California Department of Public Health, California Tobacco Control Program (CDPH/CTCP)

Local Tobacco Control Interventions RFA CTCP 10-100

Informational Teleconference/Webinar

September 9, 2009

1:30 p.m~4:30 p.m. PT

Fax Questions to (916) 449-5505 or (916) 449-5517

Presenters

- La Roux Pendleton
  - Program Consultant
  - Local Programs and Priority Populations Unit
- Linda Ono
  - Procurement Manager
  - Procurements Management Unit
- Humberto Jurado
  - Technology Projects Analyst
  - Library and Information Services Unit

Agenda

- Welcome & General Announcements
- RFA Presentation
- Break (15 minutes)
- Q & A Session
- OTIS Training

General Reminders

Please place your phones on mute during the presentation: *6 will mute and un-mute your phones. Thank you!

Fax Questions to (916) 449-5505 or (916) 449-5517

General Reminders

- The RFA instructions take precedence over anything said during this presentation.
- Interested applicants are to refer to the RFA instructions for clarification on the RFA criteria and requirements.
- The California Tobacco Control Program will post any updates, corrections, or modifications to the RFA on the Tobacco Control Funding Opportunities & Resources (TCFOR) website.
- It is strongly encouraged that interested agencies frequently access the TCFOR website for potential updates, corrections, or modifications to the RFA.
- TCFOR website: http://tcfor.catcp.org.

General Reminders Cont.

- The RFA requires the Primary Agency to submit applications online via the Online Tobacco Information System (OTIS). There is an OTIS training session included in this teleconference.

- Do not wait until the last minute! It may take 20 to 40 hours to load your information into OTIS. Agencies are encouraged to begin writing applications in a word file that can be cut/copied and pasted into the OTIS system, and to allow adequate time to load information into OTIS. Note: this does not include uploading your evaluator information and other forms required for the application

- Presentation materials will be posted on the TCFOR website following this presentation

Question & Answer Session

- This call will end when all questions are answered, which may be before the 4:30 p.m. scheduled time. If need be we can extend the call until 5:00 p.m.
- During this presentation, questions may be posted to the AVAYA Web Board.
- Also questions may be submitted by fax:
  - (916) 449-5505 or (916) 449-5517
- A 15 minute break will follow the RFA presentation to allow CTCP to review submitted questions.
- Questions will be read and answered by CTCP staff at that time only.

Funding Amount

- Approximately $5.7 million per year for three years
- An individual award will be up to $450,000 for the three year period

Contract Term

- July 1, 2010 – June 30, 2013
- Applications must be for the entire three-year period.
- CTCP has the option of renewing grants for an additional two years if funding permits

Eligibility & Selection Criteria

- Any public or private non-profit agency is eligible to apply.
- State of California agencies other than state universities, colleges, and community colleges are not eligible (Local Lead Agencies).
  - NOTE: LLAs are not eligible to apply on their own, but are eligible if they apply as a consortium with a community partner.
- CTCP will not fund an agency that has a relationship with a tobacco company.
  - Certification Required
- Applications must meet the mandatory requirements laid out in this RFA in order to be reviewed and scored.
- Applications will be scored on a scale of 0 to 100 points.

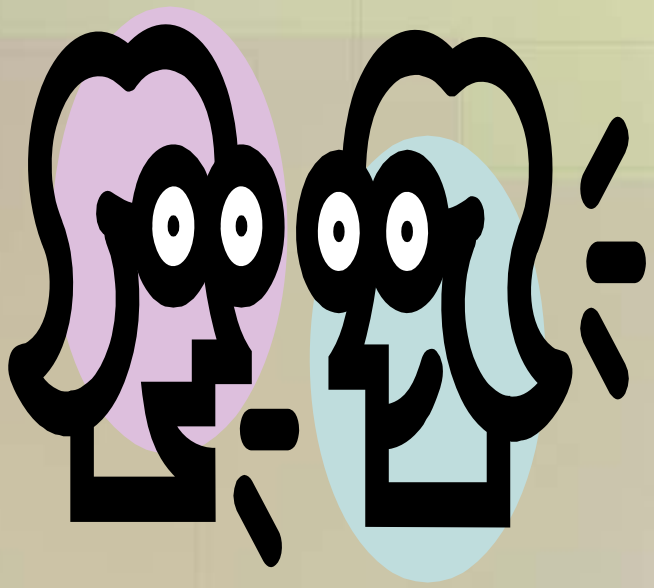
Eligibility & Selection Criteria

- Proposals receiving a final group consensus score of 75 points or more will be considered for funding.
- Receiving a final group consensus score totaling 75 points or more will not guarantee funding or funding at the level requested in the proposal.
- Please review the TCFOR website for a more detailed description of the Eligibility and Selection Criteria.
- You will also need to review CTCP's Reservation of Rights.

Key Dates

- 8/20/09 Release of RFA
- 9/8/09 Webinar access test session, 1:00 p.m.-3:00 p.m., PT
- 9/09/09 Information teleconference/webinar meeting 1:30 p.m.-4:30 p.m., PT
- 9/10/09 First Day to Request to Apply
- 9/10/09 OTIS Opened for Proposal Input
- 9/23/09 General Grant Writing Technical Assistance Session teleconference/webinar, 10:00 a.m.-11:30 a.m., PT
- 9/24/09 Developing Your Evaluation Plan: A Webinar for Applicants of RFA 10-100, 10:00 a.m.-11:30 a.m., PT
- 11/02/09 Last Day to Request to Apply
- 11/05/09 Proposals Due No Later than 5:00 p.m., PT
- 12/09/09 Notification of award decision
- 12/17/09 Appeals due by 5:00 p.m., PT
- 1/7/10 Appeal hearings
- 1/11/10 Appeal decisions announced (tentative)
- 7/01/10 Contract term begins
- 6/30/13 Contract term ends

Let's talk about TCFOR!



TCFOR

California Tobacco Control Program

Contact Us | FAQ

Funding Opportunities and Resources

Funding Opportunities | Project Directory | Evaluator Directory | CTCP Websites

The California Tobacco Control Program (CTCP), California Department of Public Health (CDPH) provides information on available funding opportunities to conduct:

- local tobacco control projects by community-based organizations and local health departments,
- statewide training and technical assistance projects,
- statewide evaluation/surveillance projects, and
- statewide paid media and public relations projects.

Resource documents, links to directories and websites, and information about trainings that help applicants with the preparation and submission of an application are also provided.

Funding Opportunities
Provides information about current funding opportunities, eligibility requirements, submission requirements, contract documents, and resources to help agencies prepare and submit an application to the California Tobacco Control Program.

Project Directory
Provides contact information and project descriptions for agencies currently funded by CTCP.

Local Program Evaluator Directory
Find contact information, qualifications and geographic availability of local program evaluators interested in working with local tobacco control projects in California.

CTCP Featured Websites
Find links to websites maintained by the CTCP, statewide CTCP-funded projects, and key national tobacco control organizations.

TCFOR Home | Funding Opportunities | Project Directory | LPE Directory | CTCP Websites
Contact Us | Privacy Policy | FAQ

Developed and Produced by the Center for Information Management and Educational Services, Florida State University
Sponsored and Developed by the California Department of Public Health, California Tobacco Control Program

TCFOR

- The following information can be located on the TCFOR website:
  - Deadlines (November 5, 2009)
  - Purpose
  - Application Information
  - Contract Documents
  - Meetings/Trainings
  - How to apply
  - Eligibility & Selection Criteria
  - Key Dates
  - Total Award
  - Contact
  - Related Materials

RFA Presentation

Application Information

Application Information is broken into 7 separate documents. Each document provides unique information important for completing your application

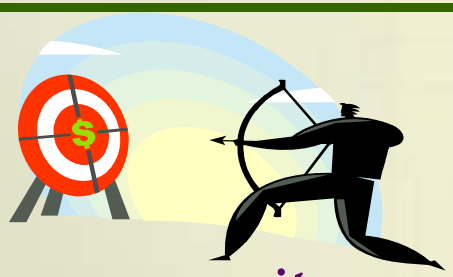
- Section I: Purpose and Goals
- Section II: Work Statement
- Section III: Application/Proposal Requirements and Information
- Section IV: General Application/Proposal Information
- Section V: Administrative and Program Requirements
- Section VI: CTCP Program Priorities Overview
- Section VII: Certification of Non-Acceptance for Tobacco Funding
- Appendices: 1-8

- Suggestion: Download/Save and carefully review each document.

Section I: Purpose and Goals

- Purpose
  - To fund approximately 38 local tobacco control projects to address CTCP's four priority areas
  - To give priority funding consideration to projects that seek to reduce tobacco-related disparities and/or address priority populations
  - Social Determinants of Health
  - To learn more about CTCP:
    - Section VI: CTCP Program Priorities Overview, and
    - http://www.cdph.ca.gov/programs/Tobacco/

Section I: Purpose and Goals



- Goals:
  - Enact policies that will influence community norm changes in tobacco use:
    - Reduce Secondhand Smoke exposure within multi-unit housing, workplaces, and recreational settings
    - Limit distribution and availability of tobacco products through the elimination of product sampling and increasing the price of tobacco products
    - Restrict tobacco marketing and corporate giving that impact priority populations

Section I: Purpose and Goals

- Develop creative, innovative, cost-effective interventions that are aimed at changing social norms around tobacco use.

Section II: Work Statement

- The Work Statement is a RFA-specific document that defines the application requirements, instructions, and scoring criteria.

- Defines content requirements and provides the criteria on how the application will be scored.

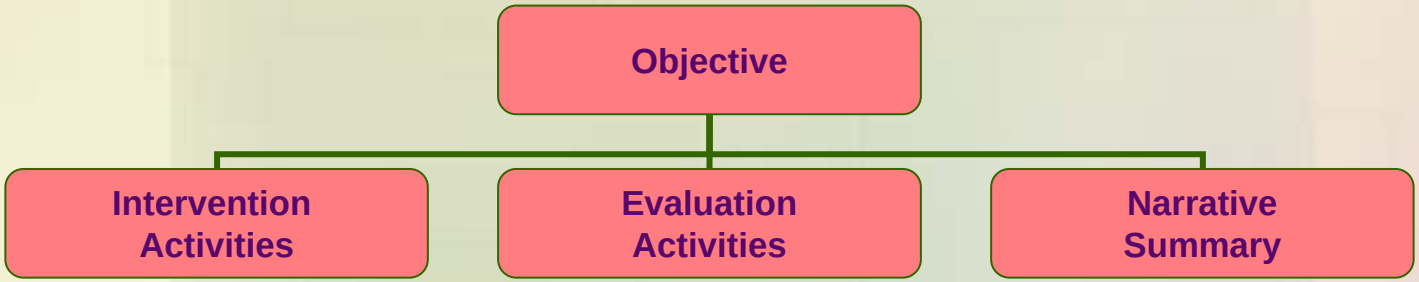
- The following three sections will be scored:
  - Applicant Capability (40 points)
  - Scope of Work (35 points)
  - Budget Justification (25 points)

Section II: Work Statement

- Applicant Capability
  - This section of your application will describe/demonstrate the qualifications of your agency
  - Components Include:
    - Program Experience
      - Do not upload resumes.
    - Organizational Start Up
    - Administrative/Fiscal Experience
    - Equipment
    - Letters of Reference

Section II: Work Statement

- Scope of Work (SOW)
  - The SOW describes all program activities to be performed that will lead to the accomplishment of measureable objectives, and evaluation activities that assess the extent to which each objective was achieved. Objectives include:



Section II: Work Statement

- Each Objective in the SOW will require the following information be provided:
  - Objective
    - What you hope to accomplish?
  - Intervention
    - How you plan to accomplish your objective?
    - Intervention topics, activities, and materials development forms
  - Evaluation
    - Evaluation design, activity plan, and reporting

Section II: Work Statement

- Each objective will also require a Narrative Summary which includes:
  - Community Assessment Analysis
  - Major Intervention Activities
  - Theory of Change
  - Evaluation Summary
- Suggestion: For completing Objectives, Interventions, and Evaluations, refer to *Communities of Excellence in Tobacco Control, Modules 2 & 4*

Section II: Work Statement Budget Justification

Budget Category Line Items

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

Section III: Application/Proposal Requirements and Instructions

- This document clearly defines the general components and requirements for all applicants

- Use this document along with Section II: Work Statement

- Note: Section III provides links to Supplementary Documents (OTIS User & Evaluation Guides, CTCP Policy Manual, *Tell Your Story Guidelines for Preparing a Complete High Quality Final Evaluation Report*, and CX Module 4)

Section IV: General Application/Proposal Information

- This Section Provides:
  - Submission requirements
  - Instructions for accessing the online application (e.g. how to apply)
  - Appeals process
  - CTCP's Reservation of Rights
  - Contract terms and conditions

- Request to Apply: Instructions for Accessing Online Submission (http://tcfor.catcp.org/)

- TCFOR Website Instruction
  - For more guidance please refer to the "Request to Apply Instructions" document on TCFOR
  - http://tcfor.catcp.org//opportunities/TCFOR_User_Inst.pdf

Section V: Administrative and Program Requirements

- This document provides contract procedures, requirements, and expectations
- Describes the capacities required to successfully complete all deliverables identified in the SOW
- The 16 requirements determine the capacities necessary to enter into a fully executed contract with CTCP

Section VI: CTCP Program Priorities Overview

- This document outlines the mission, goals, infrastructure, history, and the social norm model utilized by CTCP.

Section VII: Certification of Non-Acceptance of Tobacco Funding

- Applicants must complete and upload this certification with their application

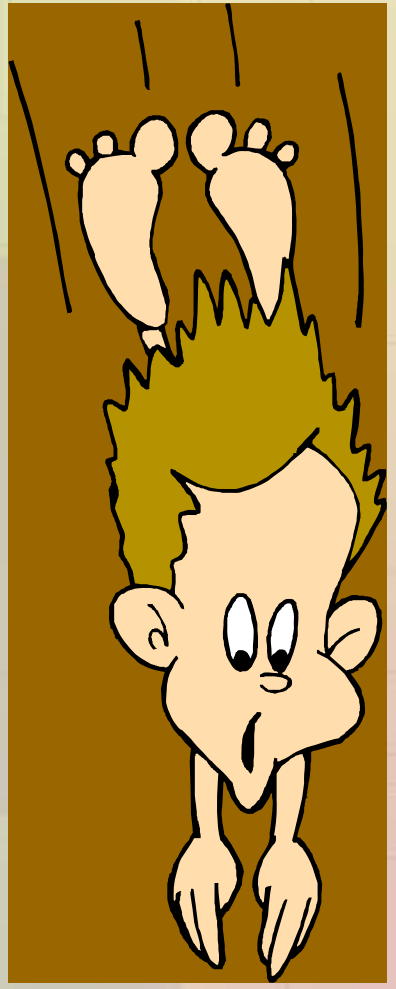
- Please refer to Section III: Application/Proposal Requirements and Instructions for information and instructions

Appendices

1. Appendix: American Indian Casinos
2. Appendix: Comparable State Civil Service Classifications
3. Appendix: Computer Hardware/Software Minimum Specifications
4. Appendix: Evaluation Design: Determining the Plan Type for Each Objective
5. Appendix: Moratorium Related to Promotional Items Distributed by the California Department of Public Health: Updated Interim Guideline on Use of Promotional Items
6. Appendix: Sample Internal Revenue Service Letter
7. Appendix: Sample Secretary of State, Statement of Information
8. Appendix: Travel Reimbursement Information

Let's take a Dive!

SECTION III, I, & II



Fax Questions to (916) 449-5505 or (916) 449-5517

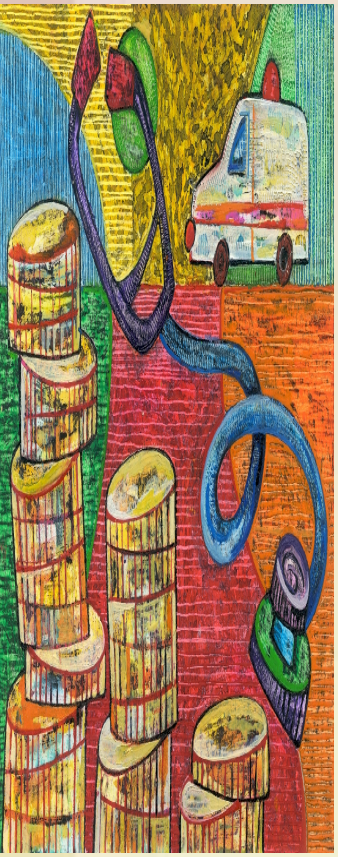
Section III: Application/Proposal Requirements and Instructions

- Let's address Section III before Section II
  - These two sections should be read in conjunction with one another (Recommend reading Section III before Section II)
  - Section III provides component descriptions of each section of the work statement and general requirements for all procurements that CTCP releases.
  - If there are instructions that are unique to this RFA they are provided in Section II and will either serve as a complement to or supersede the instructions in Section III.

Section I: Purpose and Goals

- Highlights:
  - Funding consideration to agencies that work with priority populations or tobacco-related disparities
    - Priority populations: AA, AI/AN, API, HL, Labor, LGBT, Low SES, Mental Health, Rural Residents, Substance Abusers (Disparate populations)
    - Disparities:
      - Risk, incidence, morbidity, mortality and the burden of tobacco-related illness that exist among specific population groups (not necessarily those listed above);
      - Differences in patterns, prevention, and treatment of tobacco use;
      - Lack of capacity and infrastructure, access to resources; and
      - Higher rate of secondhand smoke exposure.

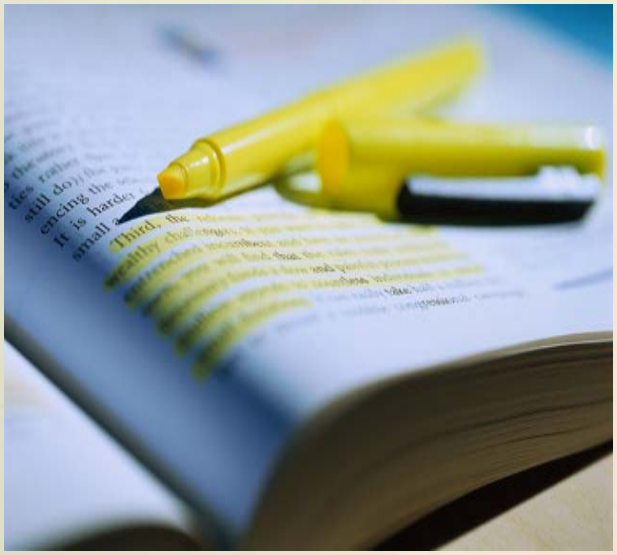
Section I: Purpose and Goals



- Social Determinants of Health/Community Concerns:
  - Social conditions that shape the overall health of populations
  - Availability of education, food, employment opportunity
  - Political, social, economic capital impact the health of populations, communities, neighborhoods, and individuals
  - Analysis of the root causes of tobacco use
  - If community concerns are not related to tobacco use, how can you creatively link/or connect your issue to the community's?

Section II: Work Statement

- Highlights:
  - Applicant Capability
    - Program Experience
  - Scope of Work
    - Objectives
    - Intervention Activities
    - Evaluation Activities
    - Evaluation Reporting
    - Narrative Summary
  - Scoring Criteria
  - What this RFA will not fund



Section II: Work Statement

- Scope of Work:
  - Objectives:
    - A minimum of two required from indicators/assets listed in the RFA (Please only choose from indicators/assets listed in the RFA)

    - One must be primary which includes an in-depth evaluation. The primary objective must be an indicator
    - The two required objectives can come from the same priority area
    - Objectives state what community norm change is expected to occur
    - Objectives include a date of completion (i.e. By June 30, 2013…)
    - Objectives do not include ranges (i.e. 80-90%)
    - Projects will not be held to their objectives but the activities in the SOW

Section II: Work Statement

- Scope of Work
  - Intervention Activities:
    - Select an intervention category
      - Coordination/Collaboration
      - Community Education
      - Educational Materials Development
      - Behavior Modification Materials
      - Media Activities
      - Policy Activities
      - Advocacy Campaign Materials
      - School-based Education
      - Sponsorship Activities
      - Training/Technical Assistance
      - Note: Not all categories are required to be included for every objective
    - Provide succinct narrative description of the activity you propose:
      - What will be done, how much (can include ranges), and who

Section II: Work Statement

- Percent Deliverables:
  - A deliverable is a tangible product or service developed as a result of an activity
  - Examples are trainings, created materials (i.e. brochures), evaluation instruments
  - Deliverables reflect staff and budgetary resources used to complete the activity and produce the tracking measure
  - Deliverable percentages typically do not apply to coordination/collaboration activities such as those where you may be attending meetings, for example
  - Deliverables must be in .50% increments

Section II: Work Statement

– Tracking Measures:

- List up to 2 items that illustrate and verify activity completion.

- Examples of tracking measures are meeting agendas, training outlines, photos, press releases

- Indicate whether the tracking measure will be submitted or kept on file for your personal records

- If an activity has a percent deliverable associated with it, at least one tracking measure must be submitted to CTCP with your progress report

Section II: Work Statement

- Scope of Work:
  - Evaluation Activities
    - Each objective requires an evaluation plan
    - Primary objectives require an in-depth evaluation plan which includes an in-depth evaluation report while non-primary objectives require an evaluation plan that does not have to be in-depth and a brief evaluation report. The format for both of these reports can be found in "Tell Your Story Guidelines for Preparing a Complete High Quality Final Evaluation Report."
    - Your evaluation plan determines to what extent your objective was achieved.

Section II: Work Statement

- Evaluation Design Options:
  - Policy-single
  - Policy-multiple
  - Individual Behavior Change
  - Other with Measureable Outcome
  - Other without Measureable Outcome

OTIS Decision Tree for Evaluation Design

Determining the appropriate Plan Type for your Objective

Is your objective related to a policy?
(this includes adoption of a legislated or voluntary policy (e.g., organizational, institutional, event) and compliance with a policy. It dose not include smoke-free homes or cars.)

- ◯ Yes
- ◯ No

Yes

Does your objective involve adoption of multiple policies?
(For example, adoption of multiple policies Including a policy with multiple provisions)

- ◯ Yes
- ◯ No

Yes — **Multiple policies**

No — **Single policy**

No

Will this objective involve individual behavior change?
(smoking cessation, smoke free home voluntary policy, social sources, etc…)

- ◯ Yes
- ◯ No

Yes — **Individual behavior change**

No

Does this objective have a measurable outcome?

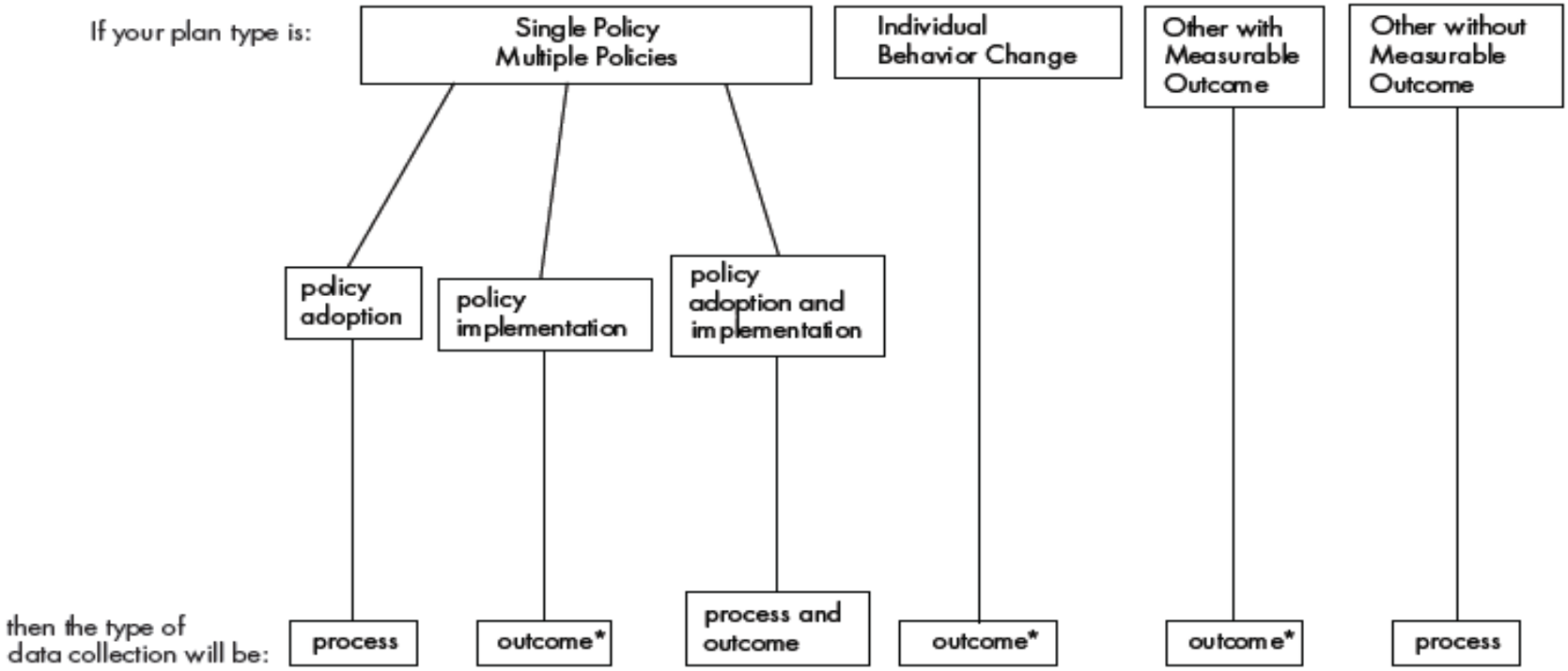
- ◯ Yes
- ◯ No

YES — **Other with a measurable outcome**

No — **Other without a measurable outcome**

This decision tree will be available as a link on the Evaluation Design page in OTIS so that you can refer to it during the process of entering in your plan. The decision tree is also available on the "Resources" section of OTIS.

Decision Tree: Data Collection by Plan Type



*Projects may also include process data collection, but it is not required.

Section II: Work Statement

- To describe outcome evaluation activities, please follow the steps outlined in Section III. Application/Proposal Requirements and Instructions
- To describe process evaluation activities, you may select from the following categories of activities:
  - Focus Group
  - Key Informant Interview
  - Public Opinion Poll (including public intercept survey)
  - Education/Participant Survey
  - Policy Record
  - Media Activity Record
  - Data Collection Training
  - Observation Data
  - Youth Tobacco Purchase Survey (licensing related objective only)
  - Other

Section II: Work Statement

- Scope of Work:
  - Evaluation Reporting
    - In this section you will describe how the evaluation data will be analyzed and disseminated

Section II: Work Statement

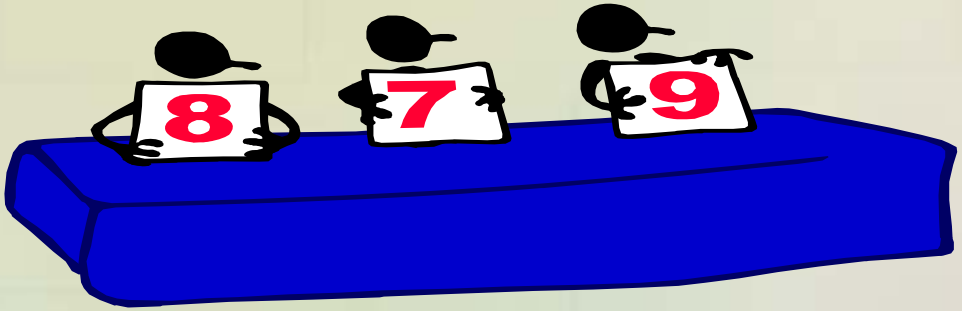
- Scope of Work:
  - Narrative Summary
    - Community Assessment Analysis
      - You do not have to conduct a formative assessment
      - Encouraged to contact the tobacco control program in your county to obtain information from their needs assessment
      - Describe data, findings, and conclusions that justify and support your proposed SOW

Section II: Work Statement

- Major Intervention Activities
  - Describes the intervention activities to be performed that are outlined in the SOW
- Theory of Change
  - Provides sound justification for why your agency is proposing the objectives and activities that were chosen
- Evaluation Summary
  - Describes how the intervention will be evaluated
  - Includes a brief summary of the evaluation design, activities, and rationale for the proposed evaluation plan

Section II: Work Statement

- Scoring Criteria
  - Each component of the work statement, including the budget, identifies specific scoring criteria for that section
  - The review tool that will be used to score applications is developed directly from the scoring criteria found in the Work Statement



Section II: Work Statement

- This RFA will not fund:
  - Objectives that address indicators and assets other than those listed in the RFA
  - Objectives that solely focus on increased knowledge or awareness as outcomes (educational campaign)
  - Interventions and evaluation designs that rely on smoke-free pledges to reduce exposure to SHS
  - Objectives that address inoculation policies for sponsorship
  - Scopes of Work solely based on assets
  - Stand alone cessation objectives

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Budget Justification

Section II. Work Statement

Budget Category Line Items

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

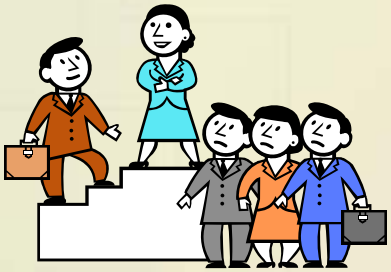
BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions

Personnel Costs

- Identify the lead staff responsible for 5% full time equivalent oversight and coordination of project evaluation activities.
- Provide narrative descriptions for each position.
- Include salary range, percent of time, and pay period frequency.
- Personnel, subcontract, and consultant costs are budgeted at comparable Civil Service classification levels.

Example of Personnel Cost



- Title:
  Project Director (Who's Responsible in the SOW)

  Salary Calculation (i.e., Formula):
  ($2,875-$3,082 semi-monthly) x (100%) x 24 pay period per year

  Duties Description:
  Responsible for the overall planning, development and completion of project goals, objectives and SOW deliverables. Supervise agency staff, project consultants and subcontractors. Responsible for the fiscal accountability of project budget. Responsible for the general coordination of the day-to-day operations and reporting progress at scheduled intervals to CDPH/CTCP. Maintains liaison with CDPH/CTCP Program Consultant and Procurement Manager. Responsible for the budget, budget revisions, invoices, staff changes, consultant contracts, and ensures timely progress on contract obligations, and other duties as required. Designated lead and devotes 5% FTE of effort to oversee the implementation of project evaluation and supervision of the evaluation consultant.

BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions

Fringe Benefits

- Should be consistent with State policies.

- For additional information for this RFA:

  TCFOR, Contract Documents

  » Exhibit D(S), Provision 20

  TCFOR Application Information

  » Section III, Application/Proposal Requirements and Instructions

  » Page 22

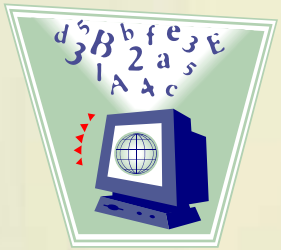
Example of Fringe Benefits

- At approximately 20% ~ 40% of Total Personnel Costs, Fringe Benefits includes the following:

  Fringe Benefits are paid to eligible employees according to state and agency policies. They include FICA, FUTA, State unemployment insurance, long term Disability Insurance premiums, Worker's Compensation insurance premiums, Health, Dental, Vision, Life (approximately 25%) and Pension (approximately 10%). Vacation and other leave are not expensed in fringe benefits.

BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions



Operating Expenses

Two Required Line Items:

- CTCP Communications Network, OTIS & Partners
- Space Rent/Lease

- Other Agency Defined Operating Expenses
- For more information refer to the RFA:
  - TCFOR, Application Information
    - » Section III, Application/Proposal Requirements and Instructions
    - » Pages 22-27

Example of Operating Expense For Space Rent/Lease

- **Title:**
  Space Rent/Lease

Description (Formula):

FY 2007/08: July 2007-June 2008: 4 FTE x ~160 square feet (150 sq. ft. + 10 sq. ft.) x $1.95 per sq. ft. x 12 months = ~$14,976.00

BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions

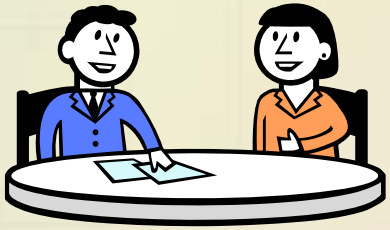
Equipment

- Equipment purchases are only allowed to bring one Primary Agency's computer system up to the CTCP minimum software/hardware specifications.
- No other equipment purchases will be allowed.

- For additional information refer to the RFA:
  - TCFOR, Application Information
    - » Appendix: Computer Hardware/Software Minimum Specifications

BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions



Subcontracts and Consultants

Subcontractors:

- Usually for projects needing salaried positions, operating expenses, indirect costs, etc.
- Subcontractors should provide a specialized task that is directly related to the project's activities.
- CTCP must review & approve Subcontractors with costs exceeding $50,000.

BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions

- Consultants:
  - Level or area of expertise that extends beyond that possessed by Primary Agency staff.
  - Typical services are technical advice or effort on programmatic activities/issues.
  - Rate paid to consultants should be commensurate with the consultant's education & experience and negotiated at the lowest possible cost.

BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions

Travel/Per Diem and Training

- Required Travel:
  - Project Directors meetings are currently scheduled for September 2011 (FY 2011-12); and, February or March 2013 (FY 2012-13).
- Optional Travel/Training:
  - Health Inequities Institute, September 2010, and
  - Capitol Information and Education Day held every FY.
- For additional information refer to the RFA:
  - TCFOR, Application Information
    - » Section II, Work Statement, page 16
    - » Section III, Application/Proposal Requirements and Instructions, Pages 28-30

Example of Travel Expense

- **Title:**
  Project Travel/Training

  Description:
  Includes travel to local and regional coalition meetings, community organizing and campaign trainings and on-site technical assistance; participation in CDPH/CTCP statewide workgroup meetings and sponsored trainings; and, other local, regional or statewide stakeholder meetings. All in-state travel is approved by the Project Director. Travel is reimbursed according to Department of Personnel Administration policies; which includes airfare, meals, lodging, incidental expenses and mileage.
- At approx. $1,200/month x 12 months = $14,400

BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions

Other Costs

Educational Materials

Advocacy Campaign Materials

Behavior Modification Materials

Media

Sponsorships

Other Agency-Defined Subcategories

- Examples of these types of line items are: Facility fees for renting a meeting room to conduct a training or renting a booth at a health care event.

BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions

Indirect Expenses

- Personnel positions that are less than ten (10) percent Full Time Equivalent (FTE) that are not in the SOW should be placed in this line item.

- For additional information regarding allowable expenses for this line item refer to the RFA:
  - TCFOR, Application Information
  - Section III, Application/Proposal Requirement and Instructions, page 36

BUDGET JUSTIFICATION

Section III. Application/Proposal Requirements and Instructions

Indirect Expenses

- These are costs not directly associated with the project's SOW deliverables.
- Indirect expenses are calculated at a maximum of 25% (twenty-five percent) of the total personnel expenses (salary expenses plus fringe benefits).
- List all indirect expenses incurred.
- If the percentage rate will fluctuate during the term of the contract, enter a range.

Additional Documents

Section III. Application/Proposal Requirements and Instructions

1. Additional Tobacco Control Funding

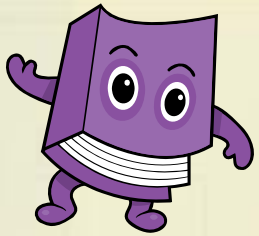
2. Proof of Non-Profit Status

3. Certification of Non-Acceptance of Tobacco Funds

Contract Documents

- **Grant Agreement Form (CDPH 1229)** (Draft)
- **Exhibit A: Scope of Work** (to be provided to awardee at negotiations)
- **Exhibit B: Budget Detail and Payment Provisions** (to be provided to awardee at negotiations)
- **Exhibit C: General Terms and Conditions** (GTC307 and CCC307 Certification)
- **Exhibit D(S): Special Terms and Conditions**
- **Exhibit E: Additional Provisions** (to be provided to awardee at negotiations)

Related Materials



- CTCP Policy Section, Administrative and Policy Manual
- OTIS Evaluation Guide
- Tell Your Story: Guidelines for Preparing a Complete High Quality Evaluation Report
- Communities of Excellence in Tobacco Control, Module 4
- 2009 Indicators and Assets List
- OTIS User Guide (Available within the OTIS system – UN/PW required)

- **What Happens After You Apply?**

Proposal Review

- Proposals will be reviewed & scored by a review panel.
  - Applications are scored on a scale of 0–100.
- Proposals with final consensus score of 75 points or more will be considered for funding.
- Scores of 75 points or more **are not** guaranteed for funding.
- The funding amount requested is not guaranteed.

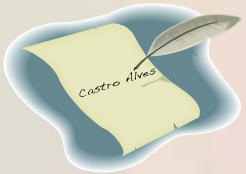
Award and Negotiations

Notification of Award

- All agencies submitting a proposal will be notified of the award decision in writing.

Contract Negotiation

- CTCP will schedule & negotiate with the potential contractor.
- Potential contractor will be required to revise SOW & Budget to comply with CTCP & CDPH requirements.
- Work shall commence only upon receipt of the fully executed contract.



Appeals

- No appeals for proposals that are submitted late, are non-compliant, or incomplete.
- Appeals shall be limited to the grounds that CTCP failed to correctly apply the standards for reviewing the proposal in accordance with the RFA.
- Appeals due December 17, 2009, 5 p.m. Pacific Time.
- Decision of appeal officer is final.

Key Dates

- 8/20/09 Release of RFA
- 9/8/09 Webinar access test session, 1:00 p.m.-3:00 p.m., PT
- 9/09/09 Information teleconference/webinar meeting 1:30 p.m.-4:30 p.m., PT
- 9/10/09 First Day to Request to Apply
- 9/10/09 OTIS Opened for Proposal Input
- 9/23/09 General Grant Writing Technical Assistance Session teleconference/webinar, 10:00 a.m.-11:30 a.m., PT
- 9/24/09 Developing Your Evaluation Plan: A Webinar for Applicants of RFA 10-100, 10:00 a.m.-11:30 a.m., PT
- 11/02/09 Last Day to Request to Apply
- 11/05/09 Proposals Due No Later than 5:00 p.m., PT
- 12/09/09 Notification of award decision
- 12/17/09 Appeals due by 5:00 p.m., PT
- 1/7/10 Appeal hearings
- 1/11/10 Appeal decisions announced (tentative)
- 7/01/10 Contract term begins
- 6/30/13 Contract term ends

Tips for a Successful Application

Tip #1

Remember to use both of these documents together:

- Work Statement (TCFOR, Application Information, Section II).
  - Scoring criteria and specific requirements unique to this RFA.
- Application/Proposal Requirements and Instructions (TCFOR, Application Information, Section III).
  - General requirements
  - Application/proposal submission and instruction

- Carefully read and review all of the instructions in the RFA (see TCFOR, Application Information)

Tip #1, Continued
Application Information

ng opportunities and Resources - Microsoft Internet Explorer

Tools Help

Search Favorites

g/index.cfm?fuseaction=opportunities.viewOpp&oppID=24

- Home
- Overview
- Program Background
- FAQ
- Opportunities
- Email Alert Services
- Archive

CTCP 10-100 Competitive RFA - Local Tobacco Control Interventions

Steps to Follow

- Closing Date
- Purpose
- General Updates
- Funding Alert
- Eligibility & Selection
- Application Information
  - Section I: Purpose and Goals (PDF - 87.39 Kb)
  - Section II: Work Statement (PDF - 77.03 Kb)
  - Section III: Application/Proposal Requirements and Instructions (PDF - 0.62 Mb)
  - Section IV: General Application/Proposal Information (PDF - 430.31 Kb)
  - Section V: Administrative and Program Requirements (PDF - 98.24 Kb)
  - Section VI: Program Priorities Overview (PDF - 81.20 Kb)
  - Section VII: Certification of Non-Acceptance of Tobacco Funding (PDF - 129.46 Kb)
  - 1. Appendix: American Indian Casinos (PDF - 93.76 Kb)
  - 2. Appendix: Comparable State Civil Service Classifications (PDF - 71.17 Kb)
  - 3. Appendix: Computer Hardware/Software Minimum Specifications (PDF - 176.19 Kb)
  - 4. Appendix: Evaluation Design: Determining the Plan Type for Each Objective (PDF - 86.59 Kb)
  - 5. Appendix: Moratorium Related to Promotional Items Distributed by the California Department of Public Health: Updated Interim Guideline on Use of Promotional Items (PDF - 114.47 Kb)
  - 6. Appendix: Sample Internal Revenue Service Letter (PDF - 77.44 Kb)
  - 7. Appendix: Sample Secretary of State, Statement of Information (PDF - 2.94 Mb)
  - 8. Appendix: Travel Reimbursement Information (PDF - 118.52 Kb)
- Contract Documents

Fax Questions to (916) 449-5505 or (916) 449-5517

Tip #1, Continued
TCFOR, Application Information

Application Information

- Section I: Purpose and Goals (PDF - 87.39 Kb)
- Section II: Work Statement (PDF - 77.03 Kb)
- Section III: Application/Proposal Requirements and Instructions (PDF - 0.62 Mb)
- Section IV: General Application/Proposal Information (PDF - 430.31 Kb)
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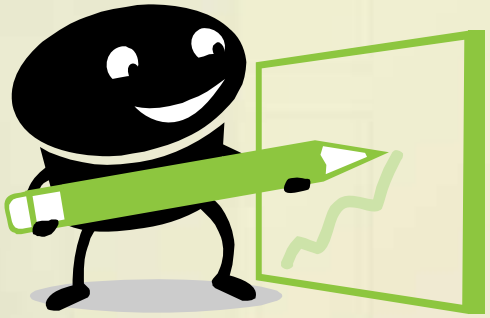
Tip #2



- Always be clear and concise.

- You should also assume the reviewers will have no knowledge of your agency's history or previous tobacco control programs administered by your agency.

Tip #3

- Develop your application, SOW, and Budget responses in Word and/or Excel first.

Tip #4

Deliverable Percentages:

- Must be in 0.5 percent increments
- Need to be tied to tangible products or services to be produced or conducted.
- Coordination/Collaboration Activities typically ***do not*** receive a percent deliverable (i.e., 0.0%)

Tip #5

- Budget justification supports expenses connected with the SOW.
- Check mathematical formulas
- Use whole numbers

Tip #6

- Before submitting, print and review your application, and get feedback from a colleague.
- In OTIS: select "Reports", then "View Reports"

Tip #6, Continued

- Select and save/print "Web (Black & White)".
- Suggestions include: Agency Contact Information, Applicant Capability, SOW, Narrative, and Budget Justification.

TITLE	VIEW TYPE		
Agency Certification	Web	Web (Black & White)	Word 2000
Agency & Contract Information	Web	Web (Black & White)	Word 2000
Contact Information	Web	Web (Black & White)	Word 2000
Applicant Capability	Web	Web (Black & White)	Word 2000
Local Program Evaluator	Web	Web (Black & White)	Word 2000
Scope of Work: Overview & Intervention Activities	Web	Web (Black & White)	Word 2000
Scope of Work: Overview & Evaluation Activities	Web	Web (Black & White)	Word 2000
Scope of Work: Narrative Summaries	Web	Web (Black & White)	Word 2000
Scope of Work: Materials	Web	Web (Black & White)	Word 2000
Scope of Work: Deliverable Percentages	Web	Web (Black & White)	Word 2000
Combined Scope of Work	Web	Web (Black & White)	Word 2000
CMU -- Scope of Work, Exhibit A	Web	Web (Black & White)	Word 2000
Budget Summary	Web	Web (Black & White)	Word 2000
Budget Justification	Web	Web (Black & White)	Word 2000
CMU -- Individual Budget Year 1	Web	Web (Black & White)	Word 2000
CMU -- Individual Budget Year 2	Web	Web (Black & White)	Word 2000
CMU -- Individual Budget Year 3	Web	Web (Black & White)	Word 2000
Project Abstract	Web	Web (Black & White)	Word 2000

Tip #7

- Don't wait until the last minute.
- May take 20-40 hours to enter information into OTIS.
- Allow extra time for uploading forms requiring signatures.

Break

Q & A

OTIS Training