



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

# TOBACCO GRANT SUMMARY OF AWARD

## **DOJ-PROP56-2025-26-1-007**

### ***CAPITOLA 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: \$55,378**

**Requested Amount: \$55,378**

**Removed from Award: None**

**Reduced Line Items: None**

**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, **6** retailers will be inspected.
- Additional details regarding these inspections:
  - With nine tobacco retailers in Capitola, three will be randomly inspected each operation, totaling three inspections and three re-inspections per year. A sergeant and two officers will ensure compliance with laws on tobacco sales to prevent sales to minors. They will check ID checks, age restrictions, improper advertising, and labeling. Violations will result in warnings or citations.

### ***Minor Decoy Operations***

- Per year, **3** minor decoy operations will be conducted.
- Per year, **6** retailers will be targeted through these operations.
- Additional details regarding these operations:
  - Minor decoys will attempt to buy tobacco at licensed stores, mainly those recently inspected to ensure compliance. Two officers will assist for safety, support patrols, and oversee the operation. They will conduct arrests, investigations, and write reports. A sergeant will supervise and help meet grant goals. Two volunteer youths from The Watsonville Police Activities League will act as decoys.

### *Shoulder Tap Operations*

- Per year, **3** shoulder tap operations will be conducted.
- Per year, **6** retailers will be targeted through these operations.
- Additional details regarding these operations:
  - During Shoulder Tap Operations, minor decoys will approach adults at tobacco retail locations, asking them to buy tobacco products while stating they are underage and can't purchase themselves. Locations will be randomly chosen before each operation. Two officers will assist for safety and support, with a sergeant overseeing the operation to meet grant goals. Two volunteer youths, typically from The Watsonville Police Activities League, will act as decoys.

### *Undercover Buys*

- Not Applicable

### *Retailer Education*

- Per year, **2** retailers will receive educational materials.
- Per year, retailers will receive on-site education.
- Per year, retailers will participate in grantee-provided educational classes.
- Classes **ARE NOT** part of a diversion program.
- Additional details regarding these retailer education activities:
  - An Administrative Analyst will develop twice-yearly educational materials for licensed tobacco retailers, focusing on youth tobacco dangers and compliance. These materials will be clear, evidence-based, and targeted. The "Dangers of Tobacco Use by Youth" section will cover health risks and long-term effects, while the "Tobacco Retailer Compliance" section will include laws, enforcement, penalties, and retailer duties.

### *Enforcement Officer Education*

- Not Applicable

### *Prosecution*

- Not Applicable
  - All cases of tobacco sales to minors will be forwarded to the Santa Cruz County District Attorney's Office. The Capitola Police will cooperate with the DA to prosecute retail workers selling to minors and adults buying for minors.

### *Task Force*

- Not Applicable

### *Other Activities*

- Not Applicable

## PARTNERING AGENCIES

Based upon the proposal submitted and any subsequent modifications approved by DOJ, the following agencies are expected to partner with and support the activities and fulfillment of goals referenced above:

- Santa Cruz County District Attorney's Office

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