CALIFORNIA COMMUNITY REINVESTMENT GRANTS PROGRAM

Fiscal Year 2022–23 Grant Solicitation

August 2022

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GUIDANCE AND OVERVIEW

This document provides applicants with information regarding the California Community Reinvestment Grants (CalCRG) program and instructions to access and complete the CalCRG program application. For more information regarding the CalCRG program, please visit www.business.ca.gov/CalCRG. If you have additional questions after reading the Grant Solicitation, please contact the CalCRG team by emailing CalCRG@gobiz.ca.gov or calling (916) 322-2683.

Background
The Governor's Office of Business and Economic Development (GO-Biz) serves as the State of California's leader for job growth and economic development efforts. GO-Biz offers a range of services to business owners including attraction, retention and expansion services, site selection, permit assistance, regulation guidance, small business assistance, international trade development, assistance with state government, and much more.

The CalCRG program was included in the Adult Use of Marijuana Act (Proposition 64), which was approved by California voters on November 8, 2016. In accordance with the proposition, GO-Biz will award grants to Local Health Departments and at least 50 percent to qualified Community-based Nonprofit Organizations to support job placement, mental health treatment, substance use disorder treatment, system navigation services, legal services to address barriers to reentry, and linkages to medical care for communities disproportionately affected by past federal and state drug policies, also known as the War on Drugs (WoD).

Priority Population
Individuals from populations and communities in California that were disproportionately impacted by the WoD represent the CalCRG program priority population. "The War on Drugs" refers to the effort in the United States since the 1970s to combat illegal drug use by greatly increasing penalties, enforcement, and incarceration for drug offenders. Decades of federal and state policies drastically increased funding for drug-control and enforcement agencies while imposing harsh penalties for even low-level, nonviolent drug offenses.[1][2]

The WoD has disproportionately impacted communities of color, particularly low income African American/Black and Latino/Hispanic populations. For example, even though African American/Black, Latino/Hispanic, and White persons use and sell marijuana at similar rates, African American/Black and Latino/Hispanic individuals have historically been arrested more frequently for marijuana violations.[3][4][5] Harsh federal and state drug policies enacted during the WoD, such as mandatory minimum prison sentencing, three-strikes laws, and longer prison sentences for offenses involving crack cocaine compared to those involving the same amount of

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[1] Britannica, The Editors of Encyclopedia. "War on Drugs". Encyclopedia Britannica, 23 Jul. 2020, https://www.britannica.com/topic/war-on-drugs. Accessed 14 July 2021.
[2] Pearl, B. (2018). "Ending the War on Drugs: By the Numbers." *Center for American Progress.* https://www.americanprogress.org/issues/criminal-justice/reports/2018/06/27/452819/ending-war-drugs-numbers/.
[3] Bureau of Criminal Statistics, California Department of Justice, "Crime in California 2010," (2011).
[4] Substance Abuse and Mental Health Services Administration, "Results from the 2014 National Survey on Drug Use and Health," (2015), Tables 1.24A and 1.24B.
[5] University of California Los Angeles, California Health Interview Survey, 2011-2012.

powder cocaine[6], led to the mass incarceration of people of color, decreased access to social services, loss of educational attainment due to diminished federal financial aid eligibility, prohibitions on the use of public housing and other public assistance, and the separation of families. The CalCRG program aims to be a resource to address and repair the multi-generational impacts of the WoD.

While the effects of the WoD are well documented and visible in communities across the state, the CalCRG program also recognizes that impacted populations have many assets, partnerships, and excellent program and service providers making positive change. The CalCRG program hopes to invest in these community resources to mitigate and, where possible, overcome the presence of systemic restrictions and barriers to opportunity and equity. GO-Biz encourages applications from organizations that are bringing healing and economic empowerment to individuals, families, and communities that have been disproportionately impacted by past federal and state drug policies.

Program Priorities
Fiscal Year 2022-23 CalCRG program priorities include proposals from organizations led by individuals directly impacted by the WoD, organizations that serve formerly incarcerated individuals, and organizations placing individuals in jobs. Preference Points will be allocated to proposals that match current CalCRG program priorities.

Our Mission
The CalCRG program advances health, wellness, and economic justice for populations and communities harmed by the WoD.

Our Guiding Principles
1. Responsive to and focused on populations and communities disproportionately impacted by the WoD.
2. Grounded in science and data, while being receptive to emerging and innovative approaches.
3. Advancing whole person, trauma-informed approaches.
4. Accountable to taxpayers and stakeholders.

Timeline

Date	Activity and Detail
August 1, 2022	**Grant Solicitation Release** The Grant Solicitation will be released on this date and will be available at www.business.ca.gov/CalCRG.
August 8, 2022	**Online Application Portal Available to Complete Application Phase 1** The online application portal will be available via a link at www.business.ca.gov/CalCRG.
September 15, 2022	**Phase 1 Application Due Date** Phase 1 applications must be submitted no later than 4:59 pm on September 15, 2022.

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[6] Vagins, D. & McCurdy, J. (2006) "Cracks in the System: Twenty Years of the Unjust Federal Crack Cocaine Law." *American Civil Liberties Union.*https://www.aclu.org/other/cracks-system-20-years-unjust-federal-crack-cocaine-law.

December 5, 2022*	**Phase 2 Application Release**
	Only applicants that pass the Phase 1 application evaluation process will be invited to submit a Phase 2 application. Applicants invited to participate in Phase 2 will be informed by email of the Phase 2 deadline.
September 2022 – May 2023*	**Grant Evaluation and Awards**
	GO-Biz will evaluate applications and award grants during this period.
June 2023 – May 2026*	**Grant Term**
	All grant funds must be expended during the 3-year grant term.

Subject to change depending on volume of applications received.

Funding
A total of $48,000,000 is available, of which 50 percent will be reserved for small Community-based Nonprofit Organizations that have average annual total revenue of $5,000,000 or less over the last three tax years.[7] The remaining 50 percent of funding will be available for all other Community-based Nonprofit Organizations and Local Health Departments. Applications are subject to a minimum request of $600,000 and a maximum request of $3,000,000. **An organization may only be listed in one application.** Funds may only be used for eligible activities and costs. The amount awarded may be spent over the three-year grant term. Funds expended before or after the grant term are not eligible for reimbursement.

Grant Award Amount
Applicants may request a minimum of $600,000 up to a maximum of $3,000,000 total. The grant amount is for the entire three-year grant term, not an amount per year. In other words, a $600,000 request represents $200,000 per year for the three-year grant term. Note that at least 75 percent of grant funds awarded must be used for direct personnel costs (wages and benefits only) for the employees (W-2 only) of the applicant that will be providing the proposed services and shall be reimbursed by the CalCRG program at a rate of 100 percent of the costs. Employee training, equipment and materials, and all other direct costs shall be reimbursed by the CalCRG program at a rate of 50 percent of the cost of the expenditure.

Applicants should carefully consider what size grant is most appropriate for their organization's programmatic needs and administrative capacity. The CalCRG program is a reimbursement only model. Grantees must be able to fund the initial months of their proposed services prior to receiving reimbursement.

Applicants should request a grant amount that is appropriate for:
- The organization's experience administering grants of a similar size and model;
- The amount of the organization's annual total revenue;
- The organization's administrative capacity and sound financial practices;
- The organization's available resources and cash-flow to implement the proposed services prior to receiving the first reimbursement from the CalCRG program.

In addition to evaluating the factors above, as part of the Phase 2 application evaluation process, the amount of grant funds requested will be compared to the applicant's annual total

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[7] The total amount available for award, as well as the percentage of funds awarded to small community-based organizations, may be revised due to several factors, including the total amount allocated to GO-Biz for award for the fiscal year, prior funding not awarded or returned to GO-Biz, the number of applications received, and the amount of funding requested by applicants with scores near or on the final funding line.

revenue. One third of the total grant request (or one year's worth of grant funds) should ideally represent no more than approximately 30 percent of the applicant's annual total revenue.

Eligible Applicants
- Local Health Departments (LHDs) – Defined as any of the 61 California-identified local government health departments with a legally appointed Health Officer.
- Community-based Nonprofit Organizations (CBOs) – Defined as organizations established and focused on issues and concerns at the community level (neighborhood, city, county, region) that are representative of the populations[8] or significant segments of the populations they provide services to in that community. They are often organized around a particular purpose or cause and tend to be grassroots in nature, working from the ground-level upward to create positive change and equity. All CBOs that apply for a grant from the CalCRG program must:
  - Have been duly organized, in existence, and in good standing for at least six months prior to the date the Grant Solicitation is issued by GO-Biz;
  - Be registered with the California Secretary of State's Office, with an "Active" status[9];
  - Have a tax-exempt[10] status with both the Internal Revenue Service and the California Franchise Tax Board;
  - Have a "Registry Status" of "Current" or "Exempt" with the California Attorney General's Registry of Charitable Trusts (RCT)[11];
  - Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services, etc.), if applicable; and
  - Have a physical address in California.
- Existing CalCRG program grantees – LHDs and CBOs that have a current CalCRG program grant, either as a single organization, or as part of a collaborative application, are eligible to apply only if their existing CalCRG program grant has been in effect for at least 12 months and they have expended at least 50 percent of their existing grant, as evidenced by invoices submitted and approved by the Phase 1 application due date.[12]

Note: The above eligibility requirements must be met no later than the Phase 1 application due date, and applicants must maintain that eligibility throughout the application process and during the grant term if awarded.

Collaborative Applications
For Fiscal Year 2022-23 the CalCRG program is not accepting collaborative applications.

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[8] For purposes of the CalCRG program, the term "populations" refers to groups of individuals from diverse backgrounds, and/or other attributes, such as but not limited to: race, ethnicity, religious beliefs, justice system involvement, immigration status, and economic status.

[9] Does not apply if an entity is a trust or other entity type that is legally unable to register with the California Secretary of State.

[10] For purposes of the CalCRG program, "tax-exempt" means an organization exempt from taxation under provisions of both the Internal Revenue Code and the California Revenue and Taxation Code.

[11] Organizations that currently have Mutual Benefit Corporation status must register with the RCT to be considered for an award. Entities exempted from RCT registration and reporting requirements of the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Gov. Code section 12580, et seq.), such as educational institutions and hospitals, must receive an official status of "exempt" from the RCT by the Phase 1 application due date. Please visit https://oag.ca.gov/charities for more information.

[12] For questions regarding this requirement, current grantees should contact their CalCRG program grant manager before starting an application.

ELIGIBILITY CRITERIA

Geographic Eligibility

The CalCRG program statute requires programs and services to be provided to communities disproportionately impacted by past federal and state drug policies. In accordance with this requirement, the CalCRG program has developed the following criteria:

Services proposed by an applicant must be for communities within ANY of the following geography:

- A county within California with a per capita drug related arrest rate higher than the state's per capita drug related arrest rate. Based on data publicly available from the California Department of Justice (1980-2016), the following counties meet this requirement:

  Alameda, Alpine, Contra Costa, Del Norte, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Lake, Los Angeles, Mendocino, Merced, Riverside, Sacramento, San Bernardino, San Diego, San Francisco, San Joaquin, Santa Cruz, Sierra, Solano, Stanislaus, Tehama, Trinity, Tulare, Yolo, and Yuba.
- Census tracts that are among the highest (top 25 percent) civilian unemployment and poverty in the state (based on the 2013-2017 American Community Survey). Note: these census tracts coincide with the census tracts that became effective on January 1, 2020, for California's New Employment Tax Credit.
- Census tracts that are among the highest (top 25 percent) 1-parent or nonfamily households in this state (based on the 2013-2017 American Community Survey).
- Census tracts that are among the lowest (bottom 25 percent) educational attainment (non-high school graduates) in this state (based on the 2013-2017 American Community Survey).
- Census tracts that have been designated in California as an Opportunity Zone.[13]

For the census tract criteria referenced above, applicants can use the CalCRG interactive online mapping tool located at http://maps.gis.ca.gov/calcrg/map.html to identify whether the community they are proposing services to is within the above referenced census tract geography.

In addition to these geographic eligibility requirements, applicants will be asked to describe in their application how the community they are serving has been disproportionately impacted by past federal and state drug policies.

Eligible Services

Proposed services must fall within one or more of the funding categories below:

Job Placement (JP)[14]

Services are geared towards placing clients in long term jobs[15] that lead to economic self-sufficiency and beyond. All proposals must include purposeful and meaningful involvement in placing clients in a job. Jobs that offer various possible career pathways, opportunities for upward mobility, and work benefits like access to healthcare are preferable. Activities in

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[13] More information on Opportunity Zones can be found here.
[14] Job placement in the cannabis industry is allowed but not required.
[15] Long-term employment refers to jobs of at least twelve months in duration.

connection with placing clients in a job are eligible services and considered allowable, however, job placement must be the outcome of the proposed services.

Eligible services include:
- Assessments
  - Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
  - Comprehensive and specialized assessments of the skill levels and service needs of clients, which may include:
    - Diagnostic testing and use of other assessment tools.
    - In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals.
- Planning
  - Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for clients to achieve their employment goals, including the list of, and information about, eligible training providers.
  - Career planning.
- Training
  - Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, financial literacy skills, and professional conduct services to prepare individuals for employment.
  - Workforce preparation, readiness, and skills development.
  - English language acquisition and integrated education and training programs.
- Navigation
  - Job search assistance.
  - Resume and application development.
  - Salary negotiation assistance.

Ineligible services include:
- Placement of individuals in jobs in which the compensation is not required to be reported on IRS Form W-2.

Mental Health Treatment (MHT)
Services geared towards helping clients achieve mental well-being through either clinical or non-traditional means.
Eligible services include:
- Psychotherapy: the therapeutic treatment of mental illness provided by a trained mental health professional. Psychotherapy explores thoughts, feelings, and behaviors, and seeks to improve an individual's well-being. Examples include Cognitive Behavioral Therapy, Exposure Therapy, Dialectical Behavior Therapy, etc.
- Case management: coordinates services for an individual with the help of a case manager. A case manager can help assess, plan, and implement a number of strategies to facilitate recovery.
- Support groups and healing circles: a group meeting where members guide each other towards the shared goal of recovery. Support groups often include peers that have suffered from similar experiences.

- Complementary and Alternative Medicine (CAM): refers to treatment and practices that are not typically associated with standard care. CAM may be used in place of or addition to standard health practices (e.g., supplements, meditation, acupuncture, etc.).
- Arts and creative therapies: using the arts (music, painting, dance, or drama) to help a client express and understand themselves in a therapeutic environment, with a trained therapist.
- Outpatient mental health treatment.

Ineligible services include:
- Preventative care (e.g., care or services prior to or absent symptoms or a diagnosis identified by a mental health professional or other subject matter expert).

Substance Use Disorder Treatment (SUD)
Services geared towards helping clients recover from substance use disorder through clinical or non-traditional means.

Eligible services include:
- Individual and group counseling may use the following areas for treatment:
  o Cognitive Behavioral Therapy (CBT). For instance, CBT might help a person be aware of the stressors, situations, and feelings that lead to substance use so that the person can avoid them or act differently when they occur.
  o Contingency management is designed to provide incentives to reinforce positive behaviors, such as remaining abstinent from substance use.
  o Motivational enhancement therapy helps people with substance use disorders to build motivation and commit to specific plans to engage in treatment and seek recovery. It is often used early in the process to engage people in treatment.
  o Multi-step facilitation therapy seeks to guide and support engagement in programs such as Alcoholics Anonymous or Narcotics Anonymous.
- Short term treatment that focuses on detoxification (medically managed withdrawal), initial intensive treatment, and preparation for a return to a community-based setting
- Medication Assisted Treatment (MAT).
- Recovery support services: non-clinical services that are used with treatment to support individuals in their recovery goals; often provided by peers or others already in recovery.
- Community awareness and education efforts specific to substance use disorder treatment.

Ineligible services include:
- Preventative care (e.g., care or services prior to or absent symptoms or a diagnosis identified by a substance use disorder treatment professional or other subject matter expert).

System Navigation Services (SNS)
Services are geared towards helping clients and communities navigate and have access to systems based on client and/or community needs to advance their economic, physical, and emotional well-being. Typically, though not exclusively, proposals for system navigation services include needs assessments that inform case management to provide clients with access to services that remove barriers and/or meet clients' specific needs.

Eligible services include:
- Resource identification and referral for case management.
- Services useful for reentering society (e.g., opening bank accounts, obtaining a driver license, finding and qualifying for subsidized housing, immigration services, enrolling in a school or college, etc.).
- Services useful for building economic security (e.g., providing business development skills and investor pitch training, forming community owned social enterprises, etc.).
- Aiding populations to understand and use available entitlement benefits.
- Tax filing support for low-income families.
- Financial literacy and advice for achieving financial stability (e.g., understanding credit scores, paying off debt, etc.).

Ineligible services include:
- Services with no clear indication of its potential to significantly advance clients' economic, physical, and emotional well-being.
- Linkages to services that are merely recreational in nature.

Legal Services to Address Barriers to Reentry (LS)
Services are geared towards helping clients reenter society after incarceration in jail or prison.

Eligible services include those related to:
- Record analysis or background check services to find errors or incomplete information in criminal records.
- Expungement, sealing a criminal record, or other post-conviction relief available under the Penal Code or other provisions of law.
- Employment or licensing barriers based on a criminal record.
- Obtaining or regaining a valid driver license or identification card.
- Denial of housing applications.[16]
- Criminal justice debt.
- Immigration services to address barriers to reentry.
- Community awareness and education efforts specific to addressing legal barriers to reentry.

Ineligible services include:
- Legal services that do not serve formerly incarcerated populations and/or do not address barriers to reentry.

Linkages to Medical Care (LMC)
Services are geared towards helping clients secure medical services.

Eligible services include:
- Linking people directly to medical services.
  - Referrals
  - Transportation to medical appointments
- Linking health care providers, community organizations and public health agencies to improve patients' access to preventative and medical care services.

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[16] Family members may be included in this service if denial is due to the record of a formerly incarcerated individual.

- These approaches can include forming partnerships, coordinating activities to fill gaps in needed services across systems and promoting patient and community involvement.
- Types of clinical-community linkages include coordinating medical care and other community services at a single location and developing ways to connect patients to resources more effectively.[17]

Ineligible services include:
- Directly providing medical care to individuals.
- Subsidizing clients' medical costs or providing free medication.
- Linking individuals with non-medical services.

Eligible Costs
At least 75 percent of the grant award must be allocated to direct personnel costs (wages and benefits only) for the employees (W-2 only) of the applicant that will be providing the proposed services. Employee training, equipment and materials, and all other direct costs shall be reimbursed by the CalCRG program at a rate of 50 percent of the cost of the expenditure.

In addition, proposed costs must meet the following criteria:
- Be necessary and reasonable for proper and efficient administration of the proposed services.
- Be authorized and not prohibited under state laws, regulations, or CalCRG program requirements.
- Be adequately documented.

Subcontracted Costs
Subcontracted costs may not exceed the lesser of 20 percent of the total grant award or $200,000. Any use of subcontractors for evaluation activities may not exceed $30,000 for the entire grant term. All subcontracted costs shall be reimbursed by the CalCRG program at a rate of 50 percent of the cost of the expenditure. The amounts referenced above are after application of the 50 percent reimbursement rate.

Any proposed use of subcontractors must be identified in the CalCRG Budget Spreadsheet and budget narrative of the Phase 2 application; however, applicants should discuss potential uses of a subcontractor in the Proposal Summary of the Phase 1 application. Each applicant must demonstrate why its proposed use of a subcontractor is a reasonable and necessary component of its provision of Eligible Services.

Indirect Cost Rate
Indirect costs may not exceed 17 percent of the total grant award. Indirect costs are expenditures not assigned solely to the proposed services but considered necessary for the operation of the organization and the performance of the proposed services. While other grant funders may define indirect costs differently, for purposes of the CalCRG program indirect costs include the following: personnel performing CalCRG program funded activities less than 10 percent of their time, costs of operating and maintaining facilities, accounting services, administrative salaries, insurance, roadside assistance, background checks, utilities, telephone

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[17] Let's Get Healthy California, "Clinical-Community Linkages" https://letsgethealthy.ca.gov/clinical-community-linkages/

bills, internet bills, general office supplies, legal fees, rent, and other expenses that are generally prorated (i.e., shared among other programs operated by the grantee).

Ineligible Costs
The following costs are ineligible under the CalCRG program:
- Lobbying – Recipients of this grant are not allowed to use funds to lobby federal, state, or local officials or their staff.
- Bonuses/Commissions – Funds awarded by this grant are not allowed to fund special bonuses and/or commissions, or any other related payments.
- Supplanting – Grants through the CalCRG program may not be used to support program activities that are already funded through a different source. The use of funds awarded in this grant are not allowed to be used in the place of program costs for existing local, state, or federal funded projects or services.
- Purchase of land or buildings.
- Purchase of food, beverages, refreshments, snacks, etc.
- Other items that are banned by the State of California or GO-Biz deems inappropriate or inconsistent with statutory or programmatic requirements of the CalCRG program.

GO-Biz reserves the ability to modify applicant budgets if included costs are deemed unreasonable, unnecessary, or ineligible.

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APPLICATION COMPONENTS AND REQUIREMENTS

The link to the online application portal and a detailed Application Guide are available at www.business.ca.gov/CalCRG.

The application is divided into two phases. While Phase 1 of the application may be completed by all Eligible Applicants, only those applicants that pass Phase 1 will be invited to proceed to Phase 2 of the application process. Applicants will be invited by email to complete Phase 2 of the application and the email will be sent to the email address listed for the person designated as the "primary contact" in the Contact Information section of the application. GO-Biz is not responsible for any email not received due to the recipient's security or anti-spam software, or any problems within the recipient's email system.

Phase 1 Application Components
All Eligible Applicants may apply to Phase 1 of the CalCRG application in the online portal. The following information/sections will be required for submittal:

Create Application
To create a new application, enter the organization's legal name and organization type.

Applicant Information
Enter the organization's business information, physical address in California, payment address, and indicate its basis for geographic eligibility [county or census tract(s)].

Contact Information
Enter the contact information for at least two individuals who are authorized to communicate with GO-Biz on behalf of the applicant with one that is designated as the primary contact; these individuals should be familiar with the application and applicant's proposed services. Contacts added in this section are only used for communication purposes; this does not grant the contact access to the online application. To authorize a contact access to the online application, click on "Options" at the bottom of the Application Summary screen and then click on "Application Users". Please note that all new application users must create their own account prior to this action.

Proposal Summary
In this section, the applicant will identify the funding category or categories for its grant application, the amount of funding requested, and provide a summary of its proposal.

- Select each of the funding categories that apply to the application (must check at least one box) then provide a 1-2 sentence summary for services proposed in each funding category selected. Provide a brief overview of how the grant amount requested will be used. Please include the projected number of individuals to be served in each funding category selected.

Applicants must answer programmatic suitability questions related to their competencies and experience and the community impacts of the WoD. Answers must be as detailed and specific as possible.

Form 990, Exempt Organization Tax Return Information (only applicable to CBOs)
Applicants should indicate if they have ever filed a Form 990, the tax year of the most recently filed Form 990, and all corresponding dollar amounts requested. CBO applicants must upload their most recently filed IRS Form 990. If an applicant's most recent tax return is a Form 990-EZ

instead of a Form 990, for the first question in this section, select "No" in the drop-down menu and mark the section as complete. However, upload the Form 990-EZ in the Phase 1 Required Documents section.

Phase 1 Required Documents
Failure to upload all the required documents by the Phase 1 application due date may result in application disqualification. The following documents are required during the Phase 1 application process as follows:

Community-Based Nonprofit Organizations:
- Payee Data Record-STD 204 – Download this form at www.business.ca.gov/CalCRG.
- Most recently filed IRS Form 990, Exempt Organization Tax Return Information.
- California Secretary of State Status – Submit a screenshot of the organization's status at https://bizfileonline.sos.ca.gov/search/business.
- FTB Status – Submit the organization's Entity Status Letter generated at https://www.ftb.ca.gov/help/business/entity-status-letter.asp.
- IRS Status – Submit a screenshot of the organization's Deductibility Code status and/or a screenshot of the organization's inclusion in Publication 78 Data List at https://apps.irs.gov/app/eos. If the above is unavailable, applicants may submit an affirmation letter indicating the Exempt Status (https://www.irs.gov/charities-non-profits/exempt-organizations-affirmation-letters).
- California Attorney General's Registry of Charitable Trusts Status – Submit a screenshot of the organization's status at http://rct.doj.ca.gov/Verification/Web/Search.aspx?facility=Y.

Local Health Departments:
- Government Agency Taxpayer ID Form – Download this form at www.business.ca.gov/CalCRG.

Phase 2 Application
The Phase 2 application will only be provided to applicants that pass the Phase 1 application evaluation. The Phase 2 Application Components, Application Questions and Evaluation Process and Scoring Criteria will be provided to applicants in the Phase 2 email invitation.

Application Submission Process
Applications must be submitted electronically using the GO-Biz online CalCRG portal which can be accessed via a link at www.business.ca.gov/CalCRG. Users of the portal will first need to create an account. **All applications must be submitted by the due date and the online application portal will automatically close once the due date has passed. There are no exceptions or extensions of application deadlines. Any technology challenges or inability of an applicant to submit an application by the deadline for any reason shall not be grounds for an extension of the deadline.** Applicants are encouraged to submit their application before the deadline in the event technical assistance is required. For help applying, please send an email to CalCRG@gobiz.ca.gov with the subject line: CalCRG Grant Online Help or call (916) 322-2683.

APPLICATION EVALUATION

Application Review Process
GO-Biz will utilize the following application review process:

1. Phase 1 eligibility review – Applications will be verified for completeness and eligibility
2. Disqualifications – GO-Biz reserves the right to disqualify applicants or deny applications for the following reasons:
    *   Incomplete applications
    *   Ineligible applicant
    *   Ineligible service/geographic area
    *   Ineligible services
    *   Proposal deemed inconsistent with the statutory or programmatic requirements of the CalCRG program
3. Phase 1 evaluation and scoring - See the Phase 1 Evaluation Process and Scoring Criteria section for more information
4. Phase 2 evaluation and scoring – Will be provided by email to applicants that pass the Phase 1 application evaluation.

Determination of Awards
The Evaluation Process and Scoring Criteria will be the primary tool for determining awards. However, the following may be taken into consideration for evaluating applications and recommending awards:
*   Site visits during the application evaluation period.
*   Financial and legal history of the applicant, including local, state, or federal suspension or debarment from grant and/or procurement programs.
*   Prior CalCRG program grant performance, if applicable. This may include reviewing grantees' outputs and outcomes achievement, timeliness and completeness of progress reports, appropriate use of funds, invoice documentation completeness, and overall communication and responsiveness to CalCRG staff requests.

Additionally, for organizations that score well enough to be funded, GO-Biz, at its discretion, may fund organizations at a lesser amount based on their operating revenue, prior levels of funding and performance on prior financial agreements. In the event of a tie score between one or more applicants, GO-Biz will make award determinations based on CalCRG program priorities.

Notice to Applicants
All materials submitted in response to a CalCRG program Grant Solicitation will become the property of GO-Biz and as such, are subject to the California Public Records Act (Gov. Code, § 6250, et seq.).

Verification of Applicant Information
By submitting an application, applicants authorize GO-Biz to verify any and all information submitted in the application, including, but not limited to, verification of prior experience, public records (i.e., CA Franchise Tax Board, CA Secretary of State, and/or Attorney General's office) and other information necessary to evaluate the application. GO-Biz may request additional documentation to clarify or validate any information provided in the application and/or budget. In

addition, GO-Biz may request to conduct a site visit during the application evaluation period to substantiate claims made in the application.

Disputes

If an applicant believes the Grant Solicitation criteria or procedures were not followed in the making of the funding decision with respect to its application, and such failure constitutes a sufficiently substantial error to justify a change in the funding decision, it may email the GO-Biz Deputy Director of Legal Affairs at van.nguyen@gobiz.ca.gov. The applicant must specifically set forth what criteria or procedures it believes were not properly followed and describe in detail how those errors or omissions are sufficient to warrant a change in the funding decision. Only facts and arguments relating to the denied applicant will be considered. Facts and arguments regarding other applicants, or unrelated matters will not be considered. If the applicant failed to meet the eligibility requirements outlined in the Grant Solicitation or merely disagrees with the score given to its grant application, GO-Biz will not reconsider its decision. All information and arguments concerning the dispute must be emailed as specified above within 10 calendar days of GO-Biz's notification of the funding decision. The only remedy available under this process is for the applicant to receive funding. Restarting the grant application process or revaluating all grant applications are not available remedies.

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PROGRAM ADMINISTRATION

Advance Payments

The CalCRG program for Fiscal Year 2022–23 will be administered based on a reimbursement model only. As a result, advance payments will not be available to grantees.

Reimbursement Requests

Grantees may request reimbursement of eligible costs once per month and must submit invoices for reimbursement at least once every three months. Eligible costs must be associated with the approved budget and will be authorized for reimbursement upon the CalCRG program grant manager's approval of the reimbursement request. Reimbursement requests must be submitted via the online CalCRG program invoice portal and include itemized documentation of claimed expenses (e.g., personnel expenditure itemization, itemized receipts, and/or proof of payment of invoices). Each invoice should include a proportionate amount of the indirect costs associated with the grantee's approved budget, however the total of indirect costs listed in an invoice may not exceed 25 percent of the direct costs listed in the invoice.

Reporting Requirements

Grantees shall submit quarterly progress reports to the CalCRG program grant manager to determine if the grantee is adequately progressing in accordance with the terms and conditions of the grant agreement, provide interim findings, and afford occasions for airing difficulties or special problems encountered so that CalCRG team may better assist grantees in finding solutions to such problems. Progress reports are also an opportunity for grantees to highlight their successes and accomplishments.

The quarterly progress report shall include all activities, training, program implementation, evaluation efforts, and must adhere to the GO-Biz report template. Grantees are to use the following procedures for the preparation and submission of a progress report:

- Progress reports must be submitted in the format required by the CalCRG program and should address all related topics.
- The report should describe the overall progress, including results to date, a comparison of the actual progress with the proposed goals for the period, any current problems or favorable or unusual developments, and the work to be performed during the succeeding period.
- The report shall include all supporting documents that reflect the completion of activities outlined in the CalCRG Work Plan approved by CalCRG program staff.

Grantees will also be required to submit a final report at the end of the grant period.

Site Visits/Meetings

Site visits are a key function of support and partnership during the grant period, allowing GO-Biz to provide additional resources and technical assistance to support all grantees in an efficient and effective manner. The CalCRG program's grants will require scope reviews and site visits to ensure performance of objectives and complying with the terms and conditions of grant award agreements to ensure good stewardship of taxpayer dollars. CalCRG program grant managers will be responsible for scheduling and conducting site visits. GO-Biz may deem it necessary to hold the site visits virtually through Microsoft Teams, Zoom, or other videoconferencing platforms. Grantees must make themselves available to participate in periodic site visits and attend meetings throughout the grant term.

Site visits may occur for various reasons, including but not limited to:
- Providing technical assistance and capacity building for grantees.
- Verifying that grantees are meeting programmatic, administrative, and fiscal requirements.
- Verifying that a grantee's progress is consistent with its approved CalCRG Work Plan.
- Identifying opportunities for improvement.
- Gain perspective on grantees challenges and successes.

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Phase 1 Evaluation Process and Scoring Criteria

Phase 1 of the application is composed of two review steps.

Step 1: Technical Review
CalCRG program staff will review applications for technical, geographical, and funding category eligibility. This step is evaluated on a pass/fail scale. All applicants must meet technical, geographical, and funding category eligibility criteria to qualify for the program. Please see the Eligible Applicants and Eligibility Criteria sections for more information. An application will not proceed to Step 2 below if it does not pass technical, geographical, and funding category eligibility review.

Step 2: Application Review
For applications that pass the Step 1 Technical Review, the applicant's proposal summary and answers to the programmatic suitability questions will be evaluated and scored on the point scale referenced below.

All applicants that receive a score of 10 will be automatically invited to Phase 2 of the application process. If the total amount requested by the applicants that receive a score of 10 is less than 150 percent of the total available funding, then applicants that receive a score of fewer than 10 points will be ranked in order and the highest scores will be invited to proceed to Phase 2 until 150 percent of the available funding is reached. If the 150 percent funding level is reached and there are multiple applications remaining with the same score, GO-Biz reserves the discretion to exceed the 150 percent threshold.

The scoring criteria table below describes how the Phase 1 Proposal Summary Questions will be evaluated and scored. An applicant's score will be based on how well their answers address the evaluation criteria for the corresponding section. It is highly recommended that the Scoring Criteria is referred to when writing the grant application.

Phase 1 Points Possible

Application Section	Maximum Points Possible
Proposal Summary	3
Competencies and Experience	3
Community Impacts of the War on Drugs	4
Total:	**10**

Phase 1 Scoring Criteria

Proposal Summary	
Maximum Points Possible	3 Points
Question	Please provide a 1-2 sentence summary of the services proposed in each funding category selected above and a brief overview of how the grant funds requested will be used, including the

	projected number of individuals to be served in each funding category selected above. (3500 characters)

Point Scale and Evaluation Criteria	• 3 Points
	  o Very clear description of the proposal, use of grant funds, and the projected number of individuals served; no additional information needed.
	  o Proposal aligns with the CalCRG program.
	• 2 Points
	  o Adequately clear description of the proposal, use of grant funds, and the projected number of individuals served; some clarification needed.
	  o Proposal somewhat aligns with the CalCRG program.
	• 1 Point
	  o Unclear description of the proposal, use of grant funds, and the projected number of individuals served; significant amount of clarification needed.
	  o Proposal minimally aligns with the CalCRG program.
	• 0 Points
	  o No description of the proposal, use of grant funds or the projected number of individuals served.
	  o Proposal does not align with the CalCRG program.

Competencies and Experience	
Maximum Points Possible	3 Points
Questions	1. What is your organization's mission and core competencies? (1750 characters) 2. How is your organization suited to address the needs of your priority population? (1750 characters) 3. Describe your organization's experience providing services in your community/service area, and how those relate to the proposed services in this grant application. (1750 characters)

Point Scale and Evaluation Criteria	• 3 Points
	  o Very strong indication that the organization has the necessary competencies and experience to provide the proposed services for its priority populations.
	  o Answers provide enough detail for a very clear understanding; no additional information needed.
	• 2 Points
	  o Moderate indication that the organization has the necessary competencies and experience to provide the proposed services for its priority populations.
	  o Answers are adequate to address the questions; some clarification needed.
	• 1 Point

	o Little indication that the organization has the necessary competencies and experience to provide the proposed services for its priority populations.
	o Answers are barely sufficient to minimally address the questions; significant amount of clarification needed.
	• 0 Points
	    o No indication that the organization has the necessary competencies and experience to provide the proposed services for its priority populations.
	    o Answers do not address the questions.

Community Impacts of the War on Drugs (WoD)	
Maximum Points Possible	4 Points
Questions	4. How has the geographical area your organization is proposing to serve with the grant funds requested been disproportionately impacted by the WoD? (1750 characters) 5. How have the individuals your organization is proposing to serve with the grant funds requested been disproportionately impacted by the WoD? (1750 characters) 6. Describe characteristics of the major populations or clients that your organization has served historically, particularly in the past year. Include information about their demographics, social and economic wellbeing, and family or individual challenges. (1750 characters)

Point Scale and Evaluation Criteria	• 4 Points
	    o Very strong indication that the geographical area and priority populations resemble the priority populations as intended in Proposition 64 and identified in the Grant Solicitation.
	    o Very strong indication that the applicant primarily serves individuals, families, and communities which have been disproportionately impacted by drug enforcement activities, criminal justice system involvement, and/or related consequences of the WoD.
	    o Answers provide enough detail for a very clear understanding; no additional information needed.
	• 3 Points
	    o Strong indication that the geographical area and priority populations resemble the priority populations as intended in Proposition 64 and identified in the Grant Solicitation.
	    o Strong indication that the applicant primarily serves individuals, families, and communities which have been disproportionately impacted by drug enforcement activities, criminal justice system involvement, and/or related consequences of the WoD.

	- o Answers provide enough detail to clearly address the question; very little clarification needed. • 2 Points - o Moderate indication that the geographical area and priority populations resemble the priority populations as intended in Proposition 64 and identified in the Grant Solicitation. - o Moderate indication that the applicant serves some individuals, families, and communities which have been disproportionately impacted by drug enforcement activities, criminal justice system involvement, and/or related consequences of the WoD. - o Answers are adequate to address the questions; some clarification needed. • 1 Point - o Little indication that the geographical area and priority populations resemble the priority populations as intended in Proposition 64 and identified in the Grant Solicitation. - o Little indication that the applicant serves some individuals, families, and communities which have been disproportionately impacted by drug enforcement activities, criminal justice system involvement, and/or related consequences of the WoD. - o Answers are barely sufficient to minimally address the questions; significant amount of clarification needed. • 0 Points - o No indication that the geographical area and priority populations resemble the priority populations as intended in Proposition 64 and identified in the Grant Solicitation. - o No indication that the applicant serves some individuals, families, and communities which have been disproportionately impacted by drug enforcement activities, criminal justice system involvement, and/or related consequences of the WoD. - o Answers do not address the questions.