California Department of Public Health
California Tobacco Control Program

INFORMATIONAL WEBINAR

Achieving Tobacco-Related Health Equity Among California's Diverse Populations RFA CTCP 15-100

November 21, 2014
10:00 a.m. – 12:00 p.m. PST

Presenters

- Andrea Zvonicek
  - Program Consultant
  - Local Programs and Advocacy Campaigns Unit
- Jas Sandhar
  - Procurement Manager
  - Procurements Management Unit
- Humberto “Beto” Jurado
  - Technology Projects Analyst
  - Knowledge Management Unit

Purpose of this Webinar & Agenda

Purpose:

- To review the components of the RFA and provide an opportunity for questions and answers

Agenda:

- General Announcements
- RFA/Application Presentation
  - Q & A Session for RFA/Application
- Online Tobacco Information System (OTIS) live demonstration
  - Q & A Session for OTIS live demonstration

General Information

- **Is this webinar being recorded?** Yes! Recording expected to be posted on the *Tobacco Control Funding Opportunities & Resources* (**TCFOR**) website next week: https://tcfor.catcp.org/

- **Documents:** All information discussed during this webinar can be found on the TCFOR website.

- **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 each presentation, and will also be posted on the TCFOR website by 12/05/14.

- **RFA**: Follow along with this presentation.

General Reminders

- The RFA instructions take precedence over anything said during this webinar. Interested applicants are to refer to the RFA instructions for application criteria and requirements.
- This is a competitive procurement and process; therefore, we are unable to provide advice, opinions, or personalized answers. The California Tobacco Control Program (CTCP) will post any updates, corrections, or modifications to the RFA on the TCFOR website.
- It is strongly advised that interested agencies frequently check the TCFOR website for potential updates, corrections, or modifications to the RFA.
- TCFOR website: https://tcfor.catcp.org/

General Reminders (Cont.)

- The RFA requires the Applicant to submit applications online via OTIS. Several online trainings are also available within OTIS.
- **Do not** wait until the last minute! Applicants are encouraged to begin writing applications in a Word file that can be copied and pasted into the OTIS system and to allow adequate time to load information into OTIS.
- December 3, 2014 – Application Writing Training Webinar. Registration information on TCFOR.

Grant Term

- July 1, 2015 – June 30, 2020
- Applications must be for the entire five year term

Funding Amount

- Funding level for the 60-month (5-year) grant period is anticipated to be:
  - $150,000 - $200,000 per year
  - $750,000 - $1,000,000 over the five year period

Eligibility Criteria (pages 3-4)

- More than one application from a fiscal agent/parent organization will be accepted

- LLAs shall be ineligible for award under the competitive grants program unless the LLA is a participant within a consortium of community-based organizations or non-profit organizations.

Selection Criteria (pages 21-22)

- Each application that complies with the administrative requirements and completeness will be evaluated and scored according to the selection criteria.

Key Dates (page 4)

ACTIVITY	ACTION DATE (all times are PST)
RFA Release Date	**November 13, 2014**
First Day to Request to Apply via OTIS	**November 13, 2014**
OTIS Open for Application Input	**November 13, 2014**
RFA Informational Webinar	**November 21, 2014, 10 am – 12 pm**
Last Day to Submit Questions	**November 24, 2014**
Application Writing Webinar	**December 3, 2014, 9:30 am – 12 pm**
Mandatory Letter of Intent Due	**December 9, 2014 by 5 pm**
Application Due	**January 15, 2015 by 5 pm**
Notice of Award	**February 24, 2015**
Grant Start Date	**July 1, 2015**
Grant End Date	**June 30, 2020**

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
Contact Us | Privacy Policy | FAQ

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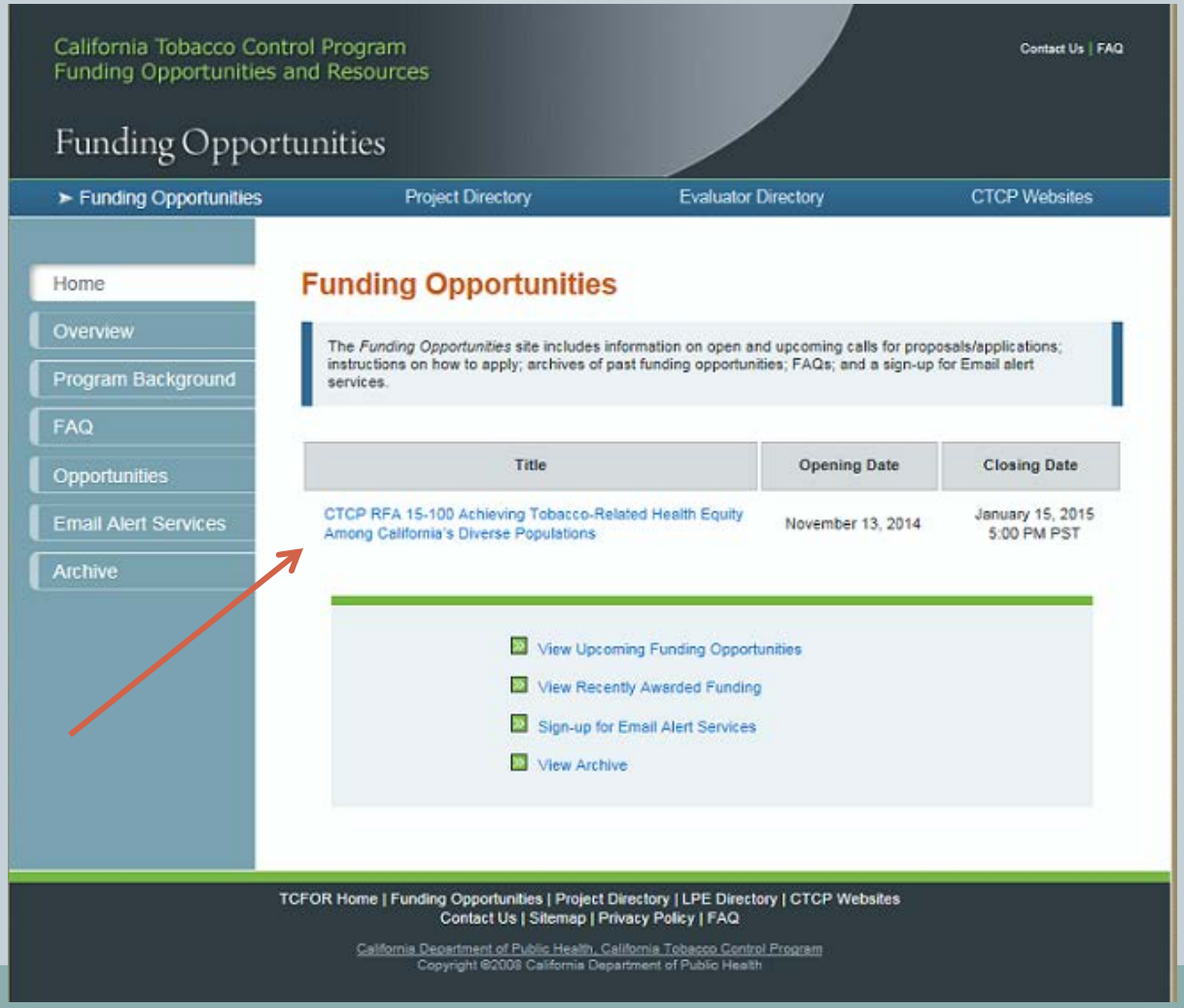


TCFOR

The following information can be found 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

Achieving Tobacco-Related Health Equity Among California's Diverse Populations

COMPLETING THE APPLICATION

RFA Information

The RFA Information includes the following sections:

- Section I: Introduction
- Section II: Scope of Work
- Section III: Instructions for Completing the Application
- Section IV: Application Selection Process and Criteria
- Section V: Administration
- Appendices: 1-20

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

Section I: Introduction

- Background Information (page 1)
- Purpose and Description of Services (pages 1-2)
  - To fund grants that address tobacco-related health disparities in the identified communities of focus from the Tobacco Education and Research Oversight Committee (TEROC) Master Plan draft, which includes:
    - African Americans, other people of African descent, American Indian and Alaska Natives, Native Hawaiians and Pacific Islanders, some Asian American men, and Latinos
    - People of low socioeconomic status, including the homeless
    - People with limited education, including high school non-completers
    - Lesbian, Gay, Bisexual, and Transgender (LGBT) people
    - Rural residents
    - Current members of the military, veterans
    - Individuals employed in jobs or occupations not covered by smoke-free workplace laws
    - People with substance use disorders or behavioral health issues
    - People with disabilities
    - Formerly incarcerated individuals
  - To fund grants that implement and evaluate innovative community-focused health education and health promotion interventions resulting in policy, system, and environmental changes that prevent and reduce tobacco use among the groups listed above.
  - To fund grants that include evidence-based, innovative, and cost-effective activities and approaches that reflect the cultural values and practices of the communities of focus.
- Refer to Appendix 1: *California Tobacco-Related Inequities Data*

Section I: Introduction

- Funding Restrictions (page 3)
  - RFA will not fund:
    - Objectives that address Indicators/Indicators other than those in Appendix 2
    - Objectives that focus solely on increased knowledge or awareness as outcomes
    - Objectives that address sponsorship inoculation policies
    - Objectives that use voluntary approaches in the retail environment
    - Objectives for the Household Indicator 2.2.1 that are not consistent with the "Minimal Smoke-free Homes Intervention"
    - Applications that focus solely on cessation services
    - Applications proposing the provision of direct cessation interventions

Section I: Introduction

- Mandatory Letter of Intent (pages 5-6)
  - 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
    - The predominate population of focus
    - The predominate geographical area of focus
    - A short description of the proposed project, using the priority population of focus to benefit from the proposed project
  - A signed letter of intent must be uploaded to the TCFOR website by **5 pm on Tuesday, December 9, 2014**.
  - Refer to Appendix #3: *Mandatory Letter of Intent*

Section I: Introduction

- Questions (page 7)
  - Questions can be entered into the Chat Box and will be answered at the end of the webinar. A summary of the questions and responses will also be posted on TCFOR.
  - Any questions asked after the webinar can be submitted to CTCPInbox@cdph.ca.gov by November 24, 2014. We are collecting all questions, and a summary of the questions and responses will also be posted on TCFOR on December 5, 2014

Section II: Scope of Work

To what extent does a certain condition exist in the community?

Indicator(s)

What do you plan to accomplish?

Objective

Scope of Work (SOW)

Intervention Activities

How do you plan to accomplish the objective?

Evaluation Activities

How will you know the interventions were successful?

Narrative Summary

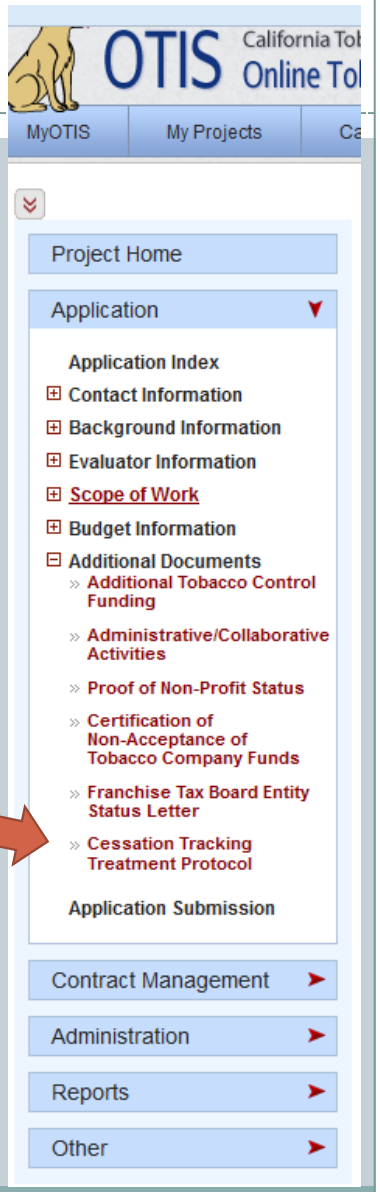
What is the rationale for the proposed scope of work?

Section II: Scope of Work

- Recommended Scope of Work Components (pages 7-10)
  - At least one policy, systems, or environmental change objective based on indicators list in Appendix 2.
  - Each policy objective should include a strategic planning session activity utilizing the Midwest Academy Strategy Chart. See Appendix 5.
  - One objective as the primary objective which requires an in-depth evaluation plan in consultation with a qualified evaluator, resulting in a Final Evaluation Report. If a second objective is included it should be designated as a non-primary objective, and requires a less in-depth evaluation plan and submission of a Brief Evaluation Report. See Appendix 7.

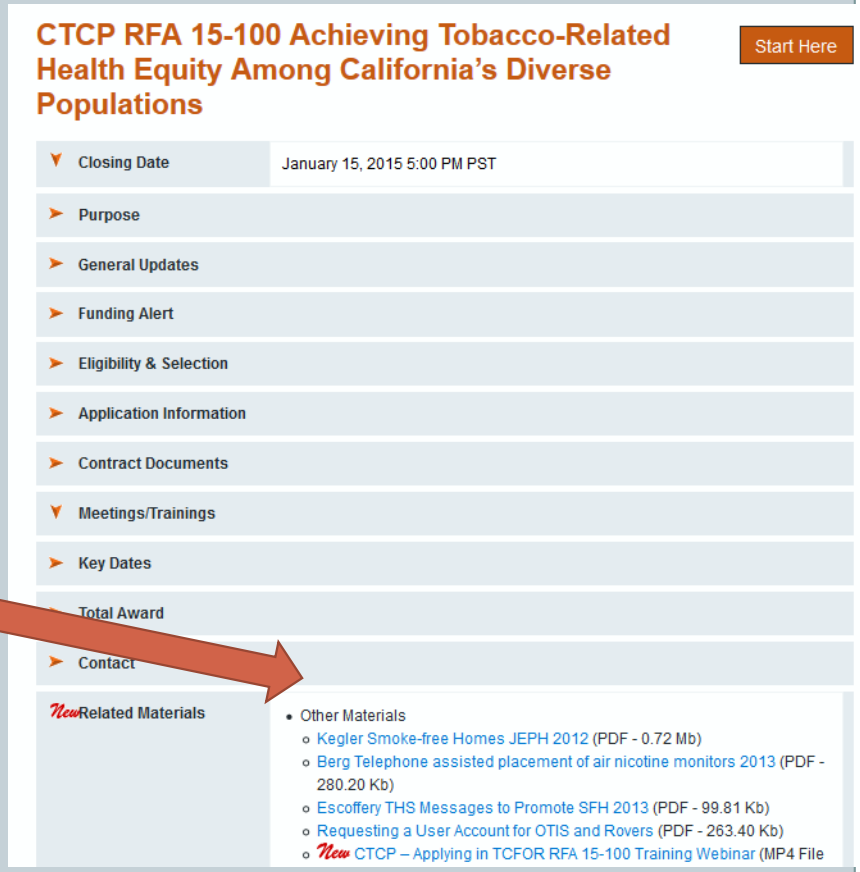
Section II: Scope of Work

- Recommended Scope of Work Components (pages 10-11)
  - Cessation-related interventions should:
    - Promote comprehensive, population-based interventions
    - For indicators 4.1.4, 4.2.2, and 4.2.4, complete and submit the *Mandatory Cessation Tracking Treatment Protocol* document at the time of Application submission (Located in "Additional Documents" section of OTIS)
    - **Applications selecting any cessation indicator as an objective must include at least one additional objective in their application.**
    - See Appendix 2.



Section II: Scope of Work

- Recommended Scope of Work Components (pages 10-11)
  - Household Smoking Indicator 2.2.1
    - Applications proposing to serve populations of focus with a high rate of exposure to secondhand smoke in the home (see Appendix 1) may propose to implement the *Minimal Smoke-Free Homes Intervention*
    - Please see the additional documents on in "Related Materials" on TCFOR for more information
    - **Applications selecting indicator 2.2.1 as an objective must include at least one additional objective in their application.**
    - See Appendices 8 and 9


CTCP RFA 15-100 Achieving Tobacco-Related Health Equity Among California's Diverse Populations

Start Here

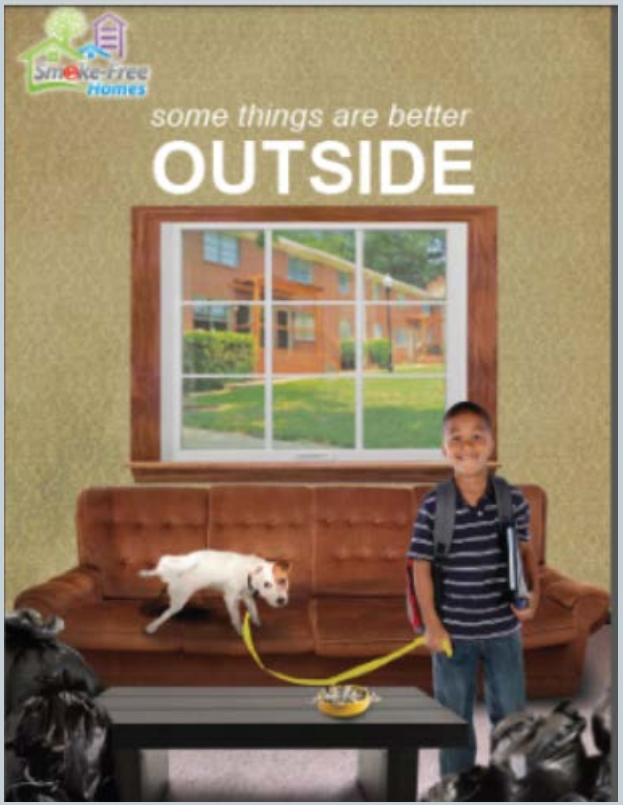
Closing Date	January 15, 2015 5:00 PM PST
Purpose	
General Updates	
Funding Alert	
Eligibility & Selection	
Application Information	
Contract Documents	
Meetings/Trainings	
Key Dates	
Total Award	
Contact	
New Related Materials	• Other Materials ○ Kegler Smoke-free Homes JEPH 2012 (PDF - 0.72 Mb) ○ Berg Telephone assisted placement of air nicotine monitors 2013 (PDF - 280.20 Kb) ○ Escoffery THS Messages to Promote SFH 2013 (PDF - 99.81 Kb) ○ Requesting a User Account for OTIS and Rovers (PDF - 263.40 Kb) ○ New CTCP – Applying in TCFOR RFA 15-100 Training Webinar (MP4 File

Minimal Smoke-free Homes Intervention

- Turn-key, evidence-based intervention
- Targets low income racial diverse populations
- Criteria to participate in the intervention
  - Adult, English speakers
  - There must be a smoker living in the home with at least one non-smoker (includes children)
- Intervention: 3 mailings + 1 coaching call
- Must implement with fidelity = attend training, send mailings as scheduled, use the coaching script, use the database tracking system, and use the evaluation tools developed by Emory University.

Minimal Smoke-free Homes Intervention

- Must have the ability to recruit and enroll at least 500 people annually
- Use the sample scope of work and budget recommendations
- Applicants must include at least one other objective



Why is this intervention included in the RFA?

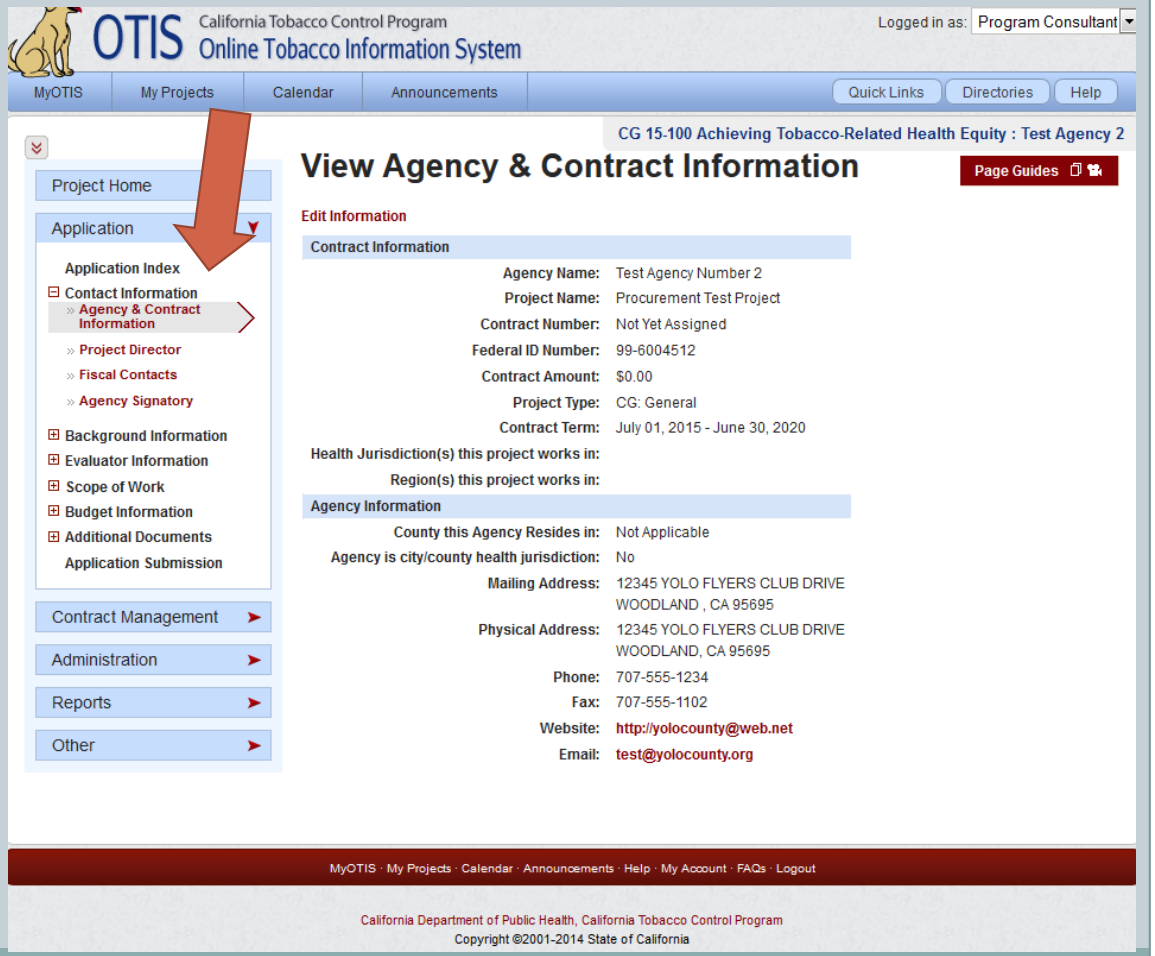
- Reaches a high risk population
- Proven effective
- Turn-key intervention
- Levels the playing field for new applicants
- Facilitates the dissemination of research
- Community-Research relationship building opportunity

Section III: Application 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.
  - **More on OTIS later in the webinar…**

Section III: Application Instructions

- Contact Information (page 11)
  - Agency & Contract Information
  - Project Director
  - Fiscal Contacts
  - Agency Signatory



Section III: Application Instructions

- Background Information
  - Applicant Capability
    - Describes your agency's experience and readiness to address your project needs.

Section III: Application Instructions

- Applicant Capability (pages 11-14)
- Program Experience
  - Agency Mission
  - Demonstrated Linkages
  - Demonstrated Access
  - Demonstrated Social Capital
  - Program Staffing
  - Demonstrated Results
  - Partnerships
  - Flexibility & Responsiveness
- Organizational Start Up
- Administrative/Fiscal Experience Fiscal and Contract Compliance
  - Audit History
- Equipment
- Letters of Reference (3)

Section III: Application Instructions

- Evaluation Information (page 14)
  - Select the Plan and Project Evaluator
    - If the Evaluator is not already a part of the Local Program Evaluator (LPE) Directory, you must invite your Evaluator to submit a profile
    - LPE Directory: https://otis.catcp.org/public/evaluator/
    - Instructions for inviting, identifying and selecting the Plan and Project Evaluator(s) are in the OTIS web-based training
    - Please take care of this upfront – do not wait for the last minute!
    - See Appendix 11.

Section III: Application Instructions

- Scope of Work (SOW)
  - Pages 15-16 in the RFA
  - Next few slides will be illustrating the SOW components using screen shots from the actual application in OTIS
  - The scope of work and evaluation plan from Appendix 9: *Sample SOW and Evaluation Plan* is being used for this illustration

Scope of Work Instructions (pages 15-18)

CG 15-100 Achieving Tobacco-Related Health Equity : Test Agency 2

Project Home

Application

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

Contract Management

Administration

Reports

Other

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, 2020

Objective: Among low income clients receiving service at the California Community Action Agency and who are predominately African American, 2500 households that allow smoking in the home will receive the Smoke-free Home intervention, and at 6 month follow-up, 40% 1000) will reporting creating a smoke-free home.

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: Voluntary Policy -- Adoption and Implementation

Target Audience:

Audience Group

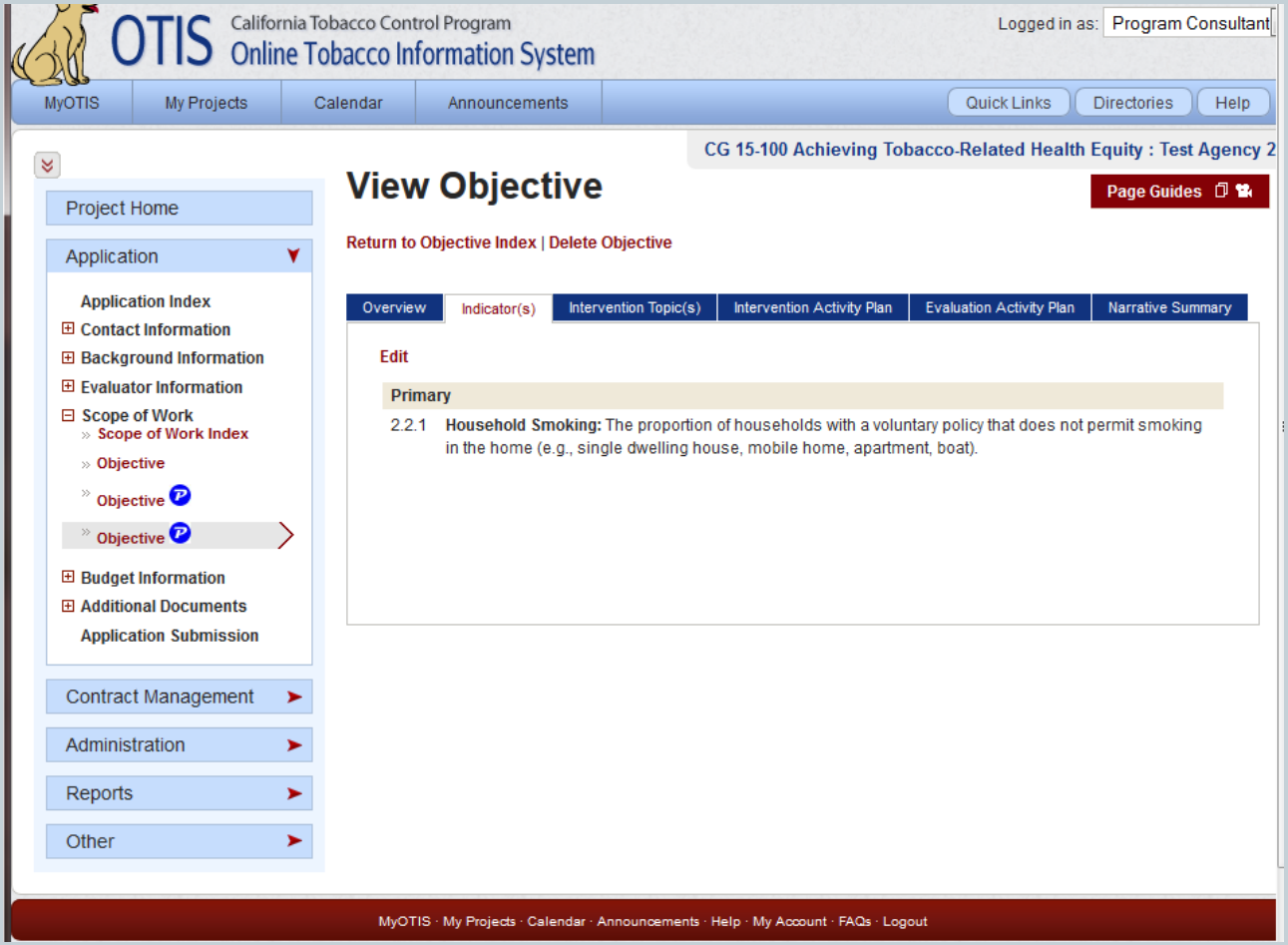
- Adults 18 years and older
- Families
- Low SES

General Population Groups

- African American/Black

Specific Ethnic Population Groups

Scope of Work Instructions (pages 15-18)



Scope of Work Instructions (pages 15-18)

CG 15-100 Achieving Tobacco-Related Health Equity : Test Agency 2

Page Guides

Project Home

Application

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

Contract Management

Administration

Reports

Other

View Objective

Return to Objective Index | Delete Objective

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

Add Intervention Activity

View Activities in Applicant Determined Order | Re-order Activities

Activity	ID	Action
Coordination/Collaboration Activities		
Annually attend 6-10 Local Lead Agency (LLA) tobacco control coalition meetings to share project pro...		View
On a daily basis access the Emory developed web-based project management tool to enter data about re...		View
Communicate and collaborate with statewide and national networks, experts and partners such as the E...		View
Community Education Activities		
Annually recruit and enroll 500-600 household in the minimal Smoke-free Home intervention. Californi...		View
One to five times per week transmit contact information to the Clearinghouse to mail the first, seco...		View
On an annual basis provide a 10-20 minute coaching call to 500-600 clients enrolled in the minimal S...		View
On the California Community Action Agency's existing website place information about the Smoke-free ...		View
Educational Materials Development		
Develop and disseminate an educational flyer providing education about Assembly Bill (AB) 1819 which...		View
Behavior Modification Materials		
Provide a $20 gift card to each person who enrolls in the minimal Smoke-free Home intervention and c...		View
Policy Activities		
Through collaboration with the agency director and management staff develop a policy and protocol in...		View
Annually provide the minimal Smoke-free Home intervention to 500 to 600 households. The intervention...		View
Training/Technical Assistance Activities		
Participate in the Emory University required training which will cover how to implement the minimal ...		View
Annually train 2-10 staff in-person at the California Community Action Agency who will recruit clien		View

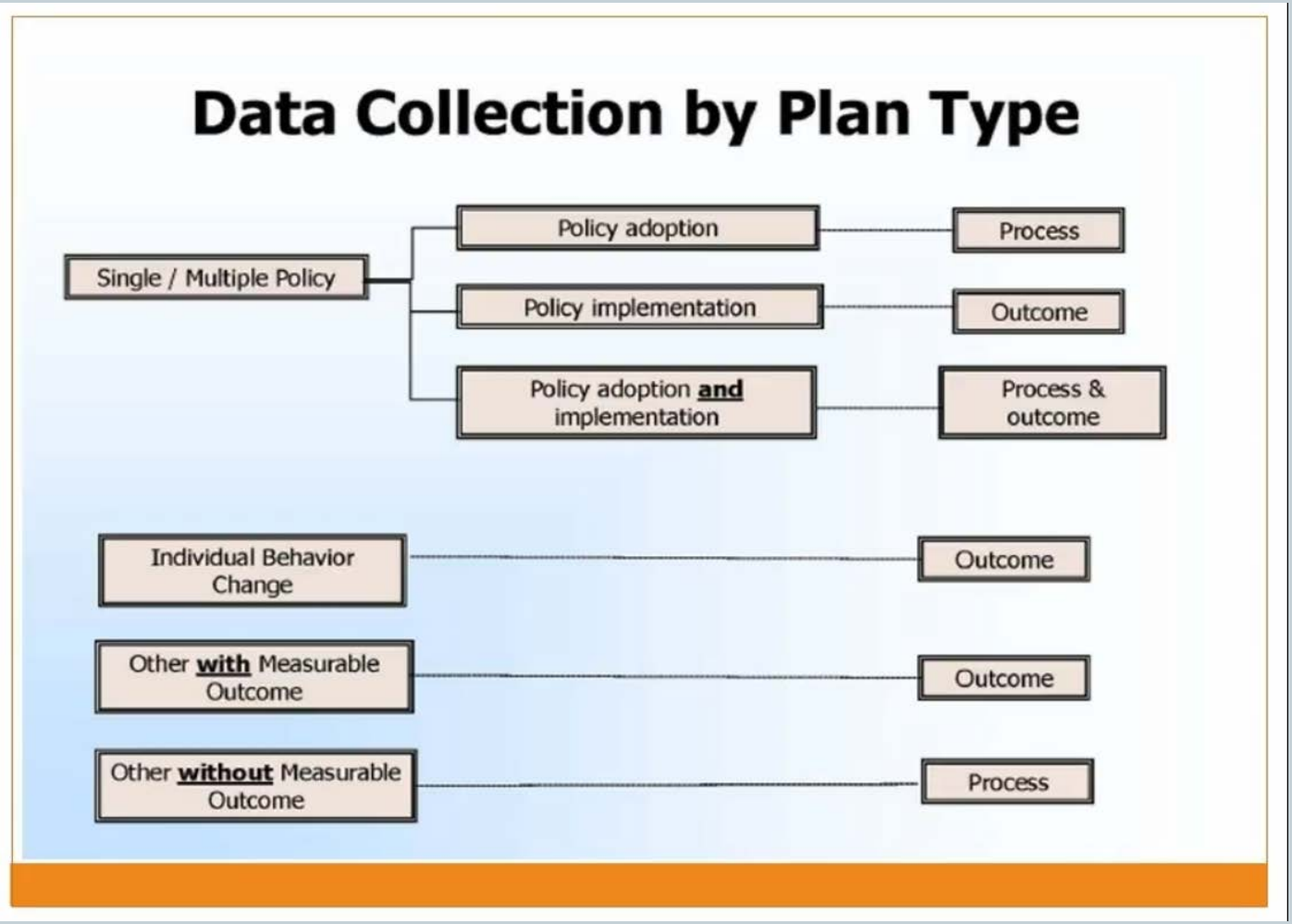
See Appendix 9: *Sample SOW and Evaluation Plan*

Scope of Work Instructions (pages 15-18)

Policy Activities

- Educating and Informing - YES
  - Document a problem
  - Educate the public on the problem
  - Identify potential solutions to the problem
  - Empower communities to advocate for their chosen solution
- Lobbying and Political Activities – NO
  - Defined as any attempt to promote a "yes" or "no" vote on a specific piece of legislation, local ordinance, ballot measure, or to promote any candidate for an elective public office through any oral, written, or other form of communication.
- See Appendix 19: *CTCP Program Letter 12-03 Allowed Policy Activities*

Scope of Work Instructions (pages 15-18)



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

Scope of Work Instructions (pages 15-18)

CG 15-100 Achieving Tobacco-Related Health Equity : Test Agency 2

Project Home

Application

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

Contract Management

Administration

Reports

Other

View Objective

Page Guides

Return to Objective Index | Delete Objective

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

Add Evaluation Activity

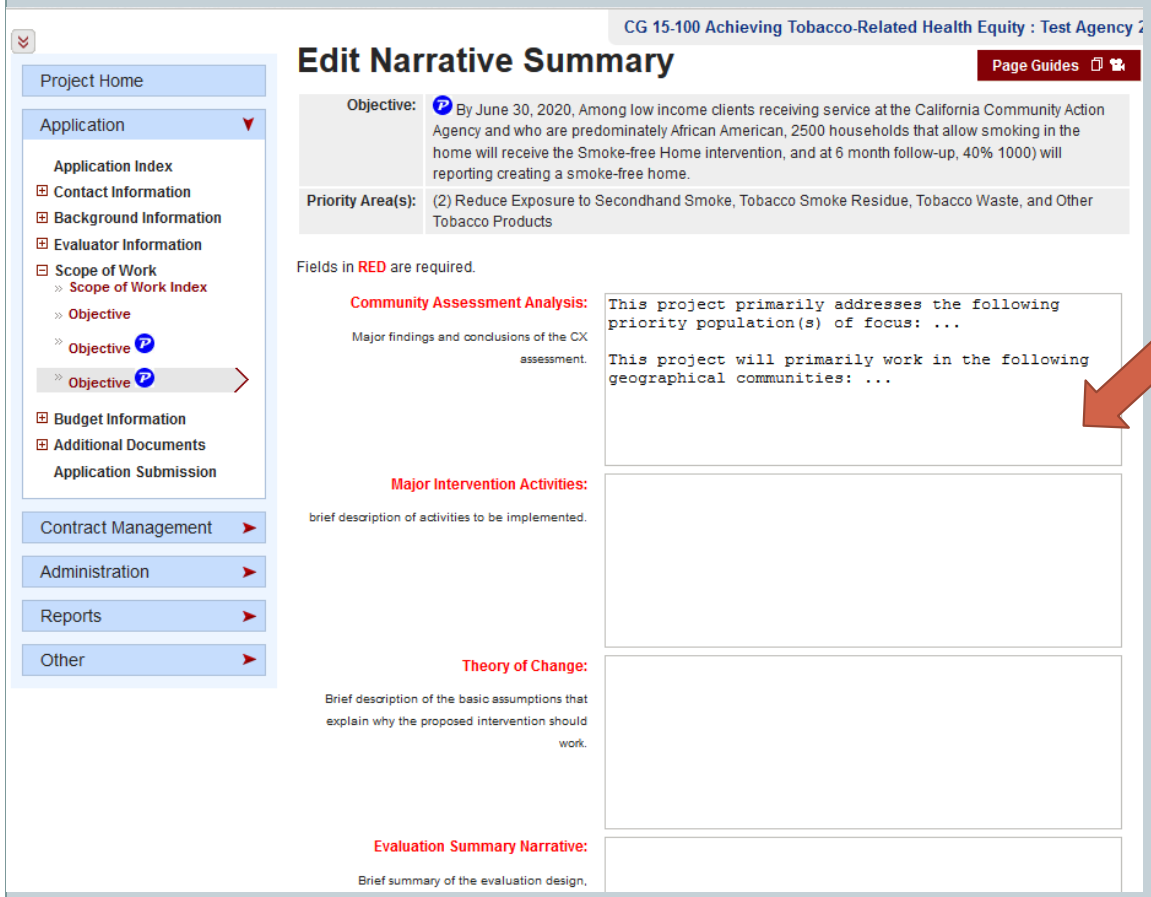
View Evaluation Activities in Applicant Determined Order | Re-order Evaluation Activities

Activity	ID	Action
Collection of Process Data		
Data Collection Training		
The purpose of this training is train California Community Action Agency staff how to recruit and en...		View
Education/Participant Survey		
Baseline Survey Instrument: The baseline survey instrument will be adapted from one used by Emory Un...		View
Three and Six-Month Follow-up Survey Instrument: The follow-up survey instrument will be adapted fro...		View
Focus Group		
AB 1819 Smoke-free Home Day Care Flyer.		View
Evaluation Reporting		
Evaluation Reporting Activity		View

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

See Appendix 9 : *Sample SOW and Evaluation Plan*

Scope of Work Instructions (pages 15-18)



Community Assessment Analysis

The first two sentences of the narrative are to begin as follows:

- *"This project primarily addresses the following priority population(s) of focus*: (list the populations)."
- *"This project will primarily work in the following geographical communities:* (identify the communities and describe the demographics of the community)."
- Describe needs assessment findings, data, literature, and conclusions that justify and support the population(s) of focus, the geographic area(s) of focus, and the proposed objectives and activities that address tobacco related disparities in the group(s) identified.

Section III: Application Instructions

Budget and Budget Justification (pages 18-20)

- Budget justification developed in OTIS
  - Eight line items
  - Associated sub-line items
  - Detailed descriptions including formulas
  - Total cannot exceed $200,000 per year

Budget Justification Developed in OTIS

Budget Justification

Procurement Name: CG 15-100 Achieving Tobacco-Related Health Equity Among California's Diverse Populations

Contract Number:

Contract Term: 07/01/2015 - 06/30/2020

Agency Name: Test Agency Number 2

Effective Date: 07/01/2015

Project Name: Procurement Test Project

Plan Version ID: 0.1

Project Type: CG: General

Report Generated: 11/17/2014 10:31 AM

Budget Section	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	Total
A. Personnel Costs	$ 75,545	$ 75,545	$ 75,545	$ 75,545	$ 75,545	$ 377,725
B. Fringe Benefits @ 10% - 15%	$ 10,575	$ 10,575	$ 10,575	$ 10,575	$ 10,575	$ 52,875
C. Operating Expenses	$ 16,056	$ 13,024	$ 14,565	$ 16,093	$ 13,785	$ 73,523
D. Equipment Expenses	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
E. Travel/Per Diem and Training	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 25,000
F. Subcontracts and Consultants	$ 20,000	$ 10,000	$ 15,000	$ 20,000	$ 25,000	$ 90,000
G. Other Costs	$ 52,173	$ 25,093	$ 33,145	$ 21,545	$ 19,055	$ 151,011
H. Indirect Expenses @ 10% - 13%	$ 10,744	$ 10,763	$ 10,765	$ 10,751	$ 10,757	$ 53,780
Total Expenses	**$ 190,093**	**$ 150,000**	**$ 164,595**	**$ 159,509**	**$ 159,717**	**$ 823,914**

Budget Justification: Required Training

- Capitol Information & Education Days (I&E Days)
- Project Director’s meetings (PDM)

Emory University Budget Requirements

- Training to be conducted at Emory University
- A web-based project management data base
- Emory Technical Assistance
- Educational Materials

Section III: Application Instructions

- Additional Documents (page 20)
  - Additional Tobacco Control Funding (OTIS form).
  - Proof of Non-Profit Status (only applicable to non-government, non-profit agencies).
  - Certification of Non-Acceptance of Tobacco Company Funding (*See Appendix 20).*
  - Tax Debtor List-Entity Status Letter (see page 20).
  - Cessation Tracking Treatment Protocol. Cessation Objective Addendum for Indicators 4.1.4, 4.2.2, and 4.2.4 only (OTIS form/see page 9).

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
  - In certain circumstance, applications with a score of less than 75 points may be funded
- Please carefully review the Application Selection Criteria on pages 21-30 of the RFA

IV. Application Selection Process and Criteria

- Selection Criteria and Points Values – 100 Points Possible
  - 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 – 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 up receipt of the fully executed grant.

IV. Application Selection Process and Criteria

- Important Administrative Details (page 30)
  - 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
    - Maintain Accounting records
    - Employ fiscal/administrative staff with the appropriate training and experience

IV. Application Selection Process and Criteria

- Important Administrative Details, continued (page 31)
  - RFA Cancellations and Addendums
  - Grounds to Reject an Application

IV. Application Selection Process and Criteria

- Important Administrative Details, continued (page 32)
  - Award

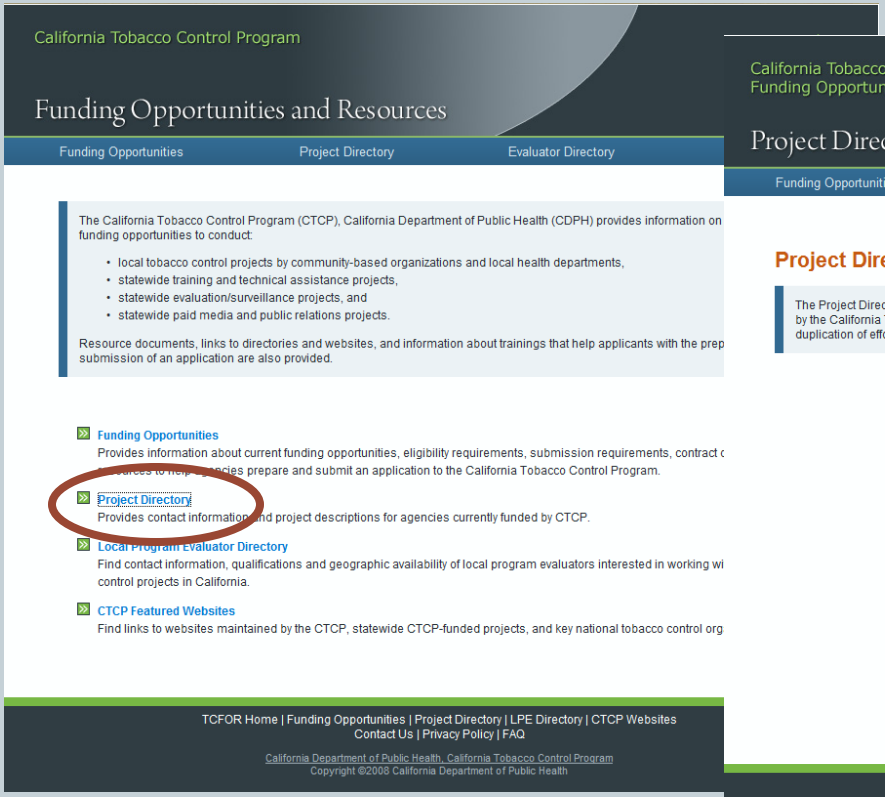
    Notice of the proposed awards shall be posted in a public place in the office of CDPH/CTCP and on the following Internet site: http://www.cdph.ca.gov/programs/CPNS/Pages/default.aspx

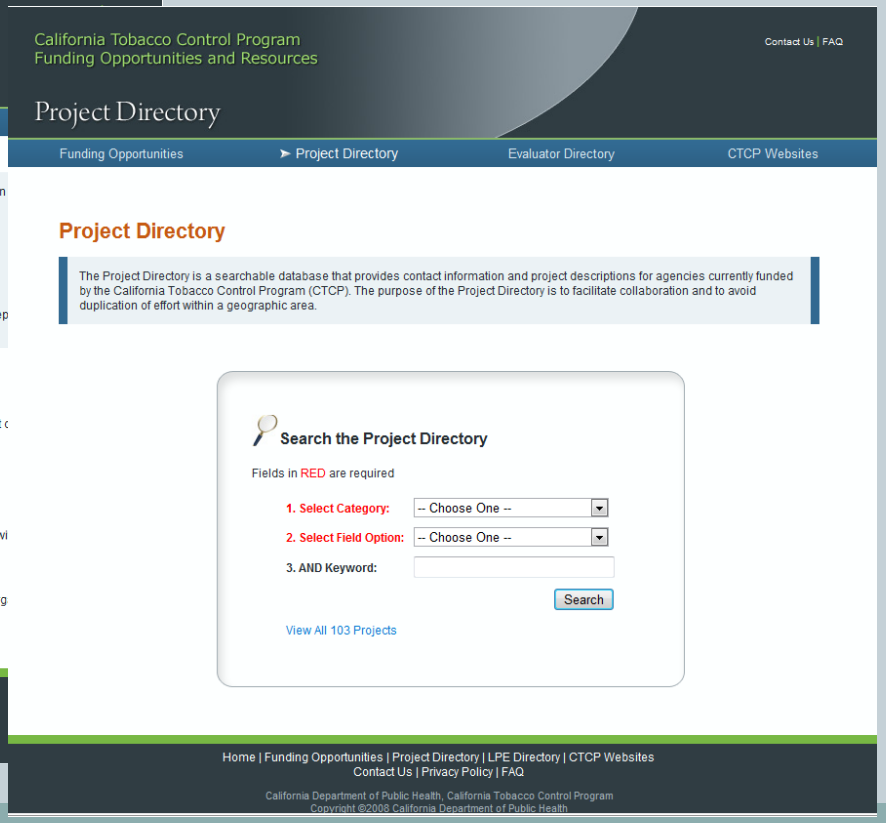
Tips for a Successful Application

- Tip #1: Carefully read and review and follow all of the instructions in the RFA.
- 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

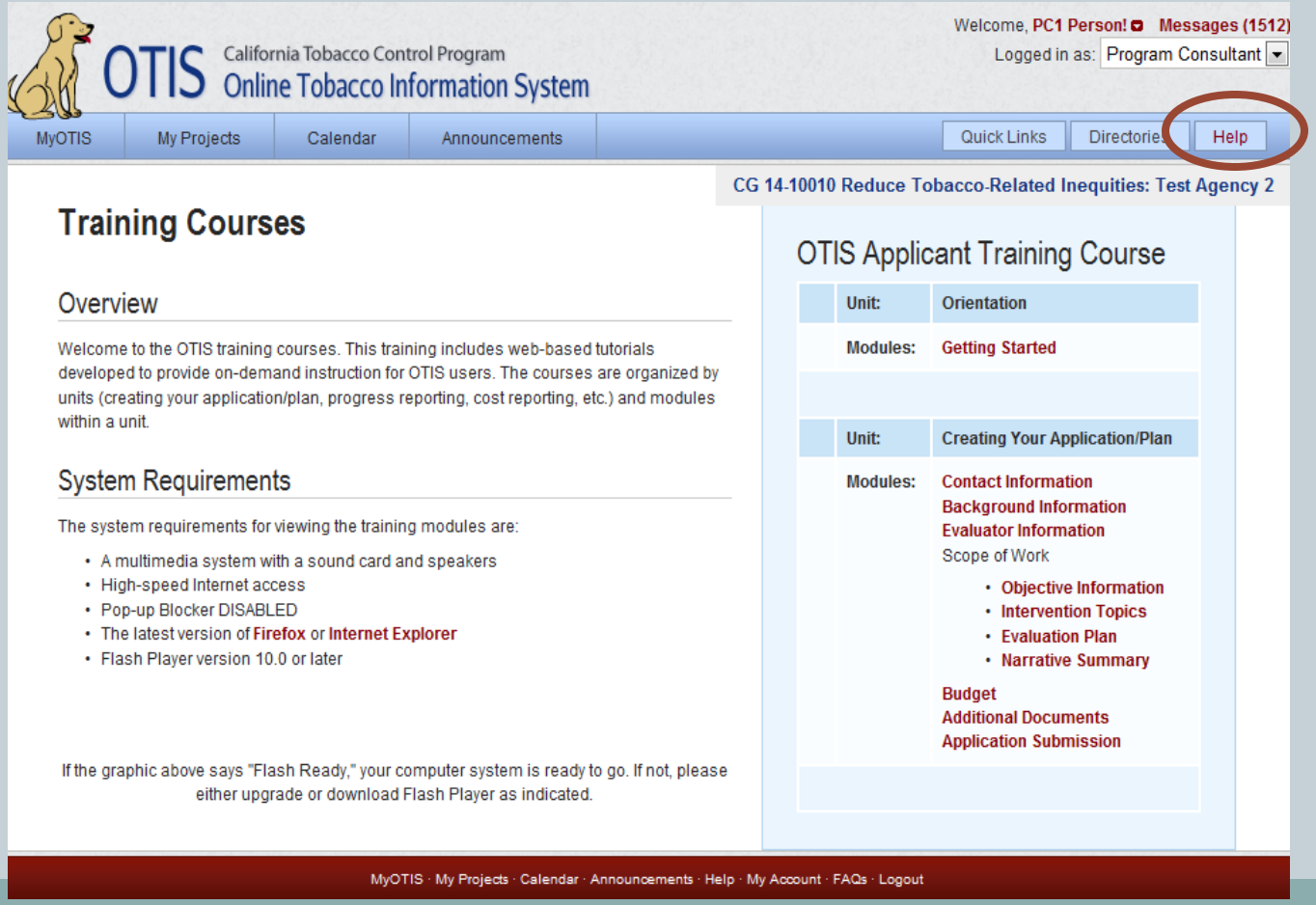
- Tip #5: Search the Project Directory on TCFOR for descriptions of CTCP-funded projects in your area.





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 required trainings
- Tip #8: Ensure all Additional Documents are:
  - Signed by the appropriate agency representative, if applicable
  - Fully completed
  - Correctly uploaded
- Tip #9: Don’t wait until the last minute

OTIS Wizard for Adding Objectives

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

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

Project Home
Application
- Application Index
- 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

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

Project Home
Application
- Application Index
- 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

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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RFA/Application Conclusion

- Thank you for your attention & best wishes!
- Reminder: The last day to submit questions related to this RFA is November 24, 2014, and should be addressed to **CTCPInbox@cdph.ca.gov**
- Andrea Zvonicek – Andrea.Zvonicek@cdph.ca.gov
  - Program Consultant
  - Local Programs and Advocacy Campaigns Unit
- Jas Sandhar – Jasdeep.Sandhar@cdph.ca.gov
  - Procurement Manager
  - Procurements Management Unit

RFA/Application Q & A

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

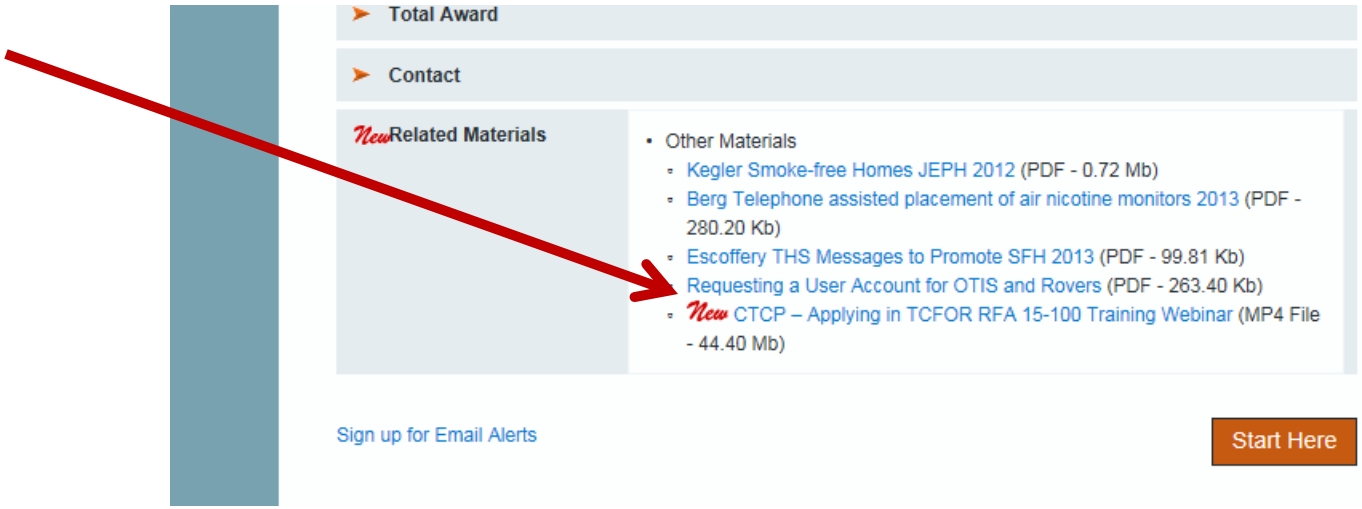
TCFOR - OTIS Demonstration

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

- For questions regarding TCFOR, OTIS, and related technical issues, contact Beto at:
  - Phone: (916) 449-5474
  - Email: Humberto.Jurado@cdph.ca.gov

California Tobacco Control Program Funding Opportunities and Resources

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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Local Program Evaluator Directory

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

Local Program Evaluator Directory

Evaluators Register or Sign-in

This Directory contains information about the availablility of evaluators for CTCP funded projects. Each evaluator profile contains information regarding qualifications, areas of expertise, current CTCP projects, and availablity.

Search the Local Program Evaluator Directory:

Geographic Availability [Search]

Keyword [Search]

Skills [Search]

236 Registered Evaluators [View All]

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Local Program Evaluator (LPE) Registry

This Registry solicits information about the qualifications, areas of expertise, and availability of individuals who would like to be considered as local program evaluators for CTCP funded projects.

CTCP requires its local contractors to direct a minimum of 10 percent of their local program funds toward evaluation and to designate at least one qualified evaluator as the lead. Tobacco Control Plans submitted must include a description of the evaluation design, data collection methods and instruments, sampling, data analysis plan, and how the findings will be disseminated. Local program evaluators generally work in a collaborative relationship with local projects to prepare the Plan, conduct the evaluation, and prepare progress and evaluation reports.

For more information about our local program evaluation efforts, please refer to the following publication:

Tang H, Cowling DW, Koumjian, K, Roeseler A, Lloyd J and Rogers T. (2002, Fall) "Building local program evaluation capacity toward a comprehensive evaluation." New Directions for Evaluation, 2002(95), 39-56. http://www3.interscience.wiley.com/cgi-bin/fulltext/98516131/PDFSTART

Sign in to the LPE Registry:

Email Address:

Password:

Forgot your password? Sign In

Sign-up for an Account

I agree that all information I submit will be shared through the LPE Directory

Account Creation

Complete the following form fields to create an account. Upon completion, submit this form to receive a password.

Fields in RED are required.

First Name:

Last Name:

Email:

P.O. Box:

Street Address 1:

Street Address 2:

City:

State: California

Zip: -

Area Code and Telephone Number

Register and Receive Password | Reset Form | Cancel

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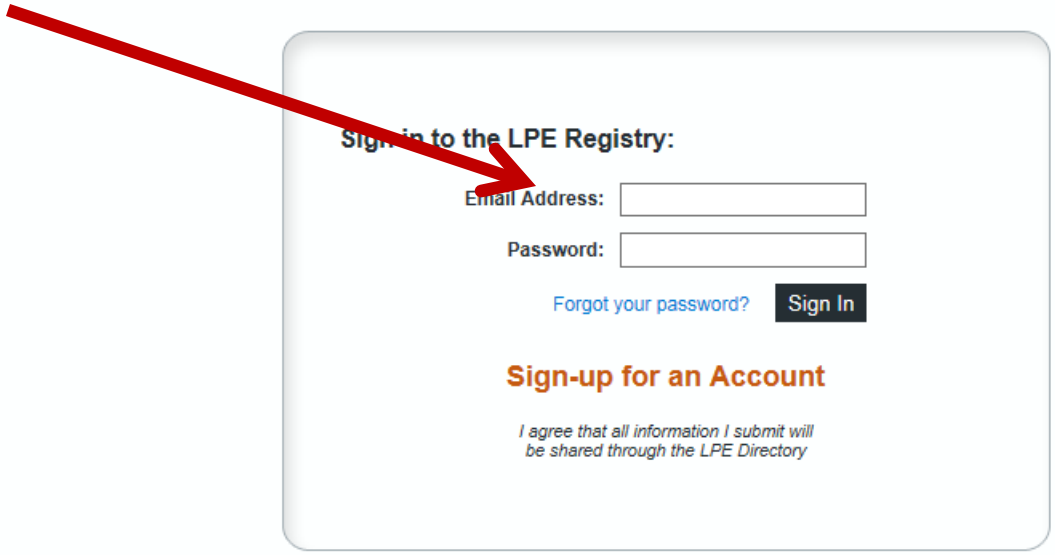


Funding Opportunities | Project Directory | ➤ Evaluator Directory | CTCP Websites

Nicole Kwon

Welcome to your Local Program Evaluator Directory account

- **LPE Directory Navigation Options:**
  - Logout
  - Edit or complete your profile information

Address 2:

City/State/Zip: **Sacramento, California 95833**

Email Address: **nicole.kwon@cdph.ca.gov**

Degree:

Position/Title:

Organization:

Experience

Years worked in tobacco control:
1/3
Area(s) of expertise in tobacco control:
TBD
Years worked in public health:
2
Area(s) of expertise in public health:
Community Health
Health Services
Multicultural Health
Epidemiology
Years worked in program evaluation:
1
Area(s) of expertise in program evaluation:
Data Analysis
Needs Assessment
Focus Groups
Report Preparations
Experience with quantitive and/or qualitative data analysis:
Averages
Chi-square
Frequencies
Regressions

Qualifications

Do you have the following recommended qualifications?

Yes :

```
One course in study design or one year of experience determi
```

No :

```
One course in evaluation or one year of experience planning
```

Lake, Lassen, Long Beach, Los Angeles,
Madera, Marin, Mariposa, Mendocino,
Merced, Modoc, Mono, Monterey,
Napa, Nevada, Orange, Pasadena,
Placer, Plumas, Riverside, Sacramento,
San Benito, San Bernardino, San Diego, San Francisco,
San Joaquin, San Luis Obispo, San Mateo, Santa Barbara,
Santa Clara, Santa Cruz, Shasta, Sierra,
Siskiyou, Solano, Sonoma, Stanislaus,
Statewide, Sutter, Tehama, Trinity,
Tulare, Tuolumne, Ventura, Yolo,
Yuba

Publications

Please list any public health and tobacco-related publications, indicating the title of the article, the name of the publication, and the date:

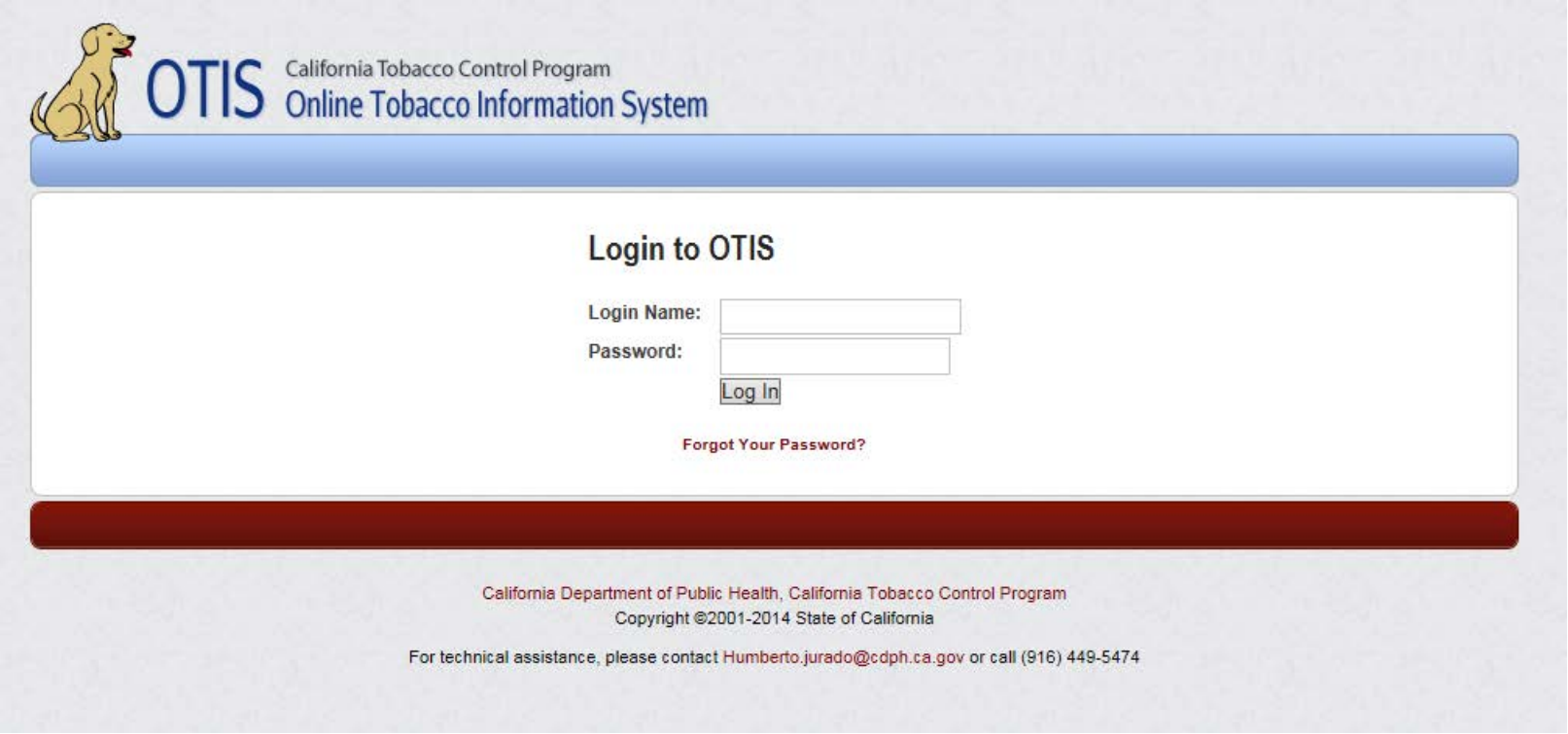
Title of Article	Publication	Date	Link	Author Type
No publications or professional reports.				

Curriculum Vitae / Résumé

Please attach a copy of your CV or résumé:
CV/Résumé of Nicole Kwon (10/21/2009)

Submit Updated Profile to CTCP

OTIS
HTTPS://OTIS.CATCP.ORG



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- Alerts
- My Projects

Utilities
- Agency Contact Directory
- Communication Log

Alerts

Action Items

CG 15-100 Achieving Tobacco-Related Health Equity : Procurement Test Project

Application Open - Due: 01-15-2015

My Projects

Agency	Project	Contacts
CG 15-100 Achieving Tobacco-Related Health Equity Among California's Diverse Populations		

Communications

0 New Messages

0 New Official Messages

0 Help Request

0 Saved Messages

Calendar

November 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						

View | Add Event

Nov 17, 2014
Media Training
State

Nov 18, 2014
Prop 99 call
State

Nov 21, 2014
CTCP 15-100 RFA Information Webinar
State

Dec 3, 2014
CTCP RFA 15-100 Application Writing Webinar
State

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Project | Evaluator | Contact
View All
Last Name Search
Search

Applicant

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- My Projects

Utilities
- Agency Contact Directory
- Communication Log

Alerts

Action Items

CG 15-100 Achieving Tobacco-Related Health Equity : Procurement Test Project
Application Open - Due: 01-15-2015

My Projects

Agency	Project
CG 15-100 Achieving Tobacco-Related Health Equity Among California's Diverse Populations	

Communications

0 New Messages
0 New Official Messages
0 Help Request
0 Saved Messages

Calendar

November 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						

View | Add Event

Nov 17, 2014
Media Training
State

Nov 18, 2014
Prop 99 call
State

Nov 21, 2014
CTCP 15-100 RFA Information Webinar
State

Dec 3, 2014
CTCP RFA 15-100 Application Writing Webinar
State

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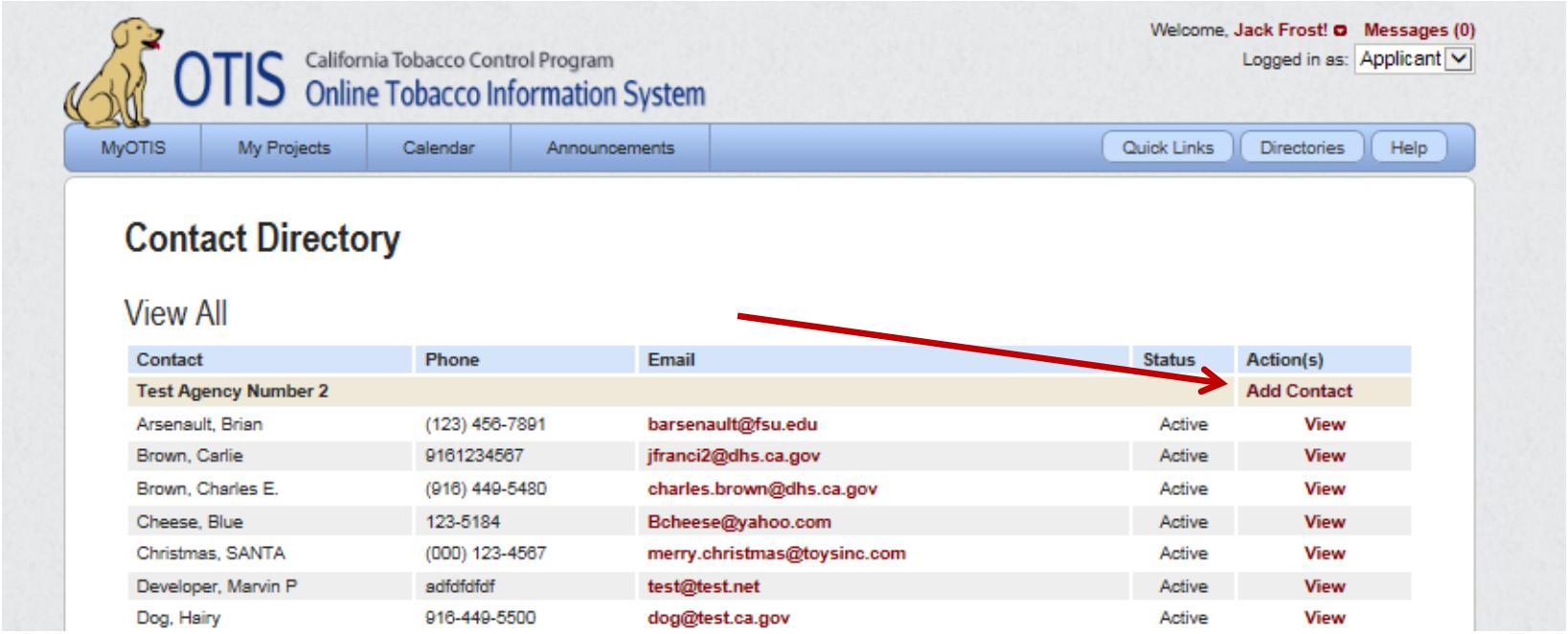
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California Tobacco Control Program
Online Tobacco Information System
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Logged in as: Applicant
MyOTIS
My Projects
Calendar
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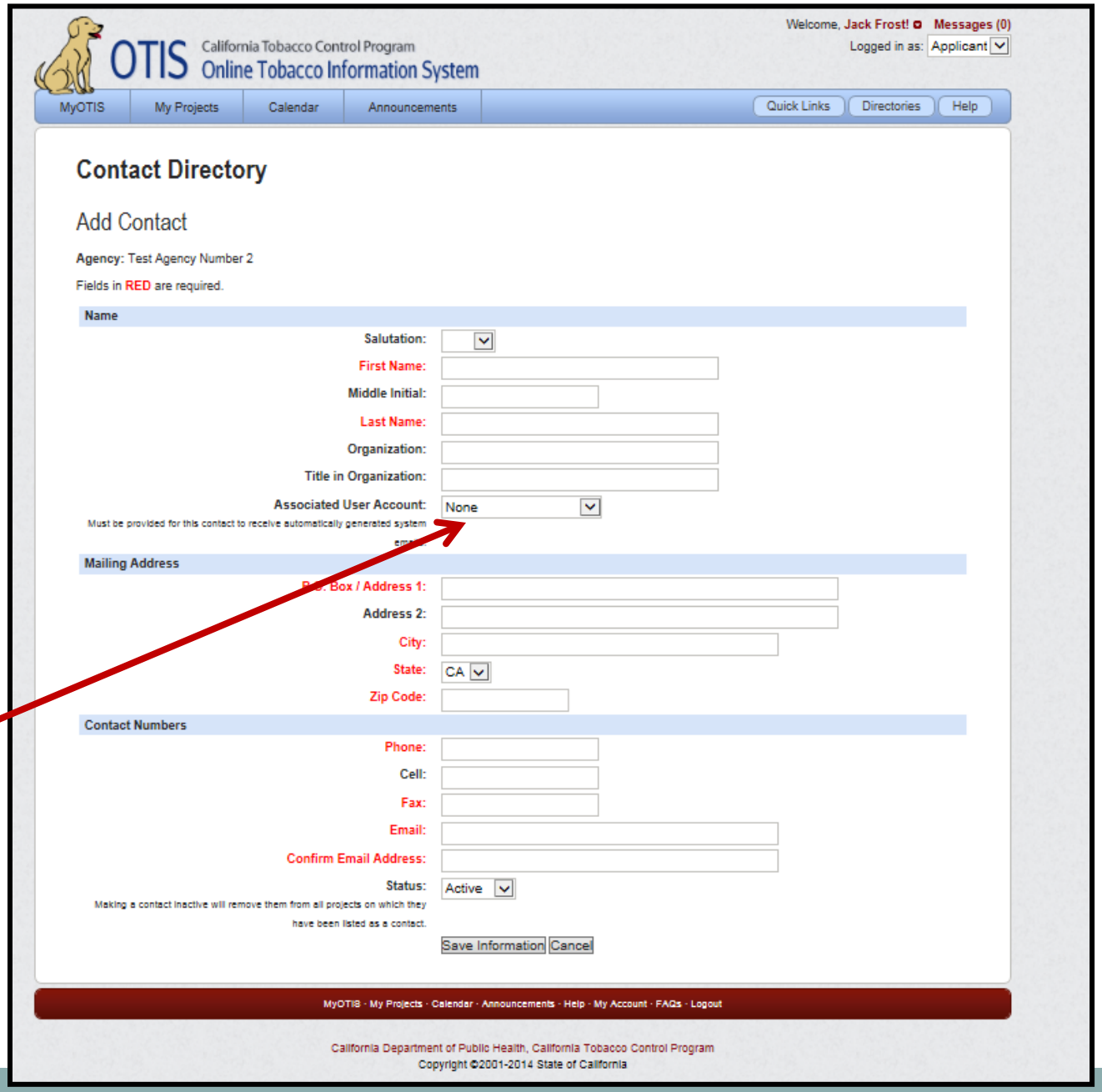
Quick Links
Directories
Help
Contact Directory
View All
Contact
Phone
Email
Status
Action(s)
Test Agency Number 2
Add Contact
Arsenault, Brian
(123) 456-7891
barsenault@fsu.edu
Active
View
Brown, Carlie
9161234567
jfranci2@dhs.ca.gov
Active
View
Brown, Charles E.
(916) 449-5480
charles.brown@dhs.ca.gov
Active
View
Cheese, Blue
123-5184
Bcheese@yahoo.com
Active
View
Christmas, SANTA
(000) 123-4567
merry.christmas@toysinc.com
Active
View
Developer, Marvin P
adfdfdfdf
test@test.net
Active
View
Dog, Hairy
916-449-5500
dog@test.ca.gov
Active
View



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Contact Directory

Add Contact

Agency: Test Agency Number 2

Fields in RED are required.

Name

Salutation:
First Name:
Middle Initial:
Last Name:
Organization:
Title in Organization:
Associated User Account: None
Must be provided for this contact to receive automatically generated system emails.

Mailing Address

P.O. Box / Address 1:
Address 2:
City:
State: CA
Zip Code:

Contact Numbers

Phone:
Cell:
Fax:
Email:
Confirm Email Address:
Status: Active
Making a contact inactive will remove them from all projects on which they have been listed as a contact.

Save Information | Cancel

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OTIS Q & A

- Please type your question into the Chat Box