

Prince George's County Grants Division

Standard Operating Procedure (SOP)

Cannabis Reinvestment and Restoration Board (CB-088-2023)

1. Purpose

This Standard Operating Procedure (SOP) establishes the processes and internal controls for the administration, distribution, monitoring, and compliance of funds allocated under the Cannabis Reinvestment and Restoration Fund (CB-088-2023). The SOP ensures transparency, accountability, equity, and compliance with Prince George's County requirements and applicable laws.

2. Scope

This SOP applies to all Grants Division staff, contractors, and stakeholders involved in:

- Grant solicitation and application review
- Award selection and contracting
- Fund disbursement
- Monitoring, reporting, and compliance

3. Guiding Principles

- Equity-Focused Investment: Prioritize communities disproportionately impacted
- Transparency: Clear and documented processes
- Accountability: Strong financial and programmatic oversight
- Compliance: Adherence to County, State, and Federal regulations
- Impact-Driven: Measurable community outcomes

4. Eligibility Framework

4.1 Eligible Applicants

Consistent with CB-088-2023, eligibility must expand beyond traditional nonprofits to include:

“Community-Based Organizations,” defined as:

- Nonprofit organizations (IRC 501(c)(3), tax exempt status)
- For-profit businesses (corporations, LLCs)
- Partnerships and sole proprietors

- Neighborhood associations and informal community groups
- Public-private partnerships

4.2 Administrative and Oversight Responsibilities will include:

- Management of application review and scoring

5. Funding Categories

Funds shall be distributed across the following categories:

- Behavioral health, substance use and crisis response services;
 - Mobile crisis response teams
 - Community stabilization and crisis drop-in centers
 - Peer support and recovery coaching programs
 - Trauma-informed counseling for justice –involved individuals
 - School-based mental health clinics in disproportionately impacted communities
- Education and youth enrichment, and after-school activities
 - After school academic enrichment in high impact neighborhoods
 - College access and first-generation student support
 - GED and high school equivalency programs
 - Youth mentorship and leadership development programs
 - Adult literacy and ESL programs
- Truancy and absenteeism intervention programs;
 - School attendance navigators and family outreach workers
 - Transportation assistance to eliminate attendance barriers
 - Basic needs barrier removal (uniforms, supplies, hygiene)
 - Restorative practices and school re-engagement programs
 - Caregiver support for households with an incarcerated parent(s)
- Housing and homelessness prevention initiatives;
 - Emergency rental assistance with case management
 - Tenant legal aid and eviction defense services
 - Reentry housing placement and transitional housing
 - Rapid rehousing for families experiencing homelessness

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- Transportation improvements in high-density areas that have public transportation;
 - Non-emergency medical and social services transportation
 - Reentry transportation assistance for returning citizens
- Job training and workforce development programs;
 - Sector-based skills training (healthcare, trades, technology, logistics)
 - Small business development and entrepreneurship support
 - Occupational licensing restoration assistance
 - Digital literacy and remote work readiness
- Community childcare and recreational services
 - Arts, music and creative expression programs
 - Community events and cultural programming
 - Emergency and drop-in childcare services
- Programs that benefit individuals and families impacted by incarceration
 - Reentry navigation and comprehensive case management
 - Record expungement, legal clinics and campaigns
 - Children of incarcerated parents—mentoring and support services
 - Family reunification and connection programs
 - Formerly incarcerated entrepreneur and business ownership programs
 - Caregiver and family support for those keeping families together
- Community-Based Organizations (CBOs)
- Youth and prevention programs
- Small and minority-owned business support
- Accessibility and public transportation
- Senior citizen support

6. Grant Solicitation Process

6.1 Notice of Funding Opportunity (NOFO)

- Publicly released via County website and outreach channels
- Includes eligibility:
 - A. Applicants must demonstrate active service delivery in Prince George's County

- B. Applicants seeking priority consideration under §2-169.02(a)(3) must demonstrate their target community falls within a Disproportionately Impacted Area (DIA) as designated by the Office Social Equity (OSE) at the time of application.

Acceptable documentation includes, but is not limited to, OSE map outputs, address-based confirmations, or other official OSE materials establishing that the relevant census tract, zip code, or institution lies within a designated DIA.

- Funding amounts, deadlines, and evaluation criteria, based on Board discretion.

6.2 Technical Assistance

- Written guidance and FAQs

7. Application Review and Scoring

7.1 Eligibility Screening

- Completeness check
- Verification of eligibility requirements

7.2 Scoring Criteria

Applications will be evaluated based on:

1. Alignment with CB-088-2023 goals

- Applicants that demonstrate they are in and conduct primary operations within an OSE-designated DIA at the time of application shall receive priority consideration in Alignment with CB-088-2023 goals criteria.
 - A. OSE-designated DIA location and operations
 - Applicants which demonstrate they are located in and conduct primary operations within an OSE-designated DIA at the time of application shall receive priority consideration in Alignment with CB-088-2023 goals criteria.
 - B. Service to OSE-designated DIA communities
 - Applicants which demonstrate they primarily serve residents of an OSE-designated DIA through proposed grant-funded activities shall receive priority consideration in Alignment with CB-088-2023 goals criteria.
 - C. Employment or contracting tied to OSE-designated DIAs
 - Applicants which demonstrate they employ or contract with formerly incarcerated individuals, including individuals who reside in an OSE-

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designated DIAs, shall receive priority consideration in alignment with CB-088-2023 goals criteria.

D. Prince George's County presence with OSE-designated DIA nexus.

- Applicants which demonstrate they maintain a physical business location in Prince George's County and deliver services in an OSE-designated DIA shall receive priority consideration in alignment with CB-088-2023 goals criteria.

2. Community Impact

- Applicants which demonstrate a clear and measurable community benefit, including the number of individuals to be served, expected outcomes, and community impact metrics, shall receive priority consideration under the Community Impact criteria.

3. Organizational Capacity

- Applicants which demonstrate the experience, qualifications, governance, staffing, implementation readiness, and operational capacity necessary to deliver the proposed services shall receive priority consideration under the Organizational Capacity criteria.

4. Budget Justification

- Applicants which demonstrate requested funds are reasonable, allowable, clearly tied to proposed deliverables, and necessary to support the organization's overall program or operation shall receive priority consideration under the Budget Justification criteria.

5. Equity and Target Population Reach

- Applicants which demonstrate leadership, governance, and service delivery reflective of and responsive to disproportionately impacted communities, low-income communities, and other target populations identified in the application shall receive priority consideration under the Equity and Target Population Reach Criteria.

7.3 Review Process

- Conflict of interest disclosures required

8. Award Determination

- Ranked applications reviewed by Grants Director/Grants Administrator
- Final list approved by Council resolution
- Award notifications electronic letter issued in writing by Grants Division

9. Contracting and Agreement Requirements

All awarded organizations must execute a grant agreement including:

- Scope of work and deliverables
- Budget and allowable costs
- Reporting requirements
- Compliance and audit provisions
- Claw back/recoupment terms

10. Monitoring and Compliance

10.1 Reporting Requirements

- Demographic reporting, including participant race, ethnicity, age, gender (where applicable), zip code or service area, and any other demographic information required by the County to assess whether funds are reaching disproportionately impacted communities.
- Quarterly programmatic reports
- Financial reports with supporting documentation

10.2 IRS (IRC) COMPLIANCE TIERS

To ensure legal compliance and proper fund classification, applicants must be categorized:

1. Tax-Exempt Entities (IRS 501(c)(3))

- Eligible for grant funding
- Must provide IRS determination letter
- Subject to standard grant compliance and reporting

2. For-Profit Entities / Businesses

- Eligible under CB-088-2023 definition
- Funds must be structured as:
 - Program service agreements, OR
 - Performance-based grants (with deliverables tied to public benefit)

10.3 Maryland Code Compliance Requirements (County followed)

Applicants must certify alignment with:

- Maryland Alcoholic Beverages and Cannabis Article 1-322

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- Demonstrate that the proposed use of funds directly aligns with the statutory intent of community reinvestment and repair
 - Mandatory certification form with signature of authorized official
 - Disclose proposed Low-Income Community and/or DIA of services
 - Funds can only be used for allowable purposes
 - Funds cannot be used for law enforcement activities
 - Funds cannot supplant existing grant programs or funding
- The organization must comply with all reporting and audit requirements
- Service delivery within:
 - DIAs (per confirmation of the States Attorney's Office)
 - Low-Income Communities
- Non-use of funds for:
 - Law enforcement activities
 - Supplanting existing government funding

11. Monitoring Activities

- Desk audits
- Site visits (as applicable)
- Risk assessments

11.1 Risk Scoring

Grantees will be categorized:

- Low Risk
- Medium Risk
- High Risk

Monitoring frequency will align with risk level.

12. Financial Management and Internal Controls

- Segregation of duties (review, approval, payment)
- Documentation of all approvals

- Maintenance of audit-ready records
- Periodic internal audits

13. Performance Measurement

13.1 Key performance indicators may include:

- Number of individuals served
- Employment outcomes
- Program completion rates
- Community impact metrics

13.2 Equity Performance Measures

Grantees shall collect and report verifiable demographic data sufficient to evaluate whether program benefits are reaching the communities most impacted by cannabis prohibition. At a minimum, reporting shall include:

- Race and ethnicity of participants served
- Age
- Gender (where appropriate)
- Zip code or census tract of participants served
- Residence within a designated Low-Income Community or DIA, when applicable

The County will use this data to evaluate whether Community Reinvestment and Repair Fund investments are advancing equitable access and addressing historic disparities consistent with the intent of Maryland law.

14. Claw back and Enforcement

Funds may be recouped if:

- Misuse of funds is identified
- Deliverables are not met
- Reporting requirements are not fulfilled
- Fraud, waste, or abuse is detected

Recovery actions will comply with applicable laws and contractual terms.

15. Communication and Transparency

- Public reporting of awarded funds

- Ongoing stakeholder communication
- Accessibility of funding opportunities

16. Continuous Improvement

- Annual review of grant processes
- Feedback from stakeholders and grantees
- Process enhancements based on findings