RFA 20-10005 Advancing Momentum for a Tobacco-Free California
Question Period 2

General Questions:

1. **What is the Agency FEID?**
   The Agency FEID is the Federal Employer Identification (FEID) Number or Federal Tax Identification Number.

2. **Is there a list of priority populations?**
   Yes. The *2018-2020 Tobacco Education and Research Oversight Committee's (TEROC) Master Plan, New Challenges, New Promises for All* identifies more than a dozen priority population groups disproportionately impacted by tobacco.

3. **Will there be an extension granted to those affected by the power outages and fires throughout the state?**
   An extension of a few days is being considered. If an extension is granted, an addendum with an adjusted timeline will be posted to the Tobacco Control Funding Opportunities and Resources (TCFOR) website.

4. **Can the narrative of the submitted Letter of Intent (LOI) be changed?**
   No. An LOI may not be resubmitted after the LOI due date. However, the LOI is non-binding, and Applicants are allowed to submit projects that are different than those outlined in the LOI.

5. **Can our project name be changed?**
   Yes. The project name can be changed in your OTIS Applicant account.

6. **Appendix 18 is identified in the RFA Table of Contents as "CTCP Program Letter 12-03 Allowed Policy Activities," however "Appendix_18_Program_Letter_18-01_Incentive_Materials." Is the linked document. Can you please correct the link?**
   Yes. The link has been corrected.

Applicant Capability Questions:

7. **Other than the position title, how should we list "job duties" on an organizational chart?**
   The Organizational Chart should briefly reference the primary job duties of all proposed staff working on the grant in addition to their position title to clarify their role as it relates to the Scope of Work.

Scope of Work Requirement Questions:

8. **How do you handle activities that address two priority areas/objectives? Are we supposed to write them twice or indicate somehow that the activity serves two objectives?**
   It is the applicant's responsibility to select objectives and activities. Applicants should develop Scopes of Work that they feel are responsive to the RFA and meet the criteria described in

"Scope of Work – Intervention Plan" (RFA page 22) and "Scope of Work – Evaluation Plan" (RFA page 24).

9. **Do we have to select at least one activity from every intervention category for our primary objective?**
   No.

10. **Can mobile homes be considered an extension of MUH?**
    No. Multi-unit housing is where separate housing units for residential inhabitants are contained within one building or several buildings within one complex, or where homes share a common wall, floor, ceiling or ventilation. Mobile homes are privately owned, leased or rented residences and do not fall under this definition.

11. **Are direct cessation services allowed through this funding source?**
    Yes**.** Applicants may include provision of direct cessation to individuals as part of their application, however they must be compliant with cessation requirements detailed in the RFA and *Appendix 16: Local Lead Agency and Competitive Grantee Administrative and Policy Manual*.

12. **On page 5, under Funding Restrictions, it says it will not fund "provision of direct medical care, including provision of cessation pharmacotherapy," however on page 36, number 7, it says a "Cessation Identification and Treatment Protocol form is required to be completed if the applicant is proposing provision of direct cessation services." Can you please confirm if cessation services are or not funded through this funding source?**
    A comprehensive description of the types of cessation services that are permitted with CTCP funds can be found in *Appendix 16: Local Lead Agency and Competitive Grantee Policy Manual*, Section 304 Use of CTCP Funds for Tobacco Cessation. In this document, the restrictions and requirements for providing direct cessation are listed. Any Applicant proposing provision of direct cessation services (in accordance with Policy Manual requirements) for any health or behavioral health care clinic, hospital, long-term care facility, residential treatment facility, etc., is required to complete the Cessation Identification and Treatment Protocol form which can be downloaded from the Additional Documents section in OTIS.

13. **In the evaluation activities section in OTIS, there is a pull-down choice of "Final Evaluation Report" but none for "Brief Evaluation Report." Should we use "Final Evaluation Report" even if only writing up a "Brief Evaluation Report?"**
    Yes. Applicants may use the "Final Evaluation Report" activity wizard for any Final or Brief Evaluation Report.

14. **Can you provide more information about "Interim Evaluation Reports"?**
    Yes. For primary objectives with multiple target communities, CTCP recommends Interim Evaluation Reports. An Interim Evaluation Report is similar to a Brief Evaluation Report in length and content, but is written when a policy success is achieved in a jurisdiction before the end of a multi-year contract period. The Interim Evaluation Report tells the story of what happened in the specific community.

Budget Justification and Additional Documents Questions

15. **If the Evaluator is required to be a Consultant and a minimum of 10% FTE, how do you suggest we calculate and describe that in the Consultant Budget Narrative? Can you provide additional clarification and direction on the External Evaluator?**
    Yes. To calculate this rate, the budget formula should calculate a minimum of 10% of a full-time equivalent (FTE), which is four (4) hours per week, and multiply this by the hourly rate of the evaluator.

16. **Are there any translation services available to grantees through CTCP for free or at cost? If we wish to allocate a portion of our budget for this, where in the budget is it best to place this line item?**
    Yes. The Tobacco Education Clearinghouse of California (TECC) provides translation services for CTCP-funded projects, generally limited to 10 pages or 3 separate items per project. If an Applicant anticipates needing translation services beyond that amount, they can designate funds for translation services in the Subcontractors and Consultants line item of the Budget Justification.

17. **The RFA states that we are required to complete the Cessation Identification and Treatment Protocol form. Are we required to do this even if the cessation that we will be offering will be through another funding source?**
    Any Applicant proposing provision of direct cessation services for any health or behavioral health care clinic, hospital, long-term care facility, residential treatment facility, etc., as part of their application is required to complete the Cessation Identification and Treatment Protocol form.

18. **Can you confirm the dates or at least years for I&E and Project Manager's Meeting?**
    Yes. The fiscal years for all CTCP Required Travel/Trainings, including Information and Education (I&E) Days and the Tobacco-Free California Projects Meeting can be found in Table 4. Required CTCP Travel/Trainings (RFA page 33).