Request for Application #24-10002

The Statewide End to California's Tobacco Epidemic

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA TOBACCO PREVENTION PROGRAM
(CDPH/CTPP)

October 12, 2023

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PART I. FUNDING PURPOSE

A. INITIATIVE OVERVIEW

This Request for Application (RFA) seeks to fund three (3) Statewide Technical Assistance Providers (Statewide Providers) to provide specialized support on: 1) Community Engagement and Organizing, 2) Policy Development and Implementation, and 3) Youth and Young Adult Advocacy. The purpose is to foster collaboration, facilitate community engagement, and utilize capacity-building expertise to empower California Department of Public Health, California Tobacco Prevention Program (CDPH/CTPP)-funded projects, as well as other state, and local community partners to advance their work to end the tobacco epidemic in California. California's social norm change strategy seeks to create an environment where tobacco use becomes less desirable, less acceptable, and less accessible through community interventions and the provision of statewide training and technical assistance. Capacity building is the engine powering this social change across California and plays a key role in the uptake of a single policy to facilitating the adoption of hundreds of tobacco policies statewide.[1] The inclusion of expert and peer-to-peer models broadly disseminates both evidence-based and tacit community-based knowledge.[1] To support the implementation of evidence-based practices and create healthier communities, Statewide Providers will serve as an organizational hub to build capacity among CDPH/CTPP-funded projects to accelerate their work. For lists of currently funded projects, please visit the California Tobacco Control Branch Partners page on the CDPH website.

Health and Safety (H&S) Code Section 104385 authorizes CDPH/CTPP to fund grants that prevent and reduce tobacco use and that do the following:

1. Demonstrate community support for the grant.
2. Coordinate with other local health programs, school-based programs, or voluntary health organizations.
3. Use and enhance existing services and resources.
4. Serve priority populations at high risk of starting tobacco use or developing tobacco-related illnesses.
5. Demonstrate an understanding of the role community norms have in influencing behavior change regarding tobacco use.
6. Develop and/or utilize promising or innovative approaches to diminishing tobacco use among priority populations and facilitate replication by others.

Applicants must demonstrate an understanding of the role community norms have in influencing behavioral change regarding tobacco use by utilizing evidence-based strategies and innovative approaches to diminish tobacco use among target populations. Target populations include, but are not limited to youth, young adults, pregnant women, people of low socioeconomic status, people living in rural communities, people who identify as African American/Black, Asian American, Native Hawaiian, and Pacific Islander (AANHPI), American Indian, Alaska Native,

Hispanic/Latino, Lesbian, Gay, Bisexual, Transgender, and Queer or Questioning (LGBTQ+[1]), and/or current smokers. For additional information regarding tobacco use and disease among priority population groups, please see **Appendix 1:** *Tobacco Use and Disease Background.*

For this RFA, Applicants are required to select **one** project focus: 1) Community Engagement and Organizing; 2) Policy Development and Implementation; or 3) Youth and Young Adult Advocacy. Applicants must justify the selection with supporting data in the Scope of Work: Narrative Summary section. The focus of services will be statewide.

Overarching goals and expectations will vary depending on the selected project focus, and should demonstrate a vision consistent with the following:

1. **Community Engagement and Organizing:** Support a cohesive tobacco prevention movement that engages and energizes CDPH/CTPP-funded projects, as well as other state and local partners to support tobacco prevention work by effectively organizing groups to advocate for change within their own communities and the state of California.

2. **Policy Development and Implementation:** Support CDPH/CTPP-funded projects, as well as other state, regional, and local partners by guiding policy development and supporting the adoption and implementation of evidence-based and innovative policies to advance local tobacco use prevention.

3. **Youth and Young Adult Advocacy:** Engage and empower youth and young adults by providing them with training, education, tools, and the opportunities necessary to advocate for healthier communities most impacted by tobacco use and tobacco-related diseases.

These Statewide projects provide direct education, technical assistance, and training to build the capacity of local programs, coalitions, and community groups, which includes, but is not limited to: local health departments, cities, counties, planning agencies, local government officials, local policymakers, schools, voluntary health organizations, hospitals, professional organizations, and community-based organizations working with persons and groups at high-risk of tobacco use and secondhand smoke (SHS) exposure.

Both new Applicants who meet the qualifications of this funding opportunity and current grantees funded under the CDPH/CTPP Competitive Grant (CG) 18-10414, *Finishing The Fight: Statewide Coordinating Centers for Community Engagement and Organizing, Policy Development and Implementation, and Youth and Young*

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

Adults; and RFA CG 19-10090, *Finishing the Fight: Statewide Coordinating Center for Community Engagement and Organizing* are encouraged to apply.

B. ENDING THE TOBACCO EPIDEMIC

For more than 30 years, CDPH/CTPP formerly known as the California Tobacco Control Program (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/CTPP has shifted its focus from "controlling" the industry-created tobacco epidemic to ending it. CDPH/CTPP 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 building community capacity, while utilizing and enhancing existing services and resources pertaining to community organizing, youth and young adult engagement, and policy, system, and environmental change interventions.

C. FUNDING TERM AND FUNDING AVAILABILITY

1. Funding Term

a. The term of the Grant Agreement is expected to be up to sixty (60) months and is anticipated to begin on July 1, 2024, through June 30, 2029. The Grant Agreement term may change if CDPH/CTPP cannot execute the Grant Agreement in a timely manner due to unforeseen delays.
b. The resulting Grant Agreement will be of no force or effect until it is signed by both parties and approved by CDPH/CTPP. The Applicant is cautioned not to commence work until all approvals are obtained. Should work commence before all approvals are obtained, said services may be considered to have been volunteered without State reimbursement.
c. CDPH/CTPP reserves the right to modify the term of the resulting Grant Agreement via a formal amendment process to modify the Scope of Work (SOW) or budget based on changes in a rapidly evolving tobacco epidemic.

2. Funding Availability

The total maximum amount to be distributed among all Awardees is anticipated to be $16.5 million for up to sixty (60) months for implementing the applicable prescribed SOW based on the selected project focus. See **Appendix 2:** *Prescribed Scope of Work: Community Engagement and Organizing,* **Appendix 3:** *Prescribed Scope of Work: Policy Development and Implementation,* or **Appendix 4:** *Prescribed Scope of Work: Youth and Young Adult Advocacy* for more details.

Table 1. *Maximum Fiscal Year Award* displays the maximum budget per awardee per fiscal year. Unexpended funds do not carry over from one fiscal year to the next fiscal year. 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/CTPP 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 Agreement will be dependent upon successful Applicant performance. CDPH/CTPP reserves the right to initiate revisions as necessary to redistribute funds between fiscal years to meet the needs of the State. For more information, please see **Appendix 5:** *Background and Authorizing Legislation.*

Funding must not exceed $1,100,000 per 12-month period and must not exceed a total amount of $5,500,000 for the 60-month grant term.

Table 1. Maximum Fiscal Year Award

Fiscal Year (FY)	Total Months	Maximum Budget Per Awardee
FY 24/25	12	$1,100,000
FY 25/26	12	$1,100,000
FY 26/27	12	$1,100,000
FY 27/28	12	$1,100,000
FY 28/29	12	$1,100,000
Total Maximum Amount for 60 Months	**60**	**$5,500,000**

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

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

5. **Funding Augment**
   a. At its sole discretion, CDPH/CTPP shall have the option to provide additional funding not to exceed $750,000 total. This funding may only be used to augment the scope of the project set forth in Exhibit A, of the grant award, and in no case shall materially alter the scope of work. No amendment or variation of the terms of this Grant shall be valid unless made in writing, signed by the parties, and approved as required.
   b. Additional funding is contingent upon available revenues, and appropriations by the Legislature and the Governor. CDPH/CTPP reserves the right to negotiate additional work with the successful applicant that is consistent with the work components identified in Part III. Completing the OTIS Application, should additional funding become available.

D. ELIGIBILITY CRITERIA

1. **Organizational Type**
   a. California public or private non-profit entities with a permanent place of business in California or are qualified through the Secretary of State to do business in California are eligible to apply for these funds.
   b. Eligible entities include, but are not limited to: Local Health Departments, Hospitals, Community Clinics, Voluntary Health Organizations, American Indian Tribes, Colleges and Universities, County Offices of Education, School Districts, Health Maintenance Organizations, Professional Health Associations, and Professional Health Education Associations.
   c. Applicants claiming private non-profit status must submit proof of their non-profit status with their Application. Certification from the State of California, Office of Secretary of State, and a letter from the Department of Treasury, Internal Revenue Service (IRS) classifying the agency as a non-profit agency is acceptable proof. For example, see **Appendix 6:** *Sample Non-Profit Status Letter*. This letter must be uploaded into the Additional Documents section of the Online Tobacco Information System (OTIS).
   d. Local Lead Agency (LLA) Applicants: Pursuant to H&S Code Section 104440, **LLAs are ineligible for awards under the competitive grants program unless the Applicant is a participant within a consortium of community-based organizations or non-profit agencies**. Each member of the consortium must be located and/or working in one or more of the counties within the region. Consortium partners do not need to be funded equally. If a consortium application includes an LLA, the LLA must be the Applicant agency and serve as the administrative hub for the consortium partners. An LLA consortium Applicant should include no more than two additional partners. In an LLA consortium application, the LLA may not be the recipient of more than one-third of the budget request. Ineligible applications will not be reviewed.
   e. Non-LLA Applicants: May submit an application reflecting a consortium of up to three (3) agencies, including the prime Applicant. Consortium partners do not need to be funded equally. If a consortium application is submitted, the

lead organization must be the Applicant that will serve as the administrative hub for the consortium partners.

f. State of California agencies other than state universities, colleges, and community colleges are not eligible.

2. **Submission of Multiple Applications**
   More than one application from a fiscal agent/parent organization will be accepted as long as: the scope of work, objectives, and activities in the application are unique and non-duplicative. If an agency proposes to operate more than one Statewide Provider project, the agency must submit a unique and separate application for each.

3. **Required Scope of Work (SOW)**
   Applicants are required to use the prescribed SOW intervention and evaluation activities that are pre-populated in OTIS. Please view the correct Appendix based on the selected Statewide Provider project of focus (either **Appendix 2:** *Prescribed Scope of Work: Community Engagement and Organizing*; **Appendix 3:** *Prescribed Scope of Work: Policy Development and Implementation*; *or* **Appendix 4:** *Prescribed Scope of Work: Youth and Young Adult Advocacy*). The prescribed activities are comprehensive and designed to support the selected objectives. Objectives and activities listed in each prescribed SOW include annotations labeled as “Additional Instructions” that provide additional context on and basis for the requirements. Applicants may propose one or more additional activities that are not listed in the applicable prescribed SOW in the Agency Capability section. 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 SOW and cannot be used as a method to augment available funds. The Applicant is not required to submit an additional activity for consideration. Justification must be provided for all additional activities proposed and will be evaluated based on the relevance of the activity to the SOW and on how well it contributes to achieving the overall asset objective.

4. **Certify No Tobacco Industry Conflict**
   To avoid any real or apparent conflict of interest, the Applicant must certify that it and any of its proposed subcontractors, employees, officers, and directors will not accept funding from nor have an affiliation, contractual relationship, or engage in a corporate responsibility with the tobacco industry, tobacco industry subsidiaries, electronic cigarette/vaping companies and cannabis companies, or related industries. Please see **Appendix 7:** *Certification of Non-Acceptance of Tobacco Funds*.

   With regard to universities or colleges, the Principal Investigator (PI) of the university or college must certify that they or any of the investigators associated with the Grant (either paid, voluntary, or in-kind) have not received funding from nor had an affiliation or contractual relationship with a commercial tobacco

company, electronic cigarette or cannabis company, any of its subsidiaries, or any company involved in the production, distribution or marketing of tobacco and electronic cigarette products, cannabis products, and related industries within the last five (5) years prior to the start date of the grant period. In addition, the PI of the university or college must certify that they or any of the investigators associated with this grant will not accept funding from, nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries, or parent company during the term of the Agreement with CDPH/CTPP. 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:

- Activities that supplant or duplicate existing programs or services funded by CDPH/CTPP or another source.
- Purchase or improvement of land, or building alterations, renovations, or construction.
- Fundraising activities.
- 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/CTPP Grant Agreement.
- Reimbursement of professional licensure.
- Reimbursement of malpractice insurance.
- 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.
- Electronic smoking device (ESD) detection systems.
- 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/CTPP reserves the right to adjust any date and/or time as necessary. Date and time adjustments will be posted to the CDPH/CTPP 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	**October 12, 2023**
OTIS Open for Application Development	October 12, 2023
Informational Webinar	October 24, 2023 10:00 a.m. – 11:30 a.m.
Written Questions Due	**~~October 25, 2023, 5:00 pm~~** **October 27, 2023, 5:00 pm**
Responses to Written Questions Posted	~~November 1, 2023~~ **November 3, 2023**
Mandatory Letter of Intent Due	**November 7, 2023, 5:00 pm**
Applications Due	**November 21, 2023, 5:00 pm**
Notice of Intent to Award Posted	January 26, 2024
Notice of Intent to Appeal Letter Due	**February 2, 2024, 5:00 pm**
Final Announcement of Awards*	February 5, 2024
Grant Start Date	July 1, 2024
Grant End Date	June 30, 2029

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

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

B. MANDATORY NON-BINDING LETTER OF INTENT

1. Letter of Intent Requirement

Any entity intending to submit an application is required to submit a Letter of Intent (LOI). Submission of a non-binding LOI notifies CDPH/CTPP of the Applicant's intent to submit an application. The LOI is not binding and those submitting a LOI are not obligated to submit an application. See **Appendix 8:** *Mandatory Letter of Intent and Template* for additional information, instructions, and the Mandatory LOI Template. Those who do not submit a LOI will not be allowed to submit an application.

2. Submitting a Letter of Intent

A signed LOI must be uploaded to the TCFOR website by 5:00 p.m. Pacific Time

(PT), on the date identified in **Table 2.** *Tentative RFA Timeline and Award Schedule*. The LOI will not be accepted via email, fax, or mail. To upload a signed LOI, refer to **Appendix 9:** *TCFOR Website User Instructions*. It is strongly advised that Applicants submit a signed LOI prior to the due date in case technical difficulties are encountered. Letters submitted past the deadline will not be considered. The electronic time stamp will be used to verify on-time submission. Technical difficulties will not relieve the Applicant of meeting the submission deadline.

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

C. INFORMATIONAL WEBINAR

An optional virtual Informational Webinar will be conducted to assist those intending to apply. The purpose of the Informational Webinar is to provide interested parties with an opportunity to ask questions about the preparation and submission of the application. The date and time of the Informational Webinar is identified in **Table 2.** *Tentative RFA Timeline and Award Schedule.* Registration for the Informational Webinar and the access code is posted on the TCFOR website.

D. DESCRIPTION OF THE ONLINE TOBACCO INFORMATION SYSTEM (OTIS)

1. What is OTIS?

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

2. What help is available for using OTIS?

a. User Account Instructions: For guidance on how to submit an "Applicant Registration" form and LOI, and create an OTIS "User Account," see **Appendix 9:** *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 10:** *Instructions for Accessing the OTIS Applicant Training Course.*

d. OTIS Page Guides: While working in a plan or application, located on the top right corner is the Page Guide button in *red*. The OTIS Page Guides provides User Manuals, Training Videos, and Budget downloadable documents clarifying how to complete the requested information. Page Guides are quick access information aiding in completing a task without leaving the page you are working on.
e. Telephone and Email Assistance: Call Humberto Jurado at (707) 640-0745 or email CTPP-KMU@cdph.ca.gov.

E. APPLICATION SUBMISSION

Applications are due by the date and time listed in **Table 2.** *Tentative RFA Timeline and Award Schedule.* Applications must 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. Applicants will be required to establish and verify a unique PIN for each OTIS account holder. PIN verification is required prior to Application submission in OTIS. CDPH Security and Privacy guidelines outline that a lost or forgotten PIN may only be retrieved via phone call to CDPH/CTPP. A PIN cannot be verified via email. Submission before the deadline date is advised in case you experience technical difficulties or verifying your PIN 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 forms not completed).

For technical assistance regarding PIN verification, the use of the TCFOR or OTIS websites, contact the support team, Humberto Jurado at (707) 640-0745 or via email at CTPP-KMU@cdph.ca.gov. Please do not wait until the submission due date to seek assistance from CDPH/CTPP as the support staff may be assisting others with requests and may not be available.

F. APPLICANT QUESTIONS AND REPORTING OF ERRORS IN THE RFA

CDPH/CTPP 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/CTPP will not respond to questions directed to individual CDPH/CTPP 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 the RFA**
   a. Submit written questions or report errors by email (CTPPCompetitiveGrants@cdph.ca.gov) with the subject line "CTPP RFA CG 24-10002." Oral questions will not be accepted.
   b. CDPH/CTPP 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/CTPP.
   c. Submit written questions to CDPH/CTPP 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/CTPP**
   a. CDPH/CTPP reserves the right to seek clarification of any inquiry received and to answer only questions considered relevant to this RFA. At its discretion, CDPH/CTPP may consolidate and/or paraphrase similar or related inquiries.
   b. Questions and answers received through the process outlined above will be published on the TCFOR website on the date identified in **Table 2.** *Tentative RFA Timeline and Award Schedule*.
   c. CDPH/CTPP may issue an addendum to address errors in the RFA until the application submission deadline. These will be posted on the TCFOR website.

PART III. COMPLETING THE OTIS APPLICATION

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

A. CONTACT INFORMATION

Completing the Contact Information is required and not scored. The purpose of this section is to collect information about the Applicant, the geographic service area of

the proposed project, and key staff for the proposed project. Complete the following areas directly in OTIS:

1. **Agency & Contract Information:**
   Provide the Applicant's Agency Name, Project Name, Federal Identification Number, mailing address, physical address, phone, fax, website, and email.

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

Completing the Agency Capability Section is required and scored. See **Appendix 11:** *Application Scoring Criteria*, A. Agency Capability (55 points) for the specific scoring criteria.

This section provides instructions on the Applicant's ability to successfully implement the prescribed 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 and address the prompt in full. 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. All examples provided should be unique and the Applicant should not include more examples than the number each item requests.

C. SCOPE OF WORK: NARRATIVE SUMMARY

Completing the Scope of Work: Narrative Summary is required and scored. See **Appendix 11:** *Application Scoring Criteria*, B. Scope of Work: Narrative Summary (25 points) for the specific scoring criteria.

The Narrative Summary is required for each objective and provides the overarching story of the need to implement the prescribed SOW within the project focus, how the major intervention activities will be implemented by the Applicant, the underlying theory of change or rationale for the prescribed intervention, and how it will be evaluated. The Applicant must complete the following sections: Community Assessment Analysis, Major Intervention Activities, and Evaluation Narrative. The Theory of Change section will be pre-filled for all Applicants and is not scored.

D. BUDGET AND BUDGET JUSTIFICATION

Completing the Budget and Budget Justification is required and scored. See **Appendix 11:** *Application Scoring Criteria*, C. Budget and Budget Justification (20 points) for the specific scoring criteria.

Applications must develop a 60-month budget that is accurate and justified for implementing the applicable prescribed SOW based on the selected project focus for each fiscal year (FY), see **Appendix 2:** *Prescribed Scope of Work: Community Engagement and Organizing,* **Appendix 3:** *Prescribed Scope of Work: Policy Development and Implementation,* or **Appendix 4:** *Prescribed Scope of Work: Youth and Young Adult Advocacy.*

Adhere to the instructions, formulas, and requirements in **Appendix 12**: *Budget Justification Instructions* for each category of the eight line-item budget. The budget justification supports the budget by providing a comprehensive justification for the expense/cost and a detailed explanation on how costs were calculated/determined.

1. **Budget and Funding Level Per Fiscal Year**
   Applicants must verify that each activity in the applicable prescribed SOW that results in an expenditure of funds is reflected in the budget. Adhere to the requirements and criteria provided in this section and the instructions provided in the following Appendices: **Appendix 12:** *Budget Justification Instructions*, **Appendix 13:** *Comparable State Civil Service Classifications*, **Appendix 14:** *CTCP Program Letter 18-01 Incentive Materials,* **Appendix 15:** *California Tobacco Control Program Policy Manual,* and **Appendix 16:** *California Tobacco Control Program Administrative Manual.*

   Applicants must ensure the total dollar amount for the FY does not exceed the maximum amount allowed as shown in **Table 1.** *Maximum Fiscal Year Award*.

2. **Budget Formulas**
   Provide easy-to-follow formulas to substantiate how costs were calculated. Adhere to formula descriptions written in **Appendix 12:** *Budget Justification Instructions*.

3. **Zero or Insufficient Funds for a Standard Cost**
   Explain and include the funding source when zero funds or insufficient funds are budgeted for a standard cost (e.g., in-kind contributions for space, personnel, subcontractors, indirect expenses). CDPH/CTPP 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 prevention program efforts.

4. **Personnel Costs and Required Staffing**
   Applicants must include the required positions listed in **Table 3.** *Required Staffing and Minimum Duties* in the budget and budget justification. Applicants must provide personnel costs that reflect salaries comparable to State Civil Service Classification rates and associated duties must also be comparable. See **Appendix 13:** *Comparable State Civil Service Classifications*. Salaries above the Comparable State Civil Service

Classifications rate must be completely justified.

Individual budgeted staff or subcontracted employees, funded by CDPH/CTPP, on one project or on multiple projects, may **not** work more than 1.0 full time equivalent (FTE) in combined total, without written CDPH/CTPP approval from the Procurement Manager and the Program Consultant.

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: **One Staff** **80-100% FTE**	Project Director/ Coordinator	This position must be listed as the Primary Tobacco Contact in OTIS and act as the primary day-to-day point of contact for CDPH/CTPP communication to the Agency. This position is responsible for overall and day-to-day management to implement and evaluate the project; provides oversight of the SOW, budget, progress reports, and invoices; oversees maintenance of required documents for auditing purposes; implements evaluation activities; prepares required reports; and devotes a minimum of 10 percent of a full-time position (equivalent to four hours per week) to overseeing evaluation activities.
Required: **One Staff or Subcontract/ Consultant** **5% – 10% FTE**	Evaluator	This position implements activities such as development of data collection instruments and protocols; provides data collection training; oversees sampling methodology; data analysis; and report writing. Duties may also include assisting with data translation and dissemination of evaluation results. The individual designated as the Evaluator must meet the following minimum requirements: 1) at least one course in study design or at least one year of experience determining the study design for an evaluation; 2) have intermediate or higher proficiency in calculating sample size, developing a sampling scheme, and determining appropriate data collection methods; 3) completed one course in program evaluation or

Staffing	Position	Responsibilities
		one year of planning and implementing a program evaluation; 4) have intermediate or higher proficiency in evaluating behavior change, policy, or media interventions; 5) at least two intermediate courses in statistics; and 6) have intermediate or higher expertise in using statistical software packages to analyze and interpret quantitative data. The Evaluator must not exceed 10% FTE in the budget.
Strongly Recommended: Paid Internship (Public Health Pipeline)	Intern	Paid Internships offer people entering the workforce or considering a career change to engage in various public health opportunities. By offering opportunities for paid internships to people in health fields, policy, communication, public health and other related disciplines the development and diversification of the public health workforce expands. Paid Internships for this project may be limited term and paid as Personnel, through a Subcontract, or with a stipend. The Paid Internship must be listed in the budget.

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

6. **Operating Expenses**
   The costs for the operating expenses associated with completing the activities in the prescribed SOW, must be justified for the following sub-line items: (1) CTPP Communications Network (Partners), (2) Space Rent/Lease, (3) Office Supplies/Expenses, (4) Communications, (5) Postage, (6) Printing, (7) Duplicating, (8) Equipment Lease/Rental, and (9) Audit. Note: Audit expenses may be budgeted in the Operating Expenses category or in the Indirect Expenses category, but not in both. Additional Operating Expense subcategories may be proposed in this category.

7. **Equipment Expenses**
   All equipment must be budgeted in the Equipment Expenses category. Types of equipment include, but are not limited to computer, laptop, software, printer, and office furniture.

Equipment expenses require detailed justification and prior written approval by CDPH/CTPP. Justification for each item must include: (1) the manufacturer's name, model number, type, size and/or capacity, (2) the unit cost per item, (3) description to justify the need for the proposed equipment purchase, and (4) identification of which staff will utilize the equipment.

Agencies are required to have at least one working computer system for use by the project to complete the prescribed SOW. CDPH/CTPP will not allow duplicative equipment purchases due to the budgeted staff's working agreement with their hiring agency. The Applicant must provide in-kind at least 50% of the required office, computer, and software for the proposed project.

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

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

Table 4. CTPP Travel/Trainings

CTPP Travel/Training	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
CDPH/CTPP 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	1-3

   c. **Required CTPP Travel/Training:** These travel/trainings are required. A

minimum of one (1) project staff member is required to attend the travel/trainings noted in **Table 5.** *Required CTPP Travel/Trainings.* Identify which project staff will attend each outlined travel/training and provide the budget amounts needed for each FY. Budgeted costs typically include registration fees, mileage, airfare, meals, lodging and incidental expenses. If a required training is cancelled or postponed by CTPP, funds may be reallocated with Procurement Manager approval.

Table 5. Required CTPP Travel/Trainings

Required CTPP Travel/Training	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
In-person statewide projects coordination meetings	2	2	2	2	2
Projects' Meeting		1			1
Joining Forces			1		

d. **Out-of-State Travel (OST):** CDPH/CTPP supports awardees taking the opportunity to learn from the work being done in other states and disseminate their funded project-related findings nationally. Each awardee is eligible to send the Project Director/Coordinator to OST events on a case-by-case basis. Typically, the entire cost of the OST including registration, travel, and per diem should not exceed approximately $2,500 per person per event. CDPH/CTPP reserves the right to change this policy at any time, and/or pay only a portion of the proposed OST costs. Include the following in the OST budget justification narrative: purpose of the OST, who will attend, expenses associated with the OST for each applicable FY, related/applicable SOW activity number, role of the attendee, benefit to the state and/or agency.

Table 6. *Potential Out-of-State Travel Opportunities* summarizes some of the events that CDPH/CTPP would support awardees attending.

Table 6. Potential Out-of-State Travel Opportunities

Event/Conference (Examples)	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
National Conference on Tobacco or Health (NCTOH)		1		1	
American Public Health Association (APHA)	1	1	1	1	1

9. Subcontracts and Consultants

The agency may enter into subcontracting relationships to fulfill requirements of the prescribed SOW. When proposing subcontracts and/or consultants the agency must:

- Identify the subcontractor and/or consultant's name/title or Agency. When applicable, If the subcontractor and/or consultant has not been selected at the time of the submission then list as "To Be Determined" as applicable.
- Provide a detailed description of the specialized effort directly related to the prescribed SOW activities/services to be performed and justify costs necessary to implement such activities which clearly distinguish the responsibilities from the budgeted Personnel.
- Provide the salary or hourly rate with easy-to-follow formulas substantiating costs for each applicable fiscal year.
- Describe and justify travel costs necessary to implement the activities and tie expenditures to applicable activities when applicable.

The subcontractor and/or consultant listed in the Budget Justification must be referenced with the same Title in the prescribed SOW's "Responsible Parties."

Please refer to **Section 600 – Subcontract Requirements** in **Appendix 16:** *California Tobacco Control Program Administrative Manual* for more details on subcontract requirements.

10. Other Costs

Other Costs include costs associated with completing the activities in the prescribed SOW not listed in Operating Expenses. Four standard Other Costs line items that must appear in the budget justification include (1) Educational Materials, (2) Incentives, (3) Paid Media, and (4) Booth Rental/Facility Fees. Additional Other Cost subcategories may be proposed with appropriate justification.

11. Indirect Expenses

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

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

E. ADDITIONAL DOCUMENTS (REQUIRED AND NOT SCORED)

Submitting the Additional Documents is required and not scored. The purpose of the

Additional Documents are to provide the CDPH/CTPP with supplemental information regarding the Applicant and will substantiate the CDPH/CTPP agreement requirements. Provide the following additional documents as described below. See **Appendix 10:** *Instructions for Accessing the OTIS Applicant Training Course*, module "Additional Documents" for more information.

1. **Proof of Non-Profit Status**
   Complete and upload the Proof of Non-Profit Status in OTIS under the Additional Documents section. This document is only applicable to non-government non-profit agencies. See **Appendix 6:** *Sample Non-Profit Status Letter* for an example.

2. **Certification of Non-Acceptance of Tobacco Funds**
   Complete and upload **Appendix 7:** *Certification of Non-Acceptance of Tobacco Funds* in OTIS under the Additional Documents section. This document is used to determine the eligibility of Applicants.

3. **Franchise Tax Board Entity Status Letter**
   Generate and upload the Franchise Tax Board (FTB) Entity Status Letter in OTIS under the Additional Documents section. Generate the letter at the FTB website. This document verifies whether or not an entity is in good standing with the FTB and provides verification of an exempt status.

4. **Additional Tobacco Prevention Funding**
   Complete and upload **Appendix 17:** *Additional Tobacco Prevention Funding* in OTIS under the Additional Documents section. This document is used to determine other sources of tobacco prevention funding the Applicant is receiving to assess for duplication of effort and/or supplanting. If the Applicant agency is receiving funds for any tobacco prevention efforts whether they are from local, state, federal, and/or private sources, the Applicant is required to describe the funding source, project title, funding agency, support amount, funding start date, funding end date, and activity description.

5. **California Civil Rights Laws Attachment**
   Complete and upload **Appendix 18:** *California Civil Rights Laws Attachment* in OTIS under the Additional Documents section. This is a California Department of General Services document and applies to all contracts for services.

PART IV. APPLICATION REVIEW PROCESS

This section explains the application review process which is described in four (4) stages. The stages are: Stage One: Administrative and Completeness Screening, Stage Two: Application Scoring, Stage Three: Notification of Decision, and Stage Four: Grant Modifications.

Each application will be reviewed, evaluated, and scored based on the responses to the information requested in this RFA. By submitting an Application, the Applicant agrees that CDPH/CTPP is authorized to verify any information and any references named in the application. Applications received by CDPH/CTPP 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

In Stage One, Applications will be reviewed for on-time submission and compliance with the administrative requirements and completeness. The OTIS electronic time stamp will be used to verify on-time submission. A late or incomplete application and/or an application from a non-eligible entity will be disqualified and eliminated from further evaluation.

For the purpose of administrative screening, required Additional Documents include:

- Proof of Non-Profit Status
- Certification of Non-Acceptance of Tobacco Company Funds
- Franchise Tax Board Entity Status Letter
- California Civil Rights Laws Attachment

Omission of any required document, failure to use required formats for response, and/or failure to respond to any requirement may lead to rejection of the application. CDPH/CTPP 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.

Applications who do not receive a pass grade in Stage One will not proceed to Stage Two.

B. STAGE TWO: APPLICATION SCORING

In Stage Two, each application will be evaluated and scored according to the scoring criteria outlined in **Appendix 11:** *Application Scoring Criteria* by a review committee on a scale of zero (0) 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, a score of 75 points or more does not guarantee funding or funding at the level requested. CDPH/CTPP 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/CTPP-funded projects.
- Balanced representation of the types of organizations funded.

C. STAGE THREE: NOTIFICATION OF DECISION

Upon successful completion of the review process, CDPH/CTPP will post a notice of

intent to award funds on the TCFOR website. Each Applicant will be notified in writing of the funding decision. Upon written request to CDPH/CTPP, Applicants may receive a copy of the scoring summary page that provides the score and overall strengths and weaknesses of their application. Written requests must be emailed to CTPPCompetitiveGrants@cdph.ca.gov.

D. STAGE FOUR: GRANT MODIFICATIONS

CDPH/CTPP reserves the right to reject any proposed project or project component(s). Following the award notification, CDPH/CTPP 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/CTPP 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 a Request for Application (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/CTPP reserves the right to do any of the following:

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

If the RFA is modified, CDPH/CTPP 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/CTPP may waive any immaterial defect or deviation contained in an Applicant's application. CDPH/CTPP'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 date and time listed in **Table 2.** *Tentative RFA Timeline and Award Schedule.*
2. It is not submitted through OTIS in the mandatory format described.
3. It contains false or intentionally misleading statements or references, which do not support an attribute or condition contended by the Applicant.
4. It intends to erroneously and fallaciously mislead the State in its evaluation of the application and the attribute, condition, or capability as a requirement of this RFA.
5. It contains confidential information.
6. It does not literally comply with the RFA, contains caveats, variations or deviations that conflict with the RFA, or it is otherwise non-responsive.
7. There is a conflict of interest.
8. The Applicant has been prohibited from contracting with the following Agencies:
   a. Franchise Tax Board
   b. California Department of Tax and Fee Administration (formerly known as the Board of Equalization)
   c. Department of Fair Employment and Housing
9. The Applicant has been suspended or barred from contracting with the state at the following websites:
   a. Secretary of State
   b. Air & Water Polluters pursuant to GC Section 4475-4482
   c. Plastic trash bag content noncompliance
   d. Federal Excluded Parties List
10. The Applicant has received a substantive negative contract performance from the State.

E. 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/CTPP 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/CTPP 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. An Applicant may appeal the award decision. The Applicant must submit a notice of intent to appeal to

CTPPCompetitiveGrants@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

2. The decision of the Assistant Deputy Director or their designee shall be final. Appellants will be notified of decisions regarding the appeal in writing within fifteen (15) working days of the consideration of the written material submitted.
3. Upon resolution of any appeal and subsequent award of the Grant, the Awardee will be required to complete and submit to the CDPH/CTPP the required documents listed in Part VI., B. Awardee Required Documents.

F. 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.

G. 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. The STD 204 is required when receiving payment from the State of California in lieu of Internal Revenue Service (IRS) W-9 or W-7. It is used to determine if the agency is subject to state income tax withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. No payment shall be made unless a completed STD 204 has been returned to CDPH/CTPP. This form is required. The STD 205 is used to provide remittance address information if different than the mailing address on the STD 204. This form is optional. These forms can be found in OTIS under Additional Documents.

2. The Contractor Certification Clauses (CCC 04/2017), which is a Department of General Services (DGS) form required for doing business with the State of California. This form is required and can be found in OTIS under Additional Documents.
3. The Certificate of Liability Insurance, which must identify evidence of $1,000,000 Commercial General Liability Insurance and Workers' Compensation. If applicable, a certification of self-insurance signed by the authority to bind the agency may suffice. CDPH/CTPP must be listed as the Certificate Holder as follows:
   California Department of Public Health/California Tobacco Prevention Program
   MS 7206, P.O. Box 997377
   Sacramento, CA 95899-7377
4. The Identifying Headquarters for Staff Travel Reimbursement, which is a requirement by the State Controller's Office (SCO) which requires all invoices reimbursing for mileage, specifically in the course of conducting state business, establish a headquarters address for each employee receiving reimbursement. The agency is required to list the name of the employee, subcontractor and/or consultant who is authorized to travel and receive reimbursement for mileage under this project. This form can be found in OTIS under Additional Documents.
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 the Grant. Resolutions must indicate local government approval of the Grant.

C. AWARDEE REQUIREMENTS

The following are required to enter a fully executed agreement with CDPH/CTPP:

1. All CDPH/CTPP-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/CTPP-funded projects and grants are required to access Partners at least once a week to review weekly updates.
2. The Awardee incurs expenses for the previous work period and is then reimbursed by invoice(s) submitted to CDPH/CTPP no more than once per month. The State has up to 45 days to pay invoices for Awardees that are approved for "prompt payment." To learn more about the prompt payment program, please visit the Department of General Services website.

3. The Awardee shall employ fiscal/administrative staff with the appropriate training and experience to maintain fiscal accountability and track grant funds. Staff shall be knowledgeable of and practice: standard accounting and payroll practices (including state and federal tax withholding requirements), maintenance of fiscal/administrative records/documents, appropriate tracking and review/approval of expenditures, and other administrative policies and procedures which will maintain the fiscal integrity of the funds awarded to the Awardee.
4. The Awardee should maintain accounting records that reflect actual expenditures including, but not limited to accounting books, ledgers, documents, and payroll records, including signed timesheets, etc., and will follow standard accounting procedures and practices that properly reflect all direct and indirect expenses related to the Grant. Prop 56, subsection 30130.56 (a) states that the California State Auditor shall at least biennially conduct an independent financial audit of the state and local agencies who are recipients of Prop 56 funds. The Awardee is to maintain fiscal and program records documenting expenditures and program implementation for a period of three years from the date of final payment receipt under this Agreement or from the end of the Agreement, whichever is later.
5. The Awardee is required to expend the grant funds to implement the agreed upon the applicable prescribed SOW Appendix as described in **Appendix 2:** *Prescribed Scope of Work: Community Engagement and Organizing,* **Appendix 3:** *Prescribed Scope of Work: Policy Development and Implementation,* or **Appendix 4:** *Prescribed Scope of Work: Youth and Young Adult Advocacy* and adhere to **Appendix 12:** *Budget Justification Instructions,* **Appendix 15:** *California Tobacco Control Program Policy Manual,* and **Appendix 16:** *California Tobacco Control Program Administrative Manual.* These manuals are in OTIS under the Training Menu, and User Manuals, where users can view and download the latest version of the 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 OTIS, and in conformance with CDPH/CTPP instructions.
2. The final progress report is due on the last day of the grant term. The final progress report is to be a cumulative report that summarizes all activities and outcomes during the term of the grant and is to include all tracking measures.

3. If the Awardee fails to submit timely, complete progress reports documenting satisfactory progress, CDPH/CTPP will withhold payment of invoices and may terminate the Grant Agreement.

F. INVOICES

1. Documentation

The Awardee is required to maintain backup documentation for all expenditures and provide the backup documentation for an invoice if requested by the CDPH/CTPP. 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/CTPP 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/CTPP 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 Agreement and the proposed terms and conditions appearing in this RFA, any inconsistency or conflict will be resolved by giving precedence to the Grant Agreement.

2. CDPH Rights

In addition to the rights discussed elsewhere in this RFA, CDPH/CTPP 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/CTPP intends to post all clarification notices and/or RFA addenda on CDPH/CTPP TCFOR website.
c. CDPH/CTPP reserves the right to fund any or none of the applications submitted in response to this RFA. CDPH/CTPP may also waive any immaterial deviation in any application. CDPH/CTPP waiver of any immaterial deviation shall not excuse an application from full compliance with the Grant terms if a Grant is awarded.

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

PART VII. REFERENCES

1. Health Promotion Practice, November 2011 Vol. 12, Suppl.2, 130S-143S DOI: 10.1177/1524839911419297