

**FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM**

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 04/20/2010

Submitted By: Milton T. Wright, Sheriff

Department: Sheriff's Office

Court Agenda Date: 04/27/2010

Phone Number: 281-341-4700

SUMMARY OF ITEM:

RENEWAL AGREEMENT/APPOINTMENT

NO

REVIEWED BY COUNTY ATTORNEY'S OFFICE:

NO

List Supporting Documents Attached: Letter requesting permission to apply for STEP grant
STEP Grant Application

DESCRIPTION OF LAWSON ACCOUNT:

FINANCIAL SUMMARY:

BUDGETED ITEM:

NO

FUNDNG SOURCE: Accounting Unit:

Account Number:

Activity (If Applicable):

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office X (✓ when completed)

If by E-Mail to ospindon@co.fort-bend.tx.us

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

X	Auditor	(281-341-3774)	X	Comm. Pct. 1	(281-342-0587)
X	Budget Officer	(281-344-3954)	X	Comm. Pct. 2	(281-403-8009)
X	Facilities/Planning	(281-633-7022)	X	Comm. Pct. 3	(281-242-9060)
X	Purchasing Agent	(281-341-8642)	X	Comm. Pct. 4	(281-980-9077)
X	Information Technology	(281-341-4526)	X	County Clerk	(281-341-8697)
<input type="checkbox"/>	Other:		X	County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

4-29-10 copy received



SHERIFF'S OFFICE

Fort Bend County, Texas

MILTON WRIGHT
Sheriff

(281) 341-4700
Fax (281) 341-4701

April 20, 2010

Honorable Robert E. Hebert, County Judge
Commissioner Richard Morrison
Commissioner Grady Prestage
Commissioner Andy Meyers
Commissioner James Patterson

Dear Gentlemen:

We have been given the opportunity to apply for a STEP (Statewide Tobacco Education Program) grant through the Texas Comptroller of Public Accounts. The purpose of this grant is to "encourage and enforce regulations governing the sale, distribution, and use of cigarettes and tobacco products".

The amount of the awarded funds is determined by the Comptroller of Public Accounts and is based upon population size, the number of tobacco retailers within our jurisdiction, proposed use of grant funds, and past performance.

We are requesting your authorization to apply for this STEP grant. Please place this matter on Commissioner's Court agenda schedule for Tuesday, April 27, 2010.

Sincerely,

A handwritten signature of Milton Wright, Sheriff, in black ink. The signature is stylized and appears to read "Milton Wright".

Milton Wright
Sheriff

MW/kr

Tobacco Compliance Grant Application for Local Law Enforcement Agencies



Please indicate if you are: ☒ County Sheriff ☐ District Attorney
☐ Municipal Chief of Police ☐ Constable

Annual Grant Period: Sept. 1, 2010, through Aug. 31, 2011

Name of organization Fort Bend County Sheriff's Office		Federal Employer Identification Number (FEIN) 	
Applicant title Sheriff	Applicant first name Milton	Applicant middle initial T.	Applicant last name Wright
Mailing address 1410 Williams Way Blvd.		City Richmond	State Texas
County Fort Bend		ZIP code 77469-3669	
Phone (Area code and number) (281) 341-4700		FAX number (Area code and number) (281) 341-4701	
E-mail address wrightmil@co.fort-bend.tx.us		Have you been a previous tobacco compliance grant recipient? (Check one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

1. Department or Division responsible for managing your tobacco compliance program **Community Services Division**

Grant Contact Information (if different from above) **Sergeant Kathy Rader**

1410 Williams Way Blvd.		Richmond	Texas	77469-3669
Address		City	State	ZIP code
281-238-1534	281-238-1532	raderkat@co.fort-bend.tx.us		
Phone	FAX	E-mail		

2. What is the approximate number of tobacco products retailers within your jurisdiction? **387**

Please answer Questions 3 - 5 on separate sheets of paper.

- A list of ZIP codes included in your full jurisdictional boundaries - (Note: If a ZIP code is not wholly included within that boundary, please estimate the percentage that is in your jurisdiction.)
- A list of agencies with whom your agency has an existing Interagency Agreement or Memorandum of Understanding/Agreement (formal or informal) that may restrict your agency's ability to provide full enforcement capabilities within jurisdictional boundaries - (Example: A Sheriff's Office or Constable's Office that does not enforce laws within the corporate city limits of a town or municipality in their county or precinct)
- Explain your agency's plan to implement this grant and how it will support and enforce Health and Safety Code, Chapter 161, as it relates to educating local retailers and court personnel and reducing illegal tobacco sales to minors.
- Have you obtained the appropriate approval from your governing body (city council or county commissioners' court) to accept this grant if awarded? ☒ YES ☐ NO
 (If "NO," we encourage you to seek approval prior to Aug. 10, in the event your agency is awarded a grant.)

Certification Section: To the best of my knowledge and belief, information in this application and any attachments is true and correct. The document has been duly authorized by the applicant.	
Typed name and title Robert E. Hebert, County Judge	
sign here	Date 4-27-2010

S U S A N

C O M B S

Tobacco Compliance Grant Application for Local Law Enforcement Agencies

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS



Fiscal Year 2011 Application Filing Deadline is 4 p.m., Friday, May 14, 2010

PURPOSE OF GRANT AWARDS

The Comptroller will make block grants to counties and municipalities to be used by local law enforcement agencies to enforce Subchapters H, K and N, Chapter 161, Texas Health and Safety Code in a manner that can reasonably be expected to reduce the extent to which cigarettes and tobacco products are illegally sold or distributed to persons who are younger than 18 years of age. The Comptroller shall rely, to the fullest extent possible, on sheriffs, constables, or chiefs of police or their employees to enforce this subchapter.

OBLIGATIONS FOR GRANTS AWARDED

The Comptroller's office shall enforce provisions of Health and Safety Code Ch. 161, in partnership with local law enforcement agencies. This shall also ensure the state's compliance with Section 1926 of the federal Public Health Service Act (42 U.S.C. Section 300x-26) and implementation of any regulations adopted by the United States Department of Health and Human Services.

AWARD AND GRANT ACCEPTANCE CONDITIONS

The Comptroller's office will notify applicants of final action on grant applications. Successful applicants under this program must comply with the Uniform Grant Management Standards as promulgated by the Governor's office under Chapter 783, Government Code.

Each grantee must begin implementation of grant provisions no later than 30 days after completion of the grant training. Failure to do so will be construed by the Comptroller as the grantee's relinquishment of the grant award. Any exception to this rule will require review and written approval by the Comptroller or Comptroller's designee.

Grantees are responsible for ensuring they have obtained the appropriate approvals from their governing body (city council or county commissioners' court) to accept the grant funds, if awarded. Approvals should be obtained by Aug. 10 to allow time to return the contract by the deadline.

Inspection reports are due on the 10th day of the month following each month in which compliance activities were performed.

Grant funds must be used exclusively for the following compliance activities:

- compliance education of tobacco retailers, as well as judicial and court personnel involved in adjudicating tobacco violations;
- on-site compliance inspections that may result in the issuance of citations not using minors as decoys (i.e., violations for signs not posted, lack of proper employee notification forms, direct access by minors to tobacco, and other retailer violations of tobacco laws);
- on-site controlled buys, or "stings," of tobacco permitted retail outlets (e.g., grocery stores, convenience stores, gas stations, mass merchandisers) that may result in the issuance of citations using minors as decoys;
- monthly/quarterly activity reports to Comptroller or Comptroller's designee.

The Comptroller reserves the right to revoke a grant award if the recipient is not in compliance with these requirements.

The following are the grant award allocations: 60 percent controlled buys, 20 percent compliance inspection, 15 percent retailer and judicial education, and 5 percent required reporting. If your use of grant funds needs to be different than the suggested allocation, please request allocation changes, including an explanation in writing to the Comptroller's office for approval.

Award amounts are determined by the number of tobacco retailers within the grantee's jurisdiction, completeness of application and past performance if your department had a tobacco compliance grant in the past.

Applications may be mailed, hand delivered or faxed.

The mailing address is:
Comptroller of Public Accounts
c/o Texas STEP
P. O. Box 1328
San Marcos, TX 78667-1328

The hand-delivery address is:
Comptroller of Public Accounts
c/o Texas STEP
626 Moore St.
The Strahan House
Texas State University
San Marcos, TX 78666-4610

The FAX number is:
(512) 245-8066

RECONSIDERATION OF DENIAL OF GRANT AWARDS

If the Comptroller rejects an application, the applicant will receive a letter explaining reasons for the rejection. An applicant may request reconsideration in writing within 10 days of the notification of the rejection. After reconsideration, the Comptroller's decision regarding grant applications is final.

3. Zip codes within our jurisdiction include:

77064 – 10%
77082 – 100%
77083 – 20%
77095 – 5%
77417 – 100%
77435 – 10%
77441 – 100%
77444 – 100%
77449 – 10%
77450 – 30%
77459 – 100%
77461 – 100%
77469 – 100%
77471 – 100%
77477 – 100%
77478 – 100%
77479 – 100%
77489 – 100%
77494 – 70%

4. We have the ability to provide full enforcement within Fort Bend County.

5. The Fort Bend County Sheriff's Office has been a recipient of the
Comptroller's Tobacco Compliance Grant for several years. We have
the focus and determination to continue a model enforcement
program in achieving the ultimate goal of limiting minor's access to

tobacco. We will make frequent visits to retailers to provide education, conduct compliance inspections and controlled buys. We have a wonderful working relationship with our court personnel and we will stay in communication with them regarding any changes in tobacco law and our enforcement efforts. At the beginning of each grant year, the goal of Fort Bend County Sheriff's Office is to perform better than the year before. We intend to meet that goal.