Welcome to the California Department of Public Health
California Tobacco Control Program

Make Tobacco History
RFA 14-10013

INFORMATIONAL WEBINAR

January 30, 2014
1:30 to 3:30 p.m. PST

California Tobacco Control Program Presenters

- Request for Application Presentation
  - April Roeseler, Acting Branch Chief
  - Roxanne Hendricksen, Federal Projects Unit
  - Cathy Medina, Chief Procurement Management Unit

- TCFOR/OTIS Overview
  - April Roeseler, Acting Branch Chief

Agenda

- Welcome & General Announcements
- RFA/Application Presentation
- Q & A Session
- TCFOR and OTIS Overview

General Information

- **Mute:** 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 of the webinar and will be posted on **https://tcfor.catcp.org/** by 2/10/14

- **Documents:** All information discussed during this webinar can be found at: **https://tcfor.catcp.org/**

General Reminders

- The RFA instructions take precedence over anything said during this webinar.
- Interested applicants are to refer to the RFA instructions for clarification on the RFA criteria and requirements.
- The California Tobacco Control Program (CTCP) 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. Sign-up for Email Alerts.
- TCFOR website: **https://tcfor.catcp.org/**

General Reminders Cont.

- The RFA requires the Applicant to submit applications online via the Online Tobacco Information System (OTIS). There is an OTIS training session included in this webinar. An online training is also available within OTIS.

- **Do not** wait until the last minute to submit your application! The OTIS time clock will be used to determine the submission time. Any application time stamped after 5:00 p.m. is considered late and will not be reviewed. Additionally, OTIS includes a pre-submission check system which provides you a status of the forms that are complete or not ready for submission. This system prevents submission of the application until all the minimum pre-submission checks are cleared.

- This webinar presentation will be posted on the TCFOR website following today's webinar.

Funding Amount

- Anticipated funding available is $6 million to fund one to four projects for five years.
- Any single grant award will not exceed $700,000 per year.
- Note: Insufficient funds are available to fund four grants at $700,000 per year

($300,000/year x 5 years x 4 grants = $6,000,000)

Grant Term

- July 1, 2014 – June 30, 2019

- Applications must be for the entire five year period and may not exceed $700,000 per year.

Eligibility Criteria (pages 3)

- Only one application per agency may be submitted. The agency's Federal Identification Number will be used to verify this.
- Public or private non-profit agencies are eligible to apply. These agencies include, but are not limited to: hospitals, community clinics, voluntary health organizations, Indian tribes, colleges and universities, county offices of education, school districts, health maintenance organizations, professional health associations, and professional health education associations. Private non-profit agencies must submit proof of their non-profit status with their application.
- State of California agencies, other than state universities and colleges are not eligible for these funds.
- Local Lead Agencies are ineligible for awards unless the LLA participates within a consortium of community-based or non-profit agencies.
- CTCP will not fund any 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.

Key Dates (page 4)

ACTIVITY	ACTION DATE (all times are Pacific)
RFA Release Date	**January 23, 2014**
First Day to Request to Apply	**January 24, 2014**
OTIS Opened for Application Input	**February 3, 2014**
RFA Informational Webinar	**January 30, 2014, 10 a.m. – Noon**
Mandatory Letter of Intent due date	**February 11, 2014 by 5 p.m.**
Application Due Date	**March 14, 2014 by 5 p.m.**
Notice of Intent to Award	**April 7, 2014**
Appeals Due	**April 14, 2014 by 5 p.m.**
Appeal Hearings, if needed	**April 21, 2014**
Appeal Decisions Announced (tentative)	**April 25, 2014**
Proposed Award Date	**April 28, 2014**
Grant Start Date	**July 1, 2014**

Selection Criteria (pages 15-22)

- Each eligible application will be evaluated and scored according to the selection criteria by a review committee.
- Applications will be scored on a scale of 0 to 100 points (see pages 18-22).
- Applicants receiving a score of 75 points or more will be considered for funding.
- Receiving a score of 75 points or more does not guarantee funding.

Grant Modifications (page 17)

- CDPH/CTCP reserves the right to reject any proposed project or project component(s).
- CDPH/CTCP may require modifications to an application as a condition of the award.
- Awardees are required to submit a detailed scope of work, budget, and budget justification in accordance with CDPH/CTCP requirements which will become part of the final agreement.
- After CTCP approves the documents they will be submitted to CDPH for review, approval and execution.
- **No work may commence until an agreement is fully executed.**

TCFOR - https://tcfor.catcp.org/

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
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California Tobacco Control Program
Funding Opportunities and Resources

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Funding Opportunities

➤ Funding Opportunities | Project Directory | Evaluator Directory | CTCP Websites

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Funding Opportunities

The *Funding Opportunities* site includes information on open and upcoming calls for proposals/applications; instructions on how to apply; archives of past funding opportunities; FAQs; and a sign-up for Email alert services.

Title	Opening Date	Closing Date
2013-17 PHASE II LOCAL LEAD AGENCIES COMPREHENSIVE TOBACCO CONTROL PLAN GUIDELINES	Oct 8 2013	Dec 17 2013 5:00 PM PST
CTCP 14-10010 Reducing Tobacco-Related Inequities Interventions	November 19, 2013	January 9, 2014 5:00 p.m. PST

- View Upcoming Funding Opportunities
- View Recently Awarded Funding
- Sign-up for Email Alert Services
- View Archive

TCFOR Home | Funding Opportunities | Project Directory | LPE Directory | CTCP Websites
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TCFOR

- The following information can be located on the TCFOR website:
  - Purpose
  - General Updates
  - Eligibility & Selection
  - Application Information & Appendices
  - Contract Documents
  - Meetings & Trainings
  - Key Dates
  - Total Award
  - Contact Information
  - Related Materials
  - Any Updates and Addendums
  - How to Apply

Make Tobacco History

Completing the Application

RFA Information

The RFA Information includes the following sections:

- Section I: Introduction
- Section II: Application Requirements
- Section III: Instructions for Completing the Application and Using the Online Tobacco Information System
- Section IV: Application Selection Process and Criteria
- Section V: Administration
- Appendices: 1-15

➢ Download/Save and carefully review each section and appendices.

Section I: Introduction

- Background (page1)
- Purpose and Description of Services (page 2)
  - To fund one to four projects that will research, plan, develop, and disseminate innovative policy, regulation, and promising community norm change strategies, which can be replicated by others to create healthy sustainable communities which dissuade tobacco use.
  - These innovative strategies are to take a population-based approach to reduce the number of persons beginning to use tobacco, continuing to use tobacco or developing tobacco related diseases.

Section I: Introduction

- **Purpose and Description of Services -- Beneficiaries** (page 2)
  - Persons and groups at high risk for tobacco use and secondhand smoke exposure and the local public health community in California.
  - Local public health community includes, but is not limited to local health departments, cities, planning agencies, local government officials, local decision makers, schools, voluntary health organizations, hospitals, professional organizations, and community based organizations.
  - In performing activities to benefit the local public health community, the purpose of those activities must be to assist the local public health community in their performance of services to others. It may not be for the provision of services to the State.
  - In order to meet state requirements related to the definition of a grant, the beneficiaries addressed must be consistent with the targeted audiences, groups, and organizations that the agency typically works with to fulfill its mission.

Section I: Introduction

- Make Tobacco History RFA Goals (page 2)

1. Have easy access to health promoting, innovative and evidence-based tobacco policy, regulation, and community norm change strategies to reduce the number of persons beginning tobacco use, continuing to use tobacco, or developing tobacco-related diseases.
2. Have access to specific and customized education, knowledge, skills, and tools need to facilitate the health promoting policy, regulation and community norm change strategies.

Section I: Introduction

- Make Tobacco History RFA Goals (page 2)

3. Implement innovative strategies to address the specific needs and populations of their communities. The strategies will be customizable so local communities can target high risk persons and groups, such as youth and young adults, low income individuals, LGBT, Black, Hispanic, Native American, Asian-Pacific Islander, current smokers, military and those with behavioral health issues.
4. Effectively organize and empower the high risk persons and groups in their communities to effect change.

Section I: Introduction

- Mandatory Letter of Intent (page 5)
  - The letter of intent must be submitted on the applicant's letterhead, signed by an officer of the board or their agent, and state the following:
    - The name and number of the RFA
    - Estimated budget request
    - A short description of the proposed project
  - A signed letter of intent must be uploaded to the TCFOR website by **5 p.m. on Tuesday, February 11, 2014**.
  - Refer to Appendix #2: *Mandatory Letter of Intent*

Section I: Introduction

- Questions (page 6)
  - Questions can be entered into the Chat Box and will be answered at the end of the webinar. A summary of the questions submitted prior to the webinar and during the webinar will be posted along with responses on TCFOR by February 10, 2014.

  - TCFOR: https://tcfor.catcp.org

Section II & III: Application Requirements

Page 7 and 15

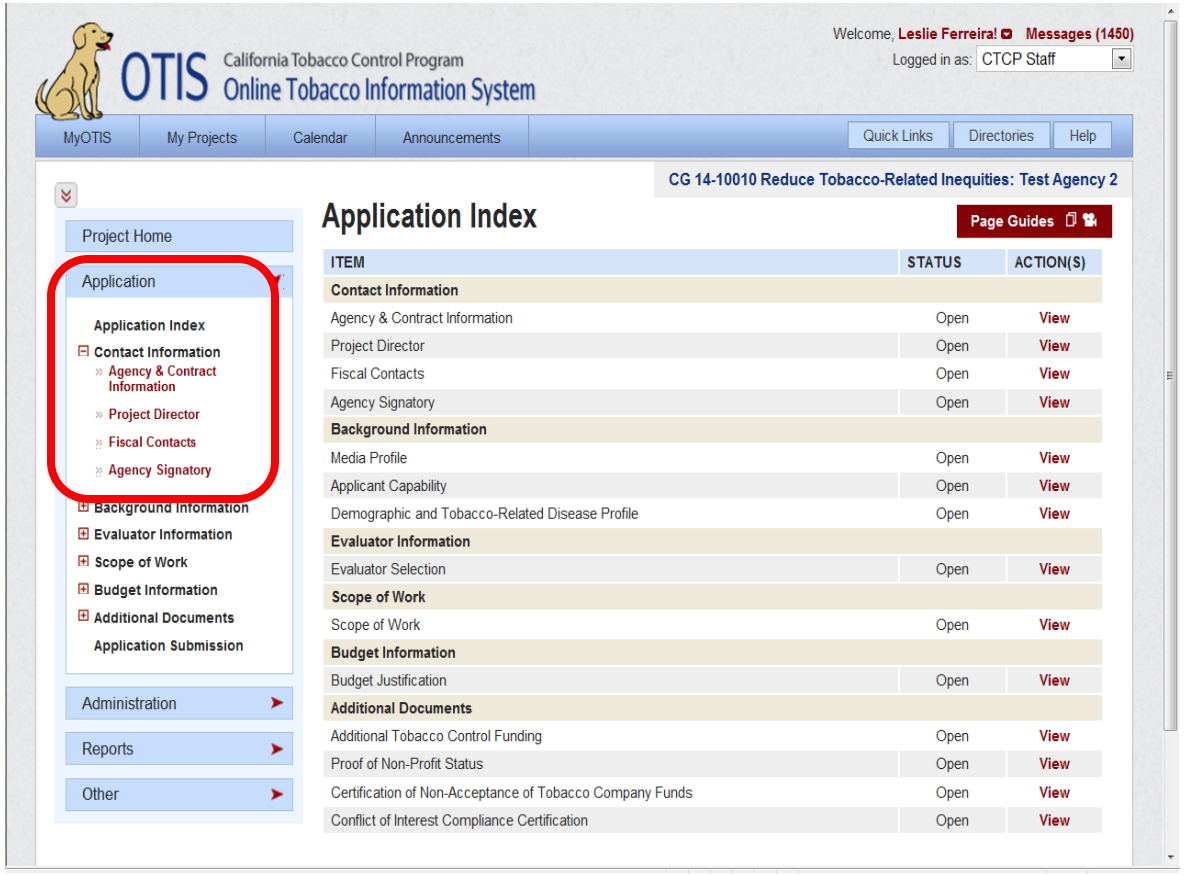
A. Contact Information
B. Applicant Capability
   1. Program Experience
   2. Organizational Start Up
   3. Administrative and Fiscal Experience
   4. Equipment
   5. **Letters of Reference**
C. Evaluation Information
   1. Select the Plan Evaluator
   2. **Plan Evaluator Submits Certification**
D. Scope of Work (SOW)
E. Narrative Summary
F. Budget and Budget Justification
~~G. Summary Budget by SOW Categories~~
H. Additional Documents (Page 15)
   1. Additional Tobacco Control Funding (OTIS online form)
   2. Proof of Non-Profit Status (See Appendix 1 for samples)
   3. Certification of Non Acceptance of Tobacco Company Funding (Uploaded form, See Appendix 14)
   ~~4. Summary Budget by SOW Categories (Uploaded form, See Appendix 9)~~
   ~~5. Agency Documentation Requirements (Online form submitted after award made)~~

Section III: Application & OTIS Instructions

- Online Tobacco Information System (OTIS)
  - A secure, password-protected knowledge management system.
  - Submit applications, review and score applications, modify the SOW and budget, and submit and approve progress reports.
  - Accessible 24 hours per day, 7 days per week.
  - Create a User Account to access OTIS via TCFOR at **https://tcfor.catcp.org/**
  - **More on OTIS later in the webinar…**

Section III: Application & OTIS Instructions

- Contact Information (page 8)
  - Agency & Contract Information
  - Project Director
  - Fiscal Contacts
  - Agency Signatory



Section III: Application & OTIS Instructions

- Applicant Capability Narrative
- Program Experience
  - Agency Mission/HX
  - Program Staffing
  - Demonstrated Results
  - Flexibility/Responsiveness to Emerging Issues
  - Strategic Relationships

(pages 8-11)

- Organizational Start Up
- Administrative/Fiscal Experience
  - Fiscal and Contract Compliance
  - Audit History
  - Administrative Staffing

Section III: Application & OTIS Instructions

- Applicant Capability: Equipment and Letters of Reference
  - Equipment (page 10)
    - Office equipment, computer equipment, software and other communication equipment available for use by proposed grant
    - *See Appendix #5: Computer Software Minimum Specifications*
  - Letters of Reference (pages 10-11)
    - No more than 3 letters
    - Within last 2 years
    - If currently or have received funds from a local, state or federal agency in the past two years, one letter must be from the government agency
    - Capacity in which worked
    - A description of your agency to complete projects and manage funds

Section III: Application & OTIS Instructions

Page 11

Evaluator Directory

Page Guides

View Selected Evaluator(s)

Plan Evaluator	Action(s)
	Select Plan Evaluator

Project Evaluator	Action(s)
	Select Project Evaluator

Select Plan Evaluator

Page Guides

Fields in RED are required.

Select Evaluator:
Invite Evaluator to Submit Profile

Select Plan Evaluator

Save Information | Cancel

Section III: Application & OTIS Instructions

Evaluator Directory

Page Guides

Invite Evaluator to Submit Profile

Evaluators become available for selection in OTIS by submittng their profile via the LPE Directory located on the CTCP website.

When you invite an evaluator to submit their profile, an email is sent to the evaluator directing them to the CTCP Local Program Evaluator Directory and identifies you as the requestor.

Fields in RED are required.

Evaluator's Email Address:

First Name: Mr.

Last Name:

Send Invitation | Cancel

Evaluator Directory

Page Guides

View Selected Evaluator(s)

Plan Evaluator	Action(s)
Roeseler, April	View Profile | Change Plan Evaluator | Manage Certification

Project Evaluator	Action(s)
	Select Project Evaluator

Section III: Application & OTIS Instructions

Manage Certification

First, complete the Certification Form.

The Local Program Evaluator is responsible for completing the Evaluator Certification form. This form verifies the time and evaluation-related services the Local Program Evaluator provided to the agency that it applying for funding The form must be completed and submitted in its entirety before the Local Lead Agency or Competitive Grantee will be able to complete their submission using the Online Tobacco Information System. Once the Evaluator Certification form is submitted, an email notice will be sent to the Local Program Evaluator to verify the accuracy of the information. Once the Evaluator Certification is verified, it cannot be edited further.

Add Evaluator Certification

Add Evaluator Certification Form

LOCAL PROGRAM EVALUATOR ROLE IN THE PREPARATION OF THE EVALUATION DESIGN

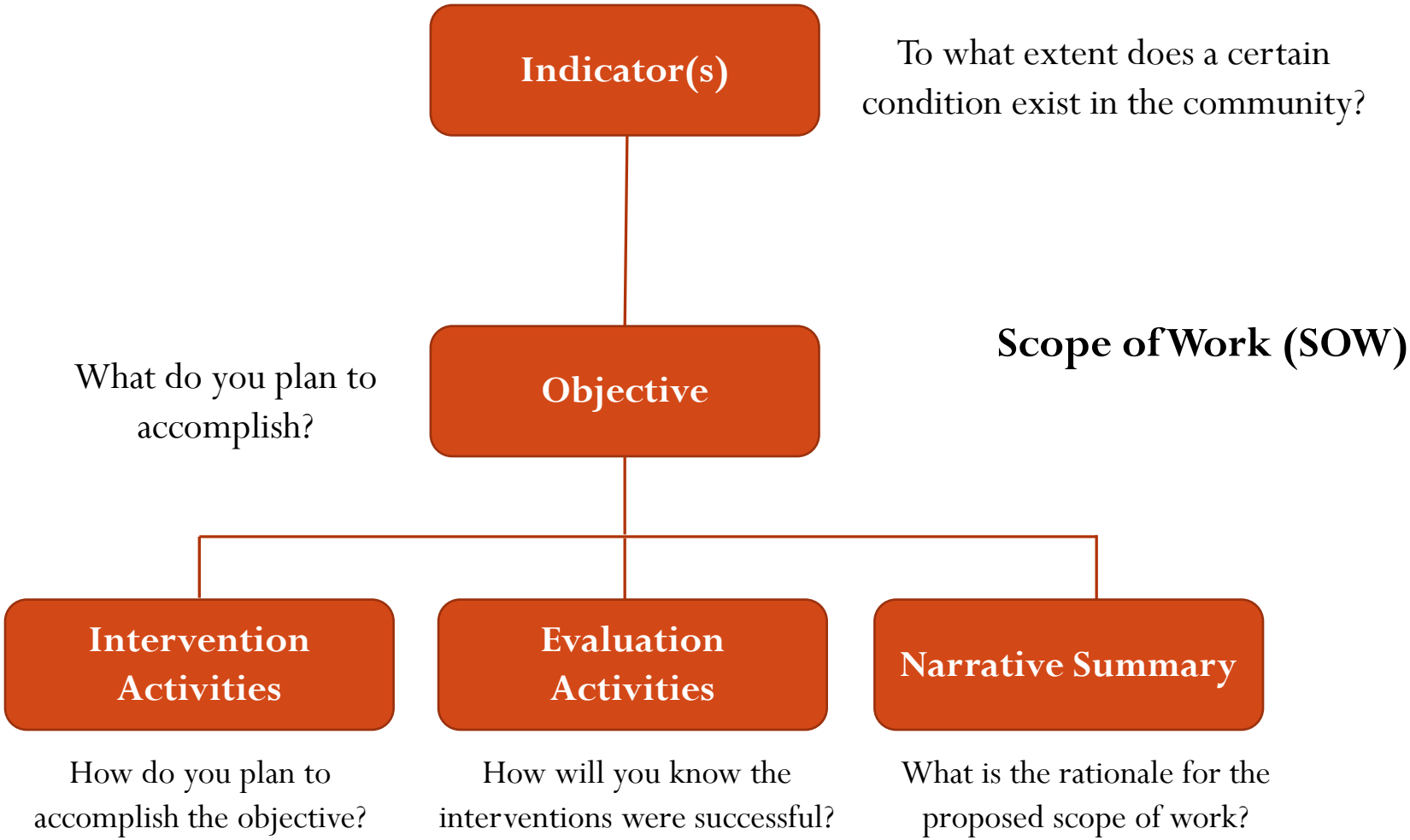
I hereby affirm that I provided [ ] hours of evaluation consultation to the **Test Agency Number 2**, **YOLO COUNTY PROCUREMENT** in the development of the evaluation components of the Scope of Work submitted with this application package. I agree that the California Tobacco Control Program may contact me to verify my consultation on the evaluation and to negotiate changes prior to the approval of the Scope of Work.

Role as it Relates to the Objectives (required -- check as many as apply)

- [ ] Reviewed only the **PRIMARY** objectives in the proposed scope of work to ensure that they identify: 1) who or what is expected to change or benefit, 2) what/how much change or benefit is expected, 3) where the change will occur, and 4) when the change will occur by.
- [ ] Reviewed **ALL** the primary and non-primary objectives in the proposed scope of work to ensure that they identify: 1) who or what is expected to change or benefit, 2) what/how much change or benefit is expected, 3) where the change will occur, and 4) when the change will occur by.
- [ ] Reviewed **MOST or SOME** of the primary and non-primary objectives in the proposed scope of work to ensure that

Section III: Application & OTIS Instructions
Scope of Work

Pages 11 -13



Scope of Work Instructions (pages 11-13)

The data in these screen shots are not tailored to this RFA. The screen shots are provided to illustrate the type of information you will need to enter into OTIS.

OTIS California Tobacco Control Program Online Tobacco Information System

Welcome, PC1 Person! Messages (151

Logged in as: Program Consultant

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

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View Objective

Page Guides

Return to Objective Index | Delete Objective

Overview | Indicator(s) | Intervention Topic(s) | Intervention Activity Plan | Evaluation Activity Plan | Narrative Summary

Edit

Objective ID: Not Yet Assigned

Completion Date: June 30, 2016

Objective: 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/sponsorship.

Primary Priority Area: (1) Limit Tobacco Promoting Influences

Is this a primary objective? Yes

Evaluation Plan Type: Voluntary Policy -- Adoption and Implementation

Target Audience:

Audience Group

- 21 years and older
- Bar Owners
- Lesbian, Bisexual, Gay, Transgender

General Population Groups

- None

Specific Ethnic Population Groups

Project Objective

Target Audience

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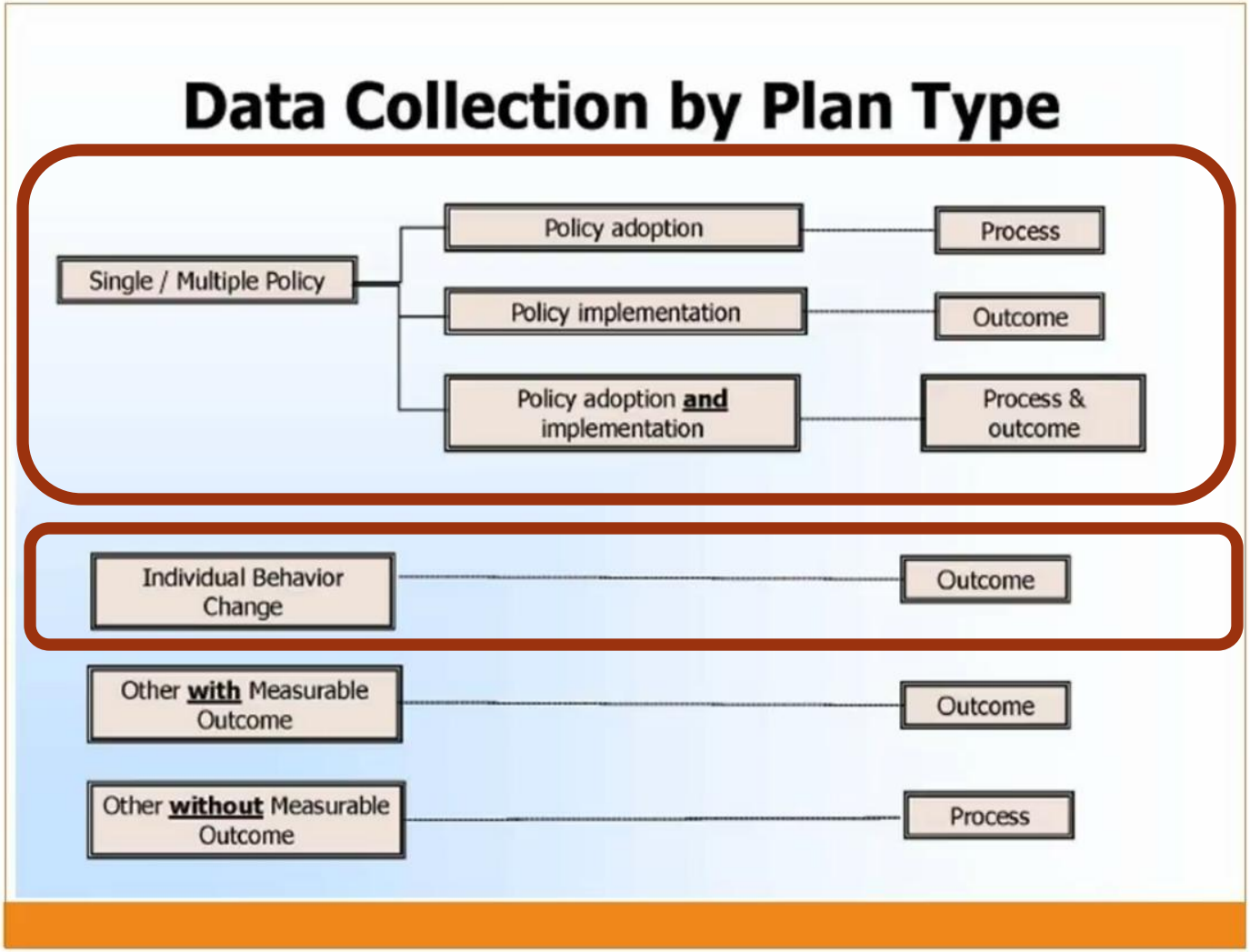
Scope of Work Instructions (pages 11-13)



Source: *Developing Your Evaluation Plans* webinar, 11/07/13, Tobacco Control Evaluation Center, www.tobaccoeval.ucdavis.edu

Scope of Work Instructions (page 11-13)

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Edit

- Cultural Competency Training
- Digital Storytelling
- Endorsements Collected
- Facebook
- Key Informant Interviews
- Letters to the Editor
- Midwest Academy Strategy Chart
- Newspaper Advertising
- Opinion Editorial(s)
- Photovoice
- Press release(s)
- Priority Population Organizations Collaboration
- Public Intercept Surveys
- Spokespersons Training
- Twitter
- Volunteer Recruitment
- Website Advertising

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Add Intervention Activity

View Activities in Applicant Determined Order | Re-order Activities

Activity	ID	Action
Coordination/Collaboration Activities		
Attend 1-3 meetings annually of the Serenity County Tobacco Coalition in order to share project prog...		View
Coordinate and collaborate with statewide tobacco control projects: ChangeLab Solutions, California ...		View
Use the Online Tobacco Information System (OTIS) and Partners to identify other CTCP-funded grantees...		View
Community Education Activities		
The volunteer ambassadors will participate in a minimum of one activity (e.g., digital storytelling,...		View
Educational Materials Development		
Create and develop an Infographic to describe the inequity of LGBT tobacco use as compared to other ...		View
Policy Activities		
Consult with The Center for Tobacco Policy and Organizing and work with volunteer ambassadors, membe...		View
At least one staff and/or volunteer ambassador will participate in the annual Information and Educat...		View
Training/Technical Assistance Activities		
Provide 20-30 hours of technical assistance total to at least 5 owners/managers and employees to tai...		View
Paid Media Activities		
Obtain by contacting CTCP Media unit, and other organizations, adapt as necessary, and place at leas...		View
Earned Media Activities		
Utilize the Lambda Community Center's existing social media sites including Facebook, Twitter and In...		View

Describe a variety of activities to be conducted to achieve the objective. control coalition

Recommended: Strategic planning session using the Midwest Academy Chart

Recommended: Participation in I&E Days annually

See Appendix 16: *Sample SOW and Evaluation Plan*

Scope of Work Instructions (pages 11-13)

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View Intervention Activity

Edit Activity | Delete Activity | Return to View Objective

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/sponsorship.

Intervention Category: Policy Activities

Activity: Consult with The Center for Tobacco Policy and Organizing and work with volunteer ambassadors, members of the Lambda Community Center's Board of Directors, community group representatives, and members of the LGBT Collaborative to conduct 1, 2-3 hour Midwest Academy Strategy planning meeting to create a plan for promoting the adoption of no tobacco company sponsorship policies in LGBT frequented bars and nightclubs. Periodically review and revise the Midwest Academy Strategy Chart to identify new leads and approaches.

Activity Number: Not Yet Assigned

Copyright: No

Program Deliverable Percentage: 3.00 %

Start Date Period: 07/14-12/14

Completion Date Period: 07/14-12/14

Tracking Measures Add

Tracking Measure	Submit	Actions
Completed Midwest Academy Chart	Yes	Edit | Delete

Responsible Parties Add

Responsible Party	Budget Type	Action
Project Coordinator	Budgeted	Delete
Project Director	Budgeted	Delete

Scope of Work Instructions (pages 11-13)

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Add Evaluation Activity

View Evaluation Activities in Applicant Determined Order | Re-order Evaluation Activities

Activity	ID	Action
Collection of Outcome Data		
Collection of Outcome Data Activity		View
Collection of Process Data		
Key Informant Interview		
Brief interview tool to assess owner's/ manager's readiness to adopt voluntary policy, learn their v...		View
Evaluation Reporting		
Evaluation Reporting Activity		View

Primary objective's evaluation plan results in a Final Evaluation Report (FER)

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See Appendix #7: *Tell Your Story: Guidelines for Preparing a Complete High Quality Evaluation Report*

See Appendix 16 : *Sample SOW and Evaluation Plan*

Scope of Work Instructions (pages 11-13)

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View Collection of Process Data Activity

Page Guides

Edit Activity | Delete Activity | Return to Objective View

Remember to provide Tracking Measures and Responsible Party information below!

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/sponsorship.

Activity Type: Key Informant Interview

Activity ID: Not Yet Assigned

Description of the instrument to be used or developed: Brief interview tool to assess owner's/ manager's readiness to adopt voluntary policy, learn their views and opinions in order to plan strategies and messages. Contact TCEC for sample KII tools targeting bar owners, managers and staff on the issue of bar event promotions and adapt as necessary. Questions will focus on the type of and benefits and barriers to tobacco company promotional activities and their interest in reducing tobacco company marketing.

Sample size: 10

Will follow-up interviews be conducted: Yes

Description of key informants: Informants will be former and new bar owners/managers that have allowed tobacco sponsorship events.

Data collection method: Face-to-face

Method to analyze findings: Responses to closed-ended questions will be analyzed with frequencies and percentages. Content analysis will also be performed on open-ended questions. In analyzing the pre-adoption and implementation responses, anticipated and/or perceived challenges and barriers to policy adoption and implementation will be identified. In analyzing post-policy adoption and implementation responses, challenges and barriers to policy adoption and implementation will be identified including perceptions of how successfully the challenges and barriers were or were not overcome.

Copyright: No

Program Percentage Deliverable: 5.00 %

Period to be conducted: 07/14-12/14
01/15-06/15
01/16-6/16

Period results will be analyzed and disseminated: 07/15-12/15
01/16-6/16

TRACKING MEASURES — ADD

Tracking Measure	Submit	Actions
Completed KII	On File	Edit | Delete
Key Informant Interview Form	Yes	Edit | Delete
KII Summary Report	Yes	Edit | Delete

RESPONSIBLE PARTIES — ADD

Responsible Party	Budget Type	Action
Project Coordinator	Budgeted	Delete
Project Director	Budgeted	Delete
Evaluation Consultant	Budgeted	Delete

Scope of Work Instructions (pages 11-13)

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

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View Evaluation Reporting Activity

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Edit Activity | Delete Activity | Return to Objective View

Remember to provide Tracking Measures and Responsible Party information below!

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/sponsorship.

Activity Type: Evaluation Reporting

Activity ID: Not Yet Assigned

Type of analysis: After collecting the baseline data from the public opinion polls and the first wave of bar observation survey and key informant interviews, a descriptive analysis on the state of tobacco company targeted bars and nightclubs that are frequented by the LGBT community members and the support for and potential challenges to voluntary policy adoption will be performed. The analysis will provide information that will be helpful to our program in planning our campaign during the implementation period. A similar descriptive analysis will be performed after the second wave of bar observation survey and key informant interviews is completed. We will compare the indicators of the adopted voluntary ban on tobacco company sponsorship implementation and report the percentage of bars and clubs that adopted the ban that have eliminated indication of sponsorships in addition to the perceptions of challenges and barriers to policy adoption.

Methods to disseminate findings: The evaluation results will be disseminated through a Final Evaluation Report sent to key stakeholders and LGBT community leaders, agencies and groups. Additionally, an abstract of the Final Evaluation Report will be submitted on Partners.

Study limitations or challenges: Possible evaluation challenges include: problems recruiting and retaining volunteers; gaining access to bar managers for key informant interviews; difficulty identifying bar events in enough time to send observers to the sites; and implementation will be based on whether bars and nightclubs adopt a policy.

Copyright: No

Program Percentage Deliverable: 3.00 %

Period evaluation report to be submitted: 01/16-6/16

TRACKING MEASURES — ADD

Tracking Measure	Submit	Actions
Final Evaluation Report	Yes	Edit | Delete

RESPONSIBLE PARTIES — ADD

Responsible Party	Budget Type	Action
Project Coordinator	Budgeted	Delete
Project Director	Budgeted	Delete
Evaluation Consultant	Budgeted	Delete

Tobacco Control Evaluation Center (TCEC)'s website has resources and tools:

http://tobaccoeval.ucdavis.edu

Scope of Work Instructions (pages 11-13)

Project Home

Application

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- Contact Information
- Background Information
- Evaluator Information
- Scope of Work
  - Scope of Work Index
  - Objective
- Budget Information
- Additional Documents
- Application Submission

Contract Management

Administration

Reports

Other

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

View Objective

Page Guides

Return to Objective Index | Delete Objective

Overview | Indicator(s) | Intervention Topic(s) | Intervention Activity Plan | Evaluation Activity Plan | Narrative Summary

Edit

Community Assessment Analysis: The lesbian, gay, bisexual, and transgender (LGBT) population has one of the highest smoking rates compared to any other group. In 2012 smoking prevalence in the California's lesbian, gay and bisexual population (22.1 percent) was 1.5 times that of the heterosexual population (14.9 percent) (CHIS, 2011-2012). Smoking prevalence for bisexual men and women was 24.5 percent (CHIS, 2011-2012), and 30.7 percent for transgender people (California LGBT Tobacco Use Survey – 2004). There may be several ecologic reasons for this tobacco-related disparity, including targeted marketing by the tobacco industry, barriers to health care access, a convergence of multiple reinforcing disparities and minority stress.

Major Intervention Activities: This objective will address the current and growing acceptance of tobacco company sponsorship by Serenity County LGBT-frequented bars and nightclubs. Volunteer ambassadors that represent the LGBT community will be recruited locally through existing networks, community groups, and local college-based organizations. Ambassadors will be trained to participate in campaign activities including collecting public opinion poll data, implementing events, conducting presentations and creating an activity that documents tobacco-related inequities in the LGBT community (i.e. digital storytelling, PhotoVoice, etc). The results of the volunteer ambassador efforts along with support from local organizations and groups and interview findings from bar and nightclub owners will be utilized to promote voluntary policy adoption and implementation. Media exposure in community news outlet will provide objective exposure and reinforcement of policy efforts. Additionally, to further community norm change in the LGBT population, community forums will be held to discuss tobacco control issues and LGBT specific cessation materials and messages will be created.

Theory of Change: This objective focuses on a specific venue type and group within the community level; the LGBT night club goers and owner/managers of these venues. It will utilize a Community Organization and Other Participatory Models approach. Its goal is to encourage bar owners to adopt policies that affect the health of their clientele. The intervention has an element of Diffusion of Innovation Theory in that smoking is no longer a "cool" behavior and that socially irresponsible aggressive marketing behaviors by the tobacco companies are now thought of as wrong. For this objective to be implemented in line with a true community organization model, LGBT community members, leaders, groups and organizations need to be part of the moving force for policy adoption. The goal is to start reducing disparities by building and utilizing existing community assets and increasing and maintaining meaningful participation and leadership of LGBT individuals and communities most impacted by inequities in the priority-setting and decision-making processes through the aforementioned approaches that recognize that social determinants of health, beliefs, perspectives, and histories of people and organizations in the community influence their ability and willingness to participate in efforts that change community conditions.

Evaluation Summary Narrative: The purpose of the evaluation is to determine the extent of adoption and implementation of voluntary policy of non-acceptance of tobacco company sponsorship in Serenity County LGBT frequented bars and nightclubs. The evaluation will have two main activities: an outcome evaluation and a process evaluation. The outcome evaluation will examine the extent of policy adoption and implementation in terms of eliminating tobacco sponsorship in bars and nightclubs. An Observation Survey will be conducted in all bars and nightclubs with tobacco sponsorship in the first wave, and in venues where the policy has been adopted in the second wave. Indicators of implementation including removal of tobacco company signs, furnishings, and advertisements will be observed and documented. Through analyzing the number of implementation indicators that are or are not being utilized toward full policy implementation, the extent to which tobacco sponsorship has been eliminated will be determined, the measures that have been taken to further the policy, and how they are being enforced. The second evaluation activity will consist of public opinion poll to provide policy support from LGBT bar and nightclub-goers and pre-policy and post-policy adoption key informant interviews with bar and nightclub owners. The process data collected from the key

APPENDIX 15: SAMPLE SCOPE OF WORK AND EVALUATION PLAN

Scope of Work: Objective 1

Procurement Name: CG 14-10013 Make Tobacco History
Contract Number: 14-100XX
Agency Name: Statewide Agency
Project Name: Make Tobacco HX
Project Type: Statewide Competitive Grantee

Contract Term: 07/01/2014 - 06/30/2019
Effective Date: 07/01/2014
Plan Version ID: 1.0
Report Generated:

This sample is not intended to be comprehensive, but rather to illustrate typical SOW activities.

Objective Overview

Objective: By June 30, 2019, achieve a "Good" quality tobacco-free campus policy compliance rating at a minimum of 20 public and private state and community colleges across California by facilitating implementation of these policies.

Objective ID: 1

Primary Priority Area: (2) Reduce Exposure to Secondhand Smoke, Tobacco Smoke Residue, Tobacco Waste, and Other Tobacco Products

Is this a primary objective? Yes

Evaluation Plan Type: Legislated Policy – Implementation Only

Target Audience: Audience Group

- Adults 18 years and older
- Advocates
- Coalitions
- College Students/Faculty/Staff
- Enforcement Agencies
- Government Agencies

General Population Groups

Comment [AR1]: Objective should focus on community, institution, organizational, system or environmental level change. The objective needs to clearly define who or what is expected to change, how much change is expected to occur, where the change is expected to occur, and when the change is expected to occur. Do not use ranges in objectives (e.g., do not state 20-30). The objective is to identify the minimum amount of change expected. It should be ambitious, but in the realm of reality.

Comment [AR2]: The Evaluation Plan type must be consistent with the type of Outcome to be achieved in the objective.

Comment [AR3]: Groups listed here should show up in Scope of Work (SOW) activities and be consistent with Audiences that your Agency typically works with in achieving its organizational mission.

Objective 2

Objective Overview

Objective: By June 30, 2019, facilitate the adoption of 100 local tobacco control policies to reduce secondhand smoke exposure and the availability of tobacco products which will achieve a policy quality score of "Good, Very Good, or Excellent" on the California Tobacco Control Program (CTCP) Policy Evaluation Tracking (PETS) rating rubric and especially target policy adoption in jurisdictions with high proportions :of youth under 18 years of age; populations with low socio-economic status; racial/ethnic minorities with high rates of tobacco use; Lesbian, Gay, Bisexual, Transgender(LGBT) populations; rural communities; and military or returning veteran populations.

Objective ID: 2

Primary Priority Area : (2) Reduce Exposure to Secondhand Smoke, Tobacco Smoke Residue, Tobacco Waste, and Other Tobacco Products

Secondary Priority Area: (3) Reduce the Availability of Tobacco

Is this a primary objective? No

Evaluation Plan Type: Legislated Policy Adoption - Only

Target Audience: Audience Group

- Advocates
- Coalitions
- Elected Officials
- Government Agencies
- Health Professionals
- Rural Populations

General Population Groups

- Multi-ethnic

Intervention Topic(s)

- Policy/System Change Training
- Spokesperson Training
- Midwest Academy Strategy Chart
- Press Release(s)

Comment [AR31]: Spell out acronyms the first time they are used in an objective.

Comment [AR32]: OTIS will only permit you to identify two indicators or two Assets per objective.

Comment [AR33]: The groups identified here must show in your scope of work and they must be consistent with the audiences, organizations, groups and institutions that your agency typically works with in fulfilling its mission.

Comment [AR34]: The Intervention Topics are used in OTIS search functions. The topics listed here must show up in your scope of work.

Section III: Application & OTIS Instructions

Budget and Budget Justification (pages 14-15)

- ~~Two~~ One level~~s~~ of budget detail required:
  - Budget justification developed in OTIS
    - Eight line items
    - Associated sub-line items
    - Detailed descriptions including formulas
    - Total cannot exceed $700,000 per year
  - ~~Summary Budget by SOW Category uploaded into OTIS*~~
    - ~~Ten SOW categories~~
    - ~~Estimated by SOW deliverable percentages~~

*An addendum will be released by Monday, February 3rd to reflect this update.

Budget Justification Developed in OTIS

Budget Section	FY 14/15	FY 15/16	Total
A. Personnel Costs	$ 29,062	$ 29,062	$ 58,124
B. Fringe Benefits @ 16% - 18%	$ 4,650	$ 4,650	$ 9,300
C. Operating Expenses	$ 1,569	$ 520	$ 2,089
D. Equipment Expenses	$ 0	$ 0	$ 0
E. Travel/Per Diem and Training	$ 1,202	$ 2,251	$ 3,453
F. Subcontracts and Consultants	$ 3,750	$ 3,750	$ 7,500
G. Other Costs	$ 2,350	$ 2,350	$ 4,700
H. Indirect Expenses @ 20% - 22%	$ 7,417	$ 7,417	$ 14,834
Total Expenses	**$ 50,000**	**$ 50,000**	**$ 100,000**

A. Personnel Costs	FY 14/15	FY 15/16	Total Budget
Title: Project Director **Salary Calculation:** $4,558 - $5,050 paid monthly x 10% FTE time x 12 pay periods per year **Duties Description:** The Project Director will be responsible for overall project direction and management. Duties will include contract administration, revisions to the SOW and budget, oversight of progress reports, monitoring of consultant agreements, program planning, supervision of project staff, and liaison with CTCP. 10% of time will be spent overseeing evaluation activities.	$ 6,060	$ 6,060	$ 12,120
Title: Project Coordinator **Salary Calculation:** $4,324 - $4,792 paid monthly x 40% FTE x 12 pay periods per year **Duties Description:** The Project Coordinators duties include coordinating and collaborating with other groups, recruiting and working with advocates, developing written project materials, conducting trainings, presenting to community groups, obtaining endorsements, meeting with policymakers, collaborating on media advocacy, providing technical assistance, contributing to progress reports, and implementing the evaluation plan.	$ 23,002	$ 23,002	$ 46,004
Total Personnel Costs:	**$ 29,062**	**$ 29,062**	**$ 58,124**

B. Fringe Benefits	FY 14/15	FY 15/16	Total Budget
At approximately 16% - 18% of Total Personnel Costs, Fringe Benefits includes the following: The benefit rate includes mandatory FICA/Medicare , state unemployment insurance , and workers' compensation insurance premiums. Also pays for medical insurance, dental insurance, vision insurance, life insurance and a defined benefit retirement plan. Sick leave, vacation, personal business days and jury duty benefits are included in salary expenses and are not included in fringe benefits.	$ 4,650	$ 4,650	$ 9,300

Summary Budget by SOW Category

SUMMARY BUDGET BY SOW CATEGORIES

Agency Name: _____

Budget Year: _1__ *(complete for each year of the grant term)*

SOW Objective No: _1__ *(complete for each objective for each year):*

- Category 1 - Behavior Modification Materials $__1,500___
  Activities:
- Category 2 - Comm $__8,500___
  Activities:
- Category 3 - C nation/Col $__3,500___
  Activities:
- Category 4 - d Me $__4,500___
  Activities:
- Category 5 - Ed l Materials opment $__5,250___
  Activities:
- Category 6 - Evaluation $_11,000___
  Activities:
- Category 7 - Paid Media $__2,250___
  Activities:
- Category 8 - Policy $__7,500___
  Activities:
- Category 9 - Schools $_____0___
  Activities:
- Category 10 - Training/Technical Assistance $__6,000___
  Activities:

Total $_50,000___

Section III: Application & OTIS Instructions

- **Additional Documents** (page 15)
  - Additional Tobacco Control Funding (OTIS online form)
  - Proof of Non-Profit Status (uploaded documentation by applicant) – see Appendices 1a and 1b for examples
  - Certification of Non-Acceptance of Tobacco Company Funding (uploaded form) – see Appendix 14
  - ~~Summary Budget by SOW categories (uploaded form, see Appendix 9)~~
  - ~~Agency Documentation Requirements (uploaded form by applicant – post award)~~

IV. Application Selection Process and Criteria

- Stage One: Administrative and Completeness Screening
  - Review for on time submission and compliance with administrative requirements and completeness
- Stage Two: Application Scoring
  - Applications will be reviewed and scored on a scale of 0-100 by a review committee
  - To be eligible for funding, an application must receive a score of 75 points or more
  - Scores of 75 points or more are not guaranteed funding or funding at the level requested
- Please carefully review the Application Selection Criteria on pages 18-22 of the RFA

IV. Application Selection Process and Criteria

- Selection Criteria and Points Values
  - Applicant Capability – 39 points
    - Program and evaluation experience
    - Organizational Start-Up
    - Administrative/Fiscal Experience
    - Equipment Available to the Project
    - Letters of Reference
    - Evaluator Information: Evaluation Qualifications/Evaluator Certification
  - Scope of Work Implementation Plan– 21 points
  - Evaluation Plan – 10 points
  - Narrative Summary – 10 points
  - Budget and Budget Justification – 20 points

IV. Application Selection Process and Criteria

- Stage Three: Notification of Decision
  - All applicants will be notified of the funding decision in writing
  - Applicants may request, in writing, their scoring summary page
- Stage Four: Grant Modifications
  - CTCP may require modifications to the application as a condition of the award
  - Potential grantee will be required to review SOW and Budget to comply with CTCP and CDPH requirements
  - Work shall commence only upon receipt of the fully executed grant.

IV. Application Selection Process and Criteria

- Important Administrative Details (page 23)
  - Cost of developing an application is the responsibility of the applicant and cannot be charged to the State
  - Any applications partially or entirely marked "confidential" will not be accepted or retained
  - Grantee Requirements:
    - Utilize OTIS for grant management; obtain and maintain an active Partners account; maintain an active Internet account
    - Fund up to 60 days of expenditures
    - Hire fiscal/administrative staff with appropriate training and experience
    - Maintain accurate accounting records and keep for three years from the date of the final grant payment

IV. Application Selection Process and Criteria

- Important Administrative Details, continued (page 24)
  - RFA Cancellations and Addendums
    - CTCP reserves the right to cancel, modify as needed and/or reject any or all applications received in response to this RFA
    - Any and all Addendums will be posted at: **https://tcfor.catcp.org**
  - Errors
    - Any ambiguity, conflict, discrepancy, omission, or other error discovered in this RFA should be documented in writing and submitted to CTCP
  - Immaterial Defect
    - It is CTCP's sole discretion to waive immaterial defect or deviation contained in the Applicant's application

IV. Application Selection Process and Criteria

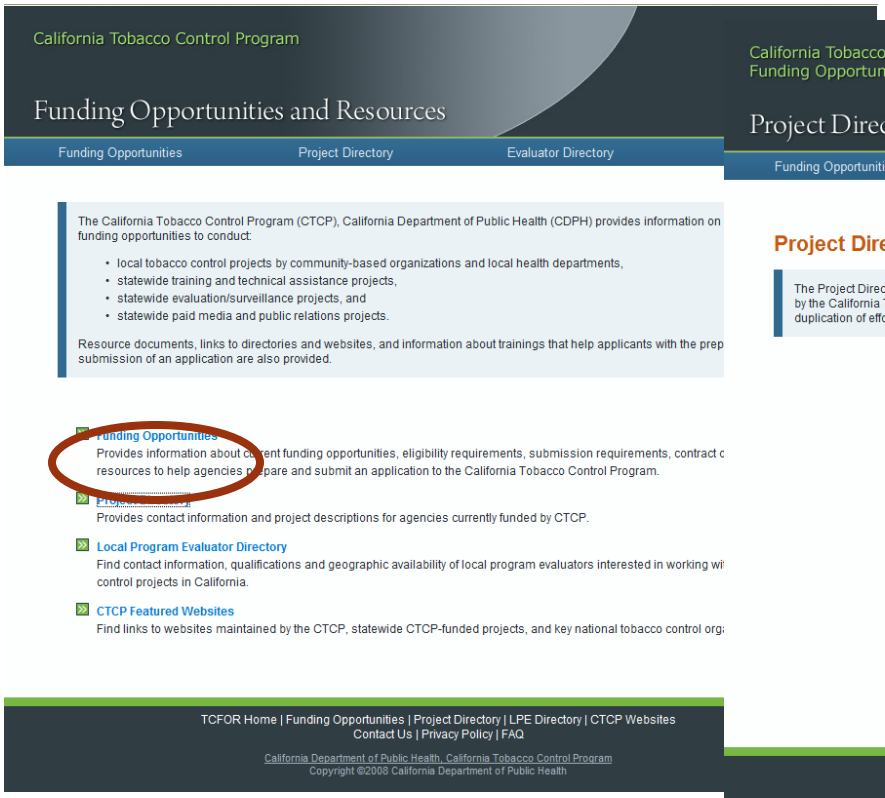
- Important Administrative Details, continued (pages 25)
  - Award
    - Posted on TCFOR for five working days prior to awarding grants
  - Protest
    - Only Applicants submitting an application consistent with the requirements of this RFA and are not awarded may appeal

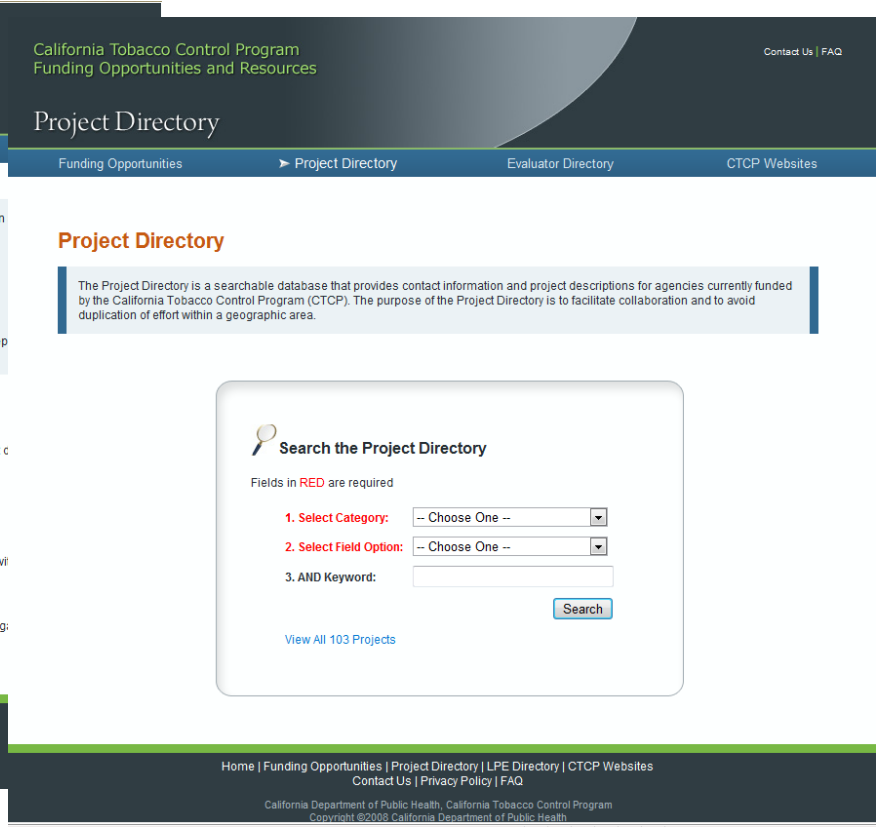
Tips for a Successful Application

- Tip #1: Carefully read and review all of the instructions
- Tip #2: Always be clear and concise. Assume the reviewers will have no knowledge of your agency's history or current and previous programs
- Tip #3: Develop your application, SOW and budget responses in Word and/or Excel first.
- Tip #4: Deliverable percentages:
  - Should be in 0.5 percent increments
  - Tied to tangible products or services to be produced or conducted
  - Coordination/Collaboration Activities and Behavioral Modification Materials typically do not receive a percent deliverable (i.e. 0.00%)

Tips for a Successful Application

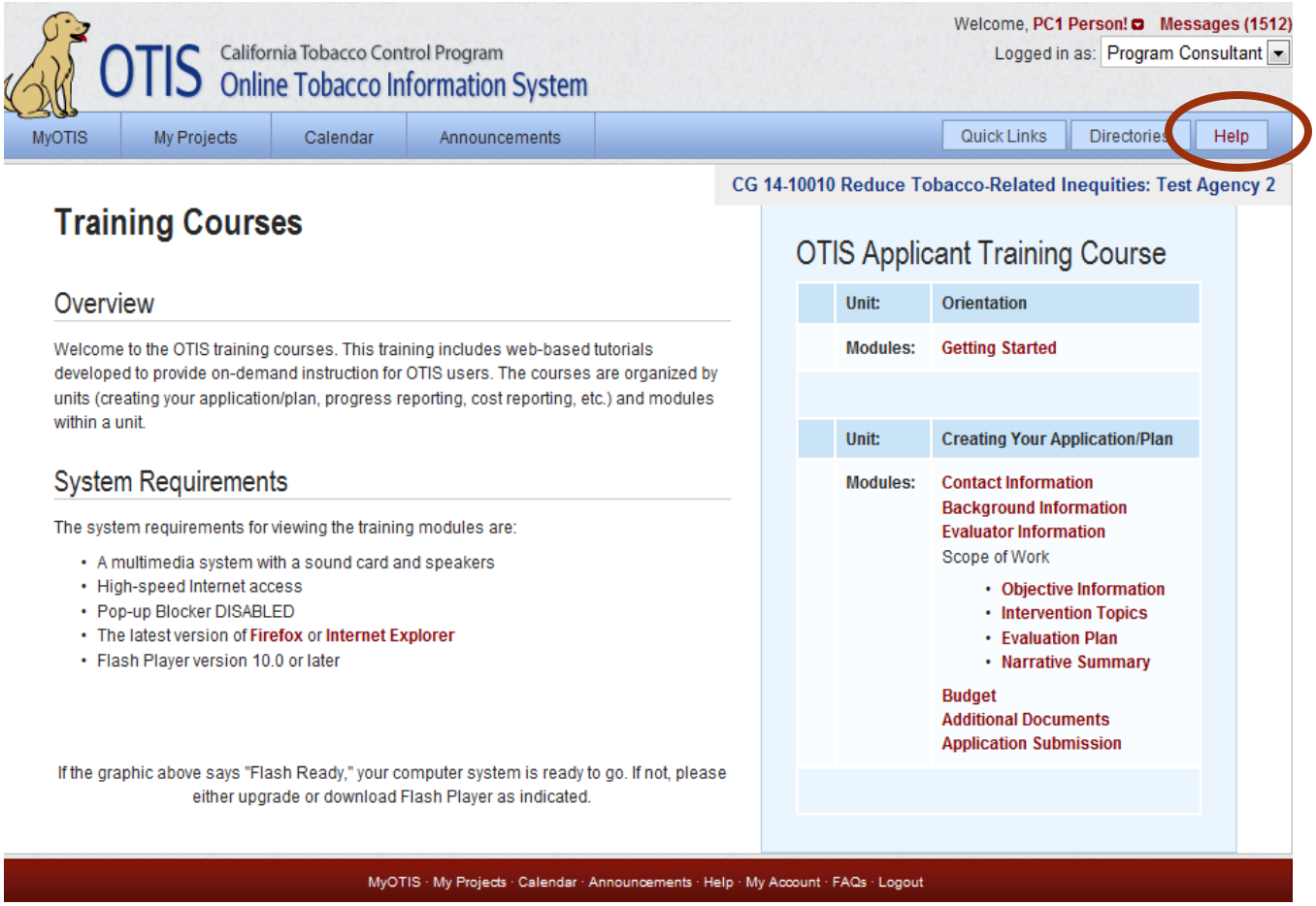
- Tip #5: Search the Project Directory on TCFOR to find project descriptions of currently approved projects.





Tips for a Successful Application

- Tip #6: Utilize the OTIS Applicant Training Courses



Tips for a Successful Application

- Tip #7: Ensure the budget justification:
  - Supports expenses connected with SOW
  - Includes accurate mathematical formulas
  - Includes whole numbers
  - Includes recommended trainings (I & E Days and Project Director's Meeting)
- Tip #8: Ensure all Additional Documents are:
  - Signed by the appropriate agency representative, if applicable
  - Fully completed
  - Correctly uploaded
- Tip #9: Before submitting, print and review your application
  - In OTIS, "View Reports", select and save/print "Web (Black and White)"
  - Review all of the "Reports" to ensure accuracy and completeness
- Tip #10: Don't wait until the last minute

OTIS Wizard for Adding Objectives

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

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Other

Scope of Work Index

Page Guides

Add Objective | Add Objective using Wizard

ITEM	STATUS	ACTION(S)
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

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

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Add Objective Wizard

Page Guides

The Add Objective Wizard will help fill in the Edit Objective form based on your selections below.

After making a selection, you will be returned to the Edit Objective form where you will need to review the wizard provided text and make any needed revisions.

Important:

- Some fields may not be filled in by the Wizard. You will need to review the entire form to make sure that all needed information has been provided and is correct.
- Some of the wizard provided text may include "blanks" where you should fill in information. These "blanks" will be indicated in one of these ways:
  - XXXX -- You should be able to double-click on each "blank" to highlight it for editing.
  - (date range) - This format indicates what should be filled into the "blank". In this case, the date range should be entered in place of '(date range)'.

Fields in RED are required.

Priority Area/Asset: 1 Limit Tobacco Promoting Influences

Indicator: 1.1.7

Adult-Only Facility Marketing: The number of jurisdictions covered by a public policy that restricts or specifically bans time, place, and manner of tobacco and/or ENDD product marketing and sponsorship at adult-only facilities (e.g., bars and night clubs) consistent with the First Amendment and federal law.

Sample Objectives:

Berkeley's City Council will adopt a policy to prohibit the free distribution of tobacco industry coupons, accessories, etc. in any building open to the public, in an effort to discourage and eliminate tobacco industry sponsored bar nights from occurring in Berkeley.	Use This
8 of 20 bars or nightclubs in Brevé City that are frequented by LGBT community members will adopt and implement policies against accepting tobacco industry bar night sponsorships and free tobacco sampling. (Combination objective for indicators 1.1.7 and 3.2.4).	Use This

Cancel

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Questions

- Please type your questions into the Chat Box
- A summary of the questions and responses will be posted at: **https://tcfor.catcp.org** by February 10, 2014.

TCFOR and OTIS Navigation

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 relati

Resource documents, links to directories and e preparation and submission of an application are also provide

TCFOR https://tcfor.catcp.org
Select Funding Opportunities

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.

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California Tobacco Control Program
Funding Opportunities and Resources

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Funding Opportunities

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- Archive

Funding Opportunities

The *Funding Opportunities* site includes information on open a
instructions on how to apply; archives of past funding opportun
services.

Select CG 14-10013 Make Tobacco History

Title	Opening Date	Closing Date
CG 14-10013 Make Tobacco History	January 23, 2014	March 14, 2014, 5:00 p.m. PST
CTCP 14-10010 Reducing Tobacco-Related Inequities Interventions	November 19, 2013	Closed - 9 January 2014

- View Upcoming Funding Opportunities
- View Recently Awarded Funding
- Sign-up for Email Alert Services
- View Archive

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California Tobacco Control Program
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Funding Opportunities

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To apply select the "Start Here" button

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CG 14-10013 Make Tobacco History

Start Here

Closing Date	March 14, 2014, 5:00 p.m. PST
Purpose	The California Department of Public Health (CDPH), California Tobacco Control Program (CTCP) intends to fund one to four projects that will research, plan, develop, and disseminate innovative policy, regulation, and promising community norm change strategies, which can be replicated by others to create healthy sustainable communities which dissuade tobacco use. These innovative strategies are to take a population-based approach and will facilitate: reducing the number of persons beginning to use tobacco, continuing to use tobacco, or developing tobacco-related diseases. The beneficiaries of activities funded by this RFA are persons and groups at high risk for tobacco use and secondhand smoke exposure, and the local public health community of California which includes but is not limited to local health departments, cities, planning agencies, local government officials, local decision -makers, schools, voluntary health organizations, hospitals, professional organizations, and community based organizations working with persons and groups at high risk for tobacco use and secondhand smoke exposure. In performing activities to benefit the local public health community, the purpose of those activities must be to assist the local public health community in the performance of their services to others. It may not be for the provision of services to the state itself nor may it be for the provision of services to organizations whose mission is not in alignment with the applicant's. The solicitation process is to identify an agency or agencies whose background, qualifications, and proposed project(s) best address(es) the goals detailed in the RFA.

California Tobacco Control Program
Funding Opportunities and Resources

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Getting Started

CG 14-10013 Make Tobacco History

Thank you for your interest in applying for this funding opportunity. Two major steps are required in the application process:

1. **Applicant Registration and Approval**
   After you have registered and received a CTCP email confirming your approval, you can begin developing your application in the California Online Tobacco Information System (OTIS).
2. **Application Submission (via OTIS)**
   What is OTIS? OTIS is a portal ports application creation, submission, review and out. The OTIS site is password protected and require otis.catcp.org.

To complete the required steps listed ab

Let's get started!

Continue >

Select the "Continue Button."

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California Tobacco Control Program

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Funding Opportunities and Resources

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Registration — Login — Enter Information — Confirmation Email — CTCP Approval Email — Login to OTIS

Login

CG 14-10013 Make Tobacco History

Step 1: Please login below using your OTIS account to provide the following registration information:

- User Information
- Agency Affiliation
- Letter of Intent (if required)

Note: Only one individual may register per project (e.g., only one person from the Stop Tobacco Use Now! project at Coffee Health Clinic may Register). Once the California Tobacco Control Program (CTCP) confirms your registration for this funding opportunity, a request for additional user accounts may be submitted directly to CTCP.

Registration Login

OTIS Login Name: J6rost20

OTIS Password: ••••••••••

Forgot Your Password?

Need an OTIS account?

Sign In

Request to Apply using your OTIS Login

Request New OTIS Account or Password

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If you have an OTIS Account

Registration — Login — Enter Information — Confirmation Email — CTCP Approval Email — Login to OTIS

Applicant Registration

CG 14-10013 Make Tobacco History

Select the agency this "Request to Apply" will be associated with or Create a NEW Agency.

Select Agency

Select or add your agency to begin the request process.

Agency Name:
- CTCP (FEID 000-000-00)
- Shasta County (FEID 94-6000535)
- Solano County (FEID 94-6000538)
- Create New Agency

Continue

Only one person per Agency is to Register to Apply for the Procurement.

Upload Your Letter of Intent

California Tobacco Control Program

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Funding Opportunities and Resources

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Request to Apply

CG 14-10013 Make Tobacco History

Additional Information

Access to OTIS for this procurement will begin on February 3, 2014.

Fields in RED are required.

Title: CG 14-10013 Make Tobacco History

Agency Name: Test Agency Number 2

Letter of Intent: C:\Users\HJurado\Desktd Browse...

Continue

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California Department of Public Health, California Tobacco Control Program
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Double Check that You Uploaded the Correct Document

Registration — Login — Enter Information — Confirmation Email — CTCP Approval Email — Login to OTIS

Applicant Registration

CG 14-10013 Make Tobacco History

Please review the information listed below for accuracy.

After you submit the request, you will receive an email confirming your Applicant Registration submission at the address you have provided.

CTCP will review your Applicant Registration and respond to you within five (5) business days.

Submit Registration Information

Title: CG 14-10013 Make Tobacco History

Agency Name: California Tobacco Control Program, California Department of Public Health

Letter of Intent: Uploaded Letter of Intent

Submit Cancel

CTCP has up to 5 business day to review and act on your Request to Apply

California Tobacco Control Program

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Funding Opportunities and Resources

Funding Opportunities | Project Directory | Evaluator Directory | CTCP Websites

Registration — Login — Enter Information — Confirmation Email — CTCP Approval Email — Login to OTIS

Login

CG 14-10013 Make Tobacco History

Step 1: Please login below using your OTIS account to provide the following registration information:

- User Information
- Agency Affiliation
- Letter of Intent (if required)

Note: Only one individual may register per project (e.g., only one person from the
Register). Once the California Tobacco Control Program (CTCP) confirms your re
user accounts may be submitted directly to CTCP.

New to OTIS select "Need an OTIS Account"

Registration Login

OTIS Login Name:

OTIS Password:

Forgot Your Password?
Need an OTIS account?

Sign In

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

If you need an OTIS User Account

OTIS Account Creation

If you are a new user, complete the following form to create an OTIS user account. If you already have an active OTIS account, please return to the Applicant Registration login page.

Create an OTIS Account

Fields in RED are required.

First Name:

Last Name:

Email Address:

Confirm Email Address:

Login Name:

Password:

Password must be a minimum of eight (8) characters in length and must have letters and at least one number. Password may not match your login name.

Confirm Password:

Create Account | Cancel

OTIS Account Creation Confirmation

Registration — Login — Enter Information — Confirmation Email — CTCP Approval Email — Login to OTIS

OTIS Account Creation Confirmation

Account Creation Submitted

Thank you for creating an OTIS Account.

You will receive an email from the OTIS system. Follow the instructions in the email to verify your email address and activate your account.

If you do not verify your email address within **FIVE (5)** days your account will be purged.

After you have activated your account return to the CTCP Funding Opportunities website to register.

Return to CG 14-10013 Make Tobacco History

First Name: April

Last Name: [redacted]

Email Address: [redacted]

Login Name: [redacted]

You will receive an email about your OTIS account creation. You need to verify your email address to activate your account. Once you verify, you will be able to begin the Request to Apply process.

CTCP Approval Email

[TCFOR] CG 14-10013 Make Tobacco History Applicant Registration Approved

New OTIS users get this message

otis@cimes.fsu.edu (otis@cimes.fsu.edu) Add to contacts 1/27/14

To: bj3adv@hotmail.com

California Tobacco Control Program
Funding Opportunities and Resources

Funding Opportunities

Registration — Login — Enter Information — Confirmation Email — CTCP Approval Email — Login to OTIS

Hello Jack Frost:

You have been approved as an applicant for the CG 14-10013 Make Tobacco History.

Below you will find a summary of the information which you submitted to CTCP as a part of this Applicant Registration. Next Step: Start your application by logging into OTIS (https://otis.catcp.org) using the login name and password listed below.

- **OTIS Login Name: J6rost20**
- **Password: J6rost2020**

If you have any questions please contact Humberto.jurado@cdph.ca.gov or call (916) 449-5474.

This email tells you that you have been approved as an OTIS user and provides your OTIS Login information.

California Tobacco Control Program

Contact Us | FAQ

Funding Opportunities and Resources

➤ Funding Opportunities | Project Directory | Evaluator Directory | CTCP Websites

Registration → Login → Enter Information → Confirmation Email → CTCP Approval Email → Login to OTIS

Applicant Registration

CG 14-10013 Make Tobacco History

Applicant Registration Submitted

Thank you for registering for this funding opportunity. You will receive the following:

1. An email confirming your registration
2. Notification from CTCP (within 5 business days) of the approval of your registration
3. A link to OTIS to start the application process

Registration Information

Opportunity Title: CG 14-10013 Make Tobacco History
Letter of Intent: Uploaded
Submitted: 01-27-2014 04:08 PM PT

Agency Information

Agency FEID: 246-553-89
Agency Full Name: Test Agency Number 2
Agency Short Name: Test Agency 2
Agency Type: Non-Profit Organization
County this Agency resides in: Sacramento
Contact Phone: 000-000-0000
Contact Fax: 000-000-0000
Website: Not Provided
Contact Email: test@test.org
Agency Physical Address: 0000 Somewhere Ave.
Somewhere, CA 00000
Agency Mailing Address: 3434 Somewhere Ave.
Somewhere, CA 00000-0000

User Information

First Name: Jack
Last Name: Frost
Email Address: bj3adv@hotmail.com

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

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This page confirms that you Submitted the registration.

Email Confirming that you Requested to Apply

[TCFOR] Funding Opportunity Registration Submitted for Your Agency

otis@cimes.fsu.edu (otis@cimes.fsu.edu) Add to contacts 1/27/14

To: bj3adv@hotmail.com

California Tobacco Control Program
Funding Opportunities and Resources

Funding Opportunities

Jack Frost,

A CTCP Opportunity Registration has been submitted for an Agency which you are associated with in OTIS. Please examine the information below and use the provided link if you have concerns regarding this request. If you have concerns, you should submit them by Monday, February 03, 2014.

Opportunity: CG 14-10013 Make Tobacco History
Agency Name: Test Agency Number 2
Requesting Account: Jack Frost
Date Registration was Submitted: 01-27-2014

Submit concerns here: https://tcfor.catcp.org//index.cfm?fuseaction=appSys.aContest&r=403&c=5DF061B7-188B-4F57-9B9D530346762E01

Received your Request to Apply is reviewing the request. CTCP will approve the request within 5 business days.

[TCFOR] CG 14-10013 Make Tobacco History Applicant Registration Submitted

otis@cimes.fsu.edu (otis@cimes.fsu.edu) Add to contacts 1/27/14

To: bj3adv@hotmail.com

California Tobacco Control Program
Funding Opportunities and Resources

Funding Opportunities

Registration Login — Enter Information — Confirmation Email — CTCP Approval Email — Login to OTIS

Applicant Registration Confirmation

Hello Jack Frost:

Thank you for registering for CG 14-10013 Make Tobacco History via the California Tobacco Control Program (CTCP) Tobacco Control Funding Opportunities web site. Below you will find a summary of the information which you have submitted to CTCP as a part of this registration.

You should receive a response from CTCP regarding your registration within five (5) business days. You do not need to complete any more steps at this time.

Registration Information

Opportunity Title: CG 14-10013 Make Tobacco History
Letter of Intent: Uploaded
Submitted: 01-27-2014 04:08 PM PT

Agency Information

Agency FEID: 246-553-89
Agency Full Name: Test Agency Number 2
Agency Short Name: Test Agency 2

Applicant Registration Confirmation

Hello Jack Frost:

Thank you for registering for CG 14-10013 Make Tobacco History via the California Tobacco Control Program (CTCP) Tobacco Control Funding Opportunities web site. Below you will find a summary of the information which you have submitted to CTCP as a part of this registration.

You should receive a response from CTCP regarding your registration within five (5) business days. You do not need to complete any more steps at this time.

Registration Information

Opportunity Title:	**CG 14-10013 Make Tobacco History**
Letter of Intent:	**Uploaded**
Submitted:	**01-27-2014 04:08 PM PT**

Agency Information

Agency FEID:	**246-553-89**
Agency Full Name:	**Test Agency Number 2**
Agency Short Name:	**Test Agency 2**
Agency Type:	**Non-Profit Organization**
County this Agency resides in:	**Sacramento**
Contact Phone:	**000-000-0000**
Contact Fax:	**000-000-0000**
Website:	**Not Provided**
Contact Email:	test@test.org
Agency Physical Address:	**0000 Somewhere Ave. Somewhere, CA 00000**
Agency Mailing Address:	**3434 Somewhere Ave. Somewhere, CA 00000-0000**

User Information

First Name:	**Jack**
Last Name:	**Frost**
Email Address:	bj3adv@hotmail.com

Confirmation Email of Users Associated with the Account

[OTIS] Test Agency 2 () - Procurement contacts for Test Agency 2 have been updated

otis@cimes.fsu.edu (otis@cimes.fsu.edu) Add to contacts 1/27/14

To: Tonia.Hagaman@cdph.ca.gov, Mandeep.Sohi@cdph.ca.gov, barsenault@admin.fsu.edu, humberto.jurado@cdph.ca.gov, Humberto.Jurado@cdph.ca.gov, Patti.Seastrom@cc

THIS MESSAGE HAS BEEN SENT VIA OTIS REGARDING THE FOLLOWING:

Procurement: CG 14-10013 Make Tobacco History
Agency: Test Agency 2
Project: Test Procurement Build

POSTED BY: Humberto Jurado
SUBJECT: Procurement contacts for Test Agency 2 have been updated

The Assigned Users for this project have been updated. They are as follows.

Assigned Accounts

APPLICANT:	Brian Arsenault	barsenault@admin.fsu.edu
APPLICANT:	Grantee Person 2	humberto.jurado@cdph.ca.gov
APPLICANT:	Humberto Jurado	Humberto.Jurado@cdph.ca.gov
APPLICANT:	Patti Seastrom	Patti.Seastrom@cdph.ca.gov
APPLICANT:	Jack Frost	bj3adv@hotmail.com
CM:	Mandeep Sohi	Mandeep.Sohi@cdph.ca.gov
PC:	Tonia Hagaman	Tonia.Hagaman@cdph.ca.gov
SUP:	April Roeseler	April.Roeseler@cdph.ca.gov

DO NOT REPLY TO THIS MESSAGE. EMAIL REPLIES TO THIS MESSAGE WILL NOT BE RECEIVED BY THE POSTER.

OTIS California Tobacco Control Program
Online Tobacco Information System

Login to OTIS

Login Name: J6rost20

Password: ••••••••••

Log In

Forgot Your Password?

California Department of Public Health, California Tobacco Control Program
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For technical assistance, please contact Humberto.jurado@cdph.ca.gov or call (916) 449-5474

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.
Tip:	This website supports spell-checking for the following web browsers: Safari, Chrome, Firefox and Internet Explorer (version 10). If you are not using one of these browsers and wish to take advantage of spell-checking please contact your local technical support personnel and discuss upgrading your web browser.

☐ Do not show this page anymore.

Continue >

OTIS California Tobacco Control Program Online Tobacco Information System

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

MyOTIS | My Projects | Calendar | Announcements | Quick Links | Directories | Help

Applicant

- MyOTIS Dashboards
  - Alerts
  - My Projects
- Utilities
  - Communication Log

Alerts

Action Items

CG 14-10010 Reduce Tobacco-Related Inequities: Test Procurement Build

Application Open - Due: 01-09-2014

My Projects

Agency	Project	Contacts
CG 14-10010 Reduce Tobacco-Related Inequities Interventions		

Communications

0 New Messages

0 New Official Messages

0 Help Request

0 Saved Messages

Calendar

January 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

View | Add Event

Feb 3, 2014
Sacramento In-Person Spokesperson Media Training
Regional

Feb 4 - 6, 2014
2014 Project Director's Meeting
State

Feb 10, 2014
Monterey In-Person Spokesperson Media Training
Regional

Feb 12, 2014
Contra Costa In-Person Spokesperson Media Training
Regional

Access the OTIS Application

OTIS California Tobacco Control Program Online Tobacco Information System

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

MyOTIS | My Projects | Calendar | Announcements | Quick Links | Directories | Help

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

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Application

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

Previous Versions

Progress

Report Period	Status	Action(s)
07/14-12/14		
01/15-06/15		
07/15-12/15		
01/16-6/16		

Click on View Application

MyOTIS · My Projects · Calendar · Announcements · Help · My Account · FAQs · Logout

California Department of Public Health, California Tobacco Control Program
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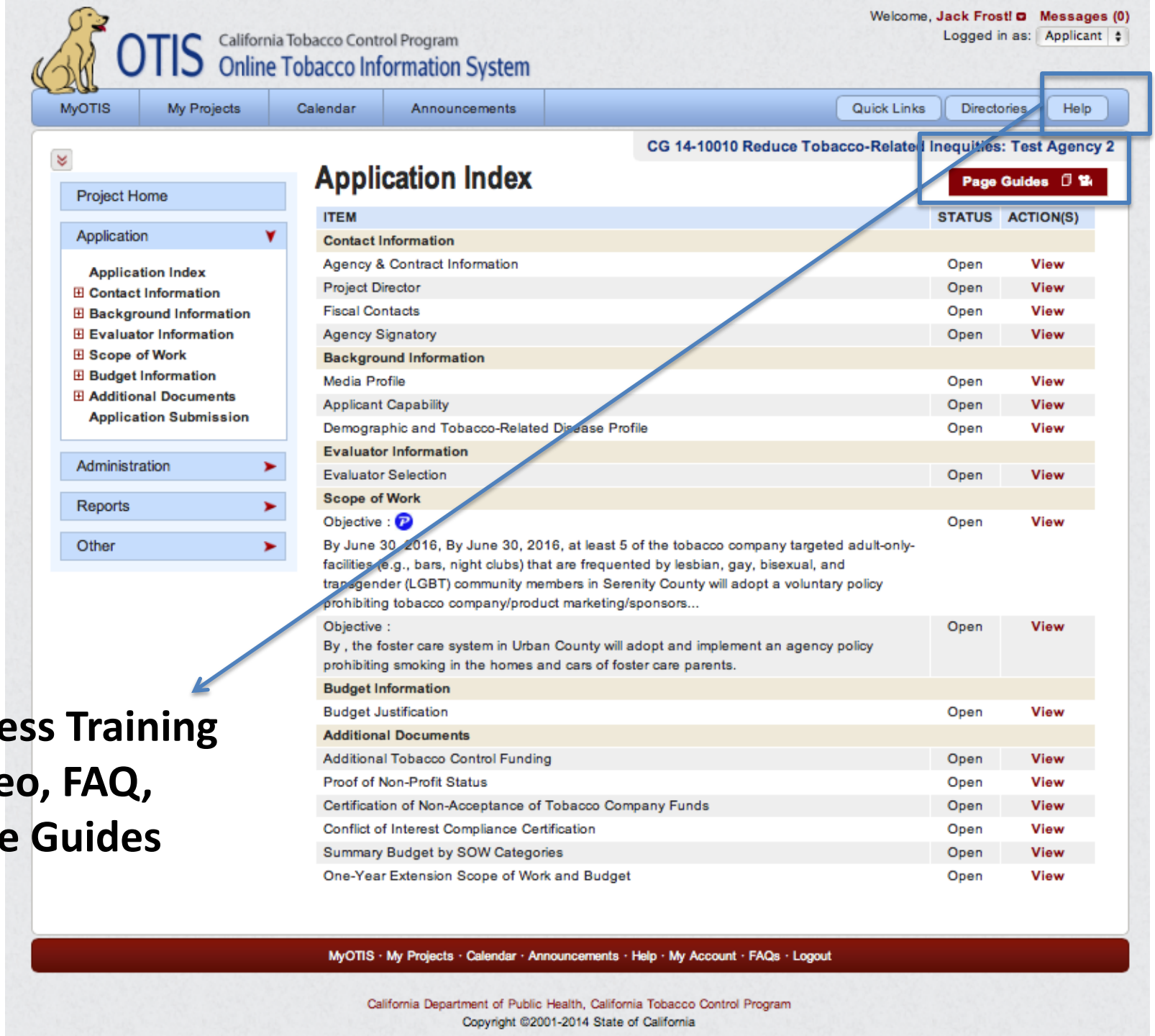

Access Training Video, FAQ, Page Guides

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

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- Evaluator Information
  - Evaluator Selection
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  - Scope of Work Index
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  - Objective
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Click for data entry

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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 prohibiting smoking in the homes and cars of foster care parents.	Open	View
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OTIS California Tobacco Control Program Online Tobacco Information System

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

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Evaluator Directory

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View Selected Evaluator(s)

Plan Evaluator	Action(s)
Aved, Barbara	View Profile | Change Plan Evaluator | Manage Certification

Project Evaluator	Action(s)

Select Project Evaluator

The **Plan Evaluator** is the individual who helps you develop the original application during the funding request. This person must submit a Certification form. The **Project Evaluator** Is the person who helps with evaluation AFTER an award is made and may be different than the Plan Evaluator and may change during the term of the agreement..

MyOTIS · My Projects · Calendar · Announcements · Help · My Account · FAQs · Logout

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Invite an Evaluator

Evaluator Directory

Page Guides

Invite Evaluator to Submit Profile

Evaluators become available for selection in OTIS by submittng their profile via the LPE Directory located on the CTCP website.

When you invite an evaluator to submit their profile, an email is sent to the evaluator directing them to the CTCP Local Program Evaluator Directory and identifies you as the requestor.

Fields in RED are required.

Evaluator's Email Address:

First Name: Mr.

Last Name:

Send Invitation Cancel

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

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Manage Certification

First, complete the Certification Form.

The Local Program Evaluator is responsible for completing the Evaluator Certification form. This form verifies the time and evaluation-related services the Local Program Evaluator provided to the agency that it applying for funding The form must be completed and submitted in its entirety before the Local Lead Agency or Competitive Grantee will be able to complete their submission using the Online Tobacco Information System. Once the Evaluator Certification form is submitted, an email notice will be sent to the Local Program Evaluator to verify the accuracy of the information. Once the Evaluator Certification is verified, it cannot be edited further.

Add Evaluator Certification

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Add Evaluator Certification Form

LOCAL PROGRAM EVALUATOR ROLE IN THE PREPARATION OF THE EVALUATION DESIGN

I hereby affirm that I provided _____ hours of evaluation consultation to the **Test Agency Number 2, Test Procurement Build** in the development of the evaluation components of the Scope of Work submitted with this application package. I agree that the California Tobacco Control Program may contact me to verify my consultation on the evaluation and to negotiate changes prior to the approval of the Scope of Work.

Role as it Relates to the Objectives (required -- check as many as apply)

- ☐ Reviewed only the **PRIMARY** objectives in the proposed scope of work to ensure that they identify: 1) who or what is expected to change or benefit, 2) what/how much change or benefit is expected, 3) where the change will occur, and 4) when the change will occur by.
- ☐ Reviewed **ALL** the primary and non-primary objectives in the proposed scope of work to ensure that they identify: 1) who or what is expected to change or benefit, 2) what/how much change or benefit is expected, 3) where the change will occur, and 4) when the change will occur by.
- ☐ Reviewed **MOST or SOME** of the primary and non-primary objectives in the proposed scope of work to ensure that they identify: 1) who or what is expected to change or benefit, 2) what/how much change or benefit is expected, 3) where the change will occur, and 4) when the change will occur by.
- ☐ Did not review the objectives in the proposed scope of work

Role as it Relates to the Evaluation Plan (e.g., sampling, process measures--key informant interviews, focus groups, etc.) (required -- check as many as apply)

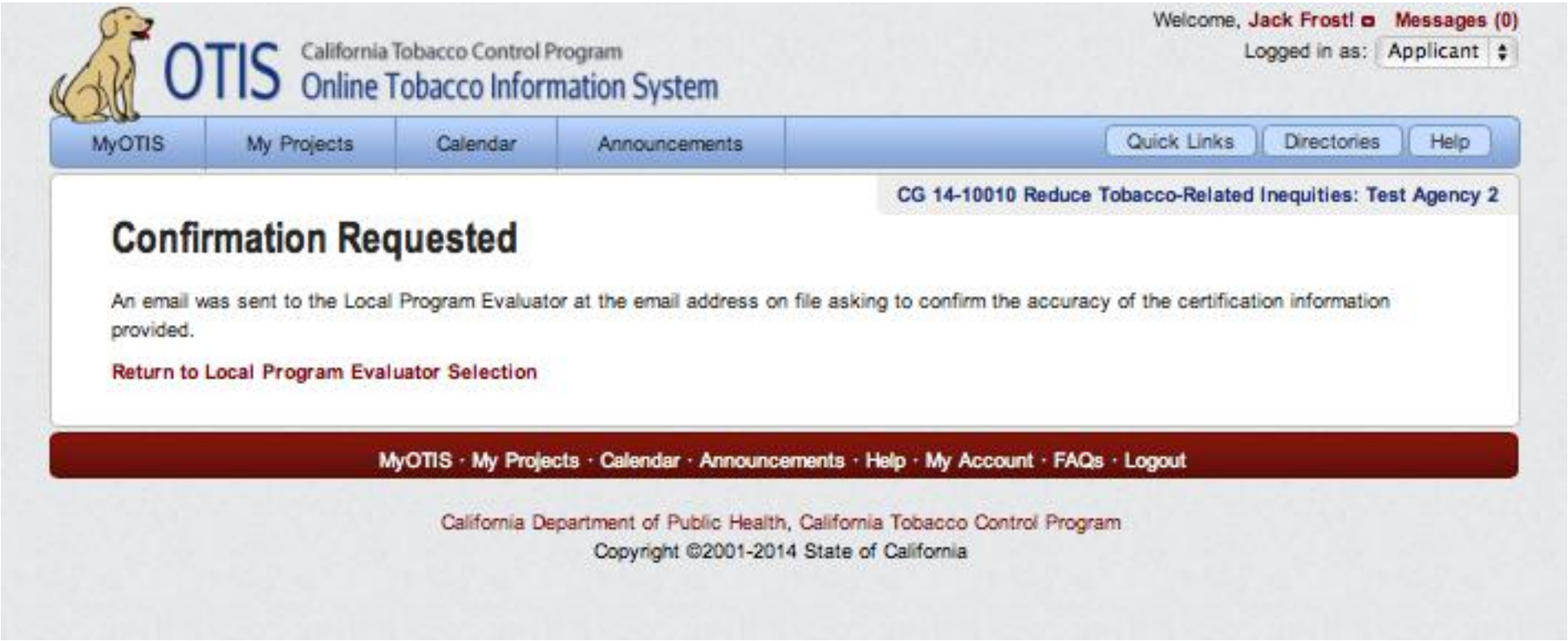
- ☐ Prepared the evaluation design for **ALL** the primary objectives
- ☐ Prepared the evaluation design for **ALL or MOST** of the non-primary objectives
- ☐ Provided advice only to the agency

Role as it Relates to Survey Methods and Instrument Design/Selection (e.g., population survey, observation survey focus group, key opinion leader interview, etc.) (required -- check as many as apply)

- ☐ Recommended the survey methods for **ALL** primary objectives
- ☐ Recommended the survey methods for **ALL or MOST** non-primary objectives
- ☐ Did not provide recommendations about survey methods

Role as it Relates to Analysis (required -- check as many as apply)

- ☐ Planned the analysis for **ALL** primary objectives
- ☐ Planned the analysis for **ALL or MOST** of the non-primary objectives
- ☐ Provided advice only to the agency about the analysis
- ☐ Did not provide recommendations about analysis



If the Local Program Evaluator does not respond to this message—you will have a PROBLEM submitting the application. Be sure that the LPE email address is correct and that the LPE knows to expect this email and is NOT on vacation.

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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 prohibiting smoking in the homes and cars of foster care parents.	Open	View
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Click on Application Submission periodically to track completion of the application.

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

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Your plan is not ready for submission.

Criteria	Status	Section
Contacts must be selected.	Unsuccessful	Project Director/Primary Tobacco Contact Fiscal Officer/Fiscal Contact Agency Signatory
Media Profile must be completed	Unsuccessful	Media Profile
Three letters of reference submitted.	Unsuccessful (Currently 0)	Applicant Capability
Evaluator Certification submitted.	Unsuccessful	Evaluator Selection
Minimum number of objectives: 1 (based on prescribed indicators)	Successful	

- 1.1.3 Media Outlet Advertising Policies
- 1.1.6 Sponsorship
- 1.1.7 Adult-Only Facility Marketing
- 1.1.8 College/Trade School Marketing
- 1.1.9 Corporate Giving
- 1.2.7 Minimum Package/Volume Size
- 1.4.3 General Plan
- 2.2.1 Household Smoking
- 2.2.3 American Indian Smoke-free Worksites (Non-Gaming Worksites)
- 2.2.4 Labor Code 6404.5 Exemptions
- 2.2.6 Smoke-free Outdoor Dining/Bar/Service Areas
- 2.2.7 Smoke-free Outdoor Worksites
- 2.2.9 Smoke-free Outdoor Non-recreational Public Areas
- 2.2.10 Smoke-free Health Care Campuses
- 2.2.13 Smoke-free Multi-Unit Housing
- 2.2.16 Smoke-free Outdoor Recreational Areas
- 2.2.18 Smoke-free Licensed Home Childcare and Foster Homes
- 2.2.25 American Indian Smoke-free Gaming

Green = Complete
Red = Not Complete

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

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Click here to access Word Reports.

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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 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
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Application Reports

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

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

After loading a Word 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.

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
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
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