

PROPOSITION 64
PUBLIC HEALTH & SAFETY
GRANT PROGRAM
COHORT 2

PROPOSAL PACKAGE*
COVER SHEET

Submitted by (Name of eligible applicant):

City and County of San Francisco, Office of the City Administrator

DATE SUBMITTED TO THE BSCC:

January 29, 2021 (Before 5pm)

**The Proposition 64 Public Health and Safety Grant Program Proposal Package is provided in a fillable format. Using the Tab key will allow the applicant access to those areas requiring information.*

**PROPOSITION 64 PUBLIC HEALTH & SAFETY GRANT PROGRAM:
PROPOSAL CHECKLIST**

A complete proposal package for funding under the Proposition 64 PH&S Grant Program must contain the following items:

Required Items:		✓
1	Cover Sheet (previous page)	✓
2	Proposition 64 PH&S Grant Program Proposal Checklist <ul style="list-style-type: none"> • Originally signed in blue ink by the authorized signatory (e-signatures are acceptable) 	✓
3	Applicant Information Form <ul style="list-style-type: none"> • Originally signed in blue ink by the authorized signatory (e-signatures are acceptable) 	✓
4	Proposal Abstract <ul style="list-style-type: none"> • No more than one (1) page 	✓
5	Proposal Narrative to include Project Need, Project Description, Project Evaluation Sections <ul style="list-style-type: none"> • No more than eight (8) pages 	✓
6	Project Work Plan <ul style="list-style-type: none"> • No more than 2 pages using the template provided (see Appendix L for instructions) 	✓
7	Budget Information (Budget Table & Narrative) <ul style="list-style-type: none"> • Use BSCC templates provided • Budget Narrative must be no more than four (4) pages 	✓
8	Additional Request for Proposals Information, if applicable <ul style="list-style-type: none"> • No more than two (2) pages 	✓
9	Letter(s) of Commitment	✓
10	Letter of Eligibility (see Appendix B)	✓
11	Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (Appendix F) <ul style="list-style-type: none"> • Originally signed in blue ink by the authorized signatory (e-signatures are acceptable) 	✓
12	Criteria for Non-Governmental Organizations Receiving Proposition 64 Public Health and Safety Grant Funds (Appendix K) <ul style="list-style-type: none"> • Originally signed in blue ink by the authorized signatory (e-signatures are acceptable) 	✓
Optional:		
13	Governing Board Resolution (Appendix E) <i>Note: The Governing Board Resolution is due prior to contract execution but is <u>not</u> required at the time of proposal submission.</i>	<input type="checkbox"/>

I have reviewed this checklist and verified that all required items are included in this proposal packet.

X 
Applicant Authorized Signature (Blue Ink Only or E-signature) (see Applicant Information Form, Part O, next page)


*****ATTACHMENTS OTHER THAN THOSE LISTED ABOVE OR MORE THAN THE ALLOWED PAGE LIMIT WILL NOT BE CONSIDERED*****

**Proposition 64 Public Health & Safety Grant Program
Applicant Information Form**

A. APPLICANT: City of <Name> or <Name> County		B. TAX IDENTIFICATION NUMBER:	
NAME OF APPLICANT City and County of San Francisco		TAX IDENTIFICATION # 94-6000417	
STREET ADDRESS 1 Dr. Carlton B. Goodlett Place		CITY San Francisco	STATE California ZIP CODE 94102
MAILING ADDRESS (if different)		CITY	STATE ZIP CODE
C. PROJECT TITLE:	Public Health and Safety Grant Program		
D. PROJECT SUMMARY (100-150 words):	E. GRANT FUNDS REQUESTED:	\$1,000,000	
The passage of Proposition 64 paved the way for new opportunities and new challenges in the cannabis space. In July 2017, the City and County of San Francisco established the Office of Cannabis (OOC) to regulate the local commercial cannabis industry and administer a social equity program. The OOC seeks to leverage this grant opportunity to strengthen: (1) educational outreach to minors in an effort to mitigate youth access and exposure to cannabis and cannabis products; (2) inspections; and (3) cross-departmental enforcement efforts.			
F. PROJECT PURPOSE AREA 1- YOUTH DEVELOPMENT/YOUTH PREVENTION & INTERVENTION (MANDATORY): Must be at least 10% of the amount in Section E			\$100,000
G. PROJECT PURPOSE AREAS 2, 3, & 4 (In addition to PPA 1, check all that apply for the proposed project)			
<input checked="" type="checkbox"/> PPA 2: Public Health <input checked="" type="checkbox"/> PPA 3: Public Safety <input type="checkbox"/> PPA 4: Environmental Impact			
H. LEAD PUBLIC AGENCY:		Office of the City Administrator	
I. PROJECT DIRECTOR:			
NAME Jeremy Schwartz		TITLE Associate Director	DEPARTMENT/AGENCY Office of Cannabis
STREET ADDRESS 49 South Van Ness, 6th Floor		CITY San Francisco	
STATE CA	ZIP CODE 94103	TELEPHONE NUMBER 415-307-3906	
EMAIL ADDRESS jeremy.schwartz@sfgov.org			
J. FINANCIAL OFFICER:			
NAME Adam Nguyen		TITLE Finance and Planning Director	DEPARTMENT/AGENCY Office of the City Admin.
STREET ADDRESS 1 Dr. Carlton B. Goodlett Place #362		CITY San Francisco	
STATE CA	ZIP CODE 94102	TELEPHONE NUMBER 415-554-4851	
EMAIL ADDRESS adam.nguyen@sfgov.org			
PAYMENT MAILING ADDRESS (if different)		CITY	STATE ZIP CODE

K. DAY-TO-DAY PROGRAM CONTACT:		
NAME	Jeremy Schwartz	TITLE Associate Director
DEPARTMENT/AGENCY	Office of Cannabis	
STREET ADDRESS	49 South Van Ness, 6th Floor	CITY San Francisco
STATE	CA	ZIP CODE 94103
TELEPHONE NUMBER	415-307-3906	
EMAIL ADDRESS	jeremy.schwartz@sfgov.org	

L. DAY-TO-DAY FISCAL CONTACT:		
NAME	Adam Nguyen	TITLE Finance and Planning Director
DEPARTMENT/AGENCY	Office of the City Admin.	
STREET ADDRESS	1 Dr. Carlton B. Goodlett Place #362	CITY San Francisco
STATE	CA	ZIP CODE 94102
TELEPHONE NUMBER	415-554-4851	
EMAIL ADDRESS	adam.nguyen@sfgov.org	

M. AUTHORIZED SIGNATURE*:		
By signing this application, I hereby certify I am vested by the Applicant with the authority to enter into contract with the BSCC, and the grantee and any subcontractors will abide by the laws, policies, and procedures governing this funding.		
NAME OF AUTHORIZED OFFICER	Ken Bukowski	TITLE Deputy City Administrator
TELEPHONE NUMBER	415-554-6172	
STREET ADDRESS	1 Dr. Carlton B. Goodlett Place #362	CITY San Francisco
STATE	CA	ZIP CODE 94102
EMAIL ADDRESS	Kenneth.bukowski@sfgov.org	
SIGNATURE (Blue Ink Only or E-signature)		
DATE	1/28/21	

* Authorized Signature: Must be a representative with the authority to sign documents and obligate the applicant.

**Proposition 64 Public Health & Safety Grant Program
Request for Proposals Document**

Proposal Abstract

The Proposal Abstract may not exceed one (1) page.

The City and County of San Francisco (CCSF), through the Office of the City Administrator, seeks grant funds to assist with law enforcement efforts and other projects to address public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA).

The purpose of these funds will be to address: (i) Youth Development/Youth Prevention and Intervention; (ii) Public Health; and (iii) Public Safety.

CCSF seeks to partner with an organization to facilitate an outreach and educational campaign to mitigate youth substance use and addiction and to promote healthy behaviors.

CCSF seeks to leverage grant funds to conduct additional inspection and enforcement of cannabis businesses. Funds will help to conduct abatement activities. Moreover, funding will help with cross-departmental collaboration.

CCSF seeks to leverage funds to conduct law and code enforcement activities. Funds will help to pay for City partner services to mitigate the impacts of non-compliance.

Proposal Narrative

The Proposal Narrative section may not exceed eight (8) pages in total. See pages 19-20 for corresponding Rating Factors and Criteria.

1. Project Need (Percent of Total Value: 25%)

- Describe the needs related to the impact of the passage of Proposition 64.

The passage of Proposition 64 paved the way for new opportunities and new challenges in the cannabis space. In July 2017, the City and County of San Francisco (CCSF) established the Office of Cannabis (OOC), via legislation, to regulate the local commercial cannabis industry and administer a social equity program.

The OOC's core responsibilities include: (i) equity verification and support; (ii) permitting businesses and events; (iii) rulemaking; (iv) enforcement; (v) community outreach; (vi) cross-departmental collaboration; (vii) limiting youth access and exposure to cannabis and cannabis products; (viii) supporting an Oversight Committee; (ix) racial equity development; and (x) administering grants and developing technical assistance.

The OOC has a whole panoply of needs associated with the transition of an industry from an unregulated market to a regulated one. Specific to this grant opportunity, the OOC seeks to leverage funds to strengthen: (1) educational outreach to minors in an effort to mitigate youth access and exposure to cannabis and cannabis products (i.e. PPA 1); (2) educational outreach, inspections, and enforcement of cannabis businesses (i.e. PPA 2); and (3) educational outreach and cross-departmental collaboration for law enforcement and code enforcement efforts (i.e. PPA 3).

- Demonstrate how the need(s) is related to Project Purpose Area (PPA) 1 – Youth Development/Youth Prevention and intervention.

It is well understood that heavy, non-medical, cannabis use at a young age can have long-term detrimental impacts to brain development, among other negative impacts. It is critical to provide ongoing education and resources to curb harmful impacts of cannabis legalization and its increased accessibility.

With the passage of Prop 64, the San Francisco Board of Supervisors stated public health goals including “minimize[ing] the changes of social harm by protecting and promoting the

health of all San Francians; limit[ing] youth access and exposure to cannabis and cannabis products...” Moreover, the City’s Department of Public Health (DPH) is mandated to conduct an ongoing public health education campaign with an emphasis on the youth.

A grant award will help to increase the visibility and effectiveness of a public health education campaign with an emphasis on the youth.

- Demonstrate how the need(s) is related to other PPA(s) selected.

PPA 2 (Public Health)

The OOC has one staff member dedicated to inspection and enforcement efforts. Unfortunately, one individual would not be able to keep-up with inspecting the growing cannabis footprint in CCSF – which undermines broader public health efforts.

The time needed for inspections include: (i) 30 minutes of prep work; (ii) 1 hour of travel; (iii) 1 hour for inspection; and (iv) at least 1 hour to draft the inspection report and follow-up with permittees. It is estimated that time allocated for a typical inspection will take about 5 hours – may be less or more – depending on the size of the premise and scope of activities. (e.g. operator with multiple permits at the same premises).

There are approximately 300+ applications for 500+ cannabis business permits. These permittees require an inspection at least once a year. Ideally, the OOC would be able to inspect these premises at least twice per year. About 300 unique locations will require at least 1,000 hours for inspections for one-site visit. At least 2,000 hours for two site visits per year.

A grant award will help to provide additional support to the OOC’s inspection arm including, but not limited to: administrative support, educational outreach, and abatement.

PPA 3 (Public Safety)

San Francisco’s adult-use cannabis legalization ordinance contains language that CCSF shall ensure the safety of customers, employees, and the public at large. An important sentiment, in light of this historic transition, is to support the regulated cannabis market while mitigating the effects of the unregulated market.

A grant award will help to strengthen the OOC's ability to coordinate cross-departmental efforts to combat the unregulated market (e.g. notice of violations, subpoenas, cease and desist orders, joint site inspections). Moreover, a grant award will support additional educational outreach and training materials (e.g. Safe Consumption of Cannabis Products: Facts & Your Health).

- Describe why the need(s) described above is not met with existing resources.

The OOC is a lean office charged with many responsibilities. Additional support is needed in order to effectively and substantively administer the OOC's duties. For example, funds for youth outreach and education will support a more effective effort to limit youth access and exposure. Another example relates to inspection and enforcement efforts. Resources will support a more proactive approach to battle the unregulated market and to stand-up regulated businesses – including additional education on compliance and supporting public health/safety for permitted operators.

- Provide relevant qualitative and/or quantitative data with citation in support of the need(s).

Relevant qualitative and or quantitative data, includes, but is not limited to the following:

As of 2017, 36% of high school students tried cannabis and 20% of high school students use cannabis. (Centers for Disease Control and Prevention: Trends in the Prevalence of Marijuana, Cocaine, and Other Illegal Drug Use National YRBS: 1991-2017).

As of 2017, 26% of San Francisco high school students have tried cannabis and 16% of San Francisco high school students use cannabis. (Centers for Disease Control and Prevention: San Francisco, CA 2017 Results).

A 2019 audit found approximately 2,835 unlicensed dispensaries and delivery services operating in California (United Cannabis Business Association).

As much as 80% of the cannabis market in California remains illicit. (Cannabis Advisory Committee, Annual Draft Report).

San Francisco's Office of the Controller published a report about cannabis in San Francisco. A part of that report includes quotes from the social equity community who explain, "How [is the city] going to enforce the illicit market component of this? You need

to recognize the illicit market and do something about it before the legal market can take hold” and “Illicit operators are benefiting from fewer legal operators, while there is little enforcement against the illicit market. Why would they want to go legal?” (Office of the Controller, Cannabis in San Francisco, A Review Following Adult-Use Legalization).

- Describe the process that was used to determine the need(s), including soliciting input from key stakeholders (e.g. community, public, private).

The OOC prides itself on accessibility and transparency. This includes pivoting to virtual meetings during the pandemic in order to maintain open lines of communication. Many of the sentiments discussed in this proposal are echoed throughout the community.

Mechanisms to solicit stakeholder input include, but are not limited to: public comment during Cannabis Oversight Committee meetings, regular updates through our distribution channels to equip stakeholders with the latest information, office hours, input via our general inbox, multiple listening sessions, and candid conversations as a part of meetings with stakeholders.

2. Project Description (Percent of Total Value: 50%)

- Describe the proposed project that will address the need(s) discussed in the Project Needs section including:

- o Components of the proposed project linked to the mandatory PPA 1 – Youth Development/Youth Prevention and Intervention.

The OOC will partner with the City’s Department of Public Health (DPH) to revitalize and strengthen the City’s ongoing public health education campaign. This includes a renewed effort to better target San Francisco’s youth in order to equip them with the latest public health information as it relates to cannabis.

- o Describe the components of the proposed project linked to other PPA(s).

PPA 2 (Public Health)

A grant award will help to provide additional support to the OOC’s inspection arm including, but not limited to: administrative support, educational outreach, and abatement.

Administrative support, such as scheduling and identifying subject properties, will help to free up time for the OOC’s inspector to conduct additional inspections.

PPA 3 (Public Safety)

A grant award will help to provide additional support to the OOC's enforcement arm. Support includes, but is not limited to, administrative support, abatement costs, and compensating City partners depending on billable hours.

A grant award will help to strengthen the OOC's ability to coordinate cross-departmental efforts to combat the unregulated market (e.g. notice of violations, subpoenas, cease and desist orders, joint site inspections). Moreover, a grant award will support additional educational outreach and training materials (e.g. Safe Consumption of Cannabis Products: Facts & Your Health).

o Describe the target area and/or population which will be the focus of the project, including how and why it was selected.

With regards to PPA 1 (Youth Development/Prevention and Intervention), CCSF will target individuals 25 years of age and younger. This threshold is due, in part, to the fact that the brain doesn't fully mature until age 25 and that heavy cannabis use can detrimentally effect brain development. The thrust of the outreach will target minors under the age of 18 and still endeavoring towards their high school diploma.

Regarding PPAs 2 and 3, CCSF will target permitted operators and unpermitted operators via a complaint driven system.

o If applicable, provide an estimate of how many individuals will be served and the process for determining which services/activities an individual/group will receive.

Regarding PPA 1, CCSF seeks to make its youth campaign especially visible to residents below the age of 25. CCSF will specifically target high school aged minors – approximately 20,000 individuals.

Regarding PPAs 2 and 3, CCSF seeks to target approximately 300 unique locations throughout the 3 year grant cycle, which contemplate approximately several hundred individuals involved in the cannabis business.

It's unclear how many individuals will be served with regards to targeting the unregulated market. However, the benefit of cannabis enforcement activity will likely spillover to other aspects include public health and public safety.

- Provide rationale to support the selection of the proposed project which includes relevant evidence or research supporting its use to address the need as described in the Project Need section (include citations if appropriate).

Cannabis use amongst San Francisco high school students remain prevalent. See Centers for Disease Control and Prevention: San Francisco, CA 2017 Results). Therefore, it is crucial that government continues to outreach to youths in order to educate them about the negative impacts to their development associated with cannabis use.

PPAs 2 and 3 share overlapping characteristics with regards to enforcement and inspections. An audit by the United Cannabis Business Association found that there are thousands of unlicensed dispensaries and delivery services throughout the state. Moreover, the Cannabis Advisory Committee's Annual Draft Report, indicates that a disproportionate amount of cannabis operators are unregulated.

- Describe the extent to which the proposed project will utilize existing resources or projects.

Regarding PPA 1, CCSF currently conducts an educational outreach campaign called Truth or Nah. This provides a platform to build upon in order to increase visibility, refine materials, and target local youths in order to equip them with information to make informed decisions.

The OOC has set up a number of systems to coordinate enforcement efforts across City departments. The issue here is money and capacity. Funds will help to alleviate the financial component and provide additional administrative support to alleviate capacity issues.

- Describe the experience, staffing, and/or partnerships your organization will use to implement the proposed project (include partners' letters of commitment, if applicable). If partners are to be selected after the grant is awarded, then specify the process and criteria for selecting those partners.

OOC staff includes experienced government professionals who have a variety of professional and educational backgrounds (PhD, JDs, Masters). Moreover, OOC staff

speaks 7 languages in order to provide culturally competent services to the diverse local community.

OOC regularly collaborates with its City partners including DPH, San Francisco Police Department (SFPD), San Francisco Fire Department (SFFD) and the City Attorney's office (CAT). Our City partners are experienced professionals who routinely engage in public health and safety issues.

The OOC will connect with DPH to identify the best pathway forward to strengthen its youth outreach and will be sure to let the BSCC know about any additional partners.

- Provide a Project Work Plan (Appendix L-Sample) that:
 - o Identifies the project's goals and measurable objectives (see Appendix A for definitions) that address PPA 1 and other selected PPAs (if applicable) that are related to the need and intent of the grant; Identifies how the goals will be achieved in terms of the activities, responsible staff/partners, and start and end dates; Is appropriate to the proposed project. See Appendix L for responses to this prompt.

3. Project Evaluation (Percent of Total Value: 15%)

- Describe a plan to determine the staff and/or entity that will conduct the project evaluation and how evaluation activities will be incorporated in the various phases of the project (e.g. implementation, service delivery period).

The OOC has a staff member who is mostly dedicated to grants efforts. This individual will conduct project evaluation and will thoughtfully incorporate phases of the project.

- Identify process and outcome measures that are quantifiable and in line with the intent of the grant.

The OOC plans to identify the number of advertisements associated with the youth campaign. The OOC would continue to solicit feedback from the community regarding the effectiveness of its outreach.

With regards to enforcement and inspections, the OOC would track the numbers associated with these efforts. Additionally, the OOC would seek to delineate between enforcement/inspection efforts across unpermitted and permitted operators.

- Describe a reasonable plan for monitoring the project to ensure that the project components are implemented as intended.

The OOC views this opportunity as an iterative effort – meaning that it would regularly check-in with its staff and partners to update numbers and refine efforts where needed. Specifically, the OOC foresees checking-in with staff not less than once per quarter and ideally multiple times per quarter.

The OOC is confident that it can accomplish this goal, given that a staff member will spearhead this effort.

- Describe a preliminary plan for how to collect and evaluate baseline and outcome data related to the outcome measures. Provide for data sharing agreements, if necessary.

The OOC plans to check-in with its partners on a regular basis – no less than once per quarter – in order to evaluate baseline and outcome data.

The OOC regularly maintains records pursuant to its record retention policy in order to evaluate the volume and scope of various enforcement and inspection efforts.

- Describe a research design or methodology that will allow for an assessment of whether the strategy that was implemented achieved the intended outcomes.

With regards to PPA 1, the OOC will be interested to track how many advertisements, and in what medium, are available to the public.

Regarding PPAs 2 and 3, the OOC will track the number of inspections and enforcement activities. Inspections of permitted operators will enlighten the City about common compliance issues. Enforcement activities will shed light into not only issues with permitted operators, but also issues with illicit operators.

Prop 64 PH&S Grant Program Request for Proposals Project Work Plan

The Project Work Plan may not exceed two (2) pages. See Appendix L for full instructions.

(1) Goal:	Increase youth development/prevention campaign visibility by at least 10% (PPA 1)		
Objectives (A., B., etc.)	Office of Cannabis (OOC) to re-engage the Department of Public Health (DPH) to iterate and expand the visibility of its youth development/prevention campaign.		
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
Subsequent to a grant award, the OOC will re-engage DPH to discuss the status of the youth campaign including the amount of advertisements throughout the City. This conversation will inform next steps with a goal to increase visibility, via the amount of circulated advertisement materials, by at least 10% to better target the youth.	Jeremy Schwartz (OOC) DPH	July 2021	July 2024
(2) Goal:	Increase inspections of permanent permitted operators by at least 20% (PPA 2)		
Objectives (A., B., etc.)	OOC to increase the volume of inspections of permanent permitted cannabis operators.		
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
Administrative and peripheral support will alleviate capacity issues associated with conducting additional inspections. Additional inspections will support compliance amongst the regulated industry.	Ray Law (OOC)	July 2021	July 2024
(3) Goal:	Increase enforcement against the unregulated market by at least 10% (PPA 3)		
Objectives (A., B., etc.)	Pursue enforcement efforts based on the OOC's complaint driven system to mitigate the effects of the unregulated market.		
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
Administrative support, peripheral support, and funds for abatement will enable the OOC and its applicable City partners to more aggressively pursue enforcement action.	Ray Law (OOC) City Attorney, Public Health, Police, Sherriff, Building, Planning, Public Utilities	July 2021	July 2024
(4) Goal:			
Objectives (A., B., etc.)			
Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date

Proposal Budget

4. Project Budget – Table and Narrative (Percent of Total Value: 10%)

A. Budget Table (use the table provided below): Applicants are limited to the use of the Line Item categories listed and are not required to request funds for every Line Item listed. If a budget line item is not applicable for the proposed project, complete with entering \$0.

Total Grant Funds Requested: Complete this column, for the total grant funds requested for the full 3-Year grant funding term (May 1, 2021 to April 30, 2024) for all grant related activities/items. The Total amount for this column must equal the dollar amount provided in Section E of the Application Information Form. Use whole numbers only.

Grant Funds Proposed for PPA 1 (Youth Development/Youth Prevention & Intervention): Of the grant funds requested within each line item for the “Total Grant Funds Requested” column, complete this column for the grant funds to be used specifically for the mandatory PPA 1- Youth Development/Youth Prevention & Intervention for the full 3-Year grant funding term (May 1, 2021 to April 30, 2024). This column **MUST** total at least ten percent (10%) of the Total Grant Funds Requested column and must equal the dollar amount provided in Section F of the Application Information Form. Use whole numbers only.

Please verify total amounts as columns do not auto-calculate.

PROPOSED BUDGET LINE ITEMS	GRANT FUNDS REQUESTED		*GRANT FUNDS PROPOSED FOR PPA 1
1. Salaries and Benefits	\$	→	\$
2. Services and Supplies	\$773,100	→	\$
3. Professional Services	\$100,000	→	\$100,000
4. Non-Governmental Organizations (NGO) Contracts	\$	→	\$
5. Indirect Costs / Administrative Overhead (may not exceed 10% of grant award)	\$100,000	→	\$
6. Equipment / Fixed Assets	\$	→	\$
7. Data Collection / Enhancement	\$300	→	\$
8. Program Evaluation	\$	→	\$
9. Sustainability Planning	\$	→	\$
10. Other (include travel & training costs)	\$1,600	→	\$
11. Financial Audit	\$25,000	→	\$
TOTAL	\$1,000,000	→	\$100,000 *

* This column **MUST** total at least ten percent (10%) of the Total Grant Funds Requested.

B. Budget Narrative Instructions (use the template provided on the following pages):

The Budget Narrative must provide sufficient detail in each category regarding how the Prop 64 PH&S Grant Program funds are anticipated to be expended to implement and operate the proposed project as identified in the Project Description and the Budget Table (previous page). The proposal must provide justification that the amount of grant funds requested is reasonable and appropriate given the proposed project's design and scope, and how the requested amounts will serve to meet the stated goals and objectives. Applicants are limited to the use of the Line Item categories listed; however, applicants are not required to request funds for every Line Item. If a budget line item is not applicable for the proposed project, complete with entering N/A. All funds must be used consistent with the requirements of the BSCC Grant Administration Guide, located on the BSCC website, including any updated version that may be posted during the term of the grant agreement. The BSCC will notify grantees whenever an updated version is posted. Definitions for the Prop 64 PH&S Grant Program Budget Line Items are as follows.

- 1. Salaries and Benefits:** List the classification/title, percentage of time, salary or hourly rates, and benefits (as applicable) for each staff person that will be funded by the grant, either by the Applicant or the Lead Public Agency (LPA). Briefly describe their roles/responsibilities within the Prop 64 PH&S Grant Program.

*Do not include information for public agency subcontractors or professional consultants; that information should be provided under the Professional Services Line Item and/or the Program Evaluation Line Item, as applicable.

*Do not include information for NGO subcontractors; that information should be provided under Non-Governmental Organization (NGO) Contracts Line Item.

- 2. Services and Supplies:** Include and itemize all services and supplies to be purchased by the Prop 64 PH&S Grant Program.

*Services and supplies to be purchased by NGOs, partner agencies, subgrantees, or subcontractors must be included in the applicable line item (e.g., Professional Services Line Item, NGO Contracts Line Item).

- 3. Professional Services:** List the names of any public agency(ies) or professional consultant(s) that will work on and be funded by the Prop 64 PH&S Grant Program. Show the amount of funds allocated to each agency/consultant and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).

*Do not include information for subcontractors or consultants solely for the purpose(s) of Project Evaluation; that information should be provided under the Program Evaluation Line Item.

- 4. Non-Governmental Organization (NGO) Subcontracts:** List the names of all NGOs that will work on and be funded by the Prop 64 PH&S Grant Program. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable). If a community partner has not been selected as of

the date of the submission of the application, identify the amount of grant funds that will be allocated and describe the services to be provided.

- 5. Indirect Costs:** Indirect costs may be charged as an amount not to exceed ten percent (10%) of the actual total direct project costs. Indirect costs are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the organization and the performance of the project. Indirect cost guidelines can be found in the BSCC Grant Administration Guide located on the BSCC website.
- 6. Equipment and Fixed Assets:** Include grant funds associated with equipment and fixed assets purchased by the Prop 64 PH&S Grant Program. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000 or more per unit. Items that do not meet this threshold should be included in the Services and Supplies Line Item Category. Itemize all equipment and fixed assets to be purchased by the Prop 64 PH&S Grant Program.

*Equipment and fixed assets purchased by partner agencies, NGOs, subgrantees, or subcontractors must be included the applicable Line Item (e.g., Professional Services Line Item, NGO Contracts Line Item).
- 7. Data Collection / Enhancements:** Include and itemize all grant fund costs associated with the project's data collection efforts and/or necessary enhancements to an existing data collection mechanism to capture the data required for the Prop 64 PH&S Grant Program.
- 8. Program Evaluation:** Include and itemize all grant fund costs associated with evaluation efforts for this project. This should include any subcontracts funded by the Prop 64 PH&S Grant Program solely for the purposes of Program Evaluation.
- 9. Sustainability Planning:** Itemize all costs associated with the Applicant's efforts for sustaining this project after the Prop 64 PH&S Grant Program has ended.
- 10. Other (Travel & Training costs):** Itemize all costs that do not fit into the Line Item Categories listed above, including travel and training. At a minimum, applicants should budget for at least four (4) project-related individuals to travel to Sacramento for a Grantee Orientation.

*For this Line Item, do not include "other" costs for partner agencies, NGOs, subgrantees, or subcontractors. These costs must be included in the applicable Line Item (e.g., Professional Services Line Item, NGO Contracts Line Item).

NOTE: Out-of-State travel using grant funding is permissible only in rare cases and is monitored very closely. Out-of-State travel included in the proposed budget does not guarantee automatic approval; these travel requests undergo a high level of review and scrutiny and approval is granted only in limited cases. Out-of-State travel requests require separate and prior approval by the BSCC.

- 11. Financial Audit:** Up to \$25,000 may be allocated for an end of project financial audit. The audit provides assurances that an organization's financial statements are free of material misstatement based upon the application of generally accepted accounting principles.

Budget Narrative

The Budget Narrative may not exceed four (4) pages. Dollar amounts must be in whole numbers and match the corresponding Line Item amounts provided in the Budget Table.

1. **Salaries and Benefits:** \$

2. **Services and Supplies:** \$773,100 to be used for a whole panoply of items. Services include billable hours from City partners to carry out enforcement and inspection activities (e.g. litigation budget). Supplies for inspections and enforcement include: protective equipment (e.g. goggles, gloves, masks), tools (e.g. olfactometer, measuring wheels, measuring tape, flashlights), electronic devices (e.g. tablets, work phones), and miscellaneous items (e.g. office jackets, badges).

3. **Professional Services:** \$100,000 to be used to iterate and expand the reach of the youth development/prevention campaign. This includes potentially contracting additional work. This specifically includes buying additional advertisements.

4. **Non-Governmental Organizations (NGO) Contracts:** \$

5. **Indirect Costs (not to exceed 10% of the actual total direct project costs):** \$100,000 to be used for shared costs that cannot be directly assigned to a particular activity, but are necessary for the performance of the project.

6. **Equipment / Fixed Assets:** \$

7. **Data Collection / Enhancement:** \$300 to be used to purchase Google Workspace accounts, to be renewed over the course of 3 years, so that the Office of Cannabis can better coordinate data management and reporting.

8. **Program Evaluation:** \$

9. **Sustainability Planning:** \$

10. Other (include travel and training costs): \$1,600 to be used for travel and training costs associated with attending a Grantee orientation in Sacramento. Moreover, funds to be used for public transportation passes and parking permits.

11. Financial Audit: \$25,000 to be used to support an end of project financial audit.

Additional Request for Proposals Information

Applicants may include a maximum of two (2) additional numbered pages entitled “Additional RFP Information” to the Proposal Package. These pages must have a one-inch margin on all four sides and may **only** include endnotes, tables, charts, graphs and/or graphics, must be cited/referenced within the Proposal Narrative, must directly support the Proposal Narrative, and must be legible.



OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Kenneth A. Bukowski, Acting City Administrator

Dear BSCC,

Please consider this letter to be the City and County of San Francisco's (CCSF) Letter of Commitment regarding the Proposition 64 Public Health and Safety Grant.

The City and County of San Francisco (CCSF), through the Office of the City Administrator, seeks grant funds to assist with law enforcement efforts and other projects to address public health and safety associated with the implementation of the Control, Regulate and Tax Adult Use of Marijuana Act (AUMA).

This effort will be spearheaded by the San Francisco Office of Cannabis (OOC). There are likely to be many city partners involved in this effort including the Department of Public Health and the City Attorney's Office Code Enforcement team.

Please refer to the *Grant Program Request for Proposals Project Work Plan* regarding specific points of contact and corresponding City departments.

Sincerely,

Marisa Rodriguez
Director
Office of Cannabis
marisa.rodriquez@sfgov.org
(415) 554-4420
49 South Van Ness 6th Floor
San Francisco, CA 94103



OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Kenneth A. Bukowski, Acting City Administrator

Dear BSCC,

Please consider this letter to be the City and County of San Francisco's (CCSF) Letter of Eligibility regarding the Proposition 64 Public Health and Safety Grant.

As an applicant, our jurisdiction does not ban (i.e. prohibit, forbid, or bar):

- All indoor commercial cannabis cultivation (including mixed light cultivation).
- Establishment of businesses(es) licensed under Division 10 of the Business and Professions Code
- Operation of businesses licensed under Division 10 of the Business and Professions Code.

CCSF does ban outdoor cultivation. However, this would not impact our eligibility because CCSF has not banned both outdoor and indoor cultivation.

The applicable local cannabis ordinance is Article 16 of the San Francisco Police Code. The ordinance went into effect on January 5, 2018.

Sincerely,

Marisa Rodriguez
Director
Office of Cannabis
Marisa.Rodriguez@sfgov.org
49 South Van Ness, 6th Floor
San Francisco, CA 94103

APPENDIX F
Certification of Compliance with BSCC Policies
Regarding Debarment, Fraud, Theft, and Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.


Furthermore, the BSCC requires grant recipients to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

- I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.
- I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.
- I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

AUTHORIZED SIGNATURE			
(This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER Ken Bukowski	TITLE Deputy City Administrator	TELEPHONE NUMBER 415-554-6172	
STREET ADDRESS 1 Dr. Carlton B. Goodlett Place #362	CITY San Francisco	STATE California	ZIP CODE 94102
EMAIL ADDRESS Kenneth.bukowski@sfgov.org			
AUTHORIZED OFFICER SIGNATURE ((Blue Ink Only or E-signature))			DATE 1/28/21
X 			

APPENDIX A: PROP 64 PH&S SCORING PANEL ROSTER

Name, Title	Organization
Gordon Baranco, Chair, BSCC Board Member	Board of State and Community Corrections
Hollie Hall, Consultant, PhD.	Watershed Resource Specialist Humboldt, Trinity, and Mendocino Counties
Tanja Heitman, Chief Probation Officer	Santa Barbara County
Amy Irani, Director	Environmental Health Nevada County
Shannan Moon, Sheriff	Nevada County
Dave Nielsen, Retired Division/Policy Chief	CA Department Alcohol & Drug Programs, CA Department of Mental Health
Michael Salvador, Police Chief	City of Atwater
Jon Heredia, Chief Legal Officer Adjunct Professor of Cannabis Law	Chief Legal Officer Mirage Medicinal Golden Gate University School of Law
Miranda Rivers, Director of Operations	Trees of Knowledge
Miamah Reed, Youth Services Specialist	Sacramento Unified School District

APPENDIX K
Criteria for Non-Governmental Organizations Receiving
Proposition 64 Public Health and Safety Grant Funds

(Page 1 of 2)

The Proposition 64 Public Health and Safety (Prop 64 PH&S) Grant Program Request for Proposals (RFP) includes requirements that apply to non-governmental organizations that receive funds under this grant. All grantees are responsible for ensuring that any contracted third parties continually meet these requirements as a condition of receiving Prop 64 PH&S funds. The RFP describes these requirements as follows.

Any non-governmental organization that receives Prop 64 PH&S grant funds (as either subgrantee or subcontractor) must:

- Have been duly organized, in existence, and in good standing for at least six months prior to the effective date of its fiscal agreement with the BSCC or with the Prop 64 PH&S grantee. Non-governmental entities that have recently reorganized or have merged with other qualified non-governmental entities that were in existence prior to the six-month date are also eligible, provided all necessary agreements have been executed and filed with the California Secretary of State prior to the start date of the grant agreement with the BSCC or the start date of the grantee-subcontractor fiscal agreement.
- Be registered with the California Secretary of State's Office, if applicable;
- Have a valid business license, Employer Identification Number (EIN), and/or Taxpayer ID (if sole proprietorship);
- 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), if applicable; and
- Have a physical address.

In the table below, provide the name of the Grantee and list all contracted parties.


Grantee:

Name of Contracted Party	Address	Email / Phone	Meets All Requirements
TBD	TBD	TBD	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Grantees are required to update this list and submit it to the BSCC any time a new third-party contract is executed after the initial assurance date. Grantees shall retain (on-site) applicable source documentation for each contracted party that verifies compliance with the requirements listed in the Prop 64 PH&S Grant RFP. These records will be subject to the records and retention language found in Appendices A and C of the Standard Agreement.

Unless prior approval is obtained, the BSCC prohibits disbursement or reimbursement to any NGO that does not meet the requirements listed above and for which the BSCC does not have a signed grantee assurance on file.

A signature below is an assurance that all requirements listed above have been met.

AUTHORIZED SIGNATURE (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER Ken Bukowski	TITLE Deputy City Administrator		TELEPHONE 415-554-6172
STREET ADDRESS 1 Dr. Carlton B. Goodlett Place #362	CITY San Francisco	STATE California	ZIP CODE 94102
EMAIL ADDRESS Kenneth.bukowski@sfgov.org			
SIGNATURE (Blue Ink Only or E-signature) x 			DATE 1/28/21