



**RESOLUTION No. 20-110**  
**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA**

**RESOLUTION AUTHORIZING THE NEVADA COUNTY  
SHERIFF TO SUBMIT AN APPLICATION TO THE STATE  
OF CALIFORNIA DEPARTMENT OF ALCOHOLIC  
BEVERAGE CONTROL GRANT ASSISTANCE PROGRAM,  
FOR THE PERIOD JULY 1, 2020 TO JUNE 30, 2021**

WHEREAS, the Board of Supervisors of the County of Nevada desires to undertake a certain project designated as the Grant Assistance Program (GAP) to be funded in part from funds made available through the Grant Assistance Program (GAP) administered by the Department of Alcoholic Beverage Control (ABC); and

WHEREAS, the GAP grant will provide monies to aid the Sheriff's Office in the prevention and illegal use of alcohol by minors, as well as other illegal alcohol related activities.

NOW, THEREFORE, BE IT RESOLVED, that the Sheriff of Nevada County is authorized to submit on behalf of the Board of Supervisors of the County of Nevada an application to the State of California Department of Alcoholic Beverage Control Grant Assistance Program, for the period July 1, 2020 to June 30, 2021, for reimbursement not to exceed \$58,600, and if awarded will return to the Board of Supervisors requesting acceptance of grant.

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 14th day of April, 2020, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward Scofield, Dan Miller,  
Susan K. Hoek and Richard Anderson  
Noes: None.  
Absent: None.  
Abstain: None.

ATTEST:

JULIE PATTERSON HUNTER  
Clerk of the Board of Supervisors

By: 

  
Heidi Hall, Chair

**ALCOHOL POLICING PARTNERSHIP PROGRAM  
(APP)**

**2020 – 2021**

**GRANT FORMS**



**GAVIN NEWSOM, *Governor***  
**State of California**

**Jacob Appelsmith, *Director***  
**Department of Alcoholic Beverage Control**

January, 2020

# GRANT FORMS

**Includes:**

- Proposal Cover Sheet
- Scope of Work
- Budget Detail
- Other Funding Sources
- Resolution of Governing Body (Sample)

*Resolution not needed with RFP package. This will be requested from agencies awarded a grant.*



**State of California**  
**Department of Alcoholic Beverage Control**  
*Alcohol Policing Partnership Program*

**PROPOSAL COVER SHEET**

(TO BE COMPLETED BY APPLICANT AGENCY)

<b>1. Name of Applicant Agency:</b> Nevada County Sheriff's Office	
<b>2. Description of Applicant Agency:</b> Provide your city or county and a brief summary of department size, staffing, and structure. The County of Nevada is approximately 976 square miles located in the Sierra Nevada foothills and mountains. There are three incorporated cities: Nevada City, which is the County seat, Grass Valley, and Truckee. There are approximately 353 ABC licensees within Nevada County. Additionally, there are numerous private organizations that request a daily license throughout the year for local events. The Nevada County Sheriff's Office has approximately 67 sworn personnel and around 102 non-sworn personnel. Personnel are assigned to one of three Divisions: Administrative, Corrections and Operations, which encompass patrol and investigations.	
<b>3. Number of Licenses in Project Area:</b> 353	<b>4. Population of Service Area:</b> 101,567
<b>5. Project Description:</b> Provide a list of your project's goals and objectives and briefly summarize. The Nevada County Sheriff's Office plans to use funds supplied by the grant to conduct a variety of enforcement operations including but not limited to: shoulder tap, minor decoy, trapdoor, IMPACT inspections and general enforcement. These operations would be conducted across the county but specifically targeting the more problematic areas and/or areas which tend to have an increase in minor presence. Over the last couple of years, the Nevada County Sheriff's Office has been adding to the enforcement operations by conducting educational presentations and trainings in the middle and high schools across the county.	
<b>6. Funds Requested:</b> \$58,513	<b>7. Project Period:</b> July 1, 2020 – June 30, 2021
<b>8. Acceptance of Conditions:</b> By submitting this proposal, the applicant signifies acceptance of the responsibility to comply with all requirements stated in the Request for Proposals. The applicant understands that ABC is not obligated to fund the project until the applicant submits correctly completed documents required for the contract.	
<b>A. Project Director (person having day-to-day responsibility for the project)</b>	<b>B. Chief of Police or Sheriff (authorizing official)</b>
Name: Sergeant John Dzioba Address: 950 Maidu Avenue Nevada City, CA 95959 Phone: (530) 470-2713 Fax: (530) 470-0683 EMail Address: john.dzioba@co.nevada.ca.us Signature:	Name: Sheriff Shannan Moon Address: 950 Maidu Avenue Nevada City, CA 95959 Phone: (530) 265-1471 Fax: (530) 470-0439 EMail Address: shannan.moon@co.nevada.ca.us Signature:
Title: Sergeant	Title: Sheriff
<b>C. Fiscal or Accounting Official</b>	<b>D. ABC USE ONLY</b>
Name: Rolf Kleinmans Address: 950 Maidu Avenue Nevada City, CA 95959 Phone: (530) 265-1592 Fax: (530) 470-0439 EMail Address: rolf.kleinmans@co.nevada.ca.us Signature:	
Title: Chief Fiscal/Administrative Accountant	

## **SCOPE OF WORK Guide**

- Maximum of 4 pages for Scope Of Work
- Font size no smaller than 12 pitch, standard format
- Title each Scope of Work page **Exhibit A**

### **1. Summary**

- a. Agency Description – Describe your agency, including size, structure, staffing, demographics of jurisdiction, and number of ABC licensed locations.
- b. Funding Requested – Dollar amount requested.
- c. Goals and Objectives – List the goals and objectives of your project.
- d. Number of ABC Licensed Locations – List the number of on-sale and off-sale licenses in your jurisdiction.
- e. Number of allotted full time Peace Officer positions – State the number of full time Peace Officer positions allotted to your agency. Submit documentation from your annual budget or other supporting document to substantiate this number.

### **2. 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.

### **3. Project Description – What are the goals and objectives of the proposed project?**

- a. Describe in detail the goals and objectives you wish to accomplish.
- b. Objectives should be measurable, concise, deal with a specific item, and be realistic with a reasonable probability of achievement.
- c. You are encouraged to be creative and to state your objectives by describing them in terms of tasks that you want to accomplish.
- 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.

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

- a. Include the number of staff, type of staff, and staff qualifications.
- b. Include unit/division that will be responsible for the grant.
- c. Include the names, rank, and current assignment of personnel involved.

### **5. Budget**

- a. Budget Detail – A sample budget display appears in the Grantee Handbook. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must be detailed and cover the entire grant period. Include only those items specifically authorized; i.e., salaries, overtime, employee benefits, travel, operating expenses, and certain items of equipment. (Refer to Grantee Handbook, for details on preparing your budget.)
- b. Other Funding Sources – Describe other funds that your Department will contribute towards the success of this project.

## SCOPE OF WORK

### PROJECT NARRATIVE

#### 1. SUMMARY:

(Agency Description) Nevada County Sheriff's Office:

The Nevada County Sheriff's Office has approximately 67 sworn personnel and around 102 non-sworn personnel. Personnel are assigned to one of three Divisions: Administrative, Corrections and Operations, which encompasses Patrol and Investigations. Like many agencies across the state, we have had to sustain several cutbacks and reductions in personnel size over the last few years. However, due to demographics and calls for service demand we still need to have deputies assigned to their positions in Marine Patrol Enforcement and High Country Enforcement. We additionally have deputies assigned to Courts and Transportation, as School Resource Officers, and in two separate investigative units. As a result there is a continual draw on our patrol resources.

The County of Nevada is approximately 976 square miles in area, and is located in the Sierra Nevada foothills and mountains between the major metropolitan areas of Sacramento, California and Reno, Nevada. It is also within a short driving distance (just over two hours) from the San Francisco Bay Area, making it a common weekend tourist destination. There are three incorporated cities: Nevada City, which is the County seat, Grass Valley, and Truckee. Nevada County has several unincorporated communities such as Penn Valley, Smartsville, Rough and Ready, North San Juan and Washington.

2020 will see an estimated population growth to 101,767 residents. Approximately 94% of the County population is white, 0.1% is African American, 10% is Hispanic / Latino, 1% is American Indian, and 1% is Asian. 94% of the residents speak English as their primary language and 4.2% speak Spanish. About 16% of the residents are under the age of 18. The median income is about \$56,521. It is estimated that around 10% of Nevada County's population lives below the poverty line. Border counties to the County of Nevada are the California Counties of Yuba, Sierra, and Placer and the County of Washoe in the State of Nevada. There are approximately 353 ABC licenses within Nevada County and numerous private organizations that request a daily license throughout the year for local events.

Nevada County is host to numerous guests who recreate, visit, and transit via I-80, SR-20, SR-174, SR-89 and SR-49. The majority of the County of Nevada is rural and unincorporated. The County has numerous lakes, rivers and campgrounds which are used for recreation. The two major rivers are Yuba River and the Truckee River - both of which attract large amounts of recreational traffic from surrounding areas. There are three major snow skiing resorts: Boreal Mountain Resort, Soda Springs Resort, and Donner Ski Ranch, all of which attract thousands of tourists each year and host multiple large-scale events.

The amount requested is \$58,513.00 dollars. Total on-sale and off-sale ABC licenses number approximately 353. The goal of the Nevada County Sheriff's Office is to utilize this grant to train law enforcement personnel. This grant will help us reduce the number of alcohol related calls for service within Nevada County while increasing prosecutable investigations. The grant will create a collaborative effort with ABC conducting both high visibility and plain-clothes enforcement operations. Furthermore we will be providing much needed education to licensees and students in our community. We will evaluate the success of our goals and objectives quarterly.

## SCOPE OF WORK

### 2. PROBLEM STATEMENT:

The rural areas of the County of Nevada are home to a number of bars and liquor stores. These locations are remote and out of the way from normal calls for service. When alcohol-related calls for service are generated in the rural areas they are typically extreme in nature. When law enforcement arrives to the area where the crime occurred it is usually empty and the investigations tend to have few or no leads. Some of these bars are directly located on Highway 49. In front of these establishments, and leading onto Highway 49, there are burn out marks and often shell casings found in the area. We typically do not receive calls for service regarding these incidents. These establishments are best investigated by the use of undercover agents to ensure the licensees are following rules established by ABC. Because our staff is well known in the area, undercover ABC agents are crucial in conducting these types of investigations alongside local law enforcement.

Many of the bars and night clubs in Nevada County have become difficult to enforce with conventional means and are becoming hot spots for local drug dealers and their clientele. The alcohol related issues also affect the unincorporated areas as persons purchase alcohol in the incorporated cities and consume the alcohol in unincorporated areas of the county. This makes it hard for the Nevada County Sheriff's Office to work on these problems without having a collaborative effort with an agency such as Alcoholic Beverage Control.

The County of Nevada has several lakes, ski resorts, and well-known off-highway vehicle recreation sites. The county is a common destination for hunters and fishermen. Along with general recreation comes the recreational use of alcohol. During the winter and spring, Boreal Mountain Resort and Donner Ski Ranch are both popular destinations with local and non-local youth. Underage alcohol and drug consumption is common within the parking lot areas of both of these establishments as well as on the slopes. Such activities often lead to fights and other disturbances on properties which have ABC licenses.

There have been consistent and reported issues with the parks throughout the county where subjects are often consuming alcoholic beverages even though there are ordinances restricting it. These subjects cause problems for the public who intend to travel to the parks to enjoy them with their families. The parks often have subjects consuming alcohol in them after park hours, causing a safety concern for people in the area.

The County of Nevada and its incorporated cities host several events throughout the year in which alcohol is consumed and sold. Truckee has weekly open-air concerts during summer months where alcohol is sold and consumed by concert goers. The Nevada County Fairgrounds and the downtown associations of Nevada City and Grass Valley host festivals centered on the consumption of wine and beer as well as seasonal street fairs in which alcohol is consumed by attendees. Most of these festivals will obtain one-day ABC licenses, and some of the festivals such as "Blue Grass Festival" and "The World Festival" tend to attract large groups of party goers partaking in underage drinking and use of narcotics. We have seen an increase in the amount of countywide wine tasting events and festivals as the wine industry in Nevada County continues to grow.

With all of these events we see a mix of local and tourist patrons. Some events attract thousands of out of town patrons, such as "Blue Grass Festival" and the Nevada County Fair. With such a large increase in population it can, at times, be very difficult to handle all of the needed enforcement for such events.

## SCOPE OF WORK

Minor alcohol consumption and procurement are always problems within the County of Nevada. This alcohol finds its way to a myriad of juvenile parties and summer campsites, which frequently generate calls for service and tax the patrol shift by removing resources needed to handle priority calls for extended periods of time. Even though our agency has conducted shoulder tap and minor decoy operations frequently over the last few years, we are still above the statewide average ratio (1 out of 10) adults contacted who are willing to purchase alcohol for a minor. On most of our operations our decoys are having someone furnish alcohol to them on a 1 to 7 or 1 to 8 ratio. These numbers can obviously change depending on the location of operations and time frame between operations. However, we consistently see the ratio drop if the operations are not conducted with regularity.

### 3. PROJECT DESCRIPTION

Investigative priority will be given to licensees that are particularly causing problems within Nevada County. Working with ABC agents, cases will be filed against licensed premises with our local district attorney's office in an effort to gain compliance. Assistant District Attorney, Chris Walsh, has agreed to prosecute individuals for ABC violations. ABC personnel are invited to assist in roll call trainings to educate deputies on administrative and criminal matters related to alcohol. Using public presentations, educational strategies will focus on prevention issues for minors and their parents.

The Nevada County Sheriff's Office has developed a successful educational presentation, which has been presented numerous times over the past few years. This county-wide school presentation allows us to build positive relationships with local youth in an attempt to prevent enforcement action from being necessary. The presentation was designed by members of the sheriff's office and partners with Granite Wellness (previously "CoRR" - Community Recovery Resources).

The Nevada County Sheriff's Office, in cooperation with local agencies, will send out notifications to licensed businesses about planned LEAD training. This training will be coordinated with an ABC instructor and a designated facility will be established at a future date.

Enforcement strategies will focus on ABC operations, i.e. shoulder tap, minor decoy, trapdoor, and targeted investigations of problem premises. Enforcement will be increased within the recreational areas of the county, particularly those in which alcohol use and drug activity are known to flourish. This specialized assignment will be run out of the operations division utilizing patrol equipment and equipment assigned to our investigative units. The goal is to continue ongoing enforcement action making a difference in the issues detracting from "quality of life" and placing the community at risk.

When previously awarded this grant we have worked hard completing or exceeding all of the stated goals each year. Cooperation and assistance from ABC personnel has been well-received throughout the community. To date in the FY19-20 grant cycle, our agency has conducted a total of 59 operations that included minor decoy, shoulder tap, and trapdoor operations netting 28 alcohol-related arrests, two warrant arrests, 6 narcotics arrests, and the recovery of a stolen vehicle.



## SCOPE OF WORK

### PROJECT GOALS AND OBJECTIVES

The goal of the Nevada County Sheriff's Office is to utilize this grant to train law enforcement personnel. This grant will help this agency reduce the number of alcohol-related calls for service within Nevada County while increasing prosecutable investigations. The grant will provide an avenue for collaborative efforts with ABC and allow the personnel to conduct high visibility and plain-clothes enforcement operations. Furthermore, we will be providing much needed education to licensees and students in our community - We will evaluate the success of our goals and objectives quarterly.

- Provide a press release announcing the award of this grant and at least four (4) additional press release announcements regarding operations conducted throughout the duration of the grant.
- Quarterly role call trainings regarding rules and regulations of the ABC Act.
- Identify problematic locations and gain compliance through education and/or enforcement actions.
- Prosecute persons who are found furnishing alcohol to minors.
- Prosecute persons furnishing alcohol to obviously intoxicated persons.
- Conduct at least three (3) IMPACT/ROSTF operations.
- Conduct at least five (5) Shoulder-Tap
- Conduct at least three (3) Minor Decoy operations.
- Conduct two (2) ski resort patrols.
- Conduct two (2) trapdoor operation.
- Conduct five (5) plain-clothes general enforcement operations targeting problematic premises and special events that are draining law enforcement resources.
- Conduct at least three (3) campground/recreation area patrols.
- Conduct at least two (2) "No Thanks" presentations at Nevada County Schools.
- Participate in the statewide Shoulder-Tap Operation.

We will maintain a database specific to GAP related activity and alcohol related crimes. This will be achieved through the use of the NCSO Records Division. The purpose will be to identify "problem" licensee locations, which are non-compliant and tend to drain NCSO resources.

### 4. PROJECT PERSONNEL

The staffing required to carry out and complete these grant goals and objectives, as supported by the proposed budget are; one sergeant and one deputy (sworn, full-time employee) using approximately 5% of a work week for grant administration and operational planning. Overtime must be used for various investigations and enforcement activities conducted by full-time, sworn personnel. NCSO administrative support staff will also be used to collect data and perform fiscal accounting. This project will be overseen by an operations lieutenant and monitored by an operations captain. A sergeant will administer the grant and will oversee training and grant administration. A sergeant will maintain fiscal responsibility and report directly to ABC for violations that may require administrative action. Administrative and oversight responsibility may be changed at the direction of the sheriff. There are no foreseen issues staffing all scheduled events.

**BUDGET DETAIL**

**Exhibit B**

<b>BUDGET CATEGORY AND LINE-ITEM DETAIL</b>			<b>COST</b>
<b>A. Personnel Services (Straight Time Salaries, Overtime, and Benefits)</b>			<b>(Round budget amounts to nearest dollar)</b>
<b>A.1 Straight Time</b>	Sergeant	\$49.65/hr @ 40 hours = \$1,986.00	\$3,694.00
	Deputy	\$42.71/hr @ 40 hours = \$ 1,708.40	
<b>A.2 Overtime</b>	Sergeant	\$74.48/hr @ 80 hours = \$5,958.40	\$29,048.00
	Deputy	\$63.26/hr @ 365 hours = \$23,089.90	
<b>A.3 Benefits</b>	Sergeant	\$50.71/hr @ 120 hours = \$6,085.20	\$19,839.00
	Deputy	\$33.96/hr @ 405 hours = \$13,753.80	
<b>TOTAL PERSONNEL SERVICES</b>			\$52,581.00
<b>B. Operating Expenses (maximum \$2,500)</b>			
Funds to use for the purchase of alcohol, narcotics, stolen property or other contraband during			\$2,500.00
<b>TOTAL OPERATING EXPENSES</b>			\$2,500.00
<b>C. Equipment (maximum \$2,500)</b>			
<b>(Attach receipts for all equipment purchases to monthly billing invoice)</b>			
(2) First-Light USA T-Max PRO Tactical Flashlights			\$290.00
(2) Tactical Tailor Low Profile Armor Carriers			\$642.00
<b>TOTAL EQUIPMENT</b>			\$932.00
<b>D. Travel Expense/Registration Fees (maximum \$2,500)</b>			
<b>(Registration fee for July 2020 APP Conference attendee is \$325 each)</b>			
Transportation to and from the 2020 GAP conference, Conference registration, rental car, per diem, and lodging for two NCSO attendees			\$2,500.00
<b>TOTAL TRAVEL EXPENSE</b>			\$2,500.00
<b>TOTAL BUDGET DETAIL COST, ALL CATEGORIES</b>			\$58,513.00

### OTHER FUNDING SOURCES

Complete the following to report the total funds available to support the activities related to accomplishing the goals and objectives of the contract. In the "Grant Funds" column, report the ABC funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category (if none, leave blank). Then calculate the totals by category in the "Program Total" column. Total each column down to arrive at the total program funds available. **(Round all budget amounts to the nearest dollar—No Cents.)**

BUDGET CATEGORY	GRANT FUNDS	OTHER FUNDS	PROGRAM TOTAL
Personnel Services	\$52,581.00	\$1,500.00	\$54,081.00
Operating Expenses	\$2,500.00	\$2,500.00	\$5,000.00
Travel/Registration Fees	\$2,500.00	\$500.00	\$3,000.00
Equipment	\$1,200.00		\$1,200.00
<b>TOTALS</b>	<b>\$58,781.00</b>	<b>\$4,500.00</b>	<b>\$63,281.00</b>

**This form does not become part of the contract but is required in the Request for Proposals package.**

**SAMPLE**

**RESOLUTION OF THE GOVERNING BOARD**

WHEREAS, THE (1) (applicant) desires to undertake a certain project designated as (2) (project title) to be funded in part from funds made available through the Alcohol Policing Partnership Program (APP) administered by the Department of Alcoholic Beverage Control (hereafter referred to as ABC);

NOW, THEREFORE, BE IT RESOLVED that the (3) (designated official by title only) of the (4) (County or City) is authorized to execute on behalf of (5) (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 (6) (governing body) of (7) (unit of local government or organization) in a meeting thereof held on (8) (date) by the following:

Vote: (9)

Ayes:

Nays:

Absent:

Signature: (10) \_\_\_\_\_ Date: (11) \_\_\_\_\_

Typed Name and Title: (12) \_\_\_\_\_

ATTEST: Signature: (13) \_\_\_\_\_ Date: (14) \_\_\_\_\_

Typed Name and Title: (15) \_\_\_\_\_

## RESOLUTION INSTRUCTIONS

**Note: The resolution must include all of the elements contained in the sample. Unless there is a compelling reason not to do so, ABC strongly suggests that the project follow the exact format and language provided in the sample Resolution. This will assure that the processing of the grant award is not seriously delayed because the language of the Resolution does not meet ABC's requirements.**

- (1) Enter the full name of the board or council making the resolution.
- (2) Enter the title of the proposed project. This should be the same as the title of the proposed project on the Proposal Cover Sheet.
- (3) Enter the full title of the administrator or executive who is authorized to submit the application.
- (4) Enter the full title of the organization that will submit the application.
- (5) Enter board or council, whichever is appropriate.
- (6) Enter the same as item (1).
- (7) Enter the same as item (5).
- (8) Enter the date of the meeting in which the resolution was adopted.
- (9) Enter the votes of the members in the appropriate category.
- (10) Enter the signature of the person signing on behalf of the board or council.
- (11) Enter the date of the certification.
- (12) Enter the typed name and title of the person making the certification.
- (13) Enter the signature of the person attesting that this is a true copy of the resolution. This must be a person other than the person who signed on behalf of the board or council (see item (10)).
- (14) Enter the date attested.
- (15) Enter the typed name and title of the person attesting.