

ALCOHOL POLICING PARTNERSHIP (APP) PROGRAM

REQUEST FOR PROPOSALS (RFP) GUIDELINES

2024 – 2025



**Gavin Newsom, Governor
State of California**

**Joseph McCullough, Director
Department of Alcoholic Beverage Control**

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL
REQUEST FOR PROPOSALS**

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I. GENERAL INFORMATION

A. Introduction

This Request for Proposal (RFP) furnishes grant applicants with the following:

- Procedures for preparing grant proposals
- Grant Forms

Once an RFP is issued, ABC may only answer technical questions about the RFP and the Grantee Handbook. ABC staff cannot assist applicants with the preparation of their proposals.

Applicants selected for funding must retain a copy of this RFP, the Grantee Handbook, and the standard State contract as these materials are the requirements for the entire grant award period.

This RFP requires that proposals be submitted on the grant proposal forms or computer-generated forms. If computer-generated forms are used, they must duplicate the ABC forms and not allow the applicant more space than provided on the ABC forms.

Information must be provided as directed. This includes following all instructions, using specific forms and formats, and providing requested information. Failure to provide the required information or to provide the information in the manner directed may disqualify the proposal or result in a lower rating.

B. Submission of Proposals

Proposals are due April 1, 2024 at 5 p.m.

Mail proposals in an envelope addressed to:

**Department of Alcoholic Beverage Control
Attention: Kristine Okino
3927 Lennane Drive, Suite 100
Sacramento, CA 95834**

Alternatively, proposals may be submitted via email to Kristine.okino@abc.ca.gov. Email submissions must be received by 5 p.m. on the due date noted above. The subject line for email submission must include the following information:

2024 APP RFP Proposal (Agency Name)

All proposals are date stamped upon receipt at ABC, Headquarters. **Proposals received after the deadline will not be eligible for consideration.** It is the responsibility of the applicant to ensure that the proposal is received by ABC by the specified deadline. ABC will not be responsible for a late or incomplete proposal due to mistakes or delays of the applicant or the carrier used by the applicant. **A postmark is not sufficient.** Applications received after 5 p.m. on April 1st, will be disqualified.

Applicants **must submit one copy** of the proposal containing an electronic or original signature.

ABC will not notify applicants regarding omissions or accept any late additions to the proposals.

All proposals will be rated solely on their content. Materials not addressed or included in the written proposal will not be considered.

The applicants must strictly adhere to the following:

- All of the required **current** forms must be completed. Using past Request for Proposal (RFP) forms can have important requirements missing. Using past forms may disqualify the application.
- Each form must be completed by the applicant. It is not acceptable to reference another section in lieu of completion. An incomplete face page may result in disqualification.
- Proposals must be typed or computer-generated using the application template provided. Font size shall not be modified.
- No additional pages may be submitted unless indicated on the specific ABC form or RFP instructions.

If the applicant does not adhere to the items listed above, it may disqualify the proposal or result in a lower rating.

C. Funding Duration

Agencies selected for funding through this RFP will be funded for one year. Agencies responding to this RFP must budget funds for 12 months, with funds being evenly spent throughout the grant year.

The grant period will begin on July 1, 2024, and end on June 30, 2025.

If the State determines that the grant project is not making progress on achieving their goals and objectives, funding may be reduced by the State to reflect this lower level of project activity and/or cancel the agreement.

D. Drug-Free Workplace Certification and Nondiscrimination Compliance Statement

Applicants selected for funding will be required to be in compliance with the Drug-Free Workplace Certification and Nondiscrimination Compliance Statement as required by the State.

E. Resolution from Governing Body

Applicants selected for funding must provide a resolution of the applicant's governing body authorizing the applicant to enter into a contract with the State and identifying the person authorized to execute the contract for the applicant. **Once notified of selection, it is important upon the applicant to place a resolution request on the local board or council agenda immediately to avoid funding delays.**

** Sample of Resolution of Governing Board, see page 16*

F. Proposal Components

Please use the following checklist to ensure that all copies of the completed proposal contain the required components in the order listed below:

- Proposal Cover Sheet
- Scope of Work
- Budget Detail
- Other Funding Sources

Failure to include all necessary forms may result in the rejection of the proposal or will result in a lower score in the rating process. ABC will not advise applicants that their proposal is incomplete prior to its rejection.

G. Eligibility Criteria

In accordance with the State Budget Act, only **Law Enforcement Agencies** within the State of California may apply.

H. Funding Priorities

In awarding grants, ABC has established the following funding priorities that are not listed in priority order:

1. General Priority Considerations

- To provide funds to projects which operate in a service area with an identifiable alcohol-related problem associated with alcoholic beverage licensed establishments and/or where there is a demonstrated need for services.
- To provide funds to projects that clearly demonstrate the intent to engage in prevention efforts.
- To provide funds for projects with the intent to provide continual training to officers/deputies on ABC education, prevention, and enforcement measures, so those officers/deputies can carry out these programs after the grant cycle has been completed.
- To distribute awards geographically throughout the State.

2. Program Specific Considerations

Minor Decoy Programs: Applicants should demonstrate a willingness to conduct Minor Decoy Operations at both On-Sale and Off-Sale locations.

Training: Applicants should demonstrate a willingness to host and facilitate a Target Responsibility for Alcohol Connected Emergencies (TRACE) training.

- Coordination with District Attorney's Office: Applicants should demonstrate that the District Attorney's or City Attorney's Office is willing to prosecute ABC related cases.

II. PREPARING PROPOSALS

A. General

When completed, the following forms become the proposal to be submitted to ABC for consideration, Proposal Cover Sheet, Scope of Work, and Budget Detail. Instructions for completion of each required form is provided either on the form itself or in the section describing the requirements. Each form must be completed according to the instructions.

Proposals must be typed or computer-generated using the application template provided. Font size shall not be modified.

****No additional pages or attachments will be accepted or reviewed.***

B. Proposal Cover Sheet

The Proposal Cover Sheet is the cover page for the proposal and serves as a preliminary agreement between the applicant and ABC. The individual signing the cover sheet for the applicant must be in a position to provide reasonable assurance that the project will conform to ABC requirements if selected for funding. This person's wet signature (not a stamped, photocopied or facsimile version) must be on the Proposal Cover Sheet submitted to ABC.

C. Scope of Work

The Scope of Work is the main body of information which describes the applicant's need for funding and the plan to address a community's problems/issues through appropriate and achievable objectives and activities. The Scope of Work should be a detailed description of the project, explaining how it is designed, how it will be implemented, who will be involved, and what results are expected.

The Scope of Work must be no more than four (4) typewritten pages of standard formatting. See enclosed Grant Forms package for appropriate forms.

When preparing the scope of work, follow the format and address each of the following five areas.

1. Summary

- a. Agency Description – Provide a brief summary of your city or county's history, geography, demographics, government, politics and services and the law enforcement department's size.
- b. Funding Requested – Dollar amount requested.
- c. Number of ABC Licensed Locations – List the number of on-sale and off-sale licenses in your jurisdiction. Information can be obtained from your local ABC district office or the ABC website @ www.abc.ca.gov.

2. Project Personnel – Describe the staffing required to carry out the grant objectives as supported by the proposed budget.

- a. Number of *allotted* full time Peace Officer positions – State the number of full time Peace Officer positions allotted to your agency.
- b. Include the number of staff, type of staff, and staff qualifications.
- c. Include unit/division that will be responsible for the grant.
- d. Include the names, rank, and current assignment of personnel involved.
- e. Submit documentation from your annual budget or other supporting document to substantiate this number.

3. 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.

4. Project Description – What are the goals and objectives of the proposed project? (Refer to list of APP Grant Operations found on page 13)

- a. List goals and objectives in order of highest priority to lowest priority.
- b. Each goal must include a measurable outcome and must include the desired outcome.
- c. Summarize the key characteristics and description of each goal and include any relevant information that ABC should take into consideration.
- 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.

5. Budget Detail

The Budget Detail Worksheet has been developed to assist applicants with describing all costs associated with this application. The budget is the basis for management, fiscal review, and audit. This worksheet must clearly describe all expenditures the applicant wishes to fund under this grant. All project costs must be reasonable and directly related to the objectives and activities of the project.

6. Other Funding Source

Describe other funds that your department will contribute towards the success of this project.

III. SELECTION OF PROPOSALS FOR FUNDING

Evaluation

ABC will appoint a selection committee to read, evaluate, and rate all proposals. To be considered for funding, the proposal must be complete and in accordance with the RFP and the Grantee Handbook. ***Incomplete proposals may be rejected or result in a lower rating.***

Recommendations for funding will be based on the following:

- The proposal rating score
- Consideration of the funding priorities

Selection

The selection committee will submit recommendations for funding to the Director of the Department of Alcoholic Beverage Control for final selection.

IV. PROCESSING GRANT AWARDS

Notification of Grant Award

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

1. Applicants submit proposals to ABC
2. ABC receives proposals
3. ABC pre-screens proposals for eligibility
4. Selection committee reads and scores proposals
5. Selection committee submits selection recommendations to the ABC Director
6. ABC Director makes final funding decision
7. ABC sends selection notification letter to all applicants, successful and unsuccessful
8. ABC sends approved contract to grant applicant for signature and return to ABC
9. ABC reviews and finalizes with signatures for completion
10. ABC sends fully executed copy to applicant

V. USEFUL INFORMATION

SPECIAL PROGRAMS

The following is a description of ABC's enforcement strategies that, when used together in a comprehensive program, achieve dramatic results in combating alcohol-related crimes. We encourage all grant proposals to include a variety of these strategies.

IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies)

The IMPACT Program is a prevention and education program. Its main objective is to teach licensees how they can help reduce alcohol-related crime. The program is a change from the traditional law enforcement philosophy. It is designed as a crime preventive approach in a relaxed atmosphere of cooperation between merchants and law enforcement officers.

During an IMPACT Inspection, officers remind licensees of the responsibilities and accountability associated with the sale of alcohol. The officers also inspect licensed premises for compliance with State and local laws.

If a licensee is not in compliance, the officers will tell the licensee or employee on duty what issues need to be addressed and provide copies of any laws or rules. Licensees must then correct any problems. Later, officers/deputies will conduct follow-up visits.

LEAD (Licensee Education on Alcohol and Drugs)

The LEAD Program is a free, voluntary prevention and education program for retail licensees, their employees, and applicants. Its mission is to provide high quality, effective, and educationally sound training on alcohol responsibility and the law.

The curriculum is designed for licensees, managers, and employees. There is no separate management curriculum. Program length is 3 1/2 hours, except for Fairs/Special Events Training, which is 2 hours. Participation is limited to 50 persons per class.

MINOR DECOY

This program allows law enforcement agencies to use persons under 20 years of age as decoys for the purpose of purchasing alcoholic beverages from licensed premises. The use of underage decoys to check whether licensees are selling alcohol to minors can show a dramatic drop in the illegal activity when the minor decoy program is repeatedly used.

ROSTF (Retail Operating Standards Task Force)

ROSTF is a pro-active strategy to address public nuisance problems at the point of sale on a community-wide scale. ROSTF is operated similar to an IMPACT program, but ABC Agents and local law enforcement officers gather evidence of specific violations of Section 25612.5 Business and Professions Code (B&P). This law requires licensees to, among other things, remove litter daily, control graffiti, provide exterior illumination, and keep windows and doors clear of excess signage.

SHOULDER TAP

“Shoulder Tap” is a common method used by persons under age 21 to solicit a person to purchase and furnish them with alcoholic beverages. The Shoulder Tap Program is an enforcement program used by ABC and local law enforcement agencies to detect and deter shoulder tap activity. During the program, a minor decoy under the direct supervision of law enforcement officers/deputies, solicits adults outside ABC licensed stores to buy the minor alcohol.

Any person seen furnishing alcohol to the minor decoy is arrested (either cited or booked) for furnishing alcohol to a minor (a violation of Section 25658(a) Business and Professions Code).

TRAP DOOR

Trap Door is an operation that targets minors who are either trying to purchase alcohol or trying to enter a bar or night club with a false ID. During the operation, officer's/deputies work directly with employees of ABC licensed premises to detect and then cite the person trying to use the false ID.

List of APP Grant Operations

1. Minor Decoy Operation
2. Shoulder Tap Operation
3. Annual Statewide Shoulder Tap Operation
4. IMPACT Inspections (# of ABC Licensed Premises)
5. IMPACT Operation (# of Operations)
6. ROSTF Inspection (# of ABC Licensed Premises)
7. ROSTF Operation (# of Operations)
8. Trap Door Operation(s)
9. Cops in Shops Operation(s)
10. LEAD Training (Host/Provide)
11. LEAD Training (Facilitate/Coordinate)
12. LEAD Training (Notify)
13. Press Release
14. Social Media Release
15. Public Service Announcement
16. Disorderly Operation(s)
17. Problematic ABC Premises Operation(s)
18. Undercover Operation(s)
19. Narcotics Operation(s)
20. Drink Solicitation Operation(s)
21. Plainclothes Operation(s)
22. General Enforcement Operation(s)
23. Multi-Agency Task Force Operation(s)
24. Drunk Decoy Operation(s)
25. Special Event Operation (Festival, Sporting Event, Concert, Fair...)
26. DUI Check Point Operation(s)
27. Party Patrol Operation(s)
28. ABC Warrant Sweep Operation(s)
29. Roll Call ABC Training(s) to Officers/Deputies
30. Patrol Briefing(s) on ABC Laws
31. Alcohol Awareness Presentation (School, Community...)
32. Community Meeting/Outreach
33. *Other: Provide a brief description*

SAMPLE GOALS AND OBJECTIVES

ABC provides the following samples to help guide and give ideas to build upon. Incorporate those that will help solve the problems within your jurisdiction. We encourage applicants to develop their own objectives that they feel will address the problems in their jurisdiction.

1. Identify and target problematic ABC licensed establishments.
 2. Develop and implement a multi-agency task force concept (involving ABC, Labor Law, Health Department, code enforcement, etc.) to target disorderly locations.
 3. If applicable, identify alcohol related concerns that may be emanating from specific public attractions/facilities (such as: major universities, sports arenas, entertainment districts/venues, etc.). Articulate how you would mitigate issues stemming from these areas.
 4. Develop and implement an ongoing standard operating ABC enforcement procedure and training program within the agency.
 5. Conduct ____ task force operations targeting disorderly-licensed premises.
 6. Prepare a written evaluation of the existing system of transmitting arrest reports involving licensees to the ABC (as required by Section 24202 Business & Professions Code).
 7. Implement a new/improved system of transmitting arrest reports by ____ (specific time frame).
 8. Conduct at least ____ Minor Decoy operations.*
 9. Conduct at least ____ "Shoulder Tap" operations.*
- *Please do not combine Minor Decoy and Shoulder Tap Operations as one goal.*
10. Provide roll call training on alcohol-related issues for all sworn personnel on a regular and continual basis. (Be specific as to how often and when you plan to implement this objective.)
 11. Coordinate and conduct ____ IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies) Operations.

Or

Coordinate and conduct IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies) Operations at _____% of the licensed premises within our jurisdiction.

12. Schedule and coordinate _____ LEAD (Licensee Education on Alcohol and Drugs) Classes.
13. Develop a policy and procedure to inform citizens in our community about this project and give periodic updates on the status and accomplishments of the project.
14. Issue _____ press releases regarding the grant and/or the activities conducted under the grant.

*** SAMPLE ***

RESOLUTION OF THE GOVERNING BOARD

WHEREAS, THE (applicant) desires to undertake a certain project designated as (project title) to be funded in part from funds made available through the Alcohol Policing Partnership (APP) Program administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

NOW, THEREFORE, BE IT RESOLVED that the (designated official by title only) of the (County or City) is authorized to execute on behalf of (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 (governing body) of (unit of local government or organization) in a meeting thereof held on (date) by the following:

Vote:

Ayes:

Nays:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST: Signature: _____ Date: _____

Typed Name and Title: _____