California Department of Public Health
California Tobacco Control Program

INFORMATIONAL WEBINAR

CTCP Solicitation 16-10064

California Tobacco Control Information Clearinghouse

April 25, 2016
10:00 a.m. – 12:00 p.m. PST

Presenters

- Susan Fleischer
  - Program Consultant
  - Local Programs and Advocacy Campaigns Unit
- Adam Doughri
  - Procurement Manager
  - Procurements Management Unit
- Beto Jurado
  - Knowledge Management Unit

Purpose of this Webinar & Agenda

Purpose:

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

Agenda:

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

General Information

- **Is this webinar being recorded?** Yes! Recording will be posted on the *Tobacco Control Funding Opportunities & Resources* (**TCFOR**) website early 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.

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

General Reminders

- The Solicitation instructions take precedence over anything said during this webinar. Interested applicants are to refer to the Solicitation 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 Solicitation on the TCFOR website.
- It is strongly advised that interested agencies frequently check the TCFOR website for potential updates, corrections, or modifications to the Solicitation.
- TCFOR website: https://tcfor.catcp.org/

General Reminders (Cont.)

- The Solicitation requires the Applicant to submit their application 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.

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

California Tobacco Control Program

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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.

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Funding Opportunities

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

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

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
CTCP 16-10064 California Tobacco Control I-Clearinghouse	04/20/2016	06/06/2016, 5PM PST

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

CTCP Solicitation 16-10064 California Tobacco Control Information Clearinghouse

COMPLETING THE APPLICATION

Solicitation Information

The Solicitation 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: 1-13

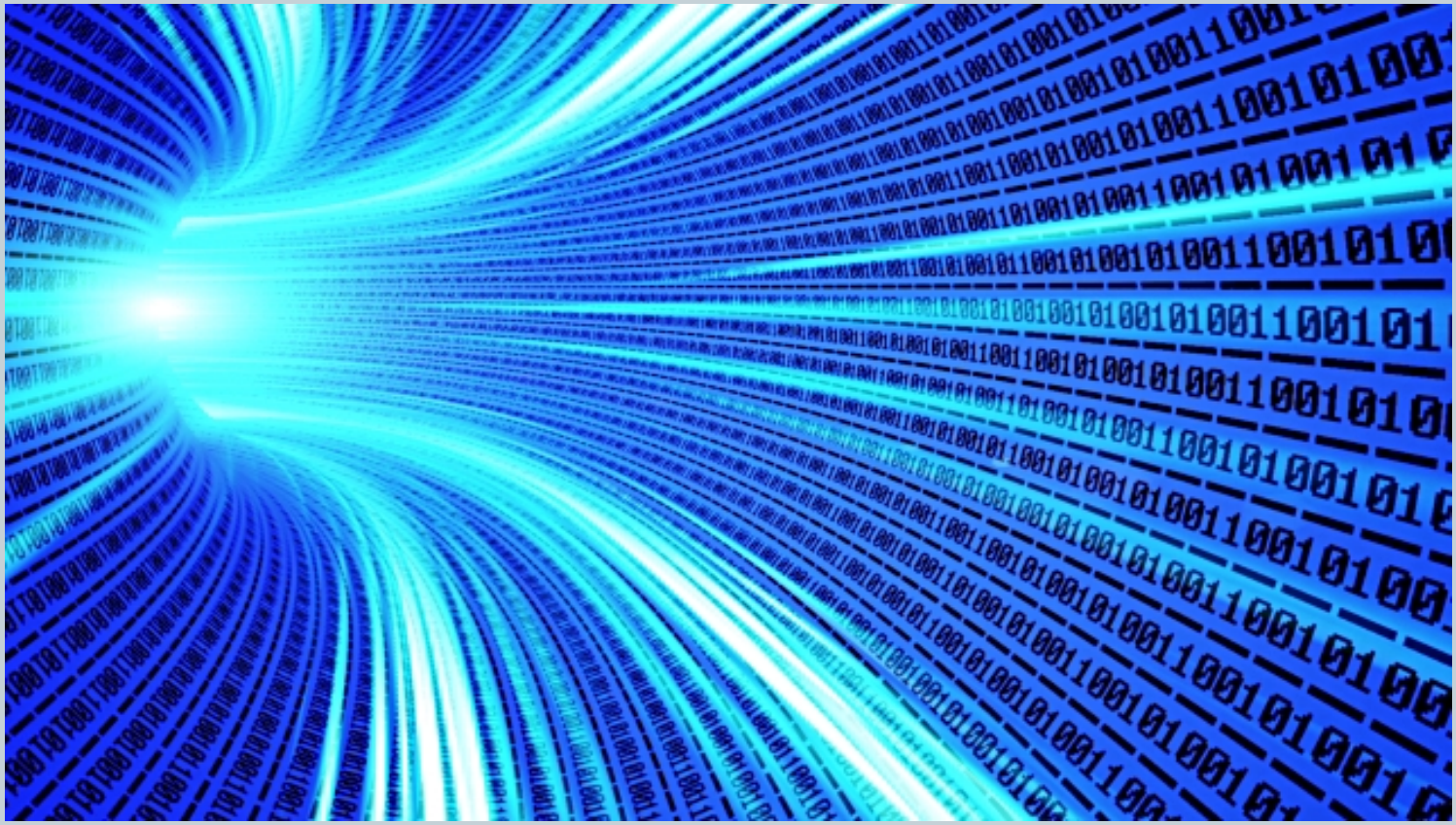
➢ Download/Save and carefully review each section and appendix.

Section I: Introduction

- Background Information (page 1)

Section I: Introduction

- Purpose (pages 1-2)



Section I: Introduction

- Who May Submit Application (page 2)

Section I: Introduction

Key Dates (page 3)

ACTIVITY	ACTION DATE (all times are PST)
Solicitation Release Date	**April 20, 2016**
OTIS Open for Application Input	**April 20, 2016**
Last Day to Submit Questions	**April 29, 2016, 12:00 pm**
Mandatory Letter of Intent Due	**May 09, 2016 by 5:00 pm**
Application Due	**June 06, 2016 by 5:00 pm**
Notice of Award	**July 15, 2016**
Appeals Due	**July 21, 2016**
Appeals Hearing	**July 25, 2016**
Appeals Decisions Announced (tentative)	**July 26, 2016**
Grant Start Date	**January 1, 2017**
Grant End Date	**June 30, 2021**

Section I: Introduction

Anticipated Funding (page 3)

- Funding level for the 54-month (4.5 year) grant period is anticipated to be:
  - **$600,000 - $1,200,000 per fiscal year**
  - **$5,400,000 over the 4.5 year period**

Section I: Introduction

Contract Term (page 3)

- January 1, 2017 – June 30, 2021
- Applications must be for the entire four and a half year term

Section I: Introduction

Funding Restrictions (page 4)

Appendix 4: CTCP Program Letter (PL) 12-01 ACM and BMM Guidelines

Appendix 5: CTCP Program Letter (PL) 12-03 Allowed Policy Activities

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 Solicitation
    - Estimated budget request
    - A short description of the proposed project
  - A signed letter of intent must be uploaded to the TCFOR website by **5 pm on Monday, May 9, 2016**.
  - Refer to Appendix #6: *Mandatory Letter of Intent*

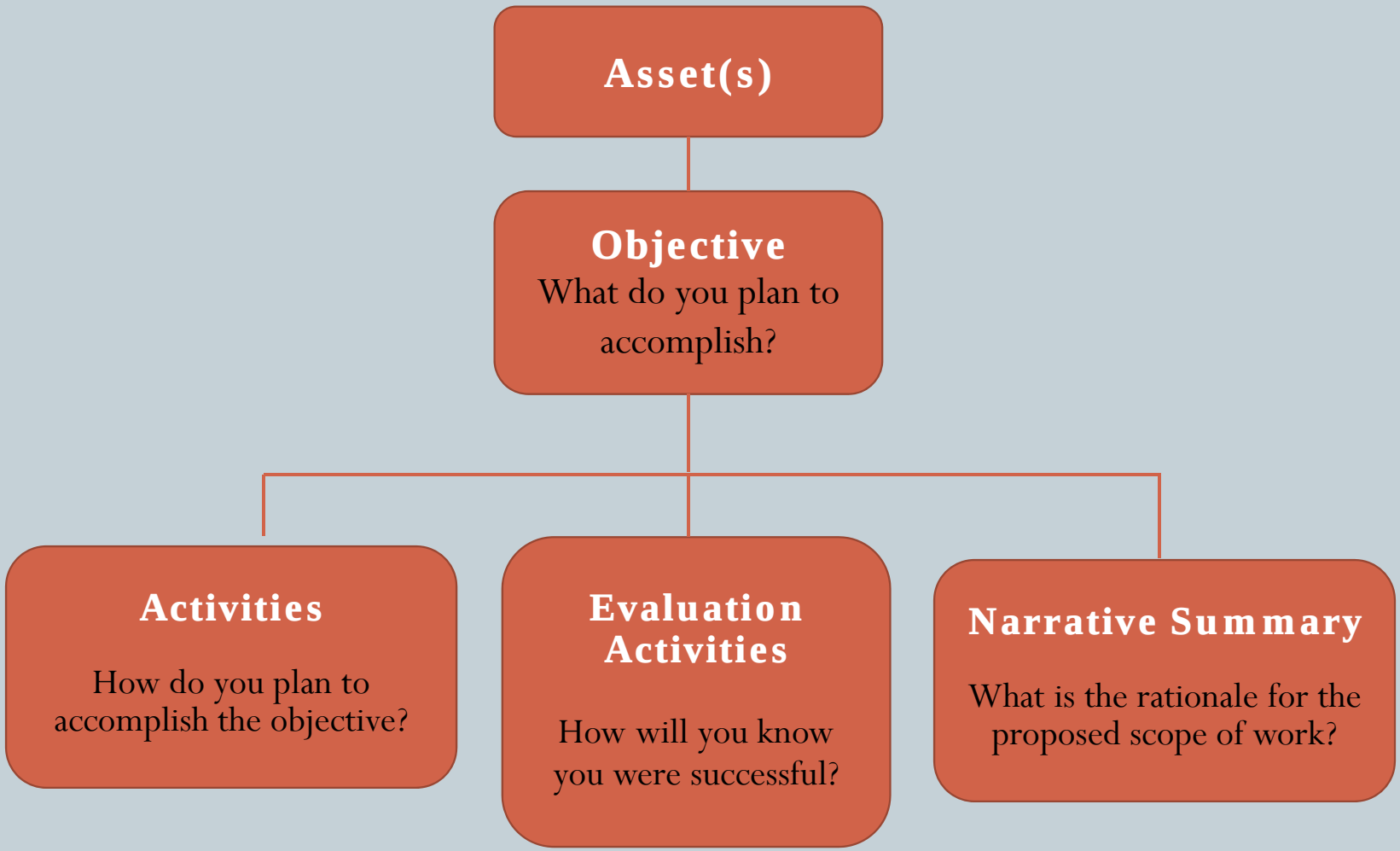
Section I: Introduction

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 and responses will also be posted on TCFOR.

- Any questions asked after the webinar can be submitted to CTCPInbox@cdph.ca.gov by April 29, 2016. We are collecting all questions, and a summary of the questions and responses will also be posted on TCFOR on May 06, 2016.

Section II: Scope of Work



Section II: Scope of Work

- Scope of Work Core Components (pages 7-13)
  - Website Development and Maintenance
  - Materials Development
  - Educational Materials Management
  - Material Order Fulfillment and Distribution
  - Educational Materials Technical Assistance (TA) Services
  - Promote I-Clearinghouse Services

Section II: Scope of Work

A. Website Development and Maintenance:

Section II: Scope of Work

B. Materials Development

Section II: Scope of Work

C. Educational Materials Management

Section II: Scope of Work

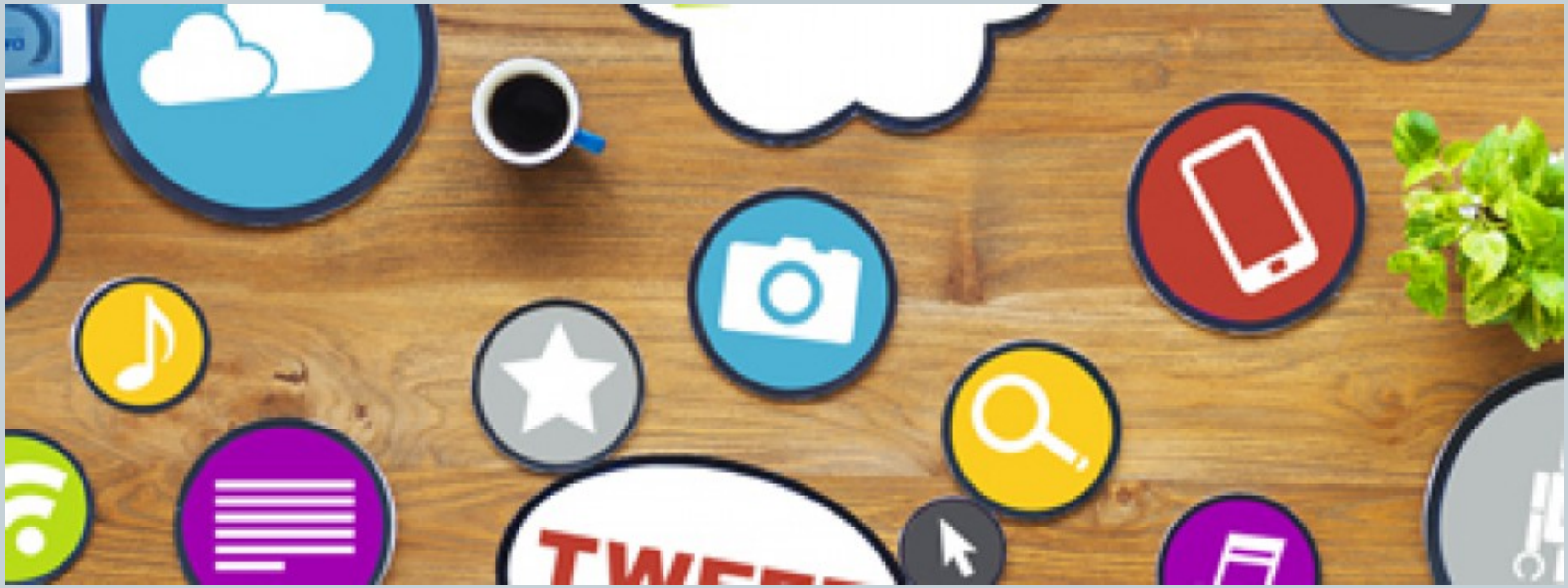
D. Materials Order Fulfillment and Distribution

Section II: Scope of Work

E. Educational Materials Technical Assistance (TA) Services:

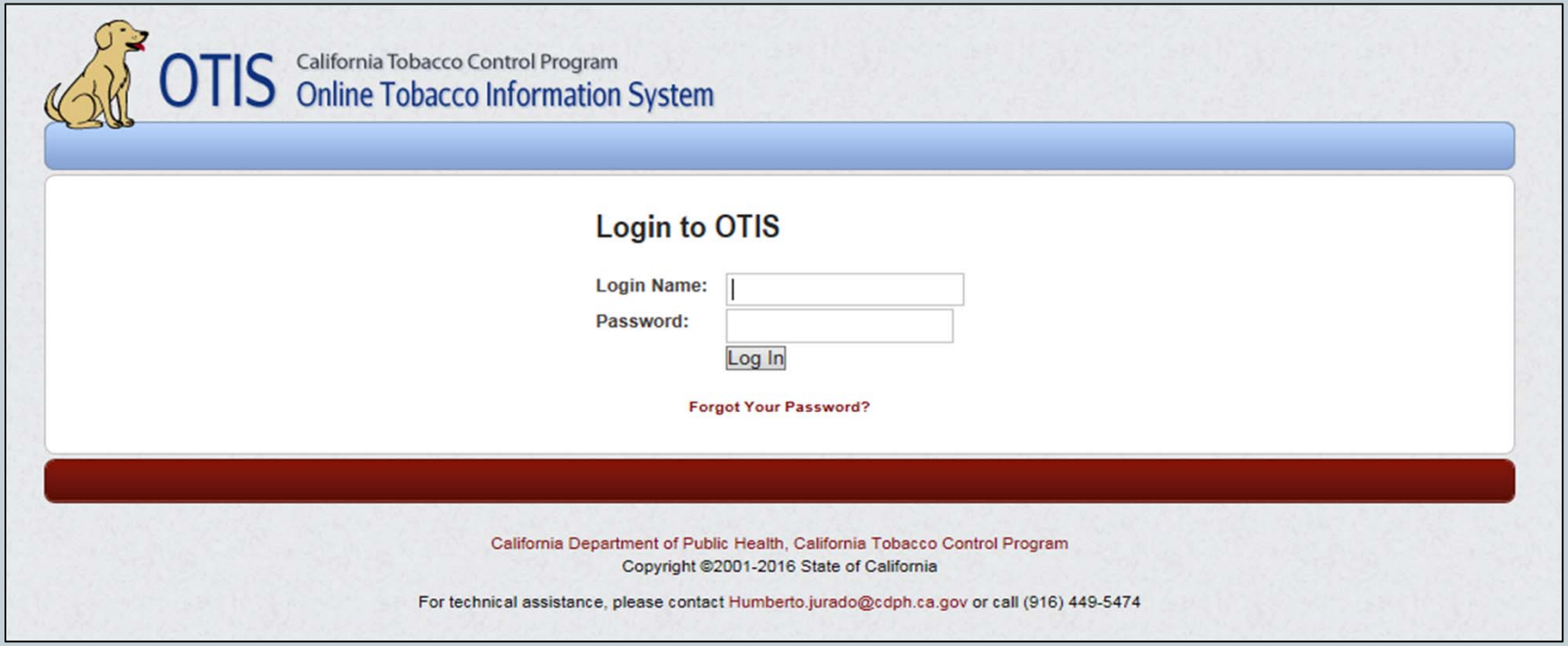
Section II: Scope of Work

F. Promote I-Clearinghouse Services:



Section III: Application Instructions

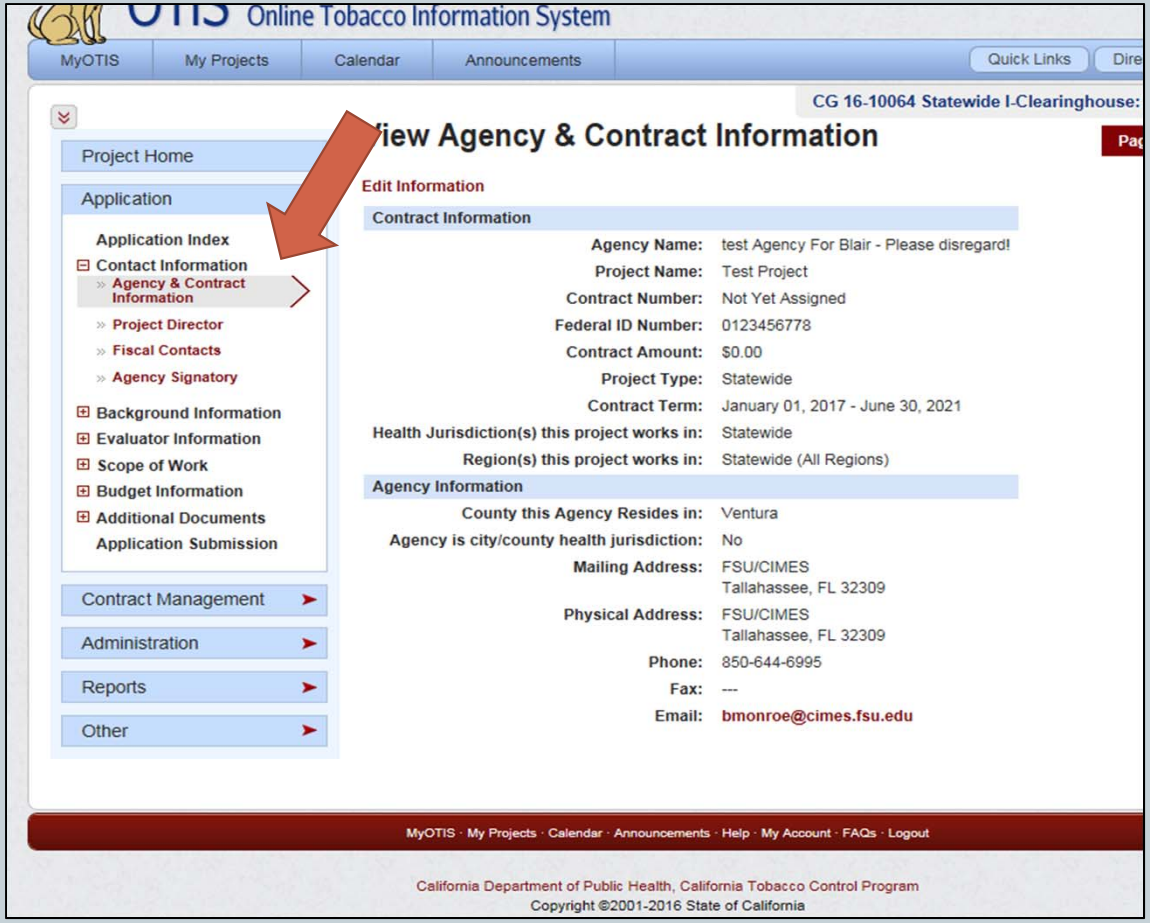
- Online Tobacco Information System (OTIS)



  - **More on OTIS later in the webinar…**

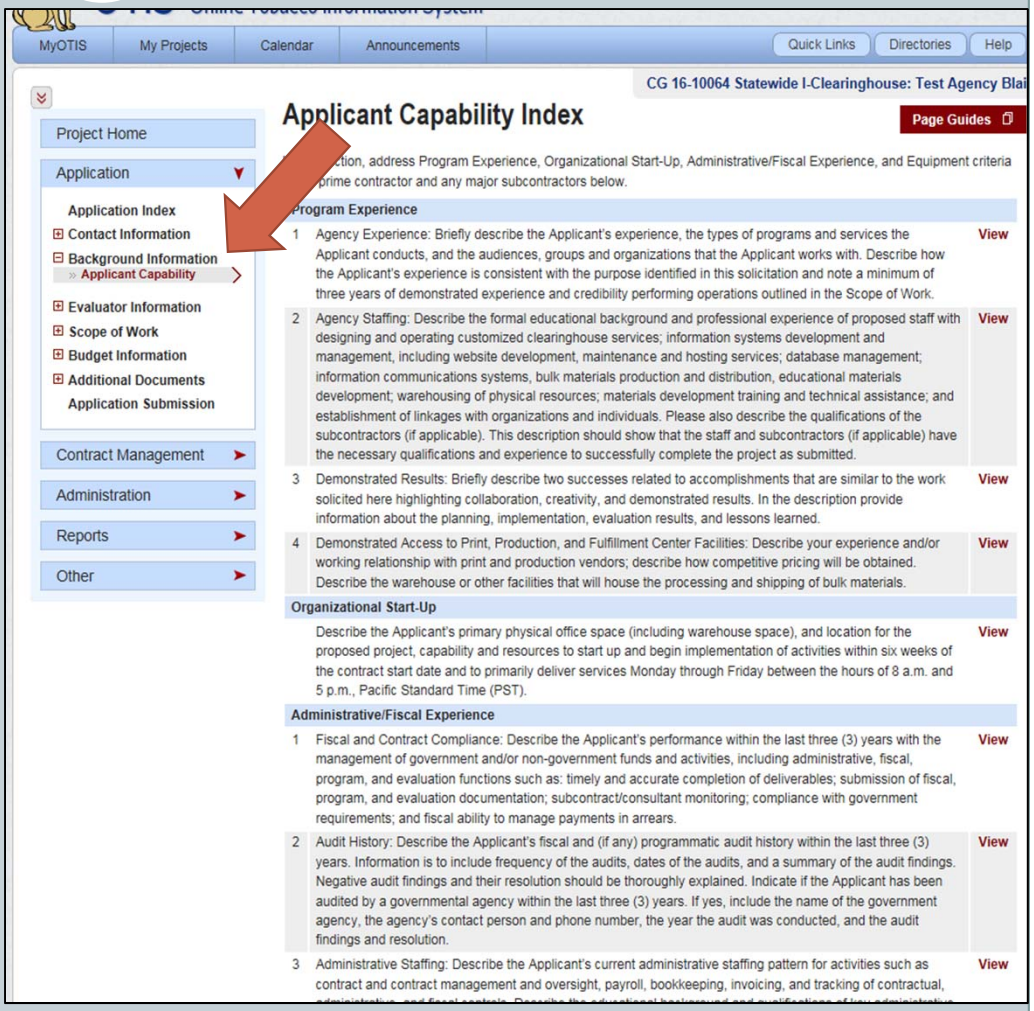
Section III: Application Instructions

- Contact Information (page 14)
  - 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 the project needs.



Section III: Application Instructions

- Applicant Capability (pages 14-17)
  - Agency Experience
  - Agency Staffing
  - Demonstrated Results
  - Demonstrated Access
  - Organizational Start Up
  - Fiscal and Contract Compliance
  - Audit History
  - Administrative Staffing
  - Equipment
  - Letters of Reference (3)

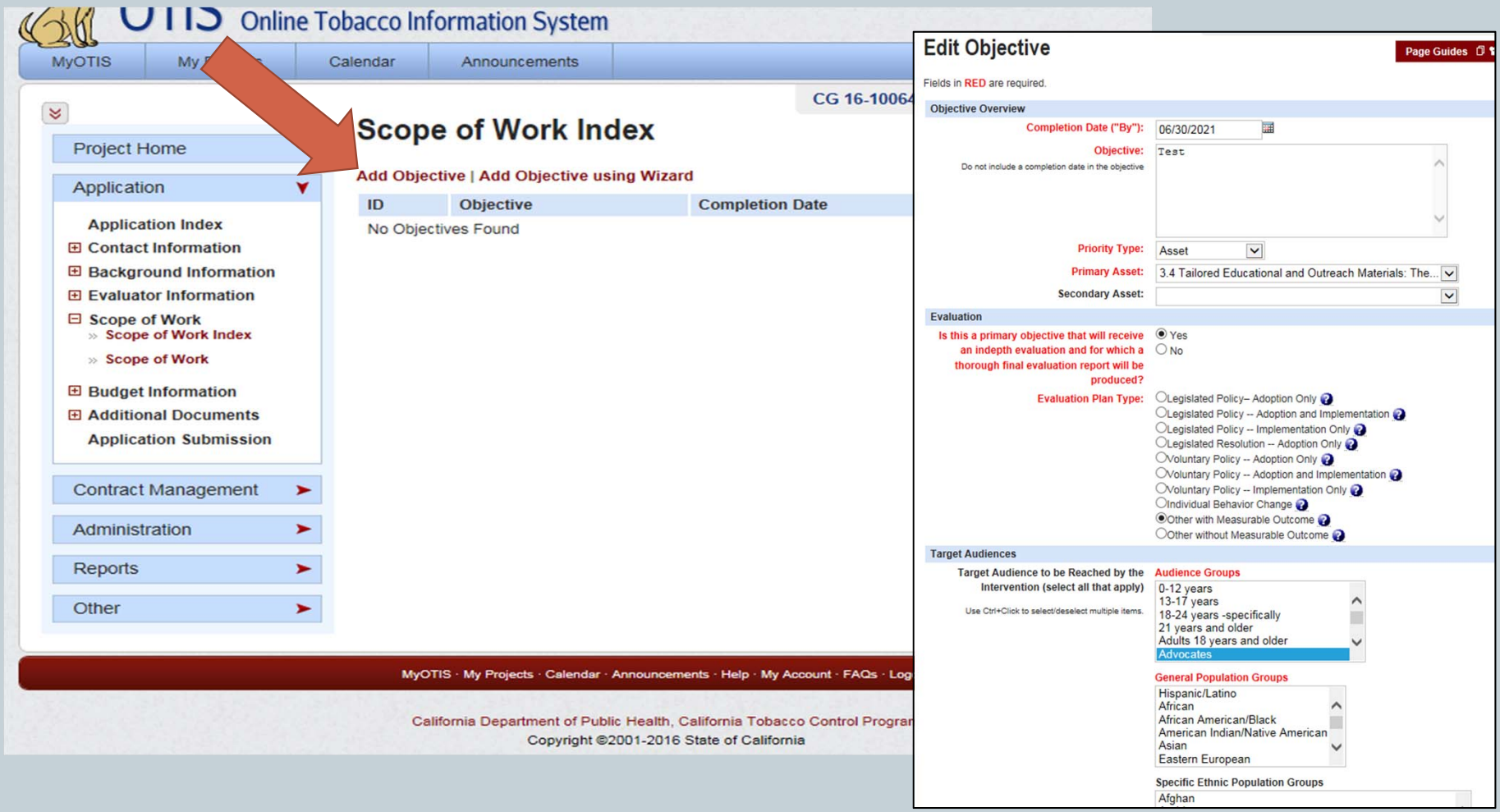
Section III: Application Instructions

- Evaluator Information (page 17)
  - 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. See appendix 9 for how to access the web-based trainings.
    - Please take care of this upfront – do not wait for the last minute!

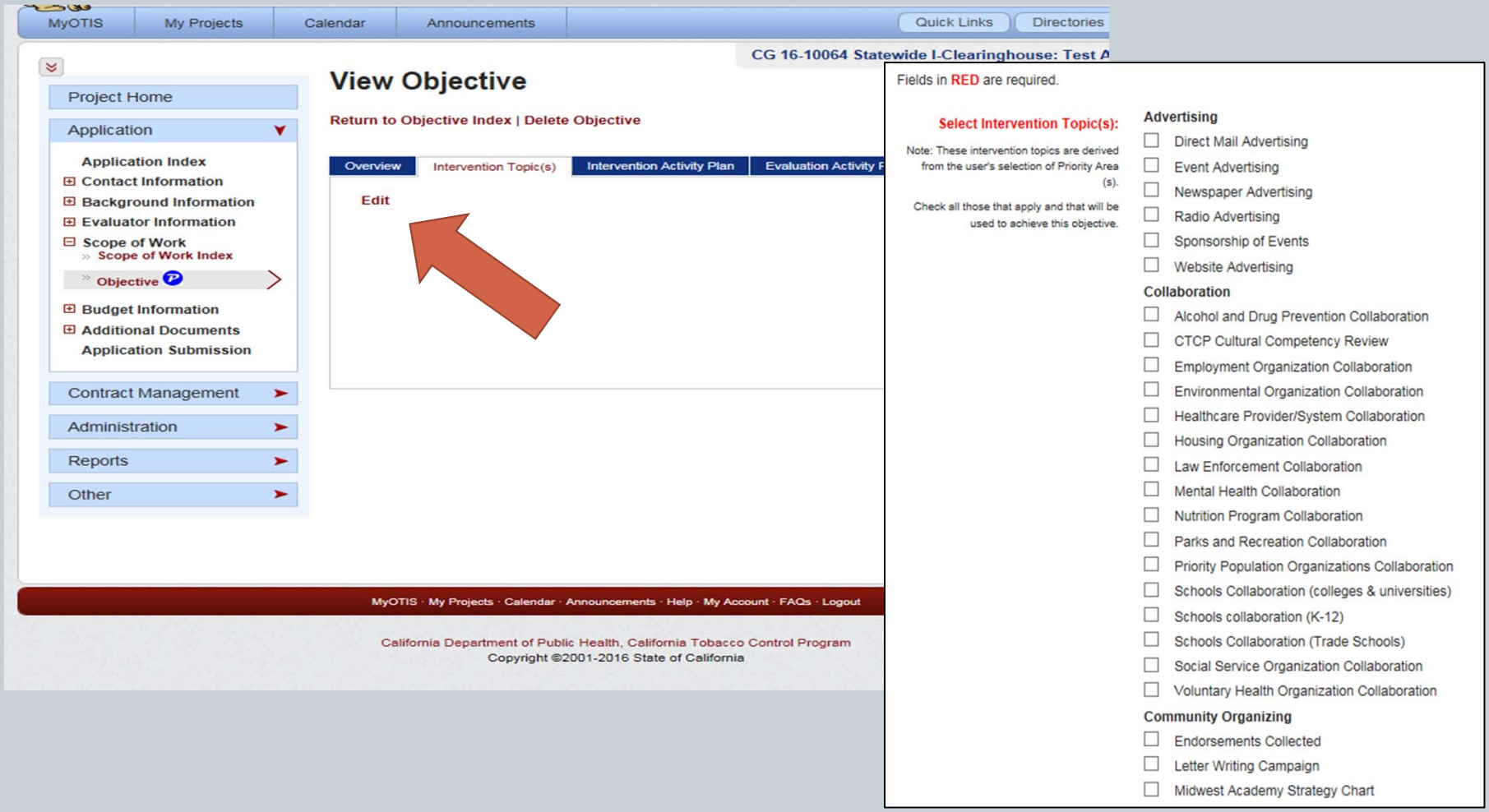
Section III: Application Instructions

- Scope of Work (SOW)
  - Pages 18-22 in the Solicitation

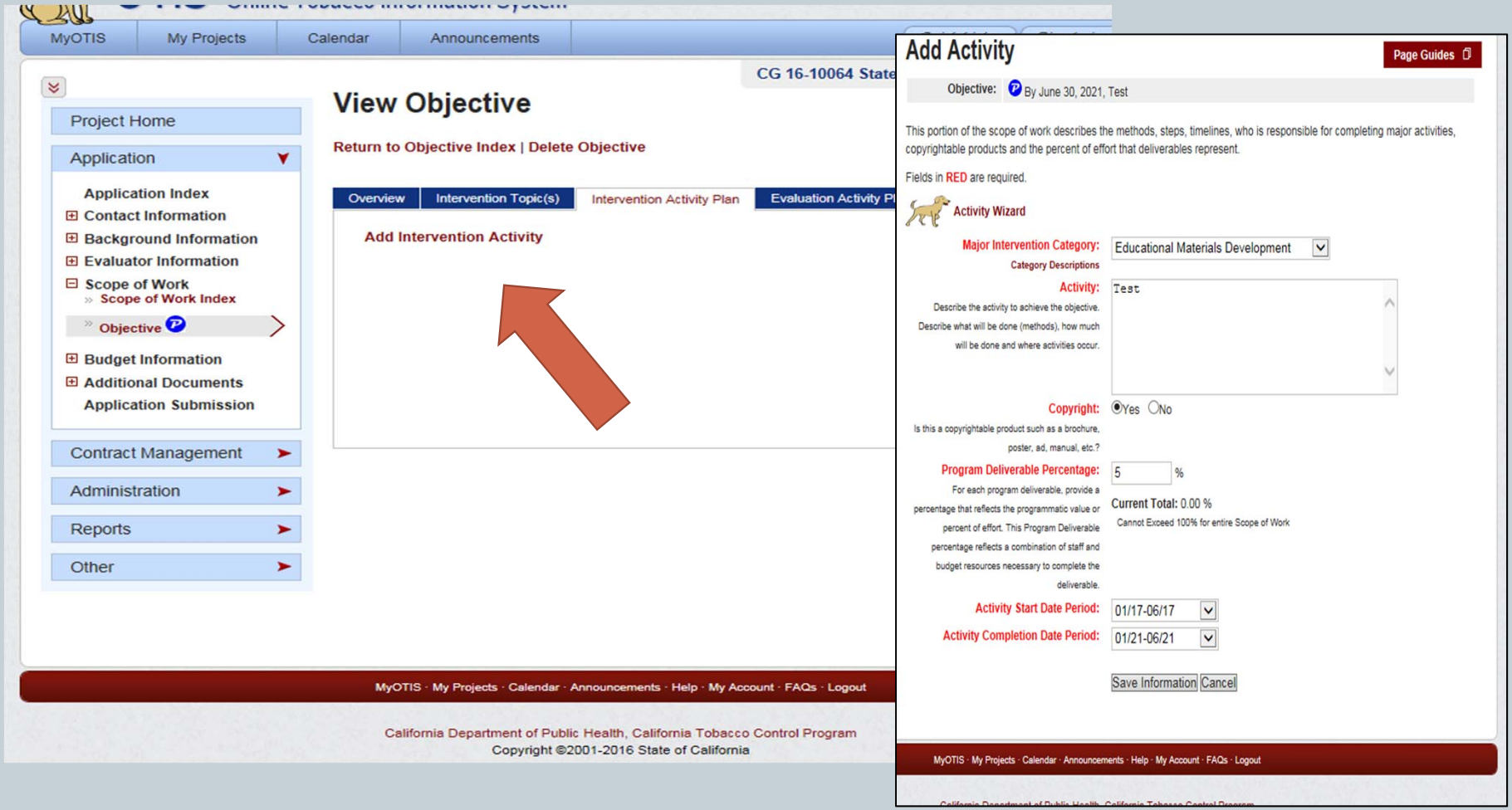
Scope of Work Instructions (pages 18-22)



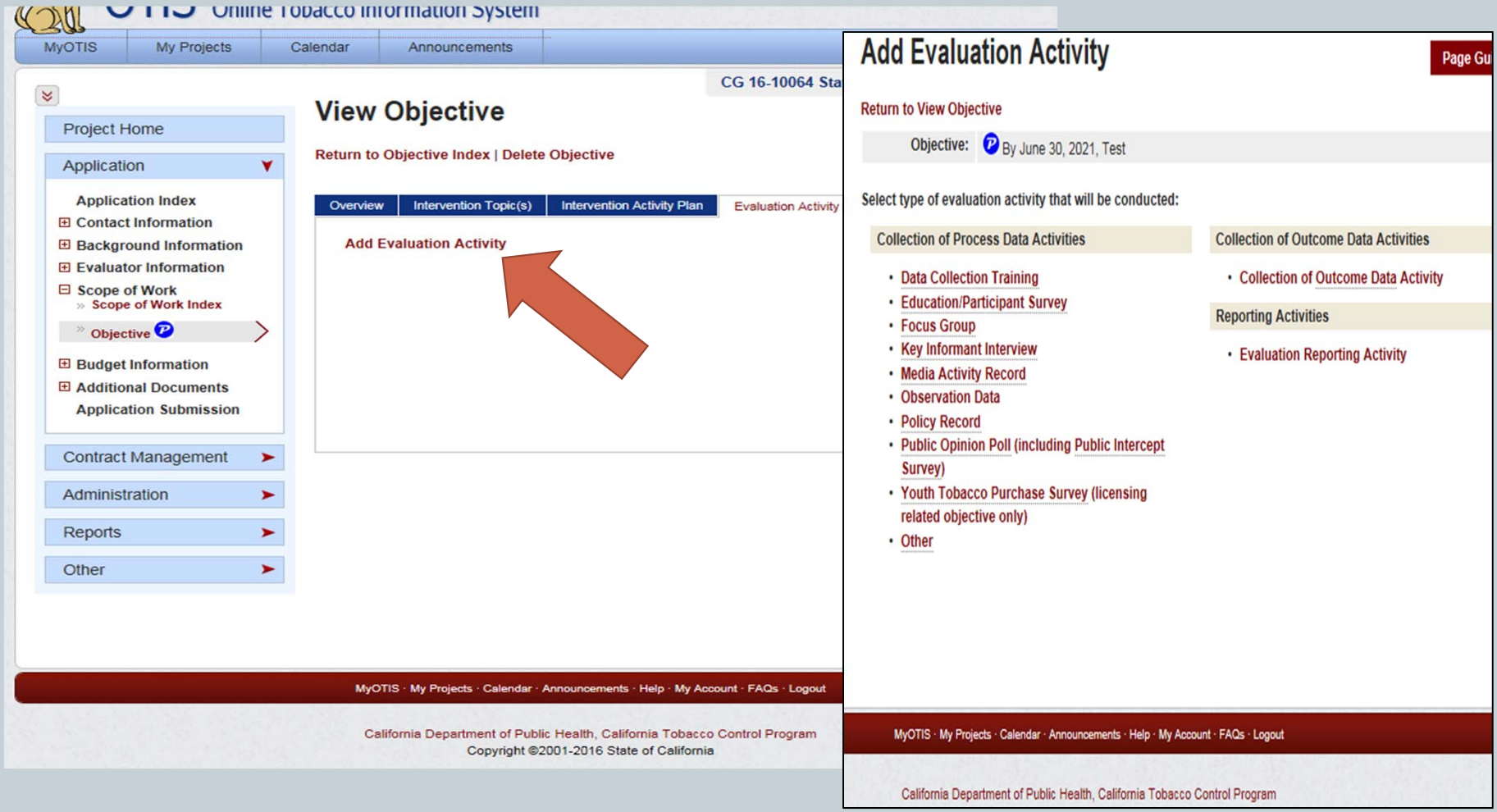
Scope of Work Instructions (pages 18-22)



Scope of Work Instructions (pages 18-22)

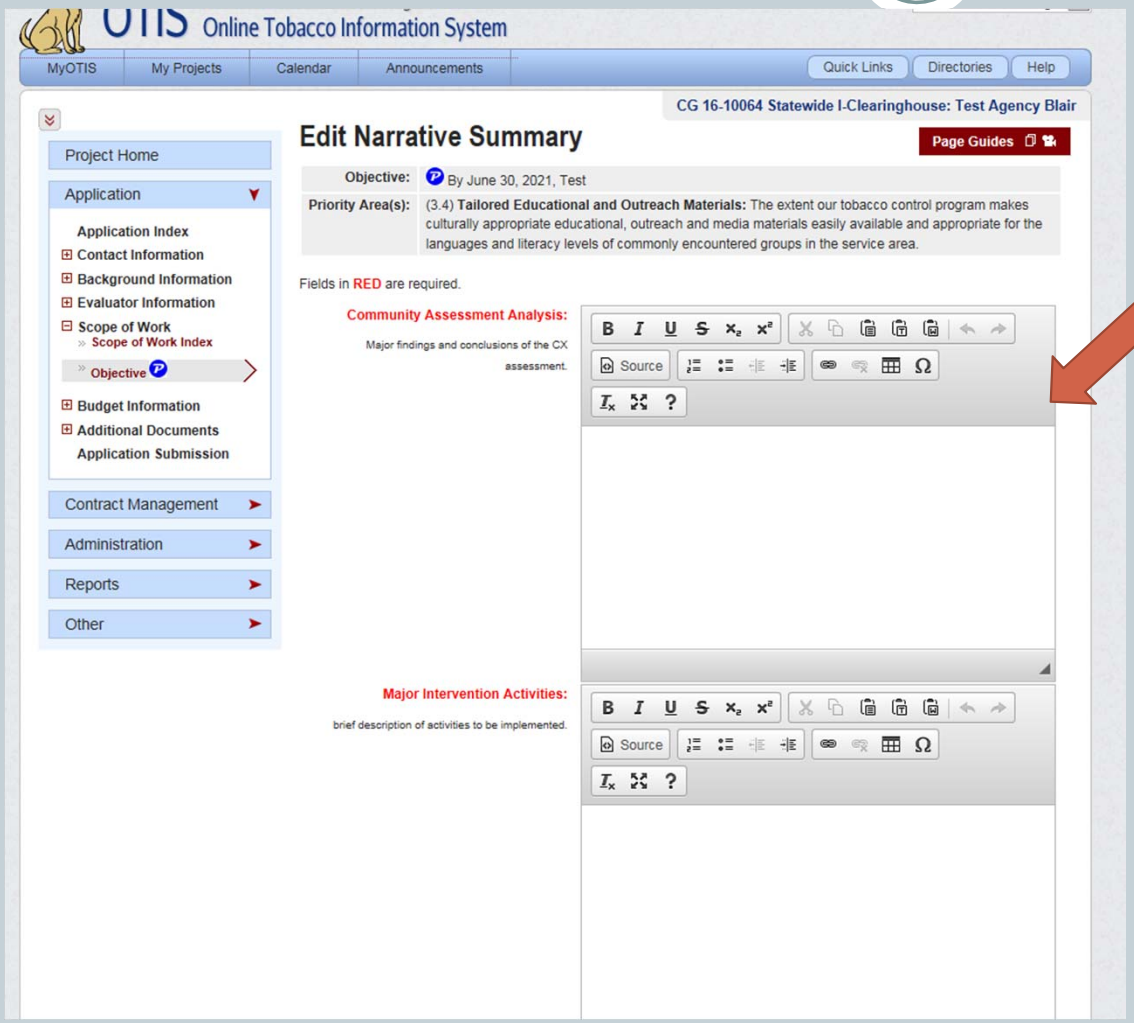


Scope of Work Instructions (pages 18-22)



See Appendix 10: ***Tell Your Story: Guidelines for Preparing a Complete High Quality Final Evaluation Report***

Scope of Work Instructions (pages 18-22)



Community Assessment Analysis

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

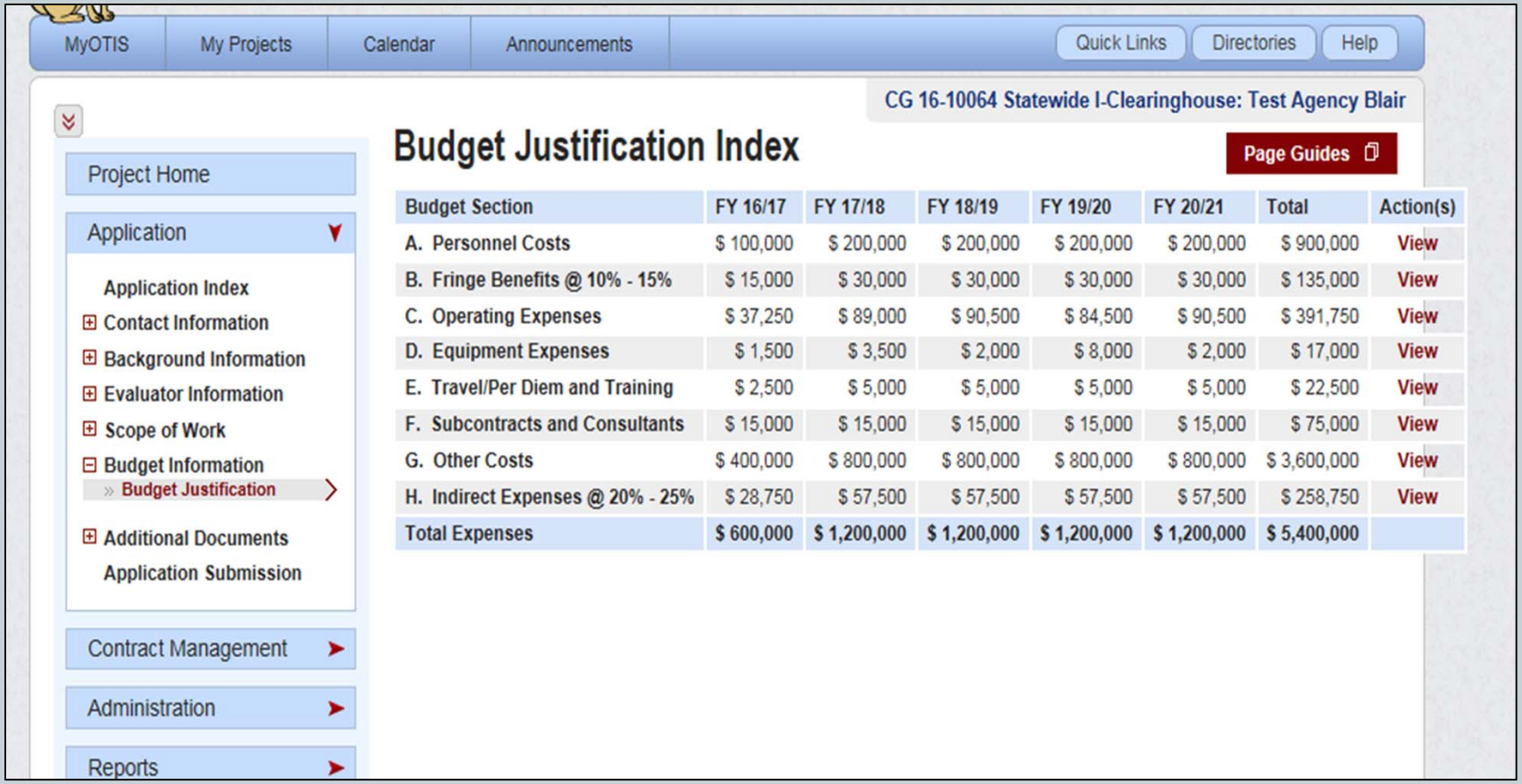
- "*This project primarily addresses the following priority population(s) of focus*: (list the populations)."
- "*This project will primarily work in the following geographical communities:* (identify the communities and describe the demographics of the community)."
- Describe needs assessment findings, 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 22-25)

- Budget justification developed in OTIS
  - Eight line items
  - Associated sub-line items
  - Detailed descriptions including formulas
  - Total cannot exceed $600,000 – 1,200,000 per year

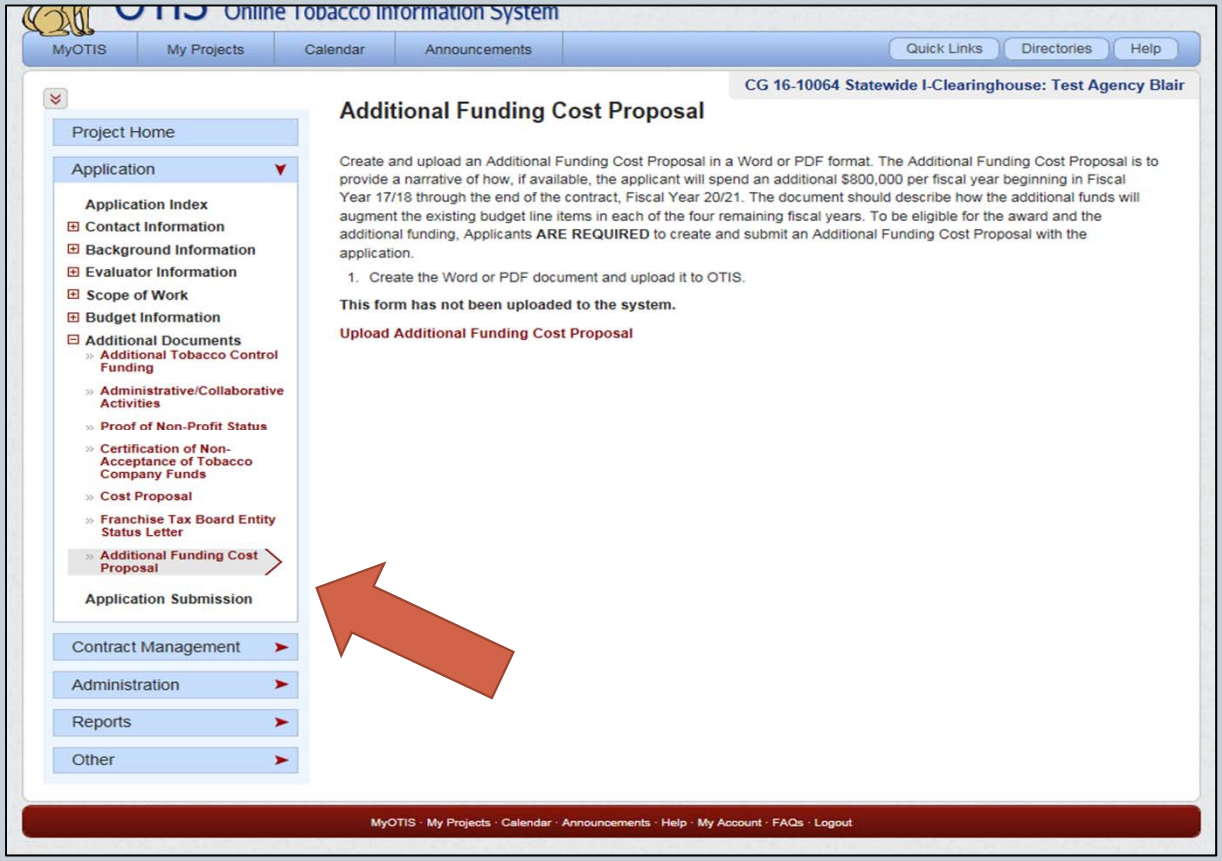
Budget Justification Developed in OTIS



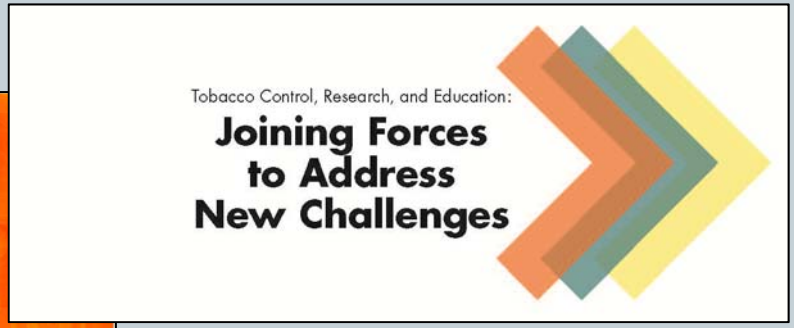
Budget Section	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	Total	Action(s)
A. Personnel Costs	$ 100,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 900,000	View
B. Fringe Benefits @ 10% - 15%	$ 15,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 135,000	View
C. Operating Expenses	$ 37,250	$ 89,000	$ 90,500	$ 84,500	$ 90,500	$ 391,750	View
D. Equipment Expenses	$ 1,500	$ 3,500	$ 2,000	$ 8,000	$ 2,000	$ 17,000	View
E. Travel/Per Diem and Training	$ 2,500	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 22,500	View
F. Subcontracts and Consultants	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 75,000	View
G. Other Costs	$ 400,000	$ 800,000	$ 800,000	$ 800,000	$ 800,000	$ 3,600,000	View
H. Indirect Expenses @ 20% - 25%	$ 28,750	$ 57,500	$ 57,500	$ 57,500	$ 57,500	$ 258,750	View
Total Expenses	$ 600,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 1,200,000	$ 5,400,000	

Section III: Application Instructions

- Additional Funding Cost Proposal



Budget Justification: Required Training



Section III: Application Instructions

- Additional Documents (page 25)

  - Additional Tobacco Control Funding (OTIS form).
  - Proof of Non-Profit Status (see Appendix 2)
  - Certification of Non-Acceptance of Tobacco Company Funding (*See Appendix 3)*
  - Tax Debtor List-Entity Status Letter
  - Additional Funding Cost Proposal

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

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: Contract Modifications
  - CTCP may require modifications to the application as a condition of the award
  - Potential Contractee 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 contract.

IV. Application Selection Process and Criteria

- Selection Criteria and Points Values – 100 Points Possible
  - Applicant Capability – 40 points
  - Scope of Work – 35 points
  - Budget and Budget Justification – 25 points

Please carefully review the Application Selection Criteria on pages 29-35 of the Solicitation

V. Administration

- Important Administrative Details (page 36)
  - Cost of developing the application
  - Any applications partially or entirely marked “confidential” will not be accepted or retained
  - Grantee Requirements:
    - Utilize OTIS for contract 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

V. Administration

- Important Administrative Details, continued (page 37)
  - Solicitation Cancellations and Addendums
  - Immaterial Defect
  - Grounds to Reject an Application

V. Administration

- Important Administrative Details, continued (page 38)

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

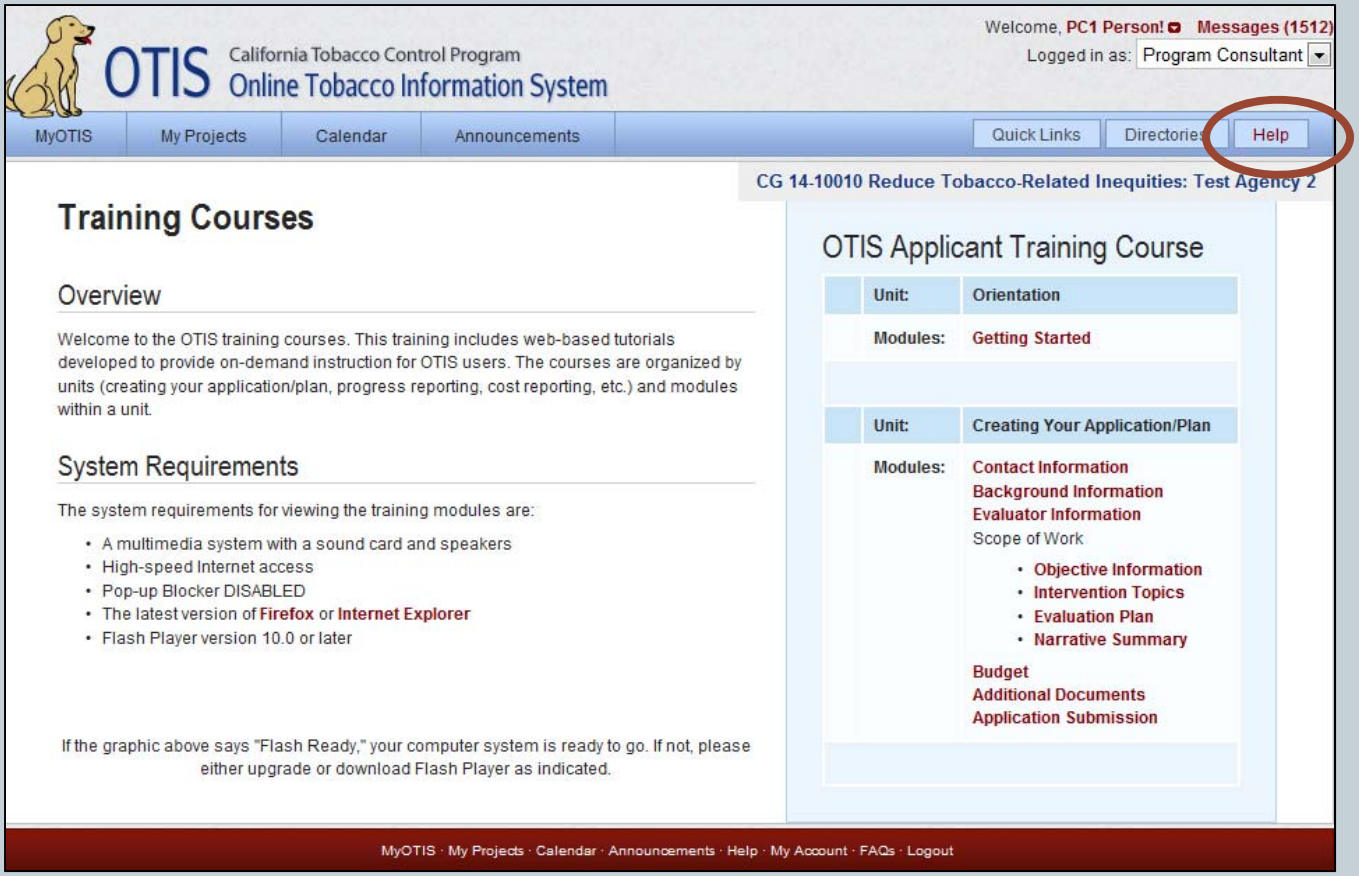
V. Administration

Tips for a Successful Application

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

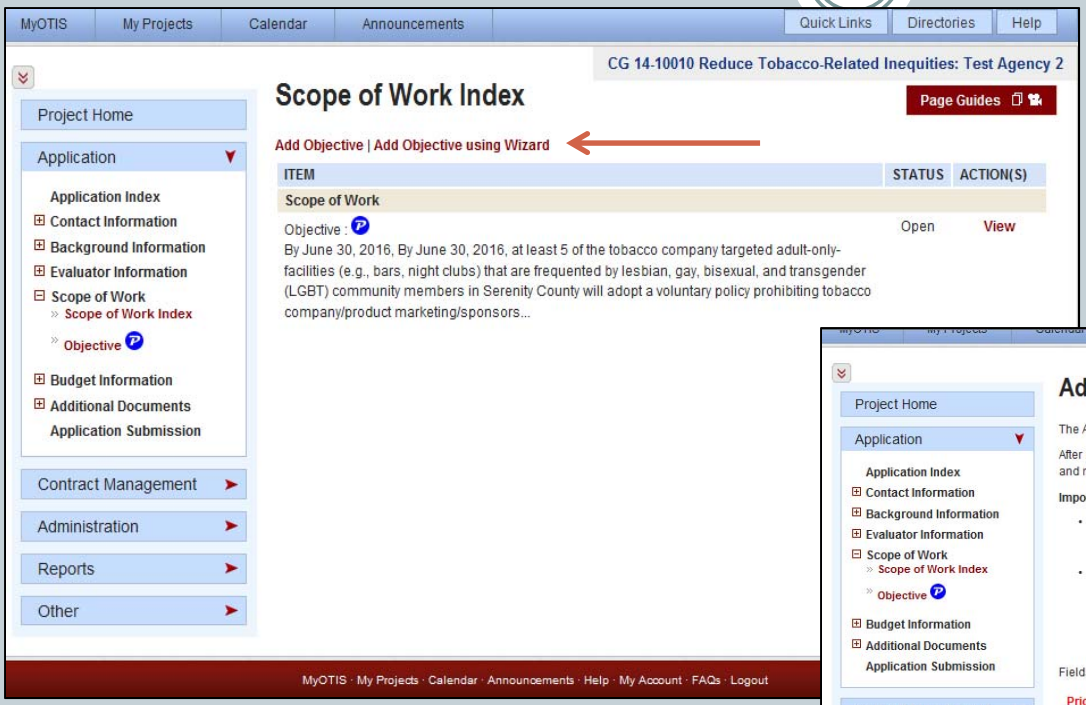
- Tip #5: Utilize the OTIS Applicant Training Courses

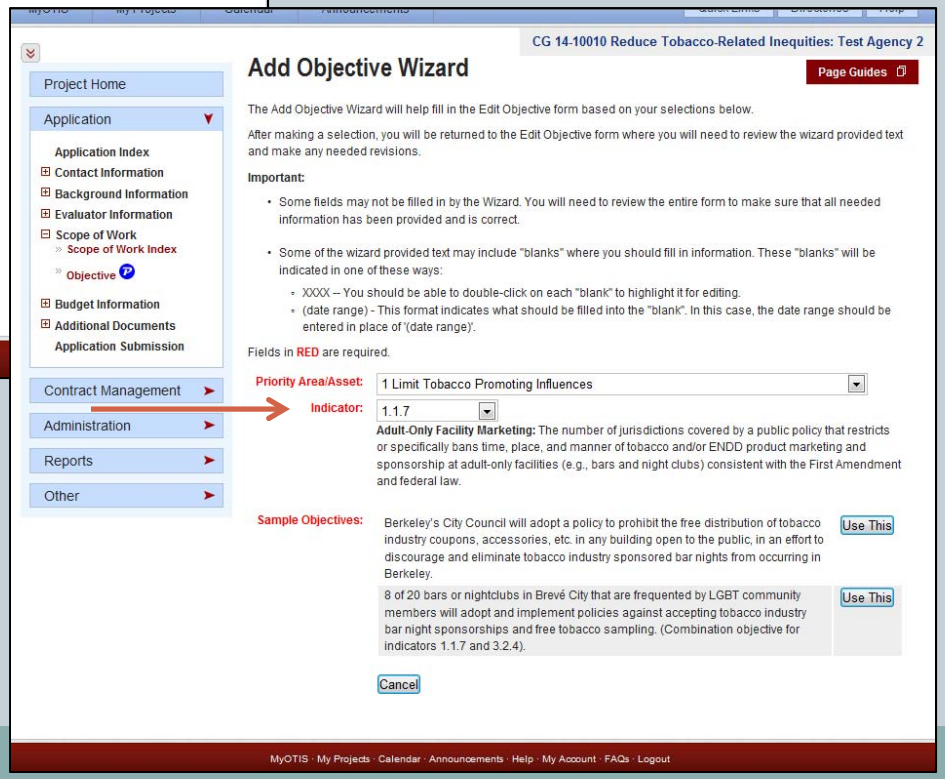


Tips for a Successful Application

- Tip #6: Ensure the budget justification:
  - Supports expenses connected with SOW
  - OTIS calculates the amounts in the overall budget for the applicant
  - Includes required trainings
- Tip #7: Ensure all Additional Documents are:
  - Signed by the appropriate agency representative, if applicable
  - Fully completed
  - Correctly uploaded
- Tip #8: Don't wait until the last minute

OTIS Wizard for Adding Objectives





Solicitation/Application Conclusion

- Reminder: The last day to submit questions related to this Solicitation is April 29, 2016 12:00 pm and should be addressed to **CTCPInbox@cdph.ca.gov**
- Susan Fleischer
  - Program Consultant
  - Local Programs and Advocacy Campaigns Unit
- Adam Doughri
  - Procurement Manager
  - Procurements Management Unit

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 Website

http://www.cdph.ca.gov/programs/tobacco/Pages/default.aspx

Home > Programs > California Tobacco Control Program

Mission Statement

California Tobacco Control Program

The Mission of the California Tobacco Control Program (CTCP) is to improve the health of all Californians by reducing illness and premature death attributable to the use of tobacco products. Through leadership, experience and research, CTCP empowers statewide and local health agencies to promote health and quality of life by advocating social norms that create a tobacco-free environment.

CTCP Programs

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- Making a Difference
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- Tobacco Control Funding Opportunities & Resourc

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- Watch our Ads and Videos (Print/TV/Radio)

Visit the California Tobacco Control Program Website

http://www.cdph.ca.gov/programs/tobacco/Pages/default.aspx

and click on the CTCP 16-10064 Californoa Tobacco Control I-Clearing House

Funding Opportunity Alerts that is listed.

CTCP Projects

California's Winnable Battles

Finish the Fight Against Tobacco

Legislative Mandate

Legislative Mandat

a Tobacco Control Program

Tobacco Education & Research Oversight Committee (TEROC)

New TEROC Meeting Information, Master Plan

News, Alerts, Updates, etc.

Funding Opportunity Alerts

CTCP 16-10064 California Tobacco Control I-Clearing House

The California Department of Public Health, California Tobacco Control Program (CDPH/CTCP) is issuing a solicitation, 16-10064, for the purpose of funding one governmental, public, or private-nonprofit agency to support CTCP funded projects by providing a consistent and reliable source of current tobacco control information.

https://tcfor.catcp.org

California Tobacco Control Program

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Funding Opportunities and Resources

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- 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.

Click on "Funding Opportunities"

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CTCP Featured Websites
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Funding Opp

The *Funding Opportu*
instructions on how to
services.

Click on the CTCP 16-10064 California Tobacco Control I-Clearinghouse link.

Title	Opening Date	Closing Date
CTCP 16-10064 California Tobacco Control I-Clearinghouse	04/20/2016	06/06/2016, 5PM PST

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Funding Oppo

Make sure you have read all of application guidance and information before clicking on the "Start Here" button.

➤ Funding Opportunities

CTCP Websites

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CTCP 16-10064 California Tobacco Control I-Clearinghouse

Closing Date	06/06/2016, 5PM PST
Purpose	Through this solicitation, the California Department of Public Health (CDPH), California Tobacco Control Program (CTCP), is seeking one qualified public or private nonprofit agency to operate and maintain a statewide California Tobacco Control I-Clearinghouse to manage tobacco control information in a timely, efficient manner that is highly accessible to CTCP contractors working on tobacco control issues in California and others engaged in tobacco control work in California. Services will consist of, but are not limited to: 1) website with capabilities for downloading materials, creation of educational materials, and ordering of no-cost materials; 2) educational materials development technical assistance; 3) quit kit and smoke-free home kit order fulfillment and bulk distribution of educational materials; and 4) educational materials management and coordination with local, state, and national partners. CTCP will fund a single public or private nonprofit agency to operate and maintain a statewide tobacco control information and resources clearinghouse. Applicants must demonstrate that Primary staff has materials development, design, publication, fulfillment, bulk distribution, materials management, and information technology capabilities. CTCP intends to make a single contract award to the most qualified applicant complying with the provisions of this solicitation

California Tobacco Control Program

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Funding Opportunities and Resources

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

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

- local tobacco control projects by comm
- statewide training and technical assis
- statewide evaluation/surveillance proj
- statewide paid media and public relati

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

For Evaluators Current and New.

Funding Opportunities
Provides information about current fundin cuments, and resources to help agencies prepare and submit an application to the C obacco Control Program.

Project Directory
Provides contact information and project descriptio or 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

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Funding Opportunities and Resources

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

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

- local tobacco control projects by community-based organizations [illegible] health departments,
- statewide training and technical assistanc[illegible]
- statewide evaluation/surveillance projec[illegible]
- statewide paid media and public relation[illegible]

Resource documents, links to directories and we[illegible] submission of an application are also provided.

Go into the Evaluator Directory to Update or Register

Funding Opportunities
Provides information about current funding o[illegible] resources to help agencies prepare and sub[illegible]

Project Directory
Provides contact information and proj[illegible] des[illegible]

Local Program Evaluator Directory
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Funding Opportunities and Resources

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Local Program Evaluator Directory

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.

Evaluators Register or Sign-in

Click on the "Evaluators Register or Sign-in " button

Geographic Availability | Search

Keyword | Search

251 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

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

Local Program Evaluator (LPE) Registry

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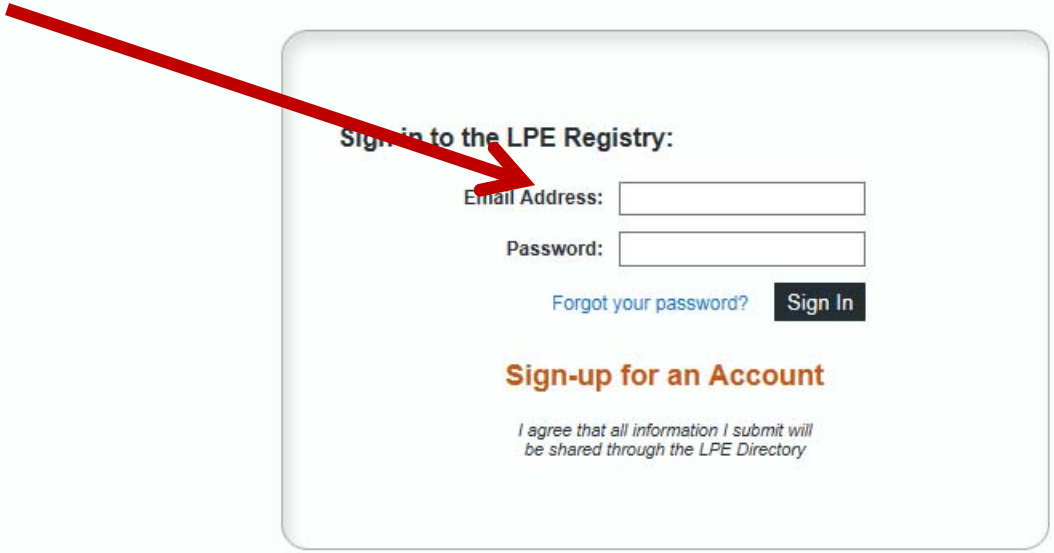

California Tobacco Control Program

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Local Program Evaluator Profile Summary

Logout | Change Password | My Profile

Add Photo

Paul Cummings

Edit Social Media

Connect

Search Google for Paul Cummings

Print Full Profile

Contact | Education | Qualifications | Exp

Edit

Name:

Address:

Email:

Phone:

Click on edit under each tag and enter the requested information. Then submit for activation.

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TCFOR Registration Process
“Start Here”

Detailed in the TCFOR Solicitation

Appendix 7 TCFOR User Instructions

The following slides will cover the
Application Registration process in TCFOR.

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Funding Opportunities

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- Email Alert Services
- Archive

CTCP 16-10064 California Tobacco Control I-Clearinghouse

Start Here

After reading the "CTCP CG 16-10064 Solicitation" click on "Start Here" to begin your Application Process

partment of Public Health (CDPH),
P), is seeking one qualified public or
aintain a statewide California Tobacco Control I-Clearinghouse to manage tobacco control information in a timely, efficient manner that is highly accessible to CTCP contractors working on tobacco control issues in California and others engaged in tobacco control work in California.

Services will consist of, but are not limited to: 1) website with capabilities for downloading materials, creation of educational materials, and ordering of no-cost materials; 2) educational materials development technical assistance; 3) quit kit and smoke-free home kit order fulfillment and bulk distribution of

California Tobacco Control Program
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Funding Opportunities

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- FAQ
- Opportunities
- Email Alert Services
- Archive

Getting Started

CTCP 16-10064 California Tobacco Control I-Clearinghouse

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 CTC [illegible] n developing your application in the California Online Tobacco I[illegible]
2. **Application Submission (via OTIS)**
   What is OTIS? OTIS is a portal that supports [illegible] s application creation, submission, review and approval, pr[illegible] The OTIS site is password protected and requires a user acco[illegible] catcp.org.

To complete the required steps listed above you must have an OTIS [illegible]

Let's get started!

Click on "Continue"

Continue >

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

Login

CTCP 16-10064 California Tobacco Control I-Clearinghouse

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 ... may Register). Once the California Tobacco Control Program (CTCP) confirms your r... onal user accounts may be submitted directly to CTCP.

If you already have an OTIS account "Sign In. If you do not have an account click on "Need an OTIS account" to create one.

Registration Login

OTIS Login Name:

OTIS Password:

Forgot Your Password?
Need an OTIS account?

Sign In

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

Applicant Registration

CTCP 16-10064 California Tobacc

The agency information you provided appears to match or
below and select the correct agency.

If the possible matches below are not correct for the applying agency you will need to conca
have the agency added.

If you login with your OTIS login you will be directed to this page list your Agency. If more than one Agency is listed select the correct one and click on "Continue."

Select Existing Agency

- (●) **Agency FEID:** 000000
  Agency Full Name: San Diego State University Research Foundation
  Agency Short Name: SDSURF
  Agency Type: University

Continue | Cancel

Agency still not listed? Please contact otis@cimes.fsu.edu or call (916) 449-5474

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

OTIS Account Creation

If you are a new user, complete the following form to create an OTIS user accou
the Applicant Registration login page.

For new OTIS accounts; you will be directed to this form. Fill out the form and write down your Login Name and Password, You will need this to access OTIS.

Create an OTIS Account

Fields with a * 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

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 CTCP 16-10064 California Tobacco Control I-Clearinghouse

---

First Name: Jack

Last Name: Jack

Email Address: humberto.jurado@cdph.ca.gov

Login Name: jjack

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[TCFOR] OTIS Account Verification

otis@cimes.fsu.edu

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Wed 4/20/2016 9:06 AM

To: Jurado, Humberto (CDPH-CDIC)

California Tobacco Control Program
Funding Opportunities and Resources

Funding Opportunities

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

Hello Jack Jack:

Click on the URL to begin the Registration Process

Thank you for creating an OTIS account.

Please use the link below to verify your request for an OTIS account. Once you have done so, you will begin the registration process.

https://tcfor.catcp.org//index.cfm?fuseaction=appSys.accountverify&i=12B469F8-DAFB-600D-A022607F3C7E9847&o=49

California Tobacco Control Program

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

OTIS Account Creation

Email Address Verification Succeeded

Hello Jack Jack:

Thank you for verifying the email address you provided to r

Click on "Login Now" to start the process

You may now **Login** and begin the registration process for CTCP ID 10064 California Tobacco Control I-Clearinghouse, the funding opportunity you selected.

Login Now

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

Login

CTCP 16-10064 California Tobacco Control I-Clearinghouse

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 r
user accounts may be submitted directly to CTCP.

You are now redirected to the "Registration Login" login with the login name and password you created.

Registration Login

OTIS Login Name:

OTIS Password:

Forgot Your Password?
Need an OTIS account?

Sign In

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

Applicant Registration

CTCP 16-10064 California Tobacco Control I-Clearinghouse

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

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

Enter the required information and select "Agency Type" from drop down menu.

Create New Agency

Fields with a * 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 ---
- City Health Jurisdiction
- Corporation
- County Health Jursidiction
- Non-Profit Organization
- Other For Profit
- Partnership
- State Agency
- University

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

Applicant Registration

CTCP 16-10064 California Tobacco Control I-Clearinghouse

Use this form to provide additional contact information a

Fields with a * are required.

Fill out the Applicant Registration form.

Provide Agency Contact Information

Agency Full Name: Jacks Tobacco Free
Agency Short Name: JTF
Agency Type: Non-Profit Organization
Agency FEID: 1010101010
County this Agency resides in: -- Select One --

Contact Information

Phone:
Fax:
Website:
Email:
Confirm Email Address:

Physical Address

Address 1:
Address 2:
City:
State: CA
Zip Code:

Mailing Address

Copy Physical Address

Address 1:
Address 2:
City:
State: CA
Zip Code:

Next

Request to Apply

CTCP 16-10064 California Toba

Confirm the Title, Agency Name and upload your "Letter of Intent" (Please upload a PDF formatted document)

Additional Information

Fields with a * are required.

Title: CTCP 16-10064 California Tobacco Control I-Clearinghouse

Agency Name: Jacks Tobacco Free

Letter of Intent: Browse...

Continue

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

Applicant Registration

CTCP 16-10064 California Tobacco Control I-Clearinghouse

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: CTCP 16-10064 California Tobacco Control I-Clearinghouse

Agency Name: Jacks Tobacco Free

Letter of Intent: Uploaded Letter of Intent

Submit Cancel

Submit your "Registration Information"

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

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

Applicant Registration

CTCP 16-10064 California Tobacco Control I-Clearinghouse

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: CTCP 16-10064 California Tobacco Control I-Clearinghouse
Letter of Intent: Uploaded
Submitted: 04-20-2016 09:22 AM PT

Agency Information

Agency FEID: 1010101010
Agency Full Name: Jacks Tobacco Free
Agency Short Name: JTF
Agency Type: Non-Profit Organization
County this Agency resides in:
Contact Phone: 916.449.5474
Contact Fax: 916.449.5517
Website: Not Provided
Contact Email: humberto.jurado@cdph.ca.gov
Agency Physical Address: PO Box 997377, Ms 7206
Sacramento, CA 95899
Agency Mailing Address: PO Box 997377, Ms 7206
Sacramento, CA 95899

Review the information for accuracy

User Information

First Name: Jack
Last Name: Jack
Email Address: humberto.jurado@cdph.ca.gov

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 Jack:

Thank you for registering for CTCP 16-10064 California Tobacco Control I-Clearinghouse 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: CTCP 16-10064 California Tobacco Control I-Clearinghouse
Letter of Intent: Uploaded
Submitted: 04-20-2016 09:22 AM PT

Agency Information

Agency FEID: 1010101010
Agency Full Name: Jacks Tobacco Free
Agency Short Name: JTF
Agency Type: Non-Profit Organization
County this Agency resides in:
Contact Phone: 916.449.5474
Contact Fax: 916.449.5517
Website: Not Provided
Contact Email: humberto.jurado@cdph.ca.gov
Agency Physical Address: PO Box 997377, Ms 7206
Sacramento, CA 95899
Agency Mailing Address: PO Box 997377, Ms 7206
Sacramento, CA 95899

User Information

First Name: Jack
Last Name: Jack
Email Address: humberto.jurado@cdph.ca.gov

[TCFOR] CTCP 16-10064 California Tobacco Control I-Clearinghouse Applicant Registration Approved

otis@cimes.fsu.edu

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Wed 4/20/2016 9:27 AM

To: Jurado, Humberto (CDPH-CDIC)

California Tobacco Control Program
Funding Opportunities and Resources

Funding Opportunities

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

Hello Jack Jack:

You have been approved as an applicant for the CTCP 16-10064 California Tobacco Control I-

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

Click here to Login to OTIS

OTIS
HTTPS://OTIS.CATCP.ORG

OTIS California Tobacco Control Program Online Tobacco Information System

Welcome, Jack Frost! Messages (0)

My Account
My Agency
Logout

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

Applicant

MyOTIS Dashboards
- 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: 01-13-2015

My Projects

Agency	Project	Contacts

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	15	20	21	22
23	24	25	26	27	28	25
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

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

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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

Project | Evaluator | Contact
View All
Last Name Search
Search

Applicant
- MyOTIS Dashboards
  - 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

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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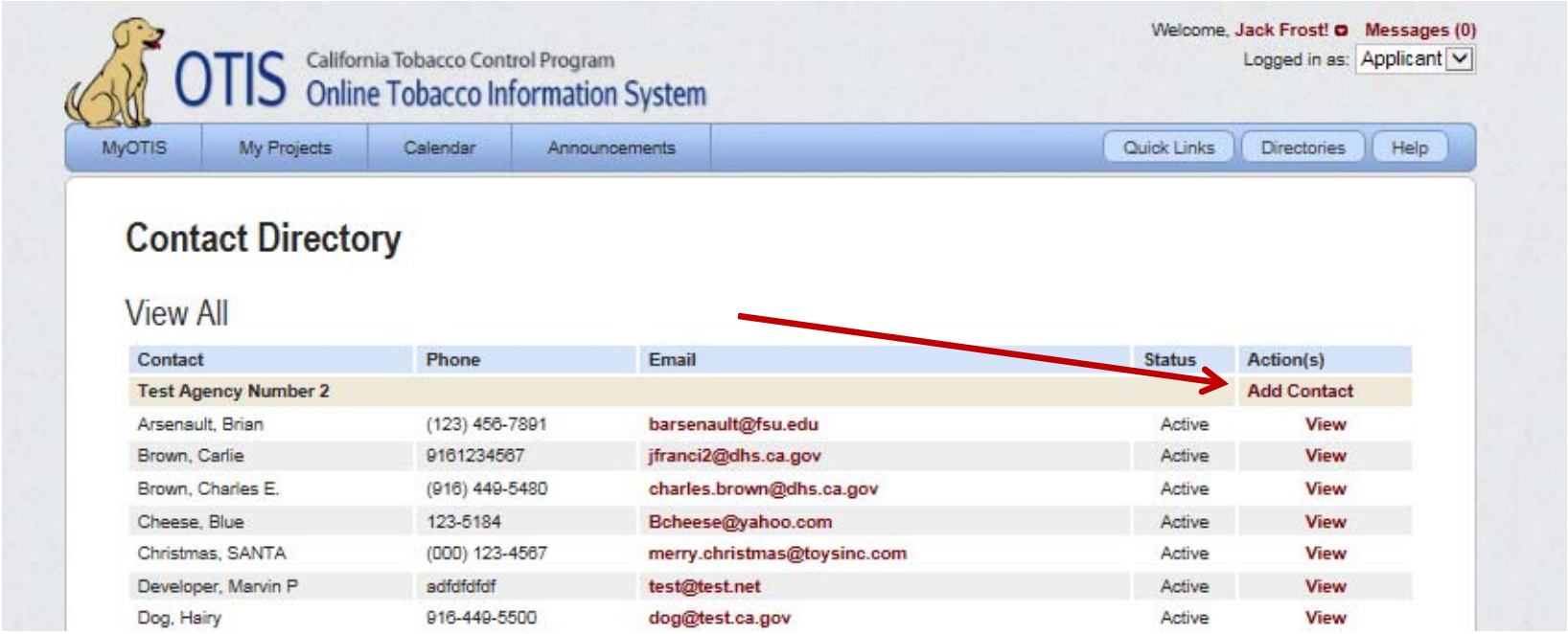
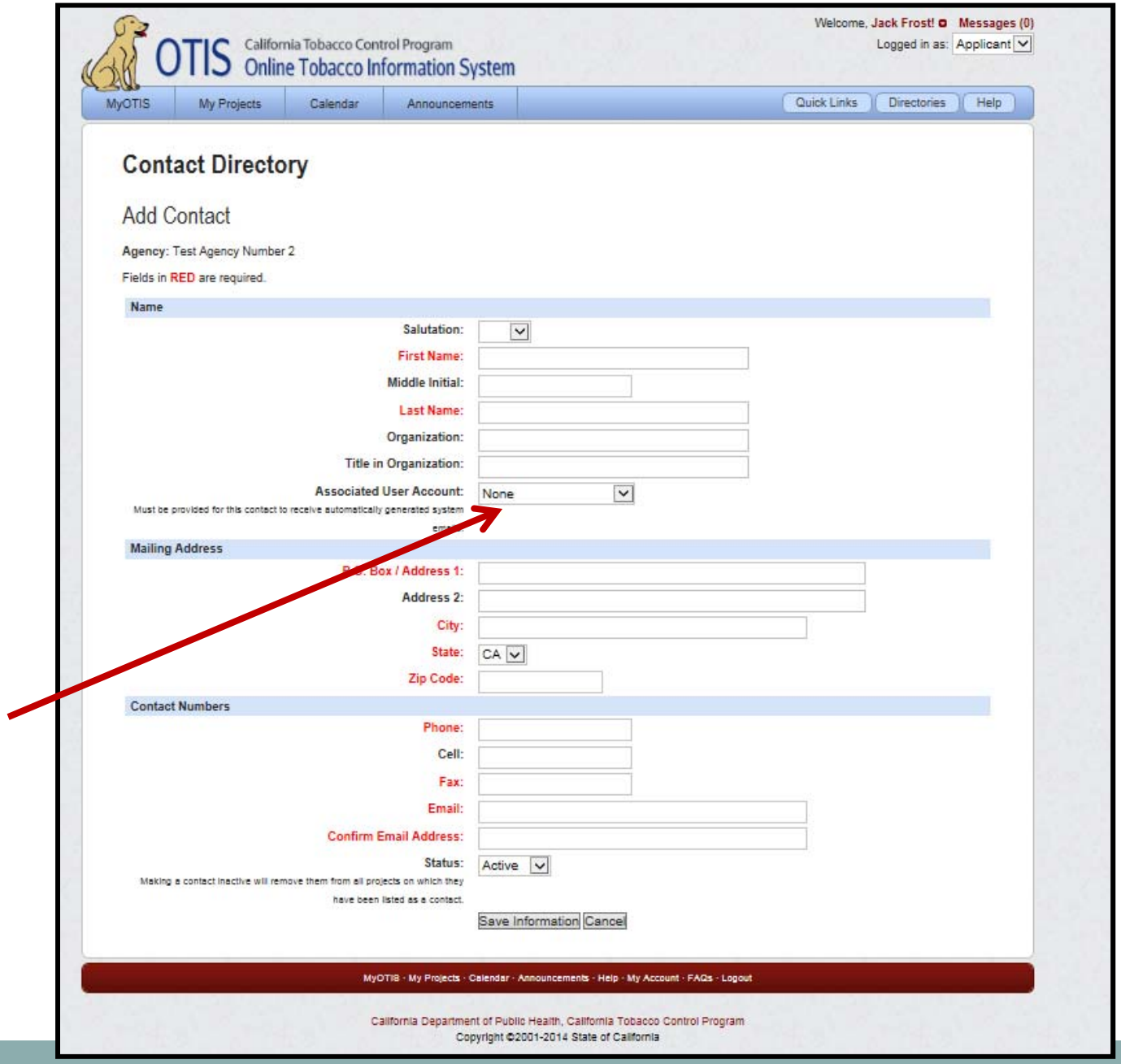

OTIS
California Tobacco Control Program
Online Tobacco Information System
Welcome, Jack Frost!
Messages (0)
Logged in as: Applicant
MyOTIS
My Projects
Calendar
Announcements
Quick Links
Directories
Help
Contact Directory
View All
Contact
Phone
Email
Status
Action(s)
Test Agency Number 2
Add Contact
Arsenault, 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


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
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
Mailing Address
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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Applicant

- MyOTIS Dashboards
  - Alerts
  - My Projects
- Utilities
  - Agency Contact Directory
  - Communication Log

Project Viewer

Alerts

Action Items

CG 16-10064 Statewide I-Clearinghouse: Adam's Test

Application — Open - Due: 05-16-2016

My Projects

Agency	Project	Contacts
CG 16-10064 Statewide California Tobacco Control I-Clearinghouse		

Click here to access the CG 16-10064 Application

Calendar

April 2016

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24	25	26	27	28	29	30

View | Add Event

Apr 13, 2016
Webinar: Tobacco and the U.S. Military: Use Rates, Causes, and Industry Influence
State

Apr 14, 2016
TCEC Webinar: Cultural Competent Evaluation
State

Apr 18 - 20, 2016
8th National Summit on Smokeless & Spit Tobacco
National

Alerts

Action Items

CG 16-10064 Statewide I-Clearinghouse: Adam's Test

Application Open - Due: 05-16-2016

My Projects

Agency	Project	Contacts
CG 16-10064 Statewide California Tobacco Control I-Clearinghouse		
Test Agency Blair	Adam's Test	Contacts

Communications

0 New M

0 New O

0 Help R

0 Saved

Click on your Project name

Calendar

April 2016

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View | Add Event

Apr 13, 2016

Webinar: Tobacco and the U.S. Military: Use Rates, Causes, and Industry Influence

State

Apr 14, 2016

TCEC Webinar: Cultural Competent Evaluation

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CG 16-10064 Statewide I-Clearinghouse: Test Agency Blair

Application

Version ID	Status	Effective Date	Approval Date	Action(s)
0.1	Open	01/01/2017	---	View Application View Reports

Previous Versions

Progre

Re
0
07/17-12/17
01/18-06/18

Click on View Application

CG 16-10064 Statewide I-Clearinghouse: Test Agency Blair

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Application

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- Scope of Work
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Administration

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Page Guides

Go through all the application and enter information as set by the Solicitation in TCFOR

ITEM	STATUS	ACTION(S)
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Project Director		View
Fiscal Contacts		View
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Applicant Capability		View
Evaluator Information		
Evaluator Selection	Open	View
Scope of Work		
Objective : By June 30, 2021, Test	Open	View
Objective : By June 30, 2021, test 2	Open	View
Budget Information		
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Additional Tobacco Control Funding	Open	View
Administrative/Collaborative Activities	Open	View
Proof of Non-Profit Status	Open	View
Certification of Non-Acceptance of Tobacco Company Funds	Open	View
Cost Proposal	Open	View
Franchise Tax Board Entity Status Letter	Open	View
Additional Funding Cost Proposal	Open	View

OTIS

- We will now do a live view of what to expect in OTIS.

https://otis.catcp.org

Contact Information

For questions regarding TCFOR, OTIS, and related technical issues, contact Beto at:

Phone: (916) 449-5474
Email:
Humberto.Jurado@cdph.ca.gov

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**