



Tobacco Grant Program
GRANT SERVICES BRANCH – LOCAL ASSISTANCE
DIVISION OF OPERATIONS

TOBACCO GRANT SUMMARY OF AWARD

DOJ-PROP56-2025-26-1-050

SAN PABLO POLICE DEPARTMENT

This Summary of Award document will be used by the Tobacco Grant Program when determining whether an activity or expense claimed was approved for funding and is reimbursable. Activities other than those presented here may not be reimbursable. A Grant Modification may be necessary for material deviations. Please consult with your Grant Program Officer *before* engaging in any activity beyond this scope or if you have questions about the scope of the activities and budget allowability.

By signing the Memorandum of Understanding, your agency agrees to the commitments outlined below and this document becomes part of the Grant Agreement.

AWARD SUMMARY

Award Amount: \$782,661

Requested Amount: \$1,081,205

Removed from Award: None

Reduced Line Items: Reduced officer salaries to half of request.

Other Changes or Stipulations:

IMPORTANT PROVISIONS FOR ALL GRANTEES

I. Enforcement Activities

- a. **Authorized** - If enforcement activities were proposed, **only** activities that target retailers for illegal sales/marketing of tobacco products were approved. It is expected that the flavor ban will be enforced within one or more enforcement activities.
- b. **Unauthorized** - Community or school patrols, or other enforcement actions related to tobacco use and possession, are **not** permitted.

II. Educational Activities

- a. **Authorized** – Retailer and/or officer educational activities on tobacco laws and ordinances, if included, are authorized as noted below.
- b. **Unauthorized** – School or community education efforts, including media campaigns, are **not** permitted as part of this award. All educational efforts should be directed to retailers and/or officers.

III. Removed Personnel or Other Items

- a. If specific personnel or other items were removed and not funded, they cannot be reinstated during the grant term.

IV. Reduced Line Items

- a. If a specific line item was reduced, the intention was to not fully fund it or the activities it represents.

V. Mileage/Fuel

- a. Budgets that include mileage or fuel were amended to include both together in one line item for flexibility and the type of backup documentation available. Mileage is limited to the state rate in effect at the time of travel.

VI. Equipment

- a. All equipment items must be purchased during the first year of the project as noted on the Budget Detail. Their awarding is intended to support project goals and be used to support grant activities throughout the grant term.

Please reference the Tobacco Grant Program Grantee Handbook for more information regarding allowable costs.

GOALS AND ACTIVITIES

Retail Inspections

- Per year, **45** retailers will be inspected.
- Additional details regarding these inspections:
 - Inspections will be strategically scheduled to ensure each retailer is checked at least twice annually, with additional visits for locations with prior violations or community complaints. Retailers will be selected based on a risk-based model that considers past compliance history, proximity to schools and parks, and patterns of youth traffic. Inspections will be carried out by an officer and a police services technician, with the unit supervisor participating as needed. Members are trained to identify violations related to product sales, signage, packaging, and store environment. Following each inspection, findings will be documented, and a formal compliance report will be issued. All inspection results will be logged and tracked.

Minor Decoy Operations

- Per year, **10** minor decoy operations will be conducted.
- Per year, **45** retailers will be targeted through these operations.
- Additional details regarding these operations:
 - The unit will conduct 10 minor decoy operations annually, using underage decoys to attempt tobacco purchases. These covert operations help monitor compliance and detect tobacco related crimes. The unit has a strong track record, with numerous arrests and citations for selling tobacco to minors and other related violations. These efforts

have led to increased retailer compliance and community awareness. However, sustained enforcement is necessary to maintain and build on this progress.

Shoulder Tap Operations

- Per year, **10** shoulder tap operations will be conducted.
- Per year, **45** retailers will be targeted through these operations.
- Additional details regarding these operations:
 - The unit will conduct 10 shoulder tap operations annually, using underage decoys to solicit adults to purchase tobacco for them. These covert operations help monitor compliance and detect tobacco related crimes. The unit has a strong track record, with numerous arrests for furnishing tobacco to minors and other related violations. These efforts have led to increased retailer compliance and community awareness. However, sustained enforcement is necessary to maintain and build on this progress.

Undercover Buys – Not Applicable

Retailer Education

- Per year, **45** retailers will receive educational materials.
- Per year, **45** retailers will receive on-site education.
- Per year, **45** retailers will participate in grantee-provided educational classes.
- Classes **ARE** part of a diversion program.
- Additional details regarding these retailer education activities:
 - The Tobacco Enforcement Unit will implement a thorough and comprehensive retailer education plan aimed at significantly improving compliance with state and local tobacco laws. This plan will consist of regularly scheduled quarterly training workshops that cover key topics such as age verification procedures, the enforcement of flavored tobacco bans, and regulations governing tobacco product deliveries. In addition, officers will conduct on-site education and provide direct guidance during compliance inspections to ensure retailers fully understand the requirements. For first-time violators, the unit will offer a diversion program designed to educate rather than penalize, promoting better long-term adherence. Retailers will also receive clear instructions on how to obtain essential educational materials, including signage, ID-check guides, and concise law summaries, all available in both English and Spanish to accommodate diverse communities. The program will be executed in close partnership with Code Enforcement, and its effectiveness will be measured through detailed participation logs and analysis of compliance data to track progress and identify areas for improvement.

Enforcement Officer Education – Not Applicable

Prosecution – Not Applicable

Task Force – Not Applicable

Other Activities – Not Applicable

PARTNERING AGENCIES – NOT APPLICABLE

Please notify your Grant Program Officer of any proposed changes to partnering agencies, particularly if they are included within your budget.