Request for Application #22-10403

Empowering Local Communities to End the Tobacco Epidemic

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA TOBACCO CONTROL PROGRAM
(CDPH/CTCP)

~~September 22, 2022~~
October 14, 2022 (Amended Version)

TABLE OF CONTENTS

PART I. FUNDING PURPOSE **1**

A. INITIATIVE OVERVIEW 1

B. ENDING THE TOBACCO EPIDEMIC 1

C. TOBACCO USE IN PRIORITY POPULATIONS 2

D. FUNDING TERM AND FUNDING AVAILABILITY 3

E. ELIGIBILITY CRITERIA 5

F. FUNDING RESTRICTIONS 6

PART II. KEY ACTIONS DATES AND RESOURCES **7**

A. TIMELINE AND AWARD SCHEDULE 7

B. MANDATORY NON-BINDNG LETTER OF INTENT 8

C. INFORMATIONAL WEBINAR 8

D. ONLINE TOBACCO INFORMATION SYSTEM (OTIS) AND APPLICATION SUBMISSION 9

E. APPLICANT SUBMISSION 10

F. APPLICANT QUESTIONS AND REPORTING ERRORS IN THE RFA 10

PART III. COMPLETING THE OTIS APPLICATION **11**

A. CONTACT INFORMATION (REQUIRED BUT NOT SCORED) 12

B. AGENCY CAPABILITY (50 POINTS) 12

C. SCOPE OF WORK: INTERVENTION AND EVALUATION PLAN (10 POINTS) 17

D. SCOPE OF WORK: NARRATIVE SUMMARY (20 POINTS) 22

E. BUDGET AND BUDGET JUSTIFICATION (20 POINTS) 24

F. ADDITIONAL DOCUMENTS (REQUIRED AND NOT SCORED) 32

PART IV. APPLICATION REVIEW PROCESS **33**

A. STAGE ONE: ADMINISTRATIVE AND COMPLETENESS SCREENING 34

B. STAGE TWO: APPLICATION SCORING (100 POINTS) 34

C. STAGE THREE: NOTIFICATION OF DECISION 34

D. STAGE FOUR: GRANT MODIFICATION 34

PART V. AWARD ADMINISTRATION INFORMATION **35**
A. RFA DEFINED 35
B. RFA CANCELLATION AND ADDENDUMS 35
C. IMMATERIAL DEFECT 35
D. GROUNDS TO REJECT AN APPLICATION 35
E. NOTICE OF AWARDS 36
F. MODIFICATIONS 36
G. APPEAL PROCESS 36
H. DISPOSITION OF APPLICATIONS 37
I. INSPECTING OR OBTAINING COPIES OF APPLICATION MATERIALS 38
PART VI. IMPORTANT ADMINISTRATIVE DETAILS **38**
A. COST OF DEVELOPING THE APPLICATION 38
B. AWARDEE REQUIRED DOCUMENTS 38
C. AWARDEE REQUIREMENTS 38
D. STANDARD PAYROLL AND FISCAL DOCUMENTS 39
E. PROGRESS REPORTS 40
F. INVOICES 40
G. DISPUTE RESOLUTION, CDPH RIGHTS, AND GRANT TERMINATION 40
PART VII. REFERENCES **42**

APPENDICES

Appendix 1	County-Level Smoking Disparities Among Priority Populations
Appendix 2	Local Lead Agency Campaign to End Commercial Tobacco
Appendix 3	Prescribed Scope of Work
Appendix 4	Background and Authorizing Legislation
Appendix 5	Sample Non-Profit Status Letter
Appendix 6	Certification of Non-Acceptance of Tobacco Funds
Appendix 7	Mandatory Letter of Intent and Template
Appendix 8	Tobacco Control Funding Opportunities and Resources (TCFOR) User Instructions
Appendix 9	Instructions for Accessing the OTIS Applicant Training Course
Appendix 10	Budget Justification Instructions
Appendix 11	Comparable State Civil Service Classifications
Appendix 12	CTCP Program Letter 18-01 Incentive Materials
Appendix 13	Additional Tobacco Control Funding
Appendix 14	Civil Rights Law Certification
Appendix 15	California Tobacco Control Program Policy Manual
Appendix 16	California Tobacco Control Program Administrative Manual

PART I. FUNDING PURPOSE

A. INITIATIVE OVERVIEW

This Request for Application (RFA) seeks to fund up to 25 local projects for a period of 26 months. The purpose is to build momentum toward ending California's tobacco epidemic through policy, systems, and environmental change strategies by increasing community engagement in these initiatives within populations that have been disproportionally targeted by the tobacco industry, including the following population groups: African American/Black; Asian American, Native Hawaiian, and Pacific Islander (AANHPI); Latino; Lesbian, Gay, Bisexual, Transgender, and Queer or Questioning (LGBTQ+[1]).

Both new Applicants who meet the qualifications of this funding opportunity and current grantees funded under the California Department of Public Health, California Tobacco Control Program (CDPH/CTCP) Competitive Grant (CG) 17-10569, *Regional Initiative to Regional Initiative to Mobilize Communities and Reduce Tobacco–Related Disparities Among African American/Black; Asian/Pacific Islander; Hispanic/Latino; and Lesbian, Gay, Bisexual, Transgender, Queer Populations* and RFA CG 18-10134, *African American/Black Regional Initiative* are encouraged to apply.

For this RFA, Applicants are required to select their population(s) and jurisdiction(s) of focus and justify the selection with supporting data in the application. CDPH/CTCP strongly recommends all Applicants review smoking prevalence disparities by county in **Appendix 1:** *County-Level Smoking Disparities Among Priority Populations* and include additional relevant local or regional data to justify their selections.

To bolster momentum toward a tobacco endgame, this RFA requires awardees to work on a local policy objective focused on indicators that will engage priority population groups to end the tobacco epidemic. Awardees must also focus on recruiting organizations and individuals to support local policy campaign(s).

B. ENDING THE TOBACCO EPIDEMIC

For more than 30 years, CTCP has administered a comprehensive policy, system, and environmental change program. The program changes social norms relating to tobacco use to make tobacco undesirable, unacceptable, and inaccessible.

Building on decades of success, CTCP has shifted its focus from "controlling" the industry-created tobacco epidemic to ending it. CTCP seeks to transform California by eradicating the tobacco industry's manipulative, predatory, and deadly influence

[1] "LGBTQ+" is an abbreviation for lesbian, gay, bisexual, transgender and queer or questioning. The "plus" represents other sexual orientations and gender identities including, but not limited to: intersex, asexual, pansexual, Two-Spirit, androgynous, and asexual.

to equitably increase the health, environmental, and economic well-being of California's diverse populations. See **Appendix 2**: *Local Lead Agency Campaign to End Commercial Tobacco* for more information. This RFA supports ending the tobacco epidemic by increasing community engagement, prioritizing inclusion of priority populations, and accelerating policy change in communities disproportionately and adversely impacted by tobacco.

C. TOBACCO USE IN PRIORITY POPULATIONS

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."[1] To achieve health equity, CTCP prioritizes a focus on accelerating declines in tobacco-related disparities and engagement with priority population communities. As defined by the Tobacco Education and Research Oversight Committee's Plan, *Achieving Health Equity: Toward a Commercial Tobacco-Free California,2021-2022*, priority populations in California are those that use tobacco at higher rates, experience greater secondhand smoke exposure, are disproportionately targeted by the industry, and/or have higher rates of tobacco-related disease. Priority populations include but are not limited to: African American/Black, AANHP, Latino, and LGBTQ+ communities; people of low socioeconomic status or with limited education; rural residents; military personnel and veterans; individuals employed in jobs not covered by smoke-free workplace laws; people with substance use disorders or behavioral health conditions; people with disabilities; and school-age youth.[2]

This RFA will focus specifically on four primary priority populations: African American/Black; AANHPI; Latino; LGBTQ+; however, Applicants are encouraged (but not required) to consider including other secondary priority population groups listed above.

Since CTCP began in 1989, adult smoking prevalence has declined by 62.4 percent from 23.7 percent (1988) to 8.9 percent (2020).[3] Disparities remain for cigarette use among groups defined by gender identity and sexual orientation, race and ethnicity, age, education, income, geography and among those experiencing psychological stress and disabilities.[4] These high-risk groups, historically targeted by the tobacco industry, suffer disproportionately from tobacco-related illnesses and death despite the progress made in reducing adult tobacco use in California. Nearly 56 percent of adult California smokers made a quit attempt in 2020.[5] The tobacco use burden in

California remains large with 40,000 annual deaths attributed to tobacco use,[6] the annual health related cost of smoking at $13.3 billion, and Medicaid-related health care costs at approximately $3.6 billion.[7]

Tobacco-related disparities are a significant problem in African American/Black; AANHPI; Latino; LGBTQ+ communities. The tobacco industry is known for its aggressive marketing to certain populations. [8] The industry promotes discounted products and rewards programs, and advertises specific products, such as menthol cigarettes, towards these vulnerable populations.[9] In California, 68 percent of African American, 31 percent of Asian, 34 percent of Latino, and 42 percent of LGBTQ+ adult cigarette smokers usually smoke menthol cigarettes compared to only 15 percent of white adult cigarette smokers.[5] Additionally, tobacco retailers are more prevalent in low-income communities and communities with a large proportion of Hispanic, foreign-born resident, African American, and LGBTQ+ populations. [10,11] This gives the tobacco industry an advantage in keeping smokers addicted and initiating new smokers with their in-store marketing materials, which are visible to everyone. [12,13]

Because the industry has historically targeted these populations and caused these disparities, this RFA intends to fund partners who can engage these populations to join the fight and ultimately end the industry-caused tobacco epidemic.

D. FUNDING TERM AND FUNDING AVAILABILITY

1. Funding Term

a. The term of the Grant Agreement is expected to be up to 26 months and is anticipated to begin on May 1, 2023, through June 30, 2025. The Grant term may change if CDPH/CTCP cannot execute the Grant Agreement in a timely manner due to unforeseen delays.
b. The resulting Grant Agreement will be of no force or effect until it is signed by both parties and approved by CDPH/CTCP. The Applicant is cautioned not to commence work until all approvals are obtained. Should work 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 Grant Agreement via a formal amendment process to modify the Scope of Work (SOW) or budget based on changes in a rapidly evolving tobacco epidemic.

2. Funding Availability

The total maximum amount to be distributed among all Awardees is anticipated to be $13 million for up to 26 months for implementing a Prescribed SOW. See **Appendix 3:** *Prescribed Scope of Work* for more details. **Table 1.** *Maximum Fiscal Year Award* displays the maximum budget per awardee for each fiscal year (FY). Unexpended funds do not carry over from one FY to the next FY without prior approval and grant amendment. The state FY begins July 1 and ends June 30 of the following year. Funding is contingent upon available

revenues, appropriation by the Legislature and the Governor, multi-year spending authority, and CDPH/CTCP funding priorities and/or legal or administrative limitations. 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. Continued funding for the Grant will be dependent upon successful Applicant performance. CDPH/CTCP reserves the right to initiate amendments as necessary to redistribute funds between fiscal years to meet the needs of the State. For more information, please see **Appendix 4:** *Background and Authorizing Legislation.*

Funding must not exceed $300,000 per 12-month period and must not exceed a total amount of $650,000 for the 26-month grant term.

Table 1. Maximum Fiscal Year Award

Fiscal Year (FY)	Total Months	Maximum Budget Per Awardee
FY 22/23	2	$50,000
FY 23/24	12	$300,000
FY 24/25	12	$300,000
Total Maximum for 26-Month Grant Term	**26**	**$650,000**

3. **Funding Augment**
   CDPH/CTCP reserves the right to negotiate additional work with the successful Applicant that is consistent with the work components identified in Part III. Completing the OTIS Application 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.

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

5. **Prop 56 Tobacco-Related Disparity Statement**
   Pursuant to Revenue and Taxation Code Section 30130.55(b)(1), CDPH/CTCP is required to “award” not less than 15 percent of health promotion, health communication activities, and evaluation and tobacco use surveillance funds being awarded to accelerate and monitor the rate of decline in tobacco-related disparities with the goal of eliminating tobacco-related disparities. For this reason, all Prop 56 funds awarded because of this RFA count towards the 15 percent requirement.

E. ELIGIBILITY CRITERIA

1. **Organizational Type**
   a. California public or private non-profit entities with a permanent place of business in California or are qualified through the Secretary of State to do business in California are eligible to apply for these funds.
   b. Eligible entities include, but are not limited to: Local Health Departments, Hospitals, Community Clinics, Voluntary Health Organizations, American Indian Tribes, Colleges and Universities, County Offices of Education, School Districts, Health Maintenance Organizations, Professional Health Associations, and Professional Health Education Associations.
   c. Applicants claiming private non-profit status must submit proof of their non-profit status with their Application. Certification from the State of California, Office of Secretary of State, and a letter from the Department of Treasury, Internal Revenue Service (IRS) classifying the agency as a non-profit agency is acceptable proof. For examples, see **Appendix 5:** *Sample Non-Profit Status Letter*.
   d. Local Lead Agency (LLA) Applicants: Pursuant to H&S Code Section 104440, **LLAs are ineligible for awards under the competitive grants program unless the Applicant is a participant within a consortium of community-based organizations or non-profit agencies**. Each member of the consortium must be located and/or working in one or more of the counties within the region. Consortium partners do not need to be funded equally. If a consortium application includes an LLA, the LLA must be the Applicant agency and serve as the administrative hub for the consortium partners. An LLA consortium Applicant should include no more than two additional partners. In an LLA consortium application, the LLA may not be the recipient of more than one-third of the budget request. Ineligible applications will not be reviewed.
   e. Non-LLA Applicants: May submit an application reflecting a consortium of up to three (3) agencies, including the prime Applicant. Consortium partners do not need to be funded equally. If a consortium application is submitted, the lead organization must be the Applicant that will serve as the administrative hub for the consortium partners.
   f. State of California agencies other than state universities, colleges, and community colleges are not eligible.

2. **Submission of Multiple Applications**
   a. Each entity may submit only one application. However, more than one application from a fiscal agent/parent organization will be accepted as long as~~: (1)~~ the scope of work, objectives, and activities in the applications are unique and non-duplicative in terms of populations, geographical areas, and types of intervention strategies.~~; (2) the required staff are not shared across application(s).~~

b. Applications must propose to conduct tobacco use prevention activities focused on at least one (1) primary population of focus: African American/Black; AANHPI; Latino; LGBTQ+.
c. Applicants are allowed to select other populations in addition the primary population of focus listed in Item “a” in the same application.

3. **Required Scope of Work (SOW)**
The purpose of this funding opportunity is to accelerate endgame initiatives across the state by engaging priority populations that have been disproportionally targeted by the tobacco industry. Applicants are required to utilize the prescribed intervention and evaluation activities that are programmed in OTIS and found in **Appendix 3:** *Prescribed Scope of Work*. The prescribed activities are comprehensive, and the asset objective is designed to support the selected policy objective(s).

4. **Certify No Tobacco Industry Conflict**
To avoid any real or apparent conflict of interest, the Applicant must certify that it and any of its proposed subcontractors, employees, officers, and directors will not accept funding from nor have an affiliation, contractual relationship, or engage in a corporate responsibility with the tobacco industry, tobacco industry subsidiaries, electronic cigarette/vaping companies and cannabis companies, or related industries. Please see **Appendix 6:** *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 they or any of the investigators associated with the Grant (either paid, voluntary, or in-kind) have not received funding from nor had an affiliation or contractual relationship with a commercial tobacco company, electronic cigarette or cannabis company, any of its subsidiaries, or any company involved in the production, distribution or marketing of tobacco and electronic cigarette products, cannabis products, and related industries within the last five (5) years prior to the start date of the Grant period. In addition, the PI of the university or college must certify that they 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. The PI’s certification to this effect is required at the time the application is submitted.

F. FUNDING RESTRICTIONS

This RFA will **<u>not</u>** fund the following:

- 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.

- Voluntary policy adoption.
- Lobbying or election-related activities.
- Provision of direct medical care, including the provision of cessation pharmacotherapy.
- Reimbursement of costs incurred prior to the effective date of the Agreement.
- Reimbursement of costs currently covered by another CDPH/CTCP Grant or agreement.
- Reimbursement of costs that are not consistent or allowable according to local and state guidelines or regulations.
- Support of religious activities, including, but not limited to, religious instruction, worship, prayer, or proselytizing.

PART II. KEY ACTION DATES AND RESOURCES

A. 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	**September 22, 2022**
OTIS Open for Application Development	September 22, 2022
Informational Webinar	September 29, 2022, 10:00 am – 11:30 am
Written Questions Due	**October 6, 2022, 5:00 pm**
Responses to Written Questions Posted	October 13, 2022
Mandatory Letter of Intent Due	**October ~~20~~ 28, 2022, 5:00 pm**
Applications Due	**November 17, 2022, 5:00 pm**
Awards Posted	January 3, 2023
Notice of Intent to Appeal Letter Due	**January 10, 2023, 5:00 pm**
Final Announcement of Awards*	January 20, 2023
Grant Start Date	**May 1, 2023**
Grant End Date	June 30, 2025

CDPH/CTCP can revise dates and release an addendum at any time during the Solicitation process.

**Final Awards cannot be made until all appeals have been resolved.*
It is the Applicant's responsibility to check for notices and addenda for this RFA on the TCFOR website throughout the RFA process.

B. 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). See **Appendix 7:** *Mandatory Letter of Intent and Template* for instructions and required information that must be included in the Letter. For your convenience, a sample letter of intent has been provided in **Appendix 7:** *Mandatory Letter of Intent and Template*. Those who do not submit a LOI will not be allowed to submit an application. The LOI is not binding, and those submitting a LOI are not obligated to submit an application.

2. Submitting a Letter of Intent

A signed LOI must be uploaded 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*. Complete and upload the signed **Appendix 7:** *Mandatory Letter of Intent and Template*. To upload the letter of intent, 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. The LOI will **NOT** be accepted via email, fax, or mail.

The mandatory LOI is part of the "Overview: Applicant Registration Instructions" section on the TCFOR website. Once the Applicant creates a "User Account" and "Request to Apply" for the funding opportunity, an LOI can be uploaded.
For technical assistance with uploading the LOI, contact Humberto Jurado at (707) 640-0745 or Humberto.Jurado@cdph.ca.gov. Please do not wait until 4:00 p.m. of the submission due date to ask for assistance, as the support team may not be available because they are assisting others.

C. INFORMATIONAL WEBINAR

An optional virtual Informational Webinar will be conducted to assist those intending to apply. The purpose of the Informational Webinar is to provide interested parties with 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 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 chat box during the webinar.

Responses to written questions submitted before and during the webinar (through the chat box) 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.*

LLAs may provide information and consultation to prospective Applicants on current tobacco control initiatives in their jurisdiction, and/or community needs for additional tobacco prevention projects. **Please note, to avoid any actual or perceived conflict of interest, currently funded Statewide Training and Technical Assistance Providers and Statewide Priority Population Coordinating Centers may not provide direct technical assistance via email, telephone, or training to prospective Applicants** of RFA #22-10403 *Empowering Local Communities to End the Tobacco Epidemic.*

D. ONLINE TOBACCO INFORMATION SYSTEM (OTIS) AND APPLICATION SUBMISSION

1. **What is OTIS?**
   Responses to this RFA shall be submitted through the OTIS. OTIS is a secure, passcode protected management information 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 (7) days per week, and provides access to several reports as well as 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.*
   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 documents clarifying how to complete the requested information. Page Guides are quick access information aiding in completing a task without leaving the page you are working on.

e. Telephone Assistance: Call Humberto Jurado at (707) 640-0745.

E. APPLICATION SUBMISSION

Applications are due by the date and time listed in Table 2. *Tentative RFA Timeline and Award Schedule.* Applications are to be submitted through OTIS. Applications submitted by any other means will not be accepted. Applications received after the due date/time will not be reviewed. Submission before the deadline date is advised in case you experience 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 the submission of an 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 the support team, Humberto Jurado at (707) 640-0745 or via email at Humberto.Jurado@cdph.ca.gov. Please do not wait until 4:00 p.m. or later on the submission due date to seek assistance, as the support staff may be assisting others with requests and may not be available.

F. 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 apply 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 written questions or report errors by email (CTCPCompetitiveGrants@cdph.ca.gov) with the subject line “CTCP RFA CG 22-10403.” Oral 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.

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

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.

a. 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.
b. Oral questions will not be accepted. All questions must be transmitted in written form according to the instructions in the RFA.
c. 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. COMPLETING THE OTIS APPLICATION

The application requirements include the following sections: Contact Information, Agency Capability, Scope of Work: Intervention and Evaluation Plan, Scope of Work: Narrative Summary, Budget and Budget Justification and Additional Documents.

Each application will be evaluated and scored based on its response to the information requested in this RFA. 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.

CDPH/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 CDPH/CTCP-funded projects.
- Balanced representation of the types of organizations funded, jurisdictions selected, and work proposed.

The maximum point value for each section is as follows:

Application Section	Total Point Value
Agency Capability	50
Scope of Work: Intervention and Evaluation Plans	10
Scope of Work: Narrative Summary	20
Budget and Budget Justification	20
TOTAL	**100**

A. CONTACT INFORMATION (REQUIRED BUT NOT SCORED)

COMPLETE THE CONTACT INFORMATION
The purpose of this section is to collect information about the Applicant, the geographic service area of the proposed project, proposed Project Director/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, e-mail and mailing addresses, and Federal Employer Identification Number.

2. **Contact Information:**
   Provide specific contact information for the Project Director, Primary Tobacco Contact, Agency Fiscal Officer or Day-to-Day Fiscal Contact, and Official Agency Signatory. All roles should be filled by different people associated with the Application

B. AGENCY CAPABILITY (50 POINTS)

This section provides instructions and scoring criteria on the Applicant's ability to successfully implement the prescribed Scope of Work (SOW). Using the narrative fields provided in OTIS, the Applicant should demonstrate organizational capacity based on current and past successes, and lessons learned. Please respond to each item below. In some responses, the Applicant may also address the capacity of significant subcontractors and consultants to fully demonstrate the ability to carry out SOW activities. Each prompt should be addressed in full. All examples provided should be unique.

It is highly recommended that Applicants to this RFA contact the LLAs and competitive grantees that are funded beyond May 2023 in the jurisdictions they propose to work to coordinate policy and system change initiatives to avoid

duplication of efforts. See List of CTCP Local Lead Agencies for LLA contact information and List of CTCP Competitive Grantees for Grantee contact information.

Application Component	Scoring Criterion	Point Value
Applicant Overview		
Mission	Describe how the Applicant's mission, types of programs and services, targeted audiences, and partners are consistent with the goals of this RFA. Include details on how the Applicant's values and understanding of health equity and social justice will support the movement to engage the population(s) of focus in ending the tobacco epidemic.	2
Operational Capacity	Describe the Applicant's operational capacity by uploading an organizational chart that fully illustrates the proposed staffing structure (including subcontractors), full-time equivalencies (FTE), and supervisorial relationships. In addition, include a brief narrative description to define the typical work schedules, work locations (city/county), and work scenarios (i.e., in-person office, hybrid home/office, or fully remote) of all proposed staff to demonstrate the ability to provide services Monday-Friday.	2
Applicant Experience		
History and Experience with Population	Describe the Applicant's successful history and experience working with the population(s) of focus within the last five (5) years, especially focusing on the Applicant's history and experience with one of the four priority populations from this RFA.	3
Diverse Sectors	Provide three (3) examples of successful collaboration with different organizations that represent diverse sectors of the community (e.g., arts, music, and culture, community safety, economic development, environmental, faith-based, healthcare treatment, housing, government, labor, schools, tribes, social justice, human rights, etc.). Briefly describe the collaboration with each organization, how the collaboration was initiated and maintained, and what resulted from the collaboration. Include any outcomes achieved.	6

Application Component	Scoring Criterion	Point Value
Demonstrated Policy and System Change Work	Provide two (2) examples of the Applicant's work on voluntary or legislated policy, systems, and environmental change work that contributed to achievement of tangible and meaningful change in their community within the last five (5) years. Each example should include details on the Applicant's role, how they engaged the community in their efforts, and the outcome(s) achieved.	6
Demonstrated Community Engagement and Capacity Building	Provide two (2) examples describing the Applicant's experience in community capacity-building and engagement with the population of focus within the last five (5) years. Each example should include how the Applicant built new and/or improved existing relationships with or within these communities, and how they ensured accountability, sustainability, and reciprocity with partners.	4
Formative Research to Address Tobacco-Control Needs and Gaps	Describe the Applicant's proactive work to ensure that prescribed objectives and activities in the selected jurisdiction(s) and with the selected population(s) of focus do not duplicate existing efforts by: • Contacting agencies and organizations (such as LLAs) and other resources of information to identify the need in the community and demonstrate there is no duplication of existing tobacco prevention efforts. See List of CTCP Local Lead Agencies for LLA contact information and List of CTCP Competitive Grantees for Grantee contact information; and • Conducting formative research to identify how the community and intervention jurisdiction(s) were selected and the anticipated impact of the intervention.	4
Staff and Organizational Qualifications		
Program Staff and Subcontractor(s) Qualifications/Hiring Plan	Describe the qualifications of the proposed project staff and key subcontractors (if applicable) including: • the formal educational background, training, and professional experience of staff and subcontractors; • the Project Director/Project Coordinator's ability to provide overall programmatic management and administrative oversight, their qualifications	4

Application Component	Scoring Criterion	Point Value
	to oversee evaluation activities, and their ability to ensure that work is conducted in a professional and timely manner. If new staff will be hired for this project post-award, the Applicant should describe the educational and professional experience desired, a recruitment and hiring plan to ensure that staff with the desired skill set will be identified to fill the vacancies, and a timeline for filling vacant positions and the proposed structure of supervision and support for new staff.	
Project Evaluator Qualifications	Demonstrate the engagement of a qualified Project Evaluator who has: • Completed at least one course in study design or at least one year of experience determining the study design for an evaluation. • Completed one course in program evaluation or one year of planning and implementing a program evaluation. • Completed at least two intermediate courses in statistics. • Has intermediate or higher proficiency in calculating sample size, developing a sampling scheme, and determining appropriate data collection methods. • Has intermediate or higher proficiency in evaluating behavior change, policy, or media interventions. • Has intermediate or higher expertise in using statistical software packages to analyze and interpret quantitative data.	2
Administrative & Fiscal Requirements	• Demonstrate that the administrative/fiscal staff have the appropriate educational background, skills, and experience to satisfactorily manage all aspects of payroll, bookkeeping, invoicing, subcontract/consultant monitoring, and other administrative controls associated with acceptance of government funds. • Demonstrates three (3) years of satisfactory performance with administrative, fiscal, and program management of government and/or nongovernment funds; including timely and satisfactory submission of fiscal, program,	3

Application Component	Scoring Criterion	Point Value
	evaluation, and subcontractor/consultant documents. • Demonstrate fiscal stability to manage payments in arrears; no major negative audit findings; that the Applicant is compliant with Tax Debtor List to meet the requirements of Public Contract Code Section 10295.4.	
Organizational Start-Up	Demonstrate the ability: • To provide at least 50 percent of resources to support the project in the form of office furniture; communication and computer equipment; Internet access; hard drive encryption and antivirus software; computer software application access to support email, word processing, spreadsheets, PowerPoint and databases. • To begin implementing activities within six (6) weeks of the Grant start date.	2
Applicant's Letters of Recommendation and Work Products *Letters of Recommendation and Work Product are to be uploaded in the Additional Documents section of OTIS*		
Letters of Recommendation	Upload three (3) letters of recommendation. Letters must be written to the Applicant. No more than three (3) letters will be accepted. If the Applicant is currently receiving or has received funding from a local, state, and/or federal governmental agency, other than CTCP, within the last two years, one of the recommendations must be from one of these agencies. Do not include letters of recommendation from any person or organization within the Applicant's Application, including the Applicant's proposed co-applicant/consortium partners, subcontractors, or consultants. Each letter must be on the recommendation provider's letterhead (including address, telephone, e-mail, name, and title of the letter's author, a description of the capacity in which the recommendation provider worked with the Applicant) and include: • The Applicant's ability to establish and maintain positive collaborative relationships with organizations.	9

Application Component	Scoring Criterion	Point Value
	• At least one letter should include a description outlining similar work experience with the prescribed scope of work. See **Appendix 3:** *Prescribed Scope of Work.* • At least one letter should describe the Applicant's ability to fulfill the fiduciary and grants management functions.	
Work Products: Subject Matter Expert	Upload one (1) sample of work produced within the last three (3) years (e.g., community presentation, educational material) related to health education and prevention; public health policy, system, and environmental change; and/or a culturally specific topic for the population of focus.	3
Section Total		**50**

C. SCOPE OF WORK: INTERVENTION AND EVALUATION PLAN (10 POINTS)

The most competitive Applications will be those that include the following requirements:

1. **Scope of Work (SOW)**
   The SOW is to be commensurate with the costs included in the budget and budget justification, considering the number of jurisdictions selected and/or number of objectives written. Utilize the 26-month SOW in **Appendix 3**: *Prescribed Scope of Work*. Objectives and activities listed in Appendix 3 include comments with additional instructions that provide context on and basis for the requirements. Include the following required activities in the Scope of Work:
   For the Required Asset Objective:
   a. Coordination and collaboration with CTCP and funded local partners;
   b. Participation in LLA coalition meetings;
   c. Consistent use of the Partners website, including weekly log-ins, monthly use of the InfoHub forum, and the posting of project success stories annually through Spotlight On;
   d. Participation in a Statewide Evaluation of the Priority Population Initiative;
   e. Participation in annual Information & Education Days;
   f. Partner engagement tracking; and
   g. Brief Evaluation Reporting.

   For Policy Objectives:
   a. Strategic planning sessions using the Midwest Academy Strategy Chart for all policy objectives within the first six (6) months of the project;
   b. Development of a Policy Implementation Plan;
   c. Development of a public health pipeline project;
   d. Policy Record Review; and

e. Final Evaluation Reporting.

Applicants have the option to remove/delete other activities as appropriate as long as justification is provided in the Narrative Summary (e.g., if key informant interviews were completed within the last two years, the Key Informant Interview Evaluation Activity in the Evaluation Plan may be removed and an explanation that includes, and an explanation that includes how previously collected data will be used to support the objective provided in the Narrative Summary). The Applicant must also complete other details in the SOW such as defining the intervention topics, activity ranges, responsible parties, program deliverable percentages, and start/end dates. Please note, pre-populated sample deliverable percentages and start/end dates have been provided for each activity in OTIS, but Applicants should modify these so they are commensurate with the activity ranges proposed. Be sure to review each Objective and activity carefully to ensure this additional detail is present and accurate. It is recommended that Applicants refrain from adding additional activities due to the comprehensive nature of the prescribed SOW. Additional activities will not affect the scoring of the application.

Details to be completed in the SOW are identified by the use of brackets with prompts in the text of activities. Bracketed text should be deleted and replaced with the Applicant's tailoring of the activity. For example, when the following activity appears in the SOW:

> **[CONDUCT/ATTEND] [# RANGE]** community engagement events or meetings. Participants will be **[INSERT DESCRIPTION OF PARTICIPANTS].** Participants will be **[INSERT RECRUITMENT METHODS OR AUDIENCES such as existing relationships, partner organization's followers, social media networks, etc.].** Participants will be asked to **[INSERT INTENDED ACTIONS OR ACTIVITIES FOR PARTICIPANTS]**.

The Applicant should remove the bracketed text and replace with details that appropriately tailor the activity to their work. For example:

> **Conduct 2-4** community engagement events or meetings (e.g., town halls, forums, presentations) with participation by approximately **25-50** individuals at each event. Participants will be **adult community members from targeted neighborhoods/districts identified on the Midwest Academy Strategy Chart throughout the jurisdiction.** Participants will be **recruited through targeted social media posts, through our listservs, and by our subcontractors' networks.** Participants will be asked to **signing postcards to policymakers in support of comprehensive smoke-free air laws, including smoke-**

free multi-unit housing.

OR

Attend 5-10 community engagement events or meetings with participation by approximately **50-200** individuals at each event. Participants will be **community members attending existing community events (e.g., National Night Out, Neighborhood Block Parties, Community Parades, Farmers' Markets).** Participants will be **recruited through activities/games hosted at our table/booth.** Participants will be asked to participate in project activities by **signing up for our listserv to receive newsletters, following our social media page(s), and signing postcards to policymakers in support of comprehensive smoke-free air laws, including smoke-free multi-unit housing.**

2. **Priority Population Requirement**
   Applicants may work with multiple populations as appropriate within their selected jurisdictions, but there must be a primary population of focus that is one of the four priority populations listed in Part I. Initiative Overview. Applicants are encouraged to review **Appendix 1**. *County-Level Smoking Disparities Among Priority Populations* and relevant local data to provide justification for their selection(s).

3. **Two Objective Minimum Requirement**
   Applicants are required to apply with a minimum of two objectives – one asset objective and one policy-based objective. The Applicant may choose to add a second policy-based objective for a total of three objectives. Please note that the objectives are written to achieve bold policies that Applicants should strive toward. Grantees are only held to the completion of activities, not objectives. Deliverables are only assigned to activities and not the objective. See **Appendix 3**: *Prescribed Scope of Work.*

   a. **(Required) Asset Objective:** One (1) objective must be based on Asset 2.5 Community Engagement in Tobacco Control and Asset 2.4 Youth Engagement in Tobacco Control. Inclusion of Asset 2.4 does not require that the Applicant work directly with youth (although they may choose to do so) but encourages them to at least engage with youth-serving organizations. The purpose of the Asset objective is to build a group of community organizations that will support the policy campaign(s) described in the required Policy objective(s).

      Objective Language: By June 30, 2025, partner with at least [X] organizations representing or serving the population of focus to work on and contribute to the project's tobacco control policy campaigns.

Organizations should represent diverse sectors of the community (e.g., business, environment, faith, health, housing, labor, social justice, youth, etc.).

b. **(Required) Policy Objective:** One (1) objective must be based on Option A. **both** Indicators 2.2.35 Smokefree Outdoor Public Places ~~or~~ **and** 2.2.13 Smokefree Multi-Unit Housing~~, or both~~; OR Option B. 3.2.1 Tobacco Retail Licensing or 3.2.17 No Sale of Tobacco Products, or both. The purpose of these two policy options is to build a movement across California that prepares and transitions communities to end the tobacco epidemic and make all California communities tobacco-free. A focus on comprehensive secondhand smoke and comprehensive tobacco retail policies will accelerate efforts to make tobacco undesirable, unacceptable, and inaccessible in our communities. See **Appendix 2**: *Local Lead Agency Campaign to End Commercial Tobacco* for more information. Please note that cessation-focused objectives are not a policy option as CDPH/CTCP is funding other organizations to do this work in separate funding opportunities. Applicants may choose to work on one or both of the following objectives:

   i. **Objective Language – Option A**: By June 30, 2025, at least [INSERT #] jurisdiction in [INSERT JURISDICTIONS] will adopt and implement both 1) a policy that prohibits smoking and vaping of all products from multi-unit housing of two or more units (market-rate, public, and subsidized), including 25 feet from all doors, windows, patios, and balconies, and emphasizes a graduated enforcement process; and 2) a policy that eliminates smoking (including burning or heating of tobacco and other plant products, natural or synthetic) in all outdoor recreational and non-recreational public places (including parks/beaches, sidewalks, dining, entryways, worksites, event sites, bike lanes/paths, alleys, and parking structures) without designated smoking areas or distances. The policy will exclude any provision that criminalizes a person for the use or possession of tobacco products.
   ii. **Objective Language – Option B**: By June 30, 2025, at least [INSERT #] jurisdictions in [INSERT JURISDICTIONS] will adopt and implement either a policy that eliminates the sale of all tobacco products, or a comprehensive tobacco retail licensing policy that requires tobacco retailers to obtain a license to sell tobacco products, includes elimination of flavored and menthol tobacco sales, a minimum retail sale price for tobacco products set in conjunction with minimum package/volume size, restrictions on the redemption of coupons or other discounts on tobacco products, and designates a portion of the annual licensing fee ensure adequate enforcement of the policy. The policy will exclude any provision that criminalizes a person for the purchase, use, or possession of tobacco products.

c. All three objectives with corresponding activities will be preloaded into the

Applicant's Application. Only two (2) objectives are required (one [1] Asset objective and one [1] Policy objective). The Applicant may apply including all three objectives. If the Applicant intends to apply including two (2) objectives, the Applicant must delete either Policy Objective A or Policy Objective B, in OTIS prior to submitting their Application.

i. Both Policy Objective A and Policy Objective B have been designated as a Primary Objective, which requires a Final Evaluation Report Activity.

d. Proposed work on alternative objectives or indicators besides those listed in **Appendix 3**: *Prescribed Scope of Work* will not be funded.

4. **Prescribed Activities Instructions**
   a. Each preloaded SOW Objective (i.e., Asset Objective, Policy Objective A, and Policy Objective B) contains a standard set of activities to support the Objective. Applicants are encouraged not to add activities but may delete activities if they have been previously completed in the Applicant's selected jurisdictions within the last two years. Applicants must provide justification for all deleted activities in the Narrative Summary section of the SOW and note how any deliverables from those activities will be utilized in the prescribed SOW.

Application Component	Scoring Criterion	Point Value
Scope of Work: Intervention Plan		
Intervention Plan: Required Activities	The Applicant selected at least two (2) Objectives, with one being a policy objective and one being the asset objective. The Applicant included the Tracking Measures provided in the Intervention Plan of **Appendix 3**: *Prescribed Scope of Work*, **without modification.** The Applicant included all required activities from **Appendix 3:** *Prescribed Scope of Work.*	2
Intervention Plan: Activity Descriptions	The Applicant replaced all bracketed text in Intervention Activity Descriptions (e.g., activity ranges); modified the pre-populated sample Start/end Dates and Program Deliverable Percentages commensurate with the activity ranges proposed; and completed the Responsible Parties field.	3
Scope of Work: Evaluation Plan		

Evaluation Plan: Required Activities	The Applicant included all required activities from **Appendix 3:** *Prescribed Scope of Work*. The Applicant included the Evaluation Type and Tracking Measures provided in the Evaluation Plan of **Appendix 3**: *Prescribed Scope of Work*, **without modification.**	2
Evaluation Plan: Activity Descriptions	The Applicant replaced all bracketed text in Evaluation Activity Descriptions (e.g., activity ranges). The Applicant also modified the following pre-populated samples commensurate with the activity ranges proposed: • Waves of Data Collection, • Data Collection Periods, • Data Collection Training Information, and • Program Deliverable Percentages The Applicant completed the Responsible Parties field. For the Evaluation Reporting activities, the Applicant completed the following fields: • Methods to Disseminate Findings, • Other Dissemination Methods, • Study Limitations or Challenges, • Copyright, • Program Deliverable Percentage, and • Responsible Parties	2
Policy Cessation and Media Activities		
Policy Cessation and Media Activities	The Applicant included the required Policy Cessation Activity C-8. If Media Activity M-1 (not required) is included in the Application, Media Activity M-6 Media Activity Record must also be included.	1
Section Total		**10**

D. SCOPE OF WORK: NARRATIVE SUMMARY (20 POINTS)

Narrative Summary: The Narrative Summary is required for each objective and provides the overarching story of the need to implement the prescribed scope of work within the population of focus, how the major intervention activities will be implemented by the Applicant, the underlying theory of change or rationale for the prescribed intervention, and how it will be evaluated. The Applicant must complete the following sections: Community Assessment Analysis, Major Intervention

Activities, and Evaluation Narrative. The Theory of Change section will be pre-filled for all Applicants and is not scored.

Applicants may work with multiple populations as a means of addressing intersectionality, but a primary population of focus must be specified. The Narrative Summary for the objective must include justification for all populations of focus.

Application Component	Scoring Criterion	Point Value
Scope of Work: Narrative Summary		
Community Assessment Analysis	Complete the Community Assessment Analysis (600-word limit) to justify and support the selection of the priority population(s) of focus and demonstrate the need for the intervention using community needs assessment findings; local, state, or national data that describe the problem; a summary of evidence-based literature and/or community-defined evidence; or **Appendix 1:** *County-Level Smoking Disparities Among Priority Populations.* To cite data or literature, please state the author, publication title, and year, (e.g., Duber, Herbert, et.al, Public Health Management & Practice, 2020). Begin the Community Assessment Analysis narrative with and complete the statements below. • "This project will primarily address the following priority population(s) of focus: (list the population(s) of focus for this application)." • "This project will primarily work in the following geographical communities: (identify the target jurisdictions and describe the demographics of the community)."	10
Major Intervention Activities	Complete the Major Intervention Activities (400-word limit): Provide a concise summary of how the Applicant intends to implement the intervention activities in the scope of work. Describe how the Applicant will sequence the community engagement, community organizing, education, outreach, training, and policy activities to achieve the objective. Explain how members of the community and/or CTCP-funded projects will be engaged and how activities will be tailored to advance tobacco prevention initiatives within the population(s) of focus. If there are activities that were deleted from the Objective, justification must be provided.	5

Evaluation Summary Narrative	Complete the Evaluation Summary Narrative (500-word limit): Provide a concise summary of how the evaluation activities will be used to improve or tailor the intervention activities for the population of focus. Describe the plan to disseminate evaluation findings to CTCP-funded partners, community organizations, and/or stakeholders. Include information about the intended participants, the anticipated number of participants, and the frequency of evaluation activities. If there are activities that were deleted from the Objective, justification must be provided.	5
Section Total		**20**

E. BUDGET AND BUDGET JUSTIFICATION (20 POINTS)

1. **Budget and Funding Level Per Fiscal Year**
   a. Twenty-six (26) month Budget: Applicants must develop a 26-month budget that is accurate and justified for each fiscal year (FY) based on the prescribed SOW described in **Appendix 3**: *Prescribed Scope of Work.* See **Appendix 10**: *Budget Justification Instructions* for instructions, formulas, and requirements for the eight line-item budget. Applicants must verify that each activity in the prescribed SOW that results in an expenditure of funds is reflected in the budget. Adhere to the requirements and criteria provided in this section and the instructions provided in the following Appendices: **Appendix 10:** *Budget Justification Instructions*, **Appendix 11:** *Comparable State Civil Service Classifications*, and **Appendix 12:** *CTCP Program Letter 18-01 Incentive Materials.*
   b. Maximum Budget per FY: Applicants must ensure the total dollar amount for the FY does not exceed the maximum amount allowed in the RFA. See **Table 1.** *Maximum Fiscal Year Award*.

2. **Budget Formulas**
   Provide easy-to-follow formulas to substantiate how costs were calculated (formulas described in **Appendix 10:** *Budget Justification Instructions*).

3. **Explain Budget Items with Zero Fund Request**
   Explain and include the funding source when zero funds or insufficient funds are budgeted for a standard cost (e.g., in-kind contributions for space, personnel, indirect expenses, subcontracts). CDPH/CTCP reserves the right to completely exclude activities and associated budget implemented with in-kind funds (e.g., federal funds) if the use of those funds obscures the quality, reach, and evaluation of the impact of the tobacco control program efforts.

4. **Personnel and Required Staffing**
   a. Applicants must include the required positions listed in **Table 3.** *Required Staffing and Minimum Duties* in the budget and budget justification.

Applicants must provide personnel costs that reflect salaries comparable to State Civil Service Classification rates and associated duties must also be comparable. See **Appendix 11:** *Comparable State Civil Service Classifications*. Salaries above the Comparable State Civil Service Classifications rate must be completely justified.

b. Individual budgeted staff or subcontracted employees, funded by CTCP, on one project or on multiple projects, may not work more than 1.0 full time equivalent (FTE) in combined total, without written CTCP approval from the Procurement Manager and the Program Consultant at CTCP.
c. An individual budgeted staff may not act as more than one of the required staffing positions outlined in **Table 3.** *Required Staffing and Minimum Duties* for this project.

Table 3. Required Staffing and Minimum Duties

Staffing	Position	Responsibilities
Required: 50 - 100% Full Time Equivalent (FTE)	Project Director/ Project Coordinator	This position must be listed as the Primary Tobacco Contact in OTIS and act as the primary day-to-day point of contact for CDPH/CTCP communication to the Agency. 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; implements evaluation activities; prepares required reports; and devotes a minimum of 10 percent of a full-time position (equivalent to four hours per week) to overseeing evaluation activities.
Required: 50-100% FTE	Community Engagement Coordinator	This position works to broaden community engagement in tobacco prevention efforts, coordinates with LLAs, and seeks regular consultation with statewide partners to increase coordination and training in the selected jurisdiction(s) and implements efforts to ensure and track diversity, engagement, and satisfaction among community members through such activities as tracking the quantity and types of activities in which community members were engaged.

Staffing	Position	Responsibilities
Required: One Staff or Subcontractor Minimum 10% FTE	Evaluator	This position implements activities such as development of data collection instruments and protocols; provides data collection training; oversees sampling methodology; data analysis; and report writing. Duties may also include assisting with data translation and dissemination of evaluation results. The individual designated as the Project Evaluator must meet the following minimum requirements: 1) at least one course in study design or at least one year of experience determining the study design for an evaluation; 2) have intermediate or higher proficiency in calculating sample size, developing a sampling scheme, and determining appropriate data collection methods; 3) completed one course in program evaluation or one year of planning and implementing a program evaluation; 4) have intermediate or higher proficiency in evaluating behavior change, policy, or media interventions; 5) at least two intermediate courses in statistics; and 6) have intermediate or higher expertise in using statistical software packages to analyze and interpret quantitative data.
Required: Paid Internship (Public Health Pipeline)	Intern	Paid Internships offer people entering the workforce or considering a career change to engage in various public health opportunities. By offering opportunities for paid internships to people in health fields, policy, communication, public health and other related disciplines the development and diversification of the public health workforce expands. Paid Internships for this project may be limited term and paid as Personnel, through a Subcontract, or with a stipend. The Paid Internship must be listed in the budget.

Staffing	Position	Responsibilities
Strongly Recommended: Community Engagement Agreements	CEA Recipients	These Community Engagement Agreements (CEA Recipients) may be limited term and paid through a Subcontract. A CEA is a type of Subcontract, valued at less than $5,000. A CEA does not require a competitive bid process, but the primary awardees must be selected in a fair and unbiased manner to eliminate any real or perceived allegation of preference (e.g., favoritism, bias, or nepotism). During the entire project term, a prime agency may not award a subcontractor a single or multiple CEA award(s) totaling $5,000 or more. CEAs must be included in the budget justification.

5. Fringe Benefits

Provide a description of Fringe Benefits for all eligible personnel. Identify personnel that will not receive benefits.

6. Operating Expenses

The costs for the operating expenses associated with completing the activities in the prescribed SOW, must be justified for the sub-line items below:

a. CTCP Communications Network (Partners)
b. Space Rent/Lease
c. Office Supplies/Expenses
d. Communications
e. Postage
f. Printing
g. Duplicating
h. Equipment Lease/Rental
i. Audit (Note: Audit expenses may be budgeted in the Operating Expenses category or in the Indirect Expenses category but not in both) Additional operating expense subcategories may be proposed in this category. See **Appendix 10**: *Budget Justification Instructions* for more details.

7. Equipment

a. Agencies are required to have at least one computer system for use by the project to complete the prescribed SOW. Allowable equipment purchases include: Computer software/hardware, and items such as desks and chairs. Provide detailed equipment descriptions including the estimated purchase price and identify which budget staff will utilize it.

b. Please note, the Applicant must provide in-kind at least 50% of the required office, computer, and software for the proposed project.

8. Travel/Per Diem and Training

Applicants are required to budget for travel, training, and/or conference expenses that are consistent with the needs of the project and directly support the prescribed SOW. Travel and Per Diem costs must adhere to the rates set by the California Department of Human Resources (CalHR). See website here.

Below are instructions for budgeting required and optional (recommended) travel/per diem and training:

a. **Project Travel/Training:** Budget this line item for local travel essential to your prescribed SOW and coordination/collaboration with partners. You may also include registration fees for staff development/training, necessary for the completion of the prescribed SOW. Costs typically include mileage, meals, lodging, and incidental expenses.
b. **CTCP Travel/Training:** Budget this line item if you plan to attend any of the optional trainings or conferences hosted by CTCP or other Public Health Organizations. See **Table 4.** *CTCP Travel/Trainings*, for a list of training opportunities occurring during this project's term. These trainings and conferences are optional. Budget for these events as your budget permits.

Table 4. CTCP Travel/Trainings

Optional Travel/Training	**FY 23/24**	**FY 24/25**	**FY 25/26**
CTCP or other Public Health Organization Summits/Conferences to counter unanticipated and emerging threats from the tobacco/cannabis industry	1-2	2-5	2-5
CTCP Technical Assistance Provider Trainings	1-2	2-5	2-5

9. Required CTCP Travel/Training

Budget this line item for trainings/conferences outlined in **Table 5.** *Required CTCP Travel/Trainings,* as CTCP requires attendance to these travel/trainings as a condition of this RFA. These travel/trainings are required. A minimum of one (1) project staff member is required to attend the required travel/training noted in **Table 5.** *Required CTCP Travel/Trainings.* Budgeted costs typically include registration fees, airfare, mileage, meals, lodging and incidental expenses.

Table 5. Required CTCP Travel/Trainings

Required Travel/Training	FY 22/23	FY 23/24	FY 24/25
Projects' Meeting			X
Capitol Information & Education Training and Day		X	X

10. Optional Out-of-State Travel (OST)

CTCP is interested in Awardees taking the opportunity to learn from the work being done in other states and disseminate their funded project-related findings nationally. Each Awardee is eligible to send 1-2 required staff to OST events on a case-by-case basis. The entire cost of the OST including registration, travel, and per diem should not exceed approximately $2,500 per person per event. CTCP reserves the right to change this policy at any time, and/or pay only a portion of the proposed OST costs. In its OST budget justification narrative, the Awardee will need to describe the benefit of participation to CTCP, the Awardee, and how attendance supports the SOW.

Table 6. *Potential Out-of-State Travel Opportunities* summarizes some of the events that CTCP would support Awardees attending. If the OST is not approved in the initial budget negotiations, then the Awardee will need to submit an Out-of-State Travel request through OTIS. An OST request submitted through OTIS takes approximately 2- 4 weeks to review for a determination to be made. The benefit to the State and Awardee must be identified and will need to support the current SOW. For the OST budget projections, Awardees are to provide an estimated cost for all years of the agreement. See **Appendix 10:** *Budget Justification Instructions* for the formulas and required information for the description.

When budgeting funds for OST, please note CTCP funds may not be utilized to travel to a State that has enacted a law, after June 26, 2015, that discriminates against individuals who identify as lesbian, gay, bisexual, or transgender. Per Assembly Bill (AB) 1887 (Government Code Section 11139.8), state-funded and state-sponsored travel is prohibited to states with discriminatory laws. As required per AB 1887, the Attorney General (AG) maintains on their website the list of states that are subject to the travel ban.

Table 6. Potential Out-of-State Travel Opportunities

Event/Conference (Examples)	FY 22/23	FY 23/24	FY 24/25
American Public Health Association (APHA)		X	X
National Conference on Tobacco or Health (NCTOH)			X

11. Subcontractors and Consultants

The agency may enter into subcontracting relationships to fulfill the requirements of the SOW.

a. Detail and justify any Subcontractor/Consultant costs necessary to implement the activities. Clearly distinguish the responsibilities of each Subcontractor/Consultant from budgeted personnel and link the services to the activities.
b. Describe and justify travel costs necessary to implement the activities and tie expenditures to applicable activities.
c. Separately list the name of each subcontractor and/or consultant who will provide the specialized effort directly related to activities.
d. Verify each Subcontractor and/or Consultant listed in the Budget Justification is also referenced with the same Title in the prescribed SOW's "Responsible Parties."
e. Provide the following details:
    i. Name of each subcontractor and/or consultant. Identify subcontractors and/or consultants, who have not been selected at the time of submission, as "To Be Determined"
    ii. Description of the activities/services to be performed
    iii. Amount of service time in increments of hours, days, weeks, months
    iv. Salary or hourly rate
    v. Formula(s) that substantiates how the costs were determined and the total cost for each Subcontractor/Consultant
f. Community Engagement Agreements (CEAs) are strongly recommended. Please see **Appendix 10:** *Budget Justification Instructions* for further instructions regarding CEA agreements.

12. Other Costs

Other Costs include costs associated with completing the Activities not listed in Operating Expenses. Four standard cost line items that must appear in the

budget justification include Educational Materials, Incentives, Paid Media, and Booth Rental/Facility Fees. Additional Other Cost subcategories may be proposed with appropriate justification.

13. **Indirect Expenses**
The Indirect Rate used by Applicants, that are not a local health department, must not exceed a maximum of 25 percent of the Total Personnel Services (Personnel Costs plus Fringe Benefits Cost) or 15 percent of Total Allowable Direct Costs.

The Indirect Rate used by Applicants that are a local health department must not exceed the local health department's FY 2022-2023-CDPH approved Indirect Cost Rate (ICR). Local health department that uses a Total Allowable Direct Costs as the ICR basis are subject to State Contracting Manual 3.06 restrictions on subcontract administrative overhead fees which states that only the first $25,000 for each subcontract may be included in the calculation of Total Allowable Direct Costs.

Application Component	Criterion	Point Value
Budget and Budget Justification		
Overall Budget	• The proposed eight line-item budget adheres to the instructions, formulas, and requirements provided in **Appendix 10:** *Budget Justification Instructions.* • The total dollar amount does not exceed the amount identified in the RFA. • Each activity in the SOW that results in an expenditure of funds is reflected in the budget. • If zero funds or insufficient funds are budgeted for a standard cost, easy-to-follow justification is provided.	**8**
Budget Justification Narrative	• The proposed budget justification narrative includes detailed descriptions/explanations for each of the eight line-item budget and the corresponding sub-line items identified in the OTIS Budget Justification. • The narrative includes easy-to-follow formulas that substantiate how the costs were calculated (e.g., monthly/unit rates are provided). • The calculations are accurate and free of calculation errors. • If non-Prop 99 or Prop 56 funds are contributing to the implementation of the SOW, budget activities are	**4**

Application Component	Criterion	Point Value
	identified as "In-Kind" and specify the source of the in-kind funding, (e.g., federal funds CDC grant, etc.).	
Personnel	• The proposed staffing plan adheres to requirements in **Table 3.** *Required Staffing and Minimum Duties.* • The proposed staff duties adhere to requirements in **Table 3.** *Required Staffing and Minimum Duties*. • The proposed personnel costs reflect salaries comparable to State Civil Service Classification. See **Appendix 11:** *Comparable State Civil Service Classifications*. When applicable, salaries above the Comparable State Civil Service Classifications rate must be justified.	**3**
Travel/ Per Diem Costs	• Travel costs adhere to requirements in **Table 4.** *CTCP Travel/Trainings* for all fiscal years. • Travel costs adhere to requirements in **Table 5.** *Required CTCP Travel/Trainings* for all fiscal years. • All proposed travel costs are justified and adhere to requirements provided in **Appendix 10:** *Budget Justification Instructions.* • For non-governmental non-profit agencies, Travel and Per Diem costs adhere to rates set by the California Department of Human Resources (CalHR). See website here.	**4**
Subcontract/ Consultant Costs	• Subcontract/consultant costs adhere to requirements outlined in **Appendix 10:** *Budget Justification Instructions.*	**1**
	Section Total	**20**

F. ADDITIONAL DOCUMENTS (REQUIRED AND NOT SCORED)

The purpose of the Additional Documents are to provide the CDPH/CTCP with supplemental information regarding the Applicant and will substantiate the CTCP agreement requirements. Provide the following additional documents as described below. See **Appendix 9:** *Instructions for Accessing the OTIS Applicant Training Course*, module "Additional Documents" for more information.

1. **Proof of Non-Profit Status**
   Complete and upload 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. For an example, see **Appendix 5:** *Sample Non-Profit Status Letter.*

2. **Certification of Non-Acceptance of Tobacco Funds**
   Complete and upload **Appendix 6:** *Certification of Non-Acceptance of Tobacco Funds.* This document is used to determine the eligibility of Applicants and is also downloadable from OTIS in the Additional Documents – Required Administrative Documents section.

3. **Franchise Tax Board Entity Status Letter**

   Generate this letter at the Franchise Tax Board website and upload the letter to OTIS.

4. **Additional Tobacco Control Funding**
   Complete and upload **Appendix 13:** *Additional Tobacco Control Funding.* This document is used to determine other sources of tobacco control funding the Applicant is receiving to assess for duplication of effort and supplanting. If the Applicant agency is receiving funds for any tobacco control efforts whether they are from local, state, federal, and/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. (Online form in OTIS, documentation uploaded by Applicant)

5. **Civil Rights Law Certification**
   Complete and upload **Appendix 14:** *Civil Rights Law Certification*. This form is also downloadable from OTIS in the Additional Documents- Required Administrative Documents section.

PART IV. APPLICATION REVIEW PROCESS

This section explains how applications will be reviewed, evaluated, and scored. Each application will be evaluated and scored based on the responses to the information requested in this RFA. 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 CDPH/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.

A. 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 Company Funds
    - Proof of Non-Profit Status
    - Franchise Tax Board Entity Status Letter
    - Civil Rights Law Certification
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.

B. 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. CDPH/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 CDPH/CTCP-funded projects.
- Balanced representation of the types of organizations funded.

C. 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.

D. 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 the date listed in **Table 2.** *Tentative RFA Timeline and Award Schedule* 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.

PART V. AWARD ADMINISTRATION INFORMATION

A. RFA DEFINED

The competitive method used for this procurement of services is an 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 as a requirement of this RFA.
4. There is a conflict of interest.
5. It contains confidential information.

6. It is not submitted through the OTIS and prepared in the mandatory format described.
7. It does not literally comply with the RFA, contains caveats, variations or deviations that conflict with the RFA, 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 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. Each Applicant will be notified in writing of the funding decision. Upon written request to CDPH/CTCP, Applicants will receive a copy of the scoring summary page that provides the score and overall strengths and weaknesses of their application.

F. 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. The awardee is required to submit a prescribed SOW, Budget Proposal, in accordance with CDPH/CTCP requirements, which will become part of the final Grant. Upon completion and approval of these documents, the Grant documents will be submitted to CDPH for execution. Work may not commence until the Grant is fully executed and any work done before the full execution will be deemed voluntary.

G. 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 had followed the

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)
Maria Ochoa, MPA, Assistant Deputy Director (or designee) Center for Healthy Communities California Department of Public Health MS 7206 P.O. Box 997377 Sacramento, CA 95899-7377 Phone: (916) 449-5500	Maria Ochoa, MPA, Assistant Deputy Director (or designee) 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 their designee, a hearing may be held. The decision of the Assistant Deputy Director or their 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 the CDPH/CTCP the required documents listed in Part VI., B. Awardee Required Documents.

H. DISPOSITION OF APPLICATIONS

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 (PRA) (Government Code Section 6250 et seq.) and subject to review by the public.

I. INSPECTING OR OBTAINING COPIES OF APPLICATION MATERIALS

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

PART VI. 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 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) and Payee Data Record Supplement (STD 205), if applicable, to determine if the Awardee is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131.

2. All pages of the Contractor Certification Clauses (CCC 04/2017), which is a Department of General Services form.

3. Evidence of $1,000,000 commercial general liability insurance or a certification of self-insurance signed by the authority to bind the agency.

4. Establish the Headquarters for State Travel Reimbursement for budgeted staff and subcontractors/consultants. Further information on CalHR State Travel Reimbursement policies can be found here: http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx.

5. Board Resolution – all local government agencies are required to submit a Board Resolution with each grant. Resolutions must be submitted after notice of award and prior to full execution of grant. Resolutions must indicate local government approval of the grant.

C. AWARDEE REQUIREMENTS

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

1. All CDPH/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. CDPH/CTCP-funded projects and grants are required to access Partners at least once a week to review weekly updates.
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 CDPH/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 prescribed SOW per **Appendix 3:** *Prescribed Scope of Work* and adhere to **Appendix 10:** *Budget Justification Instructions,* **Appendix 15:** *California Tobacco Control Program Policy Manual, and* **Appendix 16:** *California Tobacco Control Program Administrative Manual.* The California Tobacco Control Program Administrative and Policy Manuals are located in OTIS under the Training Menu, and Unser Manuals, where users can view and download the latest version of the policy manual as a PDF file.

D. STANDARD PAYROLL AND FISCAL DOCUMENTS

The Awardee shall maintain adequate employee time recording documents (e.g., timesheets, timecards, 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 four progress reports on time, complete, through the OTIS, and in conformance with CDPH/CTCP instructions.

2. The final progress report is due on the last day of the grant term. The final progress report is to be a cumulative report that summarizes all activities and outcomes during the term of the grant.

3. Each Awardee will participate in the development and production of a Final Evaluation Report (FER), which will include a description of activities conducted, policies adopted and implemented, challenges and barriers, lessons learned. The FER will be submitted with the final progress report.
4. 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 Agreement.

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 the CDPH/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 Grant 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 Agreement.

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 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 in any application. 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. **Grant 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 VII. REFERENCES

1. Cal. Health & Safety Code § 131019.5 (2012). https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=HSC&division=112.&title=&part=1.&chapter=1.&article=

2. Tobacco Education and Research Oversight Committee. (2021). *Achieving Health Equity: Toward a Commercial Tobacco-Free California, 2021-2022*. Sacramento, CA: Tobacco Education and Research Oversight Committee.

3. Behavioral Risk Factor Surveillance System. (2021). *BRFSS 1988-2020*. Centers for Disease Control and Prevention.

4. California Department of Public Health, California Tobacco Control Program. (2021). *California Tobacco Facts and Figures 2021*. Sacramento, CA: California Department of Public Health. https://www.cdph.ca.gov/Programs/CCDPHP/DCDIC/CTCB/CDPH%20Document%20Library/ResearchandEvaluation/FactsandFigures/CaliforniaTobaccoFactsAndFigures2021-V3A.pdf

5. California Health Interview Survey. (2021). *CHIS 2019-2020 Adult Files*. UCLA Center for Health Policy Research.

6. Centers for Disease Control and Prevention. (2014). *Best Practices for Comprehensive Tobacco Control Programs - 2014*. Atlanta, GA: US Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health.

7. Campaign for Tobacco Free Kids. (2020) *The Toll of Tobacco in California*. https://www.tobaccofreekids.org/problem/toll-us/california

8. Centers for Disease Control and Prevention. (2021). *Tobacco Industry Marketing.* Atlanta, GA: US Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health. https://www.cdc.gov/tobacco/data_statistics/fact_sheets/tobacco_industry/marketing/index.htm

9. Campaign for Tobacco Free Kids. (2021). *Marketing Menthol: The History of Tobacco Industry Targeting Among African Americans*. https://www.tobaccofreekids.org/assets/factsheets/0400.pdf

10. Loomis, B. R., Kim, A. E., Goetz, J. L., & Juster, H. R. (2013). Density of tobacco retailers and its association with sociodemographic characteristics of communities across New York. *Public Health, 127*(4), 333-338.

11. Lee, J. G., Sun D. L., Schleicher, N. M., Ribisl, K. M., Luke D. A., & Henriksen, L. (2017). Inequalities in tobacco outlet density by race, ethnicity and socioeconomic status, 2012, USA: results from the ASPiRE Study. *Journal of Epidemiology and Community Health*, *71*(5), 487-492. doi: 10.1136/jech-2016-208475.

12. Henriksen, L., Schleicher, N. C., Feighery, E. C., Fortmann, S. P. (2010). A longitudinal study of exposure to retail cigarette advertising and smoking initiation. *Pediatrics*, *126*(2), 232-8. doi: 10.1542/peds.2009-3021.

13. Siahpush, M., Shaikh, R. A., Smith, D., Hyland, A., Cummings, K. M., Kessler, A. S., Dodd, M. D., et al. (2016). The association of exposure to Point-of-Sale tobacco marketing with quit attempt and quit success: Results from a prospective study of smokers in the United States. *International Journal of Environmental Research and Public Health 13*(2), 203. doi: 10.3390/ijerph13020203.