

# **GRANT ASSISTANCE PROGRAM (GAP)**

**2018 – 2019**

## **GRANT FORMS**



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

**Jacob Appelsmith, *Director***  
**Department of Alcoholic Beverage Control**

# 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: Fresno County Sheriff-Coroner's Office</b>	
<b>2. Description of Applicant Agency:</b> Provide your city or county and a brief summary of department size, staffing, and structure. The Fresno County Sheriff-Coroner's Office was established in 1856. The Sheriff-Coroner's Office employs a total of 1,116 employees, 416 of which are sworn Sheriff's Deputies. The Sheriff-Coroner's Office is a full-service law enforcement agency consisting of seven bureaus: Patrol Bureau, Detective Bureau, Operations Bureau, Administrative Services Bureau, Jail Operations Bureau, Jail Administration & Programs Bureau and Jail Medical & Services Bureau. The Vice/Intelligence Unit of the Special Investigations Division (SID) under the Detective Bureau is in charge of addressing alcohol related crimes in the County of Fresno and would be responsible for managing the ABC GAP grant.	
<b>3. Number of Licenses in Project Area: 543</b>	<b>4. Population of Service Area: 979,915</b>
<b>5. Project Description:</b> Provide a list of your projects goals and objectives and briefly summarize. The Fresno County Sheriff-Coroner's Office was last awarded the 2015-2016 GAP grant where all goals and objectives for the proposed project were surpassed with tremendous results. The Fresno County Sheriff-Coroner's Office Vice/Intelligence Unit is looking to build on that past success. For the 2018-2019 GAP grant, we will continue to implement the proven tactics of Shoulder Tap & Minor Decoy Operations, coupled with IMPACT inspections, public awareness presentations & continued partnerships with allied agencies throughout the County. We believe that these funds will result in a positive impact on crime and benefit the people who live in the County of Fresno.	
<b>6. Funds Requested: \$96,631</b>	<b>7. Project Period: July 1, 2018 – June 30, 2019</b>
<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: Kevin Lolkus Address: 2200 Fresno Street, Fresno, CA 93721  Phone: (559) 600-8723 Fax: (559) 251-8494 E. Mail Address: Kevin.Lolkus@fresnosheriff.org Signature:	Name: Margaret Mims Address: 2200 Fresno Street, Fresno, CA 93721  Phone: (559) 600-8800 Fax: (559) 262-4032 E. Mail Address: Margaret.Mims@fresnosheriff.org Signature:
Title: Lieutenant – Special Investigations Division	Title: Sheriff – Fresno County Sheriff-Coroner's Office
<b>C. Fiscal or Accounting Official</b>	<b>D. ABC USE ONLY</b>
Name: Thomas Trester Address: 2200 Fresno Street, Fresno, CA 93721  Phone: (559) 600-8575 Fax: (559) 488-3348 E. Mail Address: Thomas.Trester@fresnosheriff.org Signature:	
Title: Business Manager	

## **SCOPE OF WORK Guide**

- Maximum of 4 pages for Scope Of Work
- Font size no smaller than 12 pitch, standard format
- Title each Scope of Work page **Exhibit A**

### **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

### SUMMARY

The Fresno County Sheriff-Coroner's Office is a full service professional law enforcement agency which has been protecting the citizens of Fresno County since 1856. Since that time, the Office of the Sheriff has evolved into a modern law enforcement agency, employing 1,116 employees, 416 being sworn Sheriff's Deputies. These numbers fall short of the 1244 total positions, 438 of which are sworn Sheriff's Deputies, allocated by the County of Fresno for the Sheriff-Coroner's Office. In 2015, the County Coroner's Office was integrated with the Sheriff's Office, with full authority of the Coroner's Office being turned over to the Sheriff. The Fresno County Sheriff-Coroner's Office is organized into seven bureaus which are: Patrol Bureau, Detective Bureau, Operations Support Bureau, Administrative Services, Jail Operations Bureau, Jail Administration & Programs Bureau and Jail Medical & Services Bureau. The members of the Fresno County Sheriff-Coroner's Office are responsible for providing public safety services to an area covering approximately 6,000 square miles. The County of Fresno, located within the Central San Joaquin Valley, is bordered by the mountains of the Sierras to the east and the mountains of the Pacific Coast Ranges to the west. In between you will find wide open swathes of rich agricultural land, with both small and large municipalities. With a population of approximately 979,915 residents, Fresno County's demographics are as diverse as the landscape and consist of the following ethnic backgrounds: 52% Hispanic or Latino, 30% Caucasian, 10% Asian, 6% African-American and 2% American Indian.

Within Fresno County, there are a total of 219 On-Sale licensed establishments and 324 Off-Sale licensed establishments in operation throughout the numerous incorporated and unincorporated cities of Fresno County (Excluding those establishments that fall within the City of Fresno and Clovis due to these two agencies consistently operating with an ABC grant). This number can be further broken down to strictly the unincorporated areas of Fresno County directly patrolled by the Fresno County Sheriff-Coroner's Office with 63 On-Sale and 94 Off-Sale licensees. The Fresno County-Sheriff Coroner's Office is in a unique position to assist the smaller law enforcement agencies of the many incorporated cities with conducting ABC investigations due to a long-standing close working relationship with these agencies. Many of the Chiefs from these agencies have come from the Fresno County Sheriff-Coroner's Office and have reached out directly to the Vice/Intelligence Unit to conduct ABC undercover operations within their cities.

The Fresno County Sheriff-Coroner's Office is requesting funding in the amount of \$96,631 for the 2018-2019 fiscal year. The relationship between the Fresno County Sheriff-Coroner's Office and the Department of Alcoholic Beverage Control (ABC) is an integral component in aggressively and effectively targeting alcohol related crimes in Fresno County. This funding would allow the Fresno County Sheriff-Coroner's Office to conduct numerous operations throughout Fresno County such as Shoulder Tap, Minor Decoy, Informed Merchants Preventing Alcohol-Related Crime Tendencies (IMPACT) inspections and undercover investigations of ABC licensees. With the assistance of past ABC GAP grants, the Fresno County Sheriff-Coroner's Office was able to reach out to schools and local businesses to conduct educational presentations. These presentations were found to be highly effective at increasing public awareness and an excellent source for recruiting Minor Decoys. Presentations at local universities will be an important objective for our 2018-2019 GAP grant. Additionally, the Fresno County Sheriff-Coroner's Office will continue to liaison with local law enforcement agencies to supplement their limited personnel and resources to effectively police the additional 386 ABC licensees and address identified problem locations.



## **SCOPE OF WORK**

### **PROBLEM STATEMENT**

The County of Fresno is vast with many incorporated municipalities separated by expansive stretches of rural agricultural or mountainous regions. There are also several unincorporated population centers such as Calwa, Caruthers, Del Rey, Easton, Laton, Malaga, Riverdale and Prather rife with ABC licensed establishments. With the funding of past ABC GAP grants, the Vice/Intelligence Unit has been able to target problem locations that have been previously identified with information provided by citizens, patrol deputies, reviewing calls for service and undercover bar inspections. A gamut of alcohol related issues and offenses such as disturbances, sales of alcohol to minors, illicit drug use or acts of violence have occurred at or around these businesses.

The Fresno County Sheriff-Coroner's Office has recovered slowly from the economic downturn of the past several years. Despite staffing levels within the Fresno County Sheriff-Coroner's Office gradually increasing, the Special Investigations Division, which includes the Vice/Intelligence Unit, is still operating with half the staff when compared to just five years ago. This reduction in staffing and resources has severely hindered the unit's ability to properly address the many areas of concern and quality of life issues affecting the citizens of Fresno County. The Vice/Intelligence Unit of the Fresno County Sheriff-Coroner's Office has been requested to specifically address ABC violations by many of the Chiefs of Police for small incorporated cities within the County. Without the support of GAP funds, the Vice/Intelligence Unit has been hard pressed to continue to provide the same level of assistance to these outlying agencies resulting in a lapse of supervision amongst the numerous licensed ABC establishments within both the incorporated and unincorporated areas of Fresno County.

Another aspect to the County of Fresno which poses a unique problem for law enforcement is policing the numerous lakes and waterways which are popular venues for recreation during summer months. There is approximately 53 square miles of lakes and waterways in Fresno County, which includes Avocado Lake, Shaver Lake, Pine Flat Lake, Huntington Lake, Millerton Lake, Kings River, San Joaquin River and the Fresno-Mendota Slough. Members of the Fresno County Sheriff-Coroner's Office Boating Enforcement Unit (BEU) are responsible for patrolling these waterways and performing lifesaving rescues. During the 2017 boating season, BEU investigated three fatal boating accidents, ten drowning deaths and four Boating Under the Influence arrests. The consumption of alcohol was a contributing factor in each of these incidents. With the assistance of GAP funds, the Vice/Intelligence unit has previously been able to purchase Intoximeter breathalyzer devices to assist the BEU in addition to providing additional personnel from the Vice/Intelligence Unit to identify intoxicated individuals on the shore and out on boats. Vice/Intelligence Detectives will be available to assist BEU this boating season with the GAP funds and plan to participate in Operation Dry Water in July 2018 which is a three day National Boating Under the Influence Awareness & Enforcement Campaign.

Since 2005, alcohol sales during sporting events at the California State University of Fresno (CSUF) have been prohibited. At the start of the 2017 season, CSUF resumed sales of alcoholic beverages at its sporting events. The Fresno County Sheriff-Coroner's Office has a long history of mutual support for the CSUF Police Department at all sporting events. The introduction of alcohol sales at sporting events will bring back a host of challenges to those attempting to prevent consumption of alcohol by minors and overdrinking by adults. Detectives from the Vice/Intelligence Unit will continue to stand side by side with CSUF Police on enforcing all alcohol related offenses on or near the CSUF campus.



### SCOPE OF WORK

An additional alcohol related problem in Fresno County is underage "House or Keg Parties" that are advertised via social media sites such as Facebook, Twitter and Instagram. The location for these types of parties remain undisclosed until a short time before the party is set to begin which helps to prevent discovery by law enforcement until a call for service is received regarding a disturbance. Such parties pose a range of hazards to the attendees, property owners and community members. It is not only the convergence of minors consuming alcohol and using illicit drugs, but there are often acts of violence, sexual assaults, property crimes, DUI's and motor vehicle accidents that occur as a consequence of these parties. In 2016, members of the Vice/Intelligence Unit in conjunction with ABC agents assisted Homicide Detectives with the investigation of a double homicide which occurred at one such party. The Vice/Intelligence Unit intends to use its resources to gather intelligence from social media sites in addition to information culled from concerned citizens to proactively investigate those who are planning and promoting these types of parties.

The provision of funding from the ABC Grant Assistance Program would have a huge impact for the citizens of Fresno County. The Fresno County Sheriff-Coroner's Office would be better equipped to maintain an aggressive and proactive response toward alcohol related crimes, which in turn, results in a reduction or deterrence of other associated crimes. The Fresno County Sheriff-Coroner's Office Vice/Intelligence Unit would be afforded the opportunity to further conduct undercover operations at CSUF football games, assist and educate local allied agencies, perform Minor Decoy & Shoulder Tap Operations, IMPACT inspections and develop intel related to social media parties. The Fresno County Sheriff-Coroner's Office is respectfully petitioning the resources necessary to properly address these problems.

### PROJECT DESCRIPTION

ABC GAP funding would enable the Fresno County Sheriff-Coroner's Office to focus on and significantly address alcohol related problems throughout the incorporated and unincorporated areas of Fresno County. The methods and strategies implemented will be utilized throughout the 12-month grant period and will consist of proven tactics to enforce criminal and regulatory laws. The specific goals and objectives to be achieved during the 2018-2019 GAP project consist of the following:

1. Partner with local schools & community based organizations to conduct five (5) presentations regarding underage drinking
2. Conduct at minimum thirty (30) Minor Decoy Operations throughout Fresno County
3. Conduct at minimum thirty (30) Shoulder Tap Operations throughout Fresno County
4. Conduct at minimum twenty-five (25) IMPACT inspections throughout Fresno County
5. Conduct at minimum ten (10) proactive undercover & uniformed inspections of On-Sale locations
6. Seek out & assist with the investigation of one (1) social media "House or Keg Party"
7. Produce a minimum of five (5) press releases to local media
8. Assist Sheriff's Boating Enforcement Unit on four (4) occasions with alcohol related crimes
9. Partner with CSUF PD for three (3) football home games to assist with alcohol related crimes
10. Attend six (6) briefings to educate deputies on how to perform IMPACT inspections & ABC regulations
11. Attend five (5) briefings of allied agencies to teach their officers how to perform IMPACT inspections & identify problem locations within their cities
12. Organize & host one (1) LEAD Program Class



## Exhibit A

### SCOPE OF WORK

All of the goals and objectives described above would not reach their full potential without first establishing a close working relationship with the Fresno County District Attorney's Office. During the 2015-2016 GAP project, Detective Michael King with the Vice/Intelligence Unit reached out to the District Attorney's Office to discuss how best to achieve a successful prosecution and ensure these cases were handled efficiently. Detective King met with the Consumer Protection Division of the District Attorney's Office and by working together, was able to streamline the filing process which resulted in a 94% conviction rate. An additional benefit to working with the Consumer Protection Division was that they filed civil actions against the businesses for any criminal Business & Professions Codes violations. This resulted in a second layer of deterrence that put business owners on notice that such violations would not be tolerated in the County of Fresno. The Vice/Intelligence Unit will continue to work in partnership with the DA's Office Consumer Protection Division in order to safeguard that all of their hard work results in a positive case disposition.

The members of the Vice/Intelligence Unit also have a strong working relationship with the Fresno ABC Office. Vice/Intelligence detectives have worked together with agents from the Fresno ABC Office conducting undercover operations and openly sharing intelligence between the two offices regarding problem locations. In addition to assisting one another operationally, the Vice/Intelligence Unit cultivated a handful of excellent Minor Decoys during their presentations at local universities. Through their work with the Vice/Intelligence Unit, these young volunteers learned firsthand how law enforcement works. This proved to be very beneficial to many of them since they were primarily recruited from Criminology classes at CSUF. The Vice/Intelligence Unit trained these Minor Decoys and later shared them with the Fresno ABC Office and Fresno Police Department who benefited greatly from their exuberance and solid work ethic.

### PROJECT PERSONNEL

The Fresno County Sheriff-Coroner's Office Vice/Intelligence Unit will be responsible for implementation, supervision, project reports and evaluation of all aspects of the ABC GAP project. The staffing required to effectively carrying out the grant activities and objectives will include the Vice/Intelligence Unit sergeant and four detectives. Sergeant Kent Jones has supervised the Vice/Intelligence Unit since 2015 and has experience managing a previous GAP project. Detectives Michael Hernandez (Deputy Sheriff III), Ervin Mathis (Deputy III), Jose Diaz (Deputy III) and Michael King (Deputy III) will be responsible for carrying out the operations required to meet the objectives and goals of the project. Detectives Mathis, Hernandez and King all have previous experience with enforcement of ABC related laws and regulations while working on a GAP project. Detective Diaz has recently transferred from the Homicide Unit to the Vice/Intelligence Unit and is eager to learn how to conduct these types of investigations.

Through education within the Fresno County Sheriff-Coroner's Office and allied agencies by the Vice/Intelligence Unit, this will act as a force multiplier throughout the County of Fresno to better enforce the laws and regulations pertinent to ABC. The experience and professionalism of the Vice/Intelligence Unit can be seen in their track record of successful prosecutions both criminally and with ABC administrative hearings. The Vice/Intelligence Unit has the background and proficiency to effectively execute the GAP project and is looking forward to this opportunity.



## BUDGET DETAIL

Exhibit B

BUDGET CATEGORY AND LINE-ITEM DETAIL	COST (Round budget amounts to nearest dollar)
<b>A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)</b>	
<b>A.1 Straight Time</b>	\$0
None	
<b>A.2 Overtime</b>	\$83,548
Sergeant Overtime Est. 250 hours @ \$76.75 per hour = \$19,188	
Deputy III Overtime Est. 1000 hours @ 64.36 per hour = \$64,360	
<b>A.3 Benefits</b>	\$6,391
Sergeant – OASDI benefits estimated at 7.65% x \$19,188 = \$1467	
Deputy III – OASDI benefits estimated at 7.65% x 64,360 = \$4,924	
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$89,939</b>
<b>B. Operating Expenses (maximum \$2,500)</b>	
Buy money for investigations consisting of Minor Decoy, Shoulder Tap and Under Cover Bar Inspections/Investigations	\$2,500
<b>TOTAL OPERATING EXPENSES</b>	<b>\$2,500</b>
<b>C. Equipment (maximum \$2,500)</b>	
<b>(Attach receipts for all equipment purchases to monthly billing invoice)</b>	
1. Sony ICDUX560 Digital Voice Recorder w/ USB at \$80 each (4)	\$320
2. Motorola Stealth Earpiece w/ PTT for APX7000 radio at \$100 each (5)	\$500
3. Panasonic Lumix DMC-ZS60 Digital Camera kit at \$325 each (4)	\$1300
4. 5.11 brand PUSH Pack at \$60 each (5)	\$300
<b>TOTAL EQUIPMENT</b>	<b>\$2,420</b>
<b>D. Travel Expense/Registration Fees (maximum \$2,500)</b>	
<b>(Registration fee for July 2018 GAP Conference attendee is \$325 each)</b>	\$650
Lodging for July 2018 GAP Conference, estimated using San Luis Obispo GSA rate at \$123/night w/ tax for 3 nights	\$738
Per Diem for July 2018 GAP Conference, estimated using San Luis Obispo GSA rate at \$64/day for 3 days	\$384
<b>TOTAL TRAVEL EXPENSE</b>	<b>\$1,772</b>
<b>TOTAL BUDGET DETAIL COST, ALL CATEGORIES</b>	<b>\$96,631</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—No Cents.)

BUDGET CATEGORY	GRANT FUNDS	OTHER FUNDS	PROGRAM TOTAL
Personnel Services	\$89,939		\$89,939
Operating Expenses	\$2,500		\$2,500
Travel/Registration Fees	\$1,772		\$1,772
Equipment	\$2,420		\$2,420
<b>TOTALS</b>	<b>\$96,631</b>		<b>\$96,631</b>

This form does not become part of the contract but is required in the Request for Proposals package.



**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.