

**Texas Comptroller of Public Accounts
2011/2012 Tobacco Compliance Grant, Scope of Work
Local Law Enforcement Grantee Requirements**

Contract funds shall be used to support the enforcement, compliance education and reporting of activities related to the grants. Grantee shall follow program requirements outlined in Sections A, B, C and D.

A. Grant Funds and Activities – Controlled Buys (60 percent of funds); Compliance Inspections (25 percent of funds); Judicial, Retailer and Department Education (10 percent of funds); Reporting of Activities (5 percent)

- Grantee shall conduct tobacco education for each local court in the city and/or county to which Grantee submits citations for tobacco law violations and which may assist in obtaining information concerning the final disposition of citations written in accordance with Health and Safety Code Chapter 161 – Subchapters H, K and N.
- Grantee may conduct tobacco education for retailers for the purpose of reducing youth access to tobacco products and to ensure compliance with the Health and Safety Code, Chapter 161 – Subchapters H, K and N.
- Grantee shall conduct on-site compliance inspections of tobacco retailers, not using minors as decoys, which may result in the issuance of citations for violations in accordance with the Health and Safety Code, Chapter 161 – Subchapters H and K.
- Grantee shall conduct on-site controlled buys/stings of tobacco retailers using minors as decoys, to determine compliance with applicable laws in accordance with Health and Safety Code, Chapter 161 – Subchapter H.
- Grantee shall conduct follow-up inspections/controlled buys of tobacco retailers found to be in violation of state laws concerning tobacco in Grantee's jurisdiction.
- Grantee shall conduct follow-up activities on complaints sent to Grantee concerning tobacco law violations within Grantee's jurisdiction.
- Grantee shall submit reports to the Comptroller of Public Accounts (Comptroller) as noted in "C" below.

B. Additional Program Requirements

- Grantee shall make a good faith effort to follow the protocols recommended for enforcing tobacco laws.
- Grantee shall comply with all requirements imposed by Comptroller concerning special requirements of law, program requirements and other administrative requirements.

C. Training Requirements

- Grantee shall designate staff to attend the technical assistance training relating to proper protocols for conducting tobacco enforcement activities, including controlled buys, compliance inspections, compliance education, financial reporting and other duties as prescribed by Senate Bill 55, 75th Legislature.
- Grantee shall ensure attendance at training events by local law enforcement officer(s) responsible for conducting the tobacco enforcement activities who can return to the department and train other officers and staff on the grant requirements and procedures covered in the training.

- No more than two Grantee department representatives are permitted to simultaneously attend grant training without prior permission from the Comptroller's office.
- Attendance at the grant training workshop is eligible as a grant expenditure in the compliance education budget category.

D. Reporting Requirements

- **Monthly Reporting** – Grantee shall submit the following reports monthly, using the appropriate reporting forms provided by the Comptroller.
 - All monthly “Minor in Possession of Tobacco – Monthly Summary” reports shall be submitted to the Comptroller by the 10th of the month immediately following the month in which the activities occurred.
 - All “Inspection/STING – Texas Cigarette/Tobacco Inspection” reports shall be submitted to the Comptroller by the 10th of the month immediately following the month in which the activities occurred.
- **Quarterly Reporting** – Grantee shall submit the following reports quarterly, using the appropriate reporting forms provided by the Comptroller.
 - The Compliance Education Quarterly Summary report shall be submitted to the Comptroller by the 15th of the month immediately following the quarter in which the activities occurred.
 - 1st Quarter covers activities performed Aug. 1, 2011– Nov. 30, 2011
 - 2nd Quarter covers activities performed Dec. 1, 2011 – Feb. 28, 2012
 - 3rd Quarter covers activities performed March 1, 2012 – May 31, 2012
 - 4th Quarter covers activities performed June 1, 2012 – Aug. 31, 2012
 - The Financial Status Report shall be submitted to the Comptroller by the 15th of the month immediately following the periods listed above.
- **Recordkeeping** – Grantee shall maintain specific and accurate financial records including receipts for all expenditures, copies of all enforcement reports including all citations issued, as well as any other detailed documentation of all enforcement, education and grant communication activities, such as certified mail receipts or fax confirmation sheets, which are reported for and funded by this grant. If requested by the Comptroller, Grantee shall provide copies of said records.
- **Submit reports by mail or fax to:**

*Texas Comptroller of Public Accounts
Attention: SB55, Account Maintenance
P.O. Box 13528
Austin, Texas 78711-3528
FAX: (512) 463-3268*