

# ALCOHOL POLICING PARTNERSHIP (APP) PROGRAM

## GRANTEE HANDBOOK

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GRANTEE HANDBOOK

## **INTRODUCTION**

This handbook is for law enforcement agencies that receive grant funds from the California Department of Alcoholic Beverage Control. It outlines the terms and conditions required of the Alcohol Policing Partnership (APP) Program.

Funded projects must administer their grants in accordance with these administrative and fiscal conditions. Failure to comply with these requirements may result in the withholding or disallowance of grant reimbursement payments, the reduction or termination of the grant award, and/or the denial of future grant awards. All agencies must also comply with the terms and conditions of the standard State contract and the Request for Proposals.

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# I. FISCAL PROVISIONS

## A. Allowable Costs

Local agencies shall be reimbursed for direct costs expended in support of this project as indicated in this chapter.

### 1. Salaries

Authorized personnel assigned to the project will be reimbursed for the actual time worked on the project at the actual salary paid to the employee by the local agency as long as that salary rate is the same as that paid to other employees in the same classification performing comparable duties. Personnel assigned to the project shall include a minimum of one sworn officer. Non-sworn personnel are excluded from salary reimbursement.

### 2. Overtime

Authorized overtime shall be reimbursed using the same criteria as specified above. However, Non-sworn personnel will qualify for overtime reimbursement.

### 3. Employee Benefits

Actual costs of employee benefits (retirement, health, insurance, etc.) for authorized personnel shall be reimbursed except that the amount claimed shall not exceed 30% of invoiced monthly salary (base rate) costs.

Employee benefits are optional to include as part of the Budget.

### 4. Equipment

Equipment purchases up to a total of **\$2,500** shall be reimbursed. Each item of equipment proposed for purchase must be specified, must include an estimated quantity, cost, and purchased within the first six months of the grant and no later than December 31<sup>st</sup>. See Unallowable Cost.

## 5. Operating Expense

Operating expenses up to a total of **\$2,500** shall be reimbursed. Allowable operating expense shall be limited to Decoy Operations, Shoulder Tap Operations, and Narcotic Investigations. The monies used under this section shall be for the actual running of the operation, such as "buy money". Buy money is to be used first and then invoiced for reimbursement. Invoicing for a lump sum to be used throughout the grant year is not allowed. See Unallowable Cost.

## 6. Travel and Registration Fees\*

Travel expenses and Registration Fees up to a total of **\$2,500** will be reimbursed. Travel costs are allowable for expenses relating to registration fees, transportation, lodging, and meals. Allowable expenses shall be limited to expenses resulting from attendance at the required APP Conference to be held in July, for two- and one-half days at a designated location in California.

Travel expenses and Registration Fees incurred by local agency employees must be in accordance with the State of California travel policies and procedures, <https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

\*If the APP Conference does not take place in person, the amount will be reduced from the total amount awarded.

- a. Transportation Costs – Transportation costs are paid only for conference-related expenses. Airfare, taxi, rental car, etc. amounts are limited to actual cost as supported by receipt. Private vehicle mileage will be based on the current Federal Standard Mileage Reimbursement Rate.
- b. Meal Costs – Reimbursable amounts for meals must be in accordance with the travel policies and procedures of the local agency.
- c. Lodging Costs – Shall be reimbursable at the conference rate.
- d. Registration Fees – A \$325.00 conference registration fee will be charged for each attendee. **Fee to be paid prior to conference date.**

- e. Attendees – Two sworn officers assigned to grant. Non-sworn staff may attend if only one sworn officer is attending, and space is permitted.

## **B. Unallowable Costs**

All costs not mentioned above are the responsibility of the local agency and are not reimbursable. This includes Administrative Overhead/Indirect Costs, supplies, evidence purchases, etc. Examples of various excluded items but not limited to are; Weapons, Window Tinting, Gasoline for Vehicle Operations, Decoy Stipends, LEAD Supply expense, Internet Monthly Cost for electronic devices, Toll Booth Fees, Vehicle Code-3 Equipment, Court Hours.

## **C. Budget Detail**

1. Local agencies must submit a proposed budget for this project not to exceed \$100,000 as indicated in this chapter. (See sample budget detail.)
2. The budget must detail the number of positions by classification, salary rate, and percentage of time to be assigned to the project and total salary costs for the grant period.
3. Overtime costs shall include an estimated number of hours by classification, overtime salary rate, and total overtime costs for the grant period. Compensatory Time Off (CTO) is not an allowable cost.
4. Employee benefits may be included for the grant period in an amount not to exceed thirty percent (30%) of invoiced monthly salary costs.
5. Each item of equipment must be specified and must include an estimated cost. See Unallowable Cost.

## **D. Claims for Reimbursement**

Local agencies shall submit invoices on a **monthly basis due the 15<sup>th</sup> of each month**, to receive payments from the State. The invoices shall be in the format as specified by the State. Months with zero operations resulting in a zero-dollar reimbursement, must submit an invoice for zero dollars. All invoices must be signed with an original signature (wet or electronic).

**E. Records**

Applicant agencies shall maintain detailed records to substantiate the amounts claimed for reimbursement. These records (time sheets, payroll records, accounting reports, daily activity reports, receipts/invoices for all other expenses) must be maintained for a period of three years from the date of receipt of the final payment for the grant period and must be made available for review by the State upon request.

Local agencies shall refund to the State any amounts claimed for reimbursement and paid to local agencies disallowed by the State after audit of the records maintained by local agencies.

**F. State Budget Act**

Actual grant awards shall be contingent upon appropriation of funds for this project in the annual State Budget Act.

**G. Procurement**

Grantees may use their own procurement procedures for acquiring allowable equipment.

**H. Sample Budget Detail**

| BUDGET CATEGORY AND LINE-ITEM DETAIL  | COST                                    |
|---|---|
| <b>A. Personnel Services (Salaries, Overtime and Benefits)</b>  | (Round budget amounts)                  |
| <b>A.1 Straight Time:</b><br>Officer I     \$2,600/mo.     100% \$31,200<br>Officer II    \$3,100/mo.     100% \$37,200<br><b>A.2 Overtime:</b><br>Overtime Est. 105 hours @ \$25.00 per hour<br><b>A.3 Benefits:</b><br>Benefits estimated at 30% x \$68,400 | \$68,400<br><br>\$2,625<br><br>\$19,836 |
| <b>TOTAL PERSONNEL SERVICES</b>   | <b>\$90,861</b>                         |
| <b>B. Operating Expenses (Maximum of \$2,500)</b>   |   |
| Decoy Operations, Shoulder Tap Operations, and Narcotic Investigations "buy money."   | \$2,500                                 |
| <b>TOTAL OPERATING EXPENSES</b>   | <b>\$2,500</b>                          |
| <b>C. Equipment (Maximum of \$2,500)</b>  |   |
| (Equipment receipts required)<br>Computer and monitor   | \$2,500                                 |
| <b>TOTAL EQUIPMENT</b>  | <b>\$2,500</b>                          |
| <b>D. Travel Expense/Registration Fees (Maximum of \$2,500)</b>   |   |
| Registration fee for July APP Conference two (2) attendees at \$325 each<br>Travel, per diem, and lodging for the July APP Conference   | \$650<br>\$1,850                        |
| <b>TOTAL TRAVEL EXPENSE</b>   | <b>\$2,500</b>                          |
| <b>TOTAL BUDGET DETAIL, ALL CATEGORIES</b>  | <b>\$98,361</b>                         |

**Note:** This is a sample budget display only. Applicant agency is to specify the position classification titles used in their agency. Check dollar amount for accuracy and **ROUND ALL BUDGET AMOUNTS TO THE NEAREST DOLLAR —NO CENTS.**



## **II. IMPLEMENTATION AND CONTROL OF APPROVED PROJECTS**

### **A. Notice of Approval**

The following are the sequential steps the Department of Alcoholic Beverage Control will take in processing grant awards:

1. Applicant submits Request for Proposal (RFP) to ABC.
2. ABC receives RFP.
3. ABC pre-screens RFP for eligibility.
4. Selection committee reads and scores RFP.
5. Selection committee submits selection recommendations to the ABC Director.
6. ABC Director makes final decision.
7. ABC sends selection notification letter to all applicants, successful and unsuccessful.
8. ABC sends approved Standard Agreement (STD. 213) to grant applicant for signature and return to ABC.
9. ABC reviews and finalizes STD. 213 with signatures for completion.
10. Fully executed STD. 213 is sent to applicant.

### **B. Effective Date**

The contract will show an effective date. Claims for reimbursement may be made only for costs incurred subsequent to that date and for the specific fiscal year. *No reimbursement will be provided for expenses incurred prior to start date or after end date of STD. 213.*

### **C. Project Director Responsibility**

The Project Director is responsible for establishing operating procedures and controls which will ensure the adequate administration of the project in accordance with the terms of the contract. Emphasis should be given to:

1. Monitoring time frames stipulated in the STD. 213
2. Maintaining costs within the approved amounts for each category
3. Maintaining adequate records for validation of project progress and accountability for all funds expended on the project
4. Submission of required Project Reports (See Section III; Project Reports)
5. Conducting project evaluation

#### **D. ABC Responsibility**

ABC has the responsibility and authority to review and evaluate each project as deemed necessary. Such review and evaluation will be made to assist the grantee to understand and comply with the required procedures and to gain maximum benefits from the funds expended. Agencies should promptly notify their ABC APP Agent concerning any changes or problems that arise.

#### **E. Liaison with Other Agencies**

ABC encourages meetings between agencies having similar projects in operation for the purpose of coordinating related activities. ABC can assist in coordinating such meetings and provide any information required, when requested.

#### **F. Revision of Projects**

Any revision requires prior approval of ABC. Documentation pertaining to requested project revisions must be submitted in writing and received by ABC prior to the effective date of the requested changes.

Project revisions include any changes in the project agreement that may be necessary to ensure the satisfactory completion of the project. Revisions may include budget changes, project director, or authorizing official changes, and any changes to objectives, project activities, schedules, etc.

All requests for a project revision must be initiated in writing by the applicant agency sent through the chain of command to the APP Unit Supervising Agent. This request must include a detailed explanation and justification for the change(s).

#### **G. Cancellation of Projects**

The ABC Supervising Agent-In-Charge of the APP Unit has the responsibility of recommending to the Director of ABC, the cancellation of any project which is not being implemented in accordance with applicable State laws or terms of the contract.

### **III. PROJECT REPORTS**

#### **A. Purpose**

Funded projects are required to participate in data collection and submit progress reports on a timely basis. The purpose of the progress report is to provide the grantee and the Department of Alcoholic Beverage Control with an evaluation of the project's progress in achieving the objectives.

#### **B. Submission**

ABC requires all grantees to submit a Monthly Progress Report to the ABC Alcohol Policing Partnership (APP) Unit. The reports are due on the 15<sup>th</sup> of each month for the grantee's previous month's activities. Monthly Progress Report forms will be provided by ABC. The narrative portion will list the grantee's goals and objectives and state specific progress made for each goal/objective to date.

The narrative portion should be an accurate and thorough statement of project activities and progress during the month. The following items should be discussed in this summary:

1. What work was accomplished? Describe the various tasks that project personnel carried out towards their goals and objectives.
2. How much was accomplished? Press releases, etc.
3. Were there any problems encountered that affected the project progress? If so, what steps were taken to overcome these problems?
4. Is the work ahead of schedule, behind schedule, or on schedule?
5. How will any delay encountered affect the total project cost and time schedule?

Failure to submit Monthly Progress Reports on time can delay payment of claims for reimbursement.