Finishing the Fight:

Statewide Coordinating Centers for Community Engagement and Organizing, Policy Development and Implementation, and Youth and Young Adults

Informational Webinar: RFA 18-10414

December 6, 2018
10:00 – 11:30 a.m.

Presenters

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California CTCP Tobacco Control Program

Welcome and Housekeeping

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.

- Please comment in the chatbox if you cannot hear the speakers or see the slides
- Any questions entered in the chatbox will be collected and answered via TCFOR

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 in the chatbox during the webinar today or by email to CTCPCompetitiveGrants@cdph.ca.gov with the subject line **"CTCP RFA #18-10414"** by **5 p.m.** on **Monday**, **December 10, 2018**.
- ✓Responses to questions asked in the chatbox and via email will be posted on the TCFOR website on **Friday**, **December 14, 2018.***

*An additional Question and Answer period will begin after Letters of Intent (LOI) are Submitted in December. See the RFA Timeline and Award Schedule for dates.

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.

- ✓Applicants are encouraged to begin writing applications in a Microsoft Word file that can be copied and pasted into the OTIS system.

- ✓**Do not** wait until the last minute! Allow adequate time to load/paste information into OTIS and save application often.

- ✓Download your plan once in OTIS and review it before submitting

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

Overview: RFA Structure

- Background and Authorizing Legislation (Page 1)
- Funding Purpose and Restrictions (Page 2)
- Public Health Significance of Tobacco Use & CTCP Goals (Page 3)
- Finishing the Fight Initiative (Page 7)
- Eligibility / Term / Funding / Timeline (Page 12)
- Application Submission Requirements (Page 16)

Overview: RFA Structure (continued)

- Letter of Intent and Webinars (Page 16)
- Application Submission Process & Instructions (Page 20)
- Application Review Process and Selection Criteria (Page 34)
- Award Administration Information and Administrative Details (Page 45)
- References (Page 52)

California Tobacco Control Program (CTCP): About Us

Proposition 99 (1988):
25¢ tax on cigarettes

Proposition 56 (2016):
$2.00 tax (equivalency) on tobacco products

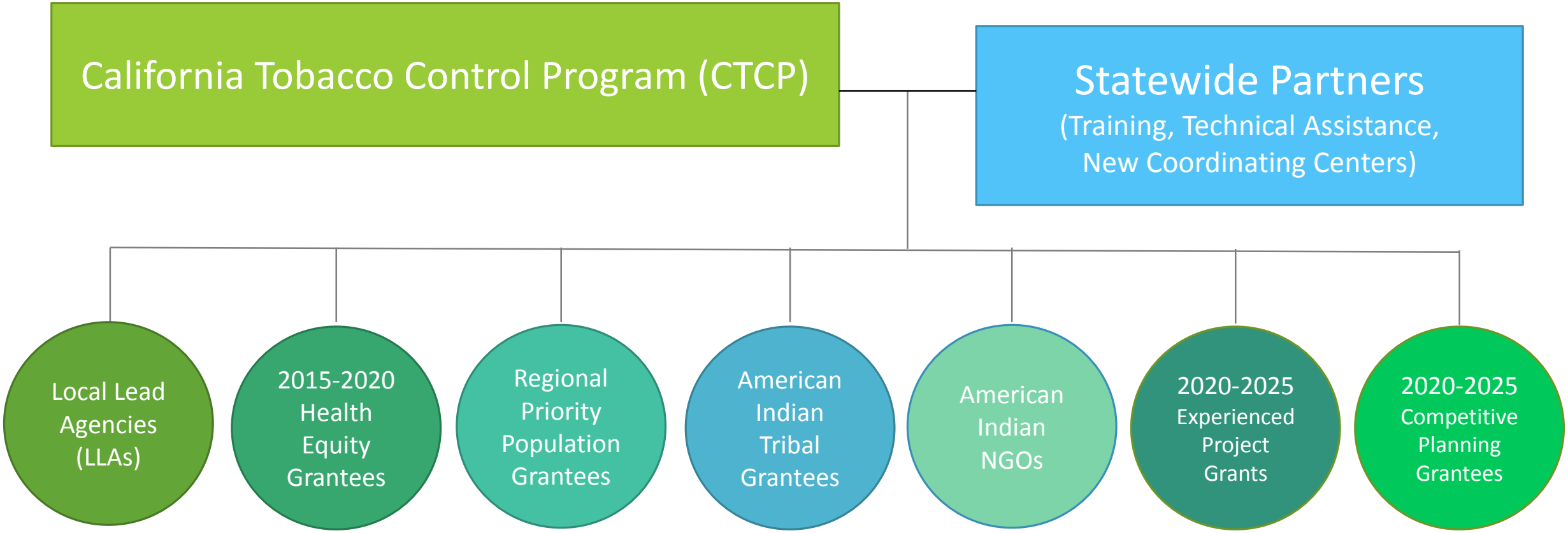
Tobacco Education and Research Oversight Committee (TEROC)

California Dept. of Public Health, California Tobacco Control Program (CTCP)

University of California, Tobacco-Related Disease Research Program (TRDRP)

California Dept. of Education, Office of the Tobacco-Use Prevention Education (TUPE) Program

California Tobacco Control Program (CTCP)



Priority Populations
(per TEROC's 2018-2020 Master Plan)

- African Americans*
- American Indian and Alaska Natives*
- Asian Americans, Native Hawaiians and Pacific Islanders*
- People of low socioeconomic status
- People with limited education, including high school non-completers
- Sexual and gender minorities, including lesbian, gay, bisexual, transgender, queer (LGBTQ) people *
- Rural residents*
- Current members of the military and veterans *
- Individuals employed in jobs or occupations not covered by smoke-free workplace laws
- People with substance use disorders or behavioral health issues *
- People with disabilities
- School-age youth *

*Currently has or will soon have specific funding from CTCP to address tobacco use and availability amongst the population

Funding Restrictions

Please review the <u>full list</u> of funding restrictions outlined on Pages 2-3.

THIS RFA WILL NOT FUND:

- Lobbying
- Fundraising activities
- Direct cessation services
- Activities that supplant or duplicate existing programs or services
- Objectives that solely focus on increased knowledge or awareness as outcomes
- Reimbursement of costs incurred prior to the effective date of the grant
- Reimbursement of professional licensure

Eligibility Criteria (Page 12)

Eligible:

California public or private non-profit entities

Eligible:

Hospitals, community clinics, voluntary health organizations, colleges/universities, professional health associations, etc.

Eligible:

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

Not Eligible:

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

All Applicants Must:

Certify no-tobacco industry conflict (Appendix 2)

Coordinating Center Applications (Page 12)

- **Up to three (3) Coordinating Centers** will be funded for this RFA– one in each in the following categories:
  - **Community Engagement and Organizing**
  - **Policy Development and Implementation**
  - **Youth and Young Adults**
- A single Application must be submitted for each type of Coordinating Center; however, an Applicant may apply for more than one type of Coordinating Center in separate applications.
- Coordinating Center categories should be specified in both the Application and Letter of Intent

Agency Qualifications (Page 12)

An office that has been physically located, for at least three (3) years, in the state of California

Capacity and capability to serve all CTCP-funded projects statewide (and explain staffing plan)

Demonstrate a strong record of accomplishment in providing training and education specific to the grant the Applicant is applying for.

Three (3) years of experience in program monitoring, including data collection and reporting of performance measures

Staff, consultants, or subcontractors whose experience and training are well-suited to the purpose and activities of the Coordinating Center.

Funding and Grant Term (Page 13)

Grant Term: July 1, 2019 – June 30, 2024 (per awardee)

Fiscal Year	Maximum Budget (per awardee)
FY 19/20	$1,200,000
FY 20/21	$1,200,000
FY 21/22	$1,200,000
FY 22/23	$1,200,000
FY 23/24	$1,200,000
TOTAL	**$6,000,000**

TOTAL IS THE MAXIMUM AMOUNT FOR 60 MONTHS PER AWARDEE

Timeline (Page 15)

Key Action	Date (all times in Pacific Time)
RFA Release Date	Monday, December 3, 2018
OTIS Open for Application Input	Thursday, December 6, 2018
Informational Webinar	Thursday, December 6, 2018, 10:00 am
Round 1: Submit Written Questions to CTCP	Monday, December 10, 2018, 5:00 pm
Round 1: Responses to Questions Posted	Friday, December 14, 2018
Mandatory Letter of Intent Due Date	**Monday, December 17, 2018, 5:00 pm**
Grant-writing Webinar	Thursday, December 20, 2018, 10:00 am
Round 2: Submit Written Questions to CTCP	Thursday, January 3, 2019, 5:00 pm
Round 2: Responses to Questions Posted	Thursday, January 10, 2019
Applications Due	**Thursday, January 17, 2019, 5:00 pm**
Public Notice of Intent to Awards/Awards Posted	Monday, February 25, 2019
Dispute Filing	Monday, March 4, 2019
Final Announcement of Awards	Monday, March 25, 2019
All Documents Finalized for Submission	Monday, April 22, 2019
Grant Start Date	**Monday, July 1, 2019**
Grant End Date	Sunday, June 30, 2024

Reminder: Submit all questions by email to CTCPCompetitiveGrants@cdph.ca.gov with the subject line "**CTCP RFA #18-10414**"

*__Note:__ Final award cannot be made until all appeals have been resolved.

Coordinating Centers: Funding Categories (Page 7)

Finishing the Fight: *Coordinating Centers*

Community Engagement and Organizing

- Create a Cohesive Tobacco Control Movement that Energizes Local Communities
- Engage and Educate Non-public Health Sectors that Overlap with Tobacco Control Issues
- Provide Expertise to Funded Projects, Community-based Coalitions and Advisory Boards

Policy Development and Implementation

- Support the Design and Implementation of Evidence-based and Innovative Policies
- Engage and Educate Non-public Health Sectors that Overlap with Tobacco Control Issues
- Provide Expertise to Funded Projects, and Local/Tribal Governments

Youth and Young Adults (YA)

- Deepen the Involvement and Impact of Youth/YA Locally and Statewide in Ending Tobacco Use and Access
- Provide Expertise to Funded Projects, Youth/YA-serving Organizations, College Campuses, etc.

Coordinating Centers: Expected Outcomes (Page 8)

Access to strategies that reduce the number of persons beginning or continuing to use tobacco, and those exposed to it.

Access to education, knowledge, skills, and tools needed to facilitate policy, regulation, and community norm change strategies.

Implement innovative strategies that address specific needs of local communities and high-risk persons/groups within them.

Effectively organize and empower high-risk persons/groups to effect change within their own communities and the state of California.

Evaluate to identify effective strategies needed to achieve goals and how to improve upon the strategies through evaluation of the impact and reach of all activities.

Coordinating Centers: General Scope of Work Requirements (Page 8)

- Comprehensive and detailed roadmap to meet the needs of the grant Applicant is applying for
- Coordinate/Collaborate with other CTCP-funded statewide tobacco control projects
- Provide tangible work products as a result of the activities completed in the Scope of Work
- Do not supplant existing activities or duplicate the activities of other CDPH/CTCP-funded projects
- A minimum of 5% deliverables allocated to evaluation activities
- A minimum of one (1) Project Director/Coordinator at 80% FTE, and one (1) qualified External Evaluator
- Include a minimum of two (2) asset-based objectives, including Assets 2.1 and 3.4

Scope of Work

To what extent does a need exist or is there an issue to be solved in the population?

Refer to Appendix 5

Asset(s) or Interventions

Required Assets

- 2.1: Training and Skill Building
- 3.4: Tailored Educational, Outreach and Media Materials

What is the SMART solution to the issue?

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?

SMART Objectives (Specific, Measurable, Attainable, Relevant, Time-bound)

Example Asset 2.1: Training and Skill Building

By June 30, 2024, engage and empower community members across the state to educate policymakers about the social, health and economic impact of tobacco and tobacco-related disease in California by facilitating (insert #) of local/regional trainings to funded partners and/or community members annually. This includes providing (insert #) statewide training and education opportunities (e.g. conferences, Information & Education Day at the Capitol) annually.

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

Intervention Topic(s)
• Facebook • Focus Groups • Newsletter Disseminated • Website Maintained

Tracking Measure:

- Tracking Measures substantiate completion of Intervention and Evaluation Activities.
  - Ex: Presentation Log, Copy of Final Policy, Coalition Meeting Minutes, etc.

Tracking Measures:

Measure	Submit
Forum Agenda	Yes
Presentation(s) Materials	Yes

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, Evaluator, Health Educator, Project Coordinator, Subcontractor A, etc.

Responsible Party	Budget Type
Project Director	Budgeted
Evaluator	Budgeted

Sample Intervention Activity

Intervention Category: Policy Activities

Activity: Research, write, produce (insert # range) scholarly policy briefs, white papers or summaries that are approximately (insert # range) pages in length that may include the following topics: (identify topics). Distribute to California Tobacco Control Program (CTCP)-funded projects, tobacco control advocates, voluntary health organizations and other interested parties via (describe distribution methods; e.g. Partners Updates, newsletters).

Activity Number: Not Yet Assigned

Copyright: No

Program Deliverable Percentage: 1.00 %

Start Date Period: 07/19-12/19

Completion Date Period: 01/21-06/21

Tracking Measures Add

Tracking Measure	Submit	Actions
Brief/Paper/Summary Published	Yes	Edit | Delete
Proof of Distribution	Yes	Edit | Delete

Responsible Parties Add

Responsible Party	Budget Type	Action
Communications Director	Budgeted	Delete
Project Director	Budgeted	Delete

Sample Evaluation Activity

Activity Type:	Education/Participant Survey
Activity ID:	Not Yet Assigned
Evaluation Activity:	An online training satisfaction survey and protocol will be developed in consultation with the Tobacco Control Evaluation Center (TCEC) (or explain how it will be developed, e.g., adapt from previous work or obtain samples from other project directors). It will consist of (insert #) of open- and closed-ended questions. The survey will measure the satisfaction of training and technical assistance users. It will be disseminated to a census of (insert # range) training participants and distributed (cite frequency). The survey results will be analyzed using descriptive statistics such as percentages, frequencies and means. Results will be summarized annually and used to improve training and technical assistance services, the website, and marketing of training and technical assistance services.
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:	07/19-12/19 to 01/21-06/21
Data Collection Training - Will data collectors be trained to help implement this evaluation activity?:	No
Copyright:	Yes
Program Deliverable Percentage:	1.50 %

TRACKING MEASURES ADD

Tracking Measure	Submit	Actions
Survey Instrument	Yes	Edit | Delete
Survey Summary and Analysis	Yes	Edit | Delete

RESPONSIBLE PARTIES ADD

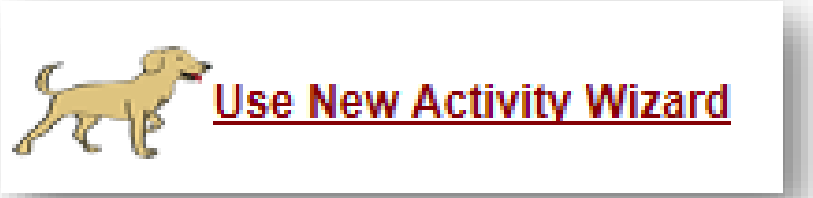
Responsible Party	Budget Type	Action
Project Director	Budgeted	Delete
External Evaluator	Budgeted	Delete

Scope of Work Glossary (Continued)

OTIS Wizards:
Pre-written items that can be inserted into the Scope of Work or Budget.

See **Appendix 7** for OTIS Activity Wizard examples

SCOPE OF WORK



BUDGET

Scope of Work Glossary (Continued)

OTIS Wizards:
Pre-written items that can be inserted into the Scope of Work or Budget.

See **Appendix 7** for OTIS Activity Wizard examples

A public opinion poll and a protocol will be developed in consultation from the Tobacco Control Evaluation Center (TCEC) (or explain how it will be developed, e.g., adapt from previous work or obtain samples from other project directors). The survey instrument will be used to collect data about community knowledge, attitudes, and perceptions regarding (insert topics) to inform educational material development. Surveys will be collected from (describe target audience) through face-to-face interactions using (insert polling method, e.g. pen-to-paper, phone, online, etc.); (insert # range) surveys will be completed. (Insert explanation for how data collectors will be trained, e.g. a data collection training by staff, through a subcontract with a polling company that trains staff internally, etc.). A convenience sample will be used. Data will be collected from the following locations: (insert types of locations where data will be collected). The Public Opinion Polling data will be analyzed by calculating frequencies and percentages to document support/opposition to policy strategies, knowledge, and demographic information provided by survey participants. Within six months of completing the poll, project will present findings to CTCP. Data will be used to create or inform development of educational materials.

Program Requirement: CTCP Travel/Training (Page 29)

Required Travel/ Training	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24
Tobacco-Free California Projects Meeting	X		X	X	
Three (3) Events (annually) from the Optional Travel/Trainings List (Applicant's choice) **(See *Table 5. Optional Travel/Trainings*)**	3	3	3	3	3

Program Requirements: Staffing Minimum Requirements (Page 31/Table 7)

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/Coordinator

- 80% FTE
- Oversee Evaluator

Project Evaluator

- 10% FTE
- (e.g. 208 hours per year.)

Application Submission: Letter of Intent (Page 16)

One (1) signed letter of Intent must be uploaded to TCFOR by **December 17, 2018 at 5:00 p.m**.

Letters of Intent are **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 #18-10414)
- State the RFA category for which the application will serve
- State the Applicants' ability to serve the audience(s) of the selected RFA category
- State the estimated budget request
- Include a short description of the proposed project

Application Instructions: Applicant Capability (Page 21)

Program Experience

- Statewide Capacity
- Organizational Mission
- Record of accomplishment to Demonstrate Capacity
- Prior Work Experience
- Cultural Competency
- Program Staffing

Organizational Start Up & Equipment

- Primary office space and location of proposed project
- Hours of Operation
- Capability to travel statewide
- Equipment

Admin/Fiscal and Audit History

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

Letters of Reference

- Three (3) letters of reference
- On Agency letterhead with contact information
- Describes the Applicant's abilities and qualifications
- Scan & Upload

Application Submission: Plan Evaluator (Page 31)

PLAN EVALUATOR QUALIFICATIONS

- 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

- 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 complete the *Evaluator Certification.*

Application Instructions: Narrative Summary (Page 27)

Community Assessment Analysis

600 Words

Major Intervention Categories

400 Words

Theory of Change

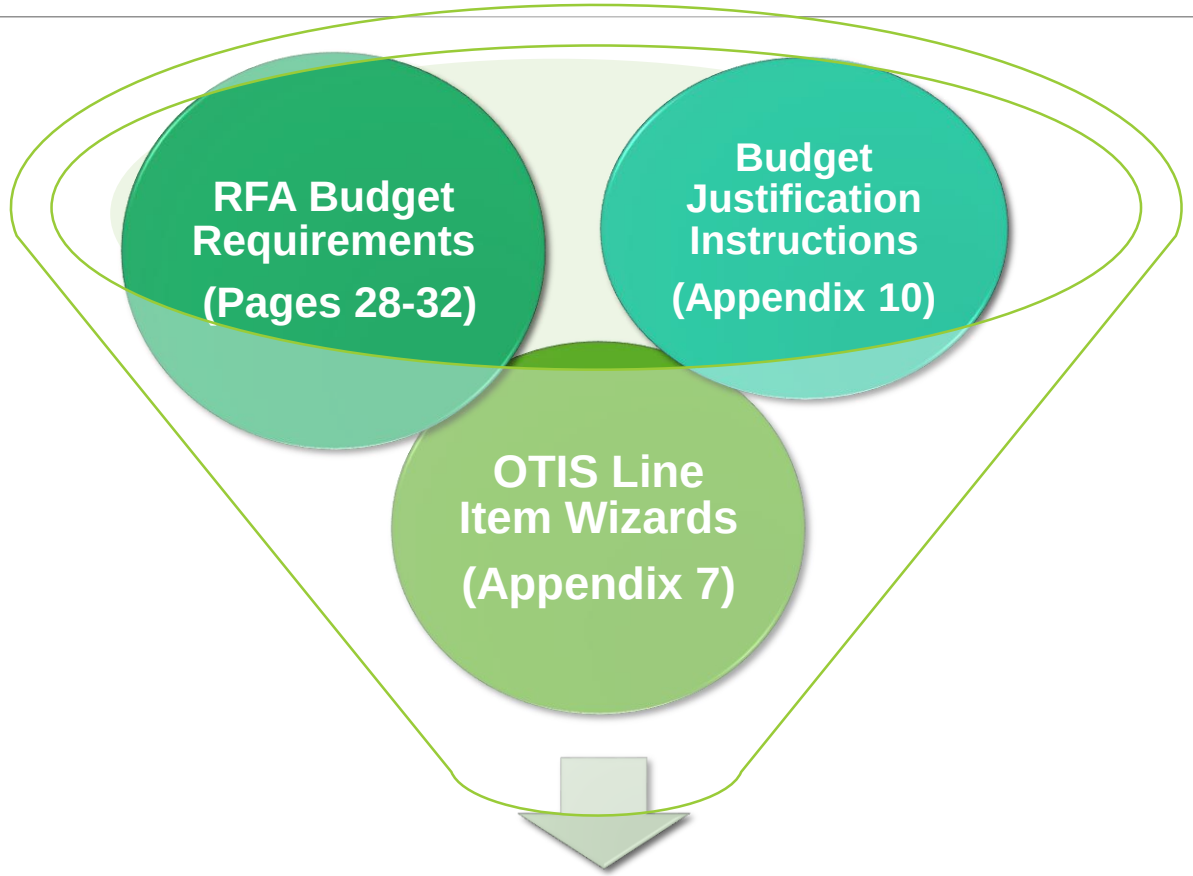
300 Words

(Appendix 9)

Evaluation Summary

500 Words

Application Instructions: Budget and Budget Justification



Great Budget Score!

Budget Section	Description
Personnel Costs	Each position responsible for completing Scope of Work (SOW) activities
Fringe Benefits	The cost of 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

Provide descriptions and cost formulas for all line items.

Provide explanations for line items with zero or insufficient funds (i.e. in-kind)

Personnel Costs

Budgeted staff that have SOW responsibilities must be listed as a “Budgeted Responsible Party” in the corresponding SOW activities.

Provide additional justification in the description for personnel with salaries exceeding comparable civil service salaries

Fringe Benefits

The Fringe Benefit range must match the actual budgeted costs

Provide narrative for each benefit for eligible Personnel.

Budget Tips (continued)

Operating Expenses

Printing = Outside Vendor

Duplicating = In-house Printing

Ensure the FTE in the Operating Expenses cost formulas, matches the FTE in Personnel

Equipment Expenses

Ensure Equipment description includes who will be using, and the purpose of the equipment

Travel/Per Diem Training

Ensure Required Travel is budgeted in accordance with the RFA

Budget Tips Continued

Subcontracts and Consultants

Ensure Subcontractors and Consultants in the Budget are listed as a Responsible Party in the Scope of Work

Other Costs

Ensure the number of incentives in the Budget match the numbers listed in the Scope of Work

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

Paid Media

Allocate no more than $99,999 per fiscal year (12 months) towards Paid Media

Indirect Expenses

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

Common Budget Errors

- ✓ Salaries above the state level are not appropriately justified.
- ✓ Salary formulas do not calculate correctly.
- ✓ Travel formulas are incomplete, or not provided for each fiscal year.
- ✓ Required travel is not appropriately budgeted for.
- ✓ Subcontractor and Consultants calculations are not provided.
- ✓ Formulas are not provided for Operating Expenses.
- ✓ An explanation is not provided when $0 are budgeted for a line item.

Additional Documents (Page 33)

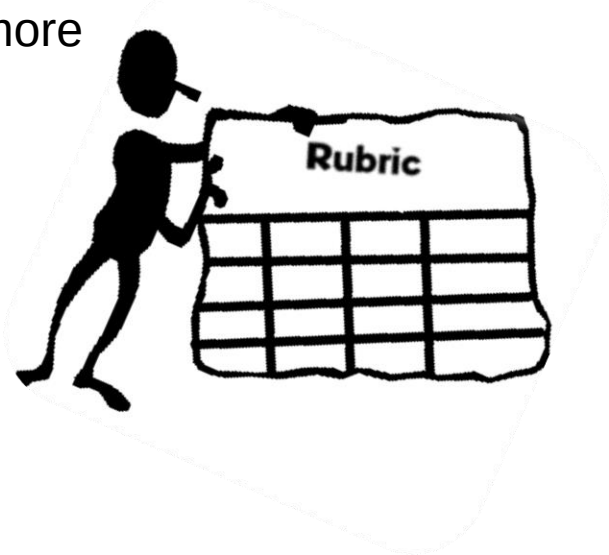
1. Additional Tobacco Control Funding*
2. Certification of Non-Acceptance of Tobacco Company Funding*
3. Proof of Non-Profit Status (If claiming non-profit status)
4. Tax Debtor List* (not required for Universities/Governmental Agencies)
5. California Civil Rights Laws Attachment* (not required for Universities/Governmental Agencies)

*Applicants that do not submit these documents will fail Stage One: Administrative and Completeness Screening (Page 34)

Application Review & Scoring (Page 34)

Application Component	Total Point Value
Applicant Capability	32
Scope of Work – Intervention Plan	28
Scope of Work – Evaluation Plan	12
Scope of Work – Narrative Summary	13
Budget and Budget Justification	15
TOTAL	**100**

- **Table 8** outlines the criteria and point values that will be used to score your application.
- To be eligible for funding, an application must receive a score of **75** points or more



Application Review & Scoring (Page 35)

Oral Presentation Sections	Total Point Value
Demonstrates experience and capability to serve in the role this RFA outlines	5
Describes a grant management plan that defines roles and responsibilities proposed in the application, and how the proposed application is associated with the budget	5
Specific activities proposed to support audiences served within the funding category	5
Detailed planned collaboration with other funded projects and local communities	5
Scenario Presentation (to be provided four business days ahead of Oral Presentation date)	20
Responses to questions by reviewers	10
Total	50

- **Table 9** outlines the criteria and point values that will be used to score an oral presentation, if it is deemed necessary.

Application Technical Assistance Resources (Appendix 16)

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

California Youth Advocacy Network
(916) 339-3424
www.cyanonline.org

Center for Tobacco Cessation
(858) 300-1051
www.nobutts.org/free-training

The Center for Tobacco Policy and Organizing
(916) 554-5864
www.center4tobaccopolicy.org

ChangeLab Solutions
(510) 302-3380
www.changelabsolutions.org

The LOOP
(415) 502-3265
http://theloop.ucsf.edu

ROVER Library
(530) 752-9717
https://rover.catcp.org

Tobacco Education Clearinghouse of California
(800) 258-9090 x103
www.tobaccofreecatalog.org

Tobacco Control Evaluation Center
(530) 752-9951
http://tobaccoeval.ucdavis.edu

UCSF Smoking Cessation Leadership Center

Every smoker. Every encounter. CA QUITS

Helpful Tips

- ✓ **Collaborate and coordinate** with all CTCP-funded tobacco control partners in order to avoid duplication of effort within the Scope of Work. (See Appendices 15 & 16)

- ✓ Utilize the resources provided in the **Appendices.**

- ✓ Ensure your qualified evaluator has completed the Evaluator Certification prior to submission, then reviews the plan proposed.

- ✓ Request technical assistance early from **CTCP Statewide Training and Technical Assistance** providers.

Helpful Tips

- ✓ Request a "**Fresh Eyes" Application Review** from your Agency colleagues to ensure consistency of content across the Budget Justification and Scope of Work
- ✓ Complete a trial run-through of your **Application against the Scoring Criteria**
- ✓ Download your plan after it is entered in OTIS and conduct a thorough **Spelling/Grammar check**.
- ✓ **Run a submission test 72 hours** prior to submitting the Application in order to address issues.
- ✓ **Don't wait until the last minute** to submit your application!

Questions?

Questions from the webinar chatbox will now be answered.

Additional questions may be submitted to CTCPCompetitiveGrants@cdph.ca.gov until **5 p.m.** on **Monday, December 10, 2018** (Round 1).
Please reference RFA #18-10414 in the Subject Line.

Responses to Round 1 questions asked in the chatbox and via email will be posted on the TCFOR website by **December 14.**

(A second period/Round 2 of questions/answers will begin after Letters of Intent are submitted.)

Thank You!

Frequently Asked Questions

Staffing

Can you describe the role of the Plan Evaluator vs. the Project Evaluator?

A: The ***Plan Evaluator*** is the individual that provides guidance on the development of the evaluation plan in the Application and modification phase of the grant. This individual must certify the number of hours he/she provided to develop the evaluation portion of the scope of work and reviewing the objectives. The individual designated as the Plan Evaluator never changes during the term of the grant.

The ***Project Evaluator*** is the individual who assists with the implementation of the evaluation portion of the scope of work during the grant term. In general, when the Application is submitted, the Plan Evaluator and Project Evaluator are the same person, but during the term of the grant, the Project Evaluator may change.

Frequently Asked Questions

Letter of Intent (LOI)

What level of detail is required of the project description section in the LOI?

A: Please provide a general description of what you intend to address. The LOI is not binding. The final submitted Application may be different from information provided in the LOI. A Sample Letter of Intent can be found in Appendix 2 of the RFA.

Staffing

Can the 80% Project Director/Coordinator be split amongst multiple people? For example, having two co-Project Directors at 30% and 50% FTE?

A: No. This RFA requires that there be a single person identified as a Project Director/Coordinator who will serve as the Primary Contact to CTCP at least 80% FTE.

Frequently Asked Questions

Coordination and Collaboration

Do we report on historical funding, or only current funding? (e.g. Proposition 99, Proposition 56, Proposition 10, Master Settlement Agreement, etc.)

A: Report current funding only.

Frequently Asked Questions

Intervention and Evaluation Activities

For dissemination of the evaluation findings, what kind of groups/organizations are the evaluation findings typically disseminated to?

A: Typically, evaluation findings are disseminated to community partners, policymakers, targeted audiences (e.g., tobacco retailers, health care providers, multi-unit housing managers), and public health professionals through conferences and peer-reviewed articles.

Frequently Asked Questions

Budget Justification

For subcontractors in the budget, are there any restrictions?

A: Services provided by the Grantee cannot overlap or supplant the funding for similar services provided by the subcontractor.

Grantee must submit their competitive bid process to CTCP, when the amount of the subcontract agreement is $5,000 or more. Grantee is responsible for submitting their "Subcontract Agreement Transmittal Form" through OTIS for each subcontract.

Questions?

Reminder:

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Responses to Round 1 questions asked in the chatbox and via email will be posted on the TCFOR website by **December 14.**

Additional Support

- A grant-writing webinar will be held on **Thursday, December 20, 2018, at 10 a.m.** to support Applicants who have submitted their Letter of Intent (LOI) with completing applications.
- Any questions submitted to the CTCPCompetitiveGrants@cdph.ca.gov Inbox after 5 p.m. on Monday, December 10, 2018, will be answered in the final round of questions.
  - Round 2/Final Written Questions Due: **Thursday, January 3, 2019, 5 p.m.**
  - Responses to Questions Posted: **Thursday, January 10, 2019**
- Applications due: **Thursday, January 17, 2019 @ 5 p.m.**

All Times are Local Pacific Time (PT).