

**COVER PAGE**

**FLORIDA DEPARTMENT OF HEALTH  
BUREAU OF TOBACCO PREVENTION PROGRAM**

**RFA # 13-014**

**REQUEST FOR APPLICATIONS**

**COMMUNITY- BASED TOBACCO PREVENTION INTERVENTIONS  
FY 2013-2014**

**Disclaimer - NOTE:** The receipt of applications in response to this grant opportunity does not imply or guarantee that any one or all qualified applicants will be awarded a grant or result in a contract with the Department of Health.

This Grant Opportunity is not subject to Section 120.57(3) F.S.

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## TIMELINE RFA# 13-014

Prospective applicants shall adhere to the RFA timelines as identified below.

Schedule	Due Date	Location
RFA Released and Advertised	October 21, 2013	Posted electronically via: <a href="http://www.doh.state.fl.us/Admin/General_Services/Purchasing/grants_funding.htm">http://www.doh.state.fl.us/Admin/General_Services/Purchasing/grants_funding.htm</a> Vendor Bid System: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a>
Submission of Written Questions	October 28, 2013 12:00 p.m., EST	All questions must be submitted electronically to: <a href="mailto:Sam_Samlal@doh.state.fl.us">Sam_Samlal@doh.state.fl.us</a>
Responses to Questions Posted	October 30, 2013 5:00 p.m., EST	Posted electronically via: <a href="http://www.doh.state.fl.us/Admin/General_Services/Purchasing/grants_funding.htm">http://www.doh.state.fl.us/Admin/General_Services/Purchasing/grants_funding.htm</a> Vendor Bid System: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a>
Applications Due (No Faxed, Delivered or E-mailed Copies of Applications Accepted)	November 8, 2013 5:00 p.m., EST	Applications must be submitted electronically to: <a href="mailto:Sam_Samlal@doh.state.fl.us">Sam_Samlal@doh.state.fl.us</a>
Anticipated Evaluation of Proposals Begins	November 12, 2013	Evaluation of proposals.
Anticipated Posting of Intent to Award	November 19, 2013	Posted electronically via: <a href="http://www.doh.state.fl.us/Admin/General_Services/Purchasing/grants_funding.htm">http://www.doh.state.fl.us/Admin/General_Services/Purchasing/grants_funding.htm</a> Vendor Bid System: <a href="http://myflorida.com/apps/vbs/vbs_www.main_menu">http://myflorida.com/apps/vbs/vbs_www.main_menu</a>
Anticipated Grant Start Date	January 1, 2014	

It is the applicants' responsibility to regularly check the Department's website for updates.

## **SECTION 1.0 GRANT INTRODUCTION**

### **1.1 STATEMENT OF PURPOSE**

The Centers for Disease Control and Prevention (CDC) has determined that tobacco use is the single most preventable cause of death in the United States and a leading cause of many long term chronic health conditions. The purpose of the Florida Community Based Tobacco Prevention Interventions Program is to reduce Floridian's tobacco use and exposure to secondhand smoke. The Bureau of Tobacco Free Florida (BTFF) is seeking applications from organizations to promote policy and systems change to impact social norms about tobacco use.

### **1.2 FUNDING SOURCE**

Article X, Section 27, Florida Constitution, requires the Florida Legislature to annually fund a comprehensive, statewide tobacco education and control program using tobacco settlement money. The Constitution further requires the tobacco program to conform to the CDC Best Practices, as amended, in order to implement effective population-based interventions and strategies. The CDC 2007 Best Practices for Comprehensive Tobacco Control Programs is the statutorily-mandated guiding document for the Program.  
([http://www.cdc.gov/tobacco/stateandcommunity/best\\_practices/index.htm](http://www.cdc.gov/tobacco/stateandcommunity/best_practices/index.htm))

### **1.3 FUNDING AVAILABILITY**

The Florida Department of Health (Department), Bureau of Tobacco Prevention Program (Program) has an amount of \$82,225.00 for Community-Based Tobacco Prevention Intervention grant in Sumter County for the 2013 – 2014 project period as referenced in Section 1.4. The Fiscal Year 2014-2015 funding amount will be \$164,450.00.

The Program reserves the right to revise proposed plans and negotiate final funding prior to execution of a contract.

All funding availability will be subject to the annual Comprehensive Statewide Tobacco Education and Use Prevention Program Legislative appropriation.

### **1.4 FUNDING PERIOD**

The initial project term of the Standard Contract resulting from this Request for Applications (RFA) shall be for a funding period of six months beginning January 1, 2014 and ending June 30, 2014.

### **1.5 ELIGIBLE APPLICANTS**

Entities eligible to submit applications must be legal business entities with an office in Florida and include, but are not limited to, schools, health care providers, county health departments, community organizations, and not for profit 501c(3) entities including minority organizations.

To be eligible to receive a grant, all corporations, limited liability companies or partnerships and their sub-contractors seeking to do business with the State shall be registered with the Florida Department of State in accordance with the provisions of Chapter 607, 608, 617 and 620, F.S. Grantee staff must be tobacco-free.

## **1.6 FUNDING ALLOCATION**

The Department seeks to have a tobacco-free community partnership in all Florida counties. Applications are being sought for Sumter County for the grant award. The award amount is based on population and smoking prevalence.

## **1.7 GRANT RENEWALS**

If funding is available, the grant awarded under this RFA may be renewed by the Department on a yearly basis for up to one (1) additional funding period that may not exceed the following Department fiscal year (July 1, 2014 to June 30, 2015).

The renewal of this grant is not guaranteed and shall be contingent upon satisfactory performance by the provider with regards to implementation and execution of the program, the achievement of program outcomes, satisfactory performance evaluations, as determined by the Department, and subject to the availability of funds.

The renewal shall be in writing and subject to the same terms and conditions set forth in the original grant. The renewal may not include any compensation for costs associated with the renewal.

Applicants shall include a budget for year 1 (January 1, 2014 to June 30, 2014). Based on programmatic funding availability, the budget may be increased by up to 5% for year 2.

## **1.8 NOTICE AND DISCLAIMER**

Grant awards will be determined by the Department of Health at its sole discretion in accordance with the Department's Guidelines for Financial Assistance Awards based on the availability of funds. Additionally, the Department reserves the right to negotiate budgetary changes with applicants prior to execution of the Standard Contract. Applicants may decline the modified grant award and may request a commensurate modification or reduction in the scope of the project.

If during the grant funding period, the authorized funds are reduced or eliminated by the Florida Legislature, the Department may immediately reduce or terminate the grant award by written notice to the grantees. No such termination or reduction, however, shall apply to allowable costs already incurred by the grantees to the extent that funds are available for payment of such costs.

The Department reserves the right to reject any and all applications.

# **SECTION 2.0 TOBACCO PREVENTION PROGRAM OVERVIEW**

## **2.1 PROGRAMMATIC AUTHORITY**

The successful applicant must comply with all applicable State and Federal laws, regulations, action transmittals, program instructions, review guides and similar directives.

## **2.2 BACKGROUND**

Tobacco addiction is among the leading preventable causes of morbidity and mortality in Florida and in the United States. The list of illnesses caused by tobacco use is long and contains many of the most common causes of death, including heart disease, stroke, lung disease, many forms of cancer, and vascular diseases.

Cigarette use alone results in an estimated 430,000 deaths each year in the US, including 28,600 deaths in Florida. Secondhand smoke causes 50,000 deaths each year among adult non-smokers in the United States with 2,520 of those deaths among Floridians. The tobacco industry spends close to \$735 million in Florida annually to market its products (Sources: *CDC Smoking-Attributable Mortality, Years of Potential Life Lost, and Productivity Losses* <http://www.cdc.gov/mmwr/preview/mmwrhtml/mm5745a3.htm>; *Campaign for Tobacco-Free Kids* <http://www.tobaccofreekids.org>).

The Program works within the Department's mission to protect, promote, and improve the health of all people in Florida through integrated state, county, and community efforts towards comprehensive tobacco prevention and control efforts.

## **2.3 MAJOR PROGRAM GOALS**

The following are the primary program goals designed to achieve the program purpose:

1. Prevent Florida's youth and young adults from initiating tobacco use.
2. Promote cessation of tobacco use among Florida's youth and adults.
3. Eliminate Floridians' exposure to secondhand tobacco smoke.
4. Maintain a sustainable infrastructure of the Florida Comprehensive Statewide Tobacco Education and Use Prevention Program.

Policy and systems changes are the major components needed to achieve and sustain these goals.

## **2.4 SCOPE OF SERVICES/FUNDING PRIORITIES**

All grantee activities must be consistent with recommendations for effective program components contained in the CDC 2007 *Best Practices for Comprehensive Tobacco Control Programs* [http://www.cdc.gov/tobacco/stateandcommunity/best\\_practices/index.htm](http://www.cdc.gov/tobacco/stateandcommunity/best_practices/index.htm) and the CDC *Guide to Community Preventive Services* <http://www.thecommunityguide.org/tobacco/index.html>. Grantee activities will be community-based and have the potential to change social norms about tobacco use (e.g., policy change, health-care system changes, changes in tobacco-industry influences, etc.). All programs must focus on tobacco prevention policy, systems, and social norm change.

The scope of services includes:

1. Creating or maintaining a local stand-alone tobacco-free community partnership.
2. Creating or maintaining at least one local Students Working Against Tobacco (SWAT) chapter and/or club.
3. Establishing local policy and systems changes to prevent initiation of tobacco use among youth and young adults.
4. Establishing policy and systems changes to eliminate secondhand smoke exposure.
5. Establishing local policy and systems changes to promote cessation from tobacco use.
6. Maintaining appropriate tobacco prevention staff.

The applicant that is awarded a grant will submit required documentation and data to be utilized

in program evaluation.

## **2.5 USE OF GRANT FUNDS**

The grant is subject to the availability of funds and current and prior satisfactory performance of all activities outlined in the grant and annual Work Plan as determined by the Department.

The Department will provide payment to the successful grantee for allowable costs that are reflected in the proposed budget and approved by the Department.

### **Allowable and Unallowable Costs**

Allowable and unallowable expenditures are defined by at least one of the following:

1. Reference Guide for State Expenditures found at [http://www.myfloridacfo.com/aadir/reference\\_guide/reference\\_guide.htm](http://www.myfloridacfo.com/aadir/reference_guide/reference_guide.htm)
2. Florida Statutes (F.S.) (Section 112.061, Section 286.27) (Section 381.84) (Section 215.97)
3. Florida Administrative Code (F.A.C.) Chapter 691-5
4. State Projects Compliance Supplement
5. Other fiscal requirements set forth in program laws, rules and regulations.

### **Limitations on Use of Funds**

Grantees are prohibited from accepting any funding, contribution, gift or any other support from any tobacco company, or using training or cessation programs funded or developed by a tobacco company.

Grantees are prohibited from using any funds made available by this RFA for the purpose of lobbying pursuant to Section 11.062, F.S. and Section 216.347, F.S. Section 11.045(1)(f), F.S., defines "Lobbying" as "influencing or attempting to influence legislative action or non-action through oral or written communication or an attempt to obtain the goodwill of a member or employee of the legislature." In addition, Section 216.347, F.S. prohibits the use of state funds for the purpose of lobbying the Legislature, the judicial branch or a state agency.

If a grantee is a state agency or entity, it must comply with all other applicable state and federal laws, rules, policies and procedures that apply to such organizations.

Section 381.84, Florida Statutes, sets specific expenditure limitations on the following types of purchases. The provider will be responsible for ensuring that all expenses in these specific areas do not exceed the thresholds placed on spending by the legislature:

1. The use of promotional items is limited to no more than 2.5% of the total amount of the grant. Brochures and pamphlets or posters that provide health related information are educational and are not considered promotional items. Promotional items include, but are not limited to:
  - a. award/plaques
  - b. candy with anti-tobacco messages
  - c. gift certificates
  - d. clothing or textiles (shirts, hats, purses, backpacks, shoes, shoe laces, blankets, towels, socks, etc.)
  - e. novelty items (key chains, stress balls, pens, etc.)
2. The use of food items is limited to no more than 2.5% of the total amount of the grant.
3. Overhead or indirect costs are limited to no more than 7.5% of the total amount of the grant.

## **2.6 METHOD OF PAYMENT**

The Department will pay the grantees using a fixed price/fixed fee method of payment for the delivery of services provided in accordance with the terms and conditions of the Standard Contract.

## **2.7 INVOICING AND PAYMENT OF INVOICE**

The Department will pay the grantee quarterly as defined in the Standard Contract. The invoice for payment must be accompanied by documentation as defined in the Standard Contract.

County Health Departments receiving an award from this RFA shall be reimbursed on the Department's Schedule C system.

## **2.8 DEPARTMENT PROVIDED TRAINING AND TECHNICAL ASSISTANCE**

All grantees are required to attend all trainings as listed in **Section 5.1**.

The costs of attending the technical assistance trainings should be included in the budget summary and budget narrative portion of the application.

The Department may provide technical support and assistance to grantees within the resources of the Department to assist grantees in meeting the requirements of the Standard Contract. However, the support and assistance, or lack thereof, shall not relieve the grantees from full performance of the Standard Contract requirements.

# **SECTION 3.0 DEFINITIONS**

## **3.1 GENERAL DEFINITIONS**

1. **Applicant Organization/Lead Agency** – The entity operating within the State of Florida that responds to this RFA.
2. **Contract Manager** – An individual designated by the Department of Health to be responsible for the monitoring and management oversight of the Standard Contract.
3. **Department** – The Florida Department of Health (DOH)
4. **F.S.** – Florida Statute.
5. **Program** – Bureau of Tobacco Free Florida.
6. **Provider** – The agency or organization responsible for providing the specified services approved by DOH.
7. **Standard Contract** – Basic outlining of legal and programmatic requirements by the State Department of Health for entering into agreement with a separate party.
8. **Subcontractor** – An individual or entity, which signs a contract and is retained to perform or satisfy any portion of the obligations of this contract. (A subcontractor does not receive a W-2, Wage and Tax Statement and is not considered an employee.)

### **3.2 PROGRAM SPECIFIC DEFINITIONS**

1. **AHEC** – Area Health Education Centers.
2. **ATACS** – The Automated Tobacco Activity Collection System is a web-based application for data collection and reporting. The system is a tool for planning, monitoring, and documenting short and long term tobacco prevention goals and outcomes. The system provides for the creation, submission, review and approval of the annual Work Plan, as well as the reporting of ongoing activities and results throughout the grant period through Quarterly Progress Updates. This system will be utilized by the providers and their performance will be evaluated.
3. **CDC** – Centers for Disease Control and Prevention.
4. **Chronic Disease** – Refers to illnesses that are prolonged, do not resolve spontaneously, and are rarely cured completely. Examples include, but are not limited to diabetes, asthma, cardiovascular disease and stroke, lung cancer, chronic obstructive pulmonary disease (COPD), and chronic lower respiratory disease (CLRD).
5. **Cultural Competence** – Demonstrating sensitivity for clients' heterogeneity, culture, history, context, and geography, and the relative importance of these components to different populations.
6. **Grantee** - The grantee is responsible for coordinating and implementing the tobacco prevention program outlined in the application. If several organizations join to propose an intervention, the grantee will be the fiscal agent for the others.
7. **Partnership Self-Assessment Tool (PSAT)** - Measures the effectiveness of the collaborative process of community partnerships.
8. **Stand-Alone Community Tobacco-Free Partnership** - a partnership whose purpose includes, but is not limited to, implementing activities of the annual Work Plan in the areas of preventing initiation of tobacco use among youth and young adults, eliminating secondhand smoke exposure, and promoting cessation from tobacco use. Stand alone tobacco-free partnerships are required to adopt bylaws that focus on tobacco prevention and control and have an agenda focused on tobacco control.
9. **Students Working Against Tobacco (SWAT)** – A statewide youth organization working to mobilize and educate Florida youth about tobacco prevention. SWAT promotes youth leadership and community involvement while focusing primarily on policy change.
10. **Tobacco-Related Disparities** – Differences in patterns, prevention, and treatment of tobacco use. The risk, incidence, morbidity, mortality, and burden of tobacco-related illness that exist among specific population groups in the United States and related differences in capacity and infrastructure access to resources and environmental tobacco smoke exposure.
11. **Young Adults** - Floridians ages 18-24.
12. **Youth** - Floridians ages 11-17.

## **SECTION 4.0 REQUIRED PROGRAM REPORTS**

Where the resulting Standard Contract requires the delivery of reports to the Department, mere receipt by the Department shall not be construed to mean or imply acceptance of those reports. It is specifically intended by the parties that acceptance of required reports shall constitute a separate act. The Department reserves the right to reject reports as incomplete, inadequate, or unacceptable according to the parameters set forth in the resulting Standard Contract. The Department, at its option, may after having given the grantees a reasonable opportunity to complete the report, or to make the report adequate or acceptable, declare the agreement to be in default.

The grantees shall provide the Department with the following reports:

#### **4.1 WORK PLAN**

Applicants that are awarded a grant will be required to submit an annual Work Plan into ATACS. Work Plans shall describe the proposed work in each Program goal area for the project period. The Work Plan serves as the official planning report to the Department and must include activities, strategies, and outcomes expected to be completed by the grantee during the year. Work Plans must be negotiated with BTFF staff and approved by the Contract Manager. The Program reserves the right to revise proposed Work Plans and negotiate final funding prior to execution of contracts.

#### **4.2 QUARTERLY PROGRESS UPDATE (QPU) REPORT**

The QPU report serves as the official report and an evaluation tool to the Department and must include updates on the goals, outcomes, strategies, activities, and partners as identified in the annual Work Plan. Quarterly reports shall describe all progress made or challenges encountered with the proposed work as reported in the Work Plan. The quarterly report, budget worksheet and an invoice shall be submitted electronically into ATACS.

#### **4.3 FINANCIAL SUMMARY REPORT**

The Financial Summary report is a description of the grantee's spending for the quarter including personnel information, direct expenses and indirect expenses.

#### **4.4 PARTNERSHIP SELF-ASSESSMENT TOOL (PSAT) REPORT**

Results come from the grantee's Partnership Self-Assessment Tool Survey which measures the effectiveness of the collaborative process of community partnerships. A required minimum of 65% of participating PSAT partnership members must complete the PSAT.

## **SECTION 5.0 TECHNICAL SPECIFICATIONS**

#### **5.1 TASK LIST**

The grantees shall be responsible for meeting the following requirements within their geographical area:

1. Initiate services within 30 days of execution of the grant with the Department.
2. Align local media, marketing, and public relations materials with the Department's statewide tobacco prevention media campaign. The Department's statewide campaign materials must be used to promote local initiatives. If statewide campaign materials are not available for a specific tobacco topic or target audience, the Department will advise on what materials can be used. Local marketing efforts must complement the statewide campaign and not be a duplication of the statewide campaign.

Marketing initiatives will be included in the grantee's Strategy Plan and Work Plan and must be approved by BTFF staff.

Marketing initiatives include but are not limited to:

- Sponsorship and presence at local events to promote or attain policy or systems change.
- Sponsorship of local sports teams to promote or attain policy or systems change.
- Signage at local parks, sports fields, playgrounds, etc. to promote or attain policy or systems change.
- Advertisements in yearbooks, school newspapers, community newspapers, etc. to promote or attain policy or systems change.
- Additional media purchased to increase saturation of statewide campaign.

3. Complete the following as outlined in **Attachment VIII**, **Attachment IX**, and **Attachment X**:

For Goals 1 – 3:

A minimum of one strategy and one activity per strategy for a minimum total of one activity for each required policy. Required policies for year one includes:

- Restrict the sale of flavored tobacco products not covered by the Federal Drug Administration (FDA)
- Implement point of sale policies in retail outlets
- Implement comprehensive tobacco control model policies in K-12 schools
- Create tobacco-free multi-unit dwellings
- Increase the number of employers who provide comprehensive cessation benefit services to employees
- Other policies as determined by the Program.

For Goal 4:

- A minimum of three strategies and one activity per strategy for a minimum total of three activities to create or maintain a county tobacco-free community partnership.
- A minimum of three strategies and one activity per strategy for a minimum total of three activities to create or maintain SWAT chapter and/or clubs.
- A minimum of two strategies and one activity per strategy for a minimum total of two activities to recruit or maintain a paid workforce.

4. Implement procedures to ensure that funds will be used only to support activities that are consistent with the *CDC 2007 Best Practices for Comprehensive Tobacco Control Programs* as they may be revised or amended.
5. Communicate and report project performance in a manner established by the Department.
6. Collaborate and cooperate with the Department and any contracted evaluation providers.
7. Work collaboratively with other Department funded projects, providers and contractors, and local and statewide non-profit agencies and partners to support community and inter-agency initiatives.
8. Implement and complete the activities outlined in the final annual Work Plan as approved by the Department.
9. Attend all meetings, trainings, conference calls, and webinars as determined by the Department. It is anticipated that annually there will be one statewide meeting, one Florida Youth Tobacco Survey Training, three regional meetings/trainings, and two Youth Advocacy Board meetings.

Amount	Type	Quarter	Attendees
1	BTFF Required Training	3	<ul style="list-style-type: none"> <li>One community intervention grantee staff</li> </ul>
1	BTFF Required Training	4	<ul style="list-style-type: none"> <li>One community intervention grantee staff</li> </ul>

10. Complete the Marketing Initiative Form and secure approval of the Department’s Marketing Coordinator before beginning any marketing initiatives.
11. Inform other tobacco prevention programs and partners including, but not limited to, county health departments, schools, and community organizations, of their work in the county where the project is operating.
12. Participate in the Department’s statewide campaigns as required by the Department.
13. Contact and meet with state and local elected officials in order to complete policy change work to educate on tobacco prevention and promotion activities.

The Program reserves the right to add, remove, and revise tasks during grant year 2. The Program reserves the right to negotiate annual Work Plans during grant year 2. The Program reserves the right to add, remove, and revise required policy areas during grant year 2.

## 5.2 **TASK LIMITS**

The grantees shall not perform any tasks related to the project other than those described in **Section 5.1** without the express written consent of the Department. These tasks shall be provided within the State of Florida.

## 5.3 **STAFFING LEVELS**

Effective staff is critical to policy and systems change regarding tobacco use. Grantees shall maintain sufficient staff to deliver the agreed upon services. Grantees must have a minimum of one full-time staff dedicated 100 percent to tobacco prevention and control per county award.

Each applicant must include their proposed staffing for technical, administrative, clerical support and direct service provision in the Professional Staffing Qualifications included the provided application template. Applicants will be expected to demonstrate that the proposed staff possesses adequate qualifications as outlined in **Attachment VI** to carry out the goals of this program including all required strategies and activities. Evidence of core qualifications and skills will be collected in the application template and evaluated by review committee.

Grantees must maintain an adequate administrative organizational structure and support staff sufficient to discharge their contractual responsibilities.

A maximum of 70% of the grant award may be used towards personnel expenses (including, but not limited to staff salary).

## **5.4 PROFESSIONAL QUALIFICATIONS:**

Grantees will be responsible for the staff affiliated with the project, ensuring they have the education, experience and training necessary to successfully carry out duties required in the RFA. In the event the Program determines that a grantee's staffing level does not conform to that promised in the application and approved by the DOH, the Program will advise the grantee in writing and provide a timeframe to remedy the identified staffing deficiency. The Department's designated Contract Manager will exercise final judgment in this matter.

Professional qualifications of staff in support of this grant must be in accordance with the Professional Staffing Qualifications as described in **Attachment VI**.

All grantee staff and volunteers must support the goals and objectives of the Program while performing activities under the Standard Contract.

## **5.5 STAFFING CHANGES**

Grantees must replace any employee whose continued presence would be detrimental to the success of the project, as determined by the Department, with an employee who meets the professional qualifications identified in **Section 5.4**. The Department's designated Contract Manager will exercise final judgment in this matter.

Any changes in personnel must be approved in advance by the Contract Manager. Prior to any changes of the proposed individuals, the grantee must notify and obtain written approval from the Program's Contract Manager of the proposed substitution. Written justification must include documentation of the circumstances requiring the changes. All changes must result in equal or superior staff qualifications.

- Vacant positions must be reported in writing to the Department's designated Contract Manager within three business days.
- Vacant positions must be filled within 60 calendar days.
- The Department's designated Contract Manager must be notified via email within three business days concerning any staffing changes under this grant.

## **5.6 EQUIPMENT**

Applicants must include any consideration for costs associated with the provision of equipment and computer software in the cost proposal outlined in the application budget. Such costs may include, but are not limited to, computers, telephones, scanners, copiers, fax machines, equipment maintenance and office supplies.

Title (ownership) of all property and equipment of a non-expendable nature purchased with grant funds is vested with the Department and the State of Florida. Upon the conclusion or termination of the Standard Contract, possession of non-expendable property and equipment valued in excess of \$1,000 will revert to the state.

Computer capability, at a minimum, must be maintained allowing for operation of Microsoft Windows 2000, Excel, electronic mail, and ATACS. The following computer software is necessary to utilize the Program's ATACS web application:

1. Operating System: Windows 2000; Windows NT; Windows Server 2003; or Windows XP (recommended)

2. Memory: 512 MB (minimum)
3. Internet Connection: DSL or a High Speed Internet Service Provider
4. Browser: Internet Explorer 8 or higher
5. Scripting: JavaScript and cookies need to be enabled; Active X needs to be enabled for Internet Explorer

## **5.7 BACKGROUND SCREENING**

All persons (including subcontractors) assigned to perform work with youth and SWAT will be required to complete a background screening.

## **5.8 OUTCOMES AND OUTPUTS (PERFORMANCE MEASURES)**

Grantees will be required to report the outcomes and outputs as performance measures on a quarterly basis which support their achievement of the Major Program Goals of the Tobacco Prevention Program as identified in **Section 2.3**. Grantees will be required to report the activities achieved in their support of programmatic goals. The actual performance measures will be determined by the Program and communicated to the grantee during the negotiation of the grant process.

## **5.9 MINORITY PARTICIPATION**

In keeping with the One Florida Initiative, the Department encourages minority business participation in all its procurements. Applicants are encouraged to contact the Office of Supplier Diversity at 850-487-0915 or visit their website at <http://osd.dms.state.fl.us> for information on becoming a certified minority vendor or for names of existing certified minority vendors who may be available for subcontracting or supplier opportunities.

# **SECTION 6.0 SUBMISSION OF APPLICATION**

## **6.1 APPLICATION DEADLINE**

All applications must be submitted by November 11, 2013 at 5:00 p.m. (EST).

## **6.2 COST OF PREPARATION**

Neither the Department of Health nor the state is liable for any costs incurred by an applicant in responding to this RFA.

## **6.3 INSTRUCTIONS FOR SUBMITTING APPLICATIONS**

1. Only electronic application submissions will be accepted for this RFA.
2. It is the responsibility of the applicant to assure the application is submitted at the place and time indicated in the Timeline.
3. Applicants should anticipate that the volume of online activity may increase as the application

deadline approaches and this may slow upload times. Applicants are encouraged to submit applications well in advance of the deadline to avoid any delays due to busy servers or other potential internet failures. Your date and time stamp of receipt is based on when the submission is complete, not when the process began.

4. No late applications will be accepted, under any circumstances, regardless of the reason(s) for a late submission. Applications uploaded after the date and hour designated are automatically disqualified and will not be considered.
5. **Do NOT send applications by U.S. Mail, Courier, overnight, or Hand-Delivery.**

To complete the application process:

1. Refer to **Section 7.0** of this RFA for detailed instructions for completing the application.
2. An application cannot be changed after the submission due date. Errata sheets or replacement files will not be accepted after the application deadline.
3. Waiting until shortly before the deadline to obtain required signatures on the Cover Page will likely jeopardize a timely application.

Materials submitted will become the property of the State of Florida. The state reserves the right to use any concepts or ideas contained in the application.

## **6.4 APPLICATION QUESTIONS AND ANSWERS**

### **6.4.1 Applicant Inquiries and Written Questions about the RFA**

Questions related to this RFA must be sent by the date and time indicated in the Timeline. No questions will be accepted after the date and time indicated in the Timeline. No telephone calls will be accepted. Answers will be posted as indicated in the Timeline.

## **6.5 RECEIPT OF APPLICATIONS**

Upon receipt, applications will be reviewed for compliance with the requirements in this RFA. Applications that are not complete or that does not conform to or address the criteria of the program will be considered non-responsive and may not be accepted.

## **6.6 EVALUATION OF APPLICATIONS**

Each submitted application will compete against all submitted applications using the same criteria. No preference will be given to government agencies or any other entity. No preference will be given to previous recipients.

Each grant application will be independently evaluated and scored by three members of the Review Committee. Reviewers will use the evaluation questionnaire outlined in **Attachment III**. For each application, the merit scores of all participating reviewers will be averaged to determine its overall merit rating. Applications will be rank ordered by overall merit score.

If multiple applications are received, the Department will give preference to the most meritorious of those proposals as long as it meets all other requirements stated in the RFA.

If awarded a grant, the Program will revise proposed plans and negotiate final funding prior to execution of contracts

## **6.7 POSTING OF AWARDS**

The grantee will enter into a contractual agreement with the Department as indicated in **Section 1.4**. The Department reserves the right to revise proposed plans and negotiate final funding prior to executing the contract.

# **SECTION 7.0 GRANT APPLICATION INSTRUCTIONS**

## **7.1 APPLICATION CONTENT**

Applications for funding must address all sections identified below and in as much detail as requested. The provision of extraneous information should be avoided. Prospective applicants must adhere to specified page limits.

The application will consist of three main components:

1. Cover Page
  2. Main Application
  3. Letters of Support
- All applications must be submitted electronically as specified in **Section 6.3**.
  - The file size of each uploaded file must not exceed 3 MB.
  - Uploaded files are limited to those requested in the application. Appended material may not be used to circumvent the page limit for the application.

## **7.2 COVER PAGE**

Each application must include a signed Cover Page (**Attachment I**) with the following information:

- RFA number
- Title of the Application
- Legal name of the organization (applicant's legal name)
- Organization's mailing address, including City, State and Zip Code
- Telephone number, fax number and e-mail address of the person who can respond to inquiries regarding the application
- Federal Employer Identification Number (FEIN) of the organization
- Signature of the person authorized to submit the application on behalf of the organization
- Typed name and title of the person authorized to submit the application on behalf of the organization
- County to be served
- Total amount of the grant request

The signature on the application Cover Page must be that of an authorized official of the organization. An authorized official is an officer of the Applicant Organization who has legal authority to bind the organization to the provisions of the RFA and the subsequent grant award. This person is usually the President, Chairman of the Board, Chief Executive Officer, or Executive Director. If a person other than the President, Chairman of the Board, Chief Executive Officer, or Executive

Director signs the application, a document establishing delegated authority must be included with the application.

The authorized signature certifies that all information, facts and figures are true and correct and that if awarded a grant, the agency will comply with the RFA, the Standard Contract, all applicable State and federal laws, regulations, grant terms and conditions, action transmittals, review guides, and other instructions and procedures for program compliance and fiscal control. The signatory is certifying that these funds will not be used to supplant other resources nor for any other purposes other than the funded program. The organization also agrees to comply with the terms and conditions of the Department as it relates to criminal background screening of the Chief Executive Officer, Executive Director, program director, direct-service staff, volunteers, and others, as necessary.

### **7.3 APPLICATION TEMPLATE**

The Application requirements are available to complete and submit in **Attachment II**.

You must follow the instructions and adhere to page limitations as defined in the template. You may expand the response fields to questions as needed as long as page limitations are adhered to both at a section and total level.

- The entire text of all documents uploaded into the application must be in an easily readable format.
- Pages should be single-spaced, numbered, with one-inch margins.
- The font size must be 11 points, the type must be Arial.
- Maximum page limits have been defined in the application template and may not be exceeded.
- Application instructions or headings in the template may not be modified or removed in order to circumvent the page limitations imposed.

Non-compliance with application formatting requirement (such as modifying the template, exceeding page limitation, etc.) may impact the evaluation of the application.

### **7.4 LETTERS OF SUPPORT**

Applicants must submit a Letter of Support from a minimum of four Collaborative Partners. Each letter submitted on a Partner Organization letter head must identify the partner including the main contact, their role, and their contribution to the project. The letters must describe the past, present, and anticipated future working relationship with the applicant along with a description of anticipated successes and the expected relationship within the next 18 months with the applicant.

Letters of support must be signed by an authorized representative of the partner organization.

# ATTACHMENTS

## Attachment I: Cover Page

	<b>Bureau of Tobacco Free Florida Community-Based Tobacco Prevention Grant Application</b>		
<b>COVER PAGE &amp; CERTIFICATION</b>			
Title of Project:			
Amount of Grant Funds Requested:		County to be Served:	
Applicant Name:			
Title:			
Lead Agency Name:			
Telephone Number & Extension:		Fax Number:	
Email Address:		Federal ID#	
Mailing Address:			
Applicant Organization Type:			
<input type="checkbox"/> Schools <input type="checkbox"/> Public <input type="checkbox"/> Non-Profit 501(3)c <input type="checkbox"/> Health Care Facility <input type="checkbox"/> Private <input type="checkbox"/> Other <input type="checkbox"/> County Health Department <input type="checkbox"/> For-Profit			
Official Authorized to Certify Application			
Name:			
Title:			
Organization Name:			
Telephone Number & Extension:		Fax Number:	
Email Address:			
Mailing Address:			
<b>Certification</b>			
<p>By signing below the duly authorized representative certifies that all information, facts and figures are true and correct and that if awarded a grant, the agency will comply with the RFA, the Standard Contract, all applicable State and federal laws, regulations, grant terms and conditions, action transmittals, review guides, and other instructions and procedures for program compliance and fiscal control. The signatory is certifying that these funds will not be used to supplant other resources nor for any other purposes other than the funded program. The organization also agrees to comply with the terms and conditions of the Department as it relates to criminal background screening of the Chief Executive Officer, Executive Director, program director, direct-service staff, volunteers, and others.</p>			
Signature & Certification of Authorized Official:			Date:
<hr style="border: 0; border-top: 1px solid blue; margin-bottom: 5px;"/> Signature			

## Attachment II:      Application Template

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_  
 County: \_\_\_\_\_

### COMMUNITY-BASED TOBACCO INTERVENTIONS GRANT APPLICATION TABLE OF CONTENTS

Application Components	Page Number
Cover Page and Certification	
Table of Contents	1
Part 1: Project Abstract/Summary	2
Part 2: Statement of Need	3
Part 3: Program Description	
Part 4: Organization Background and Qualifications	
Part 5: Staffing and Organizational Capacity	
Part 6: Proposed Project Organization	
Part 7: Collaboration	
Part 8: Proposed Budget	
Appendix A: Staff Qualification Surveys	
- Staff Member Name	
- Staff Member Name	
- Staff Member Name	
Appendix B: Proposed Staff Resumes	
- Staff Member Name	
- Staff Member Name	
- Staff Member Name	

**NOTES**

1. THE MAXIMUM PAGE LIMIT FOR PARTS 1 THROUGH 8 IN THIS APPLICATION DOCUMENT IS 25 PAGES.
2. Number pages consecutively at the bottom throughout the application. Do not use suffixes such as 3a, 3b.
3. The name of the Applicant and Lead Agency must be on the top of each page.
4. Application instructions or headings in the template may not be modified or removed in order to circumvent the page limitations imposed.

Lead Agency: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

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**PART 1: PROJECT SUMMARY (One page limit)**

*The Project Summary may be used to brief state officials and others about the proposed project. Applicants shall provide a succinct one-page summary of the proposed project in 500 words or less. The proposed project should identify the main purpose of the project, Partnership activities, the area to be served and expected outcomes. If a grant is awarded, the summary may be used by the Department in publications and on public websites to describe this project.*

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

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**PART 2: STATEMENT OF NEED (Two page limit)**

*The Statement of Need shall be used to describe the need for the proposed project. Applicants shall identify in narrative form the following information.*

*Target County Demographics: Describe the target county. e.g. number of cities and towns and characteristics of the population including education, income, health status, demographics, number, and percent of smokers.*

*Statement of Need: Describe the need for funding to address tobacco prevention in the target county including strengths and challenges of tobacco prevention and control, and attitudes and behaviors related to tobacco use and control.*

*Sources of Data & Statistics: The source(s) of all data and statistics used to validate the need.*

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_  
County: \_\_\_\_\_

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**PART 3: PROGRAM DESCRIPTION (Eight page limit)**

*The Program Description shall be used to describe proposed strategies and activities to achieve local policy change in targeted areas and expected outcomes for Goal Areas 1-3 as requested below.*

**Goal 1: Prevent Initiation of Tobacco Use Among Youth and Young Adults**

**Required Policy: Policy to Restrict the Sale of Flavored Tobacco Products not covered by FDA**

---

- A. Identify the target decision maker(s):
- B. Describe the general steps needed to achieve the policy type:
- C. Describe the strategies and activities that will be used to achieve the policy including timelines with beginning and ending dates:
- D. Describe the intended outcome of the policy and how enforcement of this policy will be undertaken:
- E. Describe how local populations including population groups disparately affected by tobacco use are to be impacted by implementing required policy changes:

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

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**Required Policy: Policy to Counteract Tobacco Product Marketing at the Point of Sale – Retail Outlets (i.e. Organizational Voluntary Policy)**

---

- A. Identify the target decision maker(s):
- B. Describe the general steps needed to achieve the policy type:
- C. Describe the strategies and activities that will be used to achieve the policy including timelines with beginning and ending dates:
- D. Describe the intended outcome of the policy and how enforcement of this policy will be undertaken:
- E. Describe how local populations including population groups disparately affected by tobacco use are to be impacted by implementing required policy changes:

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

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**Required Policy: Policy to Implement Tobacco Control Model Policies in K-12 Schools**

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- A. Identify the target decision maker(s):
- B. Describe the general steps needed to achieve the policy type:
- C. Describe the strategies and activities that will be used to achieve the policy including timelines with beginning and ending dates:
- D. Describe the intended outcome of the policy and how enforcement of this policy will be undertaken:
- E. Describe how local populations including population groups disparately affected by tobacco use are to be impacted by implementing required policy changes:

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

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**Goal 2: Eliminate Secondhand Smoke Exposure**

**Required Policy: Policy to Create Tobacco – Free Multi – Unit Dwellings (i.e. Condominiums, Apartments)**

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- A. Identify the target decision maker(s):
- B. Describe the general steps needed to achieve the policy type:
- C. Describe the strategies and activities that will be used to achieve the policy including timelines with beginning and ending dates:
- D. Describe the intended outcome of the policy and how enforcement of this policy will be undertaken:
- E. Describe how local populations including population groups disparately affected by tobacco use are to be impacted by implementing required policy changes:

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

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### **Goal 3: Promote Cessation from Tobacco Use**

#### **Required Policy: Policy which increases the number of employers that offer access to cessation services to their employees**

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- A. Identify the target decision maker(s):
- B. Describe the general steps needed to achieve the policy type:
- C. Describe the strategies and activities that will be used to achieve the policy including timelines with beginning and ending dates:
- D. Describe the intended outcome of the policy and how enforcement of this policy will be undertaken:
- E. Describe how local populations including population groups disparately affected by tobacco use are to be impacted by implementing required policy changes:

Lead Agency: \_\_\_\_\_ Applicant Name: - - - - -

County: \_\_\_\_\_

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**PART 4: Organizational Background and Qualifications (Four page limit)**

*Applicants shall identify in narrative form the following information related to Organizational Qualifications to successfully implement required policies*

*Organizational Background and Mission: Background Information about the organization and if any, including a brief description of projects similar to the one proposed in response to the RFA. Describe the administrative structure of the organization, its overall mission and how it relates to the statement of purpose for this RFA*

*Corporate Qualifications and Capacity: A synopsis of corporate qualifications indicating ability to manage and complete the proposed project. Describe the organization's capacity and ability to direct and perform the proposed activities.*

*Experience affecting change through Policy Activities: Describe the organization's experience and successful progress related to policy activities leading to social norm change. Describe obstacles or barriers the organization has faced in policy work and specific strategies employed to overcome those obstacles or barriers. Describe experience building consensus across stakeholder organizations. Also describe applicable experience of other member organizations of the current or proposed tobacco prevention community partnership*

*Experience with County Based Tobacco Prevention: Describe the organization's experience related to developing and implementing county based tobacco prevention initiatives including activities dates, scope, and results*

*Experience Developing Community Partnerships: Describe the organization's experience developing a community partnership in a project of similar scope of the proposed project. Address techniques used to recruit train, engage, and maintain partners. Describe previous experience working with youth volunteers.*

*Experience with Youth Volunteers in Policy Change: Describe previous experience working with youth volunteers in policy change. Explain techniques used in recruiting, training mentoring, coaching, and managing these youth volunteers.*

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

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**PART 5: Proposed Project Organization and Sustainability (Three page limit)**

*This section shall be used to describe the providers approach to managing the project including proposed staffing for the project and plans to sustain the program once grant funding ends.*

*Organization Chart: Include an organizational chart that includes the project staff subcontractors, and local partner organizations and indicates how each member relates to each other. The chart should label key staff, partner organizations and core partner contacts necessary to achieve the program objectives. Labels should also include the functional role of key contributors*

*Staffing Plan: Describe how the program will be staffed (e.g, paid staff and/or volunteers) Identify the number and type of positions needed, which will be full-time and which will be part-time, and qualifications proposed for each position including type of experience and training required. Identify the key staff that will be involved with the project operations and include staff qualifications duties and experience delivering the proposed activities for this project. (Note: Staff Qualification Surveys and resumes are required for each member who will work on the project.)*

*Subcontractor Use and Experience: Describe any agencies or individuals that would be subcontracted. Their role in implementation of the project and their experience with similar programs.*

*Training Plan: Describe the organization's plans to provide orientation and on-going training to ensure that staff and volunteers are properly trained to deliver program services and activities.*

*Long-term Financial Project Sustainability: Describe the organization's plans for financially sustaining the local project once the funding period ends.*

Lead Agency: \_\_\_\_\_ Applicant Name: - - - - -

County: \_\_\_\_\_

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**PART 6: Collaboration (Two page limit)**

*The Collaboration section shall be used by the applicant to describe the agency's efforts to partner with other organizations within the local community to deliver the proposed project as described in the Program Description and Project Design for the benefit of the identified focal population. Collaboration may also be considered as a means of ensuring program sustainability once grant funding ends. Applicants shall identify in narrative form the following information*

*County Partnership Details: Complete either the Current or Proposed Partnership details*

- a Current Partnership: Describe the county partnership including but not limited to date established, structure of the partnership, members represented, frequency of meetings, activities of the partnership, and successes. Also address and demonstrate policy and system change efforts that have taken place in the county. Provide successes and challenges and how partners were mobilized to address these efforts. Identify any changes that will be made to the existing partnership if any to enhance the opportunity for success in achieving required outcomes and policy changes.*
- b Proposed Partnership: Describe the creation of a new stand-a/one tobacco-free community partnership to include the date the partnership will be established, the proposed structure, proposed members, and proposed activities of the partnership. Also propose how partners will be mobilized to address policy and system changes in the county.*

*Collaborative Partner Expectations: List each collaborative partner (a minimum of four is recommended for strong partnerships) Explain who will be involved, how these relationships will be maintained and the expected roles and responsibilities. Describe their roles, activities, and expected outcomes as a result of their input. (Note: Collaborative partner will be required to submit a letter of support that will be included in the application process).*

*Organization Role in County Partnership: Describe what your organizations role is with the county partnership*

*Local Community Involvement: Describe how members of the local community will be involved in project implementation*

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

**PART 7: Proposed Budget (Four page limit)**

The applicant shall include a line item budget accompanied by a budget narrative that supports, justifies, and clarifies the various line items for the six month period between January 1, 2014 and June 30, 2014 on the budget form provided below.

All costs contained in the Budget Summary must be directly related to the services and activities proposed to be provided and identified in the application. Only cost allocations under the terms of the RFA and applicable federal and state cost principles may be included in the line-item budget. All requested costs shall be reasonable and necessary. The total cost presented in the budget summary may not exceed the maximum available for the county.

There must be a minimum of one full-time staff dedicated 100 percent to the grant per county. Personnel costs are limited to 70% of the grant award. Compensation paid to employees engaged in grant activities must be consistent with that paid for similar work within the prospective applicant's organization. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the Personnel listed in the Personnel category and only for the percentage of time devoted to the program.

<b>Budget Summary</b>					
<b>January 1, 2014 – June 30, 2014</b>					
<b>Category</b>					<b>Year 1 Budget</b>
Name and Title of Personnel (personnel cost limited to 70% of total award)	Annual Salary	Percent Effort	Project Cost	Fringe Benefits Rate	Total Salary + Fringe Benefits
Staff name and title – Example	\$40,000	45%	\$18,000	3%	\$18,540.00
Staff name and title					
Staff name and title					
Staff name and title					
Staff name and title					
<b>Total Personnel</b>					<b>\$</b>
<b>Expenses</b>					
<i>Subcontract Services</i>					
<i>Travel</i>					
<i>Food (limited to 2.5% of total award)</i>					
<i>Marketing/Media</i>					
<i>Office Expenses</i>					
<i>Promotional Items (limited to 2.5 of total award)</i>					
<i>Office Equipment</i>					
<i>Other Direct Expenses</i>					
<b>Total Expenses</b>					<b>\$</b>
<b>Total Direct Expenses</b>					<b>\$</b>
<i>Indirect Costs (limited to 7.5% of total award)</i>					
<b>Total Amount</b>					<b>\$</b>
<i>Additional Staff Funds requested – Do not include budget summary totals (only for Broward, Dade, Hillsborough, Orange, and Palm Beach counties)</i>				<b>\$</b>	

Lead Agency: \_\_\_\_\_ Applicant Name: - - - - -

County: \_\_\_\_\_

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### **Budget Narrative**

1. Provide justification and details (including computations) for all budget categories contained in the Budget Summary.
2. Include only expenses directly related to the project and necessary for program implementation.
3. Enter narrative description below each budget category description where indicated below.

*Sub-contract Services:* For each independent subcontractor proposed to be employed by the program provide the name of the vendor if known, or the type of sub-contractual services planned, deliverables planned, frequency of the proposed services, rate of pay, total costs, and procurement method.

*Travel:* Itemize the cost of local travel for personnel including travel purpose, location, and detailed costs. Show the basis of cost calculations. Travel expenses are limited for reimbursement as authorized in Section 112.061 Florida Statutes.

*Food:* Indicate the cost of food to be purchased for use in events and promotions. Include the meeting/event name, cost computation, and total cost. Food costs are limited to 2.5% of total award.

*Marketing/Media:* Itemize the costs of media advertising related to marketing and promotion of the program and marketing. Include the item description, cost computation, and total cost. Detail the programmatic benefits to be derived from the advertising and how it relates to achievement of the programmatic goals and objectives.

*Office Expenses:* Itemize program related supplies separately by type (office supplies, copy paper, postage, software, etc.) that are expendable or consumed during the course of the program and show the formula used to arrive at total program costs.

*Promotional Items:* Itemize the type and costs of materials to be purchased or developed for use in promoting and marketing the program in the local community. Detail the programmatic benefits to be derived from the promotion and marketing materials and how they relate to achievement of the programmatic goals and objectives. Promotional items are limited to 2.5% of the total award.

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

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*Office Equipment:* Costs may include, but is not limited to computers, telephones, scanners, copiers, fax machines, and equipment maintenance. Itemize each equipment item; include equipment name, purpose/need, vendor (if known) and cost.

*Other Direct Expenses:* List and describe any other expenses related to the program that is not specifically listed above. Breakout and show the computation for each line item.

*Indirect Expenses:* Itemize program specific costs to implement the program by pro-rata share or applicable percentage of the total costs of these items. List each item separately and show the formula used to derive at total program costs. Indirect Expenses are limited to 7.5% of the total amount of the award.

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

County: \_\_\_\_\_

**Appendix A: Staffing Qualification Surveys (Three page limit per staff member)**

*The Staff Qualification Survey is an assessment of the Key Personnel Qualifications (KPQs) and Knowledge, Skills, and Abilities, (KSAs) of Individual staff members who will work on the project. Submit a separate survey for each staff member. Not all staff members are expected to possess all KPQs or KSAs, however, the application evaluation will consider the degree to which all KPQs and KSAs are evident among the proposed team members. . MAXIMUM PAGES PER STAFF MEMBER: 3*

**Staff Member Name :** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Proposed percentage of time spent on Tobacco Prevention:** \_\_\_\_\_

*For each KPQ listed, choose the statement from the list below that best describes the staff members experience and/or training. Please select only one number for each item. Enter the number in the Experience Rating column next to the appropriate KPQ Task*

1. *I have not had education, training or experience in performing this task.*
2. *I have had education or training in performing the task but have not yet performed it on the job.*
3. *I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.*
4. *I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.*
5. *I am considered an expert in performing this task. I have supervised performance of this task or is normally the person who is consulted by other workers to assist them in doing this task because of my expertise.*

*For Experience Ratings of 3, 4, or 5, enter in the Evidence of Successful Experience column a brief description of previous performance that demonstrates the selected level of experience.*

KPQs	Experience Rating	Evidence of Successful Experience
1. Builds and maintains an active diverse community partnership, reflective of local demographics, which includes youth representation, community leaders, agency representation, and community members.		
2. Recruits, trains, engages, manages, and maintains youth and adult volunteer leaders in policy		
3. Uses a variety of mass media to raise sufficient visibility on a local issue to produce policy and social norm change.		
4. Analyzes and applies local, state, and national data and resources to direct local programming, develop talking points and create educational materials.		

Lead Agency: \_\_\_\_\_ Applicant Name: - - - - -

County: \_\_\_\_\_

KPQs	Experience Rating	Evidence of Successful Experience
5. Manages financial affairs, including development of an annual budget in accordance with available funding levels; determines financial priorities based on annual Work Plan; identifies and monitors expenditures to ensure purchases are in support of program goals; and manages procurement and contracting.		

For each of the following KSAs, choose the statement from the list below that best describes the staff members experience and/or training. Please select only one number for each item. Enter the number in the Qualification Rating column next to the appropriate KSA.

1. I draw on the strengths of others when the knowledge, skill, or ability is required.
2. I have had education or training to build this knowledge, skill, or ability, but have not yet used it on the job.
3. I have applied this knowledge, skill, or ability on the job under close monitoring by a supervisor or senior employee.
4. I have applied this knowledge, skill, or ability as a regular part of my job. I have worked independently and normally without review by a supervisor or senior employee.
5. My strength in this knowledge, skill, or ability leads others to consult me for assistance because of my expertise.

For qualification ratings of 3, 4, or 5, in the Evidence of Successful Experience column briefly describe previous performance that justifies the qualification level claimed.

KSAs	Qualification Rating	Evidence of Successful Experience
1. Knowledge of effective community mobilization methods for policy and social norm change within local communities, including sensitivity to clients' ethnic and cultural backgrounds.		
2. Skill in building productive relationships with State and local Policy Makers, elected officials, and agency leaders.		
3. Professional communication skills, both verbal (e.g. public speaking, meeting facilitation) and written (eg. training materials, reports) that build stakeholder commitment.		
4. Ability to apply strategic planning in order to change policy, social norms, and processes in a community setting.		
5. Ability to remain persistent, even under adversity and recover quickly from setbacks.		

*Lead Agency:* \_\_\_\_\_ *Applicant Name:* -----  
*County:* \_\_\_\_\_

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**Appendix B: Proposed Staff Resumes**

Attachment III: Evaluation Criteria

FLORIDA DEPARTMENT OF HEALTH  
Tobacco Prevention Community Intervention Program  
RFA Number: -\_\_

SCORING CRITERIA

**APPLICATION COMPLETENESS (30 Pts)**

- A. The Cover Page is complete and signed by an authorized official.
- B. All required application sections are provided and page limits are not exceeded.
- C. The sources of all data and statistics are cited in the Statement of Need.
- D. A minimum of one full-time staff person is dedicated 100% to this grant for this county.
- E. The Staffing Plan identifies the number and types of full-time and volunteer positions, if any, as well as the proposed qualifications for each type.
- F. The Professional Staff Qualification Surveys indicate that all required KPQs and KSAs are covered among the staff listed in the Staffing Plan.
- G. A minimum of four collaborators have been identified, including the roles, activities, and expected outcomes for each.
- H. Letters of Support are included for each collaborative partner named in the application. Each Letter:
  - a. describes past and present relationships with the applicant, if any
  - b. identifies and commits to the partner's anticipated role and contribution to the project
  - c. describes anticipated successes and expected future relationship with the applicant
- I. The proposed budget falls within the grant amount guidelines. Cost items relate to the tasks, services, activities and overall operation of the project as identified in the program description and project design. The proposed budget follows the allowable cost guidelines. A maximum of 70% of the grant award is allocated to personnel expenses (salary/fringe).
- J. Each required policy describes the decision maker, the impact to target populations, the general steps, strategies, and activities used to achieve the policy, including timelines. Intended outcomes, enforcement strategies, and impact uniquely based on the target population have been described.

**STATEMENT OF NEED (10 pts)**

- 2. **TARGET COUNTY UNDERSTANDING:** Does the information provided inspire confidence that the applicant is familiar with the special needs and challenges of implementing tobacco control policies in this county, considering its demographics and attitudes and behaviors related to tobacco use?

**PROGRAM DESCRIPTION (20 pts)**

- 3. **REQUIRED POLICY #1 – Restrict the sale of flavored tobacco products not covered by the Federal Drug Administration:**
  - a. Are the target decision maker(s), proposed steps, strategies and activities described for this policy adequately identified, well integrated, well-reasoned and appropriate?
  - b. Is the planned approach suitably tailored for the special needs of this county, as described in the Statement of Need?
- 4. **REQUIRED POLICY #2 – Implement point of sale policies in retail outlets:**
  - a. Are the target decision maker(s), proposed steps, strategies and activities described for this policy adequately identified, well integrated, well-reasoned and appropriate?
  - b. Is the planned approach suitably tailored for the special needs of this county, as described in the Statement of Need?
- 5. **REQUIRED POLICY #3 – Implement comprehensive tobacco control model policies in K-12**

**schools:**

- a. Are the target decision maker(s), proposed steps, strategies and activities described for this policy adequately identified, well integrated, well-reasoned and appropriate?
- b. Is the planned approach suitably tailored for the special needs of this county, as described in the Statement of Need?

**6. REQUIRED POLICY #4 – Create tobacco-free multi-unit dwellings:**

- a. Are the target decision maker(s), proposed steps, strategies and activities described for this policy adequately identified, well integrated, well-reasoned and appropriate?
- b. Is the planned approach suitably tailored for the special needs of this county, as described in the Statement of Need?

**7. REQUIRED POLICY #5 – Increase the number of employers who provide comprehensive cessation benefit services to employees:**

- a. Are the target decision maker(s), proposed steps, strategies and activities described for this policy adequately identified, well integrated, well-reasoned and appropriate?
- b. Is the planned approach suitably tailored for the special needs of this county, as described in the Statement of Need?

**ORGANIZATIONAL BACKGROUND AND QUALIFICATIONS (36 pts)**

- 8. **ORGANIZATIONAL FIT:** Does the mission of the applicant organization relate well to the program expectations?
- 9. **ORGANIZATIONAL CAPACITY:** Has the applicant described sufficient organizational capacity to perform the work proposed?
- 10. **ORGANIZATIONAL EXPERIENCE:** Does the applicant organization's cited experience provide evidence of successful experience in the following areas?
  - a. Affecting change through policy activities including implementing appropriate strategies to overcome obstacles and barriers and building consensus among stakeholder organizations
  - b. County-based tobacco prevention
  - c. Developing community partnerships
  - d. Working with youth volunteers

**PROPOSED PROJECT STAFFING AND SUSTAINABILITY (40 pts)**

- 11. **STAFFING PLAN:** Has the applicant proposed adequate human resources to perform the work? Are the listed roles and qualifications appropriate and sufficient?
- 12. **TRAINING PLAN:** Is the plan for orientation and ongoing training for staff and volunteers well-constructed?
- 13. **PERSONNEL QUALIFICATIONS:** Based on the resumes and Professional Staff Qualification Surveys provided in Appendices A and B, do the named individuals, collectively, have sufficient experience, knowledge, skills and abilities to perform the work proposed?
- 14. **SUSTAINABILITY:** Is the plan for financially sustaining the project once funding ends realistic and achievable?

**COLLABORATION (30 pts)**

- 15. **PARTNERSHIP STRATEGIES:** Does the project include effective strategies for establishing and maintaining a well-developed tobacco-free partnership that includes the knowledge and expertise of local community members in all aspects of the project?
- 16. **PARTNER QUALIFICATIONS:** Will the current and/or proposed partner organizations and groups bring complementary and integrated expertise and capabilities to the project, and are respective roles clearly defined? Does the current or proposed partnership inspire confidence in their collectively ability to carry out the county-wide tobacco related interventions?
- 17. **PARTNER COMMITMENT:** Do the Letters of Support provided sufficient evidence of commitment of the partner organizations and groups to provide the required support?

**BUDGET (9 pts)**

18. **JUSTIFICATION:** Has the applicant provided sufficient justification for the expenses that will be incurred with this project?
19. **REASONABLENESS:** Is the proposed budget reasonable and consistent with the proposed activities and intent of the program?
20. **DISTRIBUTION:** Is the distribution of funds and resources consistent with the work of tobacco-free partnership members?

08/13

CFDA No.

CSFA No. \_\_\_\_\_

ATTACHMENT IV  
STATE OF FLORIDA  
DEPARTMENT OF HEALTH  
STANDARD CONTRACT

Client  Non-Client

Multi-County

THIS CONTRACT is entered into between the State of Florida, Department of Health, hereinafter referred to as the *Department*, and \_\_\_\_\_ hereinafter referred to as the *provider*.

**THE PARTIES AGREE:**

**I. THE PROVIDER AGREES:**

**A. To provide services in accordance with the conditions specified in Attachment I.**

**B. Requirements of §287.058, Florida Statutes (F.S.)**

To provide units of deliverables, including reports, findings, and drafts as specified in Attachment I, to be received and accepted by the contract manager prior to payment. To comply with the criteria and final date by which such criteria must be met for completion of this contract as specified in Section III, Paragraph A. of this contract. To submit bills for fees or other compensation for services or expenses in sufficient detail for a proper pre-audit and post-audit thereof. Where applicable, to submit bills for any travel expenses in accordance with §112.061, F.S. The Department may, if specified in Attachment I, establish rates lower than the maximum provided in §112.061, F.S. To allow public access to all documents, papers, letters, or other materials subject to the provisions of Chapter 119, F.S., made or received by the provider in conjunction with this contract. It is expressly understood that the provider's refusal to comply with this provision shall constitute an immediate breach of contract.

**C. To the Following Governing Law**

1. State of Florida Law

- a. This contract is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party shall perform its obligations herein in accordance with the terms and conditions of the contract.
- b. If this contract is valued at 1 million dollars or more, the provider agrees to refrain from any of the prohibited business activities with the Governments of Sudan and Iran as described in §215.473, F.S. Pursuant to §287.135(5), F.S., the Department shall bring a civil action against any company that falsely certifies its status on the Scrutinized Companies with Activities in Sudan or the Iran Petroleum Energy Sector Lists. The provider agrees that the Department shall take civil action against the provider as described in §287.135(5)(a), F.S., if the provider fails to demonstrate that the determination of false certification was made in error.

2. Federal Law

- a. If this contract contains federal funds, the provider shall comply with the provisions of 45 CFR, Part 74, and/or 45 CFR, Part 92, and other applicable regulations as specified in Attachment I.
- b. If this agreement includes federal funds and more than \$2,000 of federal funds will be used for construction or repairs, the provider shall comply with the provisions of the Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The act prohibits providers from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he/she is otherwise entitled. All suspected violations must be reported to the Department.
- c. If this agreement includes federal funds and said funds will be used for the performance of experimental, developmental, or research work, the provider shall comply with 37 CFR, Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Governmental Grants, Contracts and Cooperative Agreements."
- d. If this contract contains federal funds and is over \$100,000, the provider shall comply with all applicable standards, orders, or regulations issued under §306 of the Clean Air Act, as amended (42 U.S.C. 1857(h) et seq.), §508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15). The provider shall report any violations of the above to the Department.
- e. If this contract contains federal funding in excess of \$100,000, the provider must, prior to contract execution, complete the Certification Regarding Lobbying form, Attachment \_\_\_\_\_. If a Disclosure of Lobbying Activities form, Standard Form LLL, is required, it may be obtained from the contract manager. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the contract manager.
- f. Not to employ unauthorized aliens. The Department shall consider employment of unauthorized aliens a violation of §274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324 a) and §101 of the Immigration Reform and Control Act of 1986. Such violation shall be cause for unilateral cancellation of this contract by the Department. The provider agrees to utilize the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all new employees hired during the contract term by the provider. The provider shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. Contractors meeting the terms and conditions of the E-Verify System are deemed to be in compliance with this provision.
- g. The provider shall comply with President's Executive Order 11246, Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR, 1964-1965 Comp., p. 339), as amended by President's Executive Order 11375, and as supplemented by regulations at 41 CFR, Part 60.
- h. The provider and any subcontractors agree to comply with Pro-Children Act of 1994, Public Law 103-277, which requires that smoking not be permitted in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18. Failure to comply with the provisions of the law may result in the imposition of civil monetary

penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

- i. **HIPAA:** Where applicable, the provider will comply with the Health Insurance Portability Accountability Act as well as all regulations promulgated thereunder (45CFR Parts 160, 162, and 164).
- j. **Provider is required to submit a W-9 to the Department of Financial Services (DFS) electronically prior to doing business with the State of Florida via the Vendor Website at <https://flvendor.myfloridacfo.com>. Any subsequent changes shall be performed through this website; however, if provider needs to change their FEID, they must contact the DFS Vendor Ombudsman Section at (850) 413-5519.**
- k. **If the provider is determined to be a subrecipient of federal funds, the provider will comply with the requirements of the American Recovery and Reinvestment Act (ARRA) and the Federal Funding Accountability and Transparency Act, by obtaining a DUNS (Data Universal Numbering System) number and registering with the federal Central Contractor Registry (CCR). No payments will be issued until the provider has submitted a valid DUNS number and evidence of registration (i.e. a printed copy of the completed CCR registration) in CCR to the contract manager. To obtain registration and instructions, visit <http://fedgov.dnb.com/webform> and [www.ccr.gov](http://www.ccr.gov).**

#### **D. Audits, Records, and Records Retention**

- 1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the Department under this contract.
- 2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
- 3. Upon completion or termination of the contract and at the request of the Department, the provider will cooperate with the Department to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in Section I, paragraph D.2. above.
- 4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the Department.
- 5. Persons duly authorized by the Department and federal auditors, pursuant to 45 CFR, Part 92.36(i)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- 6. To provide a financial and compliance audit to the Department as specified in Attachment \_\_\_\_\_ and to ensure that all related party transactions are disclosed to the auditor.
- 7. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.
- 8. If Exhibit 2 of this contract indicates that the provider is a recipient or subrecipient, the provider will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, and/or §215.97 F.S., as applicable and conform to the following requirements:
  - a. Documentation. To maintain separate accounting of revenues and expenditures of funds under this contract and each CSFA or CFDA number identified on Exhibit 1 attached hereto in accordance with generally accepted accounting practices and procedures. Expenditures which support provider activities not solely authorized under this contract must be allocated in accordance with applicable laws, rules and regulations, and the allocation methodology must be documented and supported by competent evidence.

Provider must maintain sufficient documentation of all expenditures incurred (e.g. invoices, canceled checks, payroll detail, bank statements, etc.) under this contract which evidences that expenditures are:

    - 1) allowable under the contract and applicable laws, rules and regulations;
    - 2) reasonable; and
    - 3) necessary in order for the recipient or subrecipient to fulfill its obligations under this contract.

The aforementioned documentation is subject to review by the Department and/or the State Chief Financial Officer and the provider will timely comply with any requests for documentation.
  - b. Financial Report. To submit an annual financial report stating, by line item, all expenditures made as a direct result of services provided through the funding of this contract to the Department within 45 days of the end of the contract. If this is a multi-year contract, the provider is required to submit a report within 45 days of the end of each year of the contract. Each report must be accompanied by a statement signed by an individual with legal authority to bind recipient or subrecipient by certifying that these expenditures are true, accurate and directly related to this contract.

To ensure that funding received under this contract in excess of expenditures is remitted to the Department within 45 days of the earlier of the expiration of, or termination of, this contract.
- 9. Public Records. Keep and maintain public records that ordinarily and necessarily would be required by the provider in order to perform the service; provide the public with access to such public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed that provided in Chapter 119, F.S., or as otherwise provided by law; ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and meet all requirements for retaining public records and transfer to the public agency, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the agency.

#### **E. Monitoring by the Department**

To permit persons duly authorized by the Department to inspect any records, papers, documents, facilities, goods, and services of the provider, which are relevant to this contract, and interview any clients and employees of the provider to assure the Department of satisfactory performance of the terms and conditions of this contract. Following such evaluation the Department will deliver to the

provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the Department within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the Department, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the Department; and (3) the termination of this contract for cause.

#### **F. Indemnification**

1. The provider shall be liable for and shall indemnify, defend, and hold harmless the Department and all of its officers, agents, and employees from all claims, suits, judgments, or damages, consequential or otherwise and including attorneys' fees and costs, arising out of any act, actions, neglect, or omissions by the provider, its agents, or employees during the performance or operation of this contract or any subsequent modifications thereof, whether direct or indirect, and whether to any person or tangible or intangible property.
2. The provider's inability to evaluate liability or its evaluation of liability shall not excuse the provider's duty to defend and indemnify within seven (7) days after such notice by the Department is given by certified mail. Only adjudication or judgment after highest appeal is exhausted specifically finding the provider not liable shall excuse performance of this provision. The provider shall pay all costs and fees related to this obligation and its enforcement by the Department. The Department's failure to notify the provider of a claim shall not release the provider of the above duty to defend. **NOTE: Paragraph I.F.1. and I.F.2. are not applicable to contracts executed between state agencies or subdivisions, as defined in §768.28, F.S.**

#### **G. Insurance**

To provide adequate liability insurance coverage on a comprehensive basis and to hold such liability insurance at all times during the existence of this contract and any renewal(s) and extension(s) of it. Upon execution of this contract, unless it is a state agency or subdivision as defined by §768.28, F.S., the provider accepts full responsibility for identifying and determining the type(s) and extent of liability insurance necessary to provide reasonable financial protections for the provider and the clients to be served under this contract. The limits of coverage under each policy maintained by the provider do not limit the provider's liability and obligations under this contract. Upon the execution of this contract, the provider shall furnish the Department written verification supporting both the determination and existence of such insurance coverage. Such coverage may be provided by a self-insurance program established and operating under the laws of the State of Florida. The Department reserves the right to require additional insurance as specified in Attachment I where appropriate.

#### **H. Safeguarding Information**

Not to use or disclose any information concerning a recipient of services under this contract for any purpose not in conformity with state and federal law or regulations except upon written consent of the recipient, or the responsible parent or guardian when authorized by law.

#### **I. Assignments and Subcontracts**

1. To neither assign the responsibility of this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of the Department, which shall not be unreasonably withheld. Any sub-license, assignment, or transfer otherwise occurring shall be null and void.
2. The provider shall be responsible for all work performed and all expenses incurred with the project. If the Department permits the provider to subcontract all or part of the work contemplated under this contract, including entering into subcontracts with vendors for services and commodities, it is understood by the provider that the Department shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the provider shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The provider, at its expense, will defend the Department against such claims.
3. The State of Florida shall at all times be entitled to assign or transfer, in whole or part, its rights, duties, or obligations under this contract to another governmental agency in the State of Florida, upon giving prior written notice to the provider. In the event the State of Florida approves transfer of the provider's obligations, the provider remains responsible for all work performed and all expenses incurred in connection with the contract. In addition, this contract shall bind the successors, assigns, and legal representatives of the provider and of any legal entity that succeeds to the obligations of the State of Florida.
4. The contractor shall provide a monthly Minority Business Enterprise report summarizing the participation of certified and non-certified minority subcontractors/material suppliers for the current month, and project to date. The report shall include the names, addresses, and dollar amount of each certified and non-certified MBE participant, and a copy must be forwarded to the Contract Manager of the Department of Health. The Office of Supplier Diversity (850-487-0915) will assist in furnishing names of qualified minorities. The Department of Health, Minority Coordinator (850-245-4199) will assist with questions and answers.
5. Unless otherwise stated in the contract between the provider and subcontractor, payments made by the provider to the subcontractor must be within seven (7) working days after receipt of full or partial payments from the Department in accordance with §287.0585, F.S. Failure to pay within seven (7) working days will result in a penalty charged against the provider and paid by the provider to the subcontractor in the amount of one-half of one (1) percent of the amount due per day from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed fifteen (15) percent of the outstanding balance due.

#### **J. Return of Funds**

To return to the Department any overpayments due to unearned funds or funds disallowed and any interest attributable to such funds pursuant to the terms of this contract that were disbursed to the provider by the Department. In the event that the provider or its independent auditor discovers that overpayment has been made, the provider shall repay said overpayment within 40 calendar days without prior notification from the Department. In the event that the Department first discovers an overpayment has been made, the Department will notify the provider by letter of such a finding. Should repayment not be made in a timely manner, the Department will charge interest of one (1) percent per month compounded on the outstanding balance after 40 calendar days after the date of notification or discovery.

#### **K. Incident Reporting**

Abuse, Neglect, and Exploitation Reporting

**In compliance with Chapter 415, F.S., an employee of the provider who knows or has reasonable cause to suspect that a child, aged person, or disabled adult is or has been abused, neglected, or exploited shall immediately report such knowledge or suspicion to the Florida Abuse Hotline on the single statewide toll-free telephone number (1-800-96ABUSE).**

#### **L. Transportation Disadvantaged**

If clients are to be transported under this contract, the provider will comply with the provisions of Chapter 427, F.S., and Chapter 41-2, F.A.C. The provider shall submit to the Department the reports required pursuant to Volume 10, Chapter 27, Department of Health Accounting Procedures Manual.

#### **M. Purchasing**

1. It is agreed that any articles which are the subject of, or are required to carry out this contract shall be purchased from Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) identified under Chapter 946, F.S., in the same manner and under the procedures set forth in §946.515(2) and §(4), F.S. For purposes of this contract, the provider shall be deemed to be substituted for the Department insofar as dealings with PRIDE. This clause is not applicable to subcontractors unless otherwise required by law. An abbreviated list of products/services available from PRIDE may be obtained by contacting PRIDE, 1-800-643-8459.

2. Procurement of Materials with Recycled Content

It is expressly understood and agreed that any products or materials which are the subject of, or are required to carry out this contract shall be procured in accordance with the provisions of §403.7065, and §287.045, F.S.

3. MyFloridaMarketPlace Vendor Registration

Each vendor doing business with the State of Florida for the sale of commodities or contractual services as defined in section 287.012, Florida Statutes, shall register in the MyFloridaMarketPlace system, unless exempted under Rule 60A-1.030(3) F.A.C.

4. MyFloridaMarketPlace Transaction Fee

The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide procurement system. Pursuant to §287.057(23), F.S. (2008), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the provider shall pay to the State.

For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the vendor. If automatic deduction is not possible, the vendor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

The provider shall receive a credit for any Transaction Fee paid by the provider for the purchase of any item(s) if such item(s) are returned to the provider through no fault, act, or omission of the provider. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the vendor's failure to perform or comply with specifications or requirements of the agreement. Failure to comply with these requirements shall constitute grounds for declaring the vendor in default and recovering procurement costs from the vendor in addition to all outstanding fees. Providers delinquent in paying transaction fees may be excluded from conducting future business with the State.

#### **N. Civil Rights Requirements**

Civil Rights Certification: The provider will comply with applicable provisions of Department of Health publication, "Methods of Administration, Equal Opportunity in Service Delivery."

#### **O. Independent Capacity of the Contractor**

1. In the performance of this contract, it is agreed between the parties that the provider is an independent contractor and that the provider is solely liable for the performance of all tasks contemplated by this contract, which are not the exclusive responsibility of the Department.
2. Except where the provider is a state agency, the provider, its officers, agents, employees, subcontractors, or assignees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee, or agent of the State of Florida. Nor shall the provider represent to others that it has the authority to bind the Department unless specifically authorized to do so.
3. Except where the provider is a state agency, neither the provider, its officers, agents, employees, subcontractors, nor assignees are entitled to state retirement or state leave benefits, or to any other compensation of state employment as a result of performing the duties and obligations of this contract.
4. The provider agrees to take such actions as may be necessary to ensure that each subcontractor of the provider will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the State of Florida.
5. Unless justified by the provider and agreed to by the Department in Attachment I, the Department will not furnish services of support (e.g., office space, office supplies, telephone service, secretarial, or clerical support) to the provider, or its subcontractor or assignee.
6. All deductions for social security, withholding taxes, income taxes, contributions to unemployment compensation funds, and all necessary insurance for the provider, the provider's officers, employees, agents, subcontractors, or assignees shall be the responsibility of the provider.

#### **P. Sponsorship**

As required by §286.25, F.S., if the provider is a non-governmental organization which sponsors a program financed wholly or in part by state funds, including any funds obtained through this contract, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: *Sponsored by (provider's name) and the State of Florida, Department of Health*. If the sponsorship reference is in written material, the words *State of Florida, Department of Health* shall appear in at least the same size letters or type as the name of the organization.

#### **Q. Final Invoice**

To submit the final invoice for payment to the Department no more than \_\_\_\_\_ days after the contract ends or is terminated. If the provider fails to do so, all right to payment is forfeited and the Department will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this contract may be withheld until all reports due from the provider and necessary adjustments thereto have been approved by the Department.

#### **R. Use of Funds for Lobbying Prohibited**

To comply with the provisions of §216.347, F.S., which prohibit the expenditure of contract funds for the purpose of lobbying the Legislature, judicial branch, or a state agency.

#### **S. Public Entity Crime and Discriminatory Vendor**

1. Pursuant to §287.133, F.S., the following restrictions are placed on the ability of persons convicted of public entity crimes to transact business with the Department: When a person or affiliate has been placed on the convicted vendor list following a conviction for a public entity crime, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a

contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, F.S., for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

2. Pursuant to §287.134, F.S., the following restrictions are placed on the ability of persons convicted of discrimination to transact business with the Department: When a person or affiliate has been placed on the discriminatory vendor list following a conviction for discrimination, he/she may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.017, F.S., for CATEGORY TWO for a period of 36 months from the date of being placed on the discriminatory vendor list.

#### **T. Patents, Copyrights, and Royalties**

1. If any discovery or invention arises or is developed in the course or as a result of work or services performed under this contract, or in anyway connected herewith, the provider shall refer the discovery or invention to the Department to be referred to the Department of State to determine whether patent protection will be sought in the name of the State of Florida. Any and all patent rights accruing under or in connection with the performance of this contract are hereby reserved to the State of Florida.
2. In the event that any books, manuals, films, or other copyrightable materials are produced, the provider shall notify the Department of State. Any and all copyrights accruing under or in connection with the performance under this contract are hereby reserved to the State of Florida.
3. The provider, without exception, shall indemnify and save harmless the State of Florida and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured by the provider. The provider has no liability when such claim is solely and exclusively due to the Department of State's alteration of the article. The State of Florida will provide prompt written notification of claim of copyright or patent infringement. Further, if such claim is made or is pending, the provider may, at its option and expense, procure for the Department of State, the right to continue use of, replace, or modify the article to render it non-infringing. If the provider uses any design, device, or materials covered by letters, patent, or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

#### **U. Construction or Renovation of Facilities Using State Funds**

Any state funds provided for the purchase of or improvements to real property are contingent upon the provider granting to the state a security interest in the property at least to the amount of the state funds provided for at least (5) years from the date of purchase or the completion of the improvements or as further required by law. As a condition of a receipt of state funding for this purpose, the provider agrees that, if it disposes of the property before the Department's interest is vacated, the provider will refund the proportionate share of the state's initial investment, as adjusted by depreciation.

#### **V. Electronic Fund Transfer**

The provider agrees to enroll in Electronic Fund Transfer, offered by the State Comptroller's Office. Questions should be directed to the EFT Section at (850) 410-9466. The previous sentence is for notice purposes only. Copies of Authorization form and sample bank letter are available from the Department.

#### **W. Information Security**

The provider shall maintain confidentiality of all data, files, and records including client records related to the services provided pursuant to this agreement and shall comply with state and federal laws, including, but not limited to, §384.29, §381.004, §392.65, and §456.057, F.S. Procedures must be implemented by the provider to ensure the protection and confidentiality of all confidential matters. These procedures shall be consistent with the Department of Health Information Security Policies, as amended, which is incorporated herein by reference and the receipt of which is acknowledged by the provider, upon execution of this agreement. The provider will adhere to any amendments to the Department's security requirements provided to it during the period of this agreement. The provider must also comply with any applicable professional standards of practice with respect to client confidentiality.

## **II. THE DEPARTMENT AGREES:**

### **A. Contract Amount**

To pay for contracted services according to the conditions of Attachment I in an amount not to exceed \_\_\_\_\_ subject to the availability of funds. The State of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature. The costs of services paid under any other contract or from any other source are not eligible for reimbursement under this contract.

### **B. Contract Payment**

Pursuant to §215.422, F.S., the Department has five (5) working days to inspect and approve goods and services, unless the bid specifications, Purchase Order, or this contract specifies otherwise. With the exception of payments to health care providers for hospital, medical, or other health care services, if payment is not available within 40 days, measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved, a separate interest penalty set by the Comptroller pursuant to §55.03, F.S., will be due and payable in addition to the invoice amount. To obtain the applicable interest rate, contact the fiscal office/contract administrator. Payments to health care providers for hospitals, medical, or other health care services, shall be made not more than 35 days from the date eligibility for payment is determined, at the daily interest rate of 0.03333%. Invoices returned to a vendor due to preparation errors will result in a payment delay. Interest penalties less than one dollar will not be enforced unless the vendor requests payment. Invoice payment requirements do not start until a properly completed invoice is provided to the Department.

### **C. Vendor Ombudsman**

A *Vendor Ombudsman* has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516 or (800) 342-2762, the State of Florida Chief Financial Officer's Hotline.

**III. THE PROVIDER AND THE DEPARTMENT MUTUALLY AGREE**

**A. Effective and Ending Dates**

This contract shall begin on \_\_\_\_\_ or on the date on which the contract has been signed by both parties, whichever is later. It shall end on \_\_\_\_\_.

**B. Termination**

**1. Termination at Will**

**This contract may be terminated by either party upon no less than thirty (30) calendar days notice in writing to the other party, without cause, unless a lesser time is mutually agreed upon in writing by both parties. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.**

**2. Termination Because of Lack of Funds**

In the event funds to finance this contract become unavailable, the Department may terminate the contract upon no less than *twenty-four (24) hours* notice in writing to the provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. The Department shall be the final authority as to the availability and adequacy of funds. In the event of termination of this contract, the provider will be compensated for any work satisfactorily completed prior to notification of termination.

**3. Termination for Breach**

This contract may be terminated for the provider's non-performance upon no less than *twenty-four (24) hours* notice in writing to the provider. If applicable, the Department may employ the default provisions in Chapter 60A-1.006(3), F.A.C. Waiver of breach of any provisions of this contract shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this contract. The provisions herein do not limit the Department's right to remedies at law or in equity.

**C. Renegotiation or Modification**

Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed by both parties. The rate of payment and dollar amount may be adjusted retroactively to reflect price level increases and changes in the rate of payment when these have been established through the appropriations process and subsequently identified in the Department's operating budget.

**D. Official Payee and Representatives (Names, Addresses and Telephone Numbers)**

1. The name (provider name as shown on page 1 of this contract) and mailing address of the official payee to whom the payment shall be made is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The name, address, and telephone number of the contract manager for the Department for this contract is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The name of the contact person and street address where financial and administrative records are maintained is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. The name, address, and telephone number of the provider's representative responsible for administration of the program under this contract is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Upon change of representatives (names, addresses, telephone numbers) by either party, notice shall be provided in writing to the other party and said notification attached to originals of this contract.

**E. All Terms and Conditions Included**

This contract and its attachments as referenced, \_\_\_\_\_ contain all the terms and conditions agreed upon by the parties. There are no provisions, terms, conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, either verbal or written between the parties. If any term or provision of the contract is found to be illegal or unenforceable, the remainder of the contract shall remain in full force and effect and such term or provision shall be stricken.

\_\_\_\_\_

I have read the above contract and understand each section and paragraph.

IN WITNESS THEREOF, the parties hereto have caused this \_\_\_\_\_ page contract to be executed by their undersigned officials as duly authorized.

PROVIDER: \_\_\_\_\_

**STATE OF FLORIDA, DEPARTMENT OF HEALTH**

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT/TYPE NAME: \_\_\_\_\_

PRINT/TYPE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

STATE AGENCY 29-DIGIT FLAIR CODE: \_\_\_\_\_

FEDERAL EID# (OR SSN): \_\_\_\_\_

PROVIDER FISCAL YEAR ENDING DATE: \_\_\_\_\_

Attachment V: **Financial and Compliance Audit**

**ATTACHMENT**

**FINANCIAL AND COMPLIANCE AUDIT**

The administration of resources awarded by the Department of Health to the provider may be subject to audits and/or monitoring by the Department of Health, as described in this section.

**MONITORING**

In addition to reviews of audits conducted in accordance with OMB Circular A-133, as revised, and Section 215.97, F.S., (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by Department of Health staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this agreement, the provider agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Health. In the event the Department of Health determines that a limited scope audit of the provider is appropriate, the provider agrees to comply with any additional instructions provided by the Department of Health to the provider regarding such audit. The provider further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

**AUDITS**

**PART I: FEDERALLY FUNDED**

This part is applicable if the provider is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

1. In the event that the provider expends \$500,000 or more in Federal awards during its fiscal year, the provider must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this agreement indicates Federal resources awarded through the Department of Health by this agreement. In determining the Federal awards expended in its fiscal year, the provider shall consider all sources of Federal awards, including Federal resources received from the Department of Health. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the provider conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part.
2. In connection with the audit requirements addressed in Part I, paragraph 1, the provider shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

3. If the provider expends less than \$500,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the provider expends less than \$500,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such audit must be paid from provider resources obtained from other than Federal entities.)
4. An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to agreements with the Department of Health shall be based on the agreement's requirements, including any rules, regulations, or statutes referenced in the agreement. The financial statements shall disclose whether or not the matching requirement was met for each applicable agreement. All questioned costs and liabilities due to the Department of Health shall be fully disclosed in the audit report with reference to the Department of Health agreement involved. If not otherwise disclosed as required by Section .310(b)(2) of OMB Circular A-133, as revised, the schedule of expenditures of Federal awards shall identify expenditures by agreement number for each agreement with the Department of Health in effect during the audit period. Financial reporting packages required under this part must be submitted within the earlier of 30 days after receipt of the audit report or 9 months after the end of the provider's fiscal year end.

## **PART II: STATE FUNDED**

This part is applicable if the provider is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the provider expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such provider (for fiscal years ending September 30, 2004 or thereafter), the provider must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT I to this agreement indicates state financial assistance awarded through the Department of Health by this agreement. In determining the state financial assistance expended in its fiscal year, the provider shall consider all sources of state financial assistance, including state financial assistance received from the Department of Health, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1, the provider shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapter 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the provider expends less than \$500,000 in state financial assistance in its fiscal year (for fiscal years ending September 30, 2004 or thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the provider expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the provider resources obtained from other than State entities).
4. An audit conducted in accordance with this part shall cover the entire organization for the organization's fiscal year. Compliance findings related to agreements with the Department of Health shall be based on the agreement's requirements, including any applicable rules,

regulations, or statutes. The financial statements shall disclose whether or not the matching requirement was met for each applicable agreement. All questioned costs and liabilities due to the Department of Health shall be fully disclosed in the audit report with reference to the Department of Health agreement involved. If not otherwise disclosed as required by Rule 69I-5.003, Fla. Admin. Code, the schedule of expenditures of state financial assistance shall identify expenditures by agreement number for each agreement with the Department of Health in effect during the audit period. Financial reporting packages required under this part must be submitted within 45 days after delivery of the audit report, but no later than 12 months after the provider's fiscal year end for local governmental entities. Non-profit or for-profit organizations are required to be submitted within 45 days after delivery of the audit report, but no later than 9 months after the provider's fiscal year end. Notwithstanding the applicability of this portion, the Department of Health retains all right and obligation to monitor and oversee the performance of this agreement as outlined throughout this document and pursuant to law.

### PART III: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by PART I of this agreement shall be submitted, when required by Section .320 (d), OMB Circular A-133, as revised, by or on behalf of the provider directly to each of the following:
  - A. The Department of Health as follows:

[SingleAudits@doh.state.fl.us](mailto:SingleAudits@doh.state.fl.us)

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the "Single Audit Data Collection Form." Files which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to: Contract Administrative Monitoring Unit, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HAFACM), Tallahassee, FL 32399-1729.

- B. The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320 (d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Audit Clearinghouse), at the following address:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10<sup>th</sup> Street  
Jeffersonville, IN 47132

- C. Other Federal agencies and pass-through entities in accordance with Sections .320 (e) and (f), OMB Circular A-133, as revised.

2. Pursuant to Sections .320(f), OMB Circular A-133, as revised, the provider shall submit a copy of the reporting package described in Section .320(c), OMB Circular A-133, as revised, and any management letter issued by the auditor, to the Department of Health as follows:

[SingleAudits@doh.state.fl.us](mailto:SingleAudits@doh.state.fl.us)

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the "Single Audit Data Collection Form." Files

which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to: Contract Administrative Monitoring Unit, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HAFACM), Tallahassee, FL 32399-1729.

3. Additionally, copies of financial reporting packages required by Part II of this agreement shall be submitted by or on behalf of the provider directly to each of the following:

- A. The Department of Health as follows:

[SingleAudits@doh.state.fl.us](mailto:SingleAudits@doh.state.fl.us)

Audits must be submitted in accordance with the instructions set forth in Exhibit 3 hereto, and accompanied by the "Single Audit Data Collection Form." Files which exceed 8 MB may be submitted on a CD or other electronic storage medium and mailed to: Contract Administrative Monitoring Unit, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HAFACM), Tallahassee, FL 32399-1729.

- B. The Auditor General's Office at the following address:

Auditor General's Office  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

4. Any reports, management letter, or other information required to be submitted to the Department of Health pursuant to this agreement shall be submitted timely in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.
5. Providers, when submitting financial reporting packages to the Department of Health for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the provider in correspondence accompanying the reporting package.

#### **PART IV: RECORD RETENTION**

The provider shall retain sufficient records demonstrating its compliance with the terms of this agreement for a period of six years from the date the audit report is issued, and shall allow the Department of Health or its designee, the CFO or Auditor General access to such records upon request. The provider shall ensure that audit working papers are made available to the Department of Health, or its designee, CFO, or Auditor General upon request for a period of six years from the date the audit report is issued, unless extended in writing by the Department of Health.

**End of Text**

**EXHIBIT – 1**

**1. FEDERAL RESOURCES AWARDED TO THE SUBRECIPIENT PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:**

Federal Program 1 \_\_\_\_\_ CFDA# \_\_\_\_\_ Title \_\_\_\_\_ \$ \_\_\_\_\_

Federal Program 2 \_\_\_\_\_ CFDA# \_\_\_\_\_ Title \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL FEDERAL AWARDS \$ \_\_\_\_\_

COMPLIANCE REQUIREMENTS APPLICABLE TO THE FEDERAL RESOURCES AWARDED PURSUANT TO  
THIS AGREEMENT ARE AS FOLLOWS:

**2. STATE RESOURCES AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST  
OF THE FOLLOWING:**

Matching resources for federal program(s) \_\_\_\_\_ CFDA# \_\_\_\_\_ Title \_\_\_\_\_ \$ \_\_\_\_\_

State financial assistance subject to Sec. 215.97, F.S.: CSFA# \_\_\_\_\_ Title \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL STATE FINANCIAL ASSISTANCE AWARDED PURSUANT TO SECTION 215.97, F.S. \$=====

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS  
AGREEMENT ARE AS FOLLOWS:**

## EXHIBIT 2

### PART I: AUDIT RELATIONSHIP DETERMINATION

Providers who receive state or federal resources may or may not be subject to the audit requirements of OMB Circular A-133, as revised, and/or Section 215.97, Fla. Stat. Providers who are determined to be recipients or subrecipients of federal awards and/or state financial assistance may be subject to the audit requirements if the audit threshold requirements set forth in Part I and/or Part II of Exhibit 1 are met. Providers who have been determined to be vendors are not subject to the audit requirements of OMB Circular A-133, as revised, and/or Section 215.97, Fla. Stat. Regardless of whether the audit requirements are met, providers who have been determined to be recipients or subrecipients of Federal awards and/or state financial assistance, must comply with applicable programmatic and fiscal compliance requirements.

**In accordance with Sec. 210 of OMB Circular A-133 and/or Rule 691-5.006, FAC, provider has been determined to be:**

- Vendor not subject to OMB Circular A-133 and/or Section 215.97, F.S.  
 Recipient/subrecipient subject to OMB Circular A-133 and/or Section 215.97, F.S.  
 Exempt organization not subject to OMB Circular A-133 and/or Section 215.97, F.S. For Federal awards, for-profit organizations are exempt; for state financial assistance projects, public universities, community colleges, district school boards, branches of state (Florida) government, and charter schools are exempt. Exempt organizations must comply with all compliance requirements set forth within the contract or award document.

NOTE: If a provider is determined to be a recipient/subrecipient of federal and or state financial assistance and has been approved by the department to subcontract, they must comply with Section 215.97(7), F.S., and Rule 691-006(2), FAC [state financial assistance] and Section \_ .400 OMB Circular A-133 [federal awards].

### PART II: FISCAL COMPLIANCE REQUIREMENTS

**FEDERAL AWARDS OR STATE MATCHING FUNDS ON FEDERAL AWARDS.** Providers who receive Federal awards, state maintenance of effort funds, or state matching funds on Federal awards and who are determined to be a subrecipient, must comply with the following fiscal laws, rules and regulations:

#### **STATES, LOCAL GOVERNMENTS AND INDIAN TRIBES MUST FOLLOW:**

- 2 CFR 225 a/k/a OMB Circular A-87 – Cost Principles\*
- OMB Circular A-102 – Administrative Requirements\*\*
- OMB Circular A-133 – Audit Requirements
- Reference Guide for State Expenditures
- Other fiscal requirements set forth in program laws, rules and regulations

#### **NON-PROFIT ORGANIZATIONS MUST FOLLOW:**

- 2 CFR 230 a/k/a OMB Circular A-122 – Cost Principles\*
- 2 CFR 215 a/k/a OMB Circular A-110 – Administrative Requirements
- OMB Circular A-133 – Audit Requirements
- Reference Guide for State Expenditures
- Other fiscal requirements set forth in program laws, rules and regulations

#### **EDUCATIONAL INSTITUTIONS (EVEN IF A PART OF A STATE OR LOCAL GOVERNMENT) MUST FOLLOW:**

- 2 CFR 220 a/k/a OMB Circular A-21 – Cost Principles\*
- 2 CFR 215 a/k/a OMB Circular A-110 – Administrative Requirements
- OMB Circular A-133 – Audit Requirements
- Reference Guide for State Expenditures
- Other fiscal requirements set forth in program laws, rules and regulations

\*Some Federal programs may be exempted from compliance with the Cost Principles Circulars as noted in the OMB Circular A-133 Compliance Supplement, Appendix 1.

\*\*For funding passed through U.S. Health and Human Services, 45 CFR 92; for funding passed through U.S. Department of Education, 34 CFR 80.

**STATE FINANCIAL ASSISTANCE.** Providers who receive state financial assistance and who are determined to be a recipient/subrecipient, must comply with the following fiscal laws, rules and regulations:

Section 215.97, Fla. Stat.  
Chapter 69I-5, Fla. Admin. Code  
State Projects Compliance Supplement  
Reference Guide for State Expenditures  
Other fiscal requirements set forth in program laws, rules and regulations

Additional audit guidance or copies of the referenced fiscal laws, rules and regulations may be obtained at <http://www.doh.state.fl.us/> by selecting "Contract Administrative Monitoring" in the drop-down box at the top of the Department's webpage. \* Enumeration of laws, rules and regulations herein is not exhaustive nor exclusive. Fund recipients will be held to applicable legal requirements whether or not outlined herein.

## EXHIBIT 3

### INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF SINGLE AUDIT REPORTS

Effective April 1, 2011, Single Audit reporting packages (“SARP”) must be submitted to the Department in an electronic format. This change will eliminate the need to submit multiple copies of the reporting package to the Contract Managers and various sections within the Department and will result in efficiencies and cost savings to the Provider and the Department. Upon receipt, the SARP’s will be posted to a secure server and accessible to Department staff.

The electronic copy of the SARP should:

- Y Be in a Portable Document Format (PDF).
- Y Include the appropriate letterhead and signatures in the reports and management letters.
- Y Be a single document. However, if the financial audit is issued separately from the Single Audit reports, the financial audit reporting package may be submitted as a single document and the Single Audit reports may be submitted as a single document. Documents which exceed 8 megabytes (MB) may be stored on a CD and mailed to: Contract Administrative Monitoring Unit, Attention: Single Audit Review, 4052 Bald Cypress Way, Bin B01 (HAFACM), Tallahassee, FL 32399-1729.
- Y Be an exact copy of the final, signed SARP provided by the Independent Audit firm.
- Y Not have security settings applied to the electronic file.
- Y Be named using the following convention: [fiscal year] [name of the audited entity exactly as stated within the audit report].pdf. For example, if the SARP is for the 2009-10 fiscal year for the City of Gainesville, the document should be entitled 2010 City of Gainesville.pdf.
- Y Be accompanied by the attached “Single Audit Data Collection Form.” This document is necessary to ensure that communications related to SARP issues are directed to the appropriate individual(s) and that compliance with Single Audit requirements is properly captured.

Questions regarding electronic submissions may be submitted via e-mail to [SingleAudits@doh.state.fl.us](mailto:SingleAudits@doh.state.fl.us) or by telephone to the Single Audit Review Section at (850) 245-4444 ext. 3071.



## Attachment VI: Professional Staffing Qualifications

During the performance of the funded project, Grantees will be expected to demonstrate appropriate knowledge, skills, and abilities in order to carry out the strategies and activities required to achieve the goals of this program. This includes:

### 1. Developing and Leading a Team of Community Partners to Achieve Objectives

- a. Building, engaging, and managing a sustainable community organization with diverse membership reflective of local demographics, including youth representation, community leaders, agency representation, and community members.
- b. Recruiting partnership members to take ownership for task results.
- c. Identifying and developing youth and adult leaders within a community partnership through skills assessment, coaching, mentoring, training, and educating with the end result of building capacity within the organization.
- d. Organizing and facilitating effective meetings, trainings, and community events that encourage the open exchange of ideas, opinions, and information.
- e. Building consensus and achieving “buy-in” for specific issues within a partnership, organization, or group setting.
- f. Assessing the contributions of members and providing appropriate recognition.

### 2. Leading the Development and Implementation of Work Plan Approach and Strategies

- a. Providing vision and guiding strategic direction for all Work Plan goal areas, including but not limited to, developing a comprehensive Strategy Plan with community partnership members for each Work Plan policy area.
- b. Demonstrating sensitivity to clients’ ethnic and cultural backgrounds in the implementation of Program strategies.
- c. Assisting the community partnership in analyzing Program initiatives and determining manageable tasks.
- d. Working cooperatively and effectively to achieve the environmental, systems, and policy changes and objectives identified by the Program.
- e. Using strategic thinking processes to establish quarterly benchmarks for progress; preparing and reviewing quarterly reports to monitor progress towards goals.

### 3. Affecting Local Policy and Social Norm Change

- a. Building and applying knowledge of the political context at local and state levels for affecting policy change.
- b. Building and applying knowledge of the social and cultural context at the county level for affecting policy change.
- c. Building and applying knowledge of the importance of youth involvement in social norm and policy changes as well as effective methods for engaging youth in a community setting to affect this change.
- d. Mobilizing and facilitating full partnership participation in planning and implementing local policy and norm change.
- e. Engaging key stakeholders, community groups, and local county and city officials to support policy change on a specific issue.

### 4. Developing Effective Educational Outreach

- a. Developing positive working relationships with media organizations and employing effective media advocacy techniques, including media releases and advisory and editorial board meetings, to raise visibility on local issues to effect policy/social norm change.
- b. Analyzing and using local, state, and national data to direct local programming, develop talking points, and create educational materials. This includes proficient use of the Florida Community Health Assessment and Reporting Tool Set (CHARTS) system to educate local leaders, the media, and community on data for their community.
- c. Developing and delivering effective, audience-appropriate presentations that influence diverse individuals and groups to mobilize around an issue.

- d. Identifying and mentoring youth and adult volunteers along with community leaders to become effective community partnership spokespersons.

## **5. Managing Business Components of the Program**

- a. *Financial*
  - i. Developing the annual budget in accordance with the funding levels provided by the Program.
  - ii. Determining financial priorities based on the annual Work Plan.
  - iii. Identifying and monitoring cost-effective approaches to ensure expenses align with Program goals and to ensure efficient and fiscally responsible use of funds.
  - iv. Managing procurement and contracting.
- b. *Evaluation and Compliance*
  - i. Demonstrating leadership by determining and communicating program standards; encouraging accountability, and modifying standards, if required, to maintain program or policy quality.
  - ii. Managing grant activities and documentation to ensure compliance with grant rules, regulations, and deadlines.
  - iii. Building and applying knowledge of CDCs Best Practices for Tobacco Control and key outcome indicators for comprehensive tobacco control programs.
- c. *General Management*
  - i. Building and applying a high level of organizational skills; verbal and written communication skills; time management skills; and personnel recruiting and supervision skills.
  - ii. Building and applying effective leadership skills such as flexibility, persistence, and ability to determine objectives, set priorities, and anticipate potential threats and opportunities.

Attachment VII: **Output – Strategy Table**

Goal Area	Outcomes/Policy Types/Smart Objectives	Strategies
<p><b>Goal Area 1:</b> Prevent Initiation of Tobacco Use Among Youth and Young Adults</p>	<p><b>1.2 - Reduced Tobacco Industry Influences</b></p> <p><b>Erin Singerman</b></p> <ul style="list-style-type: none"> <li>Policy to Restrict the Sale of Flavored Tobacco Products not covered by FDA</li> </ul>	<p>Strategy 1 Strategy 3 Strategy 4 Strategy 5</p>
	<p><i>S.M.A.R.T. Objective: By &lt;date&gt; establish &lt;number&gt; of policy(ies)</i></p> <p><b>Dave Garison</b></p> <ul style="list-style-type: none"> <li>Policy to Counteract Tobacco Product Marketing at the Point of Sale – Retail Outlets (i.e. Organizational Voluntary Policy)</li> </ul>	<p>Strategy 1 Strategy 3 Strategy 4 Strategy 5</p>
	<p><b>1.3 - Implementation of Model Anti-Tobacco Policies in Schools</b></p> <p><b>Dave Garison</b></p> <ul style="list-style-type: none"> <li>Policy to Implement Tobacco Control Model Policies in K-12 Schools</li> </ul> <p><i>S.M.A.R.T. Objective: By &lt;date&gt; establish &lt;number&gt; of policy(ies)</i></p>	<p>Strategy 1 Strategy 3 Strategy 4 Strategy 5</p>
<p><b>Goal Area 2:</b> Eliminate Secondhand Smoke Exposure</p>	<p><b>2.1 - Creation of Tobacco-Free Policies</b></p> <p><b>Ron Davis</b></p> <ul style="list-style-type: none"> <li>Policy to Create Tobacco – Free Multi – Unit Dwellings (i.e. Condominiums, Apartments)</li> </ul> <p><i>S.M.A.R.T. Objective: By &lt;date&gt; establish &lt;number&gt; of policy(ies)</i></p>	<p>Strategy 1 Strategy 3 Strategy 4 Strategy 5</p>
<p><b>Goal Area 3:</b> Promote Cessation from Tobacco Use</p>	<p><b>3.1 - Increased Use of Cessation Services</b></p> <p><b>Jennifer Harris</b></p> <ul style="list-style-type: none"> <li>Policy which increases the number of employers that offer access to cessation services to their employees</li> </ul> <p><i>S.M.A.R.T. Objective: By &lt;date&gt; &lt;number&gt; location(s) will establish a policy to offer cessation services</i></p>	<p>Strategy 1 Strategy 3 Strategy 4 Strategy 5</p>

Attachment VII: **Output – Strategy Table**

Goal Area	Outcomes/Policy Types/Smart Objectives	Strategies
Goal Area 4: Infrastructure	<p><b>4.1 – Create and/or Maintain Local Stand-Alone County Tobacco-Free Partnership</b></p> <p><b>Kalinda Pyles</b></p> <p><i>S.M.A.R.T. Objective: By &lt;date&gt; host &lt;number&gt; meetings of the stand-alone County Tobacco-Free Partnership</i></p>	<p>Strategy 2</p> <p>Strategy 4</p> <p>Strategy 6*</p> <p>Strategy 7*</p> <p>Strategy 8*</p>
	<p><b>4.2 – Establish and/or Maintain Local Students Working Against Tobacco (SWAT) Chapter</b></p> <p><b>Laura Corbin</b></p> <p><i>S.M.A.R.T. Objective: By &lt;date&gt; establish and/or maintain &lt;1&gt; SWAT chapter</i></p>	<p>Strategy 4</p> <p>Strategy 5</p> <p>Strategy 6*</p> <p>Strategy 7*</p> <p>Strategy 8*</p>
	<p><b>4.3 – Recruit and/or Maintain Paid Work Force to Carry Out Specific Program Functions</b></p> <p><b>Contract Manager</b></p> <p><i>S.M.A.R.T. Objective: N/A</i></p>	<p>Strategy 6*</p> <p>Strategy 8*</p>

**\*Required Strategy**

## Attachment VIII: Work Plan Strategies and Activities

### WORK PLAN ACTIVITIES

#### Strategy 1: Advocating with Decision Makers

- (1) Educate on Benefits of Policy Change via Other Communication Methods (i.e. Emails, Newsletters)
- (2) Meet with Decision Makers to Educate on Benefits of Policy Change and Encourage Adoption
- (3) Participate in Public Hearings in which Policy or Systems Change is on the Agenda
- (4) Participate in Public Meetings in which Policy or Systems Change is Considered, Voted on, or Adopted

#### Strategy 2: Educating State Government Policy Makers

- (5) Educate State Policy Makers on CDC Best Practices and Local Program Outcomes via Face-to-Face Meetings
- (6) Educate State Policy Makers on CDC Best Practices and Local Program Outcomes via Other Communication

#### Strategy 3: Monitoring/Assessment

- (7) Assess Current Tobacco Policies
- (8) Assist with State-Wide Surveillance
- (9) Interview Stakeholders
- (10) Conduct Local Surveillance
- (11) Conduct Needs Assessment

#### Strategy 4: Earned/Paid Media

##### **For Goals 1 – 3:**

- (12) Air Paid Local Mass Media Advertisements
- (13) Air Free Local Mass Media Advertisements
- (14) Develop Alternative Electronic Media Campaigns (Social networking, awaiting DOH I.T. policy – **DO NOT UTILIZE**)
- (15) Produce Local Mass Media Advertisements (Requires Prior Approval)
- (16) Report Media related to Event Sponsorship (Only select this Activity if related to Sponsoring or Hosting a Community Event)
- (17) Solicit Issue-Focused Earned Media

##### **For Goal 4:**

- (18) Run SWAT/Partnership Recruitment Advertisements
- (19) Use Alternative Electronic Communication Methods (Social networking, awaiting DOH I.T. policy – **DO NOT UTILIZE**)

#### Strategy 5: Community Outreach and Mobilization

- (20) Conduct Issue Specific Training
- (21) Meet with Partners/Stakeholders
- (22) Participate in Community-Wide Activities
- (23) Participate in a National Tobacco Control Observances
- (24) Present Tobacco Issues to Target Audiences
- (25) Sponsor or Host a Community-Wide Event (If applicable, media is reported in the Earned/Paid Media Strategy)
- (26) Develop Strategy Plan (**Required Activity and applicable to Outcomes 1.2 for Policy to Restrict the Sale of Flavored Other Tobacco Products not covered by FDA, 1.3, and 2.1**)
- (27) Meet with AHECs on collaboration

#### Strategy 6: Establish Infrastructure

- (28) Develop/Revise By-laws
- (29) Staff Positions Maintained (**Required Activity all 4 quarters and applicable only to Outcome 4.3**)
- (30) Conduct SWAT Recruitment Activities

#### Strategy 7: Maintain Infrastructure

- (31) Conduct Publicly Advertised Partnership Meetings
- (32) Establish and/or Maintain a SWAT Chapter (**Required Activity in all 4 quarters and applicable only to Outcome 4.2**)
- (33) Maintain Partnership Records
- (34) Conduct Subcommittee Meetings
- (35) Conduct Partnership Leadership Meetings

#### Strategy 8: Build Capacity for Sustainability

<b>Attachment VIII:      Work Plan Strategies and Activities</b>
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- |   |
|---|
| (36) Educate Local Decision Makers      |
| (37) Training – Participate in Training |
| (38) Training – Conduct Training        |

**Attachment IX: Activity Detail Table**

The table below represents the activity types that will be available for the 2013 – 2014 annual Work Plan. In the Work Plan, grantees will be required to provide an activity quantity, and when they report the outcome of an activity, grantees will be asked to provide data on the information displayed in the Participation Fields column. The back-up documents associated with each activity must be maintained onsite and uploaded into ATACS.

#	Activity Type	Activity Description	Strategy	Quantities
1	Educate on Benefits of Policy Change via Other Communication Methods (i.e. Emails, Newsletters)	Inform and educate on benefits of policy change at the local level via other communication methods. Examples include, but are not limited to: letters, emails, or newsletters.	1	# Unique Communications
2	Meet with Decision Makers to Educate on Benefits of Policy Change and Encourage Adoption	Reach out to local policy makers, elected officials, or agency leaders with decision-making authority to inform and educate on benefits of policy change. Assess level of readiness and encourage decision maker to adopt policy change. This can be done through formal or informal meetings.	1	# Meetings
3	Participate in Public Hearings in which Policy or Systems Change is on the Agenda	Testify or comment in a Public Hearing (i.e. City Council, County Commission, or Planning Commission Public Hearing) in which policy or systems change is on the agenda	1	# Public Hearings
4	Participate in Public Meetings in which Policy or Systems Change is Considered, Voted on, or Adopted	Testify or comment in a Public Meeting (i.e. Campus Committee Meeting or Hospital Committee Meeting) in which policy or systems change is considered, voted on, or adopted.	1	# Meetings
5	Educate State Policy Makers on CDC Best Practices and Local Program Outcomes via Face-to-Face Meetings	Inform and educate State Policy Makers on CDC Best Practices and/or Partnership Objectives and Successes. This can be done through formal meetings (i.e. Legislative Delegation Meetings) or informal meetings (i.e. Face-to-Face at Official's Office).	2	# Meetings
6	Educate State Policy Makers on CDC Best Practices and Local Program Outcomes via Other Communication Methods	Inform and educate State Policy Makers on CDC Best Practices and local program outcomes via other communication methods. Examples include, but are not limited to: letters, emails, or newsletters.	2	# Unique Communications

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<b>#</b>	<b>Activity Type</b>	<b>Activity Description</b>	<b>Strategy</b>	<b>Quantities</b>
7	Assess Current Tobacco Policies	Assess the number and type of tobacco-control policies in your community. Begin your assessment by investigating tobacco-control policies in areas you are targeting for policy change.	3	# Assessments
8	Assist with State-Wide Surveillance (i.e. BRFSS, FYTS)	Assist with state-wide surveillance efforts such as BRFSS, FYTS.	3	# Events
9	Interview Stakeholders	Talk to stakeholders to gather information on tobacco issues, information on community norms, or other issues important to your S.M.A.R.T. Objectives.	3	# Interviews
10	Conduct Local Surveillance	Conduct checks on businesses and other targeted organizations to ensure compliance.	3	# Survey Instruments or Assessment Tools
11	Conduct Needs Assessment	This activity is designed to determine the status of policies, to determine needs of disparate groups, or to determine/understand policy areas.	3	# Survey Instruments or Assessment Tools
12	Air Paid Local Mass Media Advertisements	Submit paid mass media advertisements to local media outlets regarding current program activities. Media outlets can include newspapers, radio stations, and television.	4 (Goals 1 -3 Only)	# Unique Media Advertisements
13	Air Free Local Mass Media Advertisements	Submit free mass media advertisements to local media outlets regarding current program activities. Media outlets can include newspapers, radio stations, and television.	4 (Goals 1 -3 Only)	# Unique Media Advertisements
14	Develop Alternative Electronic Media Campaigns	Any non-traditional media developed at the local level including, but not limited to: online advertisements, online sponsorships, cell phone advertisements, and email blasts.	4 (Goals 1 -3 Only)	# Unique Media Campaigns

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<b>#</b>	<b>Activity Type</b>	<b>Activity Description</b>	<b>Strategy</b>	<b>Quantities</b>
15	Produce Local Mass Media Advertisements (Requires Prior Approval)	Paid advertisements developed at the local level including, but not limited to: television advertisements, radio advertisements, print advertisements, and outdoor advertisements.	4 (Goals 1 -3 Only)	# Unique Media Advertisements
16	Report Media Related to Paid Event Sponsorship (Only Select this Activity if Related to Sponsoring or Hosting a Community Event)	Report media acquired as a result of event sponsorship paid for by the local grantee. Media resulting from a paid event sponsorship can include: television advertisements, radio advertisements, radio live remotes, radio live reads, print advertisements, outdoor advertisements, and collateral advertisements.	4 (Goals 1 -3 Only)	# Events
17	Solicit Issue-Focused Earned Media	Media pitched by local grantee that focuses on the particular issue or policy being worked on at the local level. Can include a variety of media including, but not limited to: news/magazine articles, op-ed pieces, and local media interviews.	4 (Goals 1 -3 Only)	# Unique Media
18	Run SWAT/Partnership Recruitment Advertisements	Report media specifically to recruit SWAT or Partnership members. Do not use this activity for reporting meeting announcements.	4 (Goal 4 Only)	# Unique Advertisements
19	Use Alternative Electronic Communications	Any non-traditional media such as Facebook and/or Twitter.	4 (Goal 4 Only)	# Unique Alternative Electronic Communication Methods
20	Conduct Issue Specific Training	Provide issue-specific training to increase knowledge, skills, and abilities regarding tobacco issues and/or policy change techniques. Trainings should be specific to the Goal area.	5	# Training Sessions
21	Meet with Partners/Stakeholders	Meet with partners or key stakeholders to discuss ways in which to mobilize community members, or identify unique opportunities to work with your community.	5	# Meetings

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<b>#</b>	<b>Activity Type</b>	<b>Activity Description</b>	<b>Strategy</b>	<b>Quantities</b>
22	Participate in Community-Wide Activities	Participate in community-wide activities to engage specific populations around targeted policy initiatives.	5	# Events
23	Participate in National Tobacco Control Observances	Participate in national tobacco control observances to engage specific populations around targeted policy initiatives.	5	# Events
24	Present Tobacco Issues to Target Audiences	Present tobacco issues to target audiences to engage specific populations around targeted policy initiatives.	5	# Presentations
25	Sponsor or Host a Community-Wide Event (If Applicable, Media is Reported in Earned/Paid Media)	Sponsor or host a community-wide event to engage specific populations around targeted policy initiatives.	5	# Events
26	Develop Strategy Plan	This activity is designed to capture the strategy steps the Tobacco Free Partnership identifies necessary to accomplish the policy change. This plan should be developed during either general or subcommittee meetings. After uploading initial plan in quarter 1, grantees are encouraged to distribute to all TFP members and use at each meeting as a tool for celebrating progress, guiding group discussion, or making modifications as new strategy steps may be required.	5	# Strategy Plans
27	Meet with AHECs on collaboration	Within the first 20 business days of the contract, the AHECs and Grantees shall meet to discuss at a minimum the following: 1. their respective roles (Grantees -Employer Cessation Coverage Policy deliverables and AHECs - direct cessation services) within the Employer Cessation Coverage Policy area; 2. ensuring clarity of ongoing communications; and 3. other opportunities to partner.	5	# Meetings

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<b>#</b>	<b>Activity Type</b>	<b>Activity Description</b>	<b>Strategy</b>	<b>Quantities</b>
28	Develop/Revise By-Laws	Develop or revise by-laws to provide structure for tobacco partnerships or SWAT organizations.	6	# By-Laws
29	Staff Positions Maintained	This activity is designed to document local program efforts needed to maintain sufficient staff.	6	# Maintenance Efforts (should be 1)
30	Conduct SWAT Recruitment Activities	Conduct activities in order to recruit SWAT members. SWAT members should represent a variety of youth from diverse ethnic, linguistic, and socio-economic backgrounds throughout the community.	6	# Recruitment Events
31	Conduct Publicly Advertised Partnership Meetings	Conduct publicly advertised partnerships meetings for the purpose of coordinating policy and systems change. Partnership advertisements must meet requirements outlined in the Grantee Guidance document.	7	# Meetings
32	Establish and/or Maintain a SWAT Chapter  Replace existing activity name Create and/or Maintain a SWAT Chapter	This activity is designed to document the establishment and/or maintenance of a SWAT Chapter for the Grantee. There should be a minimum and a maximum of 1 SWAT Chapter per County.	7	# Chapter = 1
33	Maintain Partnership Records	This activity is to maintain partnership records.	7	# Maintenance Efforts (should be 1)
34	Conduct Subcommittee Meetings	As part of meeting with partners and stakeholders, this activity is meant to capture subcommittee meetings of the tobacco-free partnership.	7	# of subcommittee meetings

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<b>#</b>	<b>Activity Type</b>	<b>Activity Description</b>	<b>Strategy</b>	<b>Quantities</b>
35	Conduct Partnership Leadership Meetings	As part of meeting with partners and stakeholders, this activity is meant to capture planning meetings held with the executive committee of the tobacco-free partnership. These meetings should be face-to-face or via telephone, and should include but are not limited to developing the meeting agenda, planning for upcoming events, etc.	7	# of leadership meetings
36	Educate Local Decision Makers	Reach out to local policy makers, elected officials, or agency leaders with decision-making authority for the purpose of building program capacity and local sustainability.	8	# Meetings
37	Training – Participate in Training	This activity is designed to capture attendance of web-based, face-to-face or similar training planned or conducted by BTFF, public health entity, or external organization approved by BTFF. This activity can also be used to capture DOH offered trainings including ATACS application trainings.	8	# Training Sessions
38	Training –Conduct Training	Provide training to paid program staff, coalition volunteers and SWAT to increase capacity to implement policy change.	8	# Training Sessions

**Attachment X: Target Organizations and Joint Partner Types**

**Target Organization and Target Organization Sub-Types**

<b>TARGET ORGANIZATION</b>	<b>TARGET SUBORGANIZATION (Quarterly Progress Reporting Only)</b>
Area Health Education Center (AHEC)	None
Community Organizations	Faith-Based Organizations
	Non-School Based Youth
	Other
	Professional Organizations
	Recreational Organizations
	School Based Youth
	Young Adult Groups
Disparate Groups	18 -24 Year Olds College Students
	18 -24 Year Olds Straight to Work
	55 and Older Adults
	African Americans
	Asian Americans
	Caregivers
	Haitians
	Hispanics
	LGBT (Lesbian, Gay, Bisexual, Transgender)
	Low Socio-Economic Groups
	Military
	Native Americans
	Other Disparate Populations
	Parents
	People with Chronic Disease
	People with Mental Disorders
	People with Physical Disabilities
People with Substance Abuse Disorders	
Pregnant Women	
Educational Institutions	Community Colleges, Colleges and Universities
	Dental Schools
	K-12
	Medical Schools
	Nursing Schools
	Other
	Other Health Care Training Facilities
	Pharmacy Schools
Technical and Vocational Schools	
Governmental Agencies	City Governmental Agencies
	County Governmental Agencies
	Federal Governmental Agencies

**Attachment X: Target Organizations and Joint Partner Types**

**Target Organization and Target Organization Sub-Types**

TARGET ORGANIZATION	TARGET SUBORGANIZATION (Quarterly Progress Reporting Only)
	Other
	State Governmental Agencies
Healthcare Organizations	Clinics-Governmental
	Clinics-Non-Governmental
	County Health Departments
	Dental Offices
	Doctor's Offices
	Hospitals
	Other
	University Health Care Systems
Housing/Residences	Housing Association/Organization
	Private Residence
	Privately Owned Multi Unit Housing
	Public Multi-Unit Housing
	Subsidized Housing
Public & Private Outdoor Spaces	Beaches
	Construction Sites
	Other
	Private Organization's Outdoor Spaces
	Public Organization's Outdoor Spaces
	Recreational
Retailers	Cigarette Tobacco Shop
	Drug Store
	Gas/Convenience
	Grocery
	Liquor Store
	Mass Merchandiser
	Not Applicable
	Supermarket
	Wholesaler
Workplaces	City Governmental Agencies
	Clinics-Governmental
	Clinics-Non-Governmental
	Correctional Institutions
	County Health Departments
	Day Care Providers
	Dental Offices
	Doctor's Offices
	Hospitals

**Attachment X: Target Organizations and Joint Partner Types**

**Target Organization and Target Organization Sub-Types**

<b>TARGET ORGANIZATION</b>	<b>TARGET SUBORGANIZATION (Quarterly Progress Reporting Only)</b>
	Managed Care Organizations
	Medicaid Homebound or Congregate Living Services
	Non-Profit Businesses
	Non-Profit Businesses
	Other
	Prisons
	Private Businesses
	Private Insurance Companies
	School Boards
	State Governmental Agencies
	State Health Insurance Regulatory Agencies