

**TOBACCO LAW ENFORCEMENT GRANT
PROGRAM**

2017-2018

REQUEST FOR PROPOSALS

DOJ-PROP56-2017-18-1



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I. GENERAL INFORMATION

A. Introduction

This Request for Proposals (RFP) furnishes grant applicants with the following:

- Procedures for preparing grant proposals
- Sample budget form

Once an RFP is issued, staff in the Office of the Attorney General, Department of Justice (DOJ) may only answer technical questions about the RFP and Grantee Handbook. DOJ staff may not assist applicants with the preparation of their proposals.

Applicants selected for funding must retain a copy of this RFP and the Grantee Handbook as these materials are the requirements for the entire grant award period.

Information must be provided as directed. This includes following all instructions, using specific formats and providing requested information. Failure to provide the required information or to provide the information in the manner directed may disqualify the proposal or result in a lower rating.

B. Submission of Proposals

THE FINAL DEADLINE FOR RECEIPT OF ALL PROPOSALS IS:

DATE: MARCH 23, 2018

TIME: 5:00 p.m.

Mail or deliver proposals in an envelope to:

**California Department of Justice
Division of Law Enforcement
Attn: Shannon Patterson
1300 I Street, Suite 1140
Sacramento, CA 95814**

All proposals are time stamped upon receipt by the DOJ. Proposals received after the deadline will not be eligible for consideration. It is the responsibility of the applicant to ensure that the proposal is received by the DOJ by the specified deadline. DOJ will not be responsible for late delivery of a proposal due to mistakes or delays of the applicant or the carrier used by the applicant. A postmark is not sufficient. DOJ will not accept electronic documents, such as facsimiles or e-mails of the proposals.

DOJ will not notify applicants regarding omissions or accept any late additions to the proposals. All proposals will be rated solely on their content.

All grant applicants must strictly adhere to the following:

- Each proposal must be completed by the applicant in its entirety.
- Proposals must be typed or computer generated. Typed characters must be no smaller than the equivalent of 12 point font. Page size must not exceed standard 8 ½ x 11 inch paper.
- Five (5) copies of the proposal must be submitted; one (1) with original signatures plus four (4) copies.
- The original and each copy of the proposal must be assembled separately from the other copies and individually fastened in the upper left-hand corner.

If the applicant does not adhere to the items listed above, the DOJ may disqualify the proposal.

C. Funding Duration

Agencies selected for funding will be funded for up to 25 months. This grant period will begin on June 1, 2018 and will end on June 30, 2020.

D. Resolution from Governing Body

Applicants selected for funding must provide a resolution of the applicant's governing body authorizing the applicant to enter into a contract with the State and identifying the person authorized to execute the contract for the applicant. The resolution should expressly authorize future amendments, if any, for the purpose of increasing funding provided in the original contract, without an additional resolution from the governing body. Applicants selected for funding will be required to submit an original or a certified copy of the resolution.

Once notified of selection, the successful applicant should promptly request the resolution to avoid funding delays.

E. Proposal Components

The original and each copy of the proposal must contain the following required components in the order listed below:

- Proposal Cover Sheet
- Scope of Work
- Budget Detail

Failure to include all information will result in the rejection of the proposal. DOJ will not advise applicants that their proposal is incomplete prior to its rejection.

F. Eligibility Criteria

In accordance with the State Budget Act and Proposition 56, only local law enforcement agencies within the State of California are eligible to receive funds. Local agencies with enforcement authority for tobacco-related state laws or local ordinances may apply, specifically including those that enforce state and local laws related to the illegal sales and marketing of tobacco products to minors, and those that perform investigative activities and compliance checks to reduce illegal sales of tobacco products to minors and youth.

II. PREPARING PROPOSALS

A. General

When completed, the following documents become the proposal to be submitted to DOJ for consideration: Proposal Cover Sheet, Scope of Work, and Budget Detail.

B. Proposal Cover Sheet

The Proposal Cover Sheet is the cover page for the proposal and must contain signatures of those authorized to submit a grant application on behalf of the requesting agency. If this person differs from the grant contact person, a separate signature line must be included with his/her contact information and signature. A sample Proposal Cover Sheet is provided under Appendix A.

A Memorandum of Understanding (MOU) will be provided to applicants that are selected for funding. The MOU is the agreement between the applicant and the DOJ. The official signing the MOU for the grantee must be the official authorized to sign the contract and designated by title in the resolution of the applicant's governing body, which will also be required if the applicant is selected for funding.

C. Scope of Work

The Scope of Work is the main body of information which describes the applicant's proposed use of funding and the plan to address a community's problems/issues through appropriate and achievable objectives and activities. The Scope of Work should be a detailed description of the project, explaining how it is designed, how it will be implemented, who will be involved, and what results are expected.

The Scope of Work must be no more than five (5) typewritten. Do not reduce standard 12-point font or standard paper size of 8 1/2" by 11". Reduction in print or paper size will be considered a violation of mandatory criteria and the proposal will be disqualified. When preparing the proposal, follow the format below and address each of the following five areas.

i. Summary

- a.** Agency Description – Describe your agency, including size, structure, staffing, demographics of jurisdiction, and number of licensed tobacco retailers in your agency’s jurisdiction.
- b.** Funding Requested – Dollar amount requested.
 - 1.** Request should include a breakdown of funds requested by fiscal year.
- c.** Goals and Objectives – List the goals and objectives of your project.
- d.** Measureable outcomes – Describe your agency’s anticipated method to measure the success achieved through the use of these grant funds.

ii. Problem Statement – Describe the issues or problems to be addressed with grant funds.

- a.** Clearly identify the geographic area to be served, any specific problem locations, the issues to be addressed, and any known factors that may be contributing to the problem.

iii. Project Description – What are the goals and objectives of the proposed project?

- a.** Describe in detail the goals and objectives you wish to accomplish during the grant period.
- b.** Objectives should be measurable, concise, deal with a specific item, and be realistic with a reasonable probability of achievement. (Please see Appendix B for sample goals and objectives.)

iv. Project Personnel – Describe the staffing required to carry out the grant objectives as supported by the proposed budget.

- a.** Include the number of personnel, titles, and current duties and proposed duties of each proposed existing staff member.
 - i.** If hiring new personnel, your budget projections should reflect the approximate hiring date of any new personnel funded by this grant.
- b.** Include unit/division that will be responsible for the grant.

v. Budget

a. Budget Detail

- i.** A sample budget display appears is attached under Appendix B. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must be detailed and cover the entire grant period.

b. Other Funding Sources

- i.** Describe other funds that your agency will contribute towards the success of this project, if any.

III. SELECTION OF PROPOSALS FOR FUNDING

A. Administrative Review

- i. All submissions will be provided with an administrative review to ensure that all requirements are met under Sections I and II. This administrative review will render a pass/fail score.

B. Merit Review

- i. All grant applications that pass the administrative review will move forward to the Merit Review. The Merit Review will be comprised of a DOJ-appointed selection committee to read, evaluate, and rate all proposals.

C. Selection

- i. The selection committee will submit recommendations for funding to the Attorney General or his designee for final selection.

IV. PROCESSING GRANT AWARDS

A. Notification of Grant Award

- i. The following are the steps the DOJ will take in processing grant awards:
 - a. Applicants submit proposals to DOJ
 - b. DOJ receives proposals.
 - c. DOJ provides administrative review.
 - d. Selection committee reads and evaluates proposals.
 - e. Selection committee submits recommendations to the Attorney General for proposals to be funded and the amount of funding to be provided.
 - f. Attorney General (or his designee) makes final funding decisions.
 - g. DOJ sends selection notification letter to all applicants, successful and unsuccessful.
 - h. DOJ sends Memorandum of Understanding to successful grant applicants for signature and applicants execute and return the MOU to DOJ, with the required resolution of the governing body.
 - i. DOJ reviews completed MOUs from awarded agencies and finalizes with DOJ signatures for completion.
 - j. DOJ sends fully executed copy to applicant and instructs the State Controller's Office to distribute funds for the current fiscal year.

V. DOJ'S PROP 56 SAMPLE GOALS AND OBJECTIVES

DOJ provides the following sample goals and objectives to help guide applicants and give ideas upon which to build. Applicants should incorporate those that will help solve local problems. DOJ encourages applicants to develop their own strategies to address these problems.

Identify and target problematic retailers of tobacco products.

Conduct _____ tobacco-related enforcement operations targeting licensed retailers.

Conduct _____ post-enforcement operations targeting licensed retailers that previously violated statutes or ordinances.

Conduct _____ tobacco-related enforcement operations targeting locations where minors are likely to be present, e.g., playgrounds, youth sports events, baseball stadiums, school and college campuses, public transit systems, vehicles with a child present, etc.

Survey and conduct _____ enforcement operations targeting hookah bars and lounges, particularly relating to sale or service to minors or in areas near college campuses.

Conduct at least _____ "shoulder tap" or other operations involving the furnishing of tobacco products to minors from non-commercial sources.

Conduct at least _____ local tobacco retail license inspection operations.

Conduct at least _____ operations involving the sale of single cigarettes ("loosies").

Conduct at least _____ operations involving the sale of tobacco products in violation of local ordinances, e.g., flavored products, minimum pack size, coupons, samples, etc.

Conduct _____ retailer education classes focusing on furnishing tobacco products to minors.

Install _____ signs regarding tobacco-related regulations, e.g., no smoking signs in parks, playgrounds or school zones, etc.

Prepare a written evaluation of the existing system of recording and transmitting reports regarding compliance, citations, warnings, convictions, arrests, appeals and/or dismissals of tobacco-related inspections or offenses, and implement improvements.

Increase communication and involvement with students and youth by meeting with student and youth organizations, schools and/or colleges at least _____ times.

Provide roll call training on tobacco-related issues for all sworn personnel on a regular and continual basis.

Prosecute at least _____ tobacco-related citations.

Develop and implement a retailer diversion program for tobacco-related violations.

Develop and implement a multi-agency task force, a multi-jurisdiction task force, a community task force, or a multi-issue task force, to identify and address local tobacco-related issues.

The patterns of use of tobacco products in California are increasingly uneven, e.g., smoking rates vary widely depending on age, race, national origin, education, income, sexual identification, region, etc. There are also variations in the use of different types of products, e.g., cigarettes, e-cigarettes, tank systems, cigarillos, chew, flavored products, products containing tobacco together with other substances, etc. DOJ encourages applicants to consider strategies that reduce illegal sales and marketing of all tobacco products to minors, and that take into account these social and product variations as they exist locally. Factors that applicants may wish to consider include the total number of tobacco retailers, the number of retailers per capita, rates of non-compliance with laws relating to sale to minors, population density, differential smoking rates, and concentrations of young people in particular areas.