INFORMATIONAL WEBINAR: RFA 18-10134

AFRICAN AMERICAN/BLACK REGIONAL INITIATIVE TO

REDUCE TOBACCO-RELATED DISPARITIES

July 11, 2018

9:00 AM

California Department of PublicHealth

California CTCP Tobacco Control Program

WELCOME

- **IS THIS WEBINAR BEING RECORDED?** YES! RECORDING WILL BE POSTED ON THE *TOBACCO CONTROL FUNDING OPPORTUNITIES & RESOURCES* (**TCFOR**) WEBSITE EARLY NEXT WEEK: HTTPS://TCFOR.CATCP.ORG/

- **DOCUMENTS:** ALL INFORMATION DISCUSSED DURING THIS WEBINAR CAN BE FOUND ON THE TCFOR WEBSITE.

- **MUTE:** ALL PARTICIPANTS WILL BE ON MUTE DURING THE WEBINAR.

- **QUESTIONS:** USE THE CHAT BOX TO TYPE QUESTIONS DURING THE WEBINAR. RESPONSES TO QUESTIONS ABOUT THE RFA WILL BE POSTED ON THE TCFOR WEBSITE BY 5:00 P.M. ON **JULY 23, 2018.**

- THIS ICON REPRESENTS A "REMINDER" OR "HELPFUL TIP" IN YOUR APPLICATION SUBMISSION.

PRESENTERS

- **NORDIA WILLIAMS, MPH**

  PROGRAM CONSULTANT

  HEALTH EQUITY AND LOCAL PROGRAMS UNIT

- **KANSA FOSTER**

  PROCUREMENT MANAGER

  PROCUREMENTS MANAGEMENT UNIT

- **HUMBERTO "BETO" JURADO AND CODY FOWLER**

  KNOWLEDGE MANAGEMENT UNIT

GENERAL REMINDERS

- THE RFA INSTRUCTIONS TAKE PRECEDENCE OVER ANYTHING SAID DURING THIS WEBINAR.
- THIS IS A COMPETITIVE PROCUREMENT AND PROCESS; THEREFORE, WE ARE UNABLE TO PROVIDE ADVICE, OPINIONS, OR PERSONALIZED ANSWERS. UPDATES, CORRECTIONS, OR MODIFICATIONS TO THE RFA WILL BE POSTED TO THE TCFOR WEBSITE.
- PLEASE SUBMIT ALL QUESTIONS RELATED TO THIS PROCUREMENT BY EMAIL TO CTCPINBOX@CDPH.CA.GOV WITH THE SUBJECT LINE "CTCP RFA #18-10134" BY **JULY 16, 2018, 5:00 P.M. PT.** RESPONSES TO QUESTIONS ABOUT THE RFA WILL BE POSTED ON THE TCFOR WEBSITE ON **JULY 23, 2018**.
- FREQUENTLY CHECK THE TCFOR WEBSITE FOR CORRECTIONS OR MODIFICATIONS TO THE RFA.
- TCFOR WEBSITE: HTTPS://TCFOR.CATCP.ORG/

GENERAL REMINDERS - CONTINUED

- THE RFA REQUIRES THE APPLICANT TO SUBMIT APPLICATIONS ONLINE VIA THE ONLINE TOBACCO INFORMATION SYSTEM (OTIS). OTIS CONTAINS AN ONLINE TRAINING PROGRAM, PAGE GUIDES, AND "WIZARDS" TO HELP YOU COMPLETE YOUR APPLICATION.
- **DO NOT** WAIT UNTIL THE LAST MINUTE! APPLICANTS ARE ENCOURAGED TO BEGIN WRITING APPLICATIONS IN A WORD FILE THAT CAN BE COPIED AND PASTED INTO THE OTIS SYSTEM AND TO ALLOW ADEQUATE TIME TO LOAD INFORMATION INTO OTIS.

AGENDA

1. OVERVIEW
2. ELIGIBILITY CRITERIA
3. AGENCY QUALIFICATIONS
4. FUNDING AND GRANT TERM
5. TIMELINE
6. PROGRAM REQUIREMENTS
7. APPLICATION INSTRUCTIONS
8. APPLICATION REVIEW AND SCORING
9. TCFOR/OTIS LIVE DEMONSTRATION
10. QUESTIONS AND ANSWERS

OVERVIEW: RFA STRUCTURE

- Background and Authorizing Legislation (Page 1)
- Funding Purpose (Page 2)
- Public Health Significance & CTCP Program Goals (Pages 3 - 6)
- Initiative to Prevent and Reduce Tobacco-Related Disparities (Page 7)
- Eligibility / Term / Funding / Timeline (Pages 9 - 13)
- Program Requirements (Pages 14 - 25)

OVERVIEW: RFA STRUCTURE- CONTINUED

- Letter of Intent (Page 25)
- Application Technical Assistance & Resources (Page 27)
- Application Submission Process & Instructions (Pages 27 - 28)
- Application Review & Scoring (Page 41)
- Important Administrative Details (Pages 55 - 58)
- References (Pages 59-60)

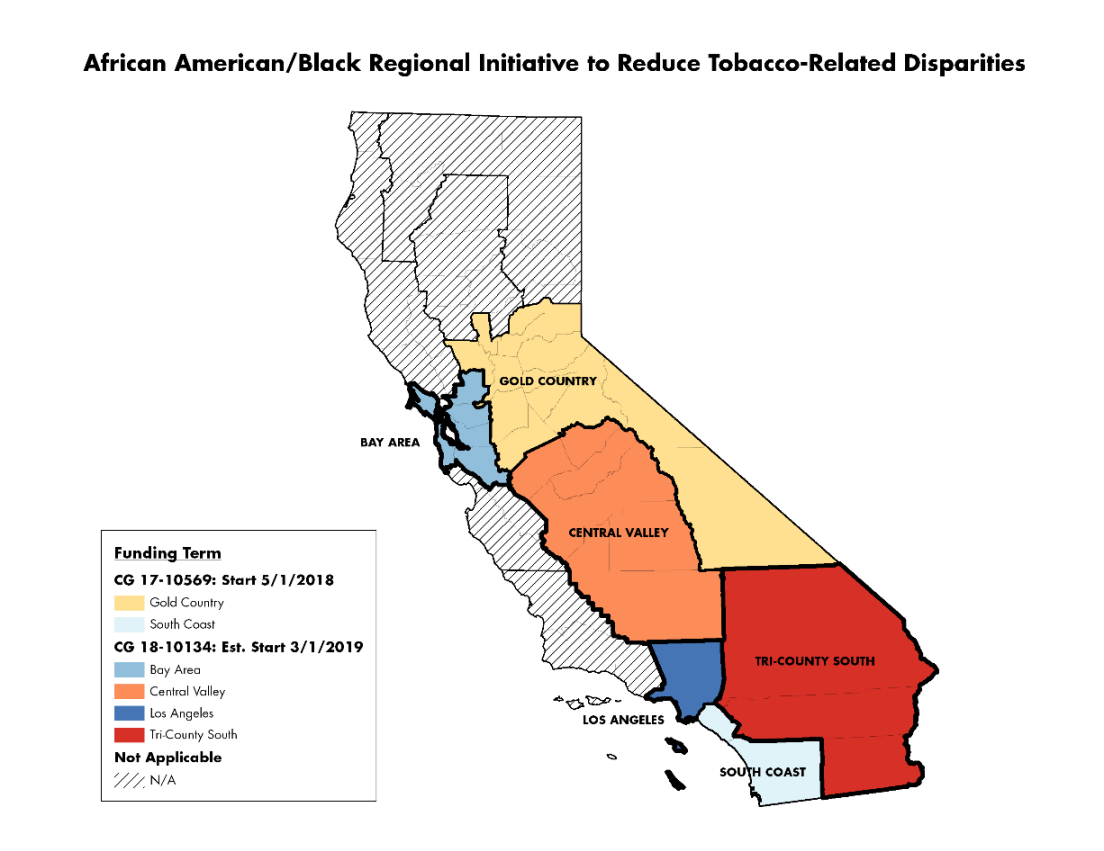
PURPOSE

- THE PURPOSE OF THIS RFA IS TO FUND UP TO FOUR (4) PROJECTS TO REDUCE TOBACCO-RELATED HEALTH DISPARITIES AND ACHIEVE HEALTH EQUITY AMONG THE AFRICAN AMERICAN/BLACK POPULATIONS THROUGH REGIONAL APPROACHES DIRECTED TOWARDS POLICY AND SYSTEMS CHANGE FOCUSED ON TOBACCO USE PREVENTION AND REDUCTION.
- REGIONAL GRANTS WILL IMPLEMENT AND EVALUATE EVIDENCED BASED HEALTH PROMOTION AND HEALTH COMMUNICATION ACTIVITIES DESIGNED TO REDUCE TOBACCO AND NICOTINE USE, TOBACCO-RELATED DISEASE RATES, TOBACCO-RELATED HEALTH DISPARITIES, AND TO DEVELOP A STRONGER EVIDENCE BASE OF EFFECTIVE TOBACCO USE PREVENTION AND REDUCTION PROGRAMS.
- REFER TO **APPENDIX 1**: EXAMPLES OF USING GRANT FUNDS TO ADDRESS SOCIAL DETERMINANTS OF HEALTH (SDOH) FOR EXAMPLES OF WAYS IN WHICH GRANT FUNDS MAY BE USED TO ADDRESS SDOH.

PURPOSE (CONTINUED)

- IN SEPTEMBER 2017, CTCP RELEASED *RFA 17-10569: REGIONAL INITIATIVE TO MOBILIZE COMMUNITIES AND REDUCE TOBACCO-RELATED DISPARITIES AMONG AFRICAN AMERICAN/BLACK, ASIAN/PACIFIC ISLANDER, HISPANIC/LATINO AND LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER (LGBTQ) POPULATIONS.*
- EIGHTEEN (18) PROJECTS IN ALL WERE AWARDED FUNDING TO REDUCE TOBACCO-RELATED HEALTH DISPARITIES AND ACHIEVE HEALTH EQUITY FOR THESE PRIORITY POPULATIONS AND BEGAN OPERATIONS ON MAY 1, 2018.
- UNDER RFA 17-10569, TWO (2) OUT OF SIX (6) POSSIBLE PROJECTS WERE AWARDED FUNDING TO REDUCE TOBACCO RELATED DISPARITIES AMONG THE AFRICAN AMERICAN/BLACK POPULATIONS. THESE PROJECTS WERE FUNDED IN THE GOLD COUNTRY AND SOUTH COAST REGIONS.
- SINCE CTCP DID NOT RECEIVE APPLICATIONS FOR ALL ELIGIBLE REGIONS FOR THIS POPULATION, WE WANTED TO PROVIDE ANOTHER OPPORTUNITY FOR ORGANIZATIONS TO FILL THE PROJECT COVERAGE GAP AS IT RELATES TO WORKING WITH AFRICAN AMERICAN/BLACK POPULATIONS TO REDUCE TOBACCO-RELATED DISPARITIES.

AFRICAN AMERICAN/BLACK INITIATIVE TO REDUCE TOBACCO-RELATED DISPARITIES



FUNDING RESTRICTIONS (PG. 3)

PLEASE REVIEW THE FULL LIST OF FUNDING RESTRICTIONS OUTLINED ON PAGE 3.

THIS RFA WILL **NOT** FUND:

- FUNDRAISING ACTIVITIES
- LOBBYING
- ACTIVITIES THAT SUPPLANT OR DUPLICATE EXISTING PROGRAMS OR SERVICES
- REIMBURSEMENT TO HEALTH CARE PROVIDERS FOR THE DELIVERY OF HEALTH CARE SERVICES
- GROWING OR CULTIVATING TRADITIONAL TOBACCO

OVERVIEW: CALIFORNIA TOBACCO CONTROL PROGRAM INFRASTRUCTURE

OVERVIEW: INITIATIVE TO REDUCE TOBACCO-RELATED DISPARITIES

AFRICAN AMERICAN/BLACK POPULATIONS REGIONS

- **SELECTION OF GEOGRAPHICAL REGIONS:** THE GEOGRAPHICAL REGIONS ARE HISTORIC GROUPINGS OF COUNTIES ESTABLISHED IN 1992. THE REGIONS WERE ORIGINALLY BASED ON CALIFORNIA'S 12 MEDIA MARKETS AND THEN MODIFIED AS A RESULT OF EXTENSIVE STAKEHOLDER INPUT. STAKEHOLDERS FROM EACH GEOGRAPHIC AREA NAMED THEIR REGION.

Region	Counties
1. Bay Area	Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara, Solano (7)
2. Central Valley*	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare (7)
3. Los Angeles	Los Angeles (1)
4. Tri-County South	Imperial, Riverside, and San Bernardino (3)

ELIGIBILITY CRITERIA (PG. 9)

Eligible: California public or private non-profit entities.

Eligible: Local Health Departments, hospitals, community clinics, voluntary health organizations, American Indian tribes, colleges and universities, county offices of education, school districts, etc.

Eligible: Certify no-tobacco industry conflict Appendix 6

Eligible: Agencies that previously applied for RFA #: 17-10569.

Eligible: LLAs are eligible if part of a consortium of CBOs or non-profit agencies. In a consortium, the LLA must not be the recipient of more than one-third of budget request.

Not Eligible:

State of California agencies other than state universities, colleges, and community colleges.

AGENCY QUALIFICATIONS (PG. 10)

An office that has been physically located, for at least three (3) years, in the geographical region proposed to be served.

Three (3) years of experience working with the African American/Black populations.

Two (2) years of experience in program monitoring, including data collection and reporting of performance measures.

Three (3) years of experience developing community linkages, participating in and maintaining stakeholder groups.

FUNDING AND GRANT TERM (PGS. 11-12). GRANT TERM: MARCH 1, 2019 – FEBRUARY 29, 2024

Fiscal Year	Bay Area Region Counties: Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara, and Solano	Central Valley Counties: Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare	Los Angeles County: Los Angeles	Tri-County South Counties: Imperial, Riverside, and San Bernardino
FY 18/19	$113,892	$91,376	$137,515	$104,253
FY 19/20	$341,676	$274,128	$412,546	$312,758
FY 20/21	$341,676	$274,128	$412,546	$312,758
FY 21/22	$341,676	$274,128	$412,546	$312,758
FY 22/23	$341,676	$274,128	$412,546	$312,758
FY 23/24	$227,784	$182,752	$275,031	$208,505
TOTAL = Max Amount for 60 Months	$1,708,380	$1,370,640	$2,062,730	$1,563,790

Total is the maximum amount for 60 months

TIMELINE (PG. 13)

Key Action	Date and Times All times in Pacific Time (PT)
OTIS Open for Application Input	June 28, 2018
RFA Informational Webinar	July 11, 2018 9:00 a.m.
Mandatory Letter of Intent Due Date	July 13, 2018 5:00 p.m.
Last Day to Submit Written Questions	July 16, 2018 5:00 p.m.
Responses to Written Questions Posted	July 23, 2018 5:00 p.m.
Applications Due	August 15, 2018 5:00 p.m.
Awards Posted on TCFOR	October 3, 2018 5:00 p.m.
Intent to Appeal Letter Due	October 10, 2018 5:00 p.m.
Final Announcement of Awards	November 2, 2018
Grant Modification Period Ends	December 14, 2018
Submit Finalized Grant Documents to CDPH Contracts Management Unit	February 19, 2019
Grant Start Date	March 1, 2019
Grant End Date	February 29, 2024

Reminder: Submit all questions by email to CTCPInbox@cdph.ca.gov with the subject line "CTCP RFA #18-10134" by July 16, 2018.

SCOPE OF WORK

To what extent does a certain condition exist in the community?

Indicators/Asset(s)
Appendix 8

What do you plan to accomplish?

Objective

Intervention Activities

How do you plan to accomplish the objective?

Evaluation Activities

How will you know the interventions were successful?

Narrative Summary

What is the rationale for the proposed scope of work?

SAMPLE S.M.A.R.T. OBJECTIVE

SPECIFIC, MEASUREABLE, ATTAINABLE, REALISTIC, TIMELY

- BY FEBRUARY 29, 2024, THE AFRICAN AND CARIBBEAN AMERICAN PROJECT WILL WORK WITH AT LEAST THREE JURISDICTIONS IN THE BAY AREA REGION TO ADOPT AND IMPLEMENT POLICIES TO RESTRICT OR PROHIBIT THE SALE AND/OR DISTRIBUTION OF ANY MENTHOLATED CIGARETTES AND OTHER FLAVORED TOBACCO INCLUDING ELECTRONIC SMOKING DEVICES (ESD), AND PARAPHERNALIA (E.G., SMOKELESS TOBACCO PRODUCTS, DISSOLVABLE TOBACCO PRODUCTS, FLAVORED PREMIUM CIGARS, LITTLE CIGARS, CIGARILLOS, HOOKAH TOBACCO, E-CIGARETTES, E-HOOKAH, WRAPPERS).

SCOPE OF WORK GLOSSARY

- **INTERVENTION CATEGORY:**
  - INTERVENTION CATEGORY TOPICS REPRESENT THE TYPE OF INTERVENTION AND EVALUATION ACTIVITIES CONDUCTED WITHIN THE SCOPE OF WORK
  - A VARIETY OF INTERVENTION CATEGORIES IS ESSENTIAL TO A COMPREHENSIVE OBJECTIVE
  - EX: PUBLIC INTERCEPT SURVEYS, KEY INFORMANT INTERVIEWS, WEBSITE MAINTAINED, ETC.
- **TRACKING MEASURE:**
  - TRACKING MEASURES SUBSTANTIATE COMPLETION OF INTERVENTION AND EVALUATION ACTIVITIES.
  - EX: PRESENTATION LOG, COPY OF FINAL POLICY, COALITION MEETING MINUTES, ETC.
- **RESPONSIBLE PARTY:**
  - RESPONSIBLE PARTIES IDENTIFY BUDGETED PERSONNEL (E.G. STAFF POSITIONS, CONSULTANTS AND SUBCONTRACTS, AND NON-BUDGETED ENTITIES SUCH AS VOLUNTEERS AND COALITION MEMBERS, ETC.) WHO ARE RESPONSIBLE FOR COMPLETING THE INTERVENTION AND EVALUATION ACTIVITIES.
  - BUDGETED TITLES MUST BE CONSISTENT WITH THE TITLES USED IN THE BUDGET JUSTIFICATION
  - EX: PROJECT DIRECTOR, PROJECT EVALUATOR, HEALTH EDUCATOR, SUBCONTRACT A, ETC.

Intervention Topic(s)

- Billboard Advertising
- Facebook
- Housing Organization Collaboration
- Key Informant Interviews
- Letters to the Editor
- Midwest Academy Strategy Chart

Tracking Measures:

Measure	Submit
Forum Agenda	Yes
Presentation(s) Materials	Yes

Responsible Party	Budget Type
Project Director	Budgeted
Evaluator	Budgeted

EXAMPLE INTERVENTION ACTIVITY

Intervention Category: Educational Materials Development

Activity: Compile educational materials packets for key community agencies and distribute at educational presentations. The packets will include materials such as fact sheets and information on Menthol and other flavored tobacco products, little cigars/cigarillos, blunts, and ESDs. It will also provide information on how to support and get involved in the campaign in each county. The target audience for the educational packets include civil rights, social justice and youth-serving organizations, Pan Hellenic organizations, potential champions, elected officials, and community based organizations. Distribute 5-10 packets annually for a total of 25-50 packets. Update as needed.

Activity Number: 1-3-7

Copyright: No

Program Deliverable Percentage: 1.00 %

Start Date Period: 01/19-06/19

Completion Date Period: 01/21-06/21

Tracking Measures

Tracking Measure	Submit
Educational packet content samples	Yes

Responsible Parties

Responsible Party	Budget Type
Project Director	Budgeted

EXAMPLE EVALUATION ACTIVITY

Activity Type:	Key Informant Interview
Activity ID:	1-E-4
Evaluation Activity:	Key informant interviews will be conducted to learn about opportunities for and barriers to policy change related to restricting or prohibiting availability of FTP. These interviews will be conducted over the telephone with a purposive sample of 5 key opinion leaders and/or elected officials in the three jurisdictions targeted for policy adoption (for 15 interviews). The interview protocol will be developed using similar interview protocols previously used by the project, as well as tools and resources from the Tobacco Control Evaluation Center (TCEC). Interview questions will seek to gather information on the degree of support for different policy types, potential barriers to policy adoption and implementation, and suggestions for moving policy change forward within the given jurisdiction. Qualitative interview findings will be generated using content analysis to surface themes and highlight support and opposition to FTP policies. The report of findings will include recommendations for moving forward with working with elected officials in order to promote FTP policy adoption.
Is this data being collected for Process Evaluation or Outcome Evaluation purposes?:	Process
How many waves of data collection will occur?:	1
Data Collection Period(s):	
Begin/End Periods for Wave 1:	05/18-12/18 to 05/18-12/18
Data Collection Training - Will data collectors be trained to help implement this evaluation activity?:	No
Copyright:	No
Program Deliverable Percentage:	1.00 %

TRACKING MEASURES

Tracking Measure	Submit
Key Informant Interview Guide	Yes
Key Informant Interview Summary Report	Yes

RESPONSIBLE PARTIES

Responsible Party	Budget Type
Senior Program Director	Budgeted
Evaluation Consultant	Budgeted

PROGRAM REQUIREMENTS:
SCOPE OF WORK – INTERVENTION PLAN (PGS. 14 –21)

- 3 Objectives (minimum)
  - 1 from Table 4
  - No more than 1 Asset
- Comprehensive Roadmap
- Policy and Systems Change
- Coordination Collaboration
- Community Focused & Culturally Appropriate Activities
- Midwest Academy Strategy Chart per Policy Objective
- I & E Day and Local District Day Requirement
- Healthy Store for Healthy Community Requirement
- Statewide Evaluation of the Initiative
- Media Requirements
- Educational Materials
- Communication Requirement

PROGRAM REQUIREMENTS:
SCOPE OF WORK – EVALUATION PLAN (PGS. 21-23)

10% deliverables

Evaluation Plan must reflect that a qualified Plan Evaluator provided a minimum of 4 hours of consultation on the application

Primary Objectives – 1 required

Use process evaluation to improve the intervention

OTIS WIZARDS: APPENDIX 11

Line Item Wizard

Budget

Use New Activity Wizard

Scope of Work

OTIS Wizards are pre-written items that can be inserted into the scope of work or budget.

OTIS California Tobacco Control Program Online Tobacco Information System

PROGRAM REQUIREMENTS: STAFFING MINIMUM REQUIREMENTS (PGS. 24-25)

In OTIS you will see the terms "**Plan Evaluator**" and "**Project Evaluator.**" The Plan and Project Evaluator may be the same person; however, sometimes agencies will identify a different individual to be the ongoing Project Evaluator.

Project Director/Project Coordinator
- 100% FTE

Project Evaluator
- 10% FTE

Community Engagement Coordinator
- 50% FTE

PROGRAM REQUIREMENT: CTCP TRAVEL/TRAINING (PG. 25)

CTCP Travel/Training	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Tobacco-Free California Projects Meeting		1		1		1
Capitol I&E Training and Day (Sacramento, CA)	1		1		1	
Statewide Coordinating Center Coordination/Collaboration Meetings	2-3	4-5	4-5	4-5	4-5	4-5

APPLICATION SUBMISSION: LETTER OF INTENT (PGS. 25-26)

- ONE (1) SIGNED LETTER OF INTENT MUST BE UPLOADED TO TCFOR BY 5:00 PM PACIFIC TIME ON JULY 13, 2018.
- MANDATORY BUT NON-BINDING
- THE LETTER OF INTENT MUST:
  - BE ON THE APPLICANT AGENCY'S LETTERHEAD AND SIGNED BY AN AUTHORIZED AGENCY SIGNATORY OR THEIR OFFICIAL AGENT
  - STATE THE NAME AND NUMBER OF THE RFA UNDER WHICH THE APPLICATION WILL BE SUBMITTED (REQUEST FOR APPLICATION #18-10134)
  - STATE THE GEOGRAPHICAL REGION TO BE ADDRESSED BY THE APPLICATION
  - STATE THE ESTIMATED BUDGET REQUEST
  - INCLUDE A SHORT DESCRIPTION OF THE PROPOSED PROJECT

APPLICATION INSTRUCTIONS: APPLICANT CAPABILITY (PGS. 29-31)

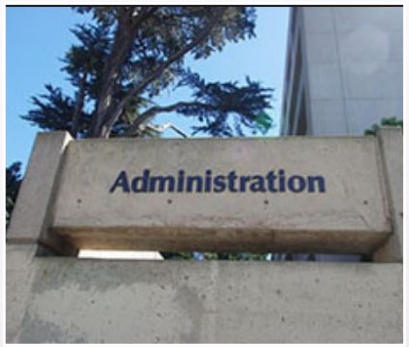
Program Experience

- Agency Mission
- Access and Work with the Population
- Public Health Policy/System Change
- Staff Qualifications

Organizational Start Up & Equipment

- Space
- Hours of Operation
- Equipment

Admin/Fiscal and Audit History



- Administrative Staff Qualifications
- Grant/Contract Compliance
- Audit History
- Tax Debtor List Requirements

Letters of Reference

- 3 letters
- Describe your agency's qualifications
- Scan & Upload

APPLICATION INSTRUCTIONS: NARRATIVE SUMMARY (PGS. 34-36)

Community Assessment Analysis

600 Words

Major Intervention Categories

400 Words

Theory of Change

300 Words

(Appendix 16)

Evaluation Summary

500 Words

APPLICATION TECHNICAL ASSISTANCE RESOURCES (APPENDIX 9)

Be sure to request technical assistance early, don't wait until the last minute!

APPLICATION SUBMISSION: PLAN EVALUATOR (PGS. 31-32)

PLAN EVALUATOR QUALIFICATIONS (PG. 21-22)

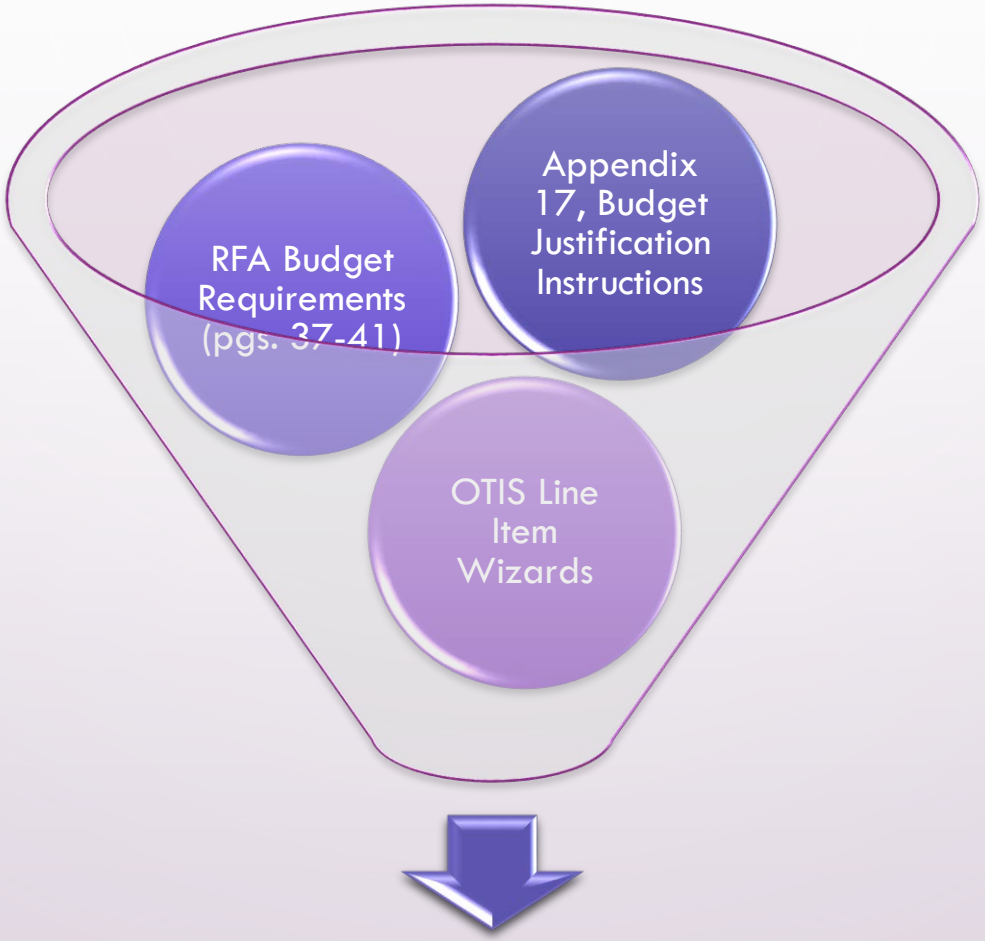
- ONE COURSE OR ONE YEAR OF EXPERIENCE IN STUDY DESIGN
- ONE COURSE OR ONE YEAR OF EXPERIENCE IN PROGRAM EVALUATION
- TWO COURSES IN INTERMEDIATE STATISTICS
- INTERMEDIATE OR HIGHER PROFICIENCY AT SAMPLING AND DATA COLLECTION
- INTERMEDIATE OR HIGHER PROFICIENCY AT EVALUATING BEHAVIOR CHANGE, POLICY OR MEDIA INTERVENTIONS
- INTERMEDIATE OR HIGHER PROFICIENCY WITH STATISTICAL SOFTWARE

***EVALUATOR CERTIFICATION* – OTIS** (PG. 31-32)

- EVALUATOR CREATES PROFILE
- APPLICANT SELECTS PLAN EVALUATOR
- EMAIL INVITE GOES TO THE PLAN EVALUATOR
- PLAN EVALUATOR MUST COMPLETE THE "CERTIFICATION OF THE EVALUATOR'S ROLE IN PREPARING THE SCOPE OF WORK"

Do make sure the Plan Evaluator is looking for the email invite.
Do NOT wait until the last day to do to complete the *Evaluator Certification*.

APPLICATION INSTRUCTIONS: BUDGET AND BUDGET JUSTIFICATION (PGS. 36-41)



Great Budget Score!

8 LINE ITEM BUDGET

Budget Section	Description
Personnel Costs	Each position responsible for completing Scope of Work (SOW) activities
Fringe Benefits	Fringe Benefits that will be provided to eligible personnel
Operating Expenses	The costs associated with completing the SOW
Equipment Expenses	Equipment needed to support the SOW
Travel/Per Diem and Training	Includes costs associated with Project/CTCP/Required/Out of State Travel
Subcontracts and Consultants	All individuals or agencies qualified to complete a specialized task directly related to the SOW
Other Costs	All costs associated with completing the SOW not listed in Operating Expenses
Indirect Expenses	Administrative costs necessary for the general operation of the agency

BUDGET TIPS

Overall

Line items should always include descriptions and cost formulas

Line items with zero or insufficient funds requests should have an explanation

(i.e. in-kind)

Personnel Costs

Personnel Titles in the Budget should be listed as a Responsible Party in the Scope of Work

Personnel with salaries exceeding comparable civil service salaries should provide additional justification in the description

Fringe Benefits

The Fringe Benefit range should match the actual budgeted costs

The narrative should describe each benefit for eligible Personnel

BUDGET TIPS

Operating Expenses

Printing = Outside Vendor

Duplicating = In-house Printing

The FTE in the Operating Expenses cost formulas should match the FTE in Personnel

Equipment Expenses

Equipment description should include who will be using, and the purpose of, the equipment

Travel/Per Diem Training

Required Travel should be budgeted in accordance with the RFA

BUDGET TIPS

Subcontracts & Consultants

Subcontractors and Consultants in the Budget should be listed as a Responsible Party in the Scope of Work

Other Costs

The number of incentives in the Budget should match the numbers listed in the Scope of Work

Stipends must only be provided to individual volunteers only (not organizations), and may not be tied to productivity

Indirect Expenses

Indirect Expenses must not exceed a maximum of 25% of Total Personnel Services or 15% of Total Allowable Direct Costs

ADDITIONAL DOCUMENTS (PG. 41)

1. Additional Tobacco Control Funding
2. Certification of Non-Acceptance of Tobacco Company Funding*
3. Proof of Non-Profit Status*
4. Tax Debtor List – *Franchise Tax Board Entity Status Letter**
5. California Civil Rights Laws Attachment (DGS/OLS 04)*

*Applicants that do not submit these documents will fail Stage One: Administrative and Completeness Screening (pg. 41)

APPLICATION REVIEW & SCORING (PGS. 43-52)

Table 9 outlines the criteria and points that will be used to score your application.

Application Component	Total Point Value
Applicant Capability	27
Scope of Work – Intervention Plan	25
Scope of Work – Evaluation Plan	15
Scope of Work – Narrative Summary	13
Budget and Budget Justification	20
TOTAL	**100**

HELPFUL APPLICATION TIPS

- CONTACT LLAS AND OTHER REGIONALLY FUNDED PROJECTS IN THE REGIONS YOU WANT TO WORK TO COORDINATE POLICY AND SYSTEMS CHANGE INITIATIVES IN ORDER TO AVOID DUPLICATION OF EFFORT.
- UTILIZE THE RESOURCES PROVIDED IN THE APPENDICES.
- REQUEST TECHNICAL ASSISTANCE FROM CTCP FUNDED STATEWIDE TECHNICAL ASSISTANCE PROVIDERS EARLY IN THE APPLICATION SUBMISSION PROCESS.
- DON'T WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR APPLICATION OR TO COMPLETE YOUR EVALUATOR CERTIFICATION.
- IF YOU ARE HAVING ISSUES WITH OTIS, CALL HUMBERTO JURADO AT (916) 449-5474 BEFORE THE APPLICATION SUBMISSION DATE AND TIME.
- CONSIDER HAVING SOMEONE CONDUCT A QUALITY CONTROL CHECK ON YOUR APPLICATION BEFORE IT IS SUBMITTED TO ENSURE CONSISTENCY OF CONTENT.
- RUN A SUBMISSION TEST AT LEAST 72 HOURS BEFORE THE APPLICATION DUE DATE TO CLEAR ANY ISSUES.

- Please send questions to CTCPInbox@cdph.ca.gov.
- The deadline to submit written questions is **July 16, 2018** at 5:00 p.m., PT.
- Responses to questions will be posted on TCFOR on **July 23, 2018** at 5:00 p.m., PT.
- For questions regarding TCFOR or OTIS, contact Humberto Jurado at 916-449-5474 (Humberto.Jurado@cdph.ca.gov) or
  Cody Fowler at 916-323-5031 (cody.fowler@cdph.ca.gov).

Thank You!