



CANNABIS TAX FUND GRANT PROGRAM REQUEST FOR APPLICATION (RFA)

Grant Opportunity
Education

Eligible Grant Applicants
Local Government, Law Enforcement, and
Pass-Through Entity for a Qualified Nonprofit

Project Performance Period
July 1, 2024, through June 30, 2025

This Request for Application (RFA) provides specific Grant Opportunity information for the Cannabis Tax Fund Grant Program (CTFGP) 2024-2025 Grant Cycle, including important deadlines and details. To ensure all eligibility requirements are met for successful participation in the CTFGP, **please review the California Code of Regulations (Title 13, Division 2, Chapter 13) and other CTFGP information posted on the California Highway Patrol’s (CHP) website:** <https://www.chp.ca.gov/programs-services/programs/cannabis-tax-fund-grant-program>.

Important Dates

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 – May 2024
Award Announcements	May – June 2024
Start of Project Performance Period	July 1, 2024
Project Performance Period	July 1, 2024 – June 30, 2025

Funding Requirements

A Grant Applicant may only submit one Grant Application, per Grant Opportunity, and shall only request the amount of grant funds necessary to complete the Project within the Project Performance Period.

Grant funds shall be used to implement new activities or augment existing funds, which expand current activities. Grant funds shall not replace (supplant) any federal, state and/or local funds that are appropriated or earmarked for the same purpose and are routine and/or existing state and local expenditures. Supplanting is the deliberate reduction in the amount of federal, state, or local funding appropriated to an existing program or activity because grant funds are awarded for the same purpose. It is the responsibility of the Grant Applicant to ensure supplanting does not occur.

Match Requirements

This Grant Opportunity does not require matching funds.

Project Costs

Estimated Project costs shall support grant-funded Project activities that help address impaired driving and are directly related to the scope of work identified in the Grant Application. To be permissible, Project costs must be reasonable, necessary, and expended according to the CTFGP policies, procedures, and regulations.

Projects are required to have a realistic and prudent budget that avoids unnecessary expenditures unrelated to the Project activities. Final determination of eligibility and award will be made by the Cannabis Grants Unit (CGU) and approved within the Grant Agreement. Please refer to Annex A for ineligible expenses.

Project Performance Period

One Year – July 1, 2024, through June 30, 2025

Eligible Grant Applicants

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

A qualified nonprofit shall utilize a Local Government or Law Enforcement Organization/Agency as a pass-through entity. A Local Government or Law Enforcement Organization/Agency must complete and submit the Grant Application, as well as manage the Grant Agreement.

Project Funding

Available Project funding is approximately \$2 million, with a \$500,000 cap, per Grant Application. The Grant Applicant must provide strong justification, measurable goals, and an immediate need for all requested budget items, as part of the Project.

Project Requirements

Requested services, equipment, and supplies shall be in direct support of grant-funded Project activities. Education Projects shall focus on local community-based activities that shift public perspectives and expand the number of activities utilized to help mitigate alcohol and drug-impaired driving. Projects should showcase unique approaches that educate local communities on impaired driving laws, while highlighting the dangers of driving under the influence of alcohol and other drugs, including cannabis and cannabis products.

Innovative, community-based approaches to education and prevention may include the following Project activities:

- 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

Education Projects and Project activities shall be outcome-based, clearly defined, and directly support impaired driving efforts in local communities.

If the Project, in its entirety, solely focuses on an innovative, education-based program for local communities, then Law Enforcement Organizations/Agencies should apply for this Education Grant Opportunity.

If the Project includes limited, education-based activities, in conjunction with other enforcement-related activities/efforts, then Law Enforcement Organizations/Agencies should apply for the Law Enforcement Grant Opportunity.

Eligible Project Cost Categories

Personnel

Costs may include compensation for wages, such as overtime, and benefits (annual leave and sick leave) for work directly related to, and consistent with, the Project. Personnel hours will be awarded based on the number of grant-funded Project activities approved by CGU. To be eligible for reimbursement, personnel services must occur within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Coordination of Project activities (coordination efforts shall occur at the beginning of the Project Performance Period to ensure ample time for implementation and execution of public education-based Project activities)
- Implementation and execution of Project activities (implementation of direct services shall be the Project's focus to best serve the local community)

Travel

Costs may include in-state travel associated with Project-related activities. The most economical mode of travel, in terms of direct expenses to the Project, must be used. To be eligible for reimbursement, travel must occur within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Mileage (based on current State rate) or fuel expenses
- Hotel accommodations
- Commercial airline fares
- Parking fees
- Bridge tolls and/or taxi or bus fares

For maximum allowed per diem rates, including meals and lodging, please visit the California Department of Human Resources (CalHR) website:

<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>.

Equipment

Costs may include non-expendable, tangible, personal property having a normal useful life of more than one year, and an acquisition cost of at least \$5,000 (ex: four identical assets, which cost \$1,250 each, for a total of \$5,000, are not considered an equipment purchase). Equipment shall be directly related and necessary to complete grant-funded activities included in the Project. Equipment should be purchased at the beginning of the Project Performance Period to ensure it is utilized when completing corresponding Project activities. To be eligible for reimbursement, Equipment must be purchased and received within the Project Performance Period.

Consultants/Contracts

Costs may include professional services necessary to carry out Project activities, including goals and deliverables that are clearly outlined in the Grant Application. A copy of the Contract and/or Scope of Work must be submitted to and approved by the CGU prior to commencement of work. To be eligible for reimbursement, Consultants/Contracts services must occur within the Project Performance Period.

Other Direct Costs

Costs may include operational costs. Other Direct Costs shall be directly related and necessary to complete grant-funded activities included in the Project. Other Direct Costs should be purchased at the beginning of the Project Performance Period to ensure they are utilized when completing corresponding Project activities. To be eligible for reimbursement, Other Direct Costs must be purchased and received within the Project Performance Period.

Eligible expenses may include, but are not limited to:

- Equipment with an acquisition cost under \$5,000 (ex: pedal karts, interactive fatal vision goggles, video equipment)
- Educational games
- Grant-related materials/supplies (ex: signs, banners)
- Educational/outreach materials (ex: new/innovative brochures or pamphlets that demonstrate and reflect current impaired driving trends)
- Social media costs
- Billboard/advertising fees

Additional Information

References

- Revenue and Taxation Code Section 34019
- California Code of Regulations, Title 13, Division 2, Chapter 13

For additional questions, please contact the Cannabis Grants Unit at (916) 843-4360 or via email at CGUGrants@chp.ca.gov.

ANNEX A

Ineligible Expenses for Education Grant Opportunity

Items

Alcoholic Beverages
Building/Facility Construction
Entertainment
Facility Rental
Frozen Positions
Full Salary Positions
Gifts
Highway Construction, Maintenance, Design
Land
Liability Insurance
Lobbying Costs
Office Furniture and Fixtures
Overhead Costs (ex: Microsoft Office Software, Cellular Plans)
Professional Fees (ex: Membership Dues)
Supplanting
Unapproved Trainings, Equipment, and or Other Direct Costs
Utilities

The items listed above are provided as examples and do not constitute all ineligible costs