

Welcome to the California Tobacco Control Program Online Information System (OTIS). You will utilize OTIS to create, complete and submit your application, including your contact information, background information, scope of work and budget. You will also utilize the system to submit additional, required documents.

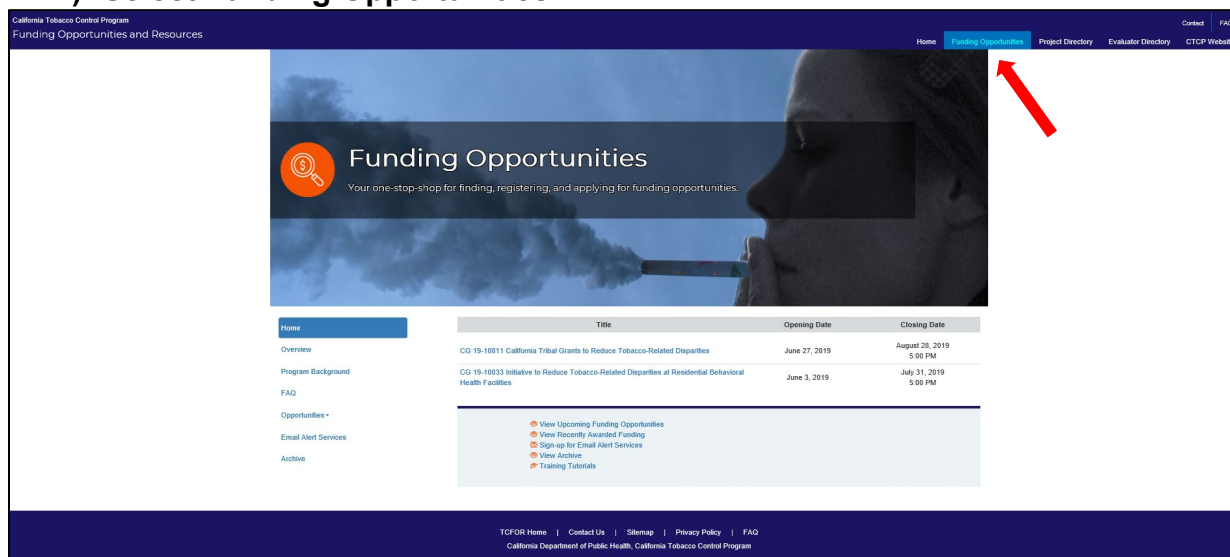
A. OTIS Application Instructions: User Set-Up

To get started, please set-up your user accounts by following the below steps.

1) Visit the California Tobacco Control Program, Funding Opportunities and Resources (TCFOR) website



2) Select Funding Opportunities



3) Select the procurement you are applying for

California Tobacco Control Program
Funding Opportunities and Resources

Home Funding Opportunities Project Directory Evaluator Directory CTCP Websites

Funding Opportunities

Your one-stop-shop for finding, registering, and applying for funding opportunities.

Title	Opening Date	Closing Date
CG 19-10011 California Tribal Grants to Reduce Tobacco-Related Disparities	August 28, 2019 5:00 PM	August 28, 2019 5:00 PM
CG 19-10033 Initiative to Reduce Tobacco-Related Disparities at Residential Behavioral Health Facilities	June 3, 2019	July 31, 2019 5:00 PM

[View Upcoming Funding Opportunities](#)
[View Recently Awarded Funding](#)
[Sign-up for Email Alert Services](#)
[View Archive](#)
[Training Tutorials](#)

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4) Select Start Here

California Tobacco Control Program
Funding Opportunities and Resources

Home Funding Opportunities Project Directory Evaluator Directory CTCP Websites

CG 19-10011 California Tribal Grants to Reduce Tobacco-Related Disparities

[Start Here](#)

Closing Date
August 28, 2019 - 5:00 PM

Purpose
The purpose of the California Tribal Grants to Reduce Tobacco-Related Disparities is to address commercial tobacco-related disparities affecting the American Indian population by directly funding California Tribal Governments and Tribal Government Agencies. This Request for Application (RFA) seeks to fund Tribal Governments to reduce commercial tobacco-related health disparities in American Indian communities through tribal approaches focused on commercial tobacco use prevention and reduction, collaboration, and community engagement.
The term tobacco used in this RFA refers to commercial tobacco products. This RFA does not seek to engage upon the sacred use of tobacco (traditional tobacco) in American Indian Communities.

General Updates

Funding Alert
CG 19-10011 California Tribal Grants to Reduce Tobacco - Related Disparities - Funding Opportunity Alert (PDF - 287.35 Kb)

Eligibility & Selection

Application Information
[19-10011 California Tribal Grants RFA \(PDF - 0.51 Mb\)](#)
[Appendix_1_Leveraging_Existing_Infrastructure \(PDF - 92.82 Kb\)](#)
[Appendix_2_Overview_Initiative \(PDF - 0.72 Mb\)](#)

5) Select OTIS Account link

California Tobacco Control Program
Funding Opportunities and Resources

Home Funding Opportunities Project Directory Evaluator Directory CTCP Websites

Getting Started

CG 19-10011 California Tribal Grants to Reduce Tobacco-Related Disparities

Thank you for your interest in applying for this funding opportunity. [Two major steps](#) are required in the application process:

Step 1: Applicant Registration and Approval
After you have registered and received a CTCP email confirming your approval, you can begin developing your application in the California Online Tobacco Information System (OTIS).

Step 2: Application Submission (via OTIS)
What is OTIS? OTIS is a portal that supports the entire CTCP project lifecycle. OTIS supports application creation, submission, review and approval, progress and cost reporting, and project closeout. The OTIS site is password protected and requires a user account for access. The site is located at <https://otis.caltp.org>.

To complete the required steps listed above you must have an [OTIS account](#).

Let's get started!

[Continue >](#)

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6) Enter your information

California Tobacco Control Program
Funding Opportunities and Resources

Home **Funding Opportunities** Project Directory Evaluator Directory CTCP Websites

OTIS Account Creation

Home
Overview
Program Background
FAQ
Opportunities +
Email Alert Services
Archive

LOG IN ENTER INFORMATION CONFIRMATION EMAIL CTCP APPROVAL EMAIL **LOGIN TO OTIS**

If you are a new user, complete the following form to create an OTIS user account. If you already have an active OTIS account, please return to the [Applicant Registration](#) login page.

Create an OTIS Account

Fields in **RED** are required.

First Name:

Last Name:

Email Address:

Confirm Email Address:

Login Name:

Password:

Confirm Password:

Password must be a minimum of eight (8) characters in length and must have letters and at least one number. Password may not match your login name.

[Create Account](#)
[Cancel](#)

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7) Select Create Account

California Tobacco Control Program
Funding Opportunities and Resources

Home **Funding Opportunities** Project Directory Evaluator Directory CTCP Websites

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[Create Account](#)
[Cancel](#)

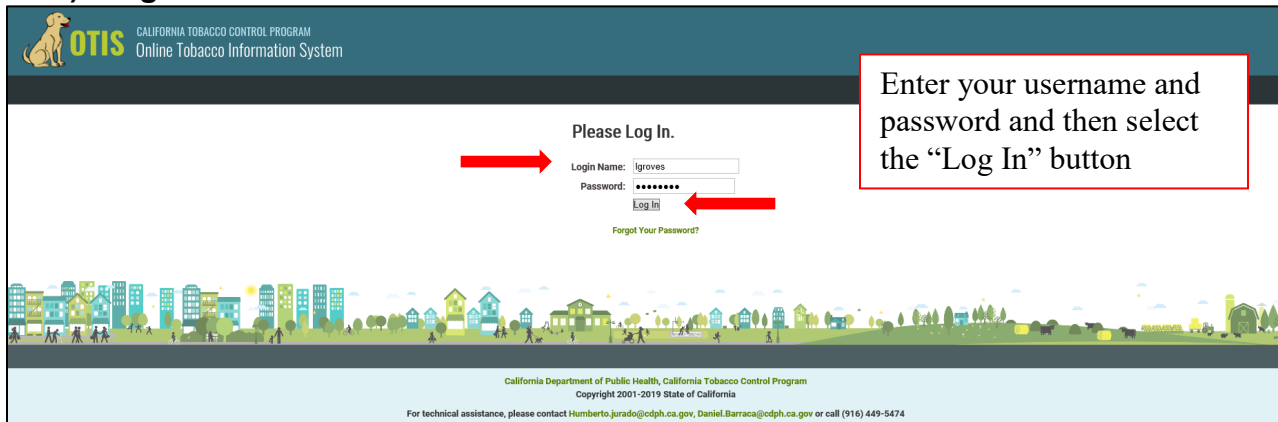
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B. OTIS Application Instructions: Overview Video

Before starting the application within OTIS, get acquainted with the system by reviewing the New Applicant Video.

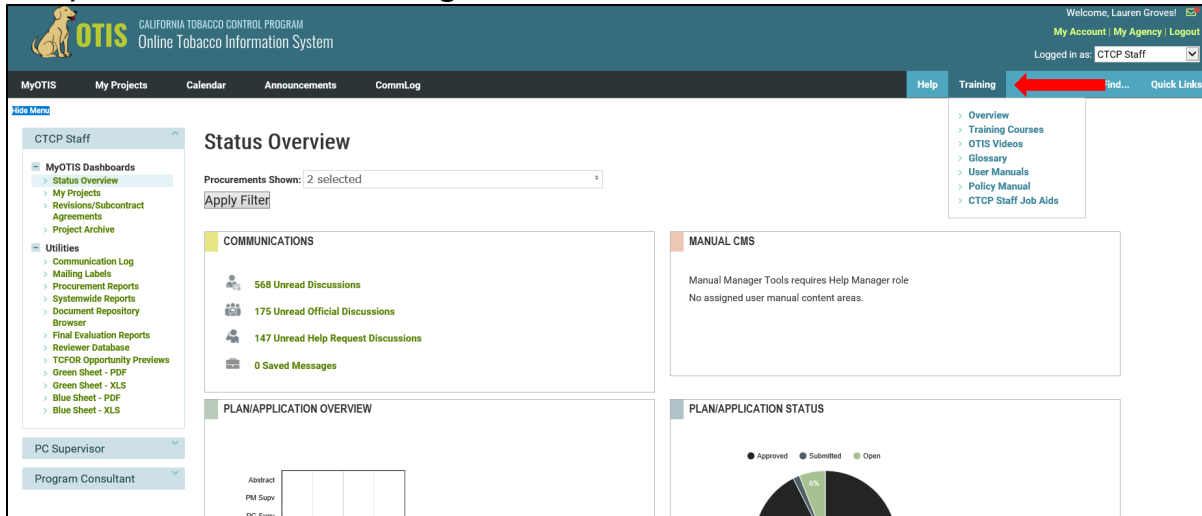
To access this video:

1) Log-In to OTIS



The screenshot shows the OTIS login page. At the top left is the OTIS logo and the text "CALIFORNIA TOBACCO CONTROL PROGRAM Online Tobacco Information System". In the center, there is a "Please Log In." section with a "Login Name" field containing "lgroves", a "Password" field with masked characters, and a "Log In" button. A red arrow points to the "Log In" button. To the right of the login fields, a red-bordered box contains the text: "Enter your username and password and then select the 'Log In' button". Below the login fields is a link for "Forgot Your Password?". The bottom of the page features a colorful illustration of a city skyline and a footer with contact information for technical assistance.

2) Scroll over the Training Tab



The screenshot shows the OTIS dashboard after logging in. The top navigation bar includes "MyOTIS", "My Projects", "Calendar", "Announcements", "CommLog", "Help", "Training", and "Quick Links". The "Training" tab is highlighted with a red arrow. The main content area is titled "Status Overview" and includes a "Procurements Shown: 2 selected" filter. The dashboard is divided into several sections: "COMMUNICATIONS" with counts for unread discussions and messages, "MANUAL CMS" with a message about manual manager tools, "PLAN/APPLICATION OVERVIEW" with a table of application statuses, and "PLAN/APPLICATION STATUS" with a pie chart showing the distribution of application statuses (Approved, Submitted, Open). The left sidebar contains a "CTCP Staff" menu with various options like "MyOTIS Dashboards", "Utilities", and "Communication Log". The top right corner shows a welcome message for "Lauren Groves" and links for "My Account", "My Agency", and "Logout".

3) Select OTIS Videos

OTIS CALIFORNIA TOBACCO CONTROL PROGRAM
Online Tobacco Information System

Welcome, Lauren Groves! [My Account](#) | [My Agency](#) | [Logout](#)
Logged in as: [CTCP Staff](#)

MyOTIS My Projects Calendar Announcements CommLog Help Training Best Practices Find... Quick Link

Hide Menu

CTCP Staff

MyOTIS Dashboards

- Status Overview
- My Projects
- Revisions/Subcontract Agreements
- Project Archive

Utilities

- Communication Log
- Mailing Labels
- Procurement Reports
- Systemwide Reports
- Document Repository Browser
- Final Evaluation Reports
- Reviewer Database
- TCFOR Opportunity Previews
- Green Sheet - PDF
- Green Sheet - XLS
- Blue Sheet - PDF
- Blue Sheet - XLS

PC Supervisor

Program Consultant

Status Overview

Procurements Shown: 2 selected
[Apply Filter](#)

COMMUNICATIONS

- 568 Unread Discussions
- 175 Unread Official Discussions
- 147 Unread Help Request Discussions
- 0 Saved Messages

MANUAL CMS

Manual Manager Tools requires Help Manager role
No assigned user manual content areas.

PLAN/APPLICATION OVERVIEW

Abstract PM Supr

PLAN/APPLICATION STATUS

Approved Submitted Open

6%

4) Select the “New Applicant Video”

OTIS CALIFORNIA TOBACCO CONTROL PROGRAM
Online Tobacco Information System

Welcome, Lauren Groves! [My Account](#) | [My Agency](#) | [Logout](#)
Logged in as: [CTCP Staff](#)

MyOTIS My Projects Calendar Announcements CommLog Help Training Best Practices Find... Quick Link

Help

[Help Index](#) | [Request Technical Assistance](#)

OTIS Videos

The following videos have been created as quick overviews of OTIS and its features.

Commlog Video

Funded Applicant Video

New Applicant Video

Staff Video

The new applicant video will provide an overview of OTIS

C. OTIS Application Instructions: Application Components

To learn how to complete the application within OTIS, please review the applicant training courses. The courses for learning how to utilize OTIS for the application creation, completion, and submission are broken into short, easy to watch courses.

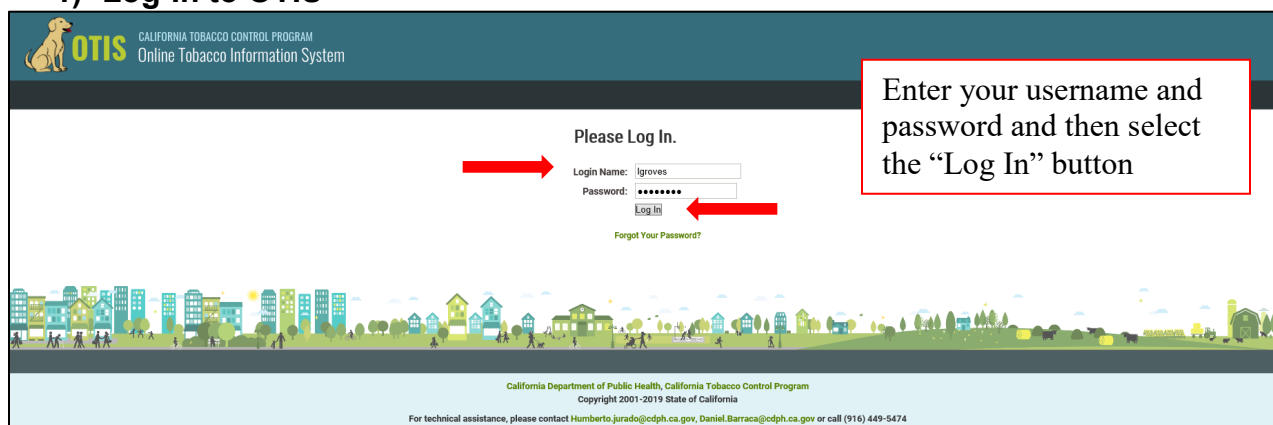
Available Courses:

- Contact Information
- Background Information
- Evaluator Information
- Scope of Work: Objective Information
- Scope of Work: Intervention Topics
- Scope of Work: Evaluation Plan
- Scope of Work: Narrative Summary
- Budget
- Additional Documents
- Application Submission

To ensure you have completed each section properly, please see the Application Requirements section in the RFA.

To access this courses:

1) Log-In to OTIS



The screenshot shows the OTIS login page. At the top left is the OTIS logo with the text "CALIFORNIA TOBACCO CONTROL PROGRAM" and "Online Tobacco Information System". In the center, under the heading "Please Log In.", are two input fields: "Login Name:" with the text "lgroves" and "Password:" with masked characters. Below the password field is a "Log In" button. A red arrow points to the "Log In" button. To the right of the login fields is a red-bordered box containing the text: "Enter your username and password and then select the 'Log In' button". Below the login fields is a link that says "Forgot Your Password?". At the bottom of the page is a footer with the text: "California Department of Public Health, California Tobacco Control Program", "Copyright 2001-2019 State of California", and "For technical assistance, please contact Humberto.Jurado@cdph.ca.gov, Daniel.Barraca@cdph.ca.gov or call (916) 449-5474".

2) Scroll over the Training Tab

Welcome, Lauren Groves! [My Account](#) | [My Agency](#) | [Logout](#)
 Logged in as: CTCP Staff

MyOTIS My Projects Calendar Announcements CommLog **Help Training** Find... Quick Links

CTCP Staff

MyOTIS Dashboards

- Status Overview
- My Projects
- Revisions/Subcontract Agreements
- Project Archive

Utilities

- Communication Log
- Mailing Labels
- Procurement Reports
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- Document Repository Browser
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- Green Sheet - PDF
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- Blue Sheet - PDF
- Blue Sheet - XLS

PC Supervisor

Program Consultant

Status Overview

Procurements Shown: 2 selected
[Apply Filter](#)

COMMUNICATIONS

- 568 Unread Discussions
- 175 Unread Official Discussions
- 147 Unread Help Request Discussions
- 0 Saved Messages

MANUAL CMS

Manual Manager Tools requires Help Manager role
 No assigned user manual content areas.

PLAN/APPLICATION OVERVIEW

Abstract
 PM Supv
 PC Supv

PLAN/APPLICATION STATUS

Approved Submitted Open

6%

3) Select Training Courses

Welcome, Lauren Groves! [My Account](#) | [My Agency](#) | [Logout](#)
 Logged in as: CTCP Staff

MyOTIS My Projects Calendar Announcements CommLog **Help Training** Best Practices Find... Quick Links

CTCP Staff

MyOTIS Dashboards

- Status Overview
- My Projects
- Revisions/Subcontract Agreements
- Project Archive

Utilities

- Communication Log
- Mailing Labels
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- Blue Sheet - XLS

PC Supervisor

Program Consultant

Status Overview

Procurements Shown: 2 selected
[Apply Filter](#)

COMMUNICATIONS

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MANUAL CMS

Manual Manager Tools requires Help Manager role
 No assigned user manual content areas.

PLAN/APPLICATION OVERVIEW

Abstract
 PM Supv
 PC Supv
 PM
 PC
 Supervisor
 Overview
 Requester

PLAN/APPLICATION STATUS

Approved Submitted Open

96.3%

4) Select the Link of the course you would like to review

Welcome, Lauren Groves! [My Account](#) | [My Agency](#) | [Logout](#)
 Logged in as: CTCP Staff

MyOTIS My Projects Calendar Announcements CommLog **Help Training** Best Practices Find... Quick Links

Training Courses

Overview

Welcome to the OTIS training courses. This training includes web-based tutorials and modules within a unit.

System Requirements

The system requirements for viewing the training modules are:

- A multimedia system with a sound card and speakers
- High-speed Internet access
- Pop-up blocker DISABLED
- The latest version of Chrome, Firefox or Internet Explorer
- Flash Player version 10.0 or later

To find out if your browser has the Flash Player installed and instructions on how to update, please visit the [Flash Player page](#).

OTIS Applicant Training Course

Unit: Orientation

Modules: [Getting Started](#) (8:44)

Unit: Creating Your Application/Packet

Modules: [Contact Information](#) (8:29)
[Background Information](#) (12:39)
[Evaluator Information](#) (4:40)
 Scope of Work
 • [Objective Information](#) (8:29)
 • [Interview Topics](#) (11:15)
 • [Evaluation Plan](#) (7:42)
 • [Narrative Summary](#) (5:51)
 Budget (1:43)
 Additional Documents (1:48)
 Application Submission (2:38)

Unit: Progress Reports

Modules: [Introduction](#) (4:30)
[Document Repository](#) (2:36)
[Contact Information](#) (3:02)
[Staff Tracking](#) (1:53)
[Subcontract](#) (2:13)
[Challenges and Barriers](#) (1:51)
[Coalition Functioning and Membership](#) (2:44)
[Collaboration Tracking](#) (1:46)

You can review all of the courses or watch one at a time, as needed.