CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA TOBACCO CONTROL PROGRAM

Tobacco-Free *for* Recovery

Request for Application #20-10021

December 3, 2019

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Part I. Funding Opportunity Overview

A. Background and Authorizing Legislation

In November 1988, California voters approved passage of the *Tobacco Tax and Health Protection Act of 1988*, also known as Proposition 99 (Prop 99). This initiative increased the state cigarette tax by 25-cents per pack and added an equivalent amount on other tobacco products. The revenue from Prop 99 was designated for tobacco-related research, health education and promotion, and health care services, and as a result, the California Tobacco Control Program (CTCP) was established in 1989.

In November 2016, California voters overwhelmingly approved the *California Healthcare, Research, and Prevention Tobacco Act of 2016,* Proposition 56 (Prop 56), by a 64 percent to 36 percent vote. Prop 56 added an additional $2.00 tax to each pack of cigarettes and an equivalent tax on other tobacco products, including electronic smoking devices (ESDs) and designated that a portion of the tobacco tax revenue be directed toward preventing and reducing tobacco use. Of the funds directed to the California Department of Public Health (CDPH) for a comprehensive tobacco control program, Prop 56 requires that a minimum of 15 percent of funds be used to accelerate and monitor the rate of decline in tobacco-related disparities with a goal of eliminating tobacco-related disparities.

The enabling legislation for California's comprehensive tobacco control program is provided by the following: Assembly Bill (AB) 75 (Chapter 1331, Statutes of 1989), AB 99 (Chapter 278, Statutes of 1991), AB 816 (Chapter 195, Statutes of 1994), AB 3487 (Chapter 199, Statutes of 1996), Senate Bill (SB) 99 (Chapter 1170, Statutes of 1991), SB 960 (Chapter 1328, Statutes of 1989), SB 493 (Chapter 194, Statutes of 1995); the annual State Budget; Health and Safety (H&S) Code Sections 104350-104480, 104500-104545; and Revenue and Taxation Code Sections 30121-30130.

H&S Code Section 104385 authorizes CDPH/CTCP to fund grants that prevent and reduce tobacco use and that do the following:

- Demonstrate community support for the grant.
- Design the grant to coordinate with other local health programs, school-based programs, or voluntary health organizations.
- Use and enhance existing services.
- Serve a priority population at high risk of starting tobacco use or developing tobacco-related illnesses.
- Demonstrate an understanding of the role community norms have in influencing behavior change regarding tobacco use.
- Indicate innovative or promising approaches that can be replicated by others.

B. Funding Purpose

The purpose of this Request for Applications (RFA) is to fund up to 15 Wellness Quality Improvement Projects (QIP) to reduce tobacco use and promote wellness policies and activities among people with behavioral health and substance use disorders in community residential behavioral health facilities through the adoption and implementation of tobacco-free campus policies, implementation of evidence based nicotine addiction treatment, and other wellness policies and system changes that support tobacco use cessation. The Wellness QIP seeks to reduce tobacco-related disparities in residential behavioral health settings through grantee's participation in specialized training and support for tobacco policy change, paired with the promotion of other wellness approaches such as increasing exercise breaks, improving access to healthy foods, and promoting socialization and activities for wellbeing.

Each Wellness QIP will implement a prescribed Scope of Work (SOW), which includes activities to participate in training and technical assistance provided by Smoking Cessation Leadership Center (SCLC) to foster collaboration among the Wellness QIP cohort of funded projects, and to accelerate the adoption, implementation, and impact of healthy policies.

Each Wellness QIP is to incorporate the following features:

- Identify appropriate staff to be the Project Coordinator and lead this initiative for the organization.
- With SCLC training and technical assistance, adopt and implement a written policy to include tobacco use assessment questions in client intake procedures, provide tobacco cessation treatment, referral and/or resources to clients who use tobacco, and establish a 100 percent tobacco-free campus within 18 months.
- Collaborate with other partners to implement wellness activities (such as exercise breaks, healthy foods, and socialization) to support tobacco policy and cessation in residential treatment settings.
- Adhere to the prescribed SOW and Budget.
- Create and/or strengthen networks of organizational partners to implement and sustain a shared agenda of tobacco prevention and cessation on campus.
- Implement a Wellness Plan to include objectives, activities, timeline, and responsible parties.

C. Funding Restrictions

This RFA will not fund the following:

- Reimbursement of cessation pharmacotherapy;
- Reimbursement to health care providers for the delivery of health care services;
- Supplanting existing health care provider and health care system activities; related to the identification and treatment of nicotine addiction;

- Development and/or placement of mass media campaigns to support policy and system change campaigns;
- Activities that supplant or duplicate existing programs or services funded by CDPH/CTCP or another source;
- Purchase or improvement of land, or building alterations, renovations or construction;
- Fundraising activities;
- Lobbying;
- Reimbursement in support of planning activities or preparation and submission of a grant application in response to the RFA;
- Reimbursement of costs incurred prior to the effective date of the Agreement;
- Reimbursement of costs currently covered by another CDPH contract or agreement;
- Reimbursement of costs that are not consistent or allowable according to local and state guidelines or regulations;
- Supplanting existing state or local funds used for tobacco use prevention and reduction efforts;
- Provision of direct medical care, including provision of cessation pharmacotherapy;
- Reimbursement of professional licensure;
- Reimbursement of malpractice insurance;
- Purchase of office equipment.

D. Public Health Significance of Tobacco Use

Tobacco Use and Disease

Tobacco use remains the number one cause of preventable death, disease, and disability in the United States (U.S.).[1] Forty percent of all cancer diagnoses in the nation are attributed to tobacco use[2,3] while smoking accounts for 85 percent of lung cancers,[4] 80 percent of chronic obstructive pulmonary disease, 30 percent of cardiovascular disease, and 30 percent of cancer deaths.[1] Each year, tobacco-related diseases account for approximately 16 percent or 40,000 deaths in California.[5,6]

Direct health care costs attributed to tobacco use in California are $13.29 billion annually and of this, California taxpayers spend $3.58 billion dollars each year to treat cancer and other smoking-related diseases through Medi-Cal.[5] To put this in perspective, the fiscal year (FY) 2017/2018 budget for CDPH was $3.2 billion.[7]

California's smoking population totals approximately 3.2 million people, with the number of smokers in the state exceeding the total population of 21 states.[8,9] Eliminating tobacco use would profoundly improve the health of Californians and considerably reduce health care costs.

Tobacco Use among Individuals with Behavioral Health and Substance Use Disorders

Since 1989, because of concentrated efforts to reduce initiation and use of tobacco and to protect non-smokers from secondhand smoke (SHS), CDPH and its partners have reduced the smoking prevalence among adult Californians from 23.7 percent in 1988 to 10.5 percent in 2015, representing a 55.7 percent decline in smoking. Despite this success, large differences in smoking prevalence persist for adults and youth by race/ethnicity and among population groups by socioeconomic status, educational attainment, occupation, behavioral health status, sexual orientation, and geography. These high-risk groups suffer disproportionately from tobacco-related illnesses and death despite the progress made in reducing adult tobacco use in California.[10]

Nicotine-containing products are among the most widely used addictive substances in the U.S. A recent Substance Abuse and Mental Health Services Administration (SAMHSA) report indicates that 67 million people (nearly 25 percent of the population) are current tobacco users.[11] Behavioral health providers have historically viewed nicotine addiction as unrelated to dependence on other addictive substances; and have at times ignored or condoned tobacco use in favor of focusing treatment efforts on other mental illness and addiction priorities.[12]

In California, studies have documented that individuals with behavioral health and substance use disorders smoke cigarettes at disproportionately higher rates (21.8 percent) when compared to the overall population (11 percent). Prior studies found that individuals with behavioral health disorders smoke more heavily, have longer smoking histories, have higher rates of nicotine dependence, and have lower rates of smoking cessation than smokers in the overall population.[13] Lack of health insurance and access to affordable smoking cessation services may be a factor in the behavioral health smoking rate disparity.[11]

Cigarette smoking worsens the morbidity and mortality outcomes among individuals with behavioral health and substance use disorders.[13] Several studies have linked the benefits of smoking cessation to decreased levels of depression, anxiety, and stress; and improved positive mood and quality of life compared with individuals who continue to smoke. In addition, smokers with behavioral health and substance abuse disorders are equally as likely or more likely to want to quit smoking compared with smokers in general.[14] These key findings support the appropriateness of integrating tobacco-free policies at community behavioral health facilities, alcohol and drug treatment programs, behavioral health treatment programs, and other health or social service agencies.

In California, behavioral health and substance abuse treatment facilities screen for tobacco use and have smoke-free campus policies less often than the national average. Nationally behavioral health facilities screen incoming patients for tobacco use 48.9 percent of the time, and provide smoke-free campuses 48.6 percent of the time; but in California the rates are 37.6 percent and 41.2 percent respectively. Similarly, within substance abuse treatment facilities, the national rate of screening

for tobacco use is 64 percent, and 34.5 percent of campuses are reported to be smoke-free, but in California substance abuse treatment facilities, the rates are 51.5 percent and 22.4 percent respectively.[15]

The Wellness QIP is an opportunity for California to enhance tobacco use screening and cessation treatment, as well as establish tobacco-free environments in behavioral health and substance use disorder treatment settings. **Appendix 1:** *Initiative to Prevent & Reduce Tobacco-Related Disparities* provides additional rationale and context for this RFA.

E. California Tobacco Control Program Goals

The goal of California's tobacco use prevention and reduction efforts is to end the tobacco epidemic for all population groups. CDPH/CTCP is guided by the principle of health equity, which is defined as "efforts to ensure that all people have full and equal access to opportunities that enable them to lead healthy lives" (H&S Code Section 131019.5). To achieve health equity, additional focus must be placed on engaging with priority population communities, such as behavioral health, to address tobacco-related disparities. To achieve the goal of ending the tobacco epidemic CTCP focuses on changing the social norms surrounding tobacco use by making tobacco "less desirable, less acceptable, and less accessible."[16] Sub-goals, referred to as priority areas, supporting the social norm change strategy are to:

1. **Limit Tobacco Promoting Influences**. Efforts supporting this goal seek to curb advertising and marketing tactics used to promote tobacco products and their use, counter the glamorization of tobacco use through entertainment and social media venues, expose tobacco industry practices, and hold tobacco companies accountable for the impact of their products on people and the environment.

2. **Reduce Exposure to Secondhand Smoke, Tobacco Smoke Residue, Tobacco Waste, and Other Tobacco Products**. Efforts supporting this goal address the impact of tobacco use on people, other living organisms, and the physical environment resulting from exposure to: SHS, tobacco smoke residue, tobacco waste, and other non-combustible tobacco products.

3. **Reduce the Availability of Tobacco**. Efforts supporting this goal address the sale, distribution, sampling, or furnishing of tobacco products and other nicotine containing products that are not specifically approved by the Food and Drug Administration as a treatment for nicotine or tobacco dependence.

4. **Promote Tobacco Cessation**. Efforts supporting this goal improve awareness, availability, and access to cessation assistance via the California Smokers' Helpline, the health and behavioral care systems, and community.

Part II. Funding Opportunity Description

A. Eligibility Criteria

1. **Organizational Type**
   a) Eligible entities include community in-patient residential behavioral health facilities providing alcohol and drug or behavioral health treatment services to adults and which are located in California.
   b) California public or private non-profit entities are eligible to apply for these funds. For profit entities are not eligible to apply.
   c) Applicants claiming private non-profit status must submit proof of their non-profit status with their proposal. Either certification from the State of California, Office of Secretary of State, or a letter from the Department of Treasury, Internal Revenue Service classifying the agency as a non-profit agency is acceptable proof. For examples, see **Appendix 2:** *Sample Non-Profit Status Letter*.
   d) Previous grantees awarded under the following RFAs are not eligible to apply:
      i. CTCP CG 18-10137 *Initiative to Reduce Tobacco-Related Disparities at Residential Behavioral Health Facilities*
      ii. CTCP CG 19-10033 *Initiative to Reduce Tobacco-Related Disparities at Residential Behavioral Health Facilities*
   e) Applicants receiving funds from the University of California's Tobacco Related Disease Research Program (TRDRP) for a behavioral health intervention are not eligible for funding under this RFA.
   f) Applicants wishing to submit separate applications for multiple sites may do so, providing each application site meets the Eligibility Criteria and Agency Qualifications.

2. **Agency Qualifications**
   Applicant agencies must meet these qualifications:
   a) Must be a State of California licensed substance abuse treatment and/or certified mental health facility that has been physically located in the community it serves, for at least two (2) years.
   b) Facilities that only provide outpatient services are not eligible.
   c) Facilities must have a minimum of 20 residential inpatient beds.
   d) If detox services are provided, they should be ancillary to residential substance abuse treatment.
   e) Two (2) years of experience working with clients with behavioral health disorders and/or alcohol and drug dependencies.
   f) Any agency that received funding from, or has an affiliation or contractual relationship with a tobacco company, any of its subsidiaries, or a parent company, during the term of the grant, is not eligible for funding under this RFA. Acceptance of such funds during the term of the grant is grounds for termination.

3. **Certify No Tobacco Industry Conflict**
   To avoid any real or apparent tobacco industry-related conflict of interest on the part of the proposed Awardee or any of its proposed subcontractors, employees, officers, and directors of the Applicant or its proposed subcontractors, Applicant certification to this effect is required (see **Appendix 3:** *Certification of Non-Acceptance of Tobacco Funds*).

   With regard to universities or colleges, the Principal Investigator (PI) of the university or college must certify that he/she or any of the investigators associated with the contract (either paid, voluntary, or in kind) have not received funding from nor had an affiliation or contractual relationship with a tobacco company, any of its subsidiaries, or parent company within the last five (5) years prior to the start date of the contract period. In addition, the PI of the university or college must certify that he/she or any of the investigators associated with this grant will not accept funding from, nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries, or parent company during the term of the grant with CTCP.

B. Agreement Term and Funding Availability

1. **Funding Term**
   a) Up to 15 awards will be made. The term of the Agreement is expected to be 18 months and is anticipated to be May 1, 2020 – October 31, 2021. The Agreement term may change if CDPH/CTCP makes the award earlier than expected or if CDPH/CTCP cannot execute the Agreement in a timely manner due to unforeseen delays.
   b) The resulting Agreement will be of no force or effect until it is signed by both parties and approved by CDPH. The Awardee is cautioned not to commence performance until all approvals are obtained. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered without State reimbursement.
   c) CDPH/CTCP reserves the right to modify the term of the resulting Agreement via a formal amendment process to modify the SOW or budget based on changes in a rapidly evolving tobacco control environment.

2. **Funding Amount**
   The total amount to be distributed among all Awardees is anticipated to be $540,000. The maximum amount to be distributed to each Awardee is anticipated to be $36,000 for 18 months. See Table 1. *Maximum Fiscal Year Award* displays the maximum budget per Awardee for each fiscal year. Awardee will be reimbursed for implementing and satisfactorily completing the prescribed SOW as listed in **Appendix 4:** *Prescribed Scope of Work Activities.* CDPH/CTCP reserves the right to initiate amendments as necessary to redistribute funds between fiscal years to meet the needs of the State. The Awardee should not anticipate that unspent funds will be rolled forward from one fiscal year to the next.

Table 1. Maximum Fiscal Year Award

Fiscal Year	Maximum Budget per Awardee
FY 19/20	$4,000
FY 20/21	$24,000
FY 21/22	$8,000
TOTAL = Max Amount for 18 Months	**$36,000**

3. **Funding Augment**
   a) CDPH/CTCP reserves the right to negotiate additional work with the successful applicant that is consistent with the work components identified in Part III. Program Requirements, should there be a need and additional funding becomes available. Additional funding is contingent upon available revenues, and appropriations by the Legislature and the Governor.

   b) If the decline in Prop 56 revenue is greater than projected by CDPH/CTCP, necessitating a reduction in grant awards, all grants will be equally reduced by a proportional amount (e.g., 10 percent across all grants), except in the case where an Awardee has two (2) or more disapproved progress reports. In that case, a grant may be terminated in lieu of a percentage reduction.

4. **Funding Availability**
   Funding and payment for performance under the resulting grant are dependent upon availability of future appropriations by the State Legislature and the Governor. No legal liability on the part of the State for any payment may arise under the resulting grant until funds are made available through an annual appropriation in the Budget Act.

5. **Funding Source(s)**
   The source of funding is Prop 56, the *California Healthcare, Research, and Prevention Tobacco Act of 2016* and/or Prop 99, the *Tobacco Tax and Health Protection Act of 1988.*

C. Timeline and Award Schedule

Key dates are presented in Table 2. *Tentative RFA Timeline and Award Schedule*. CDPH/CTCP reserves the right to adjust any date and/or time as necessary. Date and time adjustments will be posted to the CDPH/CTCP Tobacco Control Funding Opportunities and Resources (TCFOR) website.

Table 2. Tentative RFA Timeline and Award Schedule

Key Action	Date (All Times in Pacific Time)
RFA Release Date	December 3, 2019
OTIS Open for Application Input	December 3, 2019
Informational Webinar	December 10, 2019, 10:30-12:00 pm
1st Question Period Closes	December 24, 2019 5:00 pm
Answers from 1st Question Period Posted	December 31, 2019
2nd Question Period Closes	January 7, 2020, 5:00 pm
Answers from 2nd Question Period Posted	January 14, 2020
Mandatory Letter of Intent Due Date	January 21, 2020, 5:00 pm
Applications Due	January 28, 2020, 5:00 pm
Awards Posted	February 19, 2020
Notice of Intent to Appeal Letter Due	February 26, 2020, 5:00 pm
Final Announcement of Awards	March 2, 2020[i]
Grant Document Finalization	March 13, 2020
Grant Start Date	May 1, 2020
Grant End Date	October 31, 2021

D. Applicant Questions and Reporting of Errors in the RFA

CDPH/CTCP will accept questions and reporting of errors related to this RFA. Questions may include, but are not limited to, clarification of eligibility, or about the instructions, requirements, or RFA materials. **All Applicants must follow the process below to submit a question. CDPH/CTCP will not respond to questions directed to individual CDPH/CTCP employees.**

Applicants that fail to report a known or suspected problem with this RFA and/or its accompanying materials or fail to seek clarification or correction of the RFA and/or its accompanying materials shall submit an application at their own risk. In addition, if an award is made, the successful Applicant shall not be entitled to additional compensation for any additional work caused by such a problem, including any ambiguity, conflict, discrepancy, omission, misinterpretation, or error.

1. **How to Submit Questions or Report an Error in this RFA**
   a) Submit questions or errors by email (CTCPCompetitiveGrants@cdph.ca.gov) with the subject line "CTCP RFA CG 20-10021." Verbal questions will not be accepted.
   b) CDPH/CTCP will send an email to confirm receipt of written questions. If confirmation is not received, Applicants may resubmit or call (916) 449-5500 prior to the stated deadline to confirm receipt of the questions by CDPH/CTCP.
   c) Submit written questions to CDPH/CTCP by the date specified in Table 2. *Tentative RFA Timeline and Award Schedule*.

[i] Final Award cannot be made until all appeals have been resolved.

d) Errors in the RFA or its instructions may be reported up to the application submission due date.

2. **What to Include in an Inquiry**
   a) Name of inquirer, name of the organization represented, mailing address, area code and telephone number, and email address.
   b) A description of the subject, concern, or issue in question or RFA discrepancy found.
   c) RFA section, page number and other information useful in identifying the specific problem, concern, or issue in question.
   d) Proposed remedy sought or suggested, if any.

3. **Response by CDPH/CTCP**
   a) CDPH/CTCP reserves the right to seek clarification of any inquiry received and to answer only questions considered relevant to this RFA. At its discretion, CDPH/CTCP may consolidate and/or paraphrase similar or related inquiries.
   b) Questions and answers received through the process outlined will be published on the TCFOR website on the date identified in Table 2. *Tentative RFA Timeline and Award Schedule*. Written questions submitted prior to the Informational Webinar will be answered as time allows during the Informational Webinar described in Section IV. Application Submission Requirements, B. Informational Webinar.
   c) Verbal questions will not be accepted. All questions must be transmitted in written form according to the instructions in the RFA.
   d) CDPH/CTCP may issue an addendum to address errors in the RFA until the application submission deadline. These will be posted on the TCFOR website.

Part III. Project Requirements

A. Scope of Work – Intervention Plan, Evaluation Plan, and Narrative Summary

Applicants are required to use the prescribed activities in the SOW and evaluation sections. Certain sections of the application narrative reflecting these activities have been pre-populated in the Online Tobacco Information System (OTIS) to coincide with **Appendix 4:** *Prescribed Scope of Work Activities*. The most competitive applications will be those that:

1. Adhere to the prescribed SOW listed in **Appendix 4**: *Prescribed Scope of Work Activities.*
2. Demonstrate strong applicant capability.
3. Provide a detailed and compelling Community Assessment Analysis narrative.

B. Budget Requirements

1. Applicants are required to follow instructions listed in **Appendix 5:** *Budget Justification*.

2. Applicants are required to complete and upload **Appendix 6:** *Budget Cost Sheet* into OTIS under the Additional Documents section. Please utilize the Budget Cost Sheet Reference Guide on page 2 of **Appendix 6** for guidance when completing your budget.
3. Applicants are required to include the following listed position (See Table 3. *Required Staffing and Minimum Duties*)

Table 3. Required Staffing and Minimum Duties

Staffing	Position	Responsibilities
Required: Minimum 10% Fulltime Equivalent provided in-kind	Project Coordinator	This position must be listed as the Primary Tobacco Contact in OTIS, acts as the primary day-to-day point of contact for CTCP communication to the agency, and regularly accesses OTIS and Partners. This position is responsible for overall and day-to-day management to implement and evaluate the project; provides oversight of the SOW, budget, progress reports, and invoices; oversees maintenance of required documents for auditing purposes; and implementing and overseeing evaluation activities such as the Final Evaluation Report. CTCP requires the position to be a minimum of ten (10) percent FTE in-kind.

4. Applicants must budget for the required training listed below.

   CTCP Travel and Training Requirement: Two (2) staff members including the Project Coordinator are required to attend the Travel/Training noted in Table 4. *Required CTCP Travel/Trainings*. Average cost per person is between $500-$1,350. Travel expenses will be reimbursed at the current rate identified by California Department of Human Resources (http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx).

   Table 4. Required CTCP Travel/Trainings

Required CTCP Travel/ Training	FY 19-20	FY 20-21	FY 21-22
Cohort Training in San Francisco, CA. (Site and Dates TBD)		X	

5. No more than 15 percent of funds may be used to subcontract for services or to purchase equipment and supplies related to implementing wellness policies not related to tobacco control, (e.g., staff training on administering nutrition and physical fitness classes, subcontracting for instructions to teach exercise or healthy cooking classes, or purchasing exercise or gardening equipment and supplies).

Part IV. Application Submission Requirements

A. Mandatory Non-Binding Letter of Intent

1. **Letter of Intent Requirement**
   Any entity intending to submit an application is required to submit a Letter of Intent (LOI) notifying CDPH/CTCP of its intent to submit an application. See **Appendix 7:** *Mandatory Letter of Intent and Template Letter of Intent* for instructions and required information that must be included in the Letter. For your convenience, a template LOI has been provided on page 2 of **Appendix 7:** *Mandatory Letter of Intent*. Those who do not submit a LOI will not be allowed to submit an application. The LOI is nonbinding and those submitting a LOI are not obligated to submit an application.

2. **Submitting a Letter of Intent**
   Complete and upload the signed page 2 of **Appendix 7:** *Mandatory Letter of Intent and Template Letter of Intent* to the TCFOR website by 5:00 p.m. Pacific Time (PT), on the date identified in Table 2. *Tentative RFA Timeline and Award Schedule*. To upload the LOI, refer to **Appendix 8:** *Tobacco Control Funding Opportunities and Resources (TCFOR) User Instructions*. Letters submitted past the deadline will not be considered. It is strongly advised that applicants submit their LOI prior to the due date in case technical difficulties are encountered. The electronic time stamp will be used to verify on-time submission. Technical difficulties will not relieve the applicant of meeting the submission deadline. LOI will not be accepted via email, fax, or mail.

   For technical assistance with uploading the LOI, call Humberto Jurado at (916) 449-5474 or Daniel Barraca at (916) 324-2468. For technical assistance with developing the LOI, call SCLC at (877) 509-3786 or email Jessica Safier at jessica.safier@ucsf.edu.

B. Informational Webinar

CDPH/CTCP has scheduled an optional Online GoToTraining© Informational Webinar. The RFA Informational Webinar will be held on the date identified in Table 2. *Tentative RFA Timeline and Award Schedule*. Those intending to submit an application are strongly encouraged to participate. The purpose of the Informational Webinar is to provide interested parties with information about the RFA and an opportunity to ask questions about the preparation and submission of the application. The Informational Webinar access code is posted on the TCFOR website.

Questions about the RFA must be submitted in writing to CTCPCompetitiveGrants@cdph.ca.gov by the date and time identified in Table 2. *Tentative RFA Timeline and Award Schedule,* or via the chatbox during the webinar. Responses to written questions submitted prior to and during the webinar (through the chatbox) will be answered as time allows following the RFA overview

presentation. Written responses to all questions submitted by the deadline will be posted on TCFOR by the date and time identified in Table 2. *Tentative RFA Timeline and Award Schedule.*

C. Application Technical Assistance Resources

CDPH/CTCP funds statewide projects that provide training and technical assistance to current and prospective applicants for tobacco control projects. SCLC is the training and technical assistance provider for behavioral health initiatives. Upon submission of each LOI, CDPH/CTCP will notify the SCLC that a LOI was submitted and provide SCLC with the Applicant agency name and contact information. SCLC will contact each Agency that submits a LOI in order to discuss any technical assistance needs related to RFA application development.

For technical questions about TCFOR and/or OTIS, please contact the CTCP Knowledge Management Unit representatives Humberto Jurado at (916) 449-5474 or Daniel Barraca at (916) 324-2468.

D. Application Submission

Applications are to be submitted through OTIS. Applications received after the due date/time **will not be reviewed**. Submission before the deadline date is advised in case of technical difficulties with submitting your application through OTIS. The OTIS electronic time stamp will be used to verify on-time submission. Technical difficulties will not relieve the applicant of meeting the submission deadline. Please be aware that OTIS includes an electronic submission check system that will prevent submission of application that does not meet minimum submission requirements (e.g., required form not completed). CTCP may not be able to respond to your requests for help on the deadline date.

For technical assistance regarding the use of the TCFOR or OTIS websites contact: Humberto Jurado at (916) 449-5474 or Daniel Barraca at (916) 324-2468.

Part V. Application Submission Process

A. Description of the Online Tobacco Information System (OTIS)

1. **What is OTIS?**
   Responses to this RFA are required to be submitted through OTIS. OTIS is a secure, passcode protected knowledge management system that is used to submit applications, review and score applications negotiate the SOW and budget, and submit and approve progress reports. The system is accessible 24 hours per day, seven days per week, and provides access to several reports and a communication system. Applicants and Awardees are required to use OTIS for the submission of their applications, progress reports, and maintaining grant-related communications.

2. **What help is available for using OTIS?**
   a) User Account Instructions: For guidance on how to submit an "Applicant Registration" form and LOI, and create an OTIS "User Account," see the *Application Registration Instructions* found on the TCFOR Overview webpage.
   b) Webinar Training: The Informational Webinar will review the requirements of this RFA; provide information on requesting a "User Account," and how to use OTIS.
   c) Web-based Tutorial: OTIS includes a web-based training tutorial entitled, *Creating Your Application/Plan*. This training explains how to use the system and instructions for completing each of the application components. See **Appendix 9:** *Instructions for Accessing the OTIS Applicant Training Course: Creating Your Application/Plan.*
   d) OTIS Page Guides: While working in a plan or application; located on the top right corner is the Page Guide button in red. The OTIS Page Guides provides User Manuals, Training Videos, and Budget downloadable PDFs clarifying how to complete requested information. Page Guides are quick access information aiding in completing task without leaving the page you are working on.
   e) Telephone Assistance: Call Humberto Jurado at (916) 449-5474 or Daniel Barraca at (916) 324-2468.

B. OTIS Application Instructions: Contact Information

COMPLETE THE CONTACT INFORMATION (REQUIRED BUT NOT SCORED)

The purpose of this section is to collect information about the Applicant, the geographic service area of the proposed project, proposed project coordinator, agency fiscal contacts, and Official Agency Signatory. Input the requested information into the Contact Information section in OTIS.

1. My Agency: Provide the Applicant's name, phone and fax numbers, physical and mailing addresses, Federal Employer Identification Number, and the health jurisdiction in which the Applicant is located. The 58 counties and three (3) cities of Berkeley, Long Beach, and Pasadena are designated as health jurisdictions.

2. Contact Information: Provide specific contact information for the Project Coordinator, Primary Tobacco Contact, Agency Fiscal Officer or Day-to-Day Fiscal Contact, and Official Agency Signatory.

C. OTIS Application Instructions: Applicant Capability

APPLICANT CAPABILITY (REQUIRED AND SCORED)

This section provides information regarding the Applicant's ability to implement the proposed tobacco control project. The Applicant needs to demonstrate its

organizational capacity based on current and past successes, and lessons learned. Please respond to each item below. Sample answers to these prompts are included in **Appendix 10:** *Sample Applicant Capability*, to help Applicants understand the information being sought, and to frame their responses.

1. **Program Experience**
   a) Agency Mission: Briefly describe: 1) the Applicant's mission; 2) the types of programs/services the Applicant conducts and where they are conducted; 3) the type of residential behavioral health facility; and 4) how the Applicant's mission is consistent with the goals identified in this RFA and with CTCP's mission.
   b) Demonstrated Work with Individuals with Behavioral Health Disorders and/or Substance Use Disorders: Describe: 1) the length of time the Applicant has been physically located in California; and 2) the length of time the Applicant has served or worked with individuals with behavioral health and/or substance use disorders.
   c) Program Staffing: Describe the educational background and professional experience of the designated Program Coordinator and how their background and professional experience demonstrate skill and capacity with project management, understanding of wellness, experience working with the population, etc.

2. **Organizational Start Up, Equipment, and Communications**
   a) Organizational Start Up: Describe the Applicant's primary physical office space and location for the proposed project, as well as the Applicant's capability and resources to begin implementation of activities within **two (2) weeks** of the grant start date.
   b) Equipment and Communications: Briefly describe the existing office equipment, computer equipment, software, encryption and antiviral software, access to telephone and Internet service that the Applicant have available for use under the term of the grant and which will be made available to the staff on this project to use.

3. **Administrative/Fiscal Experience and Audit History**
   a) Administrative Staffing: Describe the Applicant's current administrative staffing pattern for activities such as contract and grant management, invoicing, and tracking of contractual, administrative, and fiscal controls.
   b) Fiscal and Contract/Grant Compliance: Describe the Applicant's performance within the last two (2) years with the management of government and/or non-government funds and activities, including administrative, fiscal, program, and evaluation functions such as: timely and accurate completion of deliverables; submission of fiscal, program, evaluation documentation; and compliance with government requirements.
   c) Audit History: Describe the Applicant's fiscal and (if any) programmatic audit history within the last two (2) years. Information is to include frequency of the audits, dates of the audits, and a summary of the audit findings. Thoroughly explain any negative audit findings and their resolution. If the Applicant was

audited by a governmental agency within the last two (2) years, provide the name of the government agency, the agency's contact person and phone number, the year the audit was conducted, and the audit findings and resolution.

d) Tax Debtor List Requirements: All Applicants must address the requirements of the Tax Debtor List to meet the requirements of Public Contract Code Section 10295.4. Vendors are ineligible to enter into, or renew any contract with the state for goods or services if a vendor is delinquent on paying state income tax in excess of $100,000 to the California Franchise Tax Board. Prior to submitting a bid or proposal and prior to executing any state contract or renewal of goods or services, a vendor must certify that it is not on the list of ineligible vendors prohibited from doing business with the State of California. During the bid evaluation, it is the buyer's responsibility to check the list of ineligible vendors to confirm that the Applicant is not on that list. **Follow the instructions in the Additional Documents section of this RFA for required documentation.**

4. **Letters of Reference**
   Applicants must solicit, scan, and upload two (2) letters of reference from two (2) separate entities into OTIS. No more than two (2) letters will be accepted. If the Applicant is currently receiving or has received funding from a governmental agency, other than CTCP, within the last two (2) years, one (1) of the references should be from one (1) of these agencies. The additional letter may come from the Local County Health Department or another reference. Do not include letters of reference from the Applicant's subcontracting partners. Each letter must be on the reference provider's letterhead and include:

   - The correct RFA name and number (RFA CG: 20-10021 *Tobacco-Free for Recovery*);
   - The signature of an authorized agency signatory or their official agent;
   - A description of the Applicant's ability to implement the Wellness QIP; and
   - The Applicant's ability to establish and maintain positive collaborative relationships and partnerships.

D. OTIS Application Instructions: Scope of Work – Intervention & Evaluation Plans

SCOPE OF WORK (SOW) – INTERVENTION & EVALUATION PLANS
(REQUIRED BUT NOT SCORED)

1. Complete the below required items pursuant to the OTIS web-based training unit *Creating Your Application/Plan* (see **Appendix 9:** *Instructions for Accessing the OTIS Applicant Training Course: Creating Your Application/Plan,* for access instructions), and **Appendix 4:** *Prescribed Scope of Work Activities* and **Appendix 11:** *Tell Your Story: Guidelines for Preparing Useful Evaluation Reports.* The SOW objectives and activities will be pre-populated in OTIS.

2. For each activity, complete the following information:
   a) Responsible Parties: Identify budgeted personnel (e.g., Program Coordinator, and non-budgeted entities such as volunteers, wellness workgroup) responsible for completing activities. Budgeted titles must be consistent with the titles used in the Budget Justification.
   b) The Participant Survey Evaluation activity requires the applicant to **insert** a range of surveys that will be conducted.

E. OTIS Application Instructions: Scope of Work – Narrative Summary

NARRATIVE SUMMARY

1. Community Assessment Analysis (600-word limit): **(REQUIRED AND SCORED)** A sample response to this prompt is included in **Appendix 12**: *Sample Narrative Summary*, to help Applicants understand the information being sought, and to frame their response.

   The first three sentences of the Community Assessment Analysis narrative must begin with the following statements:
   - "This project will primarily address the following priority population of focus: Individuals with behavioral health disorders and/or substance abuse issues.
   - The number of inpatient beds at this facility is (*insert # of beds).*"
   - "This project will primarily work in the following geographical communities: (*identify the communities and describe the demographics of the community*)."

   The Community Assessment Analysis is to provide rationale and support for implementing the Wellness QIP in the proposed setting. Applicants will demonstrate the need for the intervention using information about the facility including a description of:
   - The current culture of tobacco use at the facility, including staff and/or patient smoking, observed tobacco-related litter, SHS exposure, number of smoking areas, frequency of smoking breaks, and if access to tobacco is used as a reward for positive behavior.
   - The current tobacco use policy (or lack thereof) at the facility, whether it is written or informal, as well as intake procedure as it relates to tobacco use.
   - Information about any current practices for providing patients with tobacco cessation treatment or referral for cessation counseling.
   - Any previous efforts to reduce tobacco use or increase wellness activities at the facility, if tobacco cessation classes or other health and wellness opportunities are available to patients.
   - The overall readiness of the organization to implement the Wellness QIP, including any organizational assets that may facilitate project success, and identify any expected barriers to implementation.

2. Major Intervention Activities: (NOT SCORED) A concise summary of the activities to be implemented, and how these activities will accelerate the adoption, implementation, and impact of the Wellness QIP is pre-populated in OTIS. The Major Intervention Activities section does not need to be edited by the Applicant.

3. Theory of Change: (NOT SCORED) The underlying rationale for the proposed intervention is pre-populated in OTIS. The Theory of Change section does not need to be edited by the Applicant.

4. Evaluation Summary Narrative: (NOT SCORED) The Evaluation Summary describes the evaluation activities to be conducted, and is pre-populated in OTIS. The Evaluation Summary Narrative section does not need to be edited by the Applicant.

F. OTIS Application Instructions: Budget Requirements

BUDGET REQUIREMENTS (REQUIRED BUT NOT SCORED)

Requirements for the pre-populated budget cost sheet are provided below.

1. Applicants are required to have an assigned Project Coordinator to fulfill the prescribed SOW listed in **Appendix 4**: *Prescribed Scope of Work Activities*
2. 18-Month Budget: Applicants must adhere to the budget requirements provided in **Appendix 5:** *Budget Justification.* Grantees will be reimbursed for the services satisfactorily performed based on the SOW; the reimbursement includes all costs, including salary, fringe benefits, operating expenses, labor, transportation/travel costs, equipment cost and indirect costs. Grantees agree not to exceed the payment amounts listed on **Appendix 5:** *Budget Justification* throughout the duration of the agreement. Grantees are required to complete **Appendix 6:** *Budget Cost Sheet* and upload the document into OTIS as part of the application process.
3. Travel and Training: A total of two (2) staff members, including the Project Coordinator, are required to attend the Travel/Training noted in Table 4. *Required CTCP Travel/Trainings*.

G. OTIS Application Instructions: Additional Documents

ADDITIONAL DOCUMENTS[ii]

The purpose of the Additional Documents is to provide CTCP with supplemental information regarding the Applicant. Information concerning Applicant administrative/collaborative activities, additional tobacco control funds, non-acceptance of Tobacco Company funding, and indirect cost recovery will substantiate CTCP agreement requirements. Provide the following additional documents as described below. See **Appendix 9:** *Instructions for Accessing the*

[ii] Refers to items that are required to be completed and submitted, but are not used to score the Plan.

OTIS Applicant Training Course: Creating your Application/Plan, module "Additional Documents" for more information.

1. Additional Tobacco Control Funding: Funds awarded under this RFA may not be used to duplicate or supplant existing services. If the Applicant agency is receiving funds for any tobacco control efforts whether they are from local, state, federal or private sources, the Applicant is required to describe the funding source, amount of funds, the term of the award, and a description of the activities funded. Applicants currently receiving funds for work similar to that in this RFA from a CTCP-funded agency or the UC-TRDRP are not eligible for these funds.
2. Certification of Non-Acceptance of Tobacco Company Funding: Complete and upload this form; see **Appendix 3**: *Certification of Non-Acceptance of Tobacco Funds*.
3. Proof of Non-Profit Status: This document is only applicable to non-government non-profit agencies. The Applicant must upload their Proof of Non-Profit Status; see **Appendix 2**: *Sample Non-Profit Status Letter*.
4. Tax Debtor List – *Franchise Tax Board Entity Status Letter:* Applicants must generate this letter at the Franchise Tax Board website and upload the letter.

Part VI. Application Selection Process and Criteria

A. About this Section

This section explains how the applications will be reviewed, evaluated, and scored. By submitting an application, the Applicant agrees that CDPH/CTCP is authorized to verify any information and any references named in the application. Applications received by CTCP are subject to the provisions of the "California Public Records Act" (Government Code, Section 6250 et seq.) and are not considered confidential upon completion of the selection process.

B. Application Review Process

STAGE ONE: ADMINISTRATIVE AND COMPLETENESS SCREENING

1. CDPH/CTCP will review applications for on-time submission and compliance with administrative requirements and completeness. The OTIS electronic time stamp will be used to verify on-time submission.
2. A late or incomplete application will be considered non-responsive and will be disqualified and eliminated from further evaluation.
3. Applications submitted from non-eligible entities will not be reviewed.
4. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement may lead to rejection of the application prior to review. For the purpose of administrative screening, required documents include:

- Certification of Non-Acceptance of Tobacco Funds (Appendix 3)
- Proof of Non-Profit Status
- Franchise Tax Board Entity Status Letter

5. CDPH/CTCP may waive any immaterial deviation in an application; however, this waiver shall not excuse an application from full compliance with the grant terms if a grant is awarded.

STAGE TWO: APPLICATION SCORING (100 POINTS)

Each application passing Stage One will be evaluated and scored according to the selection criteria by a review committee on a scale of zero to 100 points. The review committee may include representatives of CDPH, other state agencies, and non-scoring subject matter experts. To be eligible for funding, an application must receive a score of 75 points or more. However, scoring 75 or more does not guarantee funding or funding at the level requested. CTCP reserves the right to not fund any of the applications received for this RFA. Funding decisions may also be made to ensure:

- No duplication or overlap of efforts with existing CTCP-funded projects.
- Balanced representation of the types of organizations funded.

Table 5. *Maximum Point Value for RFA Sections* describes the maximum point value for each RFA section.

Table 5. Maximum Point Value for RFA Sections

Application Component	Total Point Value
Applicant Capability	50
Community Assessment Analysis	50
TOTAL	100

STAGE THREE: NOTIFICATION OF DECISION

Each Applicant, will be notified in writing of the funding decision. Applicants may receive, upon written request to CDPH/CTCP, a copy of the scoring summary page that provides the score and overall strengths and weaknesses for each application.

STAGE FOUR: GRANT MODIFICATIONS

CDPH/CTCP reserves the right to reject any proposed project or project component(s). Following the award notification, CDPH/CTCP may require modifications to the application as a condition of the award. Upon completion and approval of application documents, the grant documents will be submitted to CDPH for execution. All grant document modifications must be complete and accepted by March 13, 2020 or CDPH/CTCP may withdraw the grant award. Work may not

commence until the grant is fully executed and any work done before the full execution of the grant will be deemed voluntary.

C. Application Selection Criteria

Table 6. *Scoring Criteria and Rating Points* provides the selection criteria and the associated point value that will be used to evaluate and score applications.

Table 6. Scoring Criteria and Rating Points

APPLICANT CAPABILITY		
Application Component	**Scoring Criterion**	**Point Value**
Agency Mission	The Applicant describes their mission, types of programs and services conducted and where they are conducted, type of residential behavioral health facility, and how the Applicant's mission is consistent with the goals identified in this RFA and with CTCP's mission.	**8**
Demonstrated Work with Individuals with Behavioral Health and Substance Use Disorders	The Applicant demonstrates the length of time they have been physically located in California, the length of time they have worked with individuals with behavioral health and substance use disorders, and that their experience meets or exceeds the minimum eligibility requirements.	**8**
Program Staffing	The Applicant describes the educational background and professional experience of the designated Program Coordinator and their background and professional experience demonstrate skill and capacity with project management, understanding of wellness, experience working with the population, etc.	**8**
Organizational Start Up, Equipment, and Communications	The Applicant identifies adequate primary physical office space and location for the proposed project; and demonstrates the capability and resources to begin implementation of activities within two (2) weeks of the grant start date. The applicant also identifies and describes the existing office and computer equipment and software (e.g., telephone, internet service, antiviral	**6**

APPLICANT CAPABILITY		
Application Component	**Scoring Criterion**	**Point Value**
	software, etc.) available for use under the term of the grant.	
Administrative/Fiscal Experience	The Applicant identifies sufficient: • Administrative staffing pattern for activities such as contract and grant management, invoicing, and tracking of contractual, administrative, and fiscal controls; • Two (2) years of satisfactory performance administrative, fiscal, and program management of government and/or non-government funds and activities, including administrative, fiscal, program, and evaluation functions such as timely and accurate completion of deliverables, submission of fiscal, program, evaluation documentation, and compliance with government requirements.	**8**
Audit History	The Applicant sufficiently documents: • Fiscal and (if any) programmatic audit findings from the past two (2) years that include a thorough explanation of any negative audit findings and their resolution (if the Applicant was audited by a governmental agency within the last two (2) years, the name of the government agency, agency's contact person and phone number, the year the audit was conducted, and the audit findings and resolution are provided); and • Documentation of compliance with Tax Debtor List Requirements.	**6**
Letters of Reference	The Applicant submitted two (2) Letters of Reference from separate entities on the reference provider's letterhead that include: • The correct RFA name and number (RFA CG: 20-10021 *Tobacco-Free for Recovery*); • The signature of an authorized agency signatory or their official agent;	**6**

APPLICANT CAPABILITY		
Application Component	**Scoring Criterion**	**Point Value**
	• A description of the Applicant's ability to implement the Wellness QIP; and • The Applicant's ability to establish and maintain positive collaborative relationships and partnerships. Note: If the Applicant is currently receiving or has received funding from a governmental agency, other than CTCP, within the last two (2) years, one (1) of the references is from one (1) of these agencies. Letters of Reference may not be from the Applicant's subcontracting partners.	
	SUBTOTAL	**50**

SCOPE OF WORK - COMMUNITY ASSESSMENT ANALYSIS		
Application Component	**Scoring Criterion**	**Points Possible**
Community Assessment Analysis: Identify Population, Beds, and Geographical Communities	The first three (3) sentences of the Community Assessment Analysis narrative must begin with the following statements: • "This project will primarily address the following priority population of focus: Individuals with behavioral health disorders and/or substance abuse issues." • "The number of inpatient beds at this facility is (*insert #*)." • "This project will primarily work in the following geographical communities: (*identify the communities and describe the demographics of the community*)."	**6**
Community Assessment Analysis: Culture of Tobacco Use	The Applicant sufficiently demonstrates the need for the project by describing the current culture of tobacco use at the facility, including staff and/or patient smoking, observed tobacco-related litter, SHS exposure that is occurring, number of smoking areas, frequency of smoking breaks, and if access to tobacco is used as a reward for positive behavior.	**10**

SCOPE OF WORK - COMMUNITY ASSESSMENT ANALYSIS		
Application Component	**Scoring Criterion**	**Points Possible**
Community Assessment Analysis: Policy and Intake	The Applicant sufficiently demonstrates the need for the project by describing the current tobacco use policy (or lack thereof) at the facility, whether it is written or informal, as well as intake procedure as it relates to tobacco use.	**7**
Community Assessment Analysis: Cessation Treatment and/or Referral	The Applicant sufficiently demonstrates the need for the project by describing current practices (or note the lack of practices) for providing patients with tobacco cessation treatment or referral for cessation counseling.	**7**
Community Assessment Analysis: Previous Wellness Efforts	The Applicant sufficiently demonstrates the need for the project by describing any previous efforts to reduce tobacco use or increase wellness activities at the facility, if tobacco cessation classes or other health and wellness opportunities are available to patients.	**10**
Community Assessment Analysis: Overall Readiness, Assets, Barriers	The Applicant sufficiently demonstrates the need for the project by describing the overall readiness of the organization to implement the Wellness QIP, including any organizational assets that may facilitate project success, and identify any expected barriers to implementation.	**10**
	SUBTOTAL	**50**

Part VII. Award Administration Information

A. RFA Defined

The competitive method used for this procurement of services is a RFA. Applications submitted in response to this RFA will be scored and ranked based on the Selection Criteria. Every application must establish in writing the Applicant's ability to perform the RFA tasks.

B. RFA Cancellation and Addendums

If it is in the State's best interest, CDPH/CTCP reserves the right to do any of the following:

- Cancel this RFA;

- Modify this RFA as needed; or,
- Reject any or all applications received in response to this RFA.

If the RFA is modified, CDPH/CTCP will post an Addendum to the TCFOR website. Applicants are responsible for periodically checking the website for updates and may sign-up for email alerts.

C. Immaterial Defect

At its sole discretion, CDPH/CTCP may waive any immaterial defect or deviation contained in an Applicant's application. CDPH/CTCP's waiver shall in no way modify the application or excuse the successful Applicant from full compliance.

D. Grounds to Reject an Application

An Application shall be rejected if:

1. It is received after the exact date and time set for receipt of applications. The OTIS date stamp will be used to verify on-time submission.
2. It contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the Applicant.
3. The application is intended to erroneously and fallaciously mislead the State in its evaluation of the application and the attribute, condition, or capability is a requirement of this RFA.
4. There is a conflict of interest.
5. It contains confidential information.
6. It is not submitted through OTIS and prepared in the mandatory format described.
7. It does not literally comply or it contains caveats that conflict with the RFA and the variation or deviation is not material, or it is otherwise non-responsive.
8. Applicant has been prohibited from contracting with the following Agencies:
   a) Franchise Tax Board
   b) California Department of Tax and Fee Administration (formerly known as the Board of Equalization)
   c) Department of Fair Employment and Housing
9. Applicant has been suspended or barred from RFA or contracting with the state at the following websites:
   a) Secretary of State
   b) Air & Water Polluters pursuant to GC section 4475-4482
   c) Plastic trash bag content noncompliance
   d) Federal Excluded parties List
10. The Applicant has received a substantive negative contract performance from the State.

E. Notice of Awards

1. Upon successful completion of the review process, CDPH/CTCP will post a notice of intent to award funds on the TCFOR website.

2. Upon written request to CDPH/CTCP, Applicants will receive a summary copy of their review-rating sheet by email.

F. Appeal Process

1. Notice of the proposed award shall be posted on the TCFOR website. If any Applicant, prior to the award of a grant, appeals the award, on the grounds that the Applicant would have been awarded the grant had CDPH/CTCP correctly applied the evaluation standard in the RFA, or if CDPH/CTCP followed the evaluation and scoring methods in the RFA, the grant shall not be awarded until either the appeal has been withdrawn or CDPH has decided the matter. It is suggested that the Applicant submit any appeal by certified or registered mail. Only those submitting an application consistent with the requirements of this RFA and are not awarded a grant may appeal. There is no appeal process for applications that are submitted late, noncompliant, or incomplete. No awarded Applicant may appeal the grant award-funding amount.

2. An Applicant may appeal the award decision. The Applicant must submit a notice of intent to appeal to CTCPCompetitiveGrants@cdph.ca.gov by 5:00 p.m. (PT) on the date listed in Table 2. *Tentative RFA Timeline and Award Schedule*. The Applicant shall then have five (5) calendar days to file a detailed written statement specifying the grounds for the appeal and send the Appeal Letter to:

U.S. Mail	**Courier** (e.g., FedEx)
Caroline Peck, MD, MPH, FACOG Assistant Deputy Director Chronic Disease and Injury Prevention Center for Healthy Communities California Department of Public Health MS 7206 P.O. Box 997377 Sacramento, CA 95899-7377 Phone: (916) 449-5500	Caroline Peck, MD, MPH, FACOG Assistant Deputy Director Chronic Disease and Injury Prevention Center for Healthy Communities California Department of Public Health MS 7206 1616 Capitol Avenue, Suite 74.516 Sacramento, CA 95814 Phone: (916) 449-5500

3. At the sole discretion of the Assistant Deputy Director or his/her designee, a hearing may be held. The decision of the Assistant Deputy Director or his/her designee shall be final. There is no further administrative appeal. Appellants will be notified of decisions regarding the appeal in writing within fifteen (15) working days of the hearing date or the consideration of the written material submitted, if no hearing is conducted.

4. Upon resolution of any appeal and subsequent award of the grant, The Awardee will be required to complete and submit to CDPH/CTCP the required documents listed in section VIII, C. Awardee Required Documents.

G. Disposition of Applications

1. Upon application opening, all documents submitted in response to this RFA will become the property of the State of California, and will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public.

2. Application packages may be returned only at the Agency's expense, unless such expense is waived by CDPH/CTCP.

H. Inspecting or Obtaining Copies of Application Materials

Persons wishing to view or inspect any application or award related materials must follow the PRA process.

Part VIII. Important Administrative Details

A. Cost of Developing the Application

The Applicant is responsible for the cost of developing and submitting an application. This cost cannot be charged to the State.

B. Awardee Requirements

The following are required to enter into a fully executed agreement with CTCP:

1. All CTCP-funded projects and grants are required to:
   a) Utilize OTIS for grant management.
   b) Obtain and maintain an active Partners account. Partners is a web-based communication system.
   c) Maintain an active Internet account.

2. The Awardee incurs expenses for the previous work period and is then reimbursed by invoice(s) submitted to CTCP no more than once per month. The State has up to 45 days to pay invoices for Awardees that are approved for "prompt payment." To learn more about the prompt payment program please visit the Department of General Services website.

3. The Awardee shall employ fiscal/administrative staff with the appropriate training and experience to maintain fiscal accountability and track grant funds. Staff shall be knowledgeable of and practice: standard accounting and payroll practices (including state and federal tax withholding requirements), maintenance of fiscal/administrative records/documents, appropriate tracking and

review/approval of expenditures, and other administrative policies and procedures which will maintain the fiscal integrity of the funds awarded to the Awardee.

4. The Awardee should maintain accounting records that reflect actual expenditures including, but not limited to accounting books, ledgers, documents, and payroll records, including signed timesheets, etc., and will follow standard accounting procedures and practices that properly reflect all direct and indirect expenses related to the grant. Prop 56, subsection 30130.56 (a) states that the California State Auditor shall at least biennially conduct an independent financial audit of the state and local agencies who are recipients of Prop 56 funds. As such, The Awardee is to maintain fiscal and program records documenting expenditures and program implementation for three years beyond the date of the final grant payment.

5. The Awardee is required to expend the grant funds to implement the agreed upon **Appendix 4:** *Prescribed Scope of Work Activities* and consistent with **Appendix 5:** *Budget Justification*, **Appendix 6:** *Budget Cost Sheet,* and **Appendix 13:** *Local Lead Agency and Competitive Grantee Administrative and Policy Manual Policy Section.* The Local Lead Agency and Competitive Grantee Policy Manual is also located in OTIS under the Training Tab and User Manual, where users are be able to view and download the latest version of the policy manual as a PDF file.

C. Awardee Required Documents

Upon award of the grant, the Awardee will be required to complete and submit to the awarding agency:

1. The Payee Data Record (STD 204), to determine if the Awardee is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131.
2. Page one (1) of the Contractor Certification Clauses (CCC 04/2017), which is a Department of General Services form.
3. Evidence of commercial general liability insurance.
4. Establish the Headquarters for State Travel Reimbursement for budgeted staff and subcontractors/consultants.

D. Standard Payroll and Fiscal Documents

The Awardee shall maintain adequate employee time recording documents (e.g., timesheets, time cards, and payroll schedules) and fiscal documents based on Generally Accepted Accounting Principles (GAAP) on practices, Code of Federal Regulations and OMB Circular Nos. A-21, A-87, A-110, A-122, and A-133. It is the responsibility of the Awardee to adhere to these regulations.

E. Progress Reports

1. The Awardee is required to submit semi-annual progress reports on time, complete, through OTIS, and in conformance with CTCP instructions.
2. The final progress report is due on the last day of the grant term. The final report is to be a cumulative report that summarizes all activities and outcomes during the term of the grant and is to include all tracking measures including the Brief Evaluation Report.
3. If the Awardee fails to submit timely, complete progress reports documenting satisfactory progress, CDPH/CTCP will withhold payment of invoices and may terminate the grant.

F. Invoices

1. Documentation: The Awardee is required to maintain backup documentation for all expenditures and provide the backup documentation for an invoice if requested by CTCP. The Awardee shall maintain for review and audit purposes, adequate documentation of all expenses claimed. All invoice detail, fiscal records, or backup documentation shall be prepared in accordance with generally accepted accounting principles. CDPH/CTCP has the right to request documentation at any time to determine an agency's allowable expenses.

2. Submission of Invoices: The Awardee is required to submit invoices no less than once per quarter, no more than once a month. The Awardee must be able to fund up to ***60 days*** of payroll, indirect expenses, and operating costs, as well as expenditures incurred by a subcontractor or consultant prior to reimbursement by the State. The Contractor incurs expenses for the previous work period and is then reimbursed by invoice(s) submitted to CDPH/CTCP a minimum of no less than once per quarter, no more than once per month, in arrears. The Prompt Payment Act requires the State to properly submit undisputed invoices within 45 calendar days of initial receipt.

G. Dispute Resolution, CDPH Rights, and Grant Termination

1. Resolution of Differences Between RFA and Contract Language:
   If an inconsistency or conflict arises between the terms and conditions appearing in the final grant and the proposed terms and conditions appearing in this RFA, any inconsistency or conflict will be resolved by giving precedence to the grant.

2. CDPH Rights:
   In addition to the rights discussed elsewhere in this RFA, CDPH/CTCP reserves the right to do any of the following:
   a) Modify any date or deadline appearing in this RFA.
   b) Issue clarification notices, addenda, alternate RFA instructions, forms, etc. If this RFA is clarified, corrected, or modified, CDPH/CTCP intends to post all clarification notices and/or RFA addenda on the CDPH/CTCP TCFOR website.

c) CDPH/CTCP reserves the right to fund any or none of the applications submitted in response to this RFA. CDPH/CTCP may also waive any immaterial deviation during the application process. CDPH/CTCP waiver of any immaterial deviation shall not excuse an application from full compliance with the grant terms if a grant is awarded.
d) CDPH/CTCP reserves the right to withdraw any award or request modifications to the SOW and/or Budget of any application component(s) as a condition of the grant award.

3. Termination:
   CDPH/CTCP reserves the right to terminate the grant if the application submitted, awarded, negotiated, and approved by CDPH/CTCP as a result of this RFA is not implemented satisfactorily, or if work is not completed by the due dates prescribed in the grant's SOW.

Part IX. References

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