
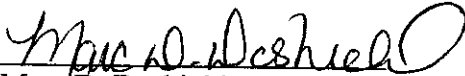


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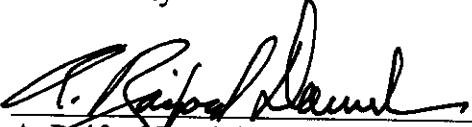
To: Marc D. Dashield, City Administrator
From: Boniface Udentia, A. Health Officer 
Date: June 25, 2007
Re: Agenda items for July 18, 2007 Council Meeting

Attached please find a Resolution for the City Council Meeting on July 18, 2007. It is a Resolution authorizing the execution of a grant agreement between the State of New Jersey, Department of Health and Senior Services and the City of Plainfield for Four Thousand Two Hundred Sixty (\$4,260.00) Dollars.

Approval for placement on
Council agenda


Marc D. Dashield
City Administrator

I have reviewed the accompanied
Resolution and attest to its accuracy
and viability


A. Raiford Daniels,
Director, AFH & SS

**A RESOLUTION AUTHORIZING THE EXECUTION OF A
GRANT BETWEEN THE STATE OF NEW JERSEY,
DEPARTMENT OF HEALTH AND SENIOR SERVICES AND
THE CITY OF PLAINFIELD FOR TOBACCO-AGE-OF-SALE
IN THE AMOUNT OF \$4,260.00**

WHEREAS, the City of Plainfield, Division of Health has received a grant from the State of New Jersey, Department of Health and Senior Services for activities related to the Tobacco Age of Sale program; and

WHEREAS, the funding in the amount of Four Thousand Two Hundred Sixty (\$4,260.00) Dollars is to provide services for the prevention of purchasing and consumption of tobacco products by underage children within the City of Plainfield from April 1, 2007 through March 31, 2008; Now Therefore Be It

RESOLVED, that the Mayor and the City Clerk are thereby authorized to execute an agreement between the State of New Jersey, Department of Health and Senior Services and the City of Plainfield as aforementioned for Four Thousand Two Hundred Sixty (\$4,260.00) Dollars.


BE IT FURTHER RESOLVED, that a duly executed copy of this agreement shall be filed in the office of the City Clerk.

Adopted by the City Council

July 18, 2007

Approved as to Form

Laddie Wyatt, City Clerk


Daniel A. Williamson,
Corporation Counsel

**SIGNATURE PAGE
ACKNOWLEDGING RECEIPT OF
GRANT AGREEMENT FOR SPECIAL HEALTH PROJECTS
BETWEEN THE
STATE OF NEW JERSEY
DEPARTMENT OF HEALTH AND SENIOR SERVICES
TOBACCO AGE OF SALE ENFORCEMENT PROGRAM
AND
PARTICIPATING LOCAL HEALTH DEPARTMENTS**

Plainfield Health Department

Grant No.: 97-1710-ADA

Date: April 1, 2007

The New Jersey Department of Health and Senior Services, Tobacco Age of Sale Enforcement Program will:

Reimburse sixty dollars (\$60) for each completed authorized enforcement effort. The amount of \$4,260 has been allocated for a total of 71 inspections (including reinspections and extra visits). The Grant Period covered is from April 1, 2007 to March 31, 2008.

BONIFACE N. UDEUTA

Print Name of Health Officer/Authorized Official



Signature of Health Officer/Authorized Official

6/22/07

Date

Sign and return to: New Jersey Department of Health and Senior Services
Tobacco Age of Sale Enforcement Program
P.O. Box 373
Trenton, NJ 08625-0373

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**GRANT AGREEMENT FOR SPECIAL HEALTH PROJECTS
BETWEEN
STATE OF NEW JERSEY
DEPARTMENT OF HEALTH AND SENIOR SERVICES
TOBACCO AGE OF SALE ENFORCEMENT PROGRAM
AND
PARTICIPATING LOCAL HEALTH DEPARTMENT**

Plainfield Health Department

GRANT NO. 97-1710-ADA

GRANTING AGENCY SPECIFICATIONS

The New Jersey Department of Health and Senior Services, Tobacco Age of Sale Enforcement (TASE) Program will:

1. provide grants to local health departments through the following State authority, New Jersey P. L. 1995, C. 320, and P. L. 2000, C. 87. The purpose of these grants is to fund local health departments for enforcement efforts concerning the sale and/or commercial distribution of tobacco products to persons under the age of 19 years.
2. provide each grantee with the list of licensed retail tobacco vendor sites within its jurisdiction, which requires an inspection. A randomly selected sample will be drawn by the TASE Program. A specific number of the sites will be identified to the grantee as the "Federal Sample," which shall be given priority for compliance check inspections. Payment will be provided for each completed authorized enforcement effort, which is described below. One payment voucher should be submitted each quarter by the local health department to TASE for processing whenever compliance check inspections (initial inspections or re-inspections) are completed during that quarter.
3. reimburse Plainfield Health Department sixty dollars (\$60) for each completed authorized enforcement effort, estimated to be \$4,260 for 71 sites, between April 1, 2007, and March 31, 2008. "Completed authorized enforcement effort" means the initial compliance check inspection, for which \$60 will be paid, a follow-up compliance check inspection within 90 days of an initial violation for an additional \$60, and all associated administrative and legal procedures for each randomly selected licensed retail site. "Compliance Check Inspection" means: a) an attempt to purchase tobacco product(s) by a minor, acting under the supervision of a licensed local health official or other local official approved by the New Jersey Department of Health and Senior Services; b) recording the results on the Compliance Check Inspection Report (CCIR) and Notice of Inspection Results (NIR); c) delivering a copy of the NIR to the owner or manager of the site with a summons, as required, in the event that a tobacco product was sold to the minor; d) a follow-up inspection within 90 days to the site if a violation occurred; e) record maintenance; and f) follow-up with other state and local agencies involved in enforcement of penalties for illegal sales of tobacco products.

4. reserve the right to reduce the total number of authorized inspections, referenced in #3 above, for the following reasons:
 - a. assurance of statewide enforcement through completion of required inspections in all local health jurisdictions;
 - b. progress in completing designated inspections has not occurred and/or the grantee is not able to provide adequate assurances that increased action is intended;
 - c. a licensed retail tobacco site, randomly selected for the "Federal Sample" or "State Sample", was erroneously assigned to the grantee;
5. provide grantee with notice within twenty calendar days of any intended reduction and permit the grantee the right to appeal this decision to the Deputy Commissioner/State Epidemiologist, within five working days after telephone notification by TASE;
6. reserve the right to increase/decrease the total number of authorized inspections, referred to in #3 above, for the following reason:
 - a. a licensed retail tobacco site, randomly selected for the "Federal Sample" or "State Sample", was erroneously assigned to another local health department;
 - b. a licensed retail tobacco site, randomly selected for the "Federal Sample" or the "State Sample", and located outside your health department's area of service could not be inspected by the health department in its area, and your department agrees to provide inspection of this site.
7. provide each local health department with not less than one copy of the manual, Standards for Prohibiting the Sale of Tobacco Products to Minors, and modifications to that manual;
8. monitor the grantee's progress in meeting the target number of inspections to ensure that all activities to restrict the illegal sale of tobacco products to persons under the age of 19 years are conducted in accordance with Federal and State statutes and the Standards for Prohibiting the Sale of Tobacco Products to Minors;
9. provide the grantee with a "Compliance Check Inspection Report Form" (ADA-25) for each site to be inspected and all other required forms;
10. provide technical assistance and ongoing consultation;
11. provide training and materials for local health departments including the manual, Standards for Prohibiting the Sale of Tobacco Products to Minors, and associated merchant education material with state-required signs which must be placed at the point of display and the point of purchase of tobacco products at licensed retail tobacco sites.

GRANTEE SPECIFICATIONS:

The grantee will:

1. conduct compliance check inspections, follow-up, compliance check inspections, document findings and maintain required records of all authorized randomly selected licensed retail tobacco sites (over-the-counter and vending machines) within its jurisdiction in compliance with New Jersey statutes which restrict the sale of tobacco products to minors in accordance with the manual, Standards for Prohibiting the Sale of Tobacco Products to Minors;

2. recruit, train and supervise volunteer youth, ages 15-17, to assist the local health officer in carrying out the compliance check inspections according to the protocols and procedures outlined in Standards for Prohibiting the Sale of Tobacco Products to Minors;
3. obtain a signed parental/guardian consent form for each youth participating in the compliance check inspections and maintain all original forms on file;
4. submit to TASE within 30 days of the end of each quarter all completed "Compliance Check Inspection Reports" (ADA-25) together with a "Batch Transmittal Form", a completed "Tobacco Age-of-Sale Enforcement Quarterly Report Form" and "Payment Voucher" for all completed compliance checks done during the quarter.
5. complete all inspections in the course of the grant year according to the following guidelines:
 - a. those sites designated as the "Federal Sample" will be inspected and all reports filed with TASE on the dates identified in the grant package cover letter, in accordance with Standards for Prohibiting the Sale of Tobacco Products to Minors; and
 - b. those sites designated as the "State Sample" will be inspected and all reports filed with TASE at the end of each quarter in which the inspection was conducted in accordance with the Standards for Prohibiting the Sale of Tobacco Products to Minors;
6. maintain a copy of the manual Standards for Prohibiting the Sale of Tobacco Products to Minors readily available for staff reference;
7. require the local health officer and/or at least one licensed sanitarian to attend not less than one regional training program on Tobacco Age-of-Sale Enforcement procedures as outlined in the Standards for Prohibiting the Sale of Tobacco Products to Minors;
8. store and distribute to the public and merchant community, the materials provided by TASE, relative to enforcement and public education;
9. permit the local health officer, in accordance with local procedures, to manage all requests for information regarding the program;
BONIFACE N. UDEMTA
10. permit state personnel, representing the Department of Health and Senior Services, access to all records and personnel of the grantee relative to tobacco age-of-sale enforcement efforts;
11. complete and submit to TASE, in the event of termination of this grant, all data on compliance checks made to date of termination;
12. establish, maintain and ensure the confidentiality of all records connected with the project in accordance with the Standards for Prohibiting the Sale of Tobacco Products in Minors.

Distribution: White - Granting Agency
Green - NJDHSS, FS/GMR
Canary - NJDHSS, Audit Program
Pink - NJDHSS, FS/A&P
Gold - Grantee