

Department of California Highway Patrol
Cannabis Tax Fund Grant Program

Quick-Reference Guide

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CANNABIS GRANTS UNIT

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Quick-Reference Guide

This Quick-Reference Guide was developed to provide the California Highway Patrol's (CHP), Cannabis Grants Unit (CGU), Cannabis Tax Fund Grant Program (CTFGP) Grantees, with grant program guidance. It is not intended to replace the Terms & Conditions in your Grant Agreement, or any rules established in the program regulations. All items contained in this Quick-Reference Guide are subject to change.

Please be sure to read California Code of Regulations (CCR) (Title 13, Division 2, Chapter 13) posted on the CHP's website to ensure successful participation in the program.

IMPORTANT DATES

ONE YEAR PROJECTS

FY24-25 Quarterly Reporting and Reimbursement Request Due Dates

Quarter	Reporting Period	Due Date
Q1	July 1 – September 30	October 14, 2024
Q2	October 1 – December 31	January 14, 2025
Q3	January 1 – March 31	April 14, 2025
Q4/Closeout	April 1 – June 30	August 31, 2025

TWO YEAR PROJECTS

FY24-26 Quarterly Reporting and Reimbursement Request Due Dates

Quarter	Reporting Period	Due Date
Y1 Q1	July 1 – September 30	October 14, 2024
Y1 Q2	October 1 – December 31	January 14, 2025
Y1 Q3	January 1 – March 31	April 14, 2025
Y1 Q4	April 1 – June 30	July 14, 2025
Y2 Q1	July 1 – September 30	October 14, 2025
Y2 Q2	October 1 – December 31	January 14, 2026
Y2 Q3	January 1 – March 31	April 14, 2026
Y2 Q4/Closeout	April 1 – June 30	August 31, 2026

QUARTERLY REPORTING

Performance Plan & Achievements

Grantees are required to report quarterly on achieved Project goals and activities (referred to as Achievements within the Performance Plan in the Grant Management System) that occurred during the Reporting Period. If you are not submitting Achievements and/or Expenses during any Reporting Period, a Project Status is still required (ex: Q1 – Project Status). The Project Status provides an opportunity to tell a story about the Project as a whole, including success stories, obstacles faced, and future plans (do not repeat stats from other Achievements). Please only report on grant-funded Project activities in your current Project.

Grantees will utilize the Grant Management System (GMS = AmpliFund) to submit all quarterly Achievements by the due dates listed in this guide under “Importance Dates”. Please contact your Grant Administrator if a deadline cannot be met. **CGU reserves the right to request additional information, as needed.** CGU may request the following information:

Individual Project Activity Updates

- Progress
- Completed tasks
- Additional details

Required Project Status Updates

Q1-Q3 – Project Status

- Success stories
- Obstacles faced
- Future plans

Q4 – Project Status/Closeout

- Summary of completed Project
- Success Stories
- Obstacles faced
- Project goals/activities not accomplished
- Justification for unspent grant funds

Training

- Course name
- Location
- Date(s)
- Organization/Agency or entity providing training
- Roster/Certification of Completion(s), if applicable
- Clarification/justification of hours

DUI Saturation Patrol (SP)/Checkpoint (C)

- Number of patrols (SP)
- Number of cars through (C)
- Number of stops (SP)
- Number of SFST (SP/C)
- Number of DUI/DUID Arrests (SP/C)
- Number of citations/warnings (SP)
- Number of cars screened (C)

Education and Outreach

- Event/Presentation name
- Location (in-person or virtual)
- Event/Presentation dates (must be within Project Performance Period)
- Agenda/Topics covered
- Attendance list/number of attendees
- Photos of event, presentation, and/or outreach materials

Crime Lab/Coroner’s Testing

- Statistical information
- Advances in Testing
- Progress in reducing turnaround time
- Number of impaired driving deaths
- Drug Trends

REIMBURSEMENT REQUESTS

Expenses and Budget Categories

Reimbursement Requests shall not be submitted until a Grant Agreement is fully executed. A Grant Agreement is deemed fully executed when an electronically signed Grant Agreement, approved Board Resolution, and completed FI\$Cal Form are on file with CGU. Once Executed, a Grant Administrator will be assigned to your Organization/Agency.

Payments are issued on a reimbursement-basis only, and payment advances are not allowed. Grantees shall submit Reimbursement Requests on a quarterly basis for approved achievements and expenses relating to the Project goals and activities that occurred during the Reporting Period through the GMS. Budget Categories for requesting reimbursement may include Personnel, Travel, Equipment, Consultants/Contracts, and/or Other Direct Costs.

In the GMS, Grantees will create one Expense line item per Project activity. Do not split one Project activity across multiple Expense line items. Reimbursement Requests must be submitted by an authorized contact of the Organization/Agency. It is the responsibility of the authorized contact to verify:

- All Reimbursement Requests are eligible.
- Amounts do not exceed the budget line-item totals.
- Expense line-items are posted to the correct Budget Category and Budget line-item.
- Supporting documentation is attached and uploaded to **each** Expense line item.

Please allow enough time for the Grant Administrator to review the submitted information to ensure a Reimbursement Request is submitted by the due date. **CGU reserves the right to request additional information, as needed.**

Note: Reimbursement Requests, consisting of Expense line-items (Budget), Achievements (Performance Plans) and supporting documentation are due within 14 calendar days of the due dates, with the exception of the fourth quarter, which is due within 60 calendar days of the due date. All due dates can be found under "Important Dates". Please contact your Grant Administrator if a deadline cannot be met.

CGU reserves the right to withhold approving and/or processing Reimbursement Requests if the Grantee is, at any time, not adhering to the statutes or regulations governing the grant program, and if the Grantee has any outstanding supporting documentation, Achievements, or Project closeouts.

Personnel

Personnel costs include direct compensation for budgeted staff time and benefits for grant-funded activities. **Services must be rendered within the Project Performance Period to receive reimbursement.**

Budgeted Staff Time

Budgeted staff time costs may include staff time worked beyond the normal established work

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schedule for all employees. Overtime is reimbursable at a higher than normal rate of pay, in accordance with the Grantee's established overtime policy.

Personnel/administrative costs shall be consistent with prevailing wages for contractual services or the organizational salary scale for staff.

Backfill

Backfill costs may include an overtime rate for budgeted staff time for a qualified person to replace an employee attending a training course (ex: Drug Recognition Evaluator (DRE) Training). Training course must be specified in the Grant Agreement and approved by CGU prior to staff attending the course(s).

Benefits

Benefit costs may include employer contributions or expenses for basic health care, vacation, sick leave, retirement, social security, and/ or other similar expenses. Personnel benefit costs must be calculated in proportion to the actual time worked on the Project activity.

Supporting Documentation

Personnel supporting documentation must be an official document (ex: electronic payroll report). Personnel timesheets are not required as supporting documentation; however, they must be kept on file at your Organization/Agency and readily available for auditing purposes, in addition to the electronic payroll report. For each Project activity, please ensure the following information is provided:

- Project activity name
- Project activity date
- Employee name and classification
- Number of hours worked on Project activity
- Rate of pay (notate whether regular or overtime pay)
- Salary total (rate x hours)
- Benefits percentage
- Total for salary and benefits combined

If the official document does not include all information above, please submit a supporting spreadsheet. Example below.

Project Activity	Project Activity Date	Name and Classification	Hours	OT Rate	Salary Total	Benefit %	Total Personnel Cost
DUI Saturation Patrol	08/01/23	Officer Bob Smith	5.00	\$79.97	\$399.85	10%	\$439.84
DUI Saturation Patrol	08/01/23	Sergeant Jessica Williams	5.00	\$80.00	\$400.00	10%	\$440.00
DUI Saturation Patrol	08/25/23	Officer John Miller	4.50	\$79.97	\$359.87	10%	\$395.85
DUI Saturation Patrol	08/25/23	Officer Joe Adams	4.50	\$82.50	\$371.25	10%	\$408.38
DUI Saturation Patrol	08/25/23	Officer Bob Smith	4.50	\$85.46	\$384.57	10%	\$423.03
DUI Saturation Patrol	09/02/23	Officer Joe Adams	6.00	\$80.00	\$480.00	10%	\$528.00
DUI Saturation Patrol	09/02/23	Sergeant Jessica Williams	6.00	\$79.97	\$479.82	10%	\$527.80
DUI Saturation Patrol	09/02/23	Officer Bob Smith	6.00	\$79.97	\$479.82	10%	\$527.80
DUI Saturation Patrol	09/02/23	Officer John Miller	6.00	\$82.50	\$495.00	10%	\$544.50
TOTAL							\$4,235.19
SFST Training	10/23/23 - 10/25/23	Officer Bob Smith	16.00	\$79.97	\$1,279.52	10%	\$1,407.47
SFST Training	10/23/23 - 10/25/23	Officer Joe Adams	16.00	\$85.46	\$1,367.36	10%	\$1,504.10
SFST Training	11/06/23 - 11/08/23	Officer John Miller	16.00	\$80.00	\$1,280.00	10%	\$1,408.00
SFST Training	11/06/23 - 11/08/23	Sergeant Jessica Williams	16.00	\$82.50	\$1,320.00	10%	\$1,452.00
TOTAL							\$5,771.57

Travel

Travel costs may include in-state and out-of-state Project-related conferences, seminars, workshops, and trainings approved by CGU. The most economical mode of travel, in terms of direct expenses to the Project, must be used.

NOTE: If a certain conference/training, such as SFST Training or Borkenstein Alcohol Course, requires travel and is NOT specified in the Grant Agreement, contact your Grant Administrator as soon as possible. **CGU approval must be obtained prior to travel.** To request CGU approval please provide the following information via e-mail to your Grant Administrator:

- Travel date(s)
- Location of the conference/training
- Employee Name and Classification
- Name of existing budget line item that will cover these travel costs.

Travel must occur within the Project Performance Period to receive reimbursement.

Out-of-State

Grantees shall use the out-of-state lodging reimbursement rates established by their Organization/Agency; however, meals and incidentals will be reimbursed at the State travel rates.

In-State

Grantees shall not exceed the travel rates paid to exempt, excluded, and represented State of California employees and will be reimbursed at the State travel rates. Any costs beyond State travel rates will be at the expense of the Grantee. For additional information, visit the California Department of Human Resources (CalHR) website: [Travel Reimbursements - CalHR](#).

Travel Expense Examples

- Lodging to attend conferences/trainings (must have CGU approval prior to attending)
- Mileage (based on current State rate) or fuel expenses
- Per Diem for approved meals (based on current State rate)
- Rental car fees
- Commercial airline fares
- Parking fees
- Bridge tolls
- Taxi or bus fares

Meals cannot be claimed if they are provided by the hotel, training, conference, etc. Snacks and continental breakfasts, such as rolls, juice, and coffee, are not considered meals. Refer to CalHR for the travel timeframes for when meals can be claimed.

NOTE: Please complete one Travel Claim Form per trip, per employee, and submit with the required supporting documentation through the GMS. For each trip, per employee, submit travel expense in their entirety; do not split across multiple Reporting Periods or Expense line items in the GMS. The Start Date is the first day of paid travel and the End Date is the last day of paid travel. Your Grant Administrator will provide an electronic copy of the form.

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Supporting Documentation

Travel supporting documentation may include a paid receipt, paid invoice, or paid online confirmation (ex: airline, rental car) that **must show a paid in full/zero balance. Proof of payment, stay, or travel may be requested.**

In addition to a Travel Claim Form, please ensure the following information is provided:

- Trip name
- Traveler name
- Location
- Travel dates (must be within Project Performance Period / when paid travel begins & ends)
- Purpose of trip
- Start and end time of travel (when paid travel begins & ends)
- Total expense for reimbursement, and
- Zero balance, proof of payment, stay, or proof of travel.

Lodging

Please include an itemized receipt that is pre-printed (folio) with the hotel name, address, charges, and a paid in full/zero balance.

Mileage or Ridesharing

Please include a mapped route with start/finish address and locations, and a paid in full/zero balance or proof of payment.

Per Diem

Individual receipts for meals are not required but must be kept on file at your Organization/Agency must be on file and readily available for auditing purposes. Refer to CalHR for the travel timeframes for when meals can be claimed.

Excess Lodging Request

If attending an **in-state**, CGU-approved conference, and the conference blocked room rate exceeds the State travel rate, Grantees may submit an Excess Lodging Request **prior to booking travel.**

Please copy and paste the below bullets in an e-mail (Subject line = Excess Lodging Request) to your Grant Administrator and provide an answer for **each** bullet:

- Conference name
- Location
- Conference dates (must be within Project Performance Period)
- Conference blocked room rate
- Difference between conference blocked room rate and state travel room rate
- Detailed justification for Excess Lodging Request

Excess Lodging Requests will only be allowed under special circumstances with CGU approval. Excess Lodging Requests are effective once approved by CGU. If prior CGU approval is not received, Reimbursement Requests containing an excess lodging room rate will not be approved and travel costs will be reimbursed at the State travel rate.

Equipment

Equipment costs include grant -funded purchases of non-expendable, tangible, personal property having a normal useful life of more than one year and an acquisition cost of at least \$5,000 or more per asset (ex: four identical assets which cost \$1,250 each, for a \$5,000 total, would not be considered an equipment purchase).

Equipment not specified in the Grant Agreement must be submitted to and approved by CGU prior to purchase. Equipment should be purchased at the beginning of the Project Performance Period to ensure it is utilized when completing corresponding Project activities. Equipment must be purchased and received within the Project Performance Period to receive reimbursement.

Supporting Documentation

Equipment supporting documentation may include a paid receipt or paid invoice but **must show a paid in full/zero balance or proof of payment**. Please ensure the following information is provided:

- Vendor name
- Purchase date (must be within Project Performance Period)
- Invoice number
- Item(s) purchased
- Total expense for reimbursement
- Zero balance or proof of payment
- VIN/Serial numbers (included on invoice or in photo), and
- Photo(s) of equipment item

Paid accrued taxes must be submitted with a copy of a paid receipt or paid invoice containing a paid in full/zero balance or proof of payment for the correlating equipment purchase. Please include the tax percentage and proof of payment for the accrued taxes. **Please submit both paid accrued taxes and equipment expenses in their entirety; do not split across multiple Reporting Periods or Expense line items in the GMS.**

Messaging

Equipment, such as vehicles (ex: car, motorcycle), DUI Trailers, etc., must be marked, indicating that they are primarily used for Driving Under the Influence (DUI) Enforcement and display a message supporting DUI Enforcement.

Messaging types may include:

- Decal (ex: window, door)
- Wrap (ex: entire DUI Trailer)

Messaging examples may include:

- DUI Enforcement
- DUI/DUID Education and Outreach
- “Always Designate a Sober Driver” or other DUI message

Messaging and Grantee logos must be submitted to and approved by CGU prior to purchase/display.

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NOTE: By submitting equipment supporting documentation, the Grantee certifies that equipment was added to the inventory log at the Organization/Agency and can verify the location. Any equipment purchased with grant funds may be subject to review during site visits/audits and is property of the purchasing Organization/Agency.

Equipment Management Requirements

California Code of Regulations Section 1890.19

The following requirements apply to all equipment purchased with grant funds:

- Equipment shall only be used for its intended purpose for the duration of its useful life.
- Grantees shall keep equipment purchased with grant funds maintained in safe working order and stored securely.
- To be eligible for reimbursement, Grantees must purchase and receive equipment prior to the close of the Project Performance Period.
- Lost or stolen equipment purchased with grant funds, within five years of the date of loss or theft, shall be reported immediately to CGU by the Grantee (if applicable, the Grantee shall send a copy of the police report to CGU).
- Prior to disposition of equipment purchased with grant funds, the Grantee shall notify CGU via e-mail and dispose of the equipment, in accordance with the Grantee's Organization/Agency policy.

Consultants/Contracts

Contracted services shall be utilized in direct support of Project activities. The Grantee shall be responsible for the Contractor's compliance with program regulations, the Grant Agreement, and Project requirements. Contracted services shall not affect the Grantee's overall responsibility for the management of the Project.

A copy of the Contract and/or Scope of Work must be submitted to and approved by CGU prior to commencement of work. Services must be rendered within the Project Performance Period to receive reimbursement.

While Nonprofits are categorized as Consultants/Contracts, the guidance for all Budget Categories still applies. See the applicable Budget Category in this guide for additional information.

Supporting Documentation

Consultants/Contracts supporting documentation should allow CGU to determine if invoiced expenses are permissible, reasonable, and necessary for the performance of the Project. Supporting documentation may include a paid receipt or paid invoice but must show a paid in full/zero balance or proof of payment. If applicable, please ensure the following information is provided:

- Time study, and
- Detailed activity report

Other Direct Costs

Other Direct Costs include Operational Costs. Supplies and materials may be purchased, provided the items are claimed at a cost no higher than the original purchase price paid by the Grantee.

Other Direct Costs not specified in the Grant Agreement must be submitted to and approved by CGU prior to purchase. Other Direct Costs should be purchased at the beginning of the Project Performance Period to ensure they are utilized when completing corresponding Project activities. Other Direct Costs must be purchased and received within the Project Performance Period to receive reimbursement.

Supporting Documentation

Other Direct Costs supporting documentation may include a paid receipt or paid invoice but must show a paid in full/zero balance or proof of payment. Please ensure the following information is provided:

- Vendor name
- Purchase date (must be within Project Performance Period)
- Invoice number (if applicable)
- Item(s) purchased
- Total expense for reimbursement, and
- Zero balance or proof of payment

Registration Fees

Please ensure the following information is provided:

- Conference/Training name
- Attendee name
- Location
- Conference date(s) (must be within Project Performance Period)
- Total expense for reimbursement
- Zero balance or proof of payment, and
- Proof of attendance (ex: copy of badge, agenda, handout)

EDUCATION AND OUTREACH ***Education Events and Presentations***

Education Events and Presentations may include community meetings, cannabis industry outreach, school outreach programs, high school/college presentations, and education programs. Prior to conducting presentations, please share the content/presentation with your Grant Administrator. **Education Events and Presentations must occur within the Project Performance Period to receive reimbursement.**

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When reporting Education/Outreach Achievements, please provide:

- Photos
- Educational content
- Impact data (ex: number of attendees, list of public establishments), and
- Address/location if contact was made in person or virtual (include platforms).

Outreach Materials and Advertising

Outreach Materials and Advertising may include press releases, social media postings, brochures, flyers, PowerPoint presentations, billboards, print advertisements, and radio advertisements.

Outreach Materials and Advertising must be submitted to and approved by CGU prior to airing, publication, or distribution. Outreach Materials and Advertising should be purchased at the beginning of the Project Performance Period to ensure they are utilized when completing corresponding Project activities. Outreach Materials and Advertising must be purchased, received, and aired/run/displayed within the Project Performance Period to receive reimbursement.

Messaging

All messaging and Grantee logos must be submitted to and approved by CGU prior to purchase/display.

Messaging verbiage must include both:

- The statement, “Funded by the CHP Cannabis Tax Fund Grant Program”, and
- Educational message against impaired driving

MODIFICATIONS

Budget Modification Request

Grantees seeking to reallocate grant funds to accomplish the intent of the original Grant Agreement and Project activities may submit a Budget Modification Request in Q1, Q2, or Q3. In Q4, Budget Modification Requests will only be allowed under special circumstances with CGU approval.

Please copy and paste the below bullets in an e-mail (Subject = Budget Modification Request) to your Grant Administrator and provide an answer for **each** bullet for **each** reallocation of grant funds:

- Requested item(s) and/or service(s)
- Explanation of reasons/circumstances that justify the modification
- Description of how requested item(s) and/or service(s) will positively improve the Project
- Description of potential implications if the Budget Modification is not approved
- Budget line item name(s) you are transferring *from*

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- Budget line item name(s) you are transferring *to*
- Amount(s) for reallocation

Budget Modification Requests will become effective once approved by CGU. If prior CGU approval is not received, Reimbursement Requests shall be denied. CGU and the Grantee shall retain copies of all Budget Modification Request documents.

Project Contact Change Request

Grantees requesting to update personnel contacts during the Project Performance Period must submit a Project Contact Change Request.

Please copy and paste the below bullets in an e-mail (Subject = Project Contact Change Request) to your Grant Administrator and provide an answer for **each** bullet for **each** change:

- Effective date
- Current Project contact name (first and last) & title
- Telephone number
- E-mail address
- Mailing address
- New Project contact name (first and last) & title
- Telephone number
- E-mail address
- Mailing address

PROJECT PERFORMANCE REVIEW

Monitoring/Site Visits

CGU may conduct a Project Performance Review to determine progress towards the completion of the Project. Project Performance Reviews may be accomplished by desk review, questionnaire, site visits, and/or other means of review. The Project Performance Review may be conducted before, during, or at the end of the Project Performance Period.

CLOSEOUT

Achievements and Expenses

Achievements

Grantees are required to report on achieved Project goals and activities (Achievements) that occurred during the Project Performance Period, and provide a final Project Status/Closeout Achievement (ex: Q4 – Project Status/Closeout) by the due date listed in this guide under Important Dates. Please ensure the following information is provided:

- Detailed summary of completed Project
- Success stories
- Obstacles faced
- Project goals/activities not accomplished
- Justification for unspent grant funds

Expenses

In addition to Achievements, and if applicable, Grantees will submit a final Reimbursement Request with required supporting documentation **within sixty calendar days** after the completion of the Project, or the end date, as specified in the Grant Agreement or amended Grant Agreement, whichever comes first. Please ensure the following information is provided:

- Supporting documentation for Expenses
- Subcontracted work, notice of completion (if applicable), and
- Photos of completed Project goals and activities (if applicable)

Please allow enough time for the Grant Administrator to review the submitted information to ensure a Reimbursement Request is submitted by the due date. **CGU reserves the right to request additional information, as needed.**

AUDITING

Requirements & Principles

Record Retention

Grantees shall retain all documents, records, receipts, and financial accounts pertinent to the Project necessary to substantiate the purpose for which grant funds were spent, for **five years** from the expiration of the Grant Agreement.

Audit Requirements

Auditors may request, but are not limited to, the following documentation:

- Job/Source code
- Components of indirect/administrative costs reimbursed by the grant
- Reports of employees by position/title, including job descriptions and staff time/benefits reimbursed by the Grant
- Timesheets signed by the employee and supervisor for staff time reimbursed by the grant

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- Invoices, canceled warrants for Contracts, materials, services, and supplies
- All Contracts and Service Agreements reimbursed by the Grant
- Vehicle records/mileage logs for transportation cost, including the Grantee's relevant policies, processes, and documentation pertaining to usage costs and mileage rates
- Vehicle Identification Numbers, equipment serial numbers, title, and photographs of equipment purchases reimbursed by the grant

Basic Principles

- Maintain complete records and keep on file at the Organization/Agency.
- Be prepared and have records readily available for an audit and/or site visit.
- Reimbursements cannot exceed actual costs expensed for a Project activity.
- Request reimbursement for Expenses only once.
- Respond to requests in a timely manner.

If you have any questions, please contact the CGU at (916) 843-4360.