



C A L I F O R N I A  
DEPARTMENT OF JUSTICE

**Rob Bonta**  
**Attorney General**

DIVISION OF OPERATIONS  
OFFICE OF THE CHIEF  
GRANT SERVICES BRANCH  
TOBACCO GRANT PROGRAM  
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Telephone: (916) 210-6422  
E-Mail Address: TobaccoGrantRFP@doj.ca.gov

October 16, 2024

Katherine McCoy, Senior Management Analyst  
Petaluma Police Department  
969 Petaluma Blvd. N  
Petaluma, CA 94952

Re: Tobacco Grant Award Notification Fiscal Year 2024-25 (RFP: DOJ-PROP56-2024-25-1)

Dear: Katherine McCoy

Congratulations! On behalf of the California Department of Justice (DOJ), Tobacco Grant Program, I am pleased to inform you that your agency's grant application for the fiscal year 2024-25 grant cycle has been approved for grant funds authorized under the California Healthcare, Research and Prevention Tobacco Tax Act of 2016. **The total amount of your agency's grant award is \$22,020.**

The Tobacco Grant Program award process is highly competitive, and for the 2024-25 grant cycle, the Department received over \$50 million in requests. As noted in the application materials, grant funding prioritized support for local retailer enforcement, including enforcement of flavored tobacco bans. Consequently, some awards were approved with modifications to align with these funding priorities. Attached is a Summary of the Award and Budget Detail outlining the funding provided along with any modifications applied.

**To accept the 2024-25 grant award, please complete and return a signed copy of your Letter of Intent (see template and instructions attached) by email within 15 calendar days of the date of this letter.** This letter will affirm either:

1. Your agency will seek a resolution from the governing body to accept the award (*if your agency has a governing body*); OR
2. No governing body exists and no resolution is required.

Please email the signed Letter of Intent as noted above to [TobaccoGrantRFP@doj.ca.gov](mailto:TobaccoGrantRFP@doj.ca.gov) with the subject line including the name of your agency: "FY 24-25\_Letter of Intent\_Petaluma Police Department." Upon receipt of this information, DOJ will provide your agency with additional documents for execution/use (e.g., Memorandum of Understanding, Governing Body Resolution template, Grantee Handbook, etc.). These documents will contain more information

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about the process for reimbursement and other important details. Activities for reimbursement under this grant may commence on or after November 1, 2024 depending upon your selected start date.

Should you have any questions regarding this letter or the required follow up information, please email [TobaccoGrantRFP@doj.ca.gov](mailto:TobaccoGrantRFP@doj.ca.gov).

Sincerely,



JENNIFER IVERY JOHNSON  
Manager, Grant Services Branch

For     ROB BONTA  
         Attorney General

Attachments:  
Letter of Intent  
Summary of Award  
Budget Detail