



## Illinois Liquor Control Commission's Tobacco Program

January 20, 2016

### State to award \$1 million in grants to Illinois communities

Dear Local Official:

The Illinois Liquor Control Commission (ILCC) is the state agency designated to develop strategies for reducing the illegal sale of tobacco products to minors. To protect the health of our children and comply with federal law, the Commission implements the Tobacco Enforcement Program (TEP) which educates retailers on how to enforce minimum-age tobacco laws. The ILCC is awarding **\$1 million in grants to communities** throughout the state who are willing to participate in the 2016 program.

Currently, over 200 communities receive the grant, and our goal is to achieve statewide saturation of the program. Illinois continues to exceed the federally-required 80 percent compliance rate for tobacco enforcement (as measured annually through checks conducted by the Commission). However, more work is needed as we have seen a steady rate decrease over the past several years, with last year's rate barely exceeding the minimum 80 percent federal rate. If our compliance rate falls below this minimum standard, Illinois could lose up to \$70 million in federal substance abuse prevention funding, which would inflict a devastating blow on our state's local prevention network.

In other words, TEP grantees play a critical role in ensuring that federal funds continue to flow into Illinois. To obtain a TEP grant application, please visit our website [ILCC.illinois.gov](http://ILCC.illinois.gov) and click on the "Smoking and Tobacco" link under the **EDUCATION** tab. **The deadline for submission is March 31, 2016.**

### More educational opportunities for you and your liquor/tobacco retailers

Another way you can help protect your community's safety net is by partnering with the ILCC on local retailer meetings. State law allows a local liquor commissioner (usually the mayor) to mandate attendance by their licensees. The ILCC can provide all presentation information and educational materials, but having a local official on hand to share local information (such as license renewal details, local ordinances, a point of contact, etc.) is suggested. To learn more about hosting a local meeting, please plan to attend one of the ILCC's January 26 or 27 Regional Education Meetings. To register, choose the **CALENDAR** tab on the [ILCC.illinois.gov](http://ILCC.illinois.gov) website.

Lastly, if you are interested in hosting a local retailer meeting in your community, or have any questions regarding the Tobacco Education Program, please contact me at 312-814-4802 or [ted.penesis@illinois.gov](mailto:ted.penesis@illinois.gov).

Sincerely,

Ted Penesis, Education Manager  
Illinois Liquor Control Commission





Official Use Only		
PM: _____	Ins. #1 _____	Proc: _____
PM: _____	Ins. #2 _____	
FY16 #1: _____	FY16 #2: _____	FY16 #3: _____

**Illinois Liquor Control Commission**  
 FY2017 Tobacco Enforcement Program (TEP) Application

**Governmental Entity (city, county, village, etc.)**

Governing Body: \_\_\_\_\_

Executive's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 (Include Title)

Address: \_\_\_\_\_ County: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ FEIN#: \_\_\_\_\_

**Enforcement Agency**

Enforcement Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Key Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** Email is the primary means of communication. List as many addresses as needed to receive communications.

**Enforcement Profile**

Is your agency participating in the Tobacco Enforcement Program that ends June 30, 2016 (check one)  Yes  No

Which Law does your agency plan to enforce? (check one):  State Law  Local Law  Both, State and Local

**Note:** Attach a copy of your minimum-age tobacco laws, regardless if they have been submitted previously.  
 If you are enforcing state laws, you do not have to provide a copy.

**Enforcement Grant Funding Request**

1. Actual number of tobacco retailers: Over-the-Counter \_\_\_\_\_ Vending Machine \_\_\_\_\_ Total \_\_\_\_\_

2. The total number of tobacco retailers in the jurisdiction (Line 1): \_\_\_\_\_

3. The number of tobacco retailers (Line 2) multiplied by \$110: \_\_\_\_\_

4. Your grant amount is line 3. (If line 3 is less than \$1,100, please write the minimum grant award of \$1,100): \_\_\_\_\_

**Note:** The rate of \$110 per tobacco retailer is to cover all direct and indirect costs associated with the program.

**Endorsement of Grant Request**

I certify that the information provided is true and accurate to the best of my knowledge. I understand that if the grant is awarded, the applicant must comply with the *Tobacco Enforcement Program Assurances* enclosed with this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application must be postmarked by **March 31, 2016** (no faxes allowed). Send to:  
 Illinois Liquor Control Commission; Attn: Meagan Sharkey, 100 West Randolph Street, Suite 7-801, Chicago, IL 60601



## Illinois Liquor Control Commission

### FY 2017 Tobacco Enforcement Program Assurances

Applications must be postmarked by **March 31, 2016**. Grant awards will be announced on April 30, 2016.

1. Only applications submitted on the enclosed form will be accepted.
2. The grant recipient will enter into a Grant Agreement with standard contractual clauses. The grant period is August 1, 2016 – June 30, 2017.
3. Grant recipients who did not participate in the FY 2015 grant are required to participate in a conference call to review program assurances and objectives. Others may elect to participate, but are not required.
4. The grant recipient is required to contact each tobacco retailer informing them of their participation in the program and that minimum-age tobacco laws will be enforced.
5. The grant recipient is required to distribute the Commission's Tobacco Retailer Kit to each tobacco retailer prior to conducting the first set of compliance checks.
6. As required by state law, attendance or documentation of prior attendance at a state certified compliance check class is required by at least one individual supervising your compliance checks. During September, the Commission offers nine one-day classes in multiple locations throughout the state.
7. As required by state law, grant recipients must have written procedures for conducting compliance checks. Written procedures can either be submitted with the application or after attending the compliance check class.
8. The grant recipient will conduct three compliance checks on each tobacco retailer under the following conditions:
  - a) The first set of compliance checks are due by November 30, 2016; the second set of compliance checks are due by February 28, 2017 and the third set of compliance checks are due by May 31, 2017.
  - b) Grant recipients not participating in the program from August 1, 2015 to June 30, 2016 are required to issue written warnings for violations incurred during the first set of checks. Therefore, prior to a tobacco retailer receiving a citation, the retailer will have received notification of the grant recipient's participation, a Tobacco Retailer Kit, and one compliance check.
  - c) Grant recipients participating in the program from August 1, 2015 to June 30, 2016 may elect to issue warnings or citations for violation incurred during the first set due November 30, 2016.
  - d) After the November 30, 2016 set of compliance checks, all grant recipients must assess monetary fines for all violations.
9. Upon completion of each set of compliance checks, the grant recipient must submit the appropriate Tobacco Enforcement Program Summary Report.
10. The grant recipient is required to employ youth workers that are 15, 16, or 17 years of age as the underage minor.
11. The grant recipient is required to show proof of the following insurance coverages: minimum acceptable coverage for bodily injury shall be \$250,000 per person and \$500,000 per occurrence and for property damage, \$100,000 per occurrence. Grant recipients shall carry Worker's Compensation Insurance in the amount required by law.
12. Failure to adhere to all assurances of the grant will result in the forfeiture of the grant.
13. At the conclusion of the contract period, the grant recipient will be required to reconcile grant funds and any unused portion of funds must be returned to the Commission.



## IMPORTANT: Tobacco Enforcement Program Application Checklist

Failure to adhere to the following instructions will result in an incomplete application.  
Incomplete applications will not be considered for a grant award.

- Read the *Tobacco Enforcement Program Assurances* carefully. An application must be postmarked by March 31, 2016 to be considered. **Applications submitted via fax or not on the enclosed application form will NOT be accepted.** Should you have any questions with the application process, please contact Meagan Sharkey at 312-814-5486.
- This is an enforcement program and as such, monetary citations must occur. Regardless of previous participation, second and third round violation must result in monetary fines.
- If you are enforcing local laws, attach a copy of the laws - regardless if they have been submitted in previous applications.
- All new grant recipients are required to participate in an annual conference call. Refer to #3 of the *Tobacco Enforcement Program Assurances*.
- Please review #6 of the *Tobacco Enforcement Program Assurances* carefully. Upon notification of a grant award, the grant recipient will receive a roster listing all persons the Commission has on record as having attended a state-certified class for conducting compliance checks. The grant recipient is responsible to ensure that a person(s) supervising your compliance checks has attended a class. If the grant recipient does not have a person meeting this requirement, you are required to schedule an individual to attend a class. For your convenience, the Commission annually sponsors nine classes throughout Illinois in September. A listing of commission sponsored classes will be provided at a later date.
- As required by state law, grant recipients must have written procedures for conducting compliance checks. If available, written procedures can be submitted with the application. Or the Grant Recipient may submit their procedures after attending the "Supervising Alcohol and Tobacco Compliance Check" class reference in #6 of the Assurances. Written procedures are required to be submitted regardless if they have been submitted in previous applications.
- The grant recipient is required to have the following insurance coverages: minimum acceptable coverage for bodily injury shall be \$250,000 per person and \$500,000 per occurrence and for property damage, \$100,000 per occurrence. Grant recipient shall carry Worker's Compensation insurance in the amount required by law. Documentation of insurance coverage can be included with the application. Note: the grant recipient will be required to update their proof of insurance as it expires.
- Grant awards will be announced by April 30, 2016.
- Submit completed applications to:

Illinois Liquor Control Commission  
Attn. Meagan Sharkey  
100 West Randolph  
Suite 7-801  
Chicago, IL 60601