

**FILE COPY**

# **GRANT ASSISTANCE PROGRAM (GAP)**

**2017 – 2018**

## **GRANT FORMS**



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

**Ramona Prieto, *Acting 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.*

# PROPOSAL COVER SHEET



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

(TO BE COMPLETED BY APPLICANT AGENCY)

**1. Name of Applicant Agency:** San Pablo Police Department

**2. Description of Applicant Agency:** Provide your city or county and a brief summary of department size, staffing, and structure.

The San Pablo Police Department serves a diverse community of approximately 30,000 people residing in a jurisdiction of 2.6 square miles. The San Pablo Police Department consists of three Bureaus, which include Patrol, Investigations, and Support Services. The staff includes Interim Police Chief Walt Schuld, three Commanders, 10 Sergeants and a total of 42 sworn Police Officers. The department also has 21 civilian employees.

**3. Number of Licenses in Project Area:** 61

**4. Population of Service Area:** Approximately 30,000

**5. Project Description:** Provide a list of your projects goals and objectives and briefly summarize.

There are 61 licensed alcohol outlets in the City of San Pablo. The majority of problem alcohol establishments are concentrated in areas that have both the highest crime rate and the greatest number of off-sale premises. The proposed project will focus on criminal activity associated with the number of problem establishments in San Pablo. The key goals of the proposed project are to continue to strengthen the working relationship between the San Pablo Police Department and the Department of Alcoholic Beverage Control, to identify and target problem licensees, provide education to both the public and business community regarding our ABC objectives, and develop a system for maintaining records. This project will be monitored and evaluated to ensure its effectiveness.

**6. Funds Requested:** \$100,000.00

**7. Project Period:** July 1, 2017 – June 30, 2018

**8. Acceptance of Conditions:** 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.

**A. Project Director (person having day-to-day responsibility for the project)**

**B. Chief of Police or Sheriff (authorizing official)**

Name: Sergeant Bradley R. Lindblom (P.O.P Supervisor)  
Address: 13880 San Pablo Avenue, San Pablo, CA. 94806

Name: Interim Police Chief Walt Schuld  
Address: 13880 San Pablo Avenue, San Pablo, CA. 94806

Phone: 510-215-3261  
Fax: 510-215-3132  
E. Mail Address: BradleyL@sanpabloca.gov  
Signature:

Phone: 510-215-3244  
Fax: 510-232-9984  
E. Mail Address: WaltS@sanpabloca.gov  
Signature:

Title: Priority Oriented Policing Sergeant

Title: Interim Police Chief

**C. Fiscal or Accounting Official**

**D. ABC USE ONLY**

Name: Jennifer Luong  
Address: 13831 San Pablo Avenue, Bldg. 2, San Pablo, CA. 94806

Phone: 510-215-3023  
Fax: 510-215-3012  
E. Mail Address: JenniferL@sanpabloca.gov

Title: Finance Supervisor

## **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

### 1. Summary

#### a. Agency Description

**Size** – The San Pablo Police Department serves a thriving residential and business community with a population of about 30,000 in an area of approximately 2.6 square miles. San Pablo is located in West Contra Costa County off Interstate 80, minutes away from the Bay Area cultural centers of Berkeley, Oakland and San Francisco. Interstate 80 is the principal arterial route between the Bay Area and Sacramento. The City of San Pablo is nestled between the cities of Pinole and Richmond and the neighboring cities of El Cerrito and Hercules. San Pablo is historically one of the oldest Spanish settlements in the region.

San Pablo is located less than one hour away from international airports in Oakland and San Francisco. Access to the Bay Area Rapid Transit (BART) system and Amtrak passenger train service are close by. A.C. Transit bus line service includes San Pablo in its route from Fremont to Pinole. Containerized shipping, ports, and railway access are located in Richmond and Oakland.

**Structure/Staffing** - The San Pablo Police Department is a full service community-based law enforcement agency, consisting of forty-two (42) sworn police officers, and twenty-one (21) full or part-time civilian employees.

The agency's Administration is separated into three major divisions; Patrol, Investigations, and Support Services; and managed by Interim Chief of Police Walt Schuld, three (3) Commanders, and ten (10) Sergeants.

**Demographics** – The City of San Pablo is one of the most racially diverse communities in the Bay Area, and was recognized as Contra Costa County's first majority Latino community. Data from the 2010 Census showed the following demographic composition for the city: 56.5% Hispanic; 15.3% African American; 15.2% Asian or Pacific Islander; 10.1% Caucasian; 0.3% Native American; and 2.6% other. At the same time, residents of San Pablo face significant economic challenges. The city's poverty rate in 2015 was 21.3%, more than double the average for Contra Costa County (U.S. Census). The December 2015 unemployment rate for San Pablo stood at 7.3%, more than 40% higher than Contra Costa County's rate of 4.7% (U.S. Bureau of Labor Statistics). The high rates of poverty and unemployment in San Pablo have a direct impact on issues such as the number of crimes associated with establishments that sell alcoholic beverages.

**Number of ABC Licensed Locations:** The City of San Pablo has 26 On-Sales Licensees and 35 Off-Sales Licensees.

### 2. Problem Statement

**Areas to be served** – While there are roughly 61 licensed alcohol outlets in the City of San Pablo, the large majority of problem licensees are concentrated in areas that have both the highest crime rates and the greatest number of off-sale premises. The proposed project will focus on criminal activity associated with this small number of problem establishments in San Pablo.

**Specific Problem Locations** – Based on reporting data for the past four years, San Pablo PD has identified a preliminary list of 10 locations that are associated with an elevated level of criminal activity. The 10 locations are as follows: Bonfare Market, Sportsman's Liquor, Golden 7 Food Store, RC Liquors, Handy Liquors, J&M Liquors, People's Market, Mike's Liquor, and Brookside U Save Liquors. The average number of calls for service in and around each of these 10 locations were more than 1,000 in 2016 and are currently similar. In a number of cases, calls for service to a problem location represents 25 to 50 percent of the calls to that specified beat, indicating the disproportionate level of police resources being spent on these cases. These problems have also extended into other areas of the city which have resulted in serious injury or death.

**Specific Community Concerns** – Community residents in the vicinity of problem licensees in San Pablo have identified an extensive list of concerns associated with these problem establishments. These include but are not limited to the following behaviors:

The sales of illegal narcotics on or around the premises, sales of alcohol and cigarettes to minors, drinking in public and public drunkenness, driving under the influence of alcohol, driving under the influence of alcohol resulting in injury or death. Additionally – Loitering, loitering for the purpose of prostitution, lewd conduct and other crimes, assaults to include homicide, assaults on Police Officers, use or possession of weapons in or about these premises, human trafficking, robbery and or theft of property, loud music complaints and fighting involving a large group of people and complaints of all of the above from numerous community groups.

Historically, the San Pablo Police Department has a concerning number of DUI arrests which is part due to the number of alcohol establishments in town. In 2017 alone without a sole dedicated DUI enforcement team or officer, the San Pablo Police Department has arrested 20 individuals for DUI and responded to 7 DUI collisions.

In addition, neighborhood residents have expressed frequent concerns about violence toward themselves and/or family member, diversion of police resources from other more pressing concerns and a general decline in the quality of life in their community.

**Factors Contributing to the Problem** – For the City of San Pablo, many of the issues associated with problem licensees are tied closely to the economic condition of the surrounding neighborhood. The areas of San Pablo with a high concentration of problem licensees are also the sections of the city with the highest levels of poverty, unemployment, and social disorder. These surrounding conditions make it more likely an establishment will have an excessive level of criminal activity associated with the premise.

### **3. Project Description**

#### **Goals and Objectives of this project:**

We have targeted 10 of our most serious offending licensees, including but not limited too; Bonfare Market, Sportsman's Liquor, Golden 7 Food Store, RC Liquors, Handy Liquors, J&M Liquors, People's Market, Mike's Liquor, and Brookside U Save Liquors. The San Pablo Police Department has formed a Priority Oriented Policing (P.O.P.) Unit. This unit has unified the police department divisions of code enforcement, school resource officers, and the gang unit. The P.O.P. Unit will assume responsibility of overseeing the operations to meet the goals and objectives outlined in this project. The P.O.P. Unit will work in conjunction with building inspectors, health inspectors, and ABC. SPPD will conduct IMPACT operations at least once a month. SPPD will also conduct the ROSTF enforcement at least once monthly

after the IMPACT.

SPPD is dedicated to the enforcement and education of ABC laws as well as our Cities' ordinances regarding the sales and usage of alcohol along with a host of other ordinances that impact these businesses. SPPD anticipates LEADS training in the coming year. SPPD is planning a "train the trainer" session regarding LEADS for our department as well as other local agencies who may wish to participate. Once the trainers have been properly updated on LEADS training, SPPD will hold LEADS on an annual basis. SPPD will present lineup training 4 – 5 times to the patrol teams in SPPD throughout the coming year.

SPPD has established a solid partnership with our local advocacy groups regarding alcohol issues and will forge further partnerships with our neighborhood councils and merchant groups. SPPD will continue to present informational training at these neighborhood councils to keep them updated about our current projects and progress in addressing their concerns about ABC licensees. SPPD will issue press releases on each project which will contain a brief description of the operation conducted.

SPPD will conduct 25 – 30 minor decoys and/or "shoulder taps" and conduct 10 – 12 General Enforcement operations targeting our problem stores. These enforcement operations will include covert bar inspections at problem locations in order to monitor activities and prevent sales of alcohol to minors and obviously intoxicated persons. The SPPD POP Unit will conduct operations including ROSTF operations monthly. Through these operations, SPPD hope to address not only the alcohol issues but those issues plaguing our licensees, i.e. human trafficking and the buying and selling of alcohol to minors. SPPD will continue to hold LEADS training sessions annually. SPPD will conduct lineup training for patrol teams during their training days. SPPD will insure all the patrol/specialty teams are contacted.

Many of the goals and objectives listed above are part of the POP Unit's current mission and duties. SPPD has also utilized patrol to address these issues as part of their collateral patrol duties. SPPD has been able to address most of these ABC compliancy issues with the current staffing levels. The SPPD POP Unit continues to redesign our Unit's expertise in the field of ABC regulations. Compliancy has come slowly with many of our licensee and SPPD strives to continue this improvement to alleviate any nuisance complaints and blight situations. SPPD has found that consistent follow-up and in some cases, enforcement through citations have brought some of the licensees into compliance. The objectives and goals are very attainable and can be realistically accomplished within the year.

#### **4. Project Personnel**

##### **a. Number staff, type of staff and staff qualifications:**

The SPPD POP Unit is comprised of a sergeant, four officers, a building inspector, two police service technicians, and one administrative clerk. The officers assigned to this unit possess years of experience in law enforcement as well as state and local laws. The officers in this unit have experience in working plain clothes/undercover type operations, ABC enforcement operations including but not limited to minor decoy/IMPACT, and surveillance. SPPD has hosted and participated in LEADS training in previous years.

##### **b. Unit/Division Responsible for the Grant**

Because of their primary role in connecting with the community, responsibility for implementing and reporting on the activities associated with the Department of Alcoholic Beverage Control, the responsibility of this Grant will reside with the SPPD POP Unit.

**c. Names, Rank and Assignment of Personnel Involved**

Chief Walter N. Schuld  
Commander Brian Bubar, Coordinating Manager  
Sergeant Bradley Lindblom, Project Director  
Officer Tyler Hannis, Coordinating Officer  
Officer Ravinder Singh, Coordinating Officer  
Officer Michael Downey, Coordinating Officer  
Officer David Hoff, Coordinating Officer  
Inspector John Crabtree, Building Inspector, Code Enforcement  
PST Linda Miller, Code Enforcement  
PST Bruce Keo, Code Enforcement  
Admin Clerk Jo Anna Rodriguez, Code Enforcement



## BUDGET DETAIL

Exhibit B

| BUDGET CATEGORY AND LINE-ITEM DETAIL   | COST                                     |
|--|--|
| A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)   | (Round budget amounts to nearest dollar) |
| <b>Per day rate includes all benefits and overtime</b><br>Supervising Officer: 1 Sergeant @ 160 hours total<br>Police Officers: 6 Officers @ 160 hours total | \$15,100.00<br>\$77,900.00               |
| <b>TOTAL PERSONNEL SERVICES</b>  | \$93,000.00                              |
| B. Operating Expenses (maximum \$2,500)  |  |
| Expenses for Minor Decoy and Shoulder Tap for material and decoys.   | \$2500.00                                |
| <b>TOTAL OPERATING EXPENSES</b>  | \$2500.00                                |
| C. Equipment (maximum \$2,500)   |  |
| <b>(Attach receipts for all equipment purchases to monthly billing invoice)</b>  |  |
| Body wires (minor decoy, shoulder tap operations etc.)<br>Body cameras (minor decoy, shoulder tap operations etc.)   | \$2175.00                                |
| <b>TOTAL EQUIPMENT</b>   | \$2175.00                                |
| D. Travel Expense/Registration Fees (maximum \$2,500)  |  |
| <b>(Registration fee for July 2017 GAP Conference attendee is \$275 each)</b>  |  |
| Registration for 2017 GAP Conference-3 attendees @ \$275 each.<br>Travel, per diem and lodging for 2017 GAP Conference                                       | \$825.00<br>\$1500.00                    |
| <b>TOTAL TRAVEL EXPENSE</b>  | \$2325.00                                |
| <b>TOTAL BUDGET DETAIL COST, ALL CATEGORIES</b>  | \$100,000.00                             |

## 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       | \$93,000.00         | \$0         | \$93,000.00         |
| Operating Expenses       | \$2,500.00          | \$0         | \$2,500.00          |
| Travel/Registration Fees | \$2,325.00          | \$0         | \$2,325.00          |
| Equipment                | \$2,175.00          | \$0         | \$2,175.00          |
| <b>TOTALS</b>            | <b>\$100,000.00</b> | <b>\$0</b>  | <b>\$100,000.00</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.