APPENDIX 10: TCFOR USER INSTRUCTIONS

Tobacco Control Funding Opportunities and Resources Website Home Page

Purpose

The purpose of the ***Tobacco Control Funding Opportunities and Resources*** (TCFOR) website is to consolidate access to information and resources about funding opportunities from the California Tobacco Control Program, California Department of Public Health into a single location. Type http://tcfor.catcp.org into the address line of your web browser to access the TCFOR website.

This website provides access to all procurements released by the California Tobacco Control Program including: Requests for Applications (RFA), Requests for Proposals (RFP), Local Lead Agency Guidelines, and funding renewal instructions for currently funded agencies. These procurements may be open and competitive or limited to local health departments or to currently funded agencies. Please read the eligibility requirements prior to submitting a "***Request to Apply***."

For the purpose of simplifying language and terminology throughout this website the following terms are defined as:

- Applicant: refers to an agency seeking funding regardless of whether the agency is applying for funding from a RFA, RFP, Local Lead Agency Guidelines, or renewal procurement.
- Procurement: Refers to a funding opportunity and may include a RFA, RFP, Local Lead Agency Guidelines or renewal instructions.
- Local Lead Agency: refers to the 61 local health departments.

This site provides:

- General information about the purpose and time lines of current and archived procurements.
- The ability to download RFA, RFP, Local Health Department funding guidelines, and renewal agency funding instructions.
- Access to websites, directories, and downloadable resource documents that may assist applicants in the preparation of their funding request.
- The ability to create a "***User Account"*** in order to "***Request to Apply"*** to a funding opportunity. (An agency that has an active or inactive Online Tobacco Information System (OTIS) login and password is to use their existing OTIS login and password. Only users who have never had an OTIS login and password are to create a new "***User Account.***")
- The ability to "***Request to Apply"*** to a funding opportunity. Submitting a "***Request to Apply"*** requires the user to state the anticipated funding amount to be requested.

- The ability to submit a "***Letter of Intent.***" Once the "***Request to Apply***" is approved by the California Tobacco Control Program, the requestor will receive an email verification of the request, or will be contacted for more information if there was a problem with the request. If the request is approved, an email will be sent to the requestor which will provide the login name, password, and a website link to OTIS, which provides access to an online application.[1] From the "***My Agency***"[2] section of OTIS an agency can submit requests for multiple users within that agency to have access to the online application.

Request to Apply Instructions

1. Fields in **Red** are required and must be completed to save information and move forward through the system.

2. A "***Request to Apply***" is only to be submitted by one individual per project/agency for which an application will be submitted (e.g., only one person from the *Stop Tobacco Use Now!* project at Coffee Health Clinic is to submit a "***Request to Apply***.") Once the initial request is approved by CALIFORNIA TOBACCO CONTROL PROGRAM, the original requestor can request that additional user accounts be created and linked to the application so that these additional users can assist in completing of the application.

3. To submit a "***Request to Apply***" click on "***Funding Opportunities.***"

[1] OTIS is an interactive web-based system used by the California Tobacco Control Program to manage its contracts. The system includes a number of functions including maintenance of contact information, application submission, peer review processes, and submission of progress and cost reports.
[2] The link to *My Agency* is located in the footer of the OTIS Home page.

4. From the list of "***Current Funding Opportunities***" click on the title of the procurement for which your agency/project seeks to apply.

Overview

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 E-Mail alert services.

Current Funding Opportunities

Title	Open Date	Close Date
08-085502 Educational Materials Development RFP	08-11-2008	09-29-2008
fabulous opportunity	08-11-2008	09-23-2008
FCT 05 Another Test Procurement	06-01-2008	08-30-2008
Funding Opportunity	10-31-2008	01-10-2009
LLA 07-10 Test Procurement	05-01-2008	08-01-2008

5. Scroll down the screen to ""***How to Apply.***"

How to Apply: **Please read the Application Information before applying!**

Request to Apply

6. If you already have either an active or inactive OTIS login name or password, fill in the fields identified below and click the "***Sign In***" button. If you have never had an OTIS login name and password, click on the "***register here***" link. Skip to #12 for instructions on how to register for a new Login Name and Password.

LLA 07-10 Test Procurement

Request to Apply

Login Name:

Password:

Sign In Forgot Your Password?

To request to apply for this opportunity you must sign in using your OTIS login name and password.

If you do not have an OTIS account, register here.

Proposals are due Friday Aug 01, 2008 by 12:00 AM (PST)

7. **<u>Qualifying Questions</u>**: After you "***Sign In***" you may be asked to respond to several questions prior to finalizing your request to ensure that your agency is eligible to apply. See below for a sample of Qualification Questions. After you respond to the questions, click on "***Submit***."

LLA 07-10 Test Procurement

Qualification Questions

Please answer the following questions to determine if you are eligible to apply for this funding opportunity.

1. Have you read the FAQ and How to Apply sections fo the website?
   - ○ Yes
   - ○ No
2. Is the applicant organization located within the State of California?
   - ○ Yes
   - ○ No
3. Is the applicant organization a Not-For-Profit?
   - ○ Yes
   - ○ No

Submit

8. **<u>Agency Selection</u>**: After you "***Sign In***", click on the button that lists your agency's name and its 10-digit Federal Identification (FEID) number. If the agency which is applying is not listed, then click on the "***Create New Agency***" button and you will be prompted to provide official information about the agency.

   Click on "***Next***" to move to the next screen.

LLA 07-10 Test Procurement

Agency Selection

Select the applying agency below to begin the request process.

If the agency which is applying is not listed, select " Create New Agency" and you will be prompted for the agency's information.

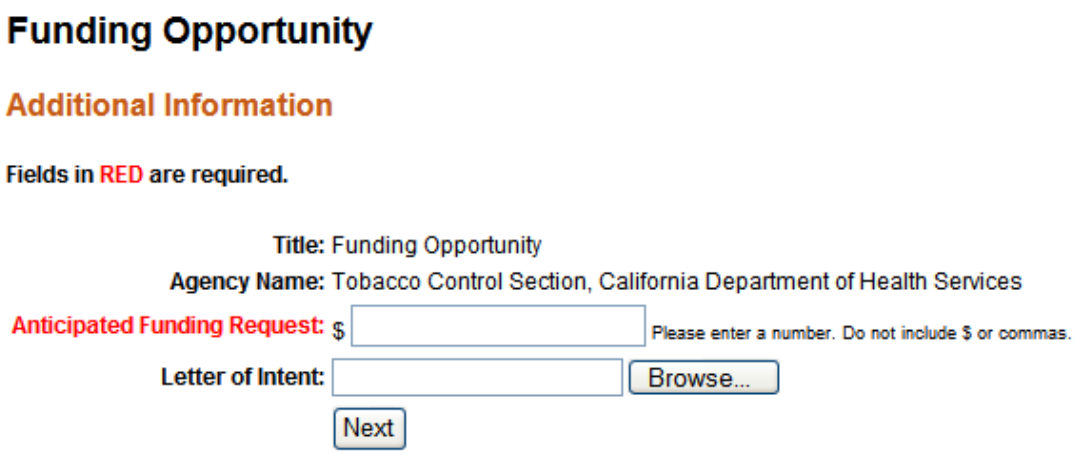
Agency Name: ○ TCS (FEID 000-000-00)
○ Create New Agency

Next

9. **Additional Information**:
   - **Anticipated Funding Request**: Complete this field by stating the amount of money you anticipate requesting in your application. Please review the procurement instructions for information about the amount of awards to be made. Do not enter a ($) dollar sign or any commas. This is an estimate and is used by the California Tobacco Control Program for planning purposes only. When you submit the final application, you may request more or fewer funds.

   - **Letter of Intent**: If the procurement for which you are applying for requests a letter of intent, review the RFA/RFP for instructions about the information to be provided in the letter. The letter of intent is a very important document to the California Tobacco Control Program because it helps us to calculate the number of peer reviewers to be recruited and the areas of peer reviewer expertise needed. The information provided in the letter of intent is not binding. It is only used by the California Tobacco Control Program to aid our planning of the peer review.

     Prepare the letter using word processing software and save the document to your computer as a word document or PDF. To upload the letter of intent, click on "***Browse***" and search your computer files for the correct electronic file. Click on the name of the file and then click on "***Open***." The name of the file uploaded will appear in "***Letter of Intent***" field. If you have uploaded the correct file, click on "***Next***."



10. **Request to Apply Submission**: Verify that the "***Anticipated Funding Request"*** and the "***Letter of Intent***" are correct. If they are correct, click on "***Submit Request***." If there is an error, click on "***Cancel Request***." If you cancel, you will start the "***Request to Apply***" process over.

Funding Opportunity

Request to Apply Submission

Please review the information listed below. If any of it is incorrect, click on the "Cancel Request" and start over. If it is correct, Click on "Submit Request" to send the Request to Apply to CTCP.

Once submitted you will receive E-Mail confirmation of the submission at the E-Mail listed for the account which submitted the request. You should receive a response from CTCP within five (5) business days.

Title: Funding Opportunity
Agency Name: Tobacco Control Section, California Department of Health Services
Anticipated Funding Request: $11,111.00
Letter of Intent: Uploaded Letter of Intent

Submit Request | Cancel Request

11. Verification: Following the successful submission of your request, you will receive the following notice.

Funding Opportunity

Request to Apply Submitted

Thank you for submitting your Request to Apply for this funding opportunity.

You will shortly recieve an E-Mail confirming your submission. You should recieve a response from CTCP within five (5) business days

Return to Funding Opportunities Overview

12. **Create a New Agency*:***
    - **Agency FEID**: Enter your agency's official 10-digit Federal Identification Number.
    - **Agency Full Name**: Enter the full and official name of your agency.
    - **Agency Short Name**: Enter a shortened version of your agency's full name that can be used on reports and screens which have space limitations.
    - **Agency Type**: Select the one agency type that best describes your agency
        - City Health Jurisdiction (i.e., city health department)
        - County Health Jurisdiction (i.e., county health department)
        - For-profit Agency
        - Non-profit Agency (e.g., private or public non-profit agency such as a 501-3C, public school, tribe, etc.)
        - State Agency (i.e., a state government agency other than a university, college or community college)
        - University (e.g., a public or private state or private university, college or community college)

- Click on "***Next***" to move to the next screen and complete additional contact information.

LLA 07-10 Test Procurement

Create New Agency

Agency information is required to request to apply for this funding opportunity.

Use the form below to provide basic identifying information about the applying agency.

Fields in RED are required.

Agency FEID:

Agency Full Name:

Agency Short Name:

Brief version of the name of the agency.
It should be under 40 characters in length and still distinguish your agency from others.

Agency Type: --- Select One ---

Next

- **<u>County this Agency resides in</u>**: From the drop down menu, select the county in which the agency's headquarters office resides. If the agency is located outside of California, select, "***Not Applicable***."

GENERAL INFORMATION

Agency Full Name: 11111
Agency Short Name: 111111
Agency Type: City Health Jurisdiction
Agency FEID: 11111
County this Agency resides in: -- Select One --

- **<u>Contact Information</u>**: Enter the phone, fax, and email address for the agency. If the agency has a website, please provide the website address.

CONTACT INFORMATION

Phone:

Fax:

Website:

E-Mail:

Confirm E-Mail Address:

- **Physical Address**: Enter the physical address which identifies where the agency is located.

PHYSICAL ADDRESS

Address 1:

Address 2:

City:

State: CA

Zip Code:

- **Mailing Address**: Enter the address that the agency uses to receive U.S. mail.

MAILING ADDRESS

Copy Physical Address

Address 1:

Address 2:

City:

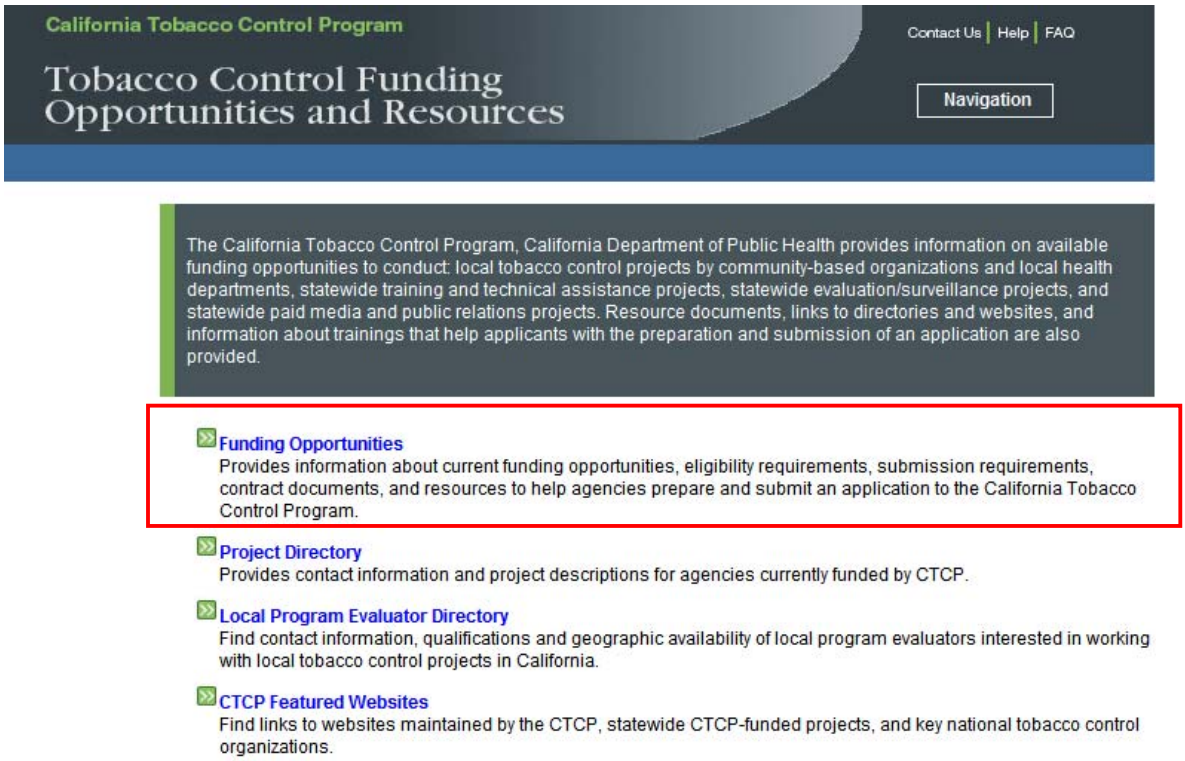
State: CA

Zip Code:

Next

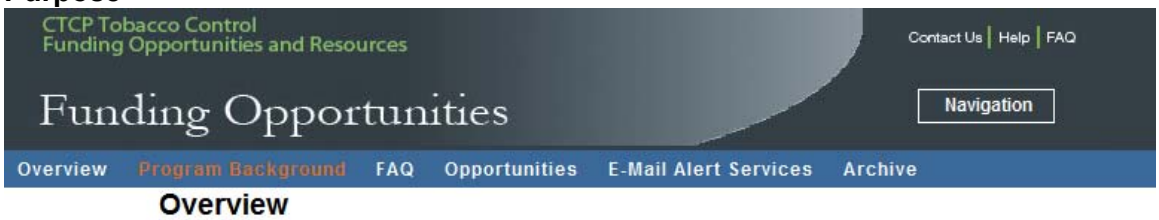
Navigating the Tobacco Control Funding Opportunities and Resources Website

Click on "***Funding Opportunities***" to access a list of current procurements released by the California Tobacco Control Program, California Department of Public Health.



Funding Opportunities Overview

Purpose



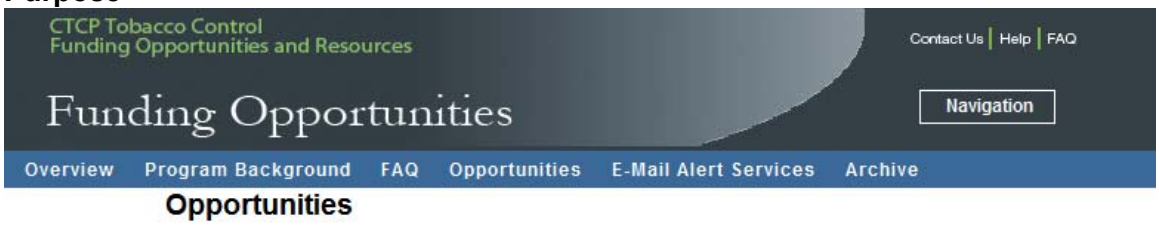
Overview

The purpose of the "***Funding Opportunities Overview"*** is to provide links to:

- ***"Program Background"*** which describes the history and structure of the California Tobacco Control Program.
- "***Opportunities***" which includes information about currently open procurements, instructions on how to apply for funding, and upcoming funding opportunities..
- "***FAQ***" which is a list of frequently asked questions and responses.
- "***Email Alert Services***" which provides the ability to sign-up for an email alert whenever new opportunities are posted or there are amendments to current funding opportunities; and
- "***Archive***" which provides links to past procurements.

Opportunities

Purpose



The "***Opportunities***" section of the website provides links to all currently open funding opportunities and descriptions of funding opportunities anticipated in the near future.

General Instructions

Click on the *Title* of a procurement to:

- Download a copy of the procurement
- Download forms that need to be completed and submitted with the application or proposal
- Obtain information and instructions about an information meeting and/or training conducted to assist agencies applying for funds
- Create a "***User Account"***
- Submit a *"**Request to Apply**"* for funds
- Find links to websites, directories and download resource documents that will help you prepare your submission for funding.

Specific Instructions

- **<u>Deadline</u>**: Indicates the final date to submit a completed application.

- **Purpose**: Describes the general purpose for the use of the funds being made available.
- **Application Information**: Provides links to download a copy of the funding alert which announced the availability of the funds, and to the procurement instructions.
- **Contract Documents**: Provides links to any documents that are to be downloaded, completed and submitted as part of the application submission.
- **Meeting/Training**: Provides information and access instructions for any meeting that will be conducted for potential applicants prior to the submission of the application.
- **How to Apply**: Provides a login screen for users who already have a "***Login Name***" name and "***Password***"
- **Eligibility and Selection Criteria**: Describes requirements about the basic qualifications of potential applicants.
- **Key Dates**: Summarizes key dates associated with the procurement which may include the submission, award announcement, appeal deadline, etc.
- **Total Award**: Describes the total funds available for the entire procurement.
- **Contact Information**: Identifies the California Tobacco Control Program staff who may be contacted with questions about the procurement.

LLA 07-10 Test Procurement

Deadline: August 01, 2008

Purpose: Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Proin ligula massa, adipiscing sit amet, pharetra at, auctor eu, elit! Duis tellus felis, vestibulum at, pharetra quis, ultricies et, urna. Quisque vulputate quam sed turpis. Vestibulum est risus; faucibus sit amet, adipiscing eget, consequat tincidunt, lectus? Nam bibendum. Etiam tristique! Integer lobortis pretium orci. Nam luctus, tortor sit amet dictum tristique, odio orci imperdiet felis, non iaculis turpis lectus quis orci. Aliquam congue, urna quis lobortis pellentesque, nisi ligula vulputate lacus, euismod aliquam odio leo et ipsum. Phasellus laoreet metus sed quam. Sed consectetuer turpis sed ante. Nulla aliquet rutrum sapien. Aliquam varius magna non erat! Integer scelerisque odio ut nisl blandit congue. Mauris eros.

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Application Information:

Funding Alerts
- test File 1 (MS Word Doc - 98.50 Kb)

LLA 07-10 Test Procurement
- Another document (MS Word Doc - 27.00 Kb)
- test document 2 (PDF - 26.46 Kb)
- Link Label
- more documents (PDF - 100.05 Kb)

Contract Documents:
- Test document 3 (MS Word Doc - 0.66 Mb)

Meetings / Training:
- Test Link 1

How to Apply: **Please read the Application Information before applying!**

Request to Apply

Eligibility & Selection Criteria: Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Proin ligula massa, adipiscing sit amet, pharetra at, auctor eu, elit! Duis tellus felis, vestibulum at, pharetra quis, ultricies et, urna. Quisque vulputate quam sed turpis. Vestibulum est risus; faucibus sit amet, adipiscing eget, consequat tincidunt, lectus? Nam bibendum. Etiam tristique! Integer lobortis pretium orci. Nam luctus, tortor sit amet dictum tristique, odio orci imperdiet felis, non iaculis turpis lectus quis orci. Aliquam congue, urna quis lobortis pellentesque, nisi ligula vulputate lacus, euismod aliquam odio leo et ipsum. Phasellus laoreet metus sed quam. Sed consectetuer turpis sed ante. Nulla aliquet rutrum sapien. Aliquam varius magna non erat! Integer scelerisque odio ut nisl blandit congue. Mauris eros.

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Total Award: Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Proin ligula massa, adipiscing sit amet, pharetra at, auctor eu, elit! Duis tellus felis, vestibulum at, pharetra quis, ultricies et, urna. Quisque vulputate quam sed turpis. Vestibulum est risus; faucibus sit amet, adipiscing eget, consequat tincidunt, lectus? Nam bibendum. Etiam tristique! Integer lobortis pretium orci. Nam luctus, tortor sit amet dictum tristique, odio orci imperdiet felis, non iaculis turpis lectus quis orci. Aliquam congue, urna quis lobortis pellentesque, nisi ligula vulputate lacus, euismod aliquam odio leo et ipsum. Phasellus laoreet metus sed quam. Sed consectetuer turpis sed ante. Nulla aliquet rutrum sapien. Aliquam varius magna non erat! Integer scelerisque odio ut nisl blandit congue. Mauris eros.

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Contact:
Blair Monroe, Coordinator
bmonroe@cimes.fsu.edu
Office: 850-644-6995
Fax:

Related Materials:

View Opportunity FAQ

Other Materials
- Test Link 2

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

Purpose

The purpose of the "***View Upcoming Funding Opportunities"*** section of the website is to provide general information about procurements that are anticipated for release in the future.

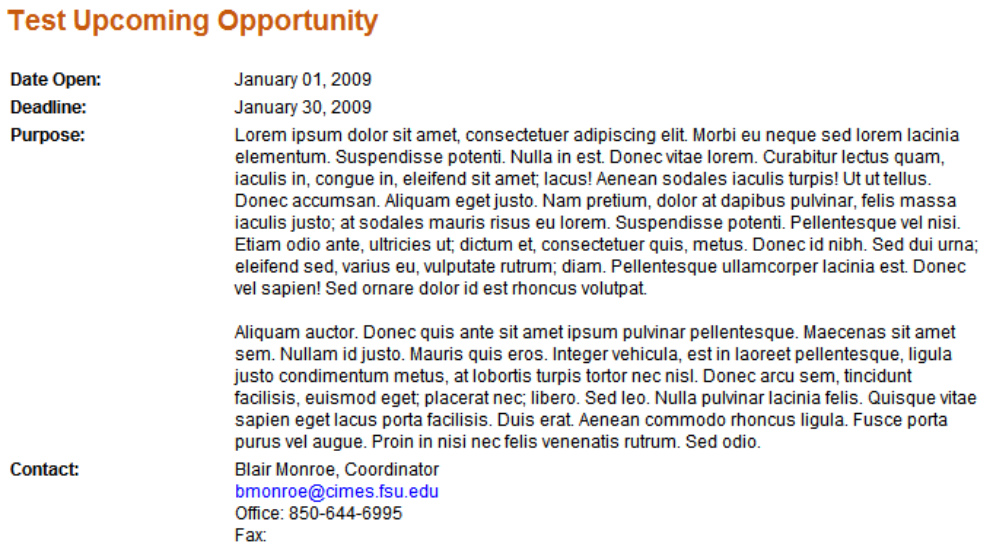
General Instructions

Click on ***"View Upcoming Funding Opportunities"*** for general information about procurements that are anticipated to be released in the future.

Specific Instructions

1. From the list of ***"Upcoming Funding Opportunities***" click the title of a procurement.

2. View general information about the upcoming funding opportunity.



Sign-up for Email Alerts

Purpose

The purpose of signing up for email alerts is to receive electronic notification of new funding opportunities and amendments to current procurements.

General Instructions

Click on ***"Sign Up for Email Alerts"*** to sign-up for electronic notification of new funding opportunities and amendments to current procurements. After you submit the request you will receive an online confirmation and an email confirmation. You must respond to the email confirmation to verify that the email address is a real address. If you do not verify the email address, your request will be purged from the system.

Specific Instructions

Fields identified in red are required fields. All others are optional.

1. **First Name**: Type in your first name.
2. **Last Name**: Type in your last name
3. **Organization Name**: Type in the name of your organization
4. **Email Address**: Type in your email address
5. **Re-enter Email Address**: Type in your email address a second time to verify that it is correct.

6. Click on ***"Submit"*** to save the information and send your contact information to the California Tobacco Control Program. Click on ***"Cancel"*** to clear the information from the form.
7. You will receive an online verification of your submission.
8. You will receive an email verification of your submission. You must click on the link in the email to verify the request within 5 days. If you do not, the request will be purged from the system and you will not receive email alerts.

Overview | Program Background | FAQ | Opportunities | E-Mail Alert Services | Archive

E-Mail Alert Services

unsubscribe

To receive e-mail notifications about new funding opportunities from the California Tobacco Control Program or information on amendments related to active funding opportunities, sign-up for the Funding Alert e-mail service.

Fields in RED are required.

First Name:
Last Name:
Organization:
E-Mail Address:
Re-enter E-Mail Address:

Submit | Clear Form

Online Confirmation

E-Mail Alert Services

Thank you for signing up for the Tobacco Control Information and resource Center Funding Opportunities E-Mail Alert Services. You should soon receive a confirmation E-Mail at the address provided. Once you have clicked on the link provided in the confirmation E-Mail, you will begin receiving E-Mail Alerts.

If you wish to remove yourself from the Alert Service, please use the "Unsubscribe" link available in every E-Mail sent by the service.

You have signed up with the following information:

First Name: April
Last Name: Roeseler
Organization:
E-Mail Address: april.roeseler@cdph.ca.gov

Email Confirmation

From: otis@cites.fsu.edu [mailto:otis@cites.fsu.edu]
Sent: Saturday, August 02, 2008 3:16 PM
To: Roeseler, April (CDPH-CDIC)
Subject: CTCP E-Mail Alert Services Verification

Hello April Roeseler:

Thank you for signing up to receive e-mail notification when CTCP releases new funding opportunities.

Please use the link below to verify the request. Once you have done so, you will begin receiving e-mail notifications.

http://dev.tcsrover.org/otisDev/public/tcfor/index.cfm?fuseaction=opportunities.alertverify&i=857D7EFC-188B-4F57-9BFC012D7CCFA213

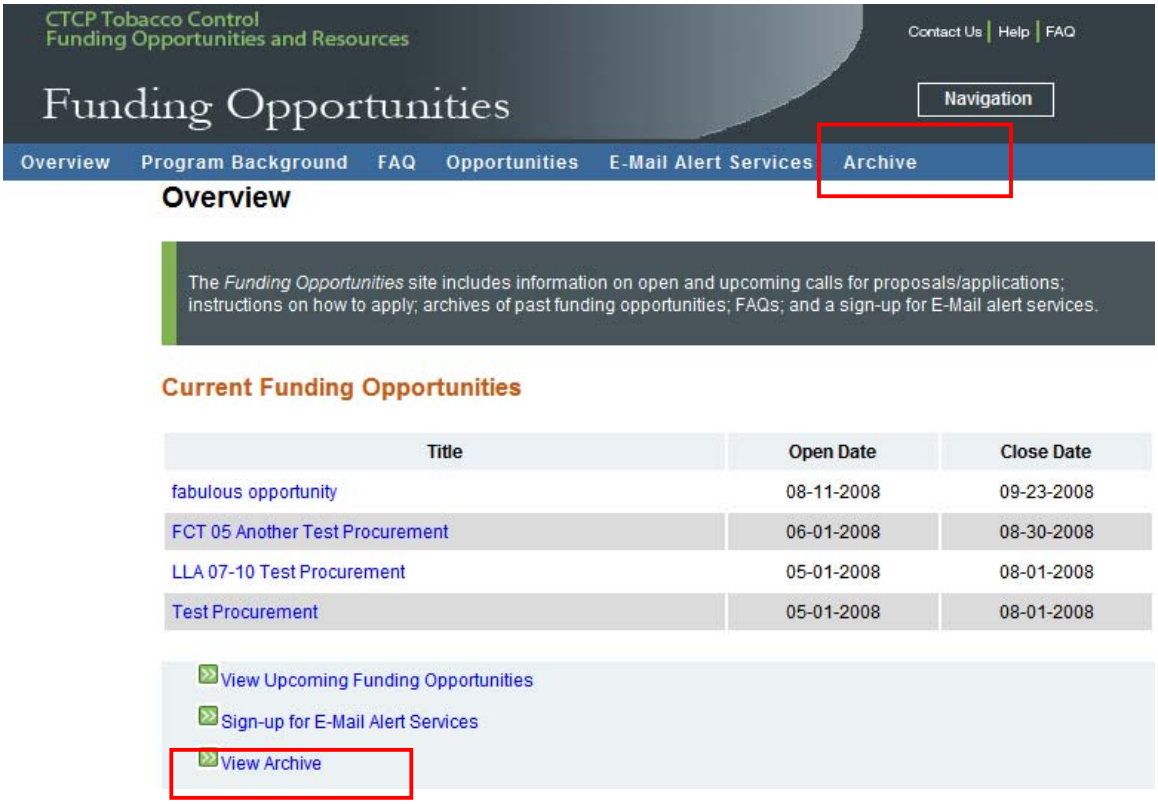
View Archive

Purpose

This section of the website provides historical information about past procurements released by the California Tobacco Control Program.

General Instructions

Click on **"View Archive"** for information about past procurements released by the California Tobacco Control Program.



Specific Instructions

1. From the list of archived procurements, click on the name of the procurement to access information about that procurement or download a copy of documents.
2. **Sort By:** From the drop down menu select, "Title", "Release Date" or "Close Date" to order the list of archived procurements by one of these categories.

Archive

To find information and documents related to prior funding opportunities, click on the link below. The link includes funding instructions, contract documents, supplemental materials and lists of awardees.

Archived Funding Opportunities

Sort By: Title Go

Title	Release Date	Close Date
Test Archived Opportunity	07-01-2007	08-01-2007