

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 to an 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 you register, you will be able to access the opportunity. Organization registration shall be completed by the Organization's Administrator.

- a. **Organization Administrator:** General authority and designation to direct the project supported by the grant agreement. Responsible for registering organization in the GMS, assigning users within the GMS and receiving GMS e-mails.

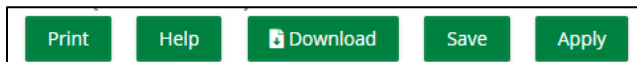
NOTE: The organizations' representative that registers the organization will be assigned as the Organization Administrator and will receive all e-mail correspondence generated by the GMS. The Organization Administrator is a staff member who has general authority and designation to direct the project supported by the grant agreement.

- b. The GMS supports the entire grant life cycle process configuration, which includes 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 CHPs Web site and/or contact the CGU for assistance.

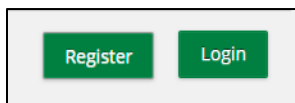
WARNING: Each user must have a unique e-mail address across all Applicant Portal accounts.

2. How to Create an Account.

- a. Use the opportunity link on the CTFGP Web site 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.

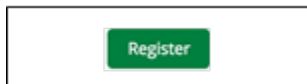


- c. On the login screen, click "Register."



- 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, phone number); and
 - (3) Organization Information (organization name, organization type, e-mail address, address and phone number).
 - i. Click on “Same as above” for information to populate from above.

e. Click “Register.”



f. Click “I Accept” to accept AmpliFund’s Terms and Conditions.

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

3. How to Edit 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 and Return.”



4. How to Login to The Applicant Portal. Once you have registered on the Applicant Portal, use your e-mail and password to login to the Applicant Portal to access your saved, started, and submitted applications.

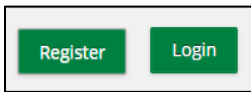
- a. Use the opportunity link on the CTFGP Web page on the CHP’s Web site (www.chp.ca.gov).

- b. Click “Login” in the top-right corner.
- c. In the login window, enter your E-mail and Password.
- d. Click “Login.”



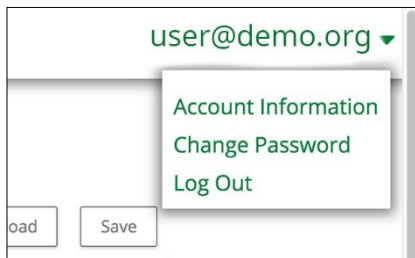
—OR—

- a. Go to gotomygrants.com.
- b. In the login window, enter your E-mail and Password.
- c. Click “Login.”



5. How to Log Out of The Applicant Portal.

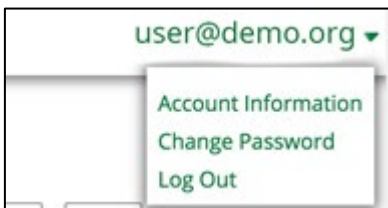
- a. Click on your e-mail address in the top-right corner of any page.



- b. In the dropdown menu, select “Log Out.”

6. How to Change Your Password.

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

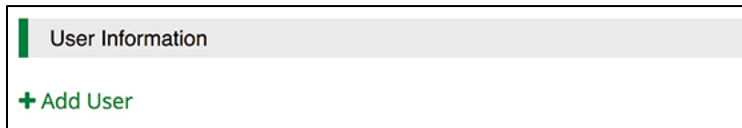


- b. In the dropdown menu, select “Change Password.”

- c. Update the information as necessary.
 - d. Click “Save & Return.”
7. How to Invite 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. Add user’s E-mail Address (Warning: Each user must have a unique e-mail address across all Applicant Portal accounts).

NOTE: Their 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.

- f. Select the user’s Role from the dropdown.



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

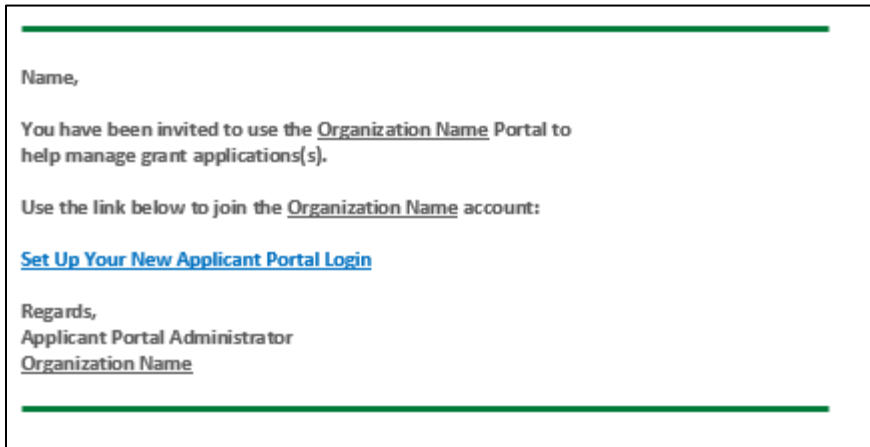
(2) Editor: Editors can edit applications and update their account settings.

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

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

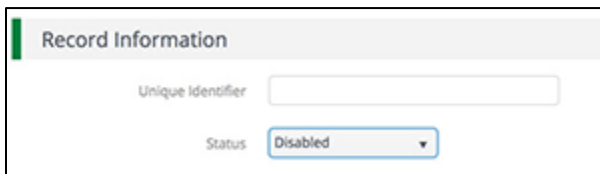
h. Click "Invite."

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 them to create a new account; their e-mail will populate. They will need to setup a password and include their contact information.



8. How to Disable a User. Disabling a user record removes it from the User list. Disabled user records can be enabled at any time. Once a user record is disabled, the user will no longer be able to log in to AmpliFund. Disabling the record is recommended for temporarily suspending a user's access to AmpliFund.

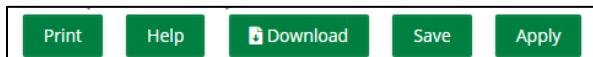
- a. Open Administration>System Security>Users.
- b. Click on a user display name.
- c. Click "Edit."
- d. In the Record Information section, select Disabled in the Status dropdown.



e. Click "Update."

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

1. How to Save 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.”



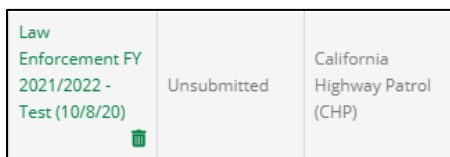
2. How to View the Applications List. Saved and submitted applications can be viewed on the Applications list.
 - a. Click the AmpliFund logo in the top-left corner of any page.
 - b. Click “Applications.”



3. How to Delete an Application. Once deleted, applications will no longer be accessible. 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.



- d. In the confirmation pop-up window, click “Delete.”

4. How to Start 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.

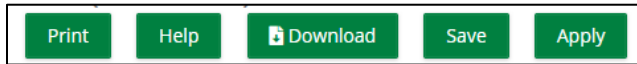
d. Click the AmpliFund logo in the top-left corner of any page.

e. Click “Applications.”



f. Click an opportunity name.

g. Click “Apply.”



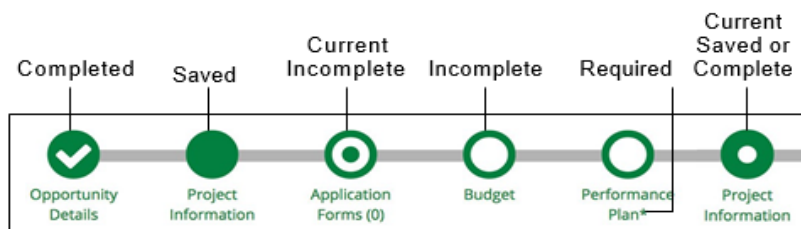
5. How to Download an Application. Applications can be downloaded at any time in the application process.

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. How to Complete 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., CTFGP Sacramento PD – 2022/2023).
- 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.

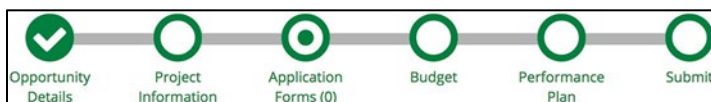
- f. Click “Save” to save your progress. Click “Mark as Complete” to save the page and move to the next page. (Note: this does not lock the current page from being edited; you will still have the option to go back and make changes prior to application submission). Your information will not be shared 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. How to Complete Application Forms. The forms and fields will vary depending on the opportunity.

- a. Open the opportunity.
- b. Click “Application Forms.”

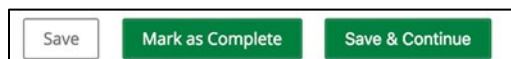


- c. Click on a form name.

- d. Add responses to the form. The form may contain text, multiple choice, or dropdown list questions, or requests for file upload.
- (1) Agency Representative: Provide the Agency Section/Unit (subdivision) to administer grant, Authorized Official, Authorized Financial Contact, and Administrative Contact (definitions for these roles are listed on the application form). The information provided within this form is to provide the individuals responsible for the different functions of the grant if awarded. If contact changes are made during the application review process the organization/agency shall provide the correct contact information to the Cannabis Grants Unit via e-mail at CGUGrants@chp.ca.gov.
 - (2) Senate/Assembly/Congressional/County Information: Applicants shall specify the County, Assembly, and Senate for their project area. Selection for this portion of the application is determined by where the work is physically being completed. Information is used to report to Assembly and Senate Representatives the monies coming into their Districts. Here is a link that may help determine the correct selection: [Statewide Database | WebGIS | California Electoral Districts | 2011](#)
 - (3) Statistical Data (if applicable): Requested information may vary depending on the opportunity and is for reference and data collection.
 - (4) Project Description: Provide a brief overview (a paragraph) of the proposed project. Include a summary of the problem, explanation of how the grant funding will be used, and the desired outcome(s).
 - (5) Problem Statement: Clearly identify the problem and/or need that will be addressed by the project. If applicable, provide statistical data to support the problem and/or need.
 - (6) Proposed Solution: Provide a proposed solution for the problem and/or need by describing what will be accomplished during the project. Include why it is important to address and the need for funding in order to alleviate the problem. In addition, provide a brief overview of resources (budgeted items) needed/requested to successfully complete the project. Note: detailed budget line items and narrative will be requested within the Budget form.
 - (7) Performance Measures: Provide project goals and objectives (*goals and objectives should be directly related to impaired driving and applicable to the proposed project*), activities with estimated timelines (e.g., monthly, quarterly), and quantitative measurements (e.g., reduction of DUI/DUID by %).
 - (8) Project Performance Evaluation: Provide the method of evaluation to show project effectiveness and positive impact(s) on the community. These strategies shall include quantitative/qualitative data captured and communication plan in place to share project results with both internal and external stakeholders.

- (9) Program Sustainability: Describe the plan for reducing reliance on future state funding. Include a summary and timeframe to continue efforts when the funds are either not available or significantly reduced.
- (10) Administrative Support: Describe administrative support including the organization’s grant experience, personnel, and physical resources needed for successful implementation of this project.
- (11) Other Grant Programs: It is the CHP’s intent to not support an existing project already funded by a separate grant or contract. Applicants may either implement new activities or expand existing activities; but may not supplant existing funds.
- (12) Terms and Conditions: Applicants are required to read and acknowledge the application terms and conditions.

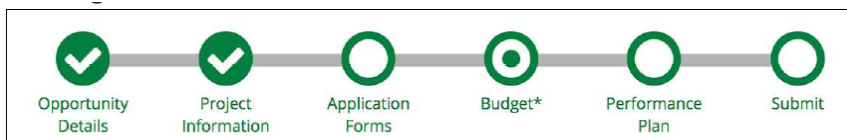
e. Click “Save” to save your progress. Click “Mark as Complete” to save the page and mark as complete or Save & Continue to save your progress and move to the next page. Your information will not be shared with CHP until you click submit on the Submit page.



NOTE: You will not be able to submit your application unless all required sections are **Marked as Complete**.

2. How to Add 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 “Plus (Add)” icon next to Create New Category.

+ Create New Category		
Total	\$0.00	\$0.00

d. In the pop-up window, add category Name.

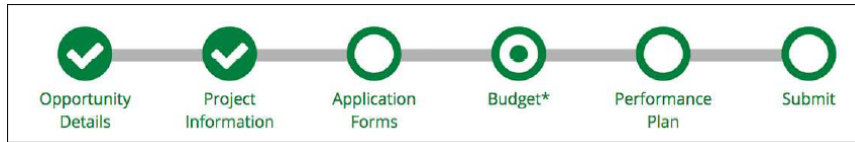
e. Add category Description.

f. Click "Save."

3. How to Add a Budget Line Item.

a. Open the opportunity.

b. Click "Budget."



c. Click on the "Plus (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			\$17,707.00	\$17,707.00
Senior Criminalist			\$16,800.00	\$16,800.00
Benefits			\$907.00	\$907.00
+ Travel			\$0.00	\$0.00
+ Equipment			\$0.00	\$0.00
+ Consultants/Contracts			\$0.00	\$0.00
+ Indirect			\$0.00	\$0.00
+ Other Direct Costs			\$0.00	\$0.00
Total Expense Budget Cost			\$17,707.00	\$17,707.00

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.

New Line Item

Budget Item Information

Category: **Personnel**

Personnel costs include direct compensation for salaries and fringe benefits for grant funded positions. Please itemize employees' salaries, overtime, and benefits. Narrative shall include: classification, monthly or hourly rate, percent applicable to the project and project related duties.

Item Type: **Non-Personnel**

Name*: Senior Criminalist

Direct Cost*: \$16,800.00

Total Budgeted: \$16,800.00

Narrative: Overtime: Amount calculated for 200 hours at \$84/hour Senior Criminalist = \$56/hr. - regular rate = \$84/hr. at 1.5 of regular pay rate). The overtime budgeted for this project is to help ensure time is

Create **Cancel**

Benefits

Budget Item Information

Category: **Personnel**

Personnel costs include direct compensation for salaries and fringe benefits for grant funded positions. Please itemize employees' salaries, overtime, and benefits. Narrative shall include: classification, monthly or hourly rate, percent applicable to the project and project related duties.

Item Type: **Non-Personnel**

Name*: Benefits

Direct Cost*: \$907.00

Total Budgeted: \$907.00

Narrative: Benefit Rate 5.40% Medicare: 1.45% Workers' Comp: 3.95%

Save **Cancel**

(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

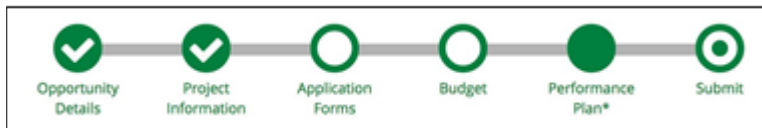
4 Officers at the rate of \$93.00 for 1920 hours of DUI/DUID enforcement operations. There will be 4 -10 hour shifts per month for 12 months. 4 Officers x 10 hours x 4 weeks x 12 = 1920 hours x \$93.00 = \$178,560

i. Click "Save."

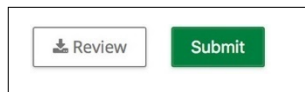
j. Repeat steps c through i to add additional line items.

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. How to Review Your Application. You can download your application and its materials for review before submitting.
 - a. Open the opportunity.
 - b. Click “Submit.”



c. Click “Review.”

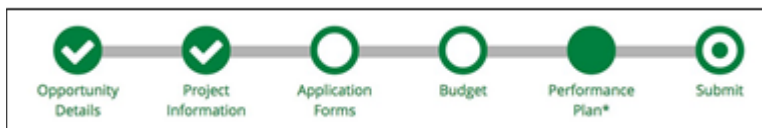


NOTE: When reviewing your application, the application will populate via PDF and the budget will populate via Excel.

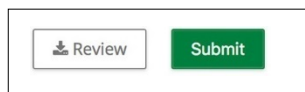
2. How to Submit Your Application. You must be an Administrator user and all required sections must be **Marked as Complete**.

NOTE: Submitted applications can be viewed on the Application List.

- a. Open the opportunity.
- b. Click “Submit.”



c. Click “Submit” (if application is not complete a submit button will not be available).



- d. Once all required fields and sections have been completed, your application can be submitted to the funding organization. The CHP will be notified that your application is ready for review.

WARNING: Once your application has been submitted, you cannot add, edit, or delete any application information.

3. How to Withdraw Your Application. After you have submitted your application, you may withdraw your application at any time before the opportunity's close date. A withdrawn application cannot be resubmitted.

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



b. Click "Applications."



c. Click the submitted application name.

d. Click "Withdraw."

