



*San Antonio Police Department
Interoffice Correspondence*



May 13, 2016

TO: William P. McManus, Chief of Police *For WP McMANUS*

FROM: Rachel Saldivar, Grants Management Officer, Grants Administration Office *[Signature]*

SUBJECT: Request For Council Action - Application for Tobacco Compliance Grant

Please see the attached Special Category Grant Opportunity Submission Authorization Request for the Tobacco Compliance Grant FY17.

The San Antonio Police Department is seeking grant funds not to exceed the amount of \$75,000.00 from the Texas Department of State Health Services through Texas State University-San Marcos, for a Tobacco Compliance grant for the period of September 1, 2016, through August 31, 2017. Due to the due date of May 27, 2016, there is not enough time to get City Council approval to apply and accept. Therefore, we have use the Special Category Grant Opportunity Submission Authorization Request process in order to apply for funding on or before May 27, 2016.

Once the application has been approved by Texas Department of State Health Services, we will then submit an RFCA to accept the funding.

If you any questions, please contact either myself or Robert Looney @ 207-2054.

Contact for this action is Rachel Saldivar, Grants Management Officer, x7342.

Attachment:
RFCA Memo & Detail
Talking Points

CITY OF SAN ANTONIO
Special Category Grant Opportunity
SUBMISSION AUTHORIZATION REQUEST

Instructions:

Submit this completed form to the Intergovernmental Relations Department. Only grant proposals with a solicitation timeline of 30 days or less may be submitted for authorization via this track.

Grant Title:	Tobacco Compliance Grant	
Grantor: <i>(Agency name)</i>	Office of the Comptroller	
Grant Category: <i>(New; renewal; re-award; funding; increase; other [explain])</i>	New	
Solicitation Date:	April 14, 2016 (Received @ SAPD R&P 05/10/16)	
Due Date:	May 27, 2016	
Grantee: <i>(Department submitting)</i>	San Antonio Police Department	
Project Manager/Grant Writer:	Robert Looney (writer)	
Funding Amount:	\$75,000.00	
Match Requirement: <i>(cash/in-kind)</i>	None	
Partnerships:	None	
Ordinance Date/Number : <i>(Previously approved grants)</i>	None	
Grant Summary:		
<p>The purpose of this program is to reduce the sale and use of tobacco products by persons under 18 years of age. The grant will fund overtime for the SAPD's Vice Unit to do on-site compliance inspections and on-site controlled buys or "stings" of tobacco retail outlets using minors as decoys.</p> <p>This is a one year grant and is projected to be from September 1, 2016 through August 31, 2017.</p> <p>Total grant funding will not exceed \$75,000.00.</p>		
<input checked="" type="checkbox"/> X (check to acknowledge provision)	PROVISION: Submission of this grant does not obligate the City of San Antonio to accept funds if awarded. The City Manager's Office will make a final determination regarding the availability of cash match requirements.	
Submitted By:	<i>Robert C. Looney</i>	Date: 05/11/2016
Department Head Authorization:	<i>A. J. ...</i>	Date: 5/13/16
IGR Authorization:	<i>Duff ...</i>	Date: 5/17/16
OMB Authorization (Budget Analyst):	<i>... K. L.</i>	Date: 5/17/2016
Management Team Member Authorization:	<i>... for Enkwalsh</i>	Date: 5-17-16

TEXAS  **STATE**®
TEXAS SCHOOL SAFETY CENTER

A member of The Texas State University System

**Application for
Tobacco and
E-cigarette
Enforcement
Funding**

Funding Period:

**September 1, 2016
to
August 31, 2017**

Eligible applicants include:

- **Municipal Police Departments**
- **County Sheriff's Departments/Offices**
- **County Constable's Offices**

**Applications due
by 5pm Friday,
May 27, 2016**

ANNOUNCEMENT

Funding Available for Tobacco Enforcement Program (TEP)

In accordance with Texas Government Code §403.105 (c), Permanent Funding for Health and Tobacco Education and Enforcement, the Texas School Safety Center at Texas State University (TxSSC) on behalf of the Texas Department of State Health Services, Tobacco Prevention and Control Branch (DSHS) is soliciting applications from local law enforcement agencies for the purpose of conducting Controlled Buy/Stings and Follow-Up Controlled Buy/Stings of tobacco permitted & E-cigarette retail outlets in respective jurisdictions for State Fiscal Year 2017. The Tobacco Enforcement Program (TEP) is a program of the TxSSC and is funded through a contract from DSHS. The estimated total amount of funds available to contract with local law enforcement agencies statewide for the funding period September 1, 2016 to August 31, 2017 is \$650,025.00.

The purpose of this funding is to enforce Subchapter H, Chapter 161 Texas Health and Safety Code, § 161.082 – Sale of cigarettes, E-cigarette, or tobacco products to persons younger than 18 years of age prohibited: Proof of age required.

Enforcement of minors access to tobacco laws ensures the state's compliance with Section 1926 of the Federal Public Health Service Act (42 U.S.C. Section 300x-26) and implementation of any regulations adopted by the United States Department of Health and Human Services.

Selected contractors providing services under this announcement will conduct On-site Controlled Buy/Stings and Follow-Up Controlled Buy/Stings involving the use of minors as decoys (i.e., "Stings"), record the Controlled Buy/Sting information on the DSHS Cigarette, E-cigarette, and Tobacco Controlled Buy/Sting Report form, and submit monthly activity reports to TxSSC. TxSSC will reimburse contracted law enforcement agencies \$75.00 for each completed Controlled Buy/Sting conducted.

Availability and amount of funds for FY2018 is contingent on legislature appropriations and receipt of TxSSC contract from DSHS.

APPLICATION INFORMATION
Tobacco Enforcement Program (TEP)
Fiscal Year 2017 Application Due Date is 5pm Friday, May 27, 2016

Purpose of Funds:

Texas School Safety Center (TxSSC) will make contracts to counties and municipalities to be used by local law enforcement agencies to enforce Subchapter H, Chapter 161, Texas Health and Safety Code in a manner that can reasonably be expected to reduce the extent to which cigarettes, E-cigarettes, and tobacco products are illegally sold or distributed to persons who are younger than 18 years of age. TxSSC shall rely, to the fullest extent possible, on sheriffs, constables, or police departments to enforce this subchapter.

Available Funds:

An estimated total of \$650,025.00 is available statewide in FY2017 (September 1, 2016 through August 31, 2017). Contract amounts will be contingent on the overall number of applications received, applicant's jurisdictional retail outlet density, and meeting DSHS' distribution goal for statewide coverage per Health and Human Services Regions. Successful applications under this program will be funded using an Interlocal Cooperation Contract in accordance with the Interlocal Cooperation Act, Texas Government Code, Chapter 791.

Scope of Work:

Selected contractors providing services under this agreement will conduct On-site Controlled Buy/Stings and Follow-Up Controlled Buy/Stings involving the use of minors as decoys (i.e., "Stings"), record the Controlled Buy/Sting information on the DSHS Cigarette, E-cigarette, and Tobacco Controlled Buy/Sting Report form, and submit monthly activity reports to TxSSC. TxSSC will reimburse contracted law enforcement agencies \$75.00 for each completed Controlled Buy/Sting conducted. As funding permits, consideration for funding levels will be given as follows:

- **Option A** – The respective jurisdiction has over fifty (50) tobacco permitted & E-cigarette retail outlets, contractors will be funded to conduct controlled buy/stings at a minimum of 25 percent or up to a maximum of 200 percent.
- **Option B** – The respective jurisdiction has fifty (50) or less tobacco permitted & E-cigarette retail outlets, contractors will be funded to conduct controlled buy/stings at a minimum of 100 percent or up to a maximum of 400 percent.

Application Review Timeline:

- Applications Due to TxSSC: May 27, 2016
- Review/Negotiation Period: May 31 – June 14, 2016
- Funding Notification: June 27, 2016

Contract Initiation Timeline:

- Contracts Mailed: July 11, 2016
- Signed Contracts Due back to TxSSC: August 31, 2016*
- Contract Start Date: September 1, 2016
- Contractor Training Webinar: Late September 2016

**Contractors are responsible for ensuring they have obtained the appropriate approvals from their governing body (city council or county commissioner's court) to accept the contract funds for implementation of contracted services on contract start date.*

Contract Implementation:

Each contractor must begin implementation of contract provisions no later than 10 days after completion of the contractor training webinar. Failure to do so will be construed by TxSSC as the contractor's relinquishment of the contract. Any exception to this rule will require review and written approval by TxSSC.

Applying for a Contract:

To apply for a contract, law enforcement agencies shall submit the completed "Tobacco Enforcement Contract Application for Local Law Enforcement Agencies" application form to TxSSC by 5pm, Friday, May 27, 2016.

Applicants may complete the hard copy application form or complete and print a fillable pdf form that is available online at <http://www.txssc.txstate.edu/about/programs/tep/>

Completed applications may be mailed, emailed, faxed, or hand-delivered and must be received by **5pm Friday, May 27, 2016** as follows:

Mail Applications to:

Texas School Safety Center
Attn: Chad L. Nolte
415 N. Guadalupe, #164
San Marcos, Texas 78666

Hand-Deliver Applications between the hours of 8am to 5pm to:

Chad L. Nolte
Tobacco Enforcement Program (TEP)
Texas School Safety Center
Texas State University
400 W Hopkins Street
San Marcos, TX 78666
2nd Floor, Room 202H

Email Applications to:

Chad L. Nolte
TEPtobacco@txstate.edu

Fax Applications to:*

Chad L. Nolte
Tobacco Enforcement Program (TEP)
(512) 245-1133

**Note: If faxing the application, confirm receipt of submission by calling Chad L. Nolte directly at (512) 245-9665 at time of submission.*

Ineligible Applications:

Applications will not be accepted or processed for review for the following reasons:

- Application is received past the application due date/time
- Application is not signed
- Application is incomplete

Direct all questions regarding this funding announcement or application process to:

Chad L. Nolte
Toll free: 877-304-2727
Direct: (512) 245-9665
Email: TEPtobacco@txstate.edu