Statewide Priority Population Coordinating Centers

INFORMATIONAL WEBINAR: RFA CG 22-10399

September 21, 2022: 10:30am-12:00pm

California CTCP Tobacco Control Program

California Department of PublicHealth

Presenters

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Procurements Management Unit

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California
CTCP
Tobacco Control Program

Housekeeping

- **Is this webinar being recorded?** Yes! The recording will be posted on the *Tobacco Control Funding Opportunities & Resources* (**TCFOR**) website: https://tcfor.catcp.org/

- **Mute:** All participants will be on mute during the webinar.

- **Resources:** All the information discussed today can be found on the **TCFOR** website.
  - Request for Applications (RFA)
  - Appendices
  - Key Dates
  - Eligibility Criteria
  - Updates or Timeline Modification Notices
  - Email Alerts Sign-Up

- The **RFA** instructions take precedence over anything said during this webinar.

Question + Answer Process

- This is a competitive procurement process; therefore, we are unable to provide advice, opinions, or personalized answers.

- **Questions:** Use the Chat Box or Q&A area to type questions during the webinar.
  - Responses to questions asked will be provided at the end of the webinar
  - If you have additional questions after the webinar, please submit questions by email to CTCPCompetitiveGrants@cdph.ca.gov with the subject line "**CTCP RFA CG 22-10399**" by **5:00 p.m**. (PT) **September 27, 2022**
  - Responses to questions about the RFA will be posted on the TCFOR website by **October 5, 2022**

Agenda

- Overview: CTCP
- Funding Purpose
- Funding Term & Availability
- Eligibility Criteria
- Key Action Dates/Tentative Timeline
- Program Requirements
- Application Instructions
- Application Review and Scoring
- TCFOR/OTIS Live Demonstration
- Questions

California Tobacco Control Program (CTCP): About Us

Proposition 99 (1988):
25¢ tax on cigarettes

Proposition 56 (2016):
$2.00 tax (equivalency) on tobacco products

Tobacco Education and Research Oversight Committee (TEROC)

California Dept. of Public Health,
California Tobacco Control Program (CTCP)

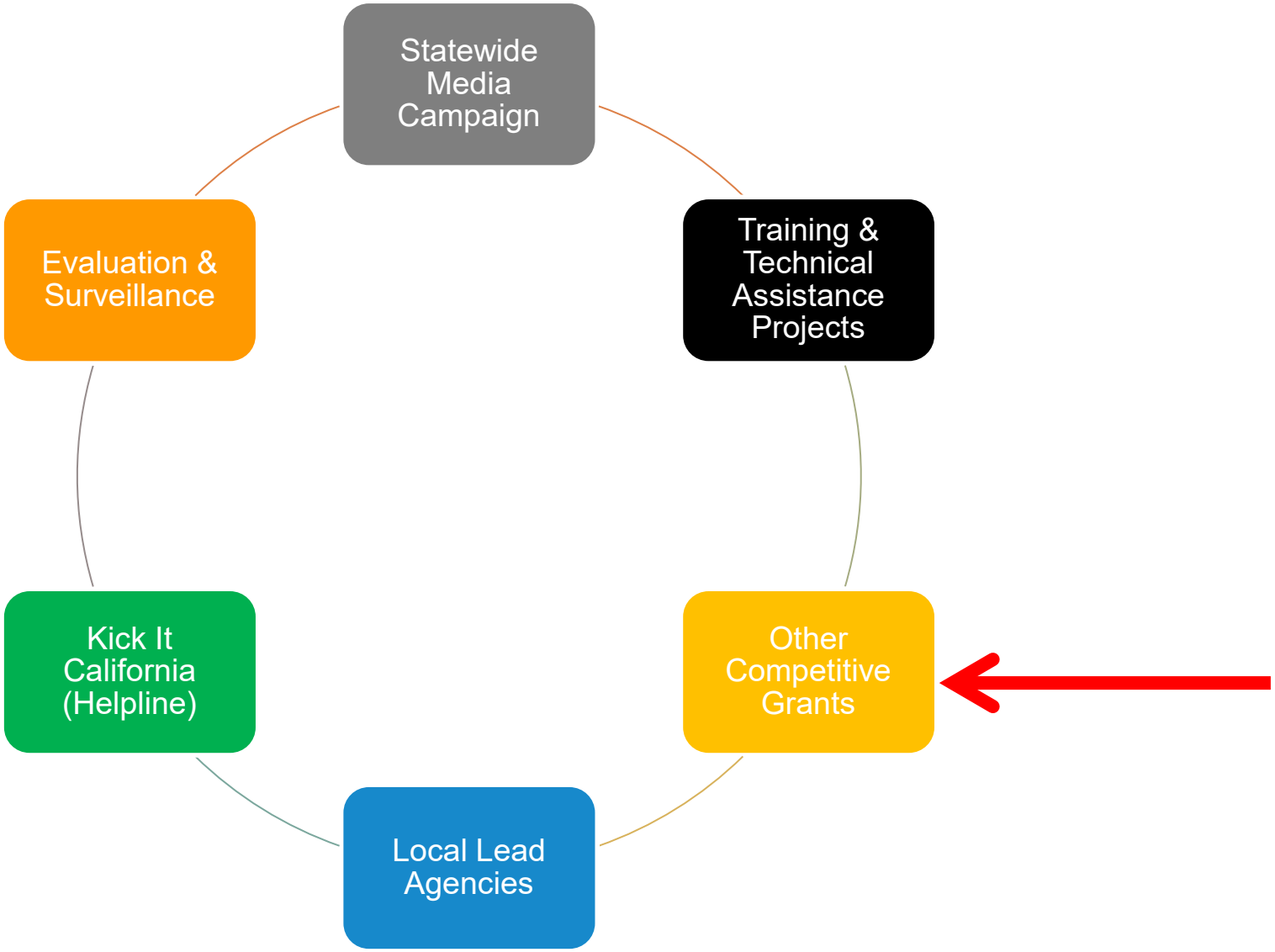
University of California,
Tobacco-Related Disease Research Program (TRDRP)

California Dept. of Education,
Office of the Tobacco-Use Prevention Education (TUPE) Program

About Us (Continued): Focus On Equity

Prop 56 included explicit language that states that a minimum of 15 percent of funds be used to accelerate and monitor the rate of decline in tobacco-related disparities with a goal of eliminating tobacco-related disparities.

California Tobacco Control Program Infrastructure



Overview: RFA Structure (Part I)

Pages 1-6

Funding Purpose

Background: Shifting the Focus

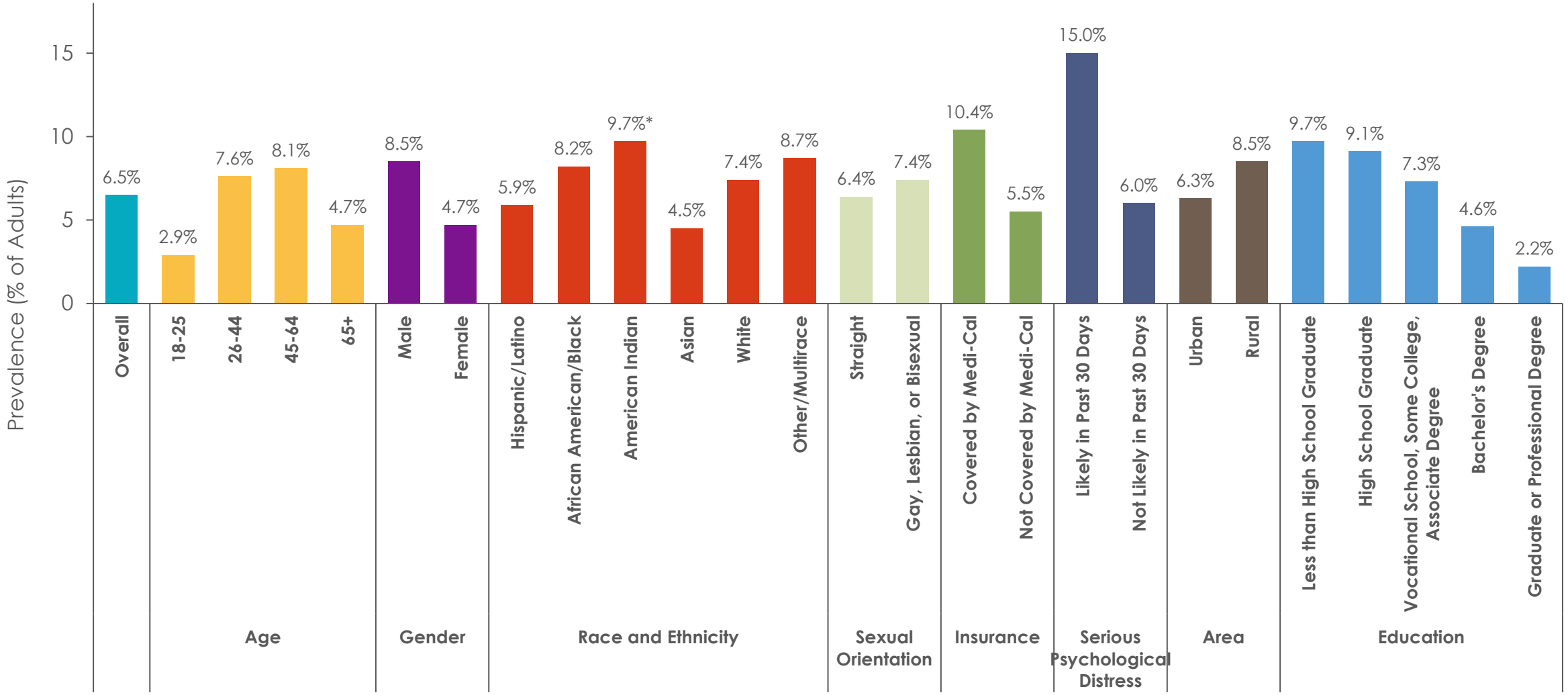
~~Tobacco Control~~

ENDING THE TOBACCO EPIDEMIC

Proposition 56 and the Initiative to Reduce Tobacco Related Disparities Among Priority Populations

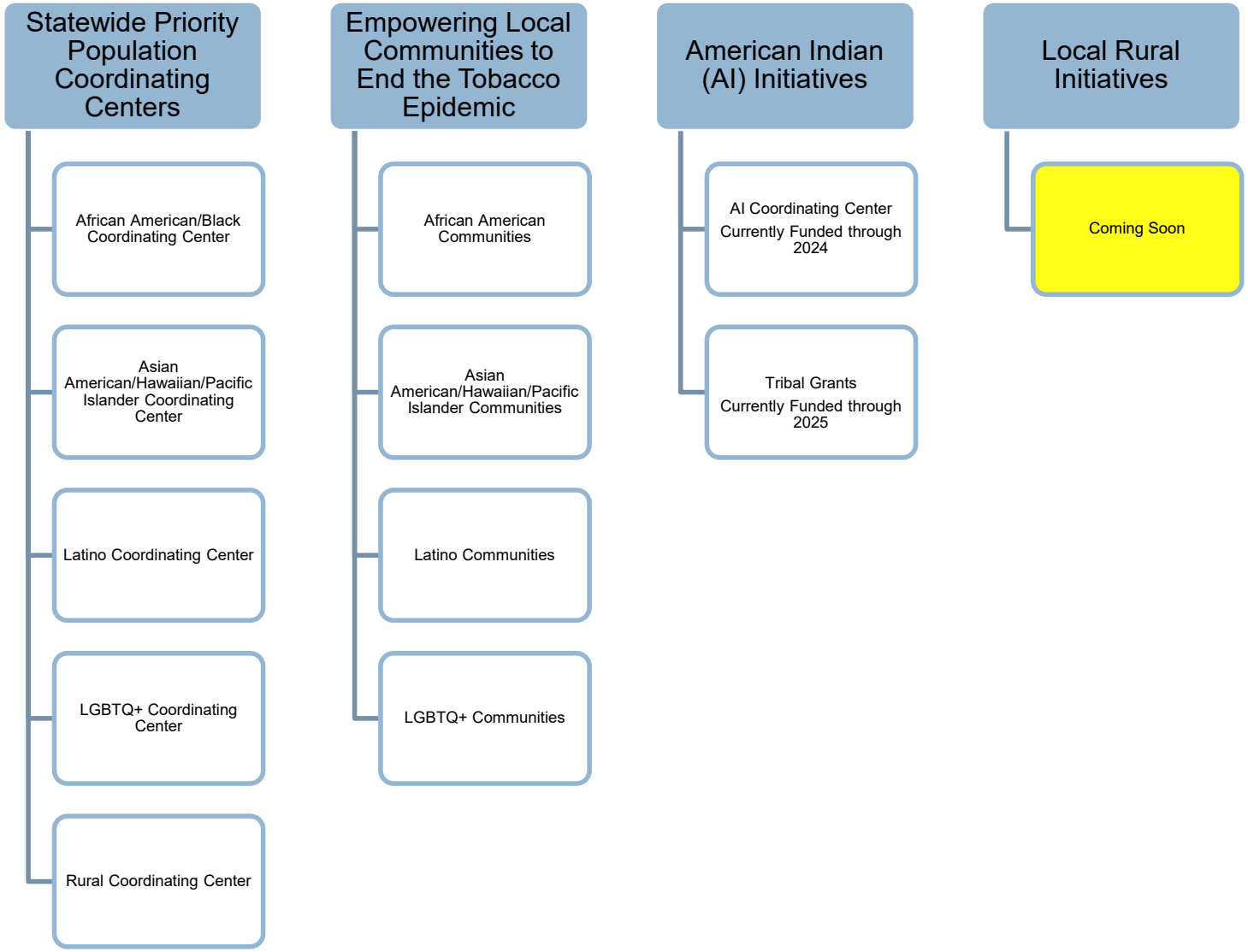
- African American/Black Communities
- American Indian and Alaska Natives
- Asian Americans/Native Hawaiians/Pacific Islander Communities
- Latino Communities
- Sexual and gender minority communities, including lesbian, gay, bisexual, transgender, queer, questioning (LGBTQ+) individuals
- Rural Residents
- Individuals employed in jobs or occupations not covered by smokefree workplace laws
- Current members of the military and veterans
- People experiencing low socioeconomic status
- People with limited education, including high school non-completers
- School-age youth
- People with substance use disorders or mental health disorders
- People with disabilities

Certain Adult Populations Experience Higher Rates of Smoking



Data source: California Health Interview Survey, 2020

Initiatives to Reduce Tobacco-Related Disparities



Purpose

The purpose of this RFA is to fund up to five (5) Statewide Priority Population Coordinating Centers (PPCC) grants, one for each of the following priority population groups:

1. African American/Black
2. Asian/Native Hawaiian/Pacific Islander
3. Latino
4. Lesbian, Gay, Bisexual, Transgender, Queer, or Questioning (LGBTQ+)
5. Rural populations

The purpose of the Coordinating Centers is to foster interactive and integrative collaboration and communication among CTCP awardees serving priority populations and their networks, as well as other state and local partners.

Statewide PPCCs will Service the Entire State

- Collecting and informing projects of relevant community issues
- Facilitating communication and collaboration
- Facilitating the development of policy and advocacy priorities
- Providing targeted, customized, and results-driven training and TA
- Developing a Public Health Pipeline
- Developing culturally appropriate materials and resources

Feedback Received

1. The need to provide parity among all Statewide Priority Population Coordinating Centers
2. Increase engagement of smaller organizations
3. Provide flexibility

RFA Response

1. A Prescribed Scope of Work
2. Community Engagement Agreement and Leadership Development Programs
3. Broad activity language that allows for flexibility

Funding Term and Availability

Table 1. Maximum Fiscal Year Award (A)

This award schedule applies to the selected applicants for the African American/Black; Asian American/Native Hawaiian/Pacific Islander; Latino, and LGBTQ+ Statewide Coordinating Centers. The start date for the selected applicants will be May 1, 2023.

Fiscal Year	Maximum Budget Per Awardee
FY 22/23 (2 months)	$66,667
FY 23/24	$400,000
FY 24/25	$400,000
FY 25/26	$400,000
Total Maximum Amount for 38 months	**$1,266,667**

Table 2. Maximum Fiscal Year Award (B)

This award schedule applies to the selected applicants for the Rural Statewide Coordinating Center. The start date for the selected applicant will be April 1, 2024, to prevent the duplication or supplanting of activities of the current Rural Population Statewide Coordinating Center funded through March 31, 2024.

Fiscal Year	Maximum Budget Per Awardee
FY 23/24 (3 months)	$100,000
FY 24/25	$400,000
FY 25/26	$400,000
Total Maximum Amount for 27 months	**$900,000**

Eligibility Criteria

- ✓ California public or private non-profit entities with a permanent business in California are eligible to apply for this funding opportunity.

- ✗ Local Lead Agencies are ineligible for awards under the competitive grants program as standalone applicants.

Funding Restrictions

THIS RFA WILL NOT FUND:

- Development, implementation, and evaluation of policy, systems, and environmental change campaigns
- Development and/or placement of media campaigns to support policy, systems, and environmental change campaigns
- Activities that supplant or duplicate existing programs or services funded by CDPH/CTC or another source
- Lobbying or election-related activities
- Fundraising activities

Overview: RFA Structure (Part II)

Pages 7-10

Key Action Dates & Resources

Key Dates

Key Action	Date (All Times in Pacific Time)
RFA Release Date	September 15, 2022
Informational Webinar	September 21, 2022
Las Day to Submit Written Questions	**September 27, 2022, 5:00PM**
Responses to Written Questions Posted	October 5, 2022
Mandatory Letter of Intent Due	**October 12, 2022, 5:00PM**
Application Due	**November 4, 2022, 5:00PM**
Awards Posted	December 28, 2022
Notice of Intent to Appeal Letter Due	January 4, 2023, 5:00PM
***Final Announcement of Awards**	January 13, 2023
****Grant Start Date A**	May 1, 2023
*****Grant Start Date B**	April 1, 2024
Grant A and B End Date	June 30, 2026

Reminder: Submit all questions by email to CTCPCompetitiveGrants@cdph.ca.gov with the subject line "**CTCP RFA #22-10399**"

OTIS Application

- The application must be submitted through OTIS
- Ability to Copy & Paste
- Ability to Download Responses from OTIS

Step 1

MyOTIS My Projects Cal

Hide Menu

Project Home

Plan

Administration

Reports

- Plan
  - Report Index
  - Version 0.1

Other

Select the latest version

Step 2

Report Index

Application Reports

MS Word 2000 or later is needed for proper viewing of the Word version of the reports.

Many of these reports are better printed in Landscape format. The print format orientation may usually be changed from the 'Page Setup...' or 'Printer Settings' dialog in the application which is being used to print the report.

After loading a Word report, you may need to change the view from a Web layout to a print layout. You change the layout from the View menu.

Title	View Type	
Application		
Agency Certification	Web	Word
Contact Information		
Agency & Contract Information	Web	Word
Contact Information	Web	Word
Background Information		
Agency Capability	[illegible]	Word
Evaluator Information		
Local Program Evaluator and Certification		Word
Scope of Work		
Overview & Intervention Activities	Web	Word
[illegible] Activities	Web	Word
Narrative Summaries	Web	Word

Select Word

Agency Capability (65 Points)

1. Organizational Background
2. Population and Community Based Experience
3. Training/Partner Support (Technical Assistance) Experience
4. Staff and Organizational Qualifications
5. Applicant’s Work Products and Letters of Recommendation

Operational Capacity

Operational Capacity Narrative:

- Typical work schedules, work locations (city/county), and
- Work scenarios (i.e., in-person office, hybrid home/office, or fully remote)

AND

Upload an Organization Chart:

- Staffing Structure including Subcontractors
- Full-Time Equivalencies (FTE)
- Supervisorial Relationships

Reminder: The Organizational Chart is to *be uploaded in the Additional Documents section of OTIS*.

Letters of Recommendation

Applicants must solicit, scan, and upload three (3) letters of recommendation from three (3) separate entities into OTIS.

Letters of Recommendation must be addressed to the Applicant and include the following:

- The address, telephone number, e-mail, name, and title of the letter's author.
- The correct RFA name and number (RFA CG: 22-10399 Statewide Priority Population Coordinating Centers.
- A description of the capacity in which the reference provider worked with the Applicant.

Reminder: *The Letters of Recommendation are to be uploaded in the Additional Documents section of OTIS. No more than three (3) letters will be accepted. For more details, please review page 16 of the RFA.*

Applicant's Work Products

- **Subject Matter Expert:** Applicants must upload two (2) samples of work products within the last five (5) years that demonstrate subject matter expertise.

- **Culturally Appropriate Materials:** Applicants must upload two (2) work products produced within the last five (5) years that are culturally appropriate for the population of focus.

The Work products are to be uploaded in the Additional Documents section of OTIS For more information regarding work products, please refer to page 16 of the RFA.

Additional Documents

The Organizational Chart, Work Products and Letters of Recommendation are to be uploaded in the Additional Documents section of OTIS.

Additional Documents

Required Administrative Documents

Page Guides

The following list of documents must be uploaded as a part of your Application.

Overall Instructions:

1. Expand each row to review the instructions related to that document type.
2. If there is a template available, download and use it to prepare your document.
3. If required, print and sign your final document, then rescan it.
4. Upload the document from the appropriate row.
5. Before Submitting, be sure to check that you have uploaded the correct documents for each document type.

Expand All | Collapse All

	Document Type	Template	Uploaded File	Action(s)
+	California Civil Rights Laws Certification			
+	Certification of Non-Acceptance of Tobacco Company Funding			
+	Franchise Tax Board Entity Status Letter (Tax Debtor List - status with Franchise Tax Board)			
+	Letter of Recommendation 1			
+	Letter of Recommendation 2			
+	Letter of Recommendation 3			
+	Organizational Chart			
+	Proof of Non-Profit Status			
+	Work Product - Subject Matter Expert Example 1			
+	Work Product - Subject Matter Expert Example 2			
+	Work Products - Culturally Appropriate Materials Example 1			
+	Work Products - Culturally Appropriate Materials Example 2			

Prescribed Scope of Work (0 Points)

- Pre-Populated in OTIS
- Additional Instructions
- Post Award Modification Updates

Prescribed Scope of Work (0 Points)

Intervention Activity Plan

Activity 1.1.X

Activity:	Regularly connect with the California Tobacco Control Program (CTCP)-funded statewide projects, and other state, regional, and local partners to obtain information, training, and assistance regarding population priorities and capacity needs. Seek additional opportunities to collaborate with funded partners by attending meetings, trainings, conferences, webinars, participation in conference calls, and other opportunities as relevant to the scope of work.
Intervention Category:	Coordination/Collaboration Activities
Copyright:	No
Program Deliverable Percentage:	3.0%
Start Date Period:	05/23-6/23
Completion Date Period:	01/26-06/26
Tracking Measures:	**Measure** **Submit** Log – Collaboration Yes
Responsible Parties: Awardee to update during modification	**Responsible Party** **Budget Type** Program Director/C

Activity 1.1.X

Commented [LA2]: This activity is written broadly to include PPCC collaboration with CTCP-funded partners as needed. Participation in activities conducted by other funded partners may be logged here

The comments in the Prescribed Scope of work provide additional context and rationale for each activity.

Items in Red will be updated during the Modification Period

Commented [LA3]: The modification period occurs after an Applicant has been selected and before final grant approval. Minor edits and updates may be made during this period

Scope of Work-Narrative Summary (15 Points)

Complete the Community Analysis (600 Word Limit)

The Community Assessment Analysis narrative must begin with the following two completed statements:

- "This project will primarily address the following priority population of focus**: (*list the population of focus for this application*)."**
- "This project will primarily work in the following geographical communities: **Statewide**."

Complete Major Intervention Activities (400 Word Limit)

Complete Evaluation Summary Narrative (500 Word Limit)

Reminder: The Scope of Work and Theory of Change section will be pre-populated for all Applicants and will not be scored.

Common Application Errors

- Incomplete Responses/Fails to address the prompt
- Fails to use the required statements in the Community Assessment Analysis narrative
- Fails to use current data to describe the problem
- Fails to substantiate data sources
- Fails to upload additional documents

Reminder: Please do not wait until 4:00pm of the submission due date to ask for assistance, as the support team may not be available because they are assisting others.

Budget & Budget Justification (20 Points)

38-Month Coordinating Center Budget for:

- African American/Black
- Asian American/Native Hawaiian/Pacific Islander
- Latino
- LGBTQ+

27-Month Coordinating Center Budget for:

- Rural

8 Main Line Items of Your Budget

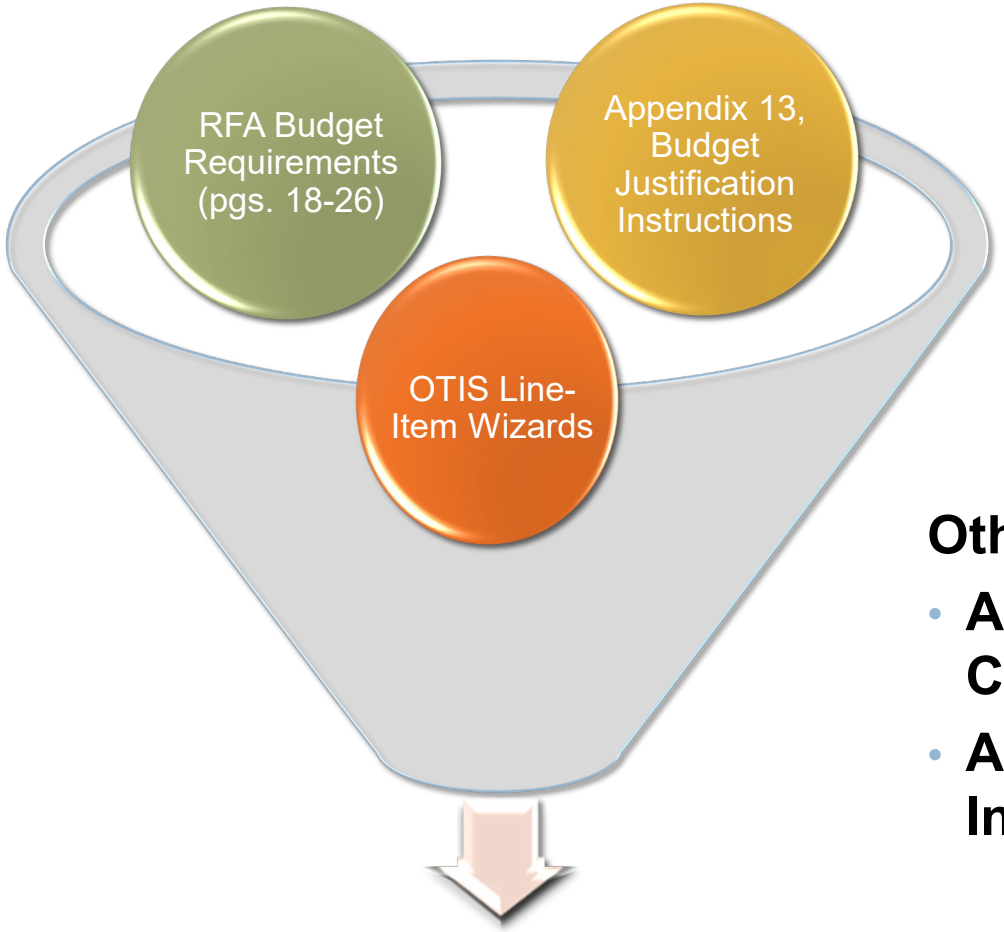
1. Personnel
2. Fringe Benefits
3. Operating Expenses
4. Equipment
5. Travel
6. Subcontracts and Consultants
7. Other Costs
8. Indirect Expenses

Budget example

B. FRINGE BENEFITS	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	TOTAL BUDGET
At approximately 42% - 45% **of Total Personnel Costs, Fringe Benefits includes the following:** 23.3% for Public Employees' Retirement System (PERS)/Public Agency Retirement Systems (PARS) Normal and unfunded liability (UAL) costs, 1.45% for Medi-Care, approx. $1700 per year for worker's compensation insurance premium, approx. 60% employer cost share for health insurance, dental insurance and vision insurance, and approx. 20% for retirement and long term disability insurance. Increases are anticipated each year due to merit and/or Cost of Living Allowance (COLA) increases and historical experience with increased health, dental and vision insurance.	$ 30,797	$ 40,715	$ 39,495	$ 42,591	$ 46,203	$ 199,801

C. OPERATING EXPENSES	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25	TOTAL BUDGET
Title: CTCP Communications Network (PARTNERS) **Description:** FY 20/21 expense is calculated at $72/month X 1.7 FTE X 12 months = $1,469 per year and includes internet accessibility. Internet accessibility was divided between all the programs and FTE's for the department(Shared cost) FY21/22: This expense is calculated at $82.11- /mo x 1.7 FTE x 12 months = $1,675	$ 1,469	$ 1,675	$ 1,469	$ 1,469	$ 1,469	$ 7,551
Title: Space Rent/Lease **Description:** Cost associated with office space rental. The cost includes working and common use spaces such as break room, restrooms, and meeting room	$ 15,675	$ 9,519	$ 15,675	$ 15,675	$ 15,675	$ 72,219

Resources



Great Budget Score!

Other Relevant Resources:

- **Appendix 14: Comparable State Civil Service Classifications**
- **Appendix 15: CTCP PL 18-01 Incentive Materials**

The Eight (8) Major Budget Line Items

Budget Section	Description
1 - Personnel Costs	Each position responsible for completing Scope of Work (SOW) activities
2 - Fringe Benefits	The cost of benefits that will be provided to eligible personnel
3 - Operating Expenses	The costs associated with completing the SOW
4 - Equipment Expenses	Equipment needed to support the SOW
5 - Travel/Per Diem and Training	Includes costs associated with Project/CTCP/Required/Out of State Travel
6 - Subcontracts and Consultants	All individuals or agencies qualified to complete a specialized task directly related to the SOW
7 - Other Costs	All costs associated with completing the SOW not listed in Operating Expenses
8 - Indirect Expenses	Administrative costs necessary for the general operation of the agency

Budget Tips

Overall

Provide descriptions and cost formulas for all line items

Provide explanations for line items with zero or insufficient funds (i.e. in-kind)

Personnel Costs

Position Titles of budgeted staff must exactly match the "Budgeted Responsible Party" title in the corresponding SOW activities.

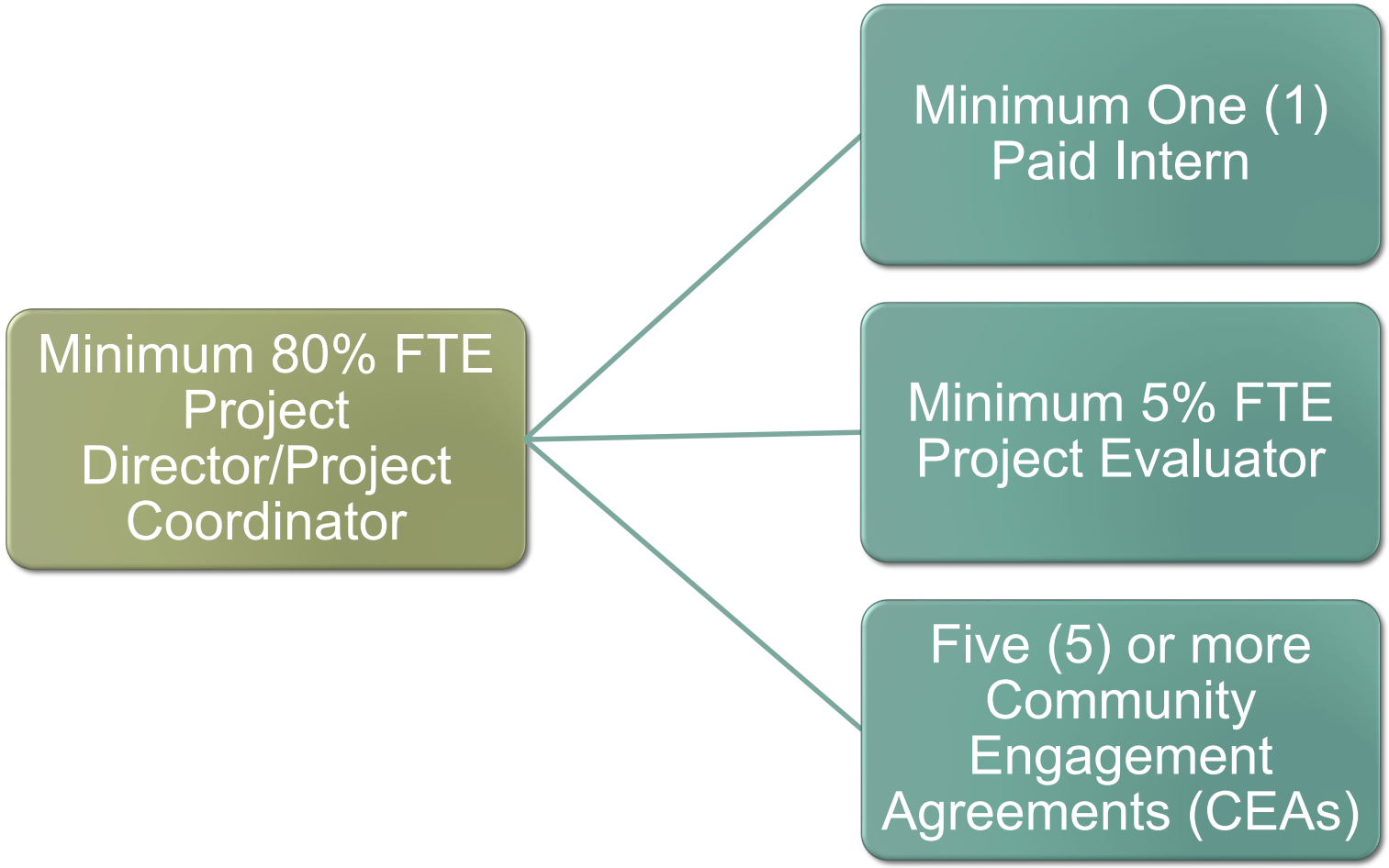
Provide additional justification for personnel with salaries exceeding comparable civil service salaries (see Appendix 14)

Fringe Benefits

The Fringe Benefit % range must match the actual budgeted costs

Provide narrative for each benefit for eligible Personnel, use OTIS Wizard and Appendix 13

Required Staffing and Minimum Duties (Table 4, pg. 19)



Budget Tips Continued

Operating Expenses

Include line item for an organizational audit

Printing = Outside Vendor

Duplicating = In-house Printing

Ensure the FTE in the Operating Expenses cost formulas matches the FTE in Personnel

Equipment Expenses

Ensure Equipment description includes who will be using, and the purpose of the equipment

Travel/Per Diem Training

- Project
- CTCP Required
- CTCP Optional
- Out-of-State

Required CTCP Travel/Training (Table 5, pg. 21)

Required Travel/ Training	FY 23/24*	FY 24/25	FY 25/26
Projects' Meeting		X	
Capitol Information & Education Day	X	X	X
Joining Forces			X

<u>Be sure to include in your cost breakdown:</u>

- Name of the training as identified in the RFA
- Number of staff attending
- Meals/Per Diem
- Registration fees* (note $0 if free)
- Car rental*
- App-based transport expenses*
- Parking*
- Lodging*
- Airfare*

* If Applicable

*FY23/24 does not apply to applicants of the Rural Statewide Coordinating Center.

Out-of-State Travel (Table 7, pg. 23)

May only be budgeted for staff at 80%-100% FTE.

Entire cost for a trip should not exceed ~$2,500 per person.

Per AB 1887, state-funded travel is prohibited to states with discriminatory laws. See Attorney General website hyperlinked in RFA for full list of states.

Budget Tips Continued

Subcontracts and Consultants (S&C)

Ensure S&C position titles in the Budget match the Responsible Party title in the Scope of Work

Include sufficient detail for each S&C identifying how they will support SOW

Include appropriate cost breakdown formulas as described in Appendix 13

Other Costs

Include associated SOW Activity # in the description/narrative of each line item

Include the required language on Incentives from Appendix 13, and see Appendix 15 for types of Incentives that are prohibited

Stipends must only be provided to individual volunteers (not organizations), and may <u>not</u> be tied to productivity

Indirect Expenses

Indirect Expenses must not exceed a maximum of 25% of Total Personnel Services or 15% of Total Allowable Direct Costs

Include money for an annual organizational audit if you didn't account for an Audit in Operating Expenses

Common Budget Errors

- Salaries above the state level that are not appropriately justified.
- Salary formulas do not calculate correctly.
- Travel formulas are incomplete or are not provided for each fiscal year.
- Required travel is not appropriately budgeted.
- Subcontractor and Consultant calculations are not provided.
- Formulas are not provided for Operating Expenses and Other Expenses.
- An explanation is not provided when $0 is budgeted for a line item.

Overview: RFA Structure (Part IV)- Application Review Process

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Stage 1: Administrative and Completeness Screening

Stage 2: Application Scoring

Stage 3: Notification of Decision

Stage 4: Grant Modification

Required Documents

1. Proof of Non-Profit Status (Appendix 4)*
2. Certification of Non-Acceptance of Tobacco Company Funding (Appendix 9)*
3. Franchise Tax Board Entity Status Letter (Tax Debtor List)*
4. Additional Tobacco Control Funding (Appendix 16)
5. Civil Rights Law Certification (Appendix 17)*

*** Applicants that do <u>NOT</u> submit these documents will <u>FAIL</u> stage one of the Administrative and Completeness Screening.**

Overview: RFA Structure (Part IV)- Application Selection Process and Criteria

Stage 1: Administrative and Completeness Screening

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Stage 2: Application Scoring

Stage 3: Notification of Decision

Stage 4: Grant Modification

Overview: RFA Structure (Part IV)- Application Review Process

Stage 1: Administrative and Completeness Screening

Stage 2: Application Scoring

Page 28

Stage 3: Notification of Decision

Stage 4: Grant Modification

Overview: RFA Structure (Part IV)- Application Review Process

Stage 1: Administrative and Completeness Screening

Stage 2: Application Scoring

Stage 3: Notification of Decision

Stage 4: Grant Modification

LIVE TCFOR/OTIS DEMONSTRATION

For questions regarding **TCFOR or OTIS account set-up**, contact:

- Humberto Jurado at **(707)640-0745-** Humberto.Jurado@cdph.ca.gov

THANK YOU!

- **We will take questions through the chat box.** Time permitting, we will answer them today. Please send additional questions to CTCPCompetitiveGrants@cdph.ca.gov

- For technical assistance regarding **The LOI, TCFOR or OTIS account set-up**, contact Humberto Jurado at **(707) 640-0745** (Humberto.Jurado@cdph.ca.gov)

Reminder: Please submit any written questions by September 27, 2022