

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

3927 Lennane Drive, Suite 100  
Sacramento, CA 95834  
(916) 419-2500



September 26, 2024

Sergeant Christian Perez  
Menifee Police Department  
29714 Haun Road  
Menifee, CA 92586

Re: ABC-OTS Grant Program

Dear Sergeant Perez:

Congratulations. Your agency has been selected to participate in the Department of Alcoholic Beverage Control's ABC-OTS Grant Program. Funding for this project is provided by the Office of Traffic Safety through the National Highway Traffic Safety Administration.

We anticipate operations to begin upon completion of the one-day mandatory training class for your operations officer. Fiscal Officers will be contacted by our Fiscal Coordinator; Kristine Okino for training how to submit claims for reimbursement.

Since the grant starts October 1, 2024, you can make pre-paid travel arrangements on or after that date for your operations officer to attend the training. Pre-paid travel purchased prior to October 1<sup>st</sup> will not be reimbursed. The information regarding the date, location and authorized per diem rates are enclosed.

To expedite the issuance of your contract, please review and complete the enclosed ABC-OTS Grant Program Information Sheet. In addition, we will also need a resolution from your agency's governing body. Since these resolutions must be put on calendar, we ask that you do so as soon as possible.

Please mail, fax, or email this information to our Grant Coordinator; Diana Fouts-Guter, at 3927 Lennane Drive, Suite 100, Sacramento, CA 95834, Fax: (916) 928-7625, or at [Diana.fouts-guter@abc.ca.gov](mailto:Diana.fouts-guter@abc.ca.gov).

If you have questions, please contact Supervising Daniel Sumida via email at [daniel.sumida@abc.ca.gov](mailto:daniel.sumida@abc.ca.gov).

We appreciate your prompt response and look forward to working with your agency.

Sincerely,

A handwritten signature in black ink, reading "J. McCullough".

Joseph McCullough  
Director

Enclosures



*State of California*  
**Department of Alcoholic Beverage Control**  
**ABC-OTS Grant Program Information Sheet**

**Contract will be between:** The Department of Alcoholic Beverage Control and  
The City of Menifee through the Menifee Police Department

Mailing Address: 29714 Haun Road, Menifee, CA 92586

Funding Amount: \$ 32,100

Authority to Sign Contract Name/Title: Armando G. Villa, City Manager

Address if different from above: 29844 Haun Rd. Menifee, CA 92586

Federal Tax ID Number: 94-3439857

**Operations Officer:**

**Attending Training (Circle)**

**YES/NO**

Print Name: Christopher Perez

Telephone Number: 951-723-1536

Email Address: c.perez@menifeepolice.org

**Fiscal Officer (responsible for preparing billings to ABC):**

Print Name: Christine Booker

Telephone Number: 951-723-1513

Email Address: cbooker@menifeepolice.org

**RETURN COMPLETED FORM TO:**

**Diana Fouts-Guter**  
**Grant Coordinator**  
**Department of Alcoholic Beverage Control**  
**3927 Lennane Drive, Suite #100**  
**Sacramento, CA 95834**  
**Diana.fouts-guter@abc.ca.gov**  
**Fax: (916)928-7625**  
**Office: (916)928-9807**

# ABC-OTS Grant Trainings

PRE-PAID TRAVEL ARRANGEMENTS TO BE MADE ON OR AFTER OCTOBER 1, 2024

Pre-paid travel purchased prior to Oct. 1 will not be reimbursed.

ABC will reimburse one person to attend

Operations Officers must be in attendance

**Tuesday, October 15, 2024**

10:00 am – 3:00 pm

Dept. of Alcoholic Beverage Control

3927 Lennane Drive, #100

Sacramento, CA 95834

(916)419-2500

Sacramento Lodging:

(Must be 50 miles or more from office)

\$150.00 & tax per night

Some suggestions that have previously offered the State rate:

Homewood Suites Sacramento Airport Natomas, Hampton Inn & Suites Sacramento Airport and Hilton

Garden Inn So. Natomas

Mileage: .67 per mile (requires maps)

NO MEAL REIMBURSEMENT ON TRAVEL WITHIN 50 MILES OF OFFICE

When travel status is		Maximum reimbursement for actual expenses is
More than 12 but less than 24 hours		Up to 75% of the applicable M&IE standard rate for each calendar day in a travel status.
24 hours or more, on	The day of departure	Up to 75% of the applicable M&IE standard rate.
	Full days of travel	Up to 100% of the applicable M&IE standard rate.
	The last day of travel	Up to 75% of the applicable M&IE standard rate.
Travel less than 12 hours		Not eligible for M&IE reimbursement

GSA Standard M&IE Rates  
2025 Federal Fiscal Year:

M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Up to \$68	\$16	\$19	\$28	\$5	Up to \$51.00

RECEIPTS REQUIRED FOR EVERY EXPENSE, (I.E, BREAKFAST, DINNER, HOTEL, AIRFARE)