Request for Application (RFA) #23-10040

Statewide Coordinating Center For the American Indian Initiative to Reduce Tobacco-Related Disparities

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA TOBACCO CONTROL PROGRAM

May 16, 2023

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PART I. FUNDING PURPOSE

A. Initiative Overview

This Request for Application (RFA) seeks to fund one (1) Statewide Priority Population Coordinating Center (PPCC), for American Indian and Alaska Native communities in California. The purpose of the Statewide PPCC is to coordinate and foster interactive and integrative collaboration and communication among California Department of Public Health, California Tobacco Control Program (CDPH/CTCP)-funded projects, as well as other state, regional, and local partners to address tobacco-related disparities. For additional information regarding tobacco use and disease among the aforementioned priority population groups please see **Appendix 1:** *Tobacco Use and Disease Background.*

This RFA is focused on efforts to prevent and reduce the use of commercial tobacco products among American Indian and Alaska Native communities in California. The term tobacco as used in this RFA refers to commercial tobacco products. This RFA does not seek to impinge on the use of traditional tobacco in American Indian communities.

Statewide PPCC efforts are expected to engage new and existing partners to accelerate the adoption, implementation, and impact of policy and system change initiatives facilitated by CDPH/CTCP-funded projects by:

1. Collecting and informing funded projects of relevant federal, state, local, and population-specific community issues that may impact their efforts, including but not limited to activities in media, policy, secondhand smoke/aerosol research, tobacco product waste research, and tobacco industry tactics.

2. Facilitating communication and collaboration between other tobacco prevention, public health, scientific or policy partners, including state and local tobacco prevention program managers; health department officials; local, state, or national policymakers; and university researchers and other research agencies.

3. Facilitating the development of policy and advocacy priorities within the priority population and across priority population groups to create critical mass and momentum to eliminate tobacco-related disparities.

4. Providing targeted, customized, and results-driven training and technical assistance to CDPH/CTCP-funded projects, their networks, and non CTCP-funded organizations (e.g., Tribal Nations and Tribal serving non-profit organizations) to increase capacity to implement tobacco prevention strategies within this RFA's defined population of focus.

5. Developing a public health profession pipeline that includes service learning or experiential learning components, community leadership, and professional development opportunities relating to tobacco issues.

6. Developing culturally appropriate educational materials, resources, and training materials for CDPH/CTCP-funded projects to utilize and disseminate.

7. Using appropriate methods to create and disseminate population-specific success stories that accelerate tobacco policy and systems change work.

8. Participating in the statewide evaluation of the American Indian Initiative and using project evaluation to improve PPCC activities.

9. Developing a Framework for Tribal Governments to work toward ending the tobacco epidemic, which may include Tribal leaders, Tribal-serving organizations, Advisory Council members, and other organizations that can provide expertise on eliminating the tobacco industry's influence in California.

B. Ending the Tobacco Epidemic

For more than 30 years, CDPH/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, CDPH/CTCP has shifted its focus from "controlling" to "ending" the industry-created tobacco epidemic. CDPH/CTCP seeks to transform California by eradicating the tobacco industry's manipulative, predatory, and deadly influence to equitably increase the health, environmental, and economic well-being of California's diverse populations. 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. Funding Term and Funding Availability

1. Funding Term

a. The term of the Grant Agreement is expected to be up to forty-three (43) months and is anticipated to begin on December 1, 2023, through June 30, 2027. 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 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 performance until all approvals are obtained. Should performance commence before all approvals are obtained, said services

may be considered to have been volunteered without State reimbursement.

c. CDPH/CTCP reserves the right to modify the term of the resulting Grant via a formal amendment process.

2. Funding Availability

The total maximum amount to be distributed is anticipated to be $1,683,333 million for up to 43 months for implementing the Prescribed SOW. See **Appendix 2:** *American Indian Coordinating Center Prescribed Scope of Work* for more details. **Table 1**. *Maximum Fiscal Year Award* displays the maximum budget per awardee for each fiscal year, including the media funding requirement. See Section D, subsection 3: Required Media Component. Unexpended funds do not carry over from one fiscal year to the next fiscal year without prior approval and a grant amendment. The state fiscal year 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 3:** *Background and Authorizing Legislation.*

Funding must not exceed $500,000 per 12-month period and must not exceed a total amount of $1,683,333 million for the 43-month grant term.

Table 1. Maximum Fiscal Year Award

Fiscal Year (FY)	Total Months	Base Funding	Media Funding	Maximum Budget Per Awardee
FY 23/24	7	$233,333	$50,000	$283,333
FY 24/25	12	$400,000	$100,000	$500,000
FY 25/26	12	$400,000	$100,000	$500,000
FY 26/27	12	$400,000	$0	$400,000
Total Maximum for Grant Term	**43**	**$1,433,333**	**$250,000**	**$1,683,333**

<u>Funding Source(s)</u>

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.

Prop 56 Tobacco-Related Disparities Requirement

Prop 56 and Revenue and Taxation Code (RTC) 30130.55(b)(1) requires CDPH/CTCP to "award" not less than 15 percent of "health promotion, health communication, and evaluation and surveillance" annually appropriated to accelerate and monitor the rate of decline in tobacco-related disparities and ultimately to eliminate tobacco-related disparities. For this reason, all Prop 56 funds awarded because of this RFA count towards the RTC 30130.55(b)(1) requirement.

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 **Appendix 2:** *American Indian Coordinating Center Prescribed Scope of Work* and *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.

D. Eligibility Criteria

1. Organizational Type

a. California federally recognized Tribes or Tribal entities (such as Tribal Consortiums) are eligible to apply for these funds. If a consortium application is submitted, the lead organization must be the Applicant that will serve as the administrative hub for the consortium partners.

b. California public or private non-profit entities with a permanent business in California or are qualified through the Secretary of State to do business in California are eligible to apply for these funds.

c. Eligible entities include, but are not limited to hospitals, community clinics, voluntary health organizations, California federally recognized tribes, colleges and universities, county offices of education, school districts, health maintenance organizations, professional health associations, and professional health education associations.

d. Applicants claiming private non-profit status must submit proof of their non-profit status with their application. Either certification from the State of California, Office of Secretary of State, or 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 4:** *Sample Non-Profit Status Letter*. This letter must be uploaded into the Additional Documents section of OTIS.

e. Local Lead Agencies, local health departments, and State of California agencies other than state universities, colleges, and community colleges

are not eligible.

2. **Required Scope of Work**

   Applicants are required to use the Prescribed SOW intervention and evaluation plans (**Appendix 2:** *American Indian Coordinating Center Prescribed Scope of Work),* which are pre-populated in OTIS. Objectives and activities listed in Appendix 2 include annotations labeled as "Additional Instructions" that provide context on and basis for the requirements. One of the required activities in the Prescribed SOW is to create or update and maintain a policy platform for the population of focus. For the current policy platform, please see **Appendix 5:** *American Indian Policy Platform.*

3. **Required Media Component**

   a. Budget: Allocate at least $250,000 of the overall budget to develop professional high quality culturally appropriate media tailored to California Tribes and the American Indian population. A professional advertising agency must be subcontracted which has experience in market research, strategic planning, ad testing, creative development and production, talent negotiations, and media quality control and trends in marketing and social media. The agency should plan to trans-adapt, test, and utilize existing media materials when possible. Media development must be done in collaboration with the CDPH/CTCP statewide tobacco control media campaign. In addition, media dollars must be spent within fiscal years 23/24, 24/25, and 25/26. See Table 1. Maximum Fiscal Year Award.

   b. Advertisement (ad) Testing Requirements: The Applicant is required to include an evaluation activity to test the ads with consumers through focus groups, online surveys, or other means to ensure that the message is understood, appropriate for the intended audience, and impactful with the target audience. See **Appendix 2**: *American Indian Coordinating Center Prescribed Scope of Work*.

   c. Final Creative (ad) Submission Requirements: Deliver originals of all produced advertising and related licensing and talent rights information to the CDPH/CTCP Media Unit, for the purpose of archiving, usage, and distribution. CDPH/CTCP may create taggable versions of those ads for use by local programs and other CDPH/CTCP-funded programs. Advertising may include social media posts and other digital media as well as video, audio or print ads. Licensing information could include rights to images, music, photographer, etc. as well as any paid talent contracts or releases from non-paid people appearing in any ad in either visual or audio form.

   d. Communication Plan: Applicants are required to include an activity to create a Communication Plan for each objective that includes any paid media, social media or earned media activities using a template provided by CTCP. The Communication Plan must be submitted within the first six (6) months of the project through the OTIS progress report system and

must be updated annually. The CTCP Media & Communications Section will review the Communications Plan and provide technical assistance as requested.

e. Media Tracking Form: Applicants budgeting for paid media are required to submit the Media Tracking Form with their progress reports. This CTCP form documents placement of paid media and social media and is to be submitted as a tracking measure as part of the Media Record evaluation activity.

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 activities with the tobacco industry, tobacco industry subsidiaries, electronic cigarette/vaping companies and cannabis companies, or related industries (see **Appendix 6:** *Certification of Non-Acceptance of Tobacco Funds*). Having a tobacco retailer on tribal lands does not affect eligibility for this funding opportunity.

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 CDPH/CTCP. The PI's certification to this effect is required at the time the application is submitted.

E. Funding Restrictions

This RFA will not fund the following:

- Development, implementation, and evaluation of policy, systems, and environmental change campaigns.
- Activities that supplant or duplicate existing programs or services funded by CDPH/CTCP or another source.
- Purchase or improvement of land, or building alterations, renovations, or construction.
- Fundraising activities.
- Sponsorship activities that do not align with **Appendix 14**: *California Tobacco Control Program Policy Manual*.

- 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.
- Growing or cultivating traditional tobacco.

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 on 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	**May 16, 2023**
OTIS Open for Application Development	May 17, 2023
Informational Webinar	May 23, 2023, 10:00 am – 11:30 am
Written Questions Due	**May 31, 2023, 5:00 pm**
Responses to Written Questions Posted	June 8, 2023
Applications Due	**June 29, 2023, 5:00 pm**
Notice of Intent to Award Posted	August 10, 2023
Notice of Intent to Appeal Due	**August 17, 2023, 5:00 pm**
Final Announcement of Awards*	August 24, 2023
Grant Start Date	**December 1, 2023**

Key Action	Date (All Times in Pacific Time)
Grant End Date	June 30, 2027

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

*Final Award 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. 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*.

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

1. What is OTIS?

Responses to this RFA shall be submitted through OTIS. OTIS is a secure, passcode-protected knowledge management system that is used to submit applications, review, and score applications, negotiate the SOW and budget, and submit and approve progress reports. The system is accessible 24 hours per day, seven (7) days per week, and provides access to several reports and a communication system. Applicants and Awardees are required to use OTIS for the submission of their applications, progress reports, and maintaining grant-related communications.

2. What help is available for using OTIS?

a. User Account Instructions: For guidance on how to submit an "Applicant Registration" form, and create an OTIS "User Account," see the *Application Registration* Instructions found on the TCFOR Overview webpage and **Appendix 7:** *Tobacco Control Funding Opportunities and Resources (TCFOR) User Instructions***.**

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 8:** *Instructions for Accessing the OTIS Applicant Training Course*

d. OTIS Page Guides: While working on a plan or application, Applicants will find the OTIS Page Guides in the top right corner of the screen in red. The OTIS Page Guides provide User Manuals, Training Videos, and Budget downloadable documents clarifying how to complete the application. Page Guides serve as quick-access information aiding in completing a task without leaving the page you are working on.

e. Telephone and Email Assistance: Call or email Humberto Jurado at (707) 640-0745 or Humberto.jurado@cdph.ca.gov.

D. 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). CDPH/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 team may not be available.

E. 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 questions or errors by email (CTCPCompetitiveGrants@cdph.ca.gov) with the subject line "CTCP RFA CG 23-10040." 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**
   a. CDPH/CTCP reserves the right to seek clarification of any inquiry received and to answer only questions considered relevant to this RFA. At its discretion, CDPH/CTCP may consolidate and/or paraphrase similar or related inquiries.
   b. Questions and answers received through the process outlined in Part II. E. Applicant Questions and Reporting of Errors in the RFA 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.
   c. Oral questions will not be accepted. All questions must be transmitted in written form according to the instructions in the RFA.
   d. CDPH/CTCP may issue an addendum to address errors in the RFA until the

application submission deadline. These will be posted on the TCFOR website.

PART III. COMPLETING THE OTIS APPLICATION

The application requirements include the following sections: Contact Information, Agency Capability, 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.

The maximum point value for each section is as follows:

Application Section	Total Point Value
Agency Capability	65
Scope of Work – Narrative Summary	15
Budget and Budget Justification	20
TOTAL	**100**

A. Contact Information (Required, Not Scored)

The purpose of this section is to collect information about the Applicant, the geographic service area of the proposed project, the 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 (65 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.

Application Component	Criterion	Point Value
Organizational Background		
Funding	Does the Applicant currently receive funding from a local, state, and/or federal governmental agency, other than CDPH/CTCP?	0
Mission	Describe the Applicant's mission, programs and services offered and how this is consistent with the purpose of this RFA.	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 statewide coverage Monday-Friday.	2
Organizational Reach	Describe the Applicant's capacity to work with partners from the AI/AN community in geographically and regionally diverse areas of California. Include information on outreach and interface methods that demonstrates how the Applicant was able to engage tribal communities across California.	2
Population and Community Based Experience		
Population Experience	Describe the Applicant's history and experience working with the AI/AN community in California and/or California Tribal Nations within the last five (5) years.	5
Collaboration Examples	Provide three (3) examples of successful collaboration with different organizations that work with or represent the population of focus (Tribal Nations in California, Tribal Consortiums, Tribal Serving Non-Profit Agencies). Briefly describe the collaboration with each organization, how the	6

	collaboration was initiated and maintained, and what resulted from the collaboration, including any outcomes achieved.	
Diverse Sectors	Provide three (3) examples of successful collaboration with different organizations that represent diverse sectors of the tribal community (e.g., arts, music, and culture, community safety, economic development, environmental, faith-based, healthcare treatment, housing, government, labor, schools, 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
Community-based Coalitions Participation	Provide two (2) examples of participation in community-based coalitions, workgroups, and/or advisory boards with the AI/AN population, not hosted or operated by the Applicant, within the last five (5) years. Briefly describe the Applicant's role and contributions to these groups, as well as any resulting outcomes.	6
Training/Partner Support (Technical Assistance) Experience		
Training/ Partner Support (Technical Assistance)	Provide three (3) examples describing the Applicant's experience with providing training and/or technical assistance to tribal organizations, Tribal Nations, and AI/AN stakeholders. Each example should describe the type/method of support (e.g., phone call, webinar, group facilitation, etc.), frequency of support, and the measures used to indicate the effectiveness of the services provided. Examples should also include experience with providing support for policy and system change in tribal communities and describe engagement of tribal communities in California.	6
Workforce Development	Describe the Applicant's experience with providing internships, fellowships, and/or mentorship programs. Describe the Applicant's capability to recruit diverse candidates, provide supervisorial oversight; and provide a meaningful work/capstone experience for participants in a public health pipeline program.	2

Community Engagement Agreements	Demonstrate the ability to create and administer a small grants application process for short-term, community-based projects (Community Engagement Agreements [CEAs]). Include the Applicant's ability to recruit Tribal partners who belong to groups representing the population of focus, and to provide technical assistance and support to selected agencies. A description of an existing program or a detailed plan may be submitted.	2
Staff and Organizational Qualifications		
Project Director/Project Coordinator Qualifications	Describe the education, training, and experience of the Project Director/Project Coordinator that will fulfill the staffing requirement of this RFA. Describe their qualifications to provide overall programmatic management and administrative oversight, oversee evaluation activities, and ensure that work is conducted in a professional and timely manner.	3
Program Staff and Subcontractors Qualifications/Hiring Plan	Describe the formal educational background, training, and professional experience of all other project staff and subcontractors (or a recruitment and hiring plan that includes minimum qualifications for the positions described). The description and/or hiring plan should demonstrate the staff's ability to successfully implement and evaluate a project designed to work with the population of focus and to accelerate the adoption, implementation, and impact of policy, system, or environmental change campaigns conducted by CDPH/CTCP-funded projects and their community networks.	3
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 administrative/fiscal staff have the appropriate educational background, skills, and experience to satisfactorily manage all aspects of payroll, bookkeeping, invoicing, subcontract and consultant monitoring, and other administrative controls associated with acceptance of government funds. • Demonstrate the ability to administer funds for small, one-time-only awards to community groups for CEAs. • Demonstrate 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, evaluation, and subcontractor/consultant documents, fiscal stability to manage payments in arrears; no major negative audit findings; and compliance with Tax Debtor List Requirements.	3
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.	1
Unscored Question: Additional Activity	Applicants may suggest one or more additional activities for consideration in the Scope of Work Intervention and/or Evaluation Plan. Please note that it is not guaranteed that any proposed activity will be accepted. A proposed additional activity cannot be used as a substitution for any of the required activities in the scope of work and cannot be used as a method to augment available funds. *This question is optional, not scored, and the Applicant is not required to submit an additional activity for consideration.*	0
Applicant's Work Products and Letters of Recommendation *Work Products & Letters of Recommendation are to be uploaded in the Additional Documents section of OTIS*		
Work Products: Subject Matter Expert	Upload two (2) samples of work produced within the last five (5) years for the AI/AN community in California, (e.g., community presentation, educational material, etc.) related to health education and prevention, public health policy, system, and environmental change, and/or a culturally specific topic.	4

Work Products: Culturally Appropriate Materials	Upload two (2) samples of work produced within the last five (5) years (e.g., fact sheet, infographic, resource guide, educational presentation, community forum packet, etc.) created for the AI/AN community in California.	4
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. 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). Collectively, the letters should demonstrate the Applicant's ability to establish and maintain positive collaborative relationships with organizations. In addition, any one of the three letters should: • Include a description outlining similar work experience with the proposed scope of work. See **Appendix 2:** *American Indian Coordinating Center Prescribed Scope of Work.* • Describe the Applicant's ability to fulfill the fiduciary and grants management functions. If the Applicant is receiving or has received funding from a state or federal government agency other than CDPH/CTPC in the last two years, one letter should be from that agency. 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.	6
Section Total		**65**

C. Scope of Work: Narrative Summary (15 Points)

The Narrative Summary is required for each objective and defines the need to implement the prescribed scope of work with the population of focus, describes how the major intervention activities will be implemented, illustrates the underlying theory of change or rationale for the proposed intervention, and explains how it will be evaluated. The Applicant must complete the following sections: Community Assessment Analysis, Major Intervention Activities, and Evaluation Summary Narrative. The Theory of Change section will be pre-filled for all Applicants and will not be scored.

Application Component	Criterion	Point Value
Community Assessment Analysis	Complete the Community Assessment Analysis (600-word limit) to justify and support the selection of the population of focus and demonstrate the need for the intervention using community needs assessment findings; local, state, or national data that describe the problem; and/or a summary of evidence-based literature and/or community-defined evidence. To cite data or literature, please state the author, publication title, and year, (e.g., Duber, Herbert, et.al, 2020). 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."	**6**
Major Intervention Activities	Complete the Major Intervention Activities (400-word limit). Provide a concise summary of how the SOW activities will be executed to achieve the objective. Describe how the applicant will sequence the activities to serve community organizations and/or CDPH/CTCP-funded projects, including cultural and/or linguistic considerations to effectively implement the activities within the population of focus.	**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 CDPH/CTCP-funded partners, community organizations, and additional stakeholders. Include detailed information about the intended participants, the anticipated number of participants, and the frequency of evaluation activities.	**4**
Section Total		**15**

D. Budget and Budget Justification (20 Points)

Per **Part I. Section C.** *Funding Term and Funding Availability***,** the Applicant shall develop a forty-three (43) month Budget and Budget Justification that supports the implementation of **Appendix 2:** *American Indian Coordinating Center Prescribed Scope of Work*. The Budget and Budget Justification must adhere to the requirements provided in this section and in the following Appendices:

Appendix 9: *Budget Justification Instructions;* **Appendix 10:** *Comparable State Civil Service Classifications; and* **Appendix 11**: *CTCP PL 18-01 Incentive Materials*.

1. **SOW Alignment**

   Each activity in the SOW that results in an expenditure of funds must be reflected in the Budget.

2. **Budget Formulas and Narratives**

   a. Provide accurate and easy-to-follow formulas to substantiate how costs were calculated. The format for formulas is described in **Appendix 9:** Budget Justification Instructions.

   b. Provide a clear and comprehensive Budget Justification narrative for each of the eight-line items and corresponding sub-line items.

   c. Explain and include the funding source when zero funds or insufficient funds are budgeted for a standard and/or required 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.

3. **Budget RFA Requirements and Guidance by Category**

   a. Personnel

      i. Applicants must include the required positions listed in **Table 3.** *Required Staffing and Minimum Duties* in the Budget. Applicants must provide personnel costs that reflect salaries comparable to State Civil Service Classification rates and associated duties must also be comparable. See **Appendix 10:** *Comparable State Civil Service Classifications*. Salaries above the Comparable State Civil Service Classifications rate must be justified.

      ii. Individual budgeted staff or subcontracted employees on one or multiple projects funded by CDPH/CTCP may not work more than 1.0 FTE in combined total without prior written approval from your CDPH/CTCP Procurement Manager and Program Consultant.

      iii. 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: Minimum 80% FTE	Project Director/Project Coordinator	This position must be listed as the point of contact for CDPH/CTCP communication to the agency, and regularly access OTIS and Partners. This position is responsible for management to implement the project; provides oversight of the SOW, budget, progress reports, and invoices; maintenance of required documents for auditing purposes; and devotes a minimum of 5 percent of a full-time position (equivalent to four hours per week) to overseeing evaluation activities.
Required: At least one (1) intern	Paid Interns (Public Health Pipeline)	Offer at least one (1) opportunity for a paid internship to college, and/or graduate students in health, policy, communication, public health, and other related disciplines to expand your workforce and facilitate the development and diversification of the public health workforce. Internships may be limited term and paid as personnel, through a subcontract, or with a stipend, but must be listed in the budget.
Required: One staff or subcontractor 5% FTE	Project Evaluator	This position implements activities such as the 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.

b. Fringe Benefits

Describe Fringe Benefits for eligible personnel and identify personnel that will not receive benefits. See **Appendix 9:** *Budget Justification Instructions* for more information on Fringe Benefits, including what benefits may not be included.

c. Operating Expenses

Include costs for operating expenses associated with completing the activities in the prescribed SOW. Justification must be provided if zero funds or insufficient funds are budgeted for the following standard cost sub-line items: CTCP Communications Network (Partners) and Space Rent/Lease.

Additional operating expense subcategories may be proposed in this category, such as office supplies, communications, and postage. See **Appendix 9:** *Budget Justification Instructions* for more details.

d. Equipment

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.

Please note, the Applicant must provide in-kind at least 50 percent of the required office equipment, computers, and software for the proposed project.

e. 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. Please see **Appendix 9:** *Budget Justification Instructions* for formulas and additional information. Travel and Per Diem costs must adhere to the rates set by CalHR on their website. Travel is to be budgeted in the four categories described below.

i. Project Travel/Training: Budget this line item for local travel essential to your prescribed SOW and coordination/collaboration with partners. Registration fees for staff development/training necessary for the completion of the prescribed SOW may also be included.

ii. Required CTCP Travel and Training: The Budget and Budget Justification must include a minimum of one participant for the required Travel/Training noted in **Table 4.** *Required Travel/Trainings*.

Table 4. Required Travel/Trainings

Required Travel/Training	**FY 23/24**	**FY 24/25**	**FY 25/26**	**FY 26/27**
Projects' Meeting		x		
Capitol Information & Education Training and Day	x	x	x	x
Joining Forces			x	
American Indian/Alaska Native Tobacco Projects Meeting		x		x

iii. Optional CTCP Travel/Training: The trainings, conferences, and events provided in **Table 5.** *Optional CTCP Travel/Trainings* are a broad overview of the types of events that CDPH/CTCP has tentatively scheduled and is provided to help the Applicant budget sufficient funds for travel. CDPH/CTCP does not have dates, locations, or details on the content of these events. In the absence of specifics, for budget planning purposes, the Applicant should budget as if statewide events are conducted in Sacramento and area-specific events are within 200 miles of your agency. This list does not include trainings or events that may be offered by other CDPH/CTCP-funded agencies.

Table 5. Optional CTCP Travel/Trainings

Optional Travel/Training	**FY 23/24**	**FY 24/25**	**FY 25/26**	**FY 26/27**
CDPH/CTCP or other Public Health Organization Summits/Conferences, Capacity Building, and/or TA trainings to counter unanticipated and emerging threats from the tobacco/cannabis industry.	1-3	1-3	1-3	1-3

iv. Potential Out-of-State Travel (OST) Opportunities: CDPH/CTCP is interested in PPCCs taking the opportunity to learn from the work being done in other states and disseminate their funded project-related findings nationally. The PPCC is eligible to send 1-2 staff budgeted at a minimum of 80% FTE to OST events (note: OST is optional). The entire cost of the OST including registration, travel, and per diem should not exceed approximately $2,500 per person per event. CDPH/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 Statewide Coordinating Center will need to describe the benefit of participation to CDPH/CTCP, the PPCC, and how attendance supports the SOW. **Table 6.** *Potential Out-of-State Travel Opportunities* summarizes some of the events that CDPH/CTCP would support PPCC staff attending.

Please note CDPH/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. See https://oag.ca.gov/ab1887 for states subject to travel prohibition.

Table 6. Potential Out-of-State Travel Opportunities

Event/ Conference (Examples)	**FY 23/24**	**FY 24/25**	**FY 25/26**	**FY 26/27**
American Public Health Association (APHA)	X	X	X	X
National Conference on Tobacco or Health (NCTOH)		X		X
National Tribal Health Conference (NTHC)	X	X	X	X

f. Subcontracts and Consultants

i. Community Engagement Agreements (CEAs): The Applicant must include the cost of at least two (2) CEA agreements to community organizations serving the population of focus to develop new leaders in the tobacco movement and engage recipients in local tobacco work in each of the fiscal years 24/25, 25/26, and 26/27 within the Budget and Budget Justification (for a total of six [6] CEAs. See **Appendix 9**: *Budget Justification Instructions* for further instructions regarding CEA agreements.

ii. Media Component: Allocate at least $250,000 of the overall budget to develop professional high quality culturally appropriate media tailored to California Tribes and the American Indian population. A professional advertising agency must be subcontracted which has experience in market research, strategic planning, ad testing, creative development and production, and talent negotiations. Media dollars must be spent within fiscal years 23/24, 24/25, and 25/26. The agency should plan to trans-adapt, test, and utilize existing media materials when possible.

iii. The agency may budget for other subcontracting relationships to fulfill the requirements of the SOW, following the instructions in **Appendix 9**: *Budget Justification Instructions*.

g. Other Costs

Other Costs include costs associated with completing activities, not listed in Operating Expenses, including Educational Materials, Incentives, Booth Rental/Facility Fees, and Paid Media. Applicants are not required to budget for each of these line items, and additional line items may be proposed with detailed justification.

h. Indirect Expenses

The Indirect Rate used by Applicants 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. Please see **Appendix 9**: *Budget Justification Instructions* for a more detailed description of Indirect Expenses.

Application Component	Criterion	Point Value
Overall Budget	• Each activity in the SOW that results in an expenditure of funds is reflected in the Budget. • Applicant provides accurate and easy-to-follow formulas to substantiate how costs were calculated. • Applicant provides a clear and comprehensive budget justification narrative for each of the eight-line items and corresponding sub-line items. • Applicant explains and includes the funding source when zero or insufficient funds are budgeted for standard and/or required costs (e.g., in-kind federal funds).	**10**
RFA Requirements	<u>Required Personnel</u>: • The Budget includes a Project Director/Project Coordinator at minimum 80% FTE. At least 5% FTE is devoted to overseeing evaluation activities. • The Budget includes at least one paid internship budgeted as personnel, through a subcontract, or with a stipend, and includes a Project Evaluator at 5% FTE (budgeted under personnel or subcontracts). <u>Required Travel</u>: • The Budget includes a minimum of one participant to attend the required Travel/Trainings listed in Table 4 of the RFA and travel costs adhere to rates set by CalHR.	**10**

	Required Subcontracts: • The Budget includes the cost of at least two (2) CEA agreements in fiscal years 24/25, 25/26, and 26/27 (total of six [6] CEAs). • The Budget includes the cost of a subcontract of at least $250,000 of the overall budget with a professional advertising agency which has experience in market research, strategic planning, ad testing, creative development and production, and talent negotiations to develop professional high quality culturally appropriate media tailored to California Tribes and the American Indian population.	
	Section Total	**20**

E. Additional Documents (Required, Not Scored)

The required Additional Documents are used to determine the Applicant's eligibility and provide supplemental information to avoid duplication of effort and supplanting. Provide the following additional documents as described below. See **Appendix 8:** *Instructions for Accessing the OTIS Applicant Training Course* for more information.

1. **Proof of Non-Profit Status**

   Non-profit agencies must upload their Proof of Non-Profit Status. This document is not applicable to government agencies, including state universities and tribal governments. For an example, see **Appendix 4:** *Sample Non-Profit Status Letter*.

2. **Certification of Non-Acceptance of Tobacco Company Funding**

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

3. **Franchise Tax Board Entity Status Letter (Tax Debtor List – status with Franchise Tax Board)**

   Non-profit agencies must generate this letter at the Franchise Tax Board website. Upload letter to OTIS. This document is not applicable to government agencies, including state universities and tribal governments.

4. **Additional Tobacco Control Funding**

   Complete and upload **Appendix 12:** *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.

5. **California Civil Rights Law Attachment**

   Complete and upload **Appendix 13:** *California Civil Rights Law Attachment*. This form is downloadable from OTIS in the Additional Documents – Required Administrative Documents section.

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:

   - Proof of Non-Profit Status
   - Certification of Non-Acceptance of Tobacco Funds
   - 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.

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 application. CDPH/CTCP's waiver shall in no way modify the application or excuse the successful Applicant from full compliance.

D. Grounds to Reject an Application

An application shall be rejected if:

1. It is received after the exact date and time set for receipt of applications. The OTIS date stamp will be used to verify on-time submission.
2. It contains false or intentionally misleading statements or references, which do not support an attribute or condition contended by the Applicant.
3. The application is intended to erroneously and fallaciously mislead the State in its evaluation of the application and the attribute, condition, or capability is a requirement of this RFA.
4. There is a conflict of interest.
5. It contains confidential information.
6. It is not submitted through the OTIS and prepared in the mandatory format described.
7. It does not literally comply, or it contains caveats that conflict with the RFA and the variation or deviation is not material, or it is otherwise non-responsive.
8. Applicant has been prohibited from contracting with the following Agencies:

    a. Franchise Tax Board

    b. California Department of Tax and Fee Administration (formerly known as the Board of Equalization)

    c. Department of Fair Employment and Housing

    d. Applicant has been suspended or barred from RFA or contracting with the state at the following websites:

- Secretary of State
- Air and Water Polluters pursuant to GC section 4475-4482
- Plastic trash bag content noncompliance
- Federal Excluded parties List

e. 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 also post a notice of intent to award funds on the TCFOR website.

2. Each Applicant will be notified in writing of the funding decision. Applicants may receive, upon emailing CTCPcompetitivegrants@cdph.ca.gov, 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. 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.

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 CDPH/CTCP has committed an error in the bid process sufficiently material to justify invalidation of its proposed award, the grant shall not be awarded until either the appeal has been withdrawn or CDPH has decided the matter. An example of a material error would be, among others, failure of the CDPH/CTCP to follow pertinent State statutes and regulations of the provisions of this RFA. When scores of an Evaluation Committee are at issue, more than the opinion of the appellant that scores should have been different, or that different scores could have been awarded based on the same information, is required to invalidate scoring decisions. Appeals submitted without proof of a material error as described above will be rejected. 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 his/her designee, a hearing may be held. The decision of the Assistant Deputy Director or his/her designee shall be final. There is no further administrative appeal. Appellants will be notified of decisions regarding the appeal in writing within 15 working days of the hearing date or the consideration of the written material submitted if no hearing is conducted.

4. Upon resolution of any appeal and subsequent award of the Grant, the Awardee will be required to complete and submit to CDPH/CTCP the required documents listed in Part V, 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:

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. This form can be found in OTIS. No payment shall be made unless a completed STD 204 has been returned to CDPH/CTCP.

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 a 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 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 the Awardee 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 funds to implement the SOW in **Appendix 2:** American Indian Coordinating Center Prescribed Scope of Work consistent with **Appendix 9:** Budget Justification Instructions, **Appendix 10:** *Comparable State Civil Servic*e Classification, **Appendix 14:** California Tobacco Control Program Policy Manual, and **Appendix 15:** California Tobacco Control Program Administrative Manual. The California Tobacco Control Program Administrative and Policy Manuals are located in OTIS under the Training Menu, and User 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 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 (June 30, 2026). The final report is to be a cumulative report that summarizes all activities and outcomes during the term of the grant and is to include all tracking measures.

3. If the Awardee fails to submit timely, complete progress report(s) documenting satisfactory progress, CDPH/CTCP will withhold payment of invoices and may terminate the grant.

F. Invoices

1. Documentation

The Awardee is required to maintain backup documentation for all expenditures and provide the backup documentation for an invoice if requested by 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 Awardee 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.

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.