

TOBACCO GRANT PROGRAM

FISCAL YEAR 2024-25

REQUEST FOR PROPOSAL

DOJ-PROP56-2024-25-1



ROB BONTA

Attorney General

OFFICE OF THE ATTORNEY GENERAL

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GENERAL INFORMATION

INTRODUCTION

This Request for Proposal (RFP) relates to the California Department of Justice (DOJ), Tobacco Grant Program and furnishes grant applicants with the following:

- Information about the program and available funding
- Information about the forms and procedures for preparing and submitting grant proposals
- Information about the review and selection process
- The Grantee Handbook, which contains more detailed information on certain topics
- Answers to frequently-asked questions
- A Budget Detail template (MS Excel)
- A Sample Letter of Commitment (MS Word)

PRE-APPLICATION WEBINAR

We highly encourage all applicants to [register for the pre-application webinar](#) to be held on **May 9, 2024, 10:30-11:30 AM (Pacific)** via Zoom. This webinar will provide prospective applicants with information regarding the program's focus and priorities, funding available, application process, and answer questions from participants. The presentation will be recorded and uploaded to the [Tobacco Grant Program webpage](#).

PROGRAM INFORMATION

Additional information about the program can be viewed at the [DOJ Tobacco Grant Program webpage \(https://oag.ca.gov/tobaccogrants\)](#).

QUESTIONS

Email TobaccoGrantRFP@doj.ca.gov with any questions regarding the application process.

Once an RFP is issued, DOJ staff members may promote the Tobacco Grant Program in general terms and may answer technical questions about the RFP and Grantee Handbook, but may not assist applicants with the preparation or review of proposals.

Individuals who serve on DOJ's Tobacco Grant Program Merits Review Committee shall be insulated so that they do not comment on the grant program to any applicant or potential applicant, or respond to questions about the RFP or Grantee Handbook asked by any applicant or potential applicant.

FUNDING DETAILS

TOTAL FUNDING AVAILABLE

An estimated \$28.5 million in grant funding is available this year to support local enforcement efforts to reduce illegal retail sales and marketing of tobacco products to minors and youth.

State funding comes from increased taxes on cigarettes and other tobacco products by \$2.00 starting in April 2017. These increased taxes were passed following voter approved Proposition 56 in 2016 that allocates a portion of annual revenue to DOJ.

FUNDING AMOUNTS

Funding amounts will be evaluated based on the submitted grant proposal.

FUNDING TYPE

The Tobacco Grant Program is a reimbursement grant. DOJ will reimburse selected public agencies, in arrears, for approved expenditures upon receipt of invoices, quarterly progress reports, and other enforcement data required.

PROJECT PERIOD

Selected public agencies will be funded for 24 or 36 months. Projects are expected to begin on or about November 1, 2024 and must terminate on or before June 30, 2028.

FUNDING PRIORITIES

DOJ's Tobacco Grant Program application process is highly competitive. In accordance with Proposition 56, funds will be awarded to applicants demonstrating strong capacity to support and/or hire law enforcement officers for activities specifically aimed at reducing the illegal sales and/or marketing of tobacco products, including e-cigarettes, to minors and youth.

PRIORITY ACTIVITIES CONSIDERED

Priority activities include, but are not limited to:

- Enforcing state tobacco laws and local ordinances, including the statewide flavor ban (and similar local ordinances) through retailer inspections and enforcement operations (e.g. minor decoy, shoulder tap, undercover buys in stores and online)
- Consumer protection enforcement (investigations and prosecution)
- Compliance checks and inspections of tobacco retailers and online services that deliver tobacco products
- Task force coordination among local agencies
- Retailer education and diversion for retailers violating state tobacco laws
- Education for enforcement officers regarding state tobacco laws and local ordinances

ACTIVITIES NOT CONSIDERED IN THIS FUNDING OPPORTUNITY

Activities that will NOT be considered within this funding opportunity include, but are not limited to:

- School and community-based enforcement of tobacco possession and use, including School Resource Officers and purchase/use of vape detectors
- School and community-based education (including media campaigns)
- Other activities insufficiently related to reducing the illegal retail sales and/or marketing of tobacco products to minors and youth

SUBMISSION OF PROPOSALS

APPLICATIONS MUST BE SUBMITTED VIA ONLINE WEB FORM BY:

DUE DATE: 11:59 PM (Pacific) on June 28, 2024

LINK TO APPLY: <https://survey.alchemer.com/s3/7803133/24-25-TGP-Grant-Application>

Proposals sent via any other manner than instructed will **not** be accepted. All proposals are timestamped upon receipt by DOJ and must be received by the deadline in order to be considered. Applicants have the responsibility to ensure their proposal is **received** by the specified deadline. DOJ will not be responsible for late delivery of a proposal due to mistakes, delays, or technical issues experienced by the applicant or server used by the applicant.

DOJ will not notify applicants regarding omissions nor accept any late additions to proposals. All proposals will be rated solely on timely-submitted content.

All grant applicants must strictly adhere to the following:

- Proposals forms must be completed in their entirety as instructed.
- Forms and templates provided in this RFP must be used without modification.

Important: If the applicant does not adhere to the items listed above, DOJ will disqualify the applicant's proposal.

PROPOSAL COMPONENTS

A grant application submission consists of the following major components:

- [Completed Proposal \(online web form\)](#)
- [Completed Budget Detail \(MS Excel\)](#)
- Letter(s) of Commitment (required if partnering or contracting with another agency to complete a portion of the grant objectives)
- Letter(s) of Support (optional)

Information must be provided as directed. This includes following all instructions, using specific formats and providing all requested information. Failure to provide the required information or to provide the information in the manner directed will disqualify the proposal. DOJ will not advise applicants that their proposal is incomplete prior to its rejection. Please note, certain aspects of the proposal can result in additional required responses or documents.

Applicants will receive an acknowledgement email from DOJ when their submission is received. However, this email is **not** confirmation the package is complete.

ELIGIBILITY CRITERIA

In accordance with the State Budget Act and Proposition 56 (i.e. the [California Healthcare Research and Prevention Tobacco Tax Act](#)), any local government or local government agency in California that has authority to enforce tobacco-related state laws or local ordinances is eligible to receive funds. This includes agencies which support programs enforcing state and local laws related to the illegal retail sales and marketing of tobacco products (including e-cigarettes) to minors, investigate those

activities, conduct retail compliance checks to reduce illegal sales of tobacco products to minors and youth, or prosecute cases arising from the illegal sales of tobacco products to minors and youth.

Agencies with existing Tobacco Grant Program awards may submit a proposal under this solicitation for one or more of the following purposes:

- Supplement objectives of their existing award;
- Propose new objectives;
- Continue previously-funded activities **only if** these activities are within the parameters of this RFP. Activities considered for funding are subject to change with each RFP released.

APPLICATION AND AWARD TIMELINE

Table 1. Application Timeline

Milestone	Date
Release of Request for Proposals	April 29, 2024
Pre-Application Webinar	May 9, 2024
Deadline to Submit Proposal	June 28, 2024

Table 2. Award Timeline

Milestone	Approximate Date
Award Selection	October-November 2024
Earliest Project Start	November 2024
Grant Opening Documents Due	End of January 2024

PUBLIC RECORDS ACT NOTICE

Proposals are considered public records and subject to the disclosure requirements of the California Public Records Act (CPRA) as solely determined by DOJ. Do not put any personally identifiable information or confidential information on this proposal.

PROPOSAL INSTRUCTIONS

GENERAL

When completed, the following documents become the proposal to be submitted for DOJ consideration: Proposal Form, Budget Detail (must use DOJ-provided template), signed Letters of Commitment, and Letters of Support.

ONLINE SUBMISSION OVERVIEW

ALCHEMER SYSTEM

The proposal form was created using a service called “Alchemer” to assist with collecting and processing proposal information. The form is logic-driven to request only the information necessary based upon user entry. Time required for completion depends upon the complexity of the proposed activities. Applicants **do not** need to create an Alchemer user account in order to access and complete the application.

SAVING DRAFT APPLICATIONS

Applicants are strongly advised to save a draft immediately upon starting their application. On any page (other than the Table of Contents), there is a link in the top-right to “Save and continue.” Selecting this option will allow you to enter your email address to receive a link to your in-progress application.

COLLABORATING WITH OTHERS

After saving a draft of the application and receiving the link to return, you may share this with other team members. **Caution:** It is not advised to have more than one person active within the application at the same time.

SUBMITTING THE PROPOSAL

Each section of the proposal must be completed before the system will allow submission. You will have the opportunity to review all responses and jump back to any section prior to selecting “Submit” on the Table of Contents / Section Navigator page. Each applicant is allowed **one** submission that cannot be edited once it has been submitted.

Upon submission, a confirmation page will present with the ability to download a PDF of your responses. A similar confirmation will be sent by email to the primary (first) contact listed in the application.

TECHNICAL ASSISTANCE

Additional assistance navigating the online system and the submission form can be found within the Application Guide. DOJ’s ability to provide individualized technical assistance is limited. If you have questions or difficulties, please contact DOJ at TobaccoGrantRFP@doj.ca.gov.

Please note that DOJ staff are only available Monday through Friday, 8:00 AM to 5:00 PM (Pacific). DOJ recommends planning ahead and applying early to avoid technical errors that cannot be resolved prior to the deadline.

SECTIONS OF PROPOSAL

AGENCY PROFILE

This section contains basic information regarding your agency name, location, type, and confirming your agency or department's authority to enforce state law or local tobacco ordinances covering retail establishments. Please refer to [Eligibility Criteria](#) that applies to this section.

CONTACTS

Contact information must be provided for at least two separate individuals, one of whom must be an internal staff member of the applicant agency. You may add up to six contacts. The proposal must be signed by one of the provided contacts who has the authorization to submit a grant application on behalf of the applicant agency. The first contact listed will be the person to receive emailed confirmation of submission.

PROJECT SUMMARY

This section captures basic information regarding the funding amount requested, project duration, planned start date, and an overview of the proposed project. In the upcoming [Goals and Objectives](#) section, applicants will select activity areas and enter additional detail based upon those selections.

PARTNERING AGENCIES

If the applicant agency plans to engage with a partnering agency or contractor to fulfill any of the proposed activities, this section requests the names of those entities, a brief description of their role in the project, as well as a signed Letter of Commitment (see template in [Appendix C](#)) from the partnering agency. Applicants may add up to six partnering agencies.

If your plans do not involve partners, simply select "No" on the first question, save the page, and that section will be considered complete.

PROBLEM STATEMENT

This section requests detail regarding the community served including location, demographic and retailer information. Non-required questions include whether the project area has a local ordinance for flavored tobacco and if prosecutors or public attorneys have filed cases against retailers. Additional detail regarding the local community problem may be added in the narrative section.

Beside relevant items within this section, a link appears to obtain data from the [California Tobacco Health Assessment Tool](#). Other resources that applicants might find helpful include the [California Department of Tax and Fee Administration list of licensed corporate retailers](#), the [Food and Drug Administration retailer compliance database](#), and [data from the California Department of Public Health Tobacco Control Branch](#).

DOJ encourages applicants to consider strategies that reduce illegal sales and marketing of all tobacco products to minors and youth and those that account for use patterns and negative impacts that vary by region. The patterns of use of tobacco products in California are increasingly uneven. For example, smoking rates vary widely depending on age, race, national origin, education, income, sexual identification, and region. There are also variations in the use by minors and youth of different types of tobacco products, depending on the community. For example, in some communities, minors and youth may tend to use chew, while e-cigarettes or cigarillos may be popular in others.

GOALS AND OBJECTIVES

This section first presents a checklist of activities to select. Additional pages will present for additional details only for those items selected on this page. Most sections contain limited closed-ended questions (e.g. number of operations, number of retailers targeted, and if the activity will address the flavor ban) with an optional narrative for further details. Prosecution, Task Force, and “Other” sections have required narrative fields.

PROJECT PERSONNEL

If the applicant agency will have internal personnel (paid directly by the applicant), this section requests information regarding classification/rank (not individual names), time basis (straight time, overtime, or both), the tobacco-related activity areas assigned to that personnel, and an optional field for additional details to describe duties planned. Applicants may add up to six personnel.

All positions funded under this grant program **must** be clearly dedicated to tobacco-related work as described under the California Healthcare, Research and Prevention Act of 2016 (Proposition 56). These positions must also provide **direct service** to the grant activities referenced in the application.

If an agency intends to redirect existing staff to new tobacco-related duties, the application must clearly describe the current duties and proposed duties of each staff member.

PROJECT BUDGET

This section requires the completed Budget Detail (Excel) file is uploaded. Applicants **must** use the form as provided specifically with this RFP without modifications and must not use any prior form. The [Budget Detail template](#) contains an instructions tab to facilitate completion.

Restricted Items

A list of restricted (unallowable) items is available in [Appendix A](#).

Reasonable and Necessary Costs

All project costs must be reasonable and directly related to the objectives and activities of the project. Any costs without a sufficient justification provided may be subject to removal or reduced funding.

Other Funding Available

If the agency currently receives funding for similar work, describe the other funding and explain how the proposed funds will not supplant the existing funding.

Budget Narrative

If the budget contains costs in Section B of the budget (“Other Operating Expenses and Equipment”), then a Budget Narrative is required to justify the necessity of these costs to complete the proposed activities. Additionally, applicants must briefly note the line items corresponding with the activities selected.

Travel

All travel-related expenditures are subject to [State of California travel rates, rules, and regulations](#). Rates are subject to change without notice.

Administrative Costs

Applicants cannot budget more than 5% of the direct project costs (Sections A and B) for administrative costs. Line items for agency staff (Section A) or contracted personnel (Section B) cannot include administrative costs.

GRANT HISTORY AND COMMUNITY SUPPORT

If your agency currently has or has had a grant through the Tobacco Grant Program, information required in this section includes a comparison to prior awards and details regarding successes and challenges with awarded grant activities. This section also allows one PDF document upload for all Letters of Support you may wish to provide as evidence of community support for the project.

CERTIFICATIONS AND SIGNATURE

This section contains required certifications pursuant to [Tobacco Grant Program regulations](#).

REVIEW RESPONSES BEFORE SUBMISSION

This is the final page to review all entered information prior to submission. At the bottom of this page, you are able to download a PDF of the content which you may save and share internally prior to returning to this page and submitting your proposal. After reviewing the proposal carefully and determined it is complete and accurate, please select the radio button to indicate this.

Final submission occurs at the bottom of the Table of Contents page. If all required sections have been completed, you may select “Submit” to provide DOJ with your completed proposal. If sections have not been completed, you will be unable to submit until those required sections have been finished.

PROPOSAL REVIEW AND AWARD SELECTION

ADMINISTRATIVE REVIEW

An independent reviewer will verify that submissions met technical requirements and followed instructions as set forth in this RFP. This administrative review will render a “Pass/Fail” score. Any proposals failing this review will not proceed to the Merits Review Committee for consideration.

MERITS REVIEW

MERITS REVIEW PROCESS

All grant applications which pass the administrative review will move forward to the Merits Review Committee (MRC). The MRC will be comprised of four individuals selected by the Attorney General or their designee, to read, evaluate, and rate proposals.

The committee will consist of a senior member of DOJ’s policy staff, a member (peace officer) of the Division of Law Enforcement, a member of DOJ’s Budget Office, and a member of DOJ’s Healthcare, Rights and Access Section, Tobacco Unit. Each committee member will make a written declaration, prior to reviewing any proposal, regarding the confidentiality of the procedure and attesting to the absence of a conflict of interest.

SCORING OF PROPOSALS

Committee members may score based on individual review of the proposals, discussion with other members of the committee, or a combination thereof. A committee member may ask DOJ staff for additional information relevant to scoring an application and staff may provide this information; such information shall be provided to all committee members. This additional information may include but is not limited to details relating to current or past Tobacco grant activities and agency performance.

EVALUATION CRITERIA AND SCORING

The initial assessment will be whether or not the proposed project is within the scope of the Tobacco Grant Program. If the project is within the scope, it will be scored according to the following criteria:

Table 3. Scoring Criteria

Scoring Category	% of Total Score	Additional Info
Problem	35%	Significance of the problem to be addressed.
Proposed Project	25%	The extent to which the proposed project addresses the problem.
Personnel	10%	Personnel listed have the necessary qualifications, and are considered necessary to achieve proposed project activities.

Scoring Category	% of Total Score	Additional Info
Budget	10%	Completeness, accuracy, and reasonableness of the estimated budget. This includes justification of included costs.
Capacity	20%	Capacity of the applicant and its partnering agencies (if applicable) to achieve the stated goals and objectives. May include indicators of community support including but not limited to letters of support for the project from stakeholders. For prior awardees, historical performance under all grant agreements may be considered.

FINAL SELECTION

The MRC's recommendations for funding will be submitted to the Attorney General or their designee who will approve or make modifications to the recommended awards package.

Applicants acknowledge, understand, and agree that consideration for an award of a grant is fully discretionary. At no time shall an applicant be entitled to protest, appeal, or challenge a decision by DOJ to reject or accept an application, disqualify an applicant or an application, or withdraw or amend the RFP in whole or in part.

WITHDRAWAL OF APPLICATION

After submission, applicants may withdraw from consideration at any time. The applicant must submit a written withdrawal request signed by an applicant's duly authorized representative and emailed to TobaccoGrantRFP@doj.ca.gov.

PROCESSING AND FINALIZING AWARDS

The following are the steps DOJ will take in processing grant proposals and awards:

1. DOJ receives proposals and confirms receipt of materials by email.
2. DOJ performs administrative review.
3. MRC reads and evaluates proposals that passed administrative review.
4. MRC submits scoring and recommendations to DOJ staff. Staff submit the results of the administrative review, proposal scoring and recommendations of the MRC to the Attorney General for approval.
5. Attorney General approves or modifies final recommendations.
6. DOJ sends selection notification letters to all applicants, both successful and unsuccessful.
7. Upon receipt of the Letter of Intent from the awarded agency, DOJ emails the Memorandum of Understanding (MOU) to successful grant applicants for signature. Applicants execute and return the MOU along with the required Summary of Award document, Resolution of the governing body, and Government Taxpayer ID form.
8. DOJ reviews completed MOUs from awarded agencies and signs completed forms.
9. DOJ sends fully-executed copy of MOU to applicant with further instructions regarding grant administration, reporting, and the reimbursement process.

PROJECT FUNDED

Applicants selected for funding must retain a copy of this RFP and the Grantee Handbook as these materials set forth the requirements for the entire grant award period. The grant award is based on this RFP, Grantee Handbook, the proposal and all documents referenced therein, the completed MOU, and any other documents duly incorporated.

RESOLUTION FROM GOVERNING BODY

Applicants selected for funding must provide, if required, a resolution of the applicant's governing body. The resolution must authorize the applicant to enter into a contract with DOJ and to incur grant-related expenses and receive reimbursement for those expenses. The resolution should also 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.

Important: Once notified of selection, the successful applicant should promptly request the resolution to avoid funding delays (if accepting the award). DOJ will provide sample resolutions to agencies selected for an award.

FREQUENTLY-ASKED QUESTIONS

Is there a minimum or maximum award amount?

No, funding amounts will be evaluated based on the submitted grant proposal.

Is there a matching fund requirement?

No, there is no requirement for matching funds.

I see the project period is 24 or 36 months but there are four fiscal years available on the budget.

How do I align my project period?

Projects may be proposed to start as early as November 1, 2024. Funding will only be provided based upon a 24- or 36-month project period. Your agency may propose a shifted timeline with pro-rated amounts in partial fiscal years as necessary.

Can the tobacco grant program help with prosecution efforts?

Yes. Funds are available for the prosecution of tobacco-related violations, in a judicial or administrative venue. These funds must be used against retailers and not to increase punitive consequences for minors/youth. DOJ recognizes that the significant link between front-line work by officers and inspectors and the back-end prosecution. DOJ encourages collaboration across agencies to coordinate enforcement efforts.

Is it worthwhile for a small agency in a small city to apply for these funds?

Yes. Previous grantees are from all over the state and include many small cities and rural counties. Lists of previous grantees by award year may be found under the “Grantees” heading on the Tobacco Grant Program page.

It is difficult for a small jurisdiction to conduct effective minor decoy operations. Does this program fund other types of enforcement?

Yes. Funds are available for many different types of tobacco-related enforcement activities, not only for undercover buy operations. DOJ encourages joint operations amongst neighboring law enforcement agencies using shared enforcement personnel when appropriate. As another example, a law enforcement agency could contract with another organization for retailer education work to support enforcement efforts.

This program looks like it is only for police or sheriffs. Can a local government agency apply?

Police and sheriff’s departments are not the only eligible local law enforcement agencies. DOJ welcomes applications from other entities including city or district attorneys and county counsels, public health departments, code enforcement departments, and any other local agency responsible for enforcing a local retailer ordinance or state law relating to tobacco sales or marketing. Agencies charged with implementation of the statewide retail flavor ban (Health & Safety Code § 104559.5) and similar local retail flavor ordinances are encouraged to apply.

Can this grant funding be used for cannabis, alcohol, opioids, or any number of other issues that are big problems? Hardly any kids smoke cigarettes any more.

No. Tobacco remains one of our most serious public health issues with fast rising use of vape and flavored tobacco products among kids. Further, tobacco use often tracks other issues that are of great concern. Addressing tobacco problems has additional benefits that go beyond cigarette smoking.

Kids get tobacco from friends, or older siblings, or the internet. How does doing more undercover buys at retailers address that reality?

Minors get tobacco products from many sources and DOJ seeks to fund a wide range of enforcement activities – not only undercover buys at brick and mortar retailers. Other funded activities might include undercover online buys or retailer education.

If a community already has a robust tobacco retailer inspection and education program, will DOJ consider funding other activities?

Yes. Prop. 56 provides funding to support local law enforcement efforts that may benefit from other activities. As a non-exhaustive list of examples, you may consider: developing a retailer diversion program, investigating and prosecuting online sales, organizing a task force for tobacco enforcement coordination, and enforcement in hookah lounges.

Can we use grant funds to establish a Tobacco Retail License program?

DOJ is happy to assist your agency with the establishment of a Tobacco Retail License as we recognize the powerful deterrence and consequence of pulling a retailer's license for violations. While grant funds cannot be used for *development* of such a licensing program, grant funds can be used to support inspections and *enforcement* of violations of the local license.

My agency currently has a Tobacco Grant award through DOJ. Can we apply again?

Yes. However, the MRC will take into consideration the current award activities from the existing grant. If you are applying for another grant that will overlap with your current grant, the proposal must include a different project with different goals for the overlap period. An overlap of funds to perform the same functions will not be approved.

APPENDIX A – RESTRICTED ITEMS LIST

Restricted (unallowable) expenses include, but are not limited to, the following:

- Ammunition
- Awards
- Award Certificates or Ribbons
- Balloons
- Briefcases
- Calendars (Decorative)
- Cleaning supplies
- Coffee pots and supplies
- Drones
- Eating utensils
- Facilities lease/rent
- Fans or heaters
- Firearms and related accessories (scopes, holsters, racks, etc.)
- Food, beverages, and any other consumables (including for meetings/conferences)
- Gift cards
- Hand sanitizer
- K9
- Kleenex/tissue paper
- Luggage
- Luggage carriers
- Pepper spray
- Personalized products used to advertise an agency and/or programs (e.g., pens, magnets, drawstring bags, etc.) not specific to anti-smoking/anti-tobacco campaigns. Note: any products in this category require prior approval from the Tobacco Grant Program.
- Picture frames
- Refrigerators
- Uniforms and standard complement items (Battle Dress Uniforms, vests, boots, etc.)
- Vehicles and/or vehicle trailer purchases (vehicle usage, leases, fees, and mileage/fuel reimbursement are allowable).

APPENDIX B – DEFINITIONS

Administrative Costs

The necessary and reasonable indirect expenses as allowed under the terms and conditions of the Grant Agreement. Administrative costs are limited by statute to 5% of the total direct expenditures.

Applicant

An eligible agency to receive a grant from DOJ pursuant to [Revenue and Taxation Code section 30130.57, subdivision \(e\)\(1\)](#).

Application

A request by an eligible agency to receive a grant from DOJ pursuant to [Revenue and Taxation Code section 30130.57, subdivision \(e\)\(1\)](#).

Contractor

An entity or person, including a consultant, that enters into a contract with a Grantee to perform an approved grant-related activity.

DOJ

The California Department of Justice.

Grant

An award of financial assistance made to a Grantee, the principal purpose of which is the transfer of funds to carry out a project of public benefit authorized and intended by [Revenue and Taxation Code section 30130.57, subdivision \(e\)\(1\)](#), a Request for Proposal, and the Grant Agreement between the Grantee and DOJ.

Grant Agreement

The final agreement entered into between DOJ and a Grantee, which sets forth the terms and conditions of the Grant. The grant agreement includes the executed MOU, Request for Proposal and associated documents, Summary of Award document, and the Grantee Handbook.

Grant Term

The period of time provided for in the [Grant Agreement](#). Previously referred to as “Grant Duration.”

Grantee

A local agency to which a grant is awarded. Also referred to as Awardee.

Indirect Costs

See “[Administrative Costs](#).”

Local Law Enforcement Agency

A local government entity, such as a county, city, district, public authority, public agency, and any other political subdivision or public corporation that can support and hire law enforcement peace officers (as defined in Penal Code section 830) and is authorized to: (1) investigate or conduct an official inquiry into enforcement of state and local laws, ordinances, regulation, and policies related to the illegal sales and marketing of tobacco products to minors and youth, or (2) prosecute or otherwise conduct a criminal or civil proceeding arising from the illegal sales of tobacco products to minors and youth.

Partner / Partnering Agency

Another agency responsible for any part of the project activities in collaboration with the applicant agency. See also, "[Contractor](#)."

Project

An undertaking that is planned to conduct activities and achieve stated goals and objectives for which funds were awarded by DOJ to a Grantee from the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 Fund.

Request for Proposals (RFP)

A solicitation for project proposals from eligible [Local Law Enforcement Agencies](#).

Supplanting

Using grant funds to pay for costs that are already funded within your agency's budget, or for which other funding has already been received, in order to reallocate existing funding to other purposes. The effect of supplanting would be to reduce the total amount that would have been available for the purpose stated in the application or grant agreement.

Tobacco Products

The same meaning as in [Revenue and Taxation Code section 30121](#).

APPENDIX C – LETTER OF COMMITMENT (TEMPLATE)

(PREPARE DOCUMENT ON AGENCY LETTERHEAD)

[Date]

California Department of Justice

OPS Office of the Chief

Grant Services Branch

Tobacco Grant Program

P.O. Box 160187

Sacramento, CA 956816-0187

RE: Letter of Commitment for **[INSERT APPLICANT AGENCY NAME]** 2024/25 Tobacco Grant Proposal

To whom it may concern,

Please accept this letter as affirmation that our agency is aware of the Tobacco Grant proposal by **[APPLICANT AGENCY NAME]** and is in agreement with the activities in which we are planned to be involved.

[OPTIONAL – Additional Statements of Support]

Sincerely,

[NAME, TITLE, PHONE # AND SIGNATURE OF AUTHORIZED AGENCY REPRESENTATIVE]