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

REDUCE TOBACCO-RELATED INEQUITIES INTERVENTIONS RFA CTCP 10-10010

Reviewer Orientation

January 9, 2014

10:30 a.m.-12:30 p.m. (PST)

GENERAL INFORMATION

- **Audio**: All participants will be on mute during the webinar.
- **Questions:** Use the Chat Box to type questions during the webinar. Responses will be provided at the end.
- **Materials:** The recording of the webinar will be made available on the California Tobacco Control Program Funding Opportunities and Resources (TCFOR) website: https://tcfor.catcp.org/

PRESENTERS

- Eugenio Garcia Jr.
Program Consultant

- Roxanne Hendrickson
Procurement Manager

- Humberto “Beto”Jurado
Technology Projects Analyst
(Knowledge Management Unit)

AGENDA

- ☐ Review Logistics
- ☐ Reduce Tobacco Related Inequities Interventions RFA CTCP 10-10010 Overview
  - Applicant Capability
  - Scope of Work
  - Evaluation Plan
  - Narrative Summary
  - Budget and Budget Justification

- ☐ OTIS Overview
- ☐ Questions and Answers

REVIEWER SELECTION AND KEY DATES

- Applications Due January 9 (5pm).
- Selections based on the number of applications.
- CTCP intake January 10 & 13.
- Reviewers will be notified of selection by January 14 (5 pm).
- Review period of applications January 15-29.
- Review Meeting February 6-7.

REVIEW PROCESS ONLINE INDIVIDUAL REVIEWS

- Reviewers are provided with an OTIS user account.
- The Review Tool in OTIS can be accessed using the assigned username and password.
- Comments are important!
- Scores and comments need to be submitted by all the reviewers in OTIS on or before **January 29, 2014 at 11:59 PM**

INDIVIDUAL ONLINE REVIEW

- Each reviewer will review 4-6 applications (2-4 hours each).
- Questions are based on RFA criteria.
- Complete 1 review tool per application.
- Score each question (No half points).
- Comments are <u>important</u> to carry forward to the in person review meeting in Sacramento (February 6-7).

OVERVIEW OF IN-PERSON REVIEW PROCESS

- Goal of review meeting.
  - Final Consensus score
  - Provide comments that may include recommendations on how to improve Plan

- 4-6 applications per reviewer.
- 5-6 review groups with 4- applications.
- 3-4 reviewers per application.
  - Program, Evaluation and Budget experts

GENERAL REVIEWER EXPECTATIONS

- Extensive, clear, constructive and meaningful comments.
- No general comments.
- Timely submission of forms, plan scores and comments.
- Confidentiality/Conflict of Interest.

REVIEW LOGISTICS

- February 6th (2:00pm-5:00pm) &7th (8:30am-5:00pm) DoubleTree by Hilton Hotel Sacramento.
- Food and snacks will be provided for both days.
- Complete Travel Request Form and return to CSUS by January 22.

TRAVEL ARRANGEMENTS

- Travel Request form submitted to CSUS CCE Travel Department.
- Only ground transportation & parking at airport will be reimbursed. No reimbursement will be available for rental cars.
- Please refer any travel-related questions to Michela Lombard at CSUS CCE 916.278.2349. mlombard@csus.edu

HONORARIUMS

- Reviewers make the decision on whether they will accept the $150 honorarium.
- Please check your agency's policy on honorariums.
- Payment will be provided after the review.
- Forms to receive honorarium will be provided at the review meeting.

PURPOSE

Purpose and Description of Services

- Fund 10-12 grants that address tobacco-related inequities in the identified communities of focus including: African American; American Indian/Alaska Native; Asian/Pacific Islander; Hispanic/Latino; Lesbian, Gay Bisexual, Transgender; low socioeconomic status; and behavioral health (mental health and substance abuse).

- To fund grants that implement and evaluate innovative community-focused health education and health promotion interventions resulting in policy, system, and environmental changes that prevent and reduce tobacco use among the groups listed above.

- To fund grants that include evidence-based, innovative, and cost-effective activities and approaches that reflect the cultural values and practices of the communities of focus.

CTCP 10-10010 RFA OVERVIEW

Funding Amount/Grant Term:

- Approximately $1 million available to 10-12 projects for two years.
- Any single grant award will not exceed **$100,000** for a two year period and will not exceed **$50,000** per year.
- July 1, 2014 to June 30, 2016.

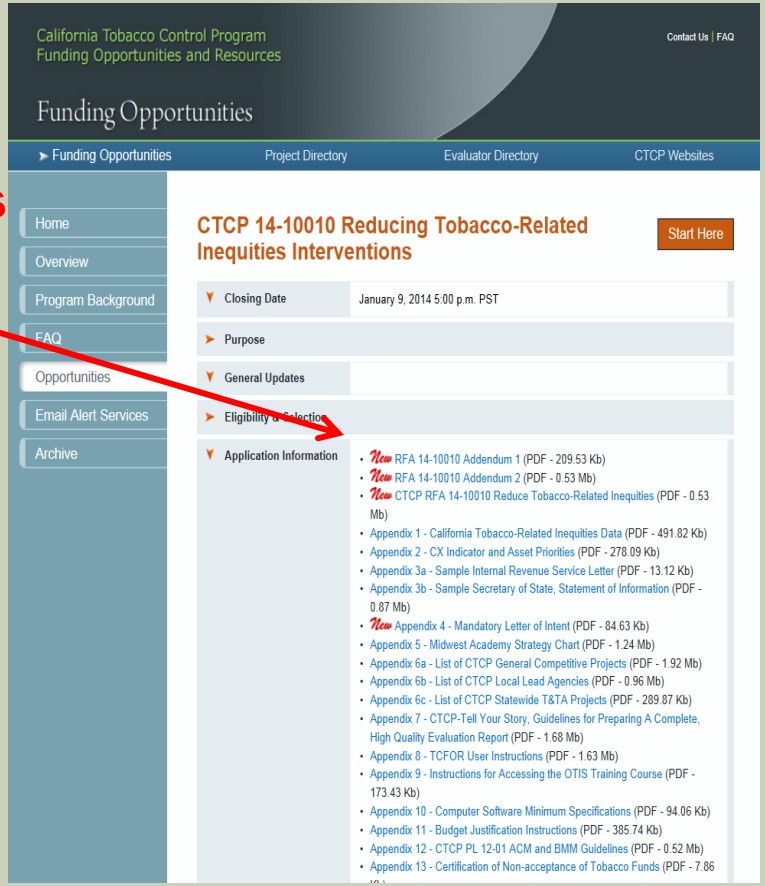
RFA DOCUMENT

- The 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.
- Please read the entire RFA document. Scoring questions based only on Scoring Criteria.

https://tcfor.catcp.org/index.cfm?fuseaction=opportunities.viewOpp&oppID=42

TCFOR OVERVIEW

- The following information can be located on the TCFOR website(tcfor.catcp.org)
  - RFA
  - CX Indicator and Asset Priorities
  - Application Information
  - Contract Documents
  - Meetings/Trainings
  - Eligibility & Selection Criteria
  - Key Dates
  - Total Award
  - Related Materials
  - Presentation Slides



WHAT YOU WILL BE REVIEWING

- Sections to be Reviewed:
  - Agency Capability **(45 pts.)**
  - Scope of Work **(15 pts.)**
  - Evaluation **(10 pts.)**
  - Narrative Summary **(10 pts.)**
  - Budget/Budget Justification **(20 pts.)**
- **100 pts. total**
- Passing Score **(75 or more)**
- Overall Strengths and Weaknesses

APPLICANT CAPABILITY

- Applicant Capability

☐ Narrative
  - o Program and Evaluation Experience
  - o Organizational Start-Up
  - o Administrative/Fiscal Experience
  - o Equipment Available to the Project

☐ Letters of Reference

☐ Evaluator Information
  - o Evaluator Qualifications
  - o Evaluator Certification

EXAMPLE OF SCORING APPLICANT CAPABILITY QUESTION

5. Does the Applicant demonstrate experience creating tangible and meaningful change in their community (e.g., voluntary or legislated policy, farmers' market established, increase in voter registration, etc.)?

Not Demonstrated	Somewhat Demonstrated			Highly Demonstrated
0☐	1☐	2☐	3☐	4☐

Comments: _____

SCOPE OF WORK RECOMMENDATIONS (PGS. 10-11)

- Include at least one policy or systems change objective based on one of the tobacco control indicators list in Communities of Excellence Indicator and Asset Priorities for Funding.

POLICY OR SYSTEMS CHANGE OBJECTIVE

- **Legislated Policy** – plan type that addresses a policy adopted by a government or board authorized to set formal rules (e.g., city, county, state, tribe, fair board, school board, transit authority, or housing authority).
- **Voluntary Policy** – plan type that addresses a policy adopted by a non-governmental entity that governs the business practices, property operations, or actions of the entity (e.g., a business, commercial rate multi-unit housing property, college campus organization, or sporting venue).
- **Adoption Only** - includes activities to facilitate adoption of the policy
- **Adoption and Implementation** - includes activities to facilitate both adoption of and compliance with the policy.
- **Implementation Only** - includes activities to facilitate compliance with the policy.
- **Individual Behavior Change** – plan type that results in individual behavior change such as individual smoking cessation or a family smoke-free policy.
- ONLY use this plan type if addressing indicator 2.2.1 – Household Smoking

SCOPE OF WORK RECOMMENDATIONS (PGS. 10-11)

- Include a comprehensive and detailed "road map" for the project including a range of coordination/collaboration, educational, media, policy, and training strategies.
- Address tobacco-related inequities in at least one identified communities of focus: African American; American Indian/Alaska Native; Asian/Pacific Islander; Hispanic/Latino; Lesbian, Gay, Bisexual and Transgender; low socioeconomic status; and behavioral health.
- Include community-focused health education and promotion interventions that will result in policy, system, and/or environmental changes.

SCOPE OF WORK RECOMMENDATIONS (PGS. 10-11)

- Include an activity to conduct a strategic planning session utilizing the Midwest Academy Chart for each policy objective within the first three months. See Appendix #5: Sample Midwest Academy Chart.
- Include coordination/collaboration with other CTCP-funded local or statewide tobacco control partners and other organizations and agencies that successfully work with the identified communities of focus. See Appendix 6 (a-c) for lists of CTCP-funded projects.
- Include an activity that indicates project staff will participate in a Local Lead Agency (LLA) tobacco control coalition.
- Include participation by at least one project staff in Information and Education Days (I&E) which is conducted annually in the spring.

SCOPE OF WORK RECOMMENDATIONS (PGS. 10-11)

- Designate one objective as the primary objective which requires an in-depth evaluation plan in consultation with a qualified evaluator resulting in a Final Evaluation Report. If a second objective is included it should be designated as a non-primary objective and requires a less in-depth evaluation plan and submission of a Brief Evaluation Report. See Appendix #7: Tell Your Story: Guidelines for Preparing a Complete High Quality Evaluation Report.
- Include a primary objective that produces valuable knowledge and replicable interventions and strategies that identify and reduce tobacco-related inequities.
- Designate a lead staff person that directs a minimum of 10 percent of a full-time position (equivalent to 4 hours per week) to overseeing evaluation activities.

SCOPE OF WORK

- Each Objective in the SOW is comprised of the following:
  - **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

EXAMPLE OF SCOPE OF WORK SCORING QUESTION

3. Is a well-organized, detailed and comprehensive SOW provided, that accurately describes:
   - Target audiences
   - Intervention topics
   - How much work will be done
   - Where activities will occur
   - Who is responsible for performing each activity (e.g., staff, subcontractors, consultants, volunteers)
   - Appropriate tracking measures for each activity
   - Appropriate start/end dates for each activity.
   - For each policy objective, is it evident that a strategic planning session activity using the Mid-West Academy Strategy Chart will be conducted within the first three (3) months of the grant start date?

Not Demonstrated	Somewhat Demonstrated			Highly Demonstrated
0☐	1☐	2☐	3☐	4☐

Comments:

EVALUATION PLAN

- Evaluation design
- Evaluation activities which describe the sampling strategy, sample size, data collection methods, target audiences, data analysis, and dissemination of findings.
- Evaluation reporting
- Dissemination of findings
- Start/End Dates
- Tracking Measures
- Responsible Parties

EXAMPLE OF SCORING QUESTION

1. Does the evaluation plan measure the extent to which the objective(s) was/were achieved, provides information that will inform and improve the intervention, and disseminates the findings to the community, key opinion leaders, or public health professions working in tobacco control as appropriate?

Not Demonstrated	Somewhat Demonstrated		Highly Demonstrated	
0☐	1☐	2☐	3☐	4☐

Comments:

NARRATIVE SUMMARY

- Community Assessment Analysis
- Describes the Major Intervention Activities
- Summarizes activities and why they were selected
- Theory of change—why this should work
- How it will be evaluated

EXAMPLE OF SCORING QUESTION

3. **Does the Theory of Change narrative provide a reasonable rationale that explains why the proposed activities should lead to the accomplishment of the objective(s)?**

Not Demonstrated	Somewhat Demonstrated	Highly Demonstrated
0☐	1☐	2☐

Comments:

RFA 14-10010 REVIEWER INSTRUCTIONS - BUDGET

Roxanne Hendrickson,
CTCP Procurement Manager

BASICS OF GRANT BUDGETING

- Grants are a gift of public funds
- Although monthly or quarterly invoices from grantees must reflect actuals,
- Grantee may not be limited to line item budget details, only to the annual totals.
- Grant budgets are designed to ensure the grantee has thoroughly anticipated expenses associated with the SOW.

RFA 14-10010 BUDGET REQUIREMENTS (PP. 17-18)

- Develop a two-year budget that identifies the cost associated with the implementation of the Scope of Work (SOW).
- Follow the instructions and criteria provided in this section and the budget instructions and guidelines provided in: *Appendix #11: Budget Justification Instructions,* the OTIS Wizards, and the OTIS web-based training unit: *Creating Your Application/Plan*; module: *Budget*.
- To ensure complete budget planning, utilize the eight budget categories provided in the OTIS budget justification index.
- Verify that each activity in the SOW resulting in an expenditure of funds is reflected in the budget.

RFA 14-10010 BUDGET REQUIREMENTS, CONT. (RFA PP. 17-18)

- Develop a budget justification that clearly describes how the costs identified for each FY were determined.
- Provide easy to follow formulas to explain how costs were calculated.
- Provide an explanation when zero funds or insufficient funds are budgeted for a standard cost (i.e., in-kind personnel or rent).
- Provide an explanation when costs vary per FY.

RFA 14-10010 BUDGET REQUIREMENTS, CONT. (RFA PP. 17-18)

- Budget recommendations for this solicitation:
  - Designate 10 percent of a lead staff person's time to provide of oversight for the project evaluation. Provide a statement in the personnel duty description that 10 percent of the staff person's time will be dedicated to providing oversight of the project evaluation.
  - This RFA limits the total amount budgeted for Subcontracts/Consultants to 20 percent or less of the total budget.
  - Recommended CTCP Trainings – below are the recommended trainings that should be included in your budget. The fiscal year the trainings will be held are noted along with an estimated amount to budget. Assume all CTCP required trainings will take place in Sacramento, and budget according to applicant's geographical proximity.
    - Capitol Information & Education Days (I&E Days) are currently scheduled for FY 2014-15 (Spring), FY 2015-16 (Spring) and FY 2016-17 (Spring). Budget $750 per person for each I&E Days.
    - Project Director's Meeting (PDM) - currently scheduled for FY 2015-16 (Fall) and FY 2016-17 (Spring). Budget $1,250 to $1,350 per person for each PDM.
- Funds from this RFA cannot be used for out-of-state travel.

RFA 14-10010 BUDGET REQUIREMENTS, CONT. (RFA PP. 17-18)

- In OTIS, under Additional Documents, download Appendix 18: *Summary Budget by SOW Category*. For each objective, for each year, estimate the total costs per category of activities and enter the amount. Enter the total estimated costs for each objective in the "Total" line. The total amount for each objective should correspond to the percent deliverable assigned to each objective.

RFA 14-10010 BUDGET SCORING CRITERIA

CRITERION	POINT VALUE
Budget amounts associated with the implementation of the SOW were determined for each FY.	5
Budget amounts associated with the implementation of the SOW are supportable and reasonable when compared to the description of the SOW activities.	15

RFA 14-10010 BUDGET SCORING QUESTIONS/POINT VALUES

1. **Were the budget amounts associated with the implementation of the SOW determined for each fiscal year?**

Not Demonstrated	Somewhat Demonstrated	Demonstrated
0 ☐	1 ☐ 2 ☐ 3 ☐ 4 ☐	5 ☐

Comments: Click here to enter text.

2. **Are the budget amounts associated with the implementation of the SOW supportable and reasonable when compared to the description of the SOW activities?**

Not Demonstrated	Somewhat Demonstrated	Highly Demonstrated
0 ☐	1☐ 2☐ 3☐ 4☐ 5☐ 6☐ 7☐ 8☐	9☐ 10☐ 11☐ 12☐ 13☐ 14☐ 15☐

Comments: Click here to enter text.

BUDGET JUSTIFICATION (Total Score: _____ [0-20 Points])

BUDGET SCORING REFERENCE MATERIALS

- Appendix 11: Budget Justification Instructions
- Appendix 20: OTIS Sample Budget
- SOW

NO CONNECTION BETWEEN SOW & BUDGET

Activity:	Provide 20-40 behavior modification materials such as gift cards for field test participants, and/or for participants completing the online course. BMM are provided to program participants to motivate and/or reinforce positive behavior, participation, and/or involvement in tobacco control activities and requires action on the part of the recipient to receive the BMM. The cost of the BMM may not exceed $50 in value, per person, per year and shall not include gift cards that can be used to purchase tobacco or alcohol.
Intervention Category:	Behavior Modification Materials
Copyright:	No
Program Deliverable Percentage:	0.00 %
Start Date Period:	07/13-12/13
Completion Date Period:	01/15-06/15
Tracking Measures:	**Measure**: Material Distribution Log; **Submit**: Yes
Responsible Parties:	**Responsible Party**: Senior Program Director; **Budget Type**: Budgeted

Title: Behavior Modification Materials **Description:**	$0	$0	$0

NO CONNECTION BETWEEN SOW & BUDGET

Evaluation Activity 1-E-4	Evaluation Reporting
Type of analysis:	Examine the data collected (Key Informant Interviews and Public Opinion Surveys) to identify common themes and any findings that will help to strengthen the intervention plan and increase the likelihood that legislated policies will be effectively adopted and implemented.
Methods to disseminate findings:	The results will be disseminated via coalition meetings, media releases, the Tobacco Free Coalition newsletter, Tobacco Prevention and Education Program website, CTCP report, and Partners InfoHub.
Study limitations or challenges:	A challenge for this will be the Public Opinion Survey. There may be reluctance to participate in a survey due to time constraints, language barrier, etc.
Copyright:	Yes
Program Percentage Deliverable:	2.50 %
Period evaluation report to be submitted:	01/17-06/17
Tracking Measures:	**Measure** / **Submit** Final Evaluation Report / Yes
Responsible Parties:	**Responsible Party** / **Budget Type** Program Manager / Budgeted

Title: Program Manager **Salary Calculation:** $3,739.04 bi-weekly x 20% x 26 pay periods **Duties Description:** Lead on Program Strategic Development; Liaison with Public Health Department and County Leadership; Review reports/materials; Manage staff; Spokesperson for program at media/large scale events; Manage external relations; Involved in Coalition Strategic Planning.	$ 19,443	$ 19,443	$38,886

WHAT TO AVOID WHEN SCORING A GRANT BUDGET

- Focusing on an insignificant cost item
- Reducing score because of insignificant errors or omissions
- Focusing on the details of any single category, line item, or sub-line item
- Focusing on detailed monthly expenses

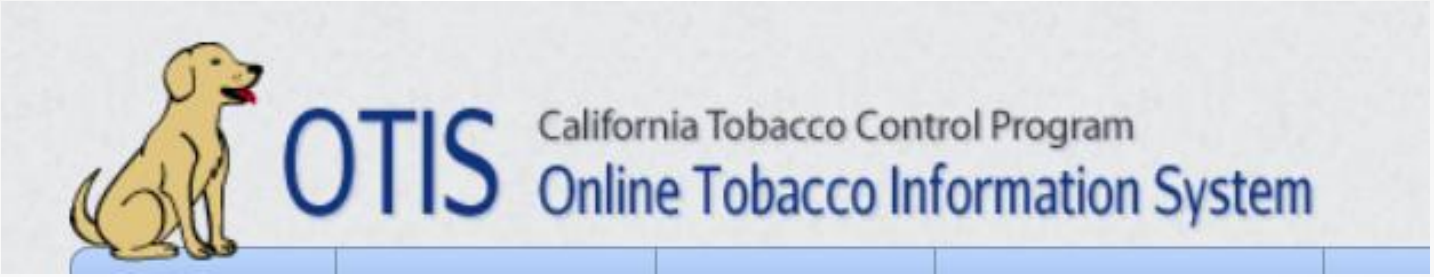
INSTEAD, FOCUS ON

- Big picture budget
- Sensibility of budget
- Practicality of budget
- Adequacy of annual budgets
- Will this budget position this applicant to achieve the state objective(s)?

SCORING RUBRIC FOR BUDGET QUESTIONS

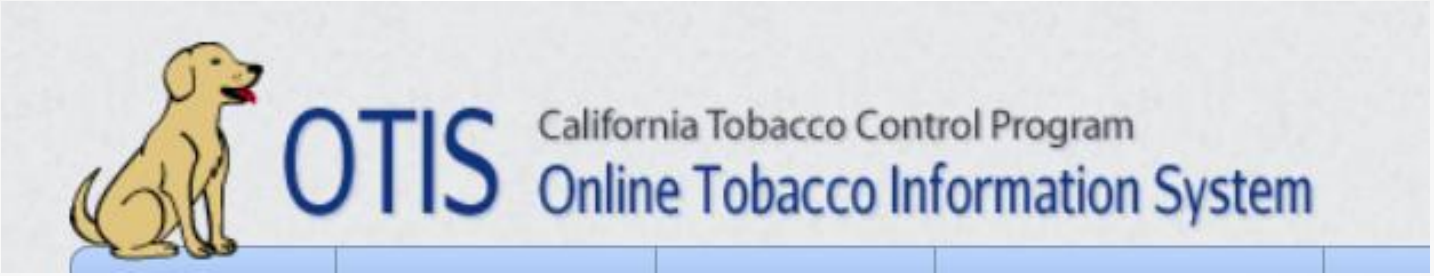
Question	0	1-2	3-4	5
Are the Budget amounts associated with the implementation of the SOW determined for each FY?	No budget justification submitted for either fiscal year.	A partial budget justification submitted for one or both fiscal years with some association with the SOW.	A complete budget for both fiscal years with some association with the SOW	A complete budget justification submitted for both fiscal years utilizing eight line items and both Summary budget pages associated with the SOW.

Question	0	1-4	5-10	11-15
Are the budget amounts associated with the implementation of the SOW supportable and reasonable when compared to the description of the SOW activities?	There is no apparent association between the SOW activities and the budget justification.	There is some association between the SOW activities and the budget justification	There is association between the SOW activities and the budget justification	All SOW activities are fully reflected and justified in the budget justification and appear fully funded.



OTIS
Reviewer Process

Humberto (Beto) Jurado



Overview

- **Option 1 - Report and Worksheet**
- **Option 2 – Reports and Simultaneously input**
- **Option 3 – Review Note tool and Review Notes**

OTIS California Tobacco Control Program
Online Tobacco Information System

Login to OTIS

Login Name:

Password:

Log In

Forgot Your Password?

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For technical assistance, please contact Humberto.jurado@cdph.ca.gov or call (916) 449-5474

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Welcome to OTIS!

The OTIS Online System helps streamline the process to create, submit, and review applications. After your plan is approved, you will continue to use OTIS for progress and cost reporting and for communications with CTCP staff.

The following Quick Reference Guide provides a snapshot of some key resources and features to help you get started in OTIS:

Quick Reference Guide

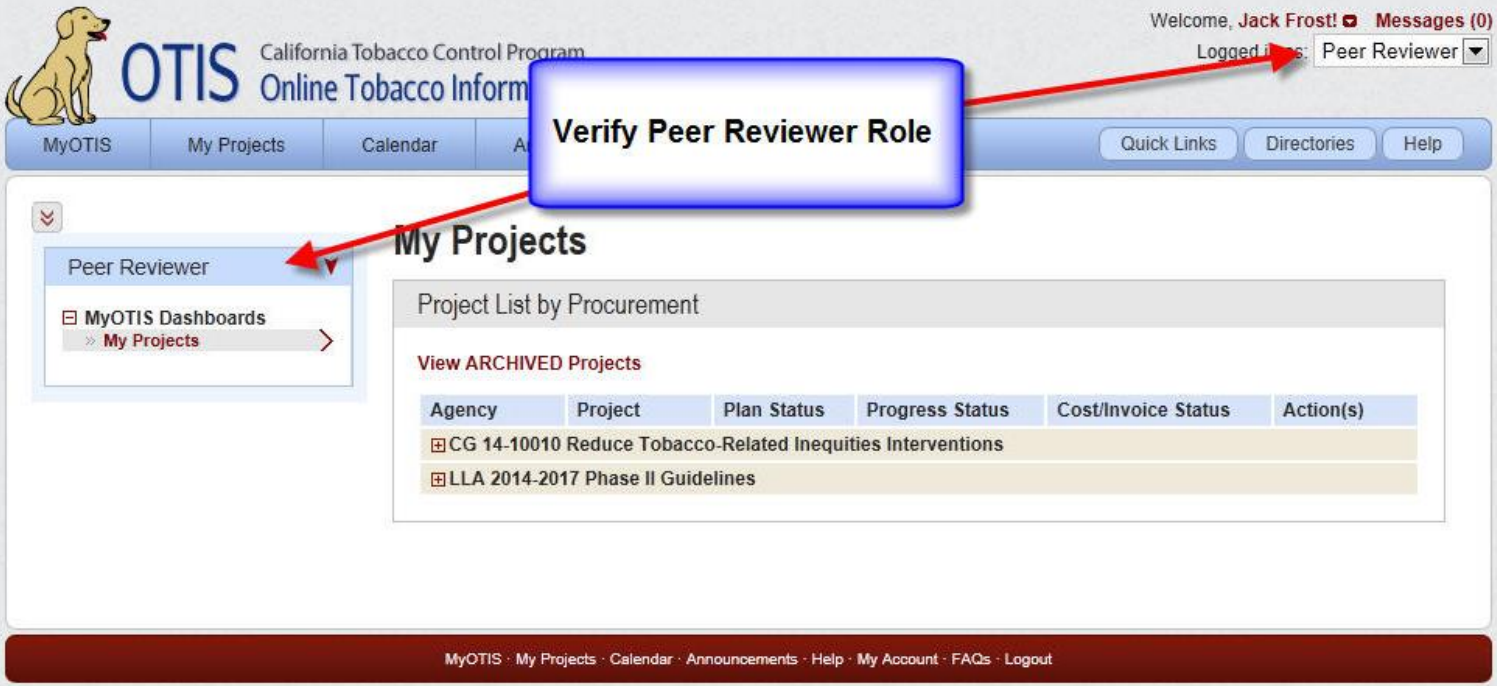
Getting Started	The Getting Started video is the first module in the OTIS Applicant Training Course. It provides an overview of the major components and workflow process of submitting an application using OTIS.
Help	The Help section (top navigation bar) provides links to FAQ, Online Training, Glossary, Documents, User Manuals, Request Technical Assistance, and CTCP Contacts.
Directories	The Directories section links to directories for funded Projects, Evaluators, and your Agency Contacts.
User Account	Your User Account information is located in the top right- hand corner in the dropdown next to your name. Here you can update your email address and phone number as well as change your password.
MyOTIS	The MyOTIS page serves as an alerts dashboard for all of your funded projects. This page also provides you access to utilities such as the Communication Log and Subcontract agreements.

Technical Configuration Tips

Tip:	This website utilizes pop-up windows at various times. Please be sure to either disable your pop-up blocker or register the website URL as an exception to your pop-up blocker.
Tip:	This website was developed to be compatible with Internet Explorer (versions 8 and above) with compatibility mode turned off. If you have problems viewing this website please make sure your browser meets this requirement.

☐ Do not show this page anymore.

Continue >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My Projects
Project List by Procurement
View ARCHIVED Projects
Agency
Project
Plan Status
Progress Status
Cost/Invoice Status
Action(s)
CG 14-10010 Reduce Tobacco-Related Inequities Interventions
LLA 2014-2017 Phase II Guidelines
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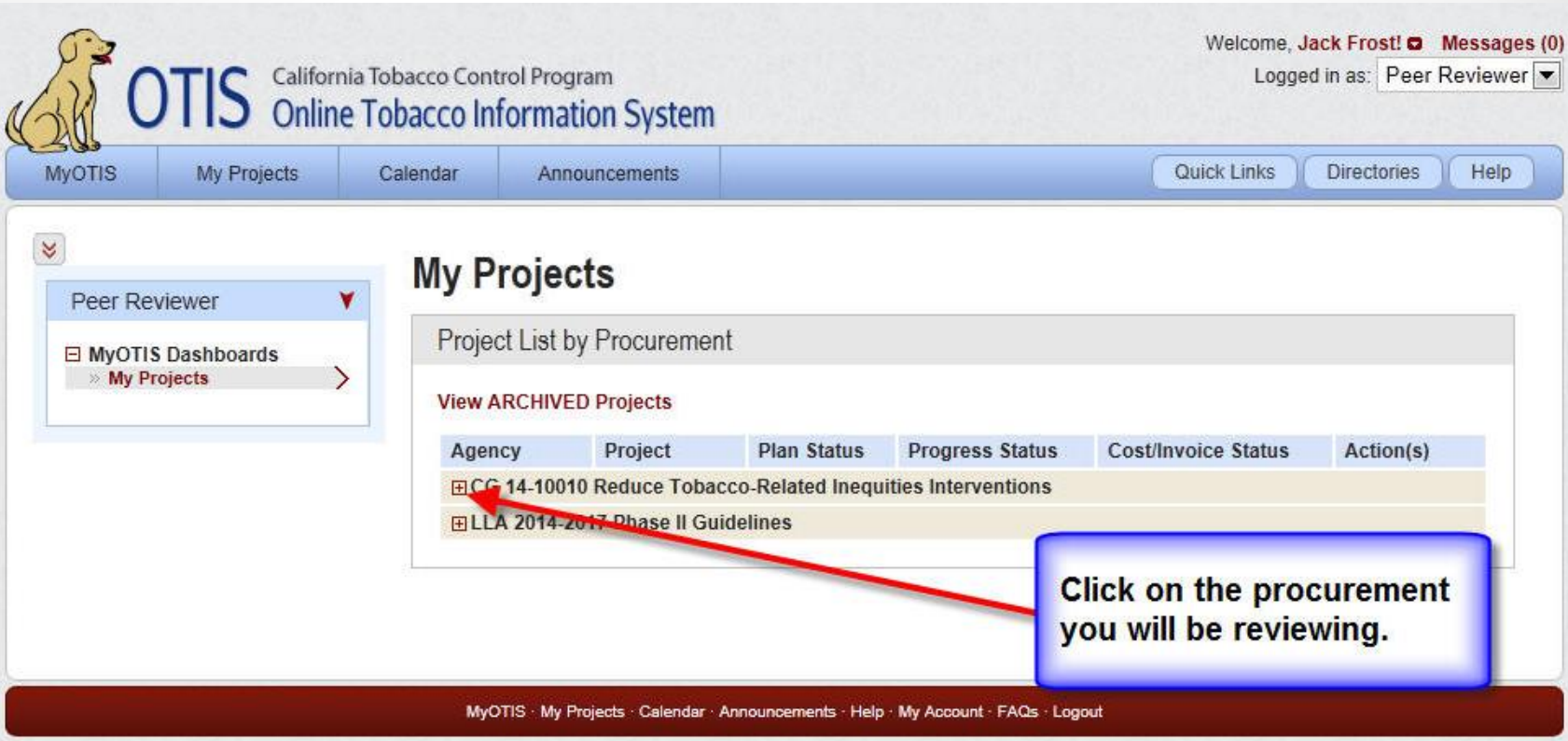

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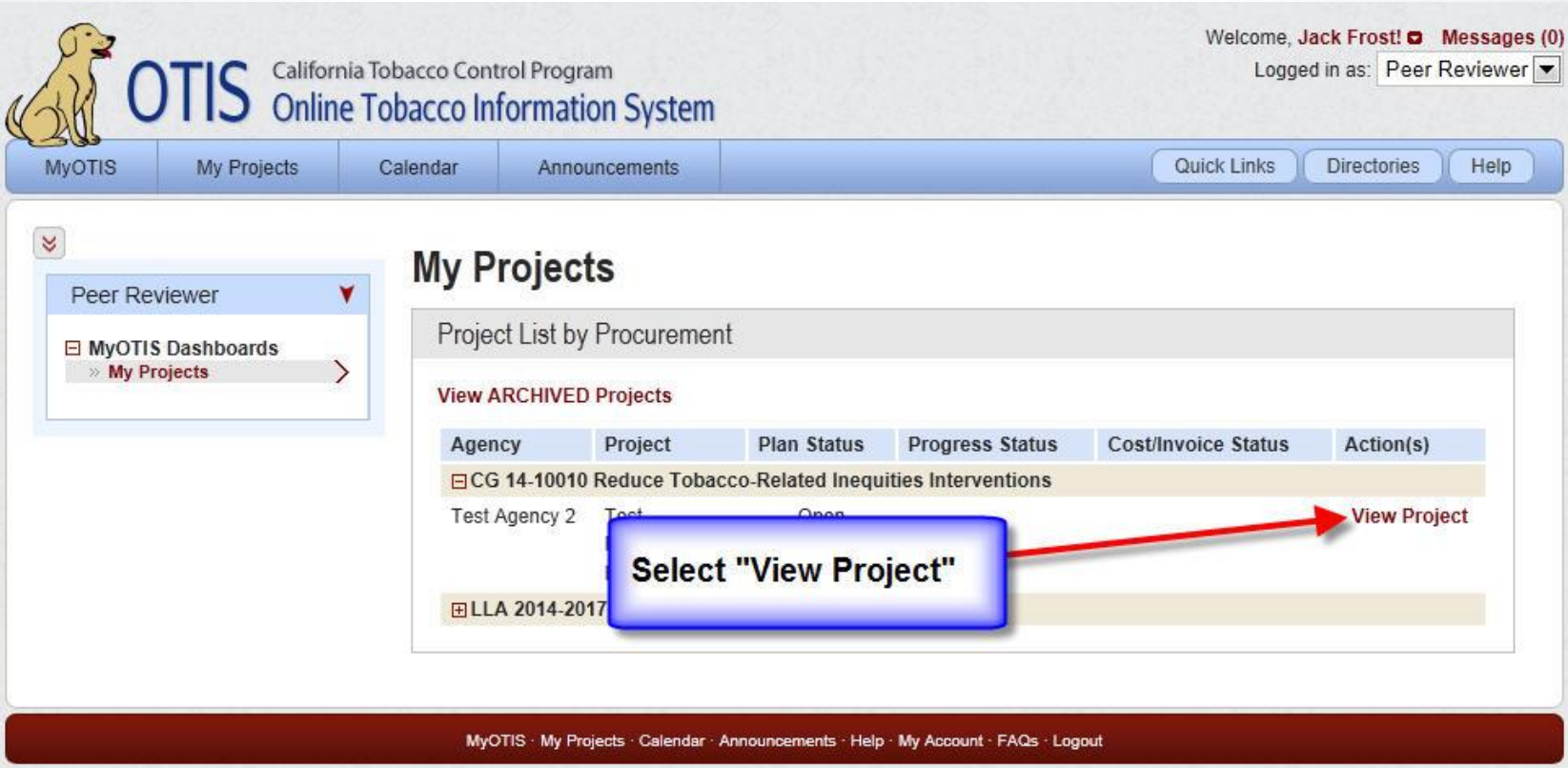
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Project List by Procurement
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Cost/Invoice Status
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CG 14-10010 Reduce Tobacco-Related Inequities Interventions
Test Agency 2
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CG 14-10010 Reduce Tobacco-Related Inequities: Test Agency 2

- Project Home
- Application
- Peer Review
- Reports

Application

Version ID	Status	Effective Date	Approval Date	Action(s)
0.1	Open	07/01/2014	---	View Application View Reports

Previous Versions

Click on "View Application"

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CG 14-10010 Reduce Tobacco-Related Inequities: Test Agency 2

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  - Evaluator Information
  - Scope of Work
  - Budget Information
  - Additional Documents
  - Application Submission
- Peer Review
- Reports

Application Index

Page Guides

ITEM	STATUS	ACTION(S)
Contact Information		
Agency & Contract Information	Open	View
Project Director	Open	View
Fiscal Contacts	Open	View
Agency Signatory	Open	View
Background Informa		
Media Profile	Open	View
Applicant Capability	Open	View
Demographic and Tol	Open	View
Evaluator Information		
Evaluator Selection	Open	View
Scope of Work		
Objective : By June 30, 2016, By June 30, 2016, at least 5 of the tobacco company targeted adult-only-facilities (e.g., bars, night clubs) that are frequented by lesbian, gay, bisexual, and transgender (LGBT) community members in Serenity County will adopt a voluntary policy prohibiting tobacco company/product marketing/sponsors...	Open	View
Objective : By , the foster care system in Urban County will adopt and implement an agency policy	Open	View

You are now in the Application Index of the Agency you will be reviewing.

OTIS California Tobacco Control Program Online Tobacco Information System

Welcome, Jack Frost! Messages (0)
Logged in as: Peer Reviewer

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CG 14-10010 Reduce Tobacco-Related Inequities: Test Agency 2

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Application Index

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Agency Signatory	Open	View
Background Informa		
Media Profile	Open	View
Applicant Capability	Open	View
Demographic and Tol	Open	View
Evaluator Information		
Evaluator Selection	Open	View
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Objective : By , the foster care system in Urban County will adopt and implement an agency policy	Open	View

Click on the Peer Review Tab

OTIS California Tobacco Control Program
Online Tobacco Information System

Welcome, April Roeseler! Messages (1565)
Logged in as: Peer Reviewer

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LLA 2014-2017 Phase II Guidelines: Test Agency Number 2

- Project Home
- Plan
- Peer Review
  - Download Review Tool
  - Coalition Information
  - Communities of Excellence (CX) Needs Assessment
  - Scope of Work (Phase II): Objectives, Intervention, and Evaluation
  - Narrative Summary and Theory of Change
  - Budget Justification
  - Scoresheet
  - Review Submission
  - Add Review Note
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Edit Coalition Information Review

Instructions:
Comments are required for any question that you score at less than the maximum value possible for that question.

Reference: 2013-201 ... 22

Click to "Download Review Tool" to get PDF.

1. Coalition Funct...
Does the Local ... adult coalition with by laws or operational pro... ment, c) roles and responsibilities ... an LLA or a department employee, d) ev... or web conference), e) coalition appointment, membership length, and meeting frequency, f) a formal process for recruiting and orientating new coalition members, g) the provision of periodic training to coalition members, h) a system for routine and rapid communication, i) an assessment of coalition's satisfaction with operations and activities, completed within the last 18 months j) LLA staff capability to provide logistical and budget support to facilitate the work of the coalition, and k) the LLA staff provide logistical and budget support to facilitate the work of the coalition?

Score: -- Select One --

Comments:

2. Coalition membership
Does the coalition membership demonstrate:
   - Diverse community representation, which extends beyond traditional health, education, and social service organizations?
   - Cultural, racial/ethnic diversity in proportion to the overall population in the geographic area served?
   - Participation and involvement of local community organizations with special experience or expertise in community health education against tobacco use and representation of high risk populations?

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, CALIFORNIA TOBACCO CONTROL PROGRAM (CDPH/CTCP)
INDIVIDUAL REVIEW TOOL
REQUEST FOR APPLICATION (RFA) CTCP 14-10010
REDUCE TOBACCO-RELATED INEQUITIES INTERVENTIONS

Reviewer's Initials:	Click here to enter text.		Name of Applicant:	Click here to enter text.	
Date:	Click here to enter text.		Project Name:	Click here to enter text.	
Funding Recommended:	/$	/$	Funding Requested:	/$	/$

Primary Population/Priority Area to be Addressed (check all that apply)

- ☐ African American (AA)
- ☐ American Indian/Alaska Native (AI/AN)
- ☐ Asian and Pacific Islander (A/PI)
- ☐ Hispanic/Latino (HL)
- ☐ Lesbian, Gay, Bisexual, and Transgender (LGBT)
- ☐ Low Socioeconomic Status (SES)
- ☐ People with mental health illnesses and substance abuse disorders (behavioral health)

Scoring Sections	**Points**	
	Possible	**Awarded**
I. Applicant Capability	45	
II. Scope of Work (SOW)	15	
III. Evaluation Plan	10	
IV. Narrative Summary	10	
V. Budget Justification and Budget	20	
Total	100	

☐ **PASS (Score of 75 or more)**	☐ **FAIL (Score of 74 or less)**

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Agency & Contract Information	Open	View
Project Director	Open	View
Fiscal Contacts	Open	View
Agency Signatory	Open	View
Background Infor		
Media Profile	Open	View
Applicant Capabilit	Open	View
Demographic and Tobacco-Related Disease Profile	Open	View
Evaluator Information		
Evaluator Selection	Open	View
Scope of Work		
Objective : By June 30, 2016, By June 30, 2016, at least 5 of the tobacco company targeted adult-only-facilities (e.g., bars, night clubs) that are frequented by lesbian, gay, bisexual, and transgender (LGBT) community members in Serenity County will adopt a voluntary policy prohibiting tobacco company/product marketing/sponsors...	Open	View
Objective :	Open	View

Option 1: Click on "Reports Tab"

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Applicant Capability	Open	View
Demographic and T	Open	View
Evaluator Informat		
Evaluator Selection	Open	View
Scope of Work		
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Objective : By , the foster care system in Urban County will adopt and implement an agency policy prohibiting smoking in the homes and cars of foster care parents.	Open	View
Budget Information		
Budget Justification	Open	View
Additional Documents		
Additional Tobacco Control Funding	Open	View

Click on "Application"

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Background Information		
Media Profile	Open	View
Applicant Capability	Open	View
Demographic and Tobac	Open	View
Evaluator Information		
Evaluator Selection	Open	View
Scope of Work		
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Objective : By , the foster care system in Urban County will adopt and implement an agency policy prohibiting smoking in the homes and cars of foster care parents.	Open	View
Budget Information		
Budget Justification	Open	View
Additional Documents		

Click on Version 0.1

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» Report Index
» Version 0.1

Application Reports

As a Peer Reviewer you will be reviewing "Applicant Capability, Scope of Work, Evaluation Plan, Narrative Summary, and Budget Justification."

Applicant Capability	Web	Web (Black & White)	Word
Local Program Evaluator	Web	Web (Black & White)	Word
Scope of Work: Overview & Intervention Activities	Web	Web (Black & White)	Word
Scope of Work: Overview & Evaluation Activities	Web	Web (Black & White)	Word

Page Setup... or Printer Settings dialog in the application which is being used to print the report.

After loading a Word 2000 report, you may need to change the view from a Web layout to a print layout. You change the layout from the View menu.

Open and/or print the section you will be reviewing and input your findings and scores on your "Download Review Tool."

Title			
Agency Certification			
Agency & Contract Information			
Contact Information			
Correspondance Contacts	Web	Web (Black & White)	Word 2000
Demographic and Tobacco-Related Disease Profile	Web	Web (Black & White)	Word 2000
Media Profile	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: Deliverable Percentages	Web	Web (Black & White)	Word 2000
Scope of Work: Objective ID	Web	Web (Black & White)	Word 2000
Scope of Work: Objective ID	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
Additional Tobacco Control Funding	Web	Web (Black & White)	Word 2000
Project Abstract	Web	Web (Black & White)	Word 2000
Individual Peer Review	Web	Web (Black & White)	Word 2000

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Application Reports

MS Word 2000 or later

Many of these reports a ... y usually be changed from the 'Page Setup...' or 'Print ... port.

After loading a Word 20 ... rint layout. You change the layout from the View menu.

Click on the "Peer Review Tab"

Title			
Agency Certification		(Black & White)	Word 2000
Agency & Contract Information		(Black & White)	Word 2000
Contact Information	Web	Web (Black & White)	Word 2000
Correspondance Contacts	Web	Web (Black & White)	Word 2000
Demographic and Tobacco-Related Disease Profile	Web	Web (Black & White)	Word 2000
Media Profile	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

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Evaluator Selection
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Objective :

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Go through the Peer Review Selections to input your comments and scores.

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Applicant Capability

Edit Applicant Capability Review

RFA references for scoring this section include:
Section II, Statement of Work, pp. 9-11
Section III, Instructions for Completing the Application and for Using the Online Tobacco Information System (OTIS), pp. 12-14
Section IV, Application Sel

1. PROGRAM AND EVA
   Does the Primary Ag e goals identified in this RFA?

2. Does the Applicant d r community concerns (e.g., education, safe com rly childhood development and education, youth development and leadership, etc.)?

3. Does the Applicant have a minimum of two years of demonstrated reach, influence, and credibility with one or more of the communities of focus including community members and leaders relevant to the proposed scope of work?

4. Does the Applicant demonstrate that staff has the necessary education, training and experience needed to plan, implement and evaluate a community-based program?

5. Does the Applicant demonstrate experience creating tangible and meaningful change in their community (e.g., voluntary or legislated policy, farmers' market established, increase in voter registration, etc.)?

6. Does the Applicant demonstrate its effectiveness in collaborating and coordinating with relevant multi-sector

Click on a review item and click on Edit Applicant Capability

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Edit Applicant Capability Review

Instructions:
Comments are required for any question that you score at less than the maximum value possible for that question.

RFA references for scoring this section include:
Section II, Statement of Work, pp. 9-11
Section III, Instructions for Completing the Application and for Using the Online
Section IV, Application Selection Process and Criteria, pp. 21-23

1. PROGRAM AND EVALUATION EXPERIENCE
   Does the Primary Agency demonstrate that its mission is consisten

Score: -- Select One --

Comments:

Input your comments and scores from the Downloaded Review Tools

the application include certification from a qualified program evaluator that indicates the program evaluator
ed at least four hours of consultation to the Applicant on the development of objectives and the evaluation

Score: -- Select One --

ments:

Always remember to save. You can revisit the page and make changes or corrections.

Save Information | Cancel

OTIS California Tobacco Control Program Online Tobacco Information System

IE

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Edit Applicant Capability Review

Instructions:
Comments are required for any question that you score at less than

RFA references for scoring this section include:
Section II, Statement of Work, pp. 9-11
Section III, Instructions for Completing the Application and for Using
Section IV, Application Selection Process and Criteria, pp. 21-23

1. PROGRAM AND EVALUATION EXPERIENCE
   Does the Primary Agency demonstrate that its mission is

Score: -- Select One --

Comments:

2. Does the Applicant demonstrate its a
   education, safe communities, housin
   education, youth development and le

Score: -- Select One --

Comments:

OTIS - Online Tobacco Information System - Mozilla Firefox

https://otis.catcp.org/index.cfm?fuseaction=reports.planReportWeb&p_useVersionID=4048&p_circuit=appCap&p_fuseaction

FireFox

Applicant Capability

Procurement Name: CG 14-10010 Reduce Tobacco-Related Inequities Interventions	
Contract Number:	**Contract Term:** 07/01/2014 - 06/30/2016
Agency Name: Test Agency Number 2	**Effective Date:** 07/01/2014
Project Name: Test Procurement Build	**Plan Version ID:** 0.1
Project Type: CG: General	**Report Generated:** 01/06/2014 01:51 PM

PROGRAM EXPERIENCE

1 **Agency Mission: Briefly describe how the Applicant's general mission is consistent with the RFA.**

No Answer Provided

2 **Demonstrated Linkages: Describe ways the Applicant's has or is able to creatively link toba secondhand smoke exposure to other community concerns such as education, safe comm prevention, employment, early childhood development and education, youth development**

rs of reach, influence, and credibility ity members and leaders. Please dis ed, and response from the communi

aining, and demonstrate at least two (if applicable): planning, implement

No Answer Provided

5 **Demonstrated Results: Describe a minimum of two years of experience creating tangible a in the Applicant's community such as developing a voluntary or legislated policy, establishi**

Option 2:
Have two separate bowsers open IE 10 or 11, and Firefox and input comments and scores.

Print | Close Window

Applicant Capability

Procurement Name: CG 14-10010 Reduce Tobacco-Related Inequities Interventions	
Contract Number:	**Contract Term:** 07/01/2014 - 06/30/2016
Agency Name: Test Agency Number 2	**Effective Date:** 07/01/2014
Project Name: Test Procurement Build	**Plan Version ID:** 0.1
Project Type: CG: General	**Report Generated:** 01/06/2014 01:51 PM

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Click on "Add Review Note"

PROGRAM EXPERIENCE

1 **Agency Mission: Briefly describe how the Applicant's general mission is consistent with the goals RFA.**

No Answer Provided

2 **Demonstrated Linkages: Describe ways the Applicant's has or is able to creatively link tobacco us smoke exposure to other community concerns such as education, safe communities, employment, early childhood development and education, youth development and lea**

vided

d Access: Describe a minimum of two years of reach, influence, and credibility with o RFA identified communities of focus including community members and leaders. Please discuss h established relationships, activities that were conducted, and response from the community(ies).

No Answer Provided

4 **Program Staffing: Describe the formal education and training, and demonstrate at least two years of professional experience, of the Applicant's staff and subcontractors (if applicable): planning, implementing and evaluating community-based programs.**

No Answer Provided

5 **Demonstrated Results: Describe a minimum of two years of experience creating tangible and meaningful change in the Applicant's community such as developing a voluntary or legislated policy, establishing a farmers' market, increasing voter registration, etc.**

OTIS - Online Tobacco Information System - Windo...

https://otis.catcp.org/index.cfm?fuseaction=peerReview.noteA

Print | Close Window

Add Application Review Notes

Instructions on How to Use the Application Notes

Application Section:

--- Applicant Capability

Note: (If Note field is left blank, nothing will be saved.)

```
Q.1. Add your Comments
Score: Add your Score
```

Save Information | Cancel

Instructions on How to Use the Application Notes

Entering Notes:

1. Select a specific section of the application/plan to comment upon from the menu.
2. Enter your comment into the text box and click on "Save Information."

Option 3: Click on the "Add Review Note" Open the "Applicant Capability" Report Select "Applicant Capability" in the Application Section in the "Add Review Note" tool. Enter your comments and score for each criteria of the "Download Review Tool" and save information. [Go to next]

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Edit Applicant Capability Review

Instructions:
Comments are required for any question that you score at less than the maxin

RFA references for scoring this section include:
Section II, Statement of Work, pp. 9-11
Section III, Instructions for Completing the Application and for Using the Onlin
Section IV, Application Selection Process and Criteria, pp. 21-23

1. PROGRAM AND EVALUATION EXPERIENCE
   Does the Primary Agency demonstrate that its mission is consister

Score: -- Select One --

Comments:

2. **Does the Applicant demonstrate its ability to creatively link tobacc education, safe communities, housing, alcohol prevention, employ education, youth development and leadership, etc.)?**

Score: -- Select One --

Next click on "View Review Notes" copy and paste your comments and scores to the appropriate comment box and save the information.

of

work?

Score: -- Select One --

https://otis.catcp.org/index.cfm?fuseaction=peerReview.noteVi

Print | Close Window

View Application Review Notes

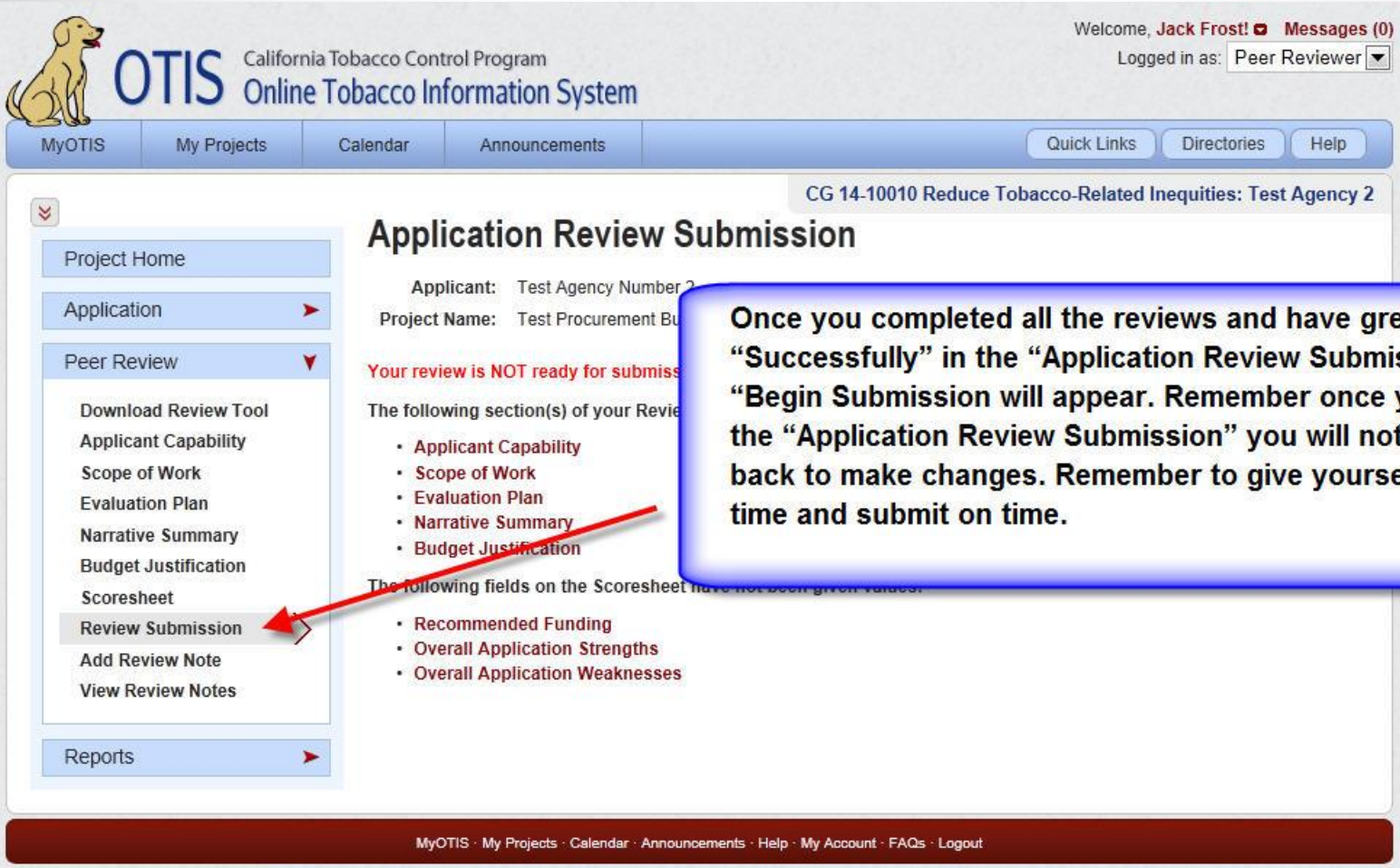
Add Note | Print Window | Close Window

View By: *Date Saved* | Application Section

Background Information -- Applicant Capability
(01-06-2014 -- 03:11 PM)
Q.1. Add your Comments Score: Add your Score

Background Information -- Applicant Capability
(01-06-2014 -- 03:11 PM)
Q2. text text text text text

Print | Close Window



Once you completed all the reviews and have green "Successfully" in the "Application Review Submission" a "Begin Submission will appear. Remember once you submit the "Application Review Submission" you will not be able to go back to make changes. Remember to give yourself enough time and submit on time.

Make sure you follow the guidelines set in TCFOR for the RFA. If you experience any errors or navigational problems with OTIS contact Humberto Jurado @ Humberto.jurado@cdph.ca.gov or call 916-449-5474.

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California Tobacco Control Program
Online Tobacco Information System

QUESTIONS

Please type your questions in the chat box.

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  Eugenio.Garcia@cdph.ca.gov

  916.449.5531

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