

**GRANT ASSISTANCE PROGRAM (GAP)  
2014 – 2015**

**GRANT FORMS**



**COPY**

**EDMUND G. BROWN JR., *Governor***  
**State of California**

**ANNA M. CABALLERO, *Secretary***  
**Business, Consumer Services and Housing Agency**

**TIMOTHY GORSUCH, *Director***  
**Department of Alcoholic Beverage Control**

January, 2014

# GRANT FORMS

**Includes:**

- Proposal Cover Sheet
- Scope of Work
- Budget Detail
- Other Funding Sources
- Resolution of Governing Body (Sample)  
*Resolution not needed with RFP package. This will be requested from agencies awarded a grant.*



**State of California**  
**Department of Alcoholic Beverage Control**  
*Grant Assistance Program*

**PROPOSAL COVER SHEET**  
 (TO BE COMPLETED BY APPLICANT AGENCY)

<b>1. Name of Applicant Agency:</b> El Dorado County Sheriff's Office	
<b>2. Description of Applicant Agency:</b> Provide your city or county and a brief summary of department size, staffing, and structure. The El Dorado County Sheriff's Office is comprised of 163 sworn officers and a support staff of 208 non-sworn members, 98 of which are Correctional Officers. We are a full service law enforcement agency complete with a Communications Center, Records Dept, two jails, Patrol and Detective Division and Community Service Officers. We are committed to suppression of crime and providing a safe community to enhance the quality of life. We identify and solve problems as well as prevent and reduce crime that negatively affect our community. Many of the crimes that affect our community arise from events involving alcoholic beverage abuse.	
<b>3. Number of Licenses in Project Area:</b> 445	<b>4. Population of Service Area:</b> 180,561
<b>5. Project Description:</b> Provide a list of your projects goals and objectives and briefly summarize. The El Dorado County Sheriff's Office takes alcohol related crimes very seriously and grant funding will allow us to continue to provide enforcement of ABC laws within the county. We will focus our grant work by identifying problems premises within our county and take the appropriate enforcement action. We will use techniques as such as "shoulder taps" and "minor decoy" stings as well as the enforcement of other laws (drug and weapon violations) in and about establishments. We have on going relationships with Placerville and South Lake Tahoe Police Departments and many of the alcohol related problems are common in all our jurisdictions.	
<b>6. Funds Requested:</b> \$35,755	<b>7. Project Period:</b> July 1, 2014 – June 30, 2015
<b>8. Acceptance of Conditions:</b> By submitting this proposal, the applicant signifies acceptance of the responsibility to comply with all requirements stated in the Request for Proposals. The applicant understands that ABC is not obligated to fund the project until the applicant submits correctly completed documents required for the contract.	
<b>A. Project Director (person having day-to-day responsibility for the project)</b>	<b>B. Chief of Police or Sheriff (authorizing official)</b>
Name: Danny Bears Address: 300 Fair lane Placerville, Ca 95667 Phone: (530) 621-5655 Fax: (530) 626-8091 E. Mail Address: bearsd@edso.org Signature:	Name: John D'Agostini Address: 300 Fair Lane Placerville, Ca 95667 Phone: (530) 621-5655 Fax: (530) 626-8091 E. Mail Address: john.dagostini@edso.org Signature:
Title: Sergeant	Title: Sheriff
<b>C. Fiscal or Accounting Official</b>	<b>D. ABC USE ONLY</b>
Name: Jon DeVille Address: 300 Fair Lane Placerville, Ca 95667 Phone: (530) 621-5691 Fax: (530) 642-9473 E. Mail Address: devillej@edso.org Signature:	
Title: Chief Financial Officer	

# **SCOPE OF WORK**

**Maximum of 4 pages for scope of work**

**Font size no smaller than 12 pitch, standard format**

## **1. Summary**

- a. Agency Description – Describe your agency, including size, structure, staffing, demographics of jurisdiction, and number of ABC licensed locations.
- b. Funding Requested – Dollar amount requested.
- c. Goals and Objectives – List the goals and objectives of your project.
- d. Number of ABC Licensed Locations – List the number of on-sale and off-sale licenses in your jurisdiction.

## **2. Problem Statement - Describe the issues or problems to be addressed with grant funds.**

- a. Clearly identify the area to be served, any specific problem locations, any specific community concerns, and the factors contributing to the problem.

## **3. Project Description - What are the goals and objectives of the proposed project?**

- a. Describe in detail the goals and objectives you wish to accomplish.
- b. Objectives should be measurable, concise, deal with a specific item, and be realistic with a reasonable probability of achievement.
- c. You are encouraged to be creative and to state your objectives by describing them in terms of tasks that you want to accomplish.
- d. You are also encouraged to utilize ABC enforcement strategies that target the illegal purchasing of alcoholic beverages as well as the illegal sale of alcoholic beverages.

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

- a. Include the number of staff, type of staff, and staff qualifications.
- b. Include unit/division that will be responsible for the grant.
- c. Include the names, rank, and current assignment of personnel involved.

## **5. Budget**

- a. Budget Detail – A sample budget display appears in the Grantee Handbook. 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. Include only those items specifically authorized; i.e., salaries, overtime, employee benefits, travel, operating expenses, and certain items of equipment. (Refer to Grantee Handbook, Section I, for details on preparing your budget.)
- b. Other Funding Sources – Describe other funds that your Department will contribute towards the success of this project.

## SCOPE OF WORK

### 1. Summary

#### A. Agency Description

The El Dorado County Sheriff's Office is comprised of 163 sworn officers and has a non-sworn staff 208 members, 98 of which are Correctional Officers. There are two stations in El Dorado County, the main office in Placerville and an office in South Lake Tahoe. We operate two jails, one in Placerville and one in South Lake Tahoe. We also have a satellite office in El Dorado Hills. The Sheriff's Office has three Divisions: Operations, Custody and Support Services. We operate a Communication Center, Records Department and Community Services Officer program.

El Dorado County is located east of Sacramento and it extends to the California/Nevada stateline. The population is 180,561 people (US Census estimated population, 2012) and the county is 1,708 square miles in size. El Dorado County also contains two community colleges with Folsom Lake College, El Dorado Center and the South Lake Tahoe Community College. Many of the students in these colleges are under 21 years of age. There are 445 ABC licensed retailers.

#### B. Funding Requested

The El Dorado County Sheriff's Office is requesting funding in the amount of \$35,755. This funding will assist us with directed enforcement towards alcohol related problems in our community. We will be allocating some other funding sources to our ABC enforcement efforts, which will consist of personnel staffing, grant oversight and partnering with Placerville and South Lake Tahoe Police Departments as well as in-kind commodities such as the use of patrol vehicles, office supplies and surveillance equipment. This strong commitment to the grant program demonstrates the importance of directed enforcement and the value we place upon our partnership with ABC.

#### C. Goals and Objectives

The El Dorado County Sheriff's Office will focus on two major points of emphasis: 1) Reducing the availability of alcohol to underage persons and 2) Identifying minors who purchase, use or borrow false forms of identification for purposes of obtaining alcohol or entering a licensed alcohol premises.

Our 2014-2015 goals and objectives include the following:

- 1) Conduct six (6) "Operation Trapdoor" enforcement operations, specifically looking for fraudulent and/or fake identification cards.
- 2) Provide four (4) training classes for patrol deputies to identify fraudulent ID cards.
- 3) Conduct four (4) minor decoy operations.
- 4) Conduct eight (8) shoulder tap operations.
- 5) Partner with Placerville PD and South Lake Tahoe PD to conduct at least ten uniformed "Safety Patrol" operations.
- 6) Partner with El Dorado County Human Services to exchange information, assist in reported alcohol related problems and promote safe non-alcoholic events, especially with high schools and the two community colleges.

## SCOPE OF WORK

### D. Number of ABC Licensed Locations

El Dorado County has 445 active retail licenses. This includes On-Sale and Off-Sale and it does not include Active Non-Retail licenses. El Dorado County also has numerous wineries.

### 2. Problem Statement

The El Dorado County Sheriff's Office experiences hundreds of alcohol related calls for service associated with minors having parties, including high school and college parties. According to the National Institute on Alcohol Abuse and Alcoholism (NIAAA), alcohol consumption on many college campuses has evolved into a rite of passage. Traditions and beliefs handed down through generations of college drinkers serve to reinforce students' expectations that alcohol is a necessary component of social success. The combination of social and environmental influences creates a culture of drinking that passively or actively promotes the use of alcohol.

In a recent survey conducted by the NIAAA, students were questioned about patterns and consequences of their alcohol use over a three year period. 31% of participants reported symptoms associated with alcohol abuse (e.g., drinking in hazardous situations and alcohol-related school problems), and 6% reported 3 or more symptoms of alcohol dependence (e.g., drinking more or longer than initially planned and experiencing increased tolerance to alcohol's effects). Although it is true that most high-risk student drinkers reduce their consumption of alcohol after leaving college, others may continue frequent, excessive drinking, leading to alcoholism or medical problems associated with chronic alcohol abuse. El Dorado County experiences similar findings with respect to number of alcohol related calls for service we respond to.

It is commonly known throughout the young adult community that there are still many ways to successfully obtain alcohol in El Dorado County. The use of fake ID's is extremely prevalent. In addition, many minors are able to purchase alcohol from licensed retailers due to failures on the part of the retailer to establish the age of the minor. This same segment of the population feels confident they can obtain alcohol whenever they want it by asking another person to purchase it for them.

Whether it is through fake ID's, shoulder taps, or irresponsible business owners, there is a prevailing theme that obtaining alcohol by minors is not a difficult task to achieve in our county. Not surprisingly, half of college students say that alcohol is easy to obtain. While students over the age of 21 can purchase alcohol from a variety of commercial sources, the majority of underage drinkers procure alcohol through informal social sources such as dormitory, off-campus, or parties. In addition, many college freshman report the ability to purchase alcohol through use of a fake ID because the chances of ramifications are very slim.

Easy access to alcohol via the use of a fake ID may increase the opportunities for underage college drinkers to drink more heavily. Fake ID use is also associated with a range of alcohol-related problems. Specifically, studies have shown that fake ID owners appear more likely to experience alcohol-related problems that directly impact their academic performance and increase their chances



## SCOPE OF WORK

of harming both themselves and others. A possible explanation is that a fake ID may provide easier and more frequent access to bars and other high-risk venues where alcohol can be purchased. In addition, owning a fake ID may give underage college drinkers a false sense of security, pushing them to drink more, and thereby leading to an increase in alcohol-related problems.

### 3. Project Description

Our first goal is to identify and ensure compliance on 10 licensed premises that are commonly known for easy access of alcohol for minors. Because of the high number of alcohol outlets within El Dorado County, students/minors have many chances to locate a business willing to furnish to them. Information like that is never kept secret and once the minors learn where these locations are, that location is frequently used.

Once we have identified the top venues where alcohol is most accessible, we will begin a dual enforcement and education strategy. The enforcement strategy will concentrate on Operation Trapdoor enforcement operations and the education component will consist of LEAD trainings for businesses and fake ID training for all of our officers.

Another component of this type of operation will involve passing along the experience and training to other law enforcement agencies, both those who have ABC grants and those who do not. We will plan and offer our task force operations to other agencies so their participating officers will be able to check for fake ID's and cite and/or arrest when appropriate. This allows those personnel to gain experience and training in this area.

The education strategy will consist of training merchants and training our officers on how to identify fake ID's. For merchants, we will coordinate and host two LEAD training seminars. For the officers, we will coordinate with ABC to schedule and bring in a fake ID expert to provide our officers with training on how to identify a fake ID. This training will provide practicable, hands-on experience, including the most recent trends with fake ID's. This training will be valuable to our officers, especially those who work around high schools, the college campuses, our School Resource Officers and patrol deputies.

EDSO will utilize the traditional Minor Decoy and Shoulder Tap programs to identify and correct those who are willing to serve alcohol to minors. Non-compliance still remains high for these types of operations. Shoulder Tap Operations consistently yield many citations and arrests. Work still needs to be done in this area and we will continue to use these important programs.

### 4. Project Personnel

The EDSO Special Enforcement Detail (SED) will be the primary unit responsible for the management of the grant. The SED Sergeant, Sgt. Danny Bears, will provide management oversight of all the grant functions.

## SCOPE OF WORK

The responsibility of the day to day organizing and planning will be assigned to the SED Sergeant. The SED Unit is responsible for many specialty type tasks and has been deployed to assist ABC Agents in the past with Minor Decoy and Shoulder Tap Operations. There are four (4) deputies and one (1) Sergeant assigned to SED.

The El Dorado County Sheriff's Office is committed to partnering with other law enforcement agencies through joint ventures. We have assisted and lead multi agency operations with Placerville PD, South Lake Tahoe PD, the Probation Dept and El Dorado County District Attorneys Office. We will continue to be the lead agency in our county with our ABC Operations.



**BUDGET DETAIL**

**Exhibit B**

<b>BUDGET CATEGORY AND LINE-ITEM DETAIL</b>	<b>COST</b> <small>(Round budget amounts to nearest dollar)</small>
<b>A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)</b>	
<b>A.1 Straight Time</b> Deputies: \$43.61 (4 Deputies in SED X 120 hours each) Sergeant: \$53.82 (120 hours)	\$20,933.00 \$6,458.00
<b>A.2 Overtime</b> Deputies: \$65.41 Sergeant: \$80.73	
<b>A.3 Benefits</b> Estimated at 10%	\$2,739.00
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$30,130.00</b>
<b>B. Operating Expenses (maximum \$2,500)</b>	
Decoy Operation, Shoulder Tap Operation Buy money	\$1,100.00
Car rentals for undercover operations	\$900.00
<b>TOTAL OPERATING EXPENSES</b>	<b>\$2,000.00</b>
<b>C. Equipment (maximum \$2,500)</b> <b>(Attach receipts for all equipment purchases to monthly billing invoice)</b>	
GoPro black video camera	\$450.00
GoPro ultra micro 64 GB memory card	\$80.00
Surveillance listening device (body wire)	\$1,970.00
<b>TOTAL EQUIPMENT</b>	<b>\$2,500.00</b>
<b>D. Travel Expense/Registration Fees (maximum \$2,000)</b> <b>(Registration fee for July 2014 GAP Conference attendee is \$225 each)</b>	
July 2014 Training Conference (4 Deputies and 1 Sergeant)	\$1,125.00
<b>TOTAL TRAVEL EXPENSE</b>	<b>\$1,125.00</b>
<b>TOTAL BUDGET DETAIL COST, ALL CATEGORIES</b>	<b>\$35,755.00</b>

### OTHER FUNDING SOURCES

Complete the following to report the total funds available to support the activities related to accomplishing the goals and objectives of the contract. In the "Grant Funds" column, report the ABC funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category (if none, leave blank). Then calculate the totals by category in the "Program Total" column. Total each column down to arrive at the total program funds available. **(Round all budget amounts to the nearest dollar.)**

BUDGET CATEGORY	GRANT FUNDS	OTHER FUNDS	PROGRAM TOTAL
<b>Personnel Services</b>	\$30,130.00	\$5,233.00	\$35,363.00
<b>Operating Expenses</b>	\$2,000.00	\$5,000.00	\$7,000.00
<b>Travel/Registration Fees</b>	\$1,125.00	\$1,000.00	\$2,125.00
<b>Equipment</b>	\$2,500.00	\$1,000.00	\$3,500.00
<b>TOTALS</b>	\$35,755.00	\$12,233.00	\$47,988.00

**(This form does not become part of the contract.)**

**SAMPLE**

**RESOLUTION OF THE GOVERNING BOARD**

WHEREAS, THE (1) (applicant) desires to undertake a certain project designated as (2) (project title) to be funded in part from funds made available through the Grant Assistance Program (GAP) administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

NOW, THEREFORE, BE IT RESOLVED that the (3) (designated official by title only) of the (4) (County or City) is authorized to execute on behalf of (5) (Governing Board) the attached contract, including any extensions or amendments thereof and any subsequent contract with the State in relation thereto.

IT IS AGREED that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and ABC disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

IT IS ALSO AGREED that this award is not subject to local hiring freezes.

I hereby certify that the foregoing is a true copy of the resolution adopted by the (6) (governing body) of (7) (unit of local government or organization) in a meeting thereof held on (8) (date) by the following:

Vote: (9)

Ayes:

Nays:

Absent:

Signature: (10) \_\_\_\_\_ Date: (11) \_\_\_\_\_

Typed Name and Title: (12) \_\_\_\_\_

ATTEST: Signature: (13) \_\_\_\_\_ Date: (14) \_\_\_\_\_

Typed Name and Title: (15) \_\_\_\_\_

## RESOLUTION INSTRUCTIONS

**Note: The resolution must include all of the elements contained in the sample. Unless there is a compelling reason not to do so, ABC strongly suggests that the project follow the exact format and language provided in the sample Resolution. This will assure that the processing of the grant award is not seriously delayed because the language of the Resolution does not meet ABC's requirements.**

- (1) Enter the full name of the board or council making the resolution.
- (2) Enter the title of the proposed project. This should be the same as the title of the proposed project on the Proposal Cover Sheet.
- (3) Enter the full title of the administrator or executive who is authorized to submit the application.
- (4) Enter the full title of the organization that will submit the application.
- (5) Enter board or council, whichever is appropriate.
- (6) Enter the same as item (1).
- (7) Enter the same as item (5).
- (8) Enter the date of the meeting in which the resolution was adopted.
- (9) Enter the votes of the members in the appropriate category.
- (10) Enter the signature of the person signing on behalf of the board or council.
- (11) Enter the date of the certification.
- (12) Enter the typed name and title of the person making the certification.
- (13) Enter the signature of the person attesting that this is a true copy of the resolution. This must be a person other than the person who signed on behalf of the board or council (see item (10)).
- (14) Enter the date attested.
- (15) Enter the typed name and title of the person attesting.