



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

TOBACCO GRANT SUMMARY OF AWARD

DOJ-PROP56-2025-26-1-028

MANTECA, CITY OF

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: \$169,200

Requested Amount: \$169,200

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, **69** retailers will be inspected.
- Additional details regarding these inspections:
 - Manteca PD will conduct quarterly inspections of licensed tobacco retailers, prioritizing those near schools and with prior violations or complaints. Each inspection will be carried out by a team of trained officers and a supervising sergeant on an overtime basis. Officers will assess compliance with flavored tobacco bans and licensing requirements, document any violations, and provide immediate on-site education. Post-inspection follow-up may include administrative citations, referrals to partner agencies, or re-inspections to confirm corrective action. All inspections will be logged and reviewed for enforcement consistency and impact tracking.

Minor Decoy Operations – Not Applicable

Shoulder Tap Operations – Not Applicable

Undercover Buys – Not Applicable

Retailer Education

- Per year, **69** retailers will receive educational materials.
- Per year, **69** retailers will receive on-site education.
- Additional details regarding these retailer education activities:
 - Manteca PD will conduct quarterly outreach to all 69 licensed tobacco retailers through on-site visits and monthly education sessions. Officers will provide clear guidance on

state tobacco laws, flavored product restrictions, and licensing requirements, with an emphasis on common violations. These visits will promote voluntary compliance and offer retailers an opportunity to ask questions and clarify obligations. To ensure accuracy, all participating officers will receive four hours of annual training. This proactive, relationship-based approach fosters consistent enforcement, builds trust with local businesses, and supports long-term public health goals.

Enforcement Officer Education

- Per year, **11** enforcement officers will receive education about tobacco laws and ordinances.
- Additional details regarding these officer education activities:
 - Each year, 10 officers and 1 sergeant from Manteca PD will complete four hours of tobacco enforcement training. While POST does not currently offer specific courses focused solely on tobacco enforcement, the department will develop and deliver training through internal resources or partnerships with subject matter experts. The curriculum will cover state laws, local ordinances, inspection procedures, documentation standards, and effective retailer engagement. Two hours will focus on enforcement protocols, while the remaining two will address regulatory updates and real-world application. This training ensures personnel are prepared to conduct inspections, provide accurate education, and promote compliance.

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.