goal Type dropdown.



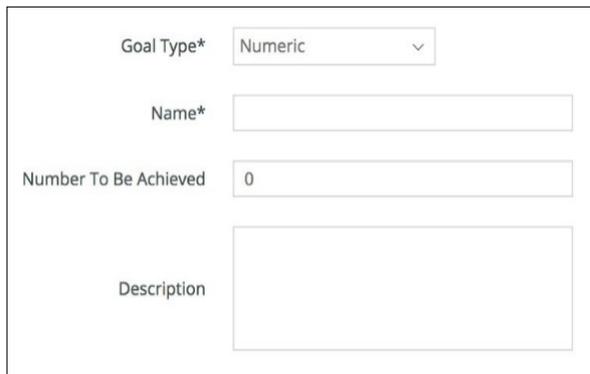
The image shows a screenshot of a web form for creating a goal. It contains three main input fields: a dropdown menu for 'Goal Type*' with 'Narrative' selected, a text input field for 'Name*', and a larger text area for 'Narrative*'. The form is enclosed in a rectangular border.

- c. Add a goal Name.
- d. Add the goal Narrative.
- e. Click **Save**.

8. Adding a Numeric Goal. Numeric goals require a specific number to achieve. As units of the goal are completed, staff may record units completed. An example of a numeric goal is “number of program participants” with a goal target of 50.

- a. Click **+ Add Item**.

- b. In the pop-up window, select Numeric from the Goal Type dropdown.

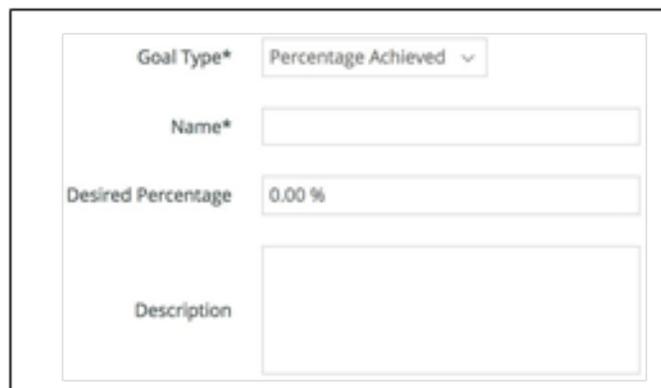


The screenshot shows a form for creating a goal. It has four fields: 'Goal Type*' is a dropdown menu with 'Numeric' selected; 'Name*' is an empty text input field; 'Number To Be Achieved' is a text input field with '0' entered; and 'Description' is a larger empty text area.

- c. Add a goal Name.
d. Add the goal Number to Be Achieved (optional).
e. Add the goal Description (optional).
f. Click **Save**.

9. Adding a Percent Achieved Goal. Percent achieved goals are goals to reach a desired percent. When tracking progress against a percent achieved goal, staff may capture Total Possible and Total Achieved percentages. An example of a percent achieved goal is “Volunteer Retention Rate” with a goal target of 70%.

- a. Click **+ Add Item**.
b. In the pop-up window, select Percent Achieved from the Goal Type dropdown.



The screenshot shows a form for creating a goal. It has four fields: 'Goal Type*' is a dropdown menu with 'Percentage Achieved' selected; 'Name*' is an empty text input field; 'Desired Percentage' is a text input field with '0.00 %' entered; and 'Description' is a larger empty text area.

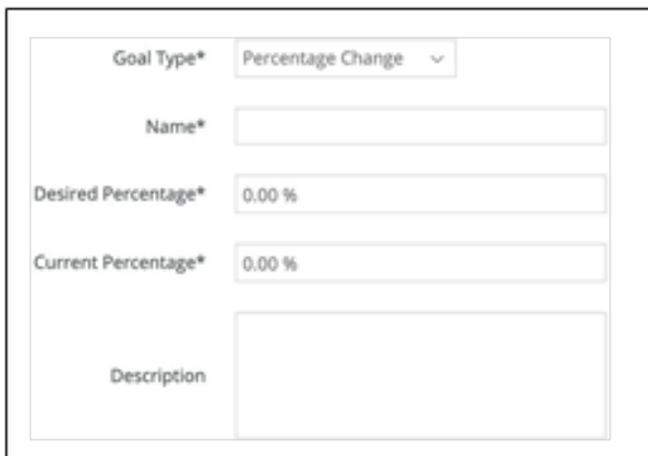
- c. Add a goal Name.
d. Add the Desired Percentage in decimal format (optional).
e. Add the goal Description (optional).

f. Click **Save**.

10. Adding a Percent Change Goal. Percent change goals are goals to track a specified percent increase or decrease. Percent change goals are defined with a starting percent and a desired percent. When tracking progress against a percent change goal, staff may capture Total Possible and Total Achieved percentages. An example of a percent change goal is “Decrease in Student Absences” with a starting absentee rate of 10%, and a goal absentee rate of 3%.

a. Click **+ Add Item**.

b. In the pop-up window, select “Percent Change” from the Goal Type dropdown.



The image shows a screenshot of a web form for creating a goal. The form is enclosed in a rectangular border. At the top, there is a label "Goal Type*" followed by a dropdown menu showing "Percentage Change" with a downward arrow. Below this are four input fields: "Name*" (an empty text box), "Desired Percentage*" (a text box containing "0.00 %"), "Current Percentage*" (a text box containing "0.00 %"), and "Description" (a larger text area). The asterisks on the first three labels indicate they are required fields.

c. Add a goal Name.

d. Add the Desired Percentage in decimal format.

e. Add the Current Percentage in decimal format.

f. Add the goal Description (optional).

g. Click **Save**.

11. Adding a Reimbursement Goal. Reimbursement goals are goals with a specific unit to achieve, and a dollar rate associated per unit. When tracking progress against a reimbursement goal, staff may enter Units Achieved. An optional checkbox field appears on each reimbursement goal type labeled “Add as budget item.” If the goal is added as a budget item, the reimbursement goal will appear as part of the grant’s expense budget. An example of a Reimbursement goal is “Number of Patient Screenings” with target/maximum units of 100, and reimbursement rate per unit of \$22. Reimbursement goals are used to support pay for performance grants.

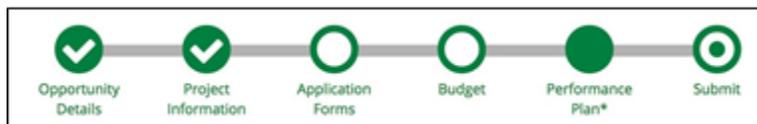
- a. Click **+ Add Item**.
- b. In the pop-up window, select Reimbursement from the Goal Type dropdown.

Goal Type*	Reimbursement
Name*	
Number To Be Achieved	0
Rate Per Achievement	\$0.00
Budgeted Amount	\$0.00

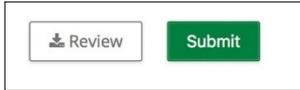
- c. Add a goal Name.
- d. Add the Number to Be Achieved (optional).
- e. Add the Rate Per Achievement (optional).
- f. Add the goal Description (optional).
- g. Click **Save**.

SUBMITTING YOUR APPLICATION. Once all required fields and sections have been “Marked as Complete,” your application can be submitted to the CHP. The CHP will be notified that your application is ready for review. In some cases, the CHP may reopen your application for editing. If this happens, you will receive an e-mail notification from no-reply@gotomygrants.com that will include a link to the application and further instructions from the CHP.

1. **Reviewing Your Application.** You can download your application and its materials for review before submitting.
 - a. Open the opportunity.
 - b. Click **Submit**.



c. Click **Review**.



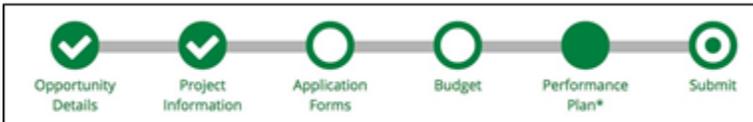
NOTE: When reviewing your application, the application will populate via PDF and the budget will populate via Excel.

2. Submitting Your Application. You must be an Administrator user and all required sections must be "Marked as Complete."

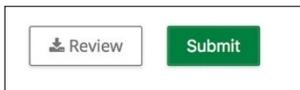
NOTE: Submitted applications can be viewed on Application List.

a. Open the opportunity.

b. Click **Submit**.



c. Click **Submit**.



NOTE: Once your application has been submitted, you cannot add, edit, or delete any application information. Make sure your application is complete before clicking submit.