State of California—Health and Human Services Agency
California Department of Public Health

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Acting Director

GAVIN NEWSOM
Governor

August 31, 2020

TO: LOCAL LEAD AGENCY PROJECT DIRECTORS

2017-2021 LOCAL LEAD AGENCIES COMPREHENSIVE TOBACCO CONTROL PLAN, AMENDED VERSION #4

The purpose of this letter is to announce that due to circumstances related to COVID-19, the California Department of Public Health (CDPH), California Tobacco Control Program (CTCP), revised the 2017-2021 Local Lead Agencies Comprehensive Tobacco Control Plan Guidelines.

Local Lead Agencies (LLA) are to receive a six (6) month local allocation agreement extension, and must incorporate new activities and a budget into existing plans during the LLA open revision period of September 1, 2020 – October 30, 2020.

The revised LLA Plan end date is **December 31, 2021**. The 2017-2021 Local Lead Agency Guidelines Comprehensive Tobacco Control Plan Guidelines Addendum Version #4 is posted on the Tobacco Control Funding Opportunities and Resources website at: https://tcfor.catcp.org/. Revised documents are labeled as "New". The guideline revisions are as follows:

1. Cover Page: The date has been amended to read as follows:

   ~~AUGUST 23, 2017 (amended version)~~
   AUGUST 31, 2020 (amended version #4)

2. Table of Contents: The duplicate entry for Part V. Award Administration Information, C. Plan Review Process was removed, and **C. Non Compliance was moved up in the Table of Contents.**

3. Appendices page: Appendix 15 has been updated from CTCP Program Letter 12-01 Advocacy Campaign Materials and Behavior Modification Materials Guidelines to **18-01 Incentive Materials.**

4. Page 1, Part I, Funding Opportunity Description, Section A, Funding Purpose and throughout the Addendum: The term of the Agreement dates have been extended from July 1, 2017 – June 30, 2021 to **July 1, 2017 – December 31, 2021 and Fiscal Year 2021 – 2022 has been added.**

5. Page 4, Part I, Funding Opportunity Description, Section C, Authorizing Legislation: The percentage designated for Proposition 56 spending has been revised from 13 percent to **15 percent.**

6. Page 6, Part 1, Funding Opportunity Description, Section F, Eligibility Criteria: The **Merced County Health Department will be re-established as the Local Lead Agency for Merced County beginning July 1, 2021 and will take on the associated responsibilities of the current tobacco control plan including the completion of the Communities of Excellence needs assessment process.**

7. Page 7, Part 1, Funding Opportunity Description, Section G, Funding Availability: **Funds not fully expended by December 31, 2021 will revert back to the account from which they originated.**

8. Page 8, Part 1, Funding Opportunity Description, Section G, Funding Availability, Table 1: 2017 – 2021 LLA Comprehensive Tobacco Control Plan Funding Tiers: **Tier 1 and Tier 2 funding amounts were revised.**

9. Page 9, Part 1, Funding Opportunity Description, Section I, Timeline, Table 2: Tentative Schedule: **Multiple key dates were revised.**

10. Page 16, Part III, Local Lead Agency Program Requirements, Section A, Implementing a Comprehensive Local Tobacco Control Program Requirement: **The Program Letter 20-02 and Enclosure 1 and 2 are described**.

11. Page 21, Part III, Local Lead Agency Program Requirements, Section D, Community Engagement in Program Planning and Implementation Requirement: **The 2020 Communities of Excellence Needs Assessment date was revised from 2020 to 2020-2021.**

12. Page 27, Part III, Local Lead Agency Program Requirements, Section H, Training and Professional Development Requirement: **Required CTCP trainings and project travel have been updated and reflect a virtual format in place of in-person trainings where applicable.**

13. Page 30, Part III, Local Lead Agency Program Requirements, Section J, Fiduciary Responsibilities of the LLA, Table 6: Summary of Plan Requirements by Tier: **LLAs shall follow guidance set forth in Program Letter 20-02, Enclosure 1: *New Local***

***Lead Agency Communities of Excellence Objective,* and Enclosure 2: *New End Commercial Campaign Planning Activity* for minimum required objective and activity language. Enclosure 1 results in the minimum number of objectives for the 2017-2021 Comprehensive Tobacco Control Plan by tier increasing by one (1).**

14. Page 40, Part IV, Application Submission Process, Section B: **Any 2017-2021 Plan without an "Approved" status in OTIS by October 30, 2020 may experience a delayed release of the third and fourth quarter-quarter Prospective Payments to the LLA**.

15. Page 42, Part IV, Application Submission Process, Section D, Number 4 - Scope of Work, Section D: **Statewide coordination/collaboration partners were updated.**

16. Page 45, Part IV, Application Submission Process, Section D, Number 7 – Budget and Budget Justification Instructions, line ii: **Includes updates to affirm that the total dollar amount for FY 2017/2018 through FY 2021/2022 does not exceed the amount identified for the LLA in Appendix 1*, Local Lead Agency Funding Allocation Table.***

17. Page 48, Part IV, Application Submission Process, Section D, Number 7 – Budget and Budget Justification Instructions, Section E: Travel, Per Diem and Training, Table 7: Required Travel/Trainings: **Multiple trainings were updated. No additional required trainings were added for FY 2021/22.**

18. Page 49, Part IV, Application Submission Process, Section D, Number 7 – Budget and Budget Justification Instructions, Section E: Travel, Per Diem and Training, Table 8: Optional Travel/Trainings: **Multiple trainings were updated.**

19. Page 52, Part IV, Application Submission Process, Section D, Number 7 - Budget and Budget Justification Instructions, Section H, line ii: Indirect Cost Rate: **The 2017-18 CDPH approved Indirect Cost Rate (ICR) was removed.**

20. Page 53, Part IV, Application Submission Process, Section D, Number 8 – Supplemental Tobacco Control Funding: **Appendix 15 was renamed and Appendix 16 "Program Letter" was not abbreviated.**

21. Page 55, Part V, Application Administration Information, Section B, Plan Scoring and Scoring Criteria: **Includes updates to clarify that plans will not be re-scored for the six-month July 1, 2021 – December 31, 2021 period.**

22. Appendix 1_LOCAL LEAD AGENCY FUNDING ALLOCATION TABLE: **Replaced in its entirety with the revised version: California Tobacco Control Program Local Lead Agency Allocation Table for Proposition 99 and Proposition 56 Funds FY 2017/18 - FY 2021/22 (Dec '21), dated 08/20/2020.**

23. Appendix 2_ADMIN AND POLICY MANUAL_LOCAL LEAD AGENCIES AND COMPETITIVE GRANTEES: **Replaced in its entirety with the updated verson dated 06/2019**.

24. Appendix 12_BUDGET JUSTIFICATION INSTRUCTIONS: **Replaced in its entirety with the updated version dated 08/2020.**

25. Appendix 15_CTCP PL 12-01 ACM & BMM GUIDELINES dated October 15, 2017: **Replaced in its entirety with Appendix 15_CTCP PL 18-01 INCENTIVE MATERIALS dated June 28, 2018.**

26. Exhibit A, dated July 2017, was replaced by Exhibit A, dated August 2020, to reflect the following:
    a. Page 1, paragraph 2.A, is amended to read as follows: **The LLA shall submit prospective payment invoices, progress reports, cost reports, and other communication via the Online Tobacco Information System (OTIS) Communication Log.**
    b. Page 2, paragraph 3.B, is amended by adding subparagraph 9, to add a ninth progress report to read as follows:

9.	**Ninth Report**	**07/01/21**	**12/31/21**	**12/31/21**

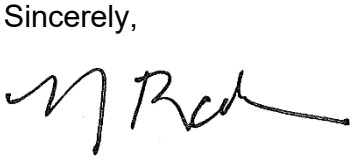
27. Exhibit B, dated July 2017, was replaced by Exhibit B, dated August 2020, to reflect the following:
    a. Page 1, paragraph 1.A, the end date of the term now reads as **December 31, 2021**~~June 30, 2021~~.
    b. Page 1, paragraph 1.D, is amended by adding new invoicing and payment provision instructions as follows: **Prospective Payment Invoices shall be submitted electronically via the OTIS Communication Log. Attach the**

signed (PDF) file(s) to the corresponding "Prospective Payment Invoice" message sent by your Procurement Manager.

c. Page 2, paragraph 1.E.2, is amended by adding subparagraph i, to add a ninth cost report to read as follows:

i. Ninth Report	**07/01/21**	**12/31/21**	**02/28/22**

Sincerely,



Nadine Roh, Chief
Contracts and Business Operations Section