



Request for Application (RFA) #22-10399

**Statewide Priority Population
Coordinating Centers**

**CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
CALIFORNIA TOBACCO CONTROL PROGRAM**

**~~September 15, 2022~~
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Part I. Funding Purpose

A. Initiative Overview

This Request for Application (RFA) seeks to fund up to five (5) Statewide Priority Population Coordinating Centers (PPCCs), one for each of the following population groups: 1) African American/Black; 2) Asian American/Native Hawaiian/Pacific Islander; 3) Latino; 4) Lesbian, Gay, Bisexual, Transgender, Queer or Questioning (LGBTQ+); and 5) Rural communities. The purpose of the Statewide PPCCs is to coordinate and foster interactive and integrative collaboration and communication among California Department of Public Health, California Tobacco Control Program (CDPH/CTCP)-funded projects, as well as other state, regional, and local partners to address tobacco-related disparities. For additional information regarding tobacco use and disease among the aforementioned priority population groups please see **Appendix 1: Tobacco Use and Disease Background**.

Statewide PPCC efforts are expected to engage new and existing partners to accelerate the adoption, implementation, and impact of policy and system change initiatives facilitated by CDPH/CTCP-funded projects by:

1. Collecting and informing funded projects of relevant federal, state, local, and population-specific community issues that may impact their efforts, including but not limited to activities in media, policy, secondhand smoke research, tobacco product waste research, and tobacco industry tactics.
2. Facilitating communication and collaboration between other tobacco prevention, public health, scientific or policy partners, including state and local tobacco prevention program managers; health department officials; local, state, or national policymakers; and university researchers, and other research funding agencies.
3. Facilitating the development of policy and advocacy priorities within the priority population and across priority population groups to create critical mass and momentum to eliminate tobacco-related disparities.
4. Providing targeted, customized, and results-driven training and technical assistance to CDPH/CTCP-funded projects and their networks to increase capacity to implement tobacco prevention strategies within this RFA's defined populations of focus.
5. Developing a public health pipeline that includes service learning or experiential learning components, community leadership, and professional development opportunities relating to tobacco issues.
6. Developing culturally appropriate educational materials, resources, and training materials for CDPH/CTCP-funded projects to utilize and disseminate.

7. Using appropriate methods to create and disseminate population-specific success stories that accelerate tobacco policy and systems change work.
8. Participating in statewide evaluation of the Priority Populations Initiative and using project evaluation to improve PPCCs activities.

B. Ending the Tobacco Epidemic

For more than 30 years, CDPH/CTCP has administered a comprehensive policy, system, and environmental change program. The program changes social norms relating to tobacco use to make tobacco undesirable, unacceptable, and inaccessible.

Building on decades of success, CDPH/CTCP has shifted its focus from “controlling” to “ending” the industry-created tobacco. CDPH/CTCP seeks to transform California by eradicating the tobacco industry’s manipulative, predatory, and deadly influence to equitably increase the health, environmental, and economic well-being of California’s diverse populations. This RFA supports ending the tobacco epidemic by increasing community engagement, prioritizing inclusion of priority populations, and accelerating policy change in communities disproportionately and adversely impacted by tobacco.

C. Funding Term and Funding Availability

1. Funding Term

- a. For awardees of the African American/Black; Asian American/Native Hawaiian/Pacific Islander; Latino, and LGBTQ+ Statewide PPCCs, the term of the Agreement is expected to be up to thirty-eight (38) months and is anticipated to begin on May 1, 2023, through June 30, 2026. The Grant term may change if CDPH/CTCP cannot execute the Grant on time due to unforeseen delays.
- b. For the awardee of the Rural Statewide PPCC, the term of the Agreement is expected to be up to twenty-seven (27) months and is anticipated to be April 1, 2024, through June 30, 2026. The Grant term may change if CDPH/CTCP cannot execute the Grant on time due to unforeseen delays.
- c. The resulting Grant will be of no force or effect until it is signed by both parties and approved by CDPH/CTCP. The Applicant is cautioned not to commence performance until all approvals are obtained. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered without State reimbursement.

- d. CDPH/CTCP reserves the right to modify the term of the resulting Grant via a formal amendment process to modify the Scope of Work (SOW) or budget based on changes in a rapidly evolving tobacco epidemic.

2. Funding Availability

The total maximum amount to be distributed among all Awardees is anticipated to be \$6.3 million for up to thirty-eight (38) months for implementing a Prescribed Scope of Work. See **Appendix 2: Statewide Coordinating Centers Prescribed Scope of Work** for more details. **Table 1. Maximum Fiscal Year Award (A)** and **Table 2. Maximum Fiscal Year Award (B)** displays the maximum budget per awardee for each fiscal year. Unexpended funds do not carry over from one fiscal year to the next fiscal year without prior approval and a grant amendment. The state fiscal year begins July 1 and ends June 30 of the following year. Funding is contingent upon available revenues, appropriation by the Legislature and the Governor, multi-year spending authority, and CDPH/CTCP funding priorities and/or legal or administrative limitations. No legal liability on the part of the State for any payment may arise under the resulting grant until funds are made available through an annual appropriation in the Budget Act. Continued funding for the Grant will be dependent upon successful Applicant performance. CDPH/CTCP reserves the right to initiate amendments as necessary to redistribute funds between fiscal years to meet the needs of the State. For more information, please see **Appendix 3: Background and Authorizing Legislation**.

Table 1. Maximum Fiscal Year (FY) Award (A)

This award schedule applies to the selected applicants for the African American/Black; Asian American/Native Hawaiian/Pacific Islander; Latino, and LGBTQ+ Statewide Coordinating Centers. The start date for the selected applicants will be May 1, 2023.

Fiscal Year	Maximum Budget Per Awardee
FY 22/23 (2 months)	\$66,667
FY 23/24	\$400,000
FY 24/25	\$400,000
FY 25/26	\$400,000
Total Maximum Amount for 38 months	\$1,266,667

Table 2. Maximum Fiscal Year Award (B)

This award schedule applies to the selected applicants for the Rural Statewide Coordinating Center. The start date for the selected applicant will be April 1, 2024, to prevent the duplication or supplanting of activities of the current Rural Population Statewide Coordinating Center funded through March 31, 2024.

Fiscal Year	Maximum Budget Per Awardee
FY 23/24 (3 months)	\$100,000
FY 24/25	\$400,000
FY 25/26	\$400,000
Total Maximum Amount for 27 months	\$900,000

Funding Source(s)

The source of funding is Proposition 56, the *California Healthcare, Research, and Prevention Tobacco Act of 2016*.

Proposition 56 Tobacco-Related Disparities Requirement

Proposition (Prop) 56 and Revenue and Taxation Code 30130.55(b)(1) requires CDPH/CTCP to “award” not less than 15 percent of “health promotion, health communication, and evaluation and surveillance” annually appropriated to accelerate and monitor the rate of decline in tobacco-related disparities and ultimately to eliminate tobacco-related disparities.

3. Funding Augment

CDPH/CTCP reserves the right to negotiate additional work with the successful Applicant that is consistent with the work components identified in *Part III. Completing the Application* should there be a need and additional funding becomes available. Additional funding is contingent upon available revenues, and appropriations by the Legislature and the Governor.

D. Eligibility Criteria

1. Organizational Type

- a. California public or private non-profit entities with a permanent business in California or are qualified through the Secretary of State to do business in California are eligible to apply for these funds.
- b. Eligible entities include, but are not limited to hospitals, community clinics, voluntary health organizations, California federally recognized tribes, colleges and universities, county offices of education, school districts, health maintenance organizations, professional health associations, and professional health education associations.

- c. Applicants claiming private non-profit status must submit proof of their non-profit status with their application. Either certification from the State of California, Office of Secretary of State, or a letter from the Department of Treasury, Internal Revenue Service (IRS) classifying the agency as a non-profit agency is acceptable proof. For examples, see **Appendix 4: Sample Non-Profit Status Letter**. This letter must be uploaded into the Additional Documents section of OTIS.
- d. Local Lead Agency (LLA) Applicants: Pursuant to H&S Code Section 104440, **LLAs are ineligible for awards under the competitive grants program unless the Applicant is a participant within a consortium of community-based organizations or non-profit agencies**. If a consortium application includes an LLA, the LLA must be the Applicant agency and serve as the administrative hub for the consortium partners. Consortium partners do not need to be funded equally. A LLA consortium Applicant should include no more than two additional partners. In a LLA consortium application, the LLA may not be the recipient of more than one-third of the budget request. Ineligible applications will not be reviewed.
- e. Non-LLA Applicants: May submit an application reflecting a consortium of up to three (3) agencies, including the prime Applicant. Consortium partners do not need to be funded equally. If a consortium application is submitted, the lead organization must be the Applicant that will serve as the administrative hub for the consortium partners.
- f. State of California agencies other than state universities, colleges, and community colleges are not eligible.

2. Submission of Multiple Applications

- a. Applications must propose to conduct tobacco use prevention and reduction activities focused on one (1) of the following populations of focus: African American/Black; Asian American/Native Hawaiian/Pacific Islander; Latino; LGBTQ+; or Rural. **This RFA does not guarantee that an application will be funded for each of the priority populations identified.**
- b. If an agency proposes to operate more than one PPCC, the agency must submit a separate application for each.

3. Required Scope of Work

Applicants are required to use the Prescribed SOW intervention and evaluation plans (**Appendix 2: Statewide Coordinating Centers Prescribed Scope of Work**), which are pre-populated in OTIS. Objectives and activities listed in Appendix 2 include annotations labeled as “CTCP Notes” that provide additional context on

and basis for the requirements. One of the required activities in the Prescribed SOW is to create or update and maintain a policy platform for the population of focus. For the current policy platforms please see the following appendices:

- **Appendix 5:** *African American/Black Policy Platform*
- **Appendix 6:** *Latino Policy Platform*
- **Appendix 7:** *Rural Population Policy Platform*
- **Appendix 8:** *Asian American/Native Hawaiian/Pacific Islander Policy Platform*

*At the time of this RFA release, an LGBTQ+ Policy Platform has not been published.

4. Certify No Tobacco Industry Conflict

To avoid any real or apparent conflict of interest, the Applicant must certify that it and any of its proposed subcontractors, employees, officers, and directors will not accept funding from nor have an affiliation, contractual relationship, or engage in a corporate responsibility with the tobacco industry, tobacco industry subsidiaries, electronic cigarette/vaping companies and cannabis companies, or related industries (see **Appendix 9: Certification of Non-Acceptance of Tobacco Funds**).

With regard to universities or colleges, the Principal Investigator (PI) of the university or college must certify that they or any of the investigators associated with the Grant (either paid, voluntary, or in-kind) have not received funding from nor had an affiliation or contractual relationship with a commercial tobacco company, electronic cigarette or cannabis company, any of its subsidiaries, or any company involved in the production, distribution or marketing of tobacco and electronic cigarette products, cannabis products, and related industries within the last five (5) years prior to the start date of the Grant period. In addition, the PI of the university or college must certify that they or any of the investigators associated with this grant will not accept funding from, nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries, or parent company during the term of the grant with CDPH/CTCP. The PI's certification to this effect is required at the time the application is submitted.

E. Funding Restrictions

This RFA will not fund the following:

- Development, implementation, and evaluation of policy, systems, and environmental change campaigns.
- Development and/or placement of media campaigns to support policy, systems, and environmental change campaigns.
- Activities that supplant or duplicate existing programs or services funded by CDPH/CTCP or another source.

- Purchase or improvement of land, or building alterations, renovations, or construction.
- Fundraising activities.
- Lobbying or election-related activities.
- Provision of direct medical care, including the provision of cessation pharmacotherapy.
- Reimbursement of costs incurred prior to the effective date of the Agreement.
- Reimbursement of costs currently covered by another CDPH/CTCP Grant or agreement.
- Reimbursement of costs that are not consistent or allowable according to local and state guidelines or regulations.
- Support of religious activities, including, but not limited to, religious instruction, worship, prayer, or proselytizing.

Part II. Key Action Dates and Resources

A. Timeline and Award Schedule

Key dates are presented in **Table 3. Tentative RFA Timeline and Award Schedule**. CDPH/CTCP reserves the right to adjust any date and/or time as necessary. Date and time adjustments will be posted on the CDPH/CTCP Tobacco Control Funding Opportunities and Resources (TCFOR) [website](#).

Table 3. Tentative RFA Timeline and Award Schedule

Key Action	Date (All Times in Pacific Time)
RFA Release Date	September 13, 2022
Informational Webinar	September 20, 2022
Written Questions Due	September 27, 2022, 5:00PM
Responses to Written Questions Posted	October 5, 2022
Mandatory Letter of Intent Due	October 12, 2022, 5:00PM October 21, 2022, 5:00PM
Application Due	November 4, 2022, 5:00PM
Awards Posted	December 28, 2022
Notice of Intent to Appeal Letter Due	January 4, 2023, 5:00PM
*Final Announcement of Awards	January 13, 2023
**Grant Start Date A	May 1, 2023
***Grant Start Date B	April 1, 2024
Grant A and B End Date	June 30, 2026

CDPH/CTCP can revise dates and release an addendum at any time during the RFA process.

* Final Award cannot be made until all appeals have been resolved. It is the Applicant's responsibility to check for notices and addenda for this RFA on the [TCFOR website](#) throughout the RFA process.

** Grant Start Date A applies to the selected applicants for the African American/Black; Asian American/Native Hawaiian/Pacific Islander; Latino, and LGBTQ+ Statewide Coordinating Centers to prevent the duplication or supplanting of activities of the current Statewide Coordinating Center funded through April 30, 2023. The Grant End Date will remain the same for all Statewide Coordinating Centers.

*** Grant Start Date B applies to the selected applicant for the Rural Population Statewide Coordinating Center which will begin April 1, 2024, to prevent the duplication or supplanting of activities of the current Statewide Coordinating Center funded through March 31, 2024. The Grant End Date will remain the same for all Statewide Coordinating Centers. It is the Applicant's responsibility to check for notices and addenda for this RFA on the [TCFOR website](#) throughout the RFA process.

B. Mandatory Non-Binding Letter of Intent

1. Letter of Intent Requirement

Any entity intending to submit an application is required to submit a Letter of Intent (LOI) notifying CDPH/CTCP of its intent to submit an application. See **Appendix 10: Mandatory Letter of Intent and Template** for instructions and required information that must be included in the Letter. Those who do not submit a LOI will not be allowed to submit an application. The LOI is not binding, and those submitting a LOI are not obligated to submit an application.

2. Submitting a Letter of Intent

A signed LOI must be uploaded to the Tobacco Control Funding Opportunities and Resources (TCFOR) website by 5:00 p.m. Pacific Time (PT), on the date identified in **Table 3. Tentative RFA Timeline and Award Schedule**. Complete and upload the signed **Appendix 10: Mandatory Letter of Intent and Template**. To upload the letter of intent, refer to **Appendix 11: Tobacco Control Funding Opportunities and Resources (TCFOR) User Instructions**. Letters submitted past the deadline will not be considered. It is strongly advised that Applicants submit their LOI prior to the due date in case technical difficulties are encountered. The electronic time stamp will be used to verify on-time submission. Technical difficulties will not relieve the Applicant of meeting the submission deadline. The LOI will NOT be accepted via email, fax, or mail. The mandatory LOI is part of the "Overview: Applicant Registration Instructions" section on the TCFOR website. Once the Applicant creates a "User Account" and "Request to Apply" for the funding opportunity, a LOI can be uploaded. For technical assistance with uploading the LOI, contact Humberto Jurado at (707)

640-0745 or Humberto.Jurado@cdph.ca.gov. Please do not wait until 4:00 p.m. of the submission due date to ask for assistance, as the support team may not be available because they are assisting others.

C. Informational Webinar

An optional virtual Informational Webinar will be conducted to assist those intending to apply. The purpose of the Informational Webinar is to provide interested parties with an opportunity to ask questions about the preparation and submission of the application. The Informational Webinar access code is posted on the TCFOR [website](#). Questions must be submitted in writing to CTCPCompetitivegrants@cdph.ca.gov by the date and time identified in **Table 3. Tentative RFA Timeline and Award Schedule**, or via the chat box during the webinar. Responses to written questions submitted before and during the webinar (through the chat box) will be answered as time allows following the RFA overview presentation. Written responses to all questions submitted by the deadline will be posted on TCFOR by the date and time identified in **Table 3. Tentative RFA Timeline and Award Schedule**.

D. Description of the Online Tobacco Information System (OTIS)

1. What is OTIS?

Responses to this RFA shall be submitted through OTIS. OTIS is a secure, passcode-protected knowledge management system that is used to submit applications, review, and score applications, negotiate the SOW and budget, and submit and approve progress reports. The system is accessible 24 hours per day, seven (7) days per week, and provides access to several reports and a communication system. Applicants and Awardees are required to use OTIS for the submission of their applications, progress reports, and maintaining grant-related communications.

2. What help is available for using OTIS?

- a. User Account Instructions: For guidance on how to submit an “Applicant Registration” form and LOI, and create an OTIS “User Account,” see the *Application Registration Instructions* found on the TCFOR [Overview webpage](#).
- b. Webinar Training: The Informational Webinar will review the requirements of this RFA, provide information on requesting a “User Account,” and how to use OTIS.
- c. Web-based Tutorial: OTIS includes a web-based training tutorial entitled, *Creating Your Application/Plan*. This training explains how to use the system and instructions for completing each of the application components. See **Appendix 12: Instructions for Accessing the OTIS Applicant Training Course**
- d. OTIS Page Guides: While working on a plan or application, Applicants will find the OTIS Page Guides in the top right corner of the screen in red. The OTIS Page Guides provide User Manuals, Training Videos, and Budget

downloadable documents clarifying how to complete the application. Page Guides serve as quick-access information aiding in completing a task without leaving the page you are working on.

- e. Telephone Assistance: Call Humberto Jurado at (707) 640-0745.

E. Application Submission

Applications are due by the date and time listed in Table 3. *Tentative RFA Timeline and Award Schedule*. Applications are to be submitted through OTIS. Applications submitted by any other means will not be accepted. Applications received after the due date/time will not be reviewed. Submission before the deadline date is advised in case you experience technical difficulties with submitting your application through OTIS. The OTIS electronic time stamp will be used to verify on-time submission. Technical difficulties will not relieve the Applicant of meeting the submission deadline. Please be aware that OTIS includes an electronic submission check system that will prevent the submission of an application that does not meet minimum submission requirements (e.g., required form not completed). CDPH/CTCP may not be able to respond to your requests for help on the deadline date.

For technical assistance regarding the use of the TCFOR or OTIS websites contact the support team, Humberto Jurado at (707) 640-0745 or via email at Humberto.Jurado@cdph.ca.gov. Please do not wait until 4:00 p.m. or later on the submission due date to seek assistance, as the support team may not be available.

F. Applicant Questions and Reporting of Errors in the RFA

CDPH/CTCP will accept questions and reporting of errors related to this RFA. Questions may include, but are not limited to, clarification of eligibility, or about the instructions, requirements, or RFA materials. **All Applicants must follow the process below to submit a question. CDPH/CTCP will not respond to questions directed to individual CDPH/CTCP employees.**

Applicants that fail to report a known or suspected problem with this RFA and/or its accompanying materials or fail to seek clarification or correction of the RFA and/or its accompanying materials shall apply at their own risk. In addition, if an award is made, the successful Applicant shall not be entitled to additional compensation for any additional work caused by such a problem, including any ambiguity, conflict, discrepancy, omission, misinterpretation, or error.

1. How to Submit Questions or Report an Error in this RFA

- a. Submit questions or errors by email (CTCPCompetitiveGrants@cdph.ca.gov) with the subject line "CTCP RFA CG 22-10399." Oral questions will not be accepted.

- b. CDPH/CTCP will send an email to confirm receipt of written questions. If confirmation is not received, Applicants may resubmit or call (916) 449-5500 prior to the stated deadline to confirm receipt of the questions by CDPH/CTCP.
- c. Submit written questions to CDPH/CTCP by the date specified in **Table 3. Tentative RFA Timeline and Award Schedule**.
- d. Errors in the RFA or its instructions may be reported up to the application submission due date.

2. What to Include in an Inquiry

- a. Name of inquirer, name of the organization represented, mailing address, area code and telephone number, and email address.
- b. A description of the subject, concern, or issue in question or RFA discrepancy found.
- c. RFA section, page number, and other information useful in identifying the specific problem, concern, or issue in question.
- d. Proposed remedy sought or suggested, if any.

3. Response by CDPH/CTCP

- a. CDPH/CTCP reserves the right to seek clarification of any inquiry received and to answer only questions considered relevant to this RFA. At its discretion, CDPH/CTCP may consolidate and/or paraphrase similar or related inquiries.
- b. Questions and answers received through the process outlined in Part II. F Applicant Questions and Reporting Errors in the RFA will be published on the TCFOR [website](#) on the date identified in **Table 3. Tentative RFA Timeline and Award Schedule**. Written questions submitted prior to the Informational Webinar will be answered as time allows during the Informational Webinar.
- c. Oral questions will not be accepted. All questions must be transmitted in written form according to the instructions in the RFA.
- d. CDPH/CTCP may issue an addendum to address errors in the RFA until the application submission deadline. These will be posted on the TCFOR [website](#).

Part III. Completing the OTIS Application

The application requirements include the following sections: Contact Information, Agency Capability, Narrative Summary, Budget Proposal, and Additional Documents.

Each application will be evaluated and scored based on its response to the information requested in this RFA. To be eligible for funding, an application must receive a score of 75 points or more. However, scoring 75 or more does not guarantee funding.

CDPH/CTCP reserves the right to not fund any of the applications received for this RFA. Funding decisions may also be made to ensure:

- No duplication or overlap of efforts with existing CDPH/CTCP-funded projects.

The maximum point value for each section is as follows:

Application Section	Total Point Value
Agency Capability	65
Scope of Work – Narrative Summary	15
Budget and Budget Justification	20
TOTAL	100

A. Contact Information (Required, Not Scored)

The purpose of this section is to collect information about the Applicant, the geographic service area of the proposed project, the proposed Project Director/Project Coordinator, Agency Fiscal Contacts, and Official Agency Signatory. Input the requested information into the Contact Information section in OTIS.

1. My Agency

Provide the Applicant's name, phone and fax numbers, e-mail and mailing addresses, and Federal Employer Identification Number.

2. Contact Information

Provide specific contact information for the Project Director, Primary Tobacco Contact, Agency Fiscal Officer or Day-to-Day Fiscal Contact, and Official Agency Signatory. All roles should be filled by different people associated with the Application.

B. Agency Capability (65 points)

This section provides instructions and scoring criteria on the Applicant's ability to successfully implement the prescribed Scope of Work (SOW). Using the narrative fields provided in OTIS, the Applicant should demonstrate organizational capacity based on current and past successes, and lessons learned. Please respond to each item below. In some responses, the Applicant may also address the capacity of significant subcontractors and consultants to fully demonstrate the ability to carry out SOW activities. Each prompt should be addressed in full. All examples provided should be unique.

Application Component	Criterion	Point Value
Organizational Background		
Mission	Describe the Applicant's mission, programs and services offered and how this is consistent with the purpose of this RFA.	2
Operational Capacity	Describe the Applicant's operational capacity by uploading an organizational chart that fully illustrates the proposed staffing structure (including subcontractors), full-time equivalencies (FTE), and supervisory relationships. In addition, include a brief narrative description to define the typical work schedules, work locations (city/county), and work scenarios (i.e., in-person office, hybrid home/office, or fully remote) of all proposed staff to demonstrate the ability to provide statewide coverage Monday-Friday.	2
Organizational Reach	Describe the Applicant's capacity to work with partners from geographically and regionally diverse areas of California. Include information on outreach and interface methods.	2

Population and Community Based Experience		
Population Experience	Describe the Applicant's history and experience working with the population of focus within the last five (5) years.	5
Collaboration Examples	Provide three (3) examples of successful collaboration with different organizations that work with or represent the population of focus. Briefly describe the collaboration with each organization, how the collaboration was initiated and maintained, and what resulted from the collaboration, including any outcomes achieved.	6
Diverse Sectors	Provide three (3) examples of successful collaboration with different organizations that represent diverse sectors of the community (e.g., arts, music, and culture, community safety, economic development, environmental, faith-based, healthcare treatment, housing, government, labor, schools, tribes, social justice, human rights, etc.). Briefly describe the collaboration with each organization, how the collaboration was initiated and maintained, and what resulted from the collaboration. Include any outcomes achieved.	6
Community-based Coalitions Participation	Provide two (2) examples of participation in community-based coalitions, workgroups, and/or advisory boards within the last five (5) years. Briefly describe the Applicant's role and contributions to these groups.	4

Training/Partner Support (Technical Assistance) Experience		
Training/ Partner Support (Technical Assistance)	Provide three (3) examples describing the Applicant's experience with providing training and/or technical assistance to partner organizations, community-based organizations, and stakeholders. Each example should describe the type/method of support (e.g., phone call, webinar, group facilitation, etc.), frequency of support, and the measures used to indicate the effectiveness of the services provided. Examples should include any experience with providing support for policy and system change and describe engagement of the population of focus.	6
Workforce Development	Describe the Applicant's experience with providing internships, fellowships, and/or mentorship programs. Describe the Applicant's capability to recruit diverse candidates, provide supervisory oversight; and provide a meaningful work/capstone experience for participants in a public health pipeline program.	3
Community Engagement Agreements	Demonstrate the ability to create and administer a small grants application process for short-term, community-based projects (Community Engagement Agreements [CEAs]). Include the Applicant's ability to recruit new partners who belong to groups representing the population of focus, and to provide technical assistance and support to selected agencies. A description of an existing program or a detailed plan may be submitted.	3
Staff and Organizational Qualifications		
Project Director/Project Coordinator Qualifications	Describe the education, training, and experience of the Project Director/Project Coordinator that will fulfill the staffing requirement of this RFA. Describe their qualifications to provide overall programmatic management and administrative oversight, oversee evaluation activities, and ensure that work is conducted in a professional and timely manner.	3
Program Staff and Subcontractors Qualifications/Hiring Plan	Describe the formal educational background, training, and professional experience of all other project staff and subcontractors (or a recruitment and hiring plan that includes minimum qualifications for the positions described). The description and/or hiring plan should demonstrate the staff's ability to successfully implement and evaluate a project designed to work with the population of focus and to accelerate the adoption, implementation, and impact of policy, system, or environmental change campaigns conducted by CDPH/CTCP-funded projects and their community networks.	3

Project Evaluator Qualifications	<p>Demonstrate the engagement of a qualified project evaluator who has:</p> <ul style="list-style-type: none"> • Completed at least one course in study design or at least one year of experience determining the study design for an evaluation. • Completed one course in program evaluation or one year of planning and implementing a program evaluation. • Completed at least two intermediate courses in statistics. • Has intermediate or higher proficiency in calculating sample size, developing a sampling scheme, and determining appropriate data collection methods. • Has intermediate or higher proficiency in evaluating behavior change, policy, or media interventions. • Has intermediate or higher expertise in using statistical software packages to analyze and interpret quantitative data. 	<p>2</p>
Administrative & Fiscal Requirements	<ul style="list-style-type: none"> • Demonstrate that administrative/fiscal staff have the appropriate educational background, skills, and experience to satisfactorily manage all aspects of payroll, bookkeeping, invoicing, subcontract and consultant monitoring, and other administrative controls associated with acceptance of government funds. • Demonstrate the ability to administer funds for small, one-time-only awards to community groups for CEAs. • Demonstrate three (3) years of satisfactory performance with administrative, fiscal, and program management of government and/or nongovernment funds; including timely and satisfactory submission of fiscal, program, evaluation, and subcontractor/consultant documents, fiscal stability to manage payments in arrears; no major negative audit findings; and compliance with Tax Debtor List Requirements. 	<p>3</p>
Organizational Start-Up	<p>Demonstrate the ability:</p> <ul style="list-style-type: none"> • To provide at least 50 percent of resources to support the project in the form of office furniture; communication and computer equipment; Internet access; hard drive encryption and antivirus software; computer software application access to support email, word processing, spreadsheets, PowerPoint and databases. • To begin implementing activities within six (6) weeks of the Grant start date. 	<p>1</p>
Unscored Question: Additional Activity	<p>Applicants may suggest one or more additional activities for consideration in the Scope of Work Intervention and/or Evaluation Plan. Please note that it is not guaranteed that any proposed activity will be accepted. A proposed</p>	<p>0</p>

	additional activity cannot be used as a substitution for any of the required activities in the scope of work and cannot be used as a method to augment available funds. <i>This question is optional, not scored, and the Applicant is not required to submit an additional activity for consideration.</i>	
Applicant's Work Products and Letters of Recommendation		
<i>Work Products & Letters of Recommendation are to be uploaded in the Additional Documents section of OTIS</i>		
Work Products: Subject Matter Expert	Upload two (2) samples of work produced within the last five (5) years (e.g., community presentation, educational material, etc.) related to health education and prevention; public health policy, system, and environmental change; and/or a culturally specific topic for the population of focus.	4
Work Products: Culturally Appropriate Materials	Upload two (2) samples of work produced within the last five (5) years (e.g., fact sheet, infographic, resource guide, educational presentation, community forum packet, etc.) created for the population of focus.	4
Letters of Recommendation	<p>Upload three (3) letters of recommendation. Letters must be written to the Applicant. No more than three (3) letters will be accepted. If the Applicant is currently receiving or has received funding from a local, state, and/or federal governmental agency, other than CDPH/CTCP, within the last two years, one of the recommendations must be from one of these agencies. Do not include letters of recommendation from any person or organization within the Applicant's Application, including the Applicant's proposed co-applicant/consortium partners, subcontractors, or consultants.</p> <p>Each letter must be on the recommendation provider's letterhead (including address, telephone, e-mail, name, and title of the letter's author, a description of the capacity in which the recommendation provider worked with the Applicant) and include:</p> <ul style="list-style-type: none"> • The Applicant's ability to establish and maintain positive collaborative relationships with organizations. • At least one letter should include a description outlining similar work experience with the proposed scope of work. See Appendix 2: Statewide Coordinating Centers Prescribed Scope of Work. • At least one letter should describe the Applicant's ability to fulfill the fiduciary and grants management functions. 	6
Section Total		65

C. Scope of Work: Narrative Summary (15 Points)

The Narrative Summary is required for each objective and defines the need to implement the prescribed scope of work with the population of focus, describes how the major intervention activities will be implemented, illustrates the underlying theory of change or rationale for the proposed intervention, and explains how it will be evaluated. The Applicant must complete the following sections: Community Assessment Analysis, Major Intervention Activities, and Evaluation Summary Narrative. The Theory of Change section will be pre-filled for all Applicants and will not be scored.

Application Component	Criterion	Point Value
Community Assessment Analysis	<p>Complete the Community Assessment Analysis (600-word limit) to justify and support the selection of the population of focus and demonstrate the need for the intervention using community needs assessment findings; local, state, or national data that describe the problem; and/or a summary of evidence-based literature and/or community-defined evidence. To cite data or literature, please state the author, publication title, and year, (e.g., Duber, Herbert, et.al, 2020).</p> <p>The Community Assessment Analysis narrative must begin with the following two completed statements:</p> <ul style="list-style-type: none"> • “This project will primarily address the following priority population of focus: (<i>list the population of focus for this application</i>).” • “This project will primarily work in the following geographical communities: <u>Statewide</u>.” 	6
Major Intervention Activities	<p>Complete the Major Intervention Activities (400-word limit). Provide a concise summary of how the SOW activities will be executed to achieve the objective. Describe how the applicant will sequence the activities to serve community organizations and/or CDPH/CTCP-funded projects, including cultural and/or linguistic considerations to effectively implement the activities within the population of focus.</p>	5
Evaluation Summary Narrative	<p>Complete the Evaluation Summary Narrative (500-word limit): Provide a concise summary of how the evaluation activities will be used to improve or tailor the intervention activities for the population of focus. Describe the plan to disseminate evaluation findings to CDPH/CTCP-funded partners, community organizations, and additional stakeholders. Include detailed information about the intended participants, the anticipated number of participants, and the frequency of evaluation activities.</p>	4
Section Total		15

D. Budget Proposal and Budget Justification (20 Points)

1. Budget Time Periods and Funding Level Per Budget Period

African American/Black; Asian American/Native Hawaiian/Pacific Islander; Latino; and LGBTQ+ Populations Applicants: Thirty-Eight (38) Month Budget

Rural Population Applicants: Twenty-Seven (27) Month Budget

- a. Thirty-Eight (38) Month or Twenty-Seven (27) Month Budget with Project Activities Alignment: Per Applicant's selected Priority Population Coordinating Center as described in **Part I. Section B. Funding Term and Funding Availability**, the Applicant shall develop a budget with appropriate time period that supports the implementation of **Appendix 2: Statewide Coordinating Centers Prescribed Scope of Work** and demonstrates an appropriate distribution of funds across SOW activities through the term of the Grant. The budget proposal should demonstrate a cost-effective use of project funds and provide a clear and comprehensive narrative justification for the proposed costs. Adhere to the requirements and criteria provided in this section and the instructions provided in the following Appendices: **Appendix 13: Budget Justification Instructions**; **Appendix 14: Comparable State Civil Service Classifications**; and **Appendix 15: CTCP PL 18-01 Incentive Materials**.
- b. Maximum Fiscal Year Budget Request: Ensure the total dollar amount for each budget period does not exceed the stated maximum amount allowed in each budget period as described in **Table 1. Maximum Fiscal Year Award (A)** and **Table 2. Maximum Fiscal Year Award (B)**.

2. Budget Formulas

Provide easy-to-follow formulas to substantiate how costs were calculated (The format for formulas is described in **Appendix 13: Budget Justification Instructions**).

3. Explain Budget Items with Zero Fund Request

Explain and include the funding source when zero funds or insufficient funds are budgeted for a standard cost (e.g., in-kind contributions for space, personnel, indirect expenses, subcontracts). CDPH/CTCP reserves the right to completely exclude activities and associated budget implemented with in-kind funds (e.g., federal funds) if the use of those funds obscures the quality, reach, and evaluation of the impact of the tobacco control program efforts.

4. Personnel and Required Staffing

- a. Applicants must include the required positions listed in **Table 4. Required Staffing and Minimum Duties** in the budget and budget justification. Applicants must provide personnel costs that reflect salaries comparable to State Civil Service Classification rates and associated duties must also be comparable. See **Appendix 14: Comparable State Civil Service Classifications**. Salaries above the Comparable State Civil Service Classifications rate must be completely justified.
- b. Individual budgeted staff or subcontracted employees on one or multiple projects funded by CDPH/CTCP may not work more than 1.0 FTE in combined total without prior written approval from your CDPH/CTCP Procurement Manager and Program Consultant.
- c. An individual budgeted staff may not act as more than one of the required staffing positions outlined in **Table 4. Required Staffing and Minimum Duties** for this project.

Table 4. Required Staffing and Minimum Duties

Staffing	Position	Responsibilities
Required Minimum 80% FTE	Project Director/Project Coordinator	This position must be listed as the point of contact for CDPH/CTCP communication to the agency, and regularly access OTIS and Partners. This position is responsible for management to implement the project; provides oversight of the SOW, budget, progress reports, and invoices; maintenance of required documents for auditing purposes; and devotes a minimum of 10 percent of a full-time position (equivalent to four hours per week) to overseeing evaluation activities.
Required at least one (1) intern	Paid Interns (Public Health Pipeline)	Offer at least one (1) opportunity for a paid internship to college, and/or graduate students in health, policy, communication, public health, and other related disciplines to expand your workforce and facilitate the development and diversification of the public health workforce. Internships may be limited term and paid as personnel, through a subcontract, or with a stipend, but must be listed in the budget.

Required: One staff or subcontractor 5% FTE	Project Evaluator	This position implements activities such as the development of data collection instruments and protocols; provides data collection training; oversees sampling methodology; data analysis; and report writing. Duties may also include assisting with data translation and dissemination of evaluation results.
Required: Community Engagement Agreements (CEAs) (at least five per fiscal year)	CEA Recipients	<p>Offer small grant opportunities to community organizations serving the population of focus to develop new leaders in the tobacco movement and engage recipients in local tobacco work.</p> <p>A CEA is a type of Subcontract, valued at less than \$5,000. A CEA does not require a competitive bid process, but the primary awardees must be selected in a fair and unbiased manner to eliminate any real or perceived allegation of preference (e.g., favoritism, bias, or nepotism). During the entire project term, a prime agency may not award a subcontractor a single or multiple CEA award(s) totaling \$5,000 or more. CEAs must be included in the budget justification.</p>

5. Fringe Benefits

Describe Fringe Benefits for eligible personnel, and identify personnel that will not receive benefits. See **Appendix 13: Budget Justification Instructions** for more information on Fringe Benefits, including what benefits may not be included.

6. Operating Expenses

The costs for operating expenses associated with completing the activities in the prescribed SOW, must be justified for the sub-line items below:

- a. CTCP Communications Network (Partners)
- b. Space Rent/Lease

Additional operating expense subcategories may be proposed in this category, such as office supplies, communications, and postage. See **Appendix 13: Budget Justification Instructions** for more details.

7. Equipment

Agencies are required to have at least one computer system for use by the

project to complete the prescribed SOW. Allowable equipment purchases include: Computer software/hardware, and items such as desks and chairs. Provide detailed equipment descriptions including the estimated purchase price and identify which budget staff will utilize it.

Please note, the Applicant must provide in-kind at least 50 percent of the required office equipment, computers, and software for the proposed project.

8. Travel/Per Diem and Training

Applicants are required to budget for travel, training, and/or conference expenses that are consistent with the needs of the project and directly support the prescribed SOW. Please see **Appendix 13: Budget Justification Instructions** for formulas and additional information. Travel and Per Diem costs must adhere to the rates set by CalHR on their [website](#). Travel is to be budgeted in the four categories described below.

- i. Project Travel/Training: Budget this line item for local travel essential to your prescribed SOW and coordination/collaboration with partners. You may also include registration fees for staff development/training, necessary for the completion of the prescribed SOW. Costs typically include mileage, meals, lodging, and incidental expenses.
- ii. Required CTCP Travel and Training: The budget and justification must include a minimum of one participant for the required Travel/Training noted in **Table 5. Required Travel Trainings**.

Table 5. Required Travel/Trainings

Required Travel/Training	FY 23/24	FY 24/25	FY 25/26
Projects' Meeting		X	
Capitol Information & Education Training and Day	X	X	X
Joining Forces			X

**Required Travel/Trainings will begin in fiscal year 24/25 for the selected Rural Statewide Coordinating Center awardee.*

- iii. Optional CTCP Travel/Per Diem and Training: Under CTCP Travel and Training you may budget for the events listed in **Table 6. Optional Travel/Trainings**. The trainings, conferences, and events below provide a broad overview of the types of events that CDPH/CTCP has tentatively scheduled and is provided to help the Applicant budget sufficient funds for travel. CDPH/CTCP does not have dates, locations, or details on the

content of these events. In the absence of specifics, for budget planning purposes, the Applicant should budget as if statewide events are conducted in Sacramento and area-specific events are within 200 miles of your agency. This list does not include trainings or events that may be offered by other CDPH/CTCP-funded agencies

***Table 6. Optional CTCP Travel/Trainings**

Optional Travel/Training	FY 23/24	FY 24/25	FY 25/26
CDPH/CTCP or other Public Health Organization Summits/Conferences, Capacity Building, and/or TA trainings to counter unanticipated and emerging threats from the tobacco/cannabis industry.	1-3	1-3	1-3

**Optional CTCP Travel/Trainings can begin in fiscal year 24/25 for the selected Rural Statewide Coordinating Center awardee*

- iv. Potential Out-of-State Travel (OST) Opportunities: CDPH/CTCP is interested in PPCCs taking the opportunity to learn from the work being done in other states and disseminate their funded project-related findings nationally. Each PPCC is eligible to send 1-2 staff budgeted at a minimum of 80% FTE to OST events (note: OST is optional). The entire cost of the OST including registration, travel, and per diem should not exceed approximately \$2,500 per person per event. CDPH/CTCP reserves the right to change this policy at any time, and/or pay only a portion of the proposed OST costs. In its OST budget justification narrative, the Statewide Coordinating Center will need to describe the benefit of participation to CDPH/CTCP, the PPCC, and how attendance supports the SOW.

Table 7. Potential Out-of-State Travel Opportunities summarizes some of the events that CDPH/CTCP would support PPCC staff attending. If the OST is not approved in the initial budget negotiations, then the PPCC will need to submit an Out-of-State Travel request through OTIS. An OST request submitted through OTIS takes 2- 4 weeks to review and a determination for approval/disapproval is made. The benefit to the State and PPCC must be identified and will need to support the current SOW. For the OST budget projections, you are to provide an estimated cost for all years of the agreement. See **Appendix 13: Budget Justification Instructions** for the formulas and required information for the description.

When budgeting funds for OST, please note CDPH/CTCP funds may not

be utilized to travel to a State that has enacted a law, after June 26, 2015, that discriminates against individuals who identify as lesbian, gay, bisexual, or transgender. Per Assembly Bill (AB) 1887 (Government Code Section 11139.8), state-funded and state-sponsored travel is prohibited to states with discriminatory laws. As required per AB 1887, the Attorney General (AG) maintains on their [website](#) the list of states that are subject to the travel ban.

Table 7. Potential Out-of-State Travel Opportunities

Event/Conference (Examples)	FY 23/24	FY 24/25	FY 25/26
American Public Health Association (APHA)	X	X	X
National Conference on Tobacco or Health (NCTOH)		X	

Potential Out-of-State Travel can begin in fiscal year 24/25 for the selected Rural Statewide Coordinating Center awardee.

9. Subcontracts and Consultants

The agency may enter into subcontracting relationships to fulfill the requirements of the SOW.

- a. Detail and justify any Subcontractor/Consultant costs necessary to implement the activities. Clearly distinguish the responsibilities of each Subcontractor/Consultant from budgeted personnel and link the services to the activities.
- b. Describe and justify travel costs necessary to implement the activities and tie expenditures to applicable activities.
- c. Separately list the name of each subcontractor and/or consultant who will provide the specialized effort directly related to activities.
- d. Verify each Subcontractor and/or Consultant listed in the Budget Justification is also referenced with the same title in the prescribed SOW's "Responsible Parties."
- e. Provide the following details:
 - i. Name of each subcontractor and/or consultant. Identify subcontractors and/or consultants who have not been selected at the time of submission as "To Be Determined."
 - ii. Description of the activities/services to be performed.
 - iii. Amount of service time in increments of hours, days, weeks, or months.
 - iv. Salary or hourly rate.
 - v. Formula(s) that substantiate how the costs were determined and the total cost for each.

- f. Community Engagement Agreements (CEAs): The Applicant must include the cost of at least five (5) CEA agreements in each of Fiscal Years 2023-24, 2024-25, and 2025-26 within the budget justification (this requirement begins in fiscal year 24/25 for the selected Rural Statewide Coordinating Center awardee). See **Appendix 13: Budget Justification Instructions** for further instructions regarding CEA agreements.

10. Other Costs

Other Costs include costs associated with completing the Activities not listed in Operating Expenses. Three standard cost line items that appear in the budget justification are: Educational Materials, Incentives, and Booth Rental/Facility Fees (note: Paid Media normally appears here, but this grant will not support these costs). You are not required to use each of these line items, and additional line items may be proposed with detailed justification.

11. Media Restrictions

The grant will not support costs associated with paid media and marketing activities during the entire term of the grant.

12. Indirect Expenses

1. The Indirect Rate used by Applicants that are not a local health department must not exceed a maximum of 25 percent of the Total Personnel Services (Personnel Costs plus Fringe Benefits Cost) or 15 percent of Total Allowable Direct Costs.
2. The Indirect Rate used by Applicants that are a local health department must not exceed the local health department's [FY 2022-2023-CDPH approved Indirect Cost Rate \(ICR\)](#). Local health department that uses a Total Allowable Direct Costs as the ICR basis are subject to State Contracting Manual 3.06 restrictions on subcontract administrative overhead fees which states that only the first \$25,000 for each subcontract may be included in the calculation of Total Allowable Direct Costs.
3. Please see **Appendix 13: Budget Justification Instructions** for a more detailed description of Indirect Expenses.

Application Component	Criterion	Point Value
Overall Budget	<ul style="list-style-type: none"> • The proposed budget adheres to the instructions provided in Appendix 13: Budget Justification Instructions. • The total dollar amount does not exceed the amount identified in the RFA. • Each activity in the SOW that results in an expenditure of funds is reflected in the budget. • The budget includes a Project Director/Project Coordinator at minimum 80% FTE. • The budget includes a Project Evaluator at 5% FTE • The budget includes at least one paid internship budgeted as stipends, personnel or subcontractor. • The budget includes at least five (5) Community Engagement Agreements per fiscal year for fiscal years 2, 3, and 4 (this requirement is for fiscal years 2 and 3 for the selected Rural Statewide Coordinating Center awardee). 	6
Budget Justification Narrative	<ul style="list-style-type: none"> • The proposed budget justification narrative includes detailed descriptions/explanations for each of the eight-line items and the corresponding sub-line items are identified in the OTIS Budget Justification. • The narrative includes easy-to-follow formulas and accurate calculations to substantiate how the costs were calculated (e.g., monthly/unit rates are provided). • If non-Prop 99 or Prop 56 funds are contributing to the implementation of the SOW, budget activities are identified as “In-Kind” and specify the source of the in-kind funding, (e.g., federal funds, CDC grant, etc.). 	6
Travel/ Per Diem Costs	<ul style="list-style-type: none"> • Travel and Per Diem costs are reasonable and necessary based on the prescribed SOW. All required trainings are budgeted as instructed and clearly justified based on the Applicant’s proximity to the event. • For non-governmental non-profit agencies only: Travel and Per Diem costs adhere to rates set by CalHR on their website. 	4

Application Component	Criterion	Point Value
Subcontract/ Consultant Costs	<ul style="list-style-type: none"> • The proposed subcontract personnel and consultant costs are reasonable, directly support the prescribed SOW, and are consistent with the needs of the project and level of responsibility. • The cost of at least five (5) CEA agreements in fiscal years 2023-24, 2024-25, and 2025-26 within the budget justification (fiscal years 2024-25 and 2025-26 for the selected Rural Statewide Coordinating Center awardee). • For non-governmental non-profit agencies only: Salaries that appear high in relationship to state salaries in Appendix 14: Comparable State Civil Service Classifications are substantiated with a detailed justification. 	4
Section Total		20

E. Additional Documents (Required, Not Scored)

The required Additional Documents are used to determine the Applicant’s Eligibility and provide supplemental information to avoid duplication of effort and supplanting. Provide the following additional documents as described below. See **Appendix 12: Instructions for Accessing the OTIS Applicant Training Course** for more information.

1. Proof of Non-Profit Status

Complete and upload Proof of Non-Profit Status. This document is only applicable to non-government non-profit agencies. The Applicant must upload their Proof of Non-Profit Status. For an example, see **Appendix 4: Sample Non-Profit Status Letter**

2. Certification of Non-Acceptance of Tobacco Company Funding

Complete and upload **Appendix 9: Certification of Non-Acceptance of Tobacco Funds** This document is used to determine the eligibility of Applicants and is also downloadable from OTIS in the Additional Documents – Required Administrative Documents section.

3. Franchise Tax Board Entity Status Letter (Tax Debtor List – status with Franchise Tax Board)

Generate this letter at the Franchise Tax Board [website](#). Upload letter to OTIS.

4. Additional Tobacco Control Funding

Complete and upload **Appendix 16: Additional Tobacco Control Funding**. This document is used to determine other sources of tobacco control funding the Applicant is receiving to assess for duplication of effort and supplanting. If the Applicant agency is receiving funds for any tobacco control efforts whether they are from local, state, federal, and/or private sources, the Applicant is required to describe the funding source, amount of funds, the term of the award, and a description of the activities funded. (Online form in OTIS, documentation uploaded by Applicant).

5. Civil Rights Law Certification

Complete and upload **Appendix 17: Civil Rights Law Certification**. This form is also downloadable from OTIS in the Additional Documents - Required Administrative Documents section.

IV. APPLICATION REVIEW PROCESS

This section explains how applications will be reviewed, evaluated, and scored. Each application will be evaluated and scored based on the responses to the information requested in this RFA. By submitting an application, the Applicant agrees that CDPH/CTCP is authorized to verify any information and any references named in the application. Applications received by CDPH/CTCP are subject to the provisions of the "California Public Records Act" (Government Code, Section 6250 et seq.) and are not considered confidential upon completion of the selection process.

A. Stage One: Administrative and Completeness Screening

1. CDPH/CTCP will review applications for on-time submission and compliance with administrative requirements and completeness. The OTIS electronic time stamp will be used to verify on-time submission.
2. A late or incomplete application will be considered non-responsive and will be disqualified and eliminated from further evaluation.
3. Applications submitted from non-eligible entities will not be reviewed.
4. Omission of any required document or form, failure to use required formats for response, or failure to respond to any requirement may lead to rejection of the application prior to review. For the purpose of administrative screening, required documents include:
 - Proof of Non-Profit Status
 - Certification of Non-Acceptance of Tobacco Funds
 - Franchise Tax Board Entity Status Letter
 - Civil Rights Law Certification
5. CDPH/CTCP may waive any immaterial deviation in an application; however, this waiver shall not excuse an application from full compliance with the grant terms if a grant is awarded.

B. Stage Two: Application Scoring (100 Points)

Each application passing Stage One will be evaluated and scored according to the selection criteria by a review committee on a scale of zero to 100 points. The review committee may include representatives of CDPH, other state agencies, and non-scoring subject matter experts. To be eligible for funding, an application must receive a score of 75 points or more. However, scoring 75 or more does not guarantee funding or funding at the level requested. CDPH/CTCP reserves the right to not fund any of the applications received for this RFA. Funding decisions may also be made to ensure:

- No duplication or overlap of efforts with existing CDPH/CTCP-funded projects.
- Balanced representation of the types of organizations funded.

C. Stage Three: Notification of Decision

Each Applicant will be notified in writing of the funding decision. Applicants may receive, upon written request to CDPH/CTCP, a copy of the scoring summary page that provides the score and overall strengths and weaknesses for each application.

D. Stage Four: Grant Modifications

CDPH/CTCP reserves the right to reject any proposed project or project component(s). Following the award notification, CDPH/CTCP may require modifications to the application as a condition of the award. Upon completion and approval of application documents, the grant documents will be submitted to CDPH for execution. All grant document modifications must be complete and accepted by the date listed in **Table 3. Tentative RFA Timeline and Award Schedule** or CDPH/CTCP may withdraw the grant award. Work may not commence until the grant is fully executed and any work done before the full execution of the grant will be deemed voluntary.

Part V. AWARD ADMINISTRATION INFORMATION

A. RFA Defined

The competitive method used for this procurement of services is an RFA. Applications submitted in response to this RFA will be scored and ranked based on the Selection Criteria. Every application must establish in writing the Applicant's ability to perform the RFA tasks.

B. RFA Cancellation and Addendums

If it is in the State's best interest, CDPH/CTCP reserves the right to do any of the following:

- Cancel this RFA.
- Modify this RFA as needed; or,

- Reject any or all applications received in response to this RFA.

If the RFA is modified, CDPH/CTCP will post an Addendum to the TCFOR [website](#). Applicants are responsible for periodically checking the website for updates and may sign-up for email alerts.

C. Immaterial Defect

At its sole discretion, CDPH/CTCP may waive any immaterial defect or deviation contained in an application. CDPH/CTCP's waiver shall in no way modify the application or excuse the successful Applicant from full compliance.

D. Grounds to Reject an Application

An application shall be rejected if:

1. It is received after the exact date and time set for receipt of applications. The OTIS date stamp will be used to verify on-time submission.
2. It contains false or intentionally misleading statements or references, which do not support an attribute or condition contended by the Applicant.
3. The application is intended to erroneously and fallaciously mislead the State in its evaluation of the application and the attribute, condition, or capability is a requirement of this RFA.
4. There is a conflict of interest.
5. It contains confidential information.
6. It is not submitted through the OTIS and prepared in the mandatory format described.
7. It does not literally comply, or it contains caveats that conflict with the RFA and the variation or deviation is not material, or it is otherwise non-responsive.
8. Applicant has been prohibited from contracting with the following Agencies:
 - a) [Franchise Tax Board](#)
 - b) [California Department of Tax and Fee Administration](#) (formerly known as the Board of Equalization)
 - c) [Department of Fair Employment and Housing](#)
 - d) Applicant has been suspended or barred from RFA or contracting with the state at the following websites:
 - [Secretary of State](#)
 - [Air and Water Polluters pursuant to GC section 4475-4482](#)
 - [Plastic trash bag content noncompliance](#)
 - [Federal Excluded parties List](#)
 - e) The Applicant has received a substantive negative contract performance from the State.

E. Notice of Awards

1. Upon successful completion of the review process, CDPH/CTCP will also post a notice of intent to award funds on the TCFOR [website](#).
2. Each Applicant will be notified in writing of the funding decision. Applicants may receive, upon emailing CTCPcompetitivegrants@cdph.ca.gov, a copy of the scoring summary page that provides the score and overall strengths and weaknesses of their application.

F. Modifications

CDPH/CTCP reserves the right to reject any proposed project or project component(s). Following the award notification, CDPH/CTCP may require modifications to the application as a condition of the award. Upon completion and approval of application documents, the grant documents will be submitted to CDPH for execution. All grant document modifications must be complete and accepted by the date listed in **Table 3. Tentative RFA Timeline and Award Schedule** or CDPH/CTCP may withdraw the grant award. Work may not commence until the grant is fully executed and any work done before the full execution of the grant will be deemed voluntary.

G. Appeal Process

1. Notice of the proposed award shall be posted on the TCFOR [website](#). If any Applicant, prior to the award of a Grant, appeals the award, on the grounds that the Applicant would have been awarded the Grant had CDPH/CTCP correctly applied the evaluation standard in the RFA, or if CDPH/CTCP followed the evaluation and scoring methods in the RFA, the Grant shall not be awarded until either the appeal has been withdrawn or CDPH has decided the matter. It is suggested that the Applicant submit any appeal by certified or registered mail. Only those submitting an application consistent with the requirements of this RFA and are not awarded a grant may appeal. There is no appeal process for applications that are submitted late, noncompliant, or incomplete. No awarded Applicant may appeal the Grant award-funding amount.
2. An Applicant may appeal the award decision. The Applicant must submit a notice of intent to appeal to CTCPCompetitiveGrants@cdph.ca.gov by 5:00 p.m. (PT) on the date listed in **Table 3. Tentative RFA Timeline and Award Schedule**. The Applicant shall then have five (5) calendar days to file a detailed written statement specifying the grounds for the appeal and send the Appeal Letter to:

U.S. Mail	Courier (e.g., FedEx)
Maria Ochoa, MPA, Assistant Deputy Director (or designee) Center for Healthy Communities California Department of Public Health MS 7206 P.O. Box 997377 Sacramento, CA 95899-7377 Phone: (916) 449-5500	Maria Ochoa, MPA, Assistant Deputy Director (or designee) Center for Healthy Communities California Department of Public Health MS 7206 1616 Capitol Avenue, Suite 74.516 Sacramento, CA 95814 Phone: (916) 449-5500

3. At the sole discretion of the Assistant Deputy Director or his/her designee, a hearing may be held. The decision of the Assistant Deputy Director or his/her designee shall be final. There is no further administrative appeal. Appellants will be notified of decisions regarding the appeal in writing within 15 working days of the hearing date or the consideration of the written material submitted if no hearing is conducted.
4. Upon resolution of any appeal and subsequent award of the Grant, the Awardee will be required to complete and submit to CDPH/CTCP the required documents listed in Part V, B. Awardee Required Documents.

H. Disposition of Applications

Upon application opening, all documents submitted in response to this RFA will become the property of the State of California and will be regarded as public records under the California Public Records Act (PRA) (Government Code Section 6250 et seq.) and subject to review by the public.

I. Inspecting or Obtaining Copies of Application Materials

Persons wishing to view or inspect any application or award related materials must follow the California PRA [process](#).

Part VI. IMPORTANT ADMINISTRATIVE DETAILS

A. Cost of Developing the Application

The Applicant is responsible for the cost of developing and submitting an application. This cost cannot be charged to the State.

B. Awardee Required Documents

Upon award of the Grant, the Awardee will be required to complete and submit:

1. The Payee Data Record (STD 204), and Payee Data Record Supplement (STD 205), if applicable, to determine if the Awardee is subject to state income tax

withholding pursuant to California Revenue and Taxation Code Sections 18662 and 26131. This form can be found in OTIS. No payment shall be made unless a completed STD 204 has been returned to CDPH/CTCP.

2. All pages of the Contractor Certification Clauses (CCC 04/2017), which is a Department of General Services form.
3. Evidence of \$1,000,000 commercial general liability insurance or a certification of self-insurance signed by the authority to bind the agency.
4. Establish the Headquarters for State Travel Reimbursement for budgeted staff and subcontractors/consultants. Further information on CalHR State Travel Reimbursement policies can be found here:
<http://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>.
5. Board Resolution – all local government agencies are required to submit a Board Resolution with each Grant. Resolutions must be submitted after notice of award and prior to full execution of a Grant. Resolutions must indicate local government approval of the Grant.

C. Awardee Requirements

The following are required to enter into a fully executed agreement with CDPH/CTCP:

1. All CDPH/CTCP-funded projects and grants are required to:
 - a) Utilize OTIS for grant management.
 - b) Obtain and maintain an active Partners account. Partners is a web-based communication system. CDPH/CTCP-funded projects and grants are required to access Partners at least once a week to review weekly updates.
 - c) Maintain an active Internet account.
2. The Awardee incurs expenses for the previous work period and is then reimbursed by invoice(s) submitted to CDPH/CTCP no more than once per month. The State has up to 45 days to pay invoices for the Awardee that are approved for “prompt payment.” To learn more about the prompt payment program please visit the Department of General Services [website](#).
3. The Awardee shall employ fiscal/administrative staff with the appropriate training and experience to maintain fiscal accountability and track Grant funds. Staff shall be knowledgeable of and practice: standard accounting and payroll practices (including state and federal tax withholding requirements), maintenance of fiscal/administrative records/documents, appropriate tracking and review/approval of expenditures, and other administrative policies and procedures which will maintain the fiscal integrity of the funds awarded to the Awardee.
4. The Awardee should maintain accounting records that reflect actual expenditures including, but not limited to accounting books, ledgers, documents, and payroll records, including signed timesheets, etc., and will follow standard accounting

procedures and practices that properly reflect all direct and indirect expenses related to the Grant. Prop 56, subsection 30130.56 (a) states that the California State Auditor shall at least biennially conduct an independent financial audit of the state and local agencies who are recipients of Prop 56 funds. As such, The Awardee is to maintain fiscal and program records documenting expenditures and program implementation for three years beyond the date of the final Grant payment.

5. The Awardee is required to expend funds to implement the SOW in **Appendix 2: Statewide Coordinating Centers Prescribed Scope of Work** consistent with **Appendix 13: Budget Justification Instructions**, **Appendix 14: Comparable State Civil Service Classification**, **Appendix 18: California Tobacco Control Program Policy Manual**, and **Appendix 19: California Tobacco Control Program Administrative Manual**. The California Tobacco Control Program Administrative and Policy Manuals are located in OTIS under the Training Menu, and User Manuals, where users can view and download the latest version of the policy manual as a PDF file.

D. Standard Payroll and Fiscal Documents

The Awardee shall maintain adequate employee time recording documents (e.g., timesheets, timecards, and payroll schedules) and fiscal documents based on Generally Accepted Accounting Principles (GAAP) on practices, Code of Federal Regulations and OMB Circular Nos. A-21, A-87, A-110, A-122, and A-133. It is the responsibility of the Awardee to adhere to these regulations.

E. Progress Reports

1. The Awardee is required to submit progress reports on time, complete, through the OTIS, and in conformance with CDPH/CTCP instructions.
2. The final progress report is due on the last day of the grant term (June 30, 2026). The final report is to be a cumulative report that summarizes all activities and outcomes during the term of the grant and is to include all tracking measures.
3. If the Awardee fails to submit timely, complete progress report(s) documenting satisfactory progress, CDPH/CTCP will withhold payment of invoices and may terminate the grant.

F. Invoices

1. Documentation

The Awardee is required to maintain backup documentation for all expenditures and provide the backup documentation for an invoice if requested by the CDPH/CTCP. The Awardee shall maintain for review and audit purposes, adequate documentation of all expenses claimed. All invoice detail, fiscal records, or backup documentation shall be prepared in accordance with

generally accepted accounting principles. CDPH/CTCP has the right to request documentation at any time to determine an agency's allowable expenses.

2. Submission of Invoices

The Awardee is required to submit invoices no less than once per quarter, no more than once a month. The Awardee must be able to fund up to **60 days** of payroll, indirect expenses, and operating costs, as well as expenditures incurred by a subcontractor or consultant prior to reimbursement by the State. The Awardee incurs expenses for the previous work period and is then reimbursed by invoice(s) submitted to CDPH/CTCP a minimum of no less than once per quarter, no more than once per month, in arrears. The Prompt Payment Act requires the State to properly submit undisputed invoices within 45 calendar days of initial receipt.

G. Dispute Resolution, CDPH Rights, and Grant Termination

1. Resolution of Differences Between RFA and Grant Language

If an inconsistency or conflict arises between the terms and conditions appearing in the final Grant and the proposed terms and conditions appearing in this RFA, any inconsistency or conflict will be resolved by giving precedence to the Grant.

2. CDPH Rights

In addition to the rights discussed elsewhere in this RFA, CDPH/CTCP reserves the right to do any of the following:

- a. Modify any date or deadline appearing in this RFA.
- b. Issue clarification notices, addenda, alternate RFA instructions, forms, etc. If this RFA is clarified, corrected, or modified, CDPH/CTCP intends to post all clarification notices and/or RFA addenda on CDPH/CTCP TCFOR [website](#).
- c. CDPH/CTCP reserves the right to fund any or none of the applications submitted in response to this RFA. CDPH/CTCP may also waive any immaterial deviation in any application. CDPH/CTCP waiver of any immaterial deviation shall not excuse an application from full compliance with the Grant terms if a Grant is awarded.
- d. CDPH/CTCP reserves the right to withdraw any award or request modifications to the SOW and/or Budget of any application component(s) as a condition of the Grant award.

3. **Grant Termination**

CDPH/CTCP reserves the right to terminate the Grant if the application submitted, awarded, negotiated, and approved by CDPH/CTCP as a result of this RFA is not implemented satisfactorily, or if work is not completed by the due dates prescribed in the Grant's SOW.