

Ohio Tobacco Use Prevention and Control Foundation

REQUEST FOR PROPOSALS

FOR

STATEWIDE COMMUNITY GRANTS

RFP #08-3

[Open Competitive]

**Applications must be submitted
via the online grants management information system G*Wiz
by**

December 12, 2007

1:00 PM Eastern Standard Time

Ohio Revised Code (O.R.C.) Section 9.24 prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP without notifying the Agency of such finding.

O.R.C. Section 2909.33, prohibits governmental entities from doing business with or providing funding for entities with terrorist ties. By submitting the attached Declaration Regarding Material Assistance/Nonassistance To A Terrorist Organization the Vendor certifies that it does not provide assistance to an organization on the terrorist exclusion list maintained on the Ohio Homeland Security Division Website. Any grant arising out of this RFP will require an annual update of the attached certification.

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I. BACKGROUND

In February 2000, Senate Bill 192 created the Ohio Tobacco Use Prevention and Control Foundation (OTUPCF), also known as the Ohio Tobacco Prevention Foundation (OTPF). This followed Ohio's involvement with 45 other states in the lawsuit against the United States Tobacco Product Manufacturers, resulting in what is known as the Master Settlement Agreement (MSA). OTUPCF is charged with distributing a portion of MSA funds received by Ohio to private or public organizations that conduct tobacco use prevention and cessation programs.

OTUPCF has adopted certain fundamental principles that will: (1) give priority to programs that impact Ohio's low socioeconomic status (SES) population, while still serving the entire state, (2) closely evaluate all of the programs it provides and sponsor research to further the understanding of tobacco control science, (3) support policy and systems change likely to bring tobacco use reduction to large groups of Ohioans, and (4) give priority to programs that will add to the sustainability of not only OTUPCF, but, more importantly, to the sustainability of tobacco control programs throughout Ohio.

OTUPCF's strategy focuses on three primary goals: (1) Providing motivation and assistance to current Ohio tobacco users to help them quit, (2) Specifically serving certain prioritized populations which have been underserved, and (3) Helping to prevent initiation of tobacco use, primarily among Ohio's youth and young adults.

Since 2002, OTUPCF has awarded grants to more than 100 organizations throughout Ohio to implement tobacco prevention programs, provide cessation services, advocate for local policies that will change social norms so that tobacco use is no longer acceptable, and institute systemic changes in health and social service settings that encourage and motivate current tobacco users to quit. These grants serve as the grassroots foundation at the local level to support OTUPCF's statewide efforts.

II. PURPOSE

Tobacco use continues to be the leading cause of preventable death in the United States. Tobacco use increases the risk of lung and other cancers and also cardiovascular and respiratory diseases. The American Cancer Society (ACS) estimates that cigarette smoking is responsible for one of every five deaths in the United States, or more than 430,000 deaths per year. In Ohio alone, it kills nearly 20,000 people every year. The cost of tobacco use in Ohio remains high in terms of healthcare expenditures with more than \$1 billion of state and federal Medicaid funds being spent on smoking-related illnesses and diseases, in addition to more than \$4 billion in productivity losses.

OTUPCF announces the availability of funds for community grants to help achieve its mission of preventing and reducing tobacco use in Ohio and the toll tobacco takes on the state in terms of disease, deaths and healthcare costs. Under this RFP, community grants will be funded to:

- Support regional, county or community coalitions that address tobacco control issues.
- Advocate for policies and practices to counter the tobacco industry's influence in communities.
- Implement strategies to prevent tobacco use by youth including:
 - implementing evidence-based and promising prevention curricula,
 - advocating for tobacco-free school campus policies, and
 - serving as **stand** Team advisors.

- Providing tobacco cessation services to adults.

For this RFP, special emphasis is placed on providing programming and services to low SES populations. According to the National Network on Tobacco Prevention and Poverty, “characteristics that describe low SES populations include: low-income, those with less than 12 years of education, the medically underserved, the unemployed, and the working poor.”

III. RFP INFORMATION

Available Funding

A total of up to \$10,500,000 will be awarded in grants for the first year of a three-year grant cycle. Grants will range from between \$100,000 to \$750,000 per year. Applications requesting amounts below or above this range will not be reviewed.

Grant Cycle

July 1, 2008, through June 30, 2011

Although these grants will be awarded for three years, funding for Years 2 and 3 will be contingent on the grantees successfully meeting their Year 1 and Year 2 goals respectively and grant requirements.

RFP Framework

The U.S. Centers for Disease Control and Prevention (CDC) *Best Practices for Comprehensive Tobacco Control Programs*¹ suggest that community programs are an integral component of statewide efforts to reduce and prevent tobacco use. Under the Best Practices Model, community programs are intended to change community norms regarding tobacco use by:

- increasing the number of organizations and individuals involved in planning and conducting community-level education and training programs;
- using state and local counter-marketing campaigns to place pro-health messages that inform, educate, and support local tobacco control initiatives and policies;
- promoting the adoption of public and private tobacco control policies; and,
- measuring outcomes using surveillance and evaluation techniques.

CDC Best Practices further note that “to achieve the individual behavior change that supports the nonuse of tobacco, communities must change the way tobacco is promoted, sold, and used, while changing the knowledge, attitudes, and practices of young people, tobacco users, and nonusers. Effective community programs involve people in their homes, work sites, schools, places of worship and entertainment, civic organizations, and other public places.”

¹ Centers for Disease Control and Prevention. *Best Practices for Comprehensive Tobacco Control Programs*—August 1999. Atlanta, GA: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health

The framework for this RFP is:

- Each applicant must coordinate or be a member of an existing tobacco control or other relevant health-related coalition that addresses tobacco use (i.e., a cardiovascular health coalition, or a community or county wellness coalition).
- Each applicant must address the social norm change strategy—Counter the Tobacco Industry Influence.
- Each applicant must choose at least two of the following strategies:
 - Youth Prevention Strategy 1: Implement Evidence-based Youth Prevention Curricula
 - Youth Prevention Strategy 2: Advocate for 100% Tobacco-Free School Campuses
 - Youth Prevention Strategy 3: Advise a **stand** Team
 - Adult Cessation

Tailoring Approved Programs for Special Populations

As diverse populations continue to increase in Ohio, there is an important need for tobacco use prevention and cessation programs that effectively influence tobacco use behavior among a variety of linguistic and cultural groups. It is even more critical that such programming address the cultural factors that influence tobacco use among the population being served. The National Institutes of Health, State of the Science Conference Statement dated June 12-14, 2006, states that “culturally tailored, gender-specific, and language appropriate programs show promise. We need to understand how to tailor interventions for different populations because generic treatments may not be appropriate for everyone.”

It is also important that such programming address the cultural factors that influence tobacco use among the population being served. Cultural tailoring for special populations is defined as integrating learned beliefs, values and behaviors that are shared among groups into instruction and information in a language, style and idiom that recipients understand. This entails more than understanding the heritage and language of the target population. It is equally important to understand the social norms and challenges faced by that community. Cultural tailoring will more likely increase receptivity, comprehension, and acceptance of messages.

Through this RFP, applicants can:

- culturally tailor youth prevention programs provided the original integrity of a curriculum is not compromised,
- provide adult cessation services that are tailored to a particular audience provided the cessation programs adhere to the *OTUPCF Tobacco Cessation Treatment Guidelines* referenced later in this RFP, and
- utilize culturally relevant messages and tactics when working to counter the tobacco industry’s influence in a community.

Eligibility

Applications may be submitted by a:

- **Minority community-based organization (MCBO)** – A minority community-based organization is defined as a non-profit, local human service organization that has its origins in the geographic area composed of one or more neighborhoods that it serves. A representative minority community-based organization is therefore keenly aware of the community needs, as well as local resources to meet those needs. Generally, the governing bodies and personnel of community-based organizations reflect the racial, ethnic, and cultural make-up of the community being served. A minority community-based organization is characterized by majority representation of American Indians, Asian Americans, African Americans/Blacks and/or Hispanics in both policy formulation and decision-making

regarding management, service delivery, and staffing reflective of the area it serves. While the focus of a MCBO's population may be a racial, ethnic or cultural group within a community, they can focus on other populations within a community based on need.

- **Public Agency** – Public agencies include state departments, boards, and commissions, counties, cities, villages, townships, school districts, public colleges and universities, public libraries, port authorities, and all other public entities.
- **501(c)(3) Organization** – An organization that has received from the Internal Revenue Service (IRS) a determination letter that is currently in effect stating that the organization is, exempt from federal income taxation under subsection 501(a) as described in subsection 501(c)(3) of the IRS code.
- **Hospital/Health System** – A hospital/health system includes an organization, a group of organizations, or an organization and its subsidiaries that function together under administrative or cooperative authority whose primary function is to promote, restore or maintain health.

NOTE: If your agency or organization does not meet the requirements of a lead fiscal agent, but your agency's or organization's experience and skills would prove valuable to a grant, you are strongly encouraged to seek partnership with another organization or agency that does meet the eligibility requirements. Or, if an agency or organization who would like to apply as a lead fiscal agent does not have the required tobacco control experience, but does have grants and fiscal management experience, they should partner with other agencies, organizations or vendors who can fulfill the tobacco control experience requirement.

Exclusion

- Grants shall not be given to any non-profit, private or public agency if the proposed grant amount exceeds 100 percent of the agency's current non-OTUPCF annual revenues.
- Proposed lead fiscal agent organizations or agencies that have not been in business for a minimum of three years at the time the application is submitted.

Lead Fiscal Agent Responsibilities

Applicants applying for grant funds must have the administrative and fiscal ability to manage a community grant and the technical expertise to successfully implement the proposed strategies. The technical expertise can be provided directly by the lead fiscal agent and/or the subgrantees they contract with and the coalition members who support the project. Applicants are expected to identify or hire program and fiscal/administrative staff with the appropriate training and experience to fulfill all grant-related activities, expectations, and requirements.

The lead fiscal agent is required to adhere to the rules that govern grants administration outlined in OTUPCF's *Grants Administration Manual* (see *Attachment A*), and comply with the data collection and reporting requirements of this RFP. Failure to comply with the *Grants Administration Manual* rules and the RFP requirements may be grounds for termination of the grant.

As lead fiscal agent, the applicant agency/organization must:

- Have sufficient capital to sustain ongoing program services for at least two (2) months in the event of an unforeseen delay in grant funds.
- Have tobacco control experience or partner with other organizations/agencies that have tobacco control experience. (Tobacco control experience includes implementing youth prevention programming, providing adult cessation services, or advocating for policy change such as tobacco-free school campus or worksite campus policies.)
- Ensure that all grant-funded staff are non-users of all tobacco products at all times.

- Ensure that prevention programming and cessation service delivery sites have a tobacco-free worksite policy, and encourage these sites to adopt policies that prohibit tobacco use on the entire property including outdoor grounds.

Lead fiscal agent responsibilities:

- Serve as the fiscal agent for the grant.
- Establish a separate account or ledger for the grant funds.
- Establish formal timekeeping records that document allocations of staff time to the grant.
- Submit quarterly expense and annual reconciliation expense reports through G*Wiz. (For information on G*Wiz, go to page 8.)
- Comply with a yearly financial review by OTUPCF or an OTUPCF-contracted accounting firm.
- Revise, if necessary, work plans once the grant award is made.
- Coordinate data collection and submit it.
- Submit required progress and activity reports and marketing plans through G*Wiz.
- Attend required OTUPCF grantee meetings, trainings, and conference calls.*
- Monitor subgrantee and vendor contracts to ensure that deliverables are met.

*All grantees **are required** to attend a two-day Grantee Program and Evaluation Workshop sponsored by OTUPCF that will take place within the first four weeks of Year 1 of the grant. This workshop will provide information and training on the required grant activities, strategies, marketing communications expectations, and evaluation.

Marketing Communications Expectations and Requirements

Local marketing communications efforts are critical to the success of every grant program. Whether it's promoting the grant's prevention programs to school district representatives or working to fill on-site workplace cessation classes, marketing communications efforts help ensure that a grantee's programs are visible within their community.

All applicants must demonstrate competency or professional expertise in marketing communications (advertising, media relations and design), either through an employee of the grant program or contracted through a third party advertising agency, marketing firm or freelancer. The party responsible for marketing communications—be it an employee or outside firm—should be able to show experience in social marketing and/or health promotion.

Grantees will be required to seek prior approval for marketing products or tools that they want to produce which include one or more of OTUPCF's statewide brands such as OTPF, **stand**, **DEBUNKIFY** and **Ohio Quits**. This approval process will be conducted through G*Wiz. However, marketing products or tools that do not include an OTUPCF brand should credit OTUPCF as the funding agency as appropriate, using the following language as an example: "This program is funded by the Ohio Tobacco Prevention Foundation."

Grantees will also be required to seek prior approval on all products being sent specifically to the media, such as press releases or editorials, when OTUPCF is mentioned. This approval process will also be conducted through G*Wiz. For additional information on media-related products and activity, see Section 2.6 in OTUPCF's *Grants Administration Manual*.

Copies of every marketing product or tool produced or purchased for the grant are to be kept by the grantee, as each grant will be audited throughout the grant period to ensure brand integrity and effectiveness.

Grantees are responsible for the accuracy and proper citations used in any marketing communications product or tool, as well as any necessary legal review, including copyrights, trademarks, and truth in advertising. Grantees assume responsibility for cultural competency and appropriateness for any information distributed externally.

All marketing communications activities must be continually evaluated by grantees and refined to maximize program objectives, i.e., to achieve proposed reach numbers. OTUPCF will monitor grantee marketing efforts through G*Wiz-based activity reports submitted by grantees.

OTUPCF staff and vendors will be available for grantee technical assistance in this area upon request. In addition, OTUPCF will offer marketing communication training programs that will be mandatory for at least one person from each grant to attend. The attendee should have responsibility for marketing communications activities for the grant.

IV. APPLICATION PROCESS AND GUIDELINES

The application process consists of two phases:

Phase 1–Letters of Intent (LOI)

In Phase 1, applicants must submit two (2) hard copies of a maximum five (5) page LOI and copies of the proposed lead fiscal agent's most recently completed audit report including auditor's notes by **1:00 pm EST on Monday, October 29, 2007**. If no audit was done, enclose the most recent IRS 990 return. The LOI is required for all applicants. External reviewers will assess LOIs using a standard set of criteria. OTUPCF will either invite an applicant to submit a full application (Phase 2) or decline their LOI. Applicants who are invited to submit a full application will be notified by **November 15, 2007**. *Attachment B* contains the LOI Guidelines. NOTE: It is **mandatory** that at least one representative from a potential lead fiscal agent applicant attend one of the scheduled RFP Orientations on October 17, 2007 (see page 12). LOI's will automatically be rejected if an applicant did not send a representative to one of these orientations.

Phase 2–Invited Applicants Submit an Application

In Phase 2, invited applicants submit applications consisting of several components (see *Attachment C– Application Checklist*). Some components are completed using an online form or template (including application title page, executive summary, budget, work plans) and others are uploaded electronic documents (application narrative, Total Project Budget Breakdown, letters of commitment and support, Tobacco Funds Disclosure Form, and Declaration Regarding Material Assistance/Nonassistance To A Terrorist Organization form). All components are submitted through G*Wiz.

G*Wiz is OTUPCF's web-based grants management system. OTUPCF uses G*Wiz to accept applications in response to RFPs, and monitor grant progress and spending. Applicants use G*Wiz to submit applications. Grantees use it to report programmatic progress through work plans, and progress and activity reports (templates are provided in G*Wiz). Grantees also submit budgets and expense reports through G*Wiz. OTUPCF staff can view everything submitted by an applicant or a grantee through G*Wiz, and review items that require OTUPCF approval.

OTUPCF will sponsor trainings for invited applicants on how to submit an application via G*Wiz. These trainings are called webinars. A webinar includes participating in a conference call while simultaneously logging in to a website via the Internet. Details on the dates and times for the

webinars will be included in the invitation to submit an application. Written instructions for how to apply online can be found in the *Online Application Quick Reference* which is *Attachment D*.

Application Components

1. Application Title Page

This is general information about your organization/agency and your proposed project. The template should be completed online through G*Wiz.

2. Executive Summary

The Executive Summary serves as a concise and accurate description of the project. Please limit your response for each category to 100 words or less. The template should be completed online through G*Wiz.

3. Budget

OTUPCF will fund community grants under this RFP through a different structure. OTUPCF will fund a portion of the proposed total project budget and the applicant/grantee will fund the remaining portion. The total project budget amount will remain the same for each grant year, but OTUPCF funding will decrease each subsequent year while the grantee contribution will increase. The chart below outlines the total project budget contribution schedule.

Furthermore, at a minimum, half of the grantee contribution must be a cash contribution each year. A description of what constitutes contributing funds can be found in Section 1.10 of the *Grants Administration Manual*.

Example, if an applicant proposes a \$200,000 total project (cost), OTUPCF will fund 90 percent of the total project costs or \$180,000 and the grantee must make up the remaining \$20,000 through a required contribution; \$10,000 of the \$20,000 must be in cash. For Year 2, OTUPCF will fund \$170,000 of the total project costs and the grantee must make up the remaining \$30,000; \$15,000 of the \$30,000 must be in cash. For Year 3, OTUPCF will fund \$160,000 of the total project costs and the grantee must make up the remaining \$40,000; \$20,000 of the \$40,000 must be in cash.

TOTAL PROJECT BUDGET CONTRIBUTION SCHEDULE		
Grant Year	% of Total Project Costs (OTUPCF Contribution)	% of Total Project Costs (Applicant Contribution)
1	90%	10% (at least ½ in cash)
2	85%	15% (at least ½ in cash)
3	80%	20% (at least ½ in cash)

- Complete a 12-month budget for your proposed project online through G*Wiz. For each line item, provide a narrative in the comment box provided that clearly describes the particular expense. For example, what role will a particular staff member have? Why is a particular item needed? If travel is included in the budget, to where and why? **Do not** leave these comment boxes blank. (A complete list of grant guidelines can be found in the OTUPCF *Grants Administration Manual*.)

- **Total Project Budget Breakdown**—Complete and upload in G*Wiz the Total Project Budget Breakdown (see *Attachment E*) for the proposed 12-month period (Year 1). Here are some general guidelines to follow when completing this worksheet:
 - Report marketing costs separately rather than trying to allocate those costs to specific programs. Marketing costs should be budgeted at a minimum of 5 percent of total budget and include contractors, staff time and media purchases.
 - Costs that are directly related to a program (staff time, training, supplies, travel, etc.) should be allocated to that program.
 - Any costs not associated with a specific program (i.e. administrative or office expenses) should be reported under “Other Costs.”
 - Ignore (leave blank) any programs or strategies that you are not proposing to implement.

NOTE: OTUPCF will use the Total Project Budget Breakdown to make funding decisions for grants awarded under this RFP, and for evaluation purposes.

4. Application Narrative

Applicants must submit an application narrative as an uploaded electronic file in G*Wiz. The application narrative will consist of six (6) sections:

- Applicant Profile
- Subgrantee Profile(s)
- Applicant and Subgrantee/Vendor Capacity
- Marketing Communications Capacity
- Sustainability
- Scope of Work

The application narrative must address each of these sections. Please make sure that there are clearly distinguishable headings and sub-headings in the application narrative that are consistent with the RFP outline. The narrative is limited to a **maximum of 30 pages** not including required attachments.

The application narrative must be typed, single-spaced, single-sided, use 12-point Arial font, have a one (1) inch margin, and include page numbers. All pages must contain the application number (08-3-XXX) in the left-hand header. Please name this file: Narrative 08-3-XXX (insert your assigned application number).

Applicant Profile (Lead Fiscal Agent)

- Mission statement of the agency or organization
- List of current programs and projects
- Constituency/population served
- Year the agency/organization was founded
- Number of staff (full-time and part-time)
- Current annual operating budget

Subgrantee(s) Profile

If your application includes subgrantees, please include the following information for each of those subgrantees:

- Mission statement of the agency or organization
- List of current programs and projects
- Constituency/population served

- Year the agency or organization was founded
- Number of staff (full-time and part-time)
- Current annual operating budget including total annual revenue
- Role on this project (description of activities or tasks to be performed)
- Describe the skills and experience the subgrantee would bring to this project

Applicant and Subgrantee/Vendor Capacity

- Describe your agency's or organization's ability to ensure the timely start-up of this grant and implementation of the required and proposed strategies.
- Describe how this project fits within the proposed lead fiscal agent's overall mission and structure.
- Describe the tobacco control experience of the lead fiscal agent and any proposed subgrantees and vendors. Include type of experience and number of years, i.e., cessation service provider, implement youth prevention programming, advisor for a **stand** team, advocate for policy change, media advocacy, community assessment and planning, and coalition development.
- If you are proposing a statewide or multi-county approach (i.e., partnerships with city, county or regional offices of your organization or agency) to address your proposed strategies, describe how you will coordinate and manage this approach including the collection of required data (information on data collection requirements can be found in Section VII: Evaluation Requirements and Guidelines on page 26), and any previous experience implementing other projects or programs using this approach.
- Describe how the lead fiscal agent will meet the yearly contribution requirement.

Marketing Communications Capacity

- State who will plan and implement your marketing communications efforts.
- If the person is on staff, please describe the person's marketing experience and the percentage of his/her time to be devoted to marketing communications for the grant. If a staff resource is not yet identified, include a job description to hire the staff person.
- If retaining an outside firm, please note the name of the marketing firm that will be assisting with the marketing effort as well as the firm's experience in working in social change, health promotion or related areas.
- If a marketing firm has not been identified, but you intend to use an outside firm, please provide a request for proposals and plan for obtaining agency assistance.
- Describe how you will evaluate your marketing efforts and use the evaluation to improve your marketing program.

Sustainability

- Discuss what you have done or plan to do to seek funds from other sources or to leverage resources from other regional, county or community partners to ensure program and service continuation beyond the OTUPCF grant period or to supplement the OTUPCF grant.
- State what are the other sources of funding that make up your agency's or organization's operating budget.
- Are you waiting to hear on any pending applications for grant money that will add to your agency's or organization's operating budget? If yes, please describe how many proposals are pending and from what organizations, agencies or foundations, for what purpose, and what amounts were requested.
- Describe other anticipated funding, including earned revenue and in kind-support.
- Does your organization or agency have a strategic plan? If yes, please describe how this tobacco control project would fit within that plan. If no, please state how your

agency or organization determined that the proposed project meets the needs of the community and fulfills the mission of your organization or agency.

Scope of Work

The background and instructions for the Scope of Work begin on page 14.

5. Work Plans

Applicants will be required to submit a work plan(s) via G*Wiz for youth prevention curricula (Strategy 1) as part of their application. Work plans are submitted via G*Wiz using online templates provided. Instructions for how to complete the work plans will be covered in G*Wiz webinars and can be found in the *Online Application Quick Reference*.

All work plans have an evaluation and reporting requirement that grantees must comply with. More information on the work plans and the evaluation and reporting requirements (progress and activity reports), will be outlined in Section VII: Evaluation Requirements and Guidelines (see page 26).

6. Required Application Attachments

- Total Project Budget Breakdown
- Signed copy of the *Non-Receipt of Tobacco Funds Disclosure* form (*Attachment F*).
- Signed copy of the Declaration Regarding Material Assistance/Nonassistance To A Terrorist Organization form (*Attachment G*).
- Signed letters of commitment from subgrantees that clearly articulate their role and tasks to be performed on the grant and that show their level of commitment to the grant, and letters of support from coalition members and programmatic implementation sites (i.e., community-based organizations, hospitals, employers, etc.).
- Letters of support from school districts or community-based settings if you propose to implement evidence-based youth prevention curricula.
- Letter of commitment from the Medical Director, if you propose to provide adult cessation services.

V. APPLICATION SUBMISSION INSTRUCTIONS

This section provides information about how to respond to Community Grant RFP #08-3.

RFP Orientation

There will be two opportunities to attend an RFP Orientation on **Wednesday, October 17, 2007**:

10:00 a.m. – 12:00 p.m.

-OR-

1:30 p.m. – 3:30 p.m.

The same information will be presented at each RFP Orientation. It is **mandatory** that at least one representative from a potential lead fiscal agent applicant attend one of the scheduled RFP Orientations. LOI's will automatically be rejected if an applicant did not send a representative to one of these orientations. All RFP orientation questions, responses and the PowerPoint presentation will be posted to OTUPCF's website at www.otpcf.org/communitygrantrfp.aspx.

The RFP Orientations will take place at:

**Ohio Tobacco Use Prevention and Control Foundation
O’Keefe Conference Room—Main Floor
300 East Broad Street
Columbus, OH 43215**

For directions to OTUPCF, see *Attachment H*.

Application Process—As indicated earlier in the RFP, there is a two-phase process for applying.

- **Phase 1—Letters of Intent:** In Phase 1, interested applicants must submit two (2) copies of a LOI using the guidelines provided and two copies of the lead fiscal agents most recently completed audit report including auditor’s notes, and a bio for the proposed Fiscal Manager. If no audit was done, send the most recent IRS 990 return. Please write “RFP 08-3 LOI” on the outside of the envelope. **The LOI and required financial documents must be received by 1:00 pm EST on Monday, October 29, 2007 via Fed Ex, UPS, or common courier at:**

**Ohio Tobacco Use Prevention and Control Foundation
Attention: Anita Jones
300 East Broad Street, Suite 310,
Columbus, OH 43215**

No hand deliveries will be accepted. This LOI is not binding and those submitting a letter may choose later to not submit an application.

- **Phase 2—Invited Applicants Submit Applications:** For Phase 2 applicants, trainings (webinars) on how to apply via G*Wiz will be conducted. Dates and times for these trainings will be included in the invitation to submit an application.

An application number (08-3-XXX) will automatically be assigned when applicants begin the application process in G*Wiz. (For more detailed information on applying through G*Wiz, refer to the *Online Application Quick Reference*.) Once you have been assigned an application number, you can begin the application process. Make sure that the assigned application number (08-3-XXX) appears on all electronic files (in file name and on all document pages) that are uploaded.

Application Deadline: Applications are due on or before:

**Wednesday, December 12, 2007
by 1:00 pm EST
(in electronic form through G*Wiz)**

This includes G*Wiz components and uploaded Word documents. Hard copy documents will not be accepted.

APPLICATIONS WILL NOT BE ACCEPTED BY G*WIZ AFTER THE DEADLINE. It is advisable that applicants do not wait until the final hours before attempting to submit an application through G*Wiz. Computer glitches and technical difficulties on the side of the applicant will not be an acceptable exemption for missing the submission deadline. **NON-**

COMPLIANT APPLICATIONS WILL BE REJECTED (i.e., omission of any required document or form, failure to use the required format, or not complying with the programmatic, evaluation and/or personnel requirements in the RFP).

RFP Questions and Applicant Solicitation—All questions regarding this RFP must be:

- Submitted in writing via e-mail to Icilda Dickerson, MSA, Assistant Director/Director of Programs at idickerson@otpf.org
- Reference RFP #08-3, and
- Include the applicant agency's or organization's name and a contact person.

Responses will be posted to the OTUPCF website at www.otpf.org/communitygrantfrp.aspx. **No questions will be allowed within 48 hours of the application deadline date and time.**

Applicants shall not communicate directly with OTUPCF staff, OTUPCF Board of Trustees or Ohio Tobacco Research and Evaluation Center (OTREC) at Case Western Reserve University staff to discuss any reference to this RFP. Such actions by an applicant will automatically disqualify the applicant and said application from consideration. All questions must be submitted following the protocols outlined above. Please note that all questions and answers become a matter of public record and will be made available to all RFP respondents.

VI. SCOPE OF WORK

The following provides detail about each component of the RFP and the specific strategies. Information includes grant expectations and application instructions.

Regional, County or Community Coalitions

Background

A coalition is a group of organizations and individuals who share resources and information in order to meet a common goal(s). With their members working together, coalitions can develop or strengthen policies that foster changes in community norms and practices regarding tobacco use and exposure to secondhand smoke. Tobacco control or related health coalitions must consist of members who are dedicated to the goal of reducing tobacco use among adults and youth. In recruiting members, coalitions must strive to include, in a meaningful way, representatives from all segments of the population, including diverse multicultural interests.

Coalition Support for the Grant

Coalitions are the infrastructure of the tobacco control movement in Ohio. Collaboration, be it on a community, county or regional level, is critical to supporting local and statewide initiatives funded by OTUPCF and other organizations, agencies and foundations. In order for the programs and services provided through the OTUPCF grants to be successful, they must have community support. Therefore, the foundation for all OTUPCF community grants must be a regional, county or community tobacco control coalition.

The prevention and adult cessation-related strategies outlined in this RFP should mobilize community support for policy, advocacy, educational, enforcement, prevention, and cessation activities. Implementing these community-level tobacco control strategies will build the capacity of that community to address tobacco control issues, particularly changing the community's norms about tobacco.

Community Thought Leaders

A principle premise of tobacco control relies on changing community norms (attitudes, values, and mores). Tobacco control coalitions are often the driving force behind community norm change efforts. Local thought leaders, as coalition members, can play a key role with these efforts. These stakeholders can help advance or block an action, as well as provide resources and information, influence others, and have access to other individuals, organizations or agencies in the community who can support the coalition.²

Grant Requirements:

- The lead fiscal agent must coordinate or be a member of an existing tobacco control or other relevant health-related coalition that addresses tobacco use (i.e., a cardiovascular health coalition, or a community or county wellness coalition).
- Conduct a needs assessment for the region, county or community they serve if one has not been conducted in the past 12 months by the coalition or another entity.
- Develop and execute a strategic plan if one does not currently exist that includes support for the social norm change, prevention, and/or tobacco treatment strategies proposed by the applicant.
- Develop a brand so the coalition is a recognized entity in the community that is addressing tobacco control issues and working to change community norms about tobacco.
- Outreach to community thought leaders to educate them on local and statewide tobacco control issues, inform them of the coalition's activities and successes, invite them to become members of the coalition, and inspire them to take action that will result in community norm changes.
- Participate in OTUPCF-sponsored legislative outreach including events, letter-writing campaigns, testimony, meetings, etc.

Application Instructions:

Address the following issues and questions in the application narrative:

- Briefly describe the coalition including:
 - When was it established?
 - What is the current status and background of the coalition including your agency's or organization's history with the coalition?
 - How is the coalition structured, i.e., leadership, steering committee, subcommittees, etc.?
 - How often does the coalition meet?
 - Who are the coalition members/partners? (Please include a list of the members, who they represent in the community or county, and what contributions they make to the coalition.)
 - How are decisions made?
 - What tobacco control issues has the coalition worked on in the past? Were they successful? If not, what were the challenges?
 - What geographic area(s) (community, city, county or region) does the coalition serve?
- Outline how you plan to:
 - Assess the community's needs regarding tobacco control.
 - Develop a coalition strategic plan and an internal communications plan, and implement those plans.
 - Identify roles for the coalition members so you keep current members active and engaged, and recruit new members who will recognize the benefits of membership.

² Tobacco Technical Assistance Consortium Communities of Excellence Plus in Tobacco Control Training and Resource Manual.

- State how the coalition will participate in and support the programmatic activities of the proposed plan in response to this RFP.
- State the coalition's current relationship(s) and past experience with community thought leaders (e.g., local governmental officials, city managers, school board members, faith-based community representatives, businesses, etc.).
- Outline how the coalition plans to outreach to community thought leaders.
- State which state legislative districts the grant will serve.

Marketing/Communication:

Describe, in detail, the marketing communications activities that will be used to promote the regional, county or community coalition including outreach to community thought leaders.

Social Norm Change

Background

A recent Institute of Medicine Report, *Ending the Tobacco Problem: A Blueprint for the Nation* (2007) concludes that “aggressive policy initiatives are necessary to sustain decades of progress in reducing tobacco use in the United States.”

The success of any program or policy change effort relies on effective communications and relationship building. Through national and state experience and best practices, OTUPCF recognizes that local community grant programs incorporating strong coalitions, strategic communications and community thought leader outreach are more likely to achieve positive outcomes and cultural change in their communities. Regional, county or community coalitions are the foundation and support, and often the lead advocates, for social norm change. Grantees are expected to utilize the regional, county or community coalitions to help advocate for the social norm change strategy.

This RFP will focus on one key social norm change strategy—working to counter tobacco industry influences in communities. **All applicants must address this strategy in their application.**

Strategy: Counter Tobacco Industry Influence

The tobacco industry continues to aggressively market and promote its tobacco products to Ohioans. To overcome restrictions on marketing practices included in the 1998 MSA, the tobacco industry is utilizing more clever and invasive methods in their marketing practices such as: industry-sponsored events and materials distribution at county fairs, local festivals, and sports contests; financial contributions to youth serving, social service and civic organizations, and those who represent communities of color and the lesbian/gay/bisexual/transgender communities; funding school districts for youth prevention curricula; sponsorship and product distribution at bar nights and concerts, particularly on college campuses, to reach young adults; and pervasive retail advertising and promotions and product placement.

In order to counter the tobacco industry's influence in their communities, advocates must work to change community norms about tobacco. Tobacco control coalitions should spearhead these efforts to counter tobacco industry influences in a community. Individual members representing various sectors of the community should be mobilized and engaged in this process. Activities that coalitions can focus on in this RFP are:

- Advocating for policies and practices that limit the extent and type of retail advertising and promotions.

- Advocating for policies and practices that limit tobacco product placement in retail stores (i.e., kid “eye level” advertising, placing tobacco products next to candy and gum)
- Advocating for policies and practices that limit tobacco industry sponsorship of public (county/community fairs and festivals) and private (concerts and bar events on college campuses and in cities and communities) events, etc.

Grant Requirements:

- Grants are required to engage their coalition members and community thought leaders in efforts to counter tobacco industry influence in the proposed community/communities.
- Grants are required to submit activity reports online through G*Wiz.
- Grants may be required to complete assessment tools to gauge tobacco product placement in local community retail stores. An existing **stand** Team, subset of coalition members or other volunteers will be necessary for the data collection for these activities. Tools and activities used by OTUPCF grantees will be similar to such programs as Operation Storefront and Store Alert.
- Grants are required to attend all OTUPCF or Tobacco Public Policy Center workshops or trainings on this topic.

Application Instructions:

Address the following issues and questions in the application narrative:

- What activity will you focus on to counter the tobacco industry’s influences? (Include a description of the problem in the proposed community and how you made this assessment.)
- Describe any previous attempts to counter tobacco industry influence in the proposed community/communities. Were the attempts successful? If not, what challenges were encountered and how were they addressed? What members of the community were engaged in the process?
- If no specific previous experience exists specifically trying to counter the tobacco industry’s influence, then describe any attempts to change public attitudes about an issue through an educational or social marketing campaign. How did you plan for these activities and evaluate success? What other groups did you work with in these efforts? What were the respective roles of the various groups and organizations?
- What other experience do you have working collaboratively with other groups and organizations in your community?
- What are the demographics of the population that you expect to benefit most from your activities? What experience do you have in working with that population?

Communications/Marketing:

Describe, in detail, the marketing communications activities you plan to use to counter tobacco industry influences.

Youth Prevention

Background

The CDC recommends three key strategies to prevent the initiation of tobacco use by youth:

- School Programs – Implementing evidence-based prevention curricula in schools, particularly middle school grades.
- Counter-marketing – Campaigns to counter pro-tobacco messages, increase positive messages, and promote media literacy regarding tobacco advertising through efforts such as paid television, radio, billboard, and print-counter advertising; and media advocacy and other public relations tactics such as press releases, local events, and health promotion activities.

- Tobacco-Free School Campus Policy – Advocating so that all school districts adopt, implement and enforce policies that prohibit tobacco use of any kind on all school property, in school vehicles, at school sponsored events (on and off campus), by students, staff, faculty, and visitors, at all times.

Through this RFP, OTUPCF will fund community grants to implement evidence-based prevention programming; advocate for tobacco-free school campus policy adoption, implementation and enforcement; and advise **stand** Teams. A comprehensive approach to youth prevention includes all three of these strategies. Evidence-based youth prevention programming teaches youth the knowledge and skills to reject tobacco, tobacco-free school campus policies promote positive community norm changes that reduce negative role modeling and motivate current tobacco users to quit, and counter-marketing empowers youth to take action.

Strategy 1: Implement Evidence-based Youth Prevention Curricula

The focus of this strategy is to implement youth prevention curricula to reduce the prevalence of tobacco use among Ohio youth. Programming can be provided to all youth however, reaching low SES youth is encouraged.

OTUPCF will fund grantees to implement youth prevention curricula in school-based and community-based settings. The approved programs to be funded through this RFP are:

- Substance Abuse and Mental Health Services Administration (SAMHSA) Model Programs
 - LifeSkills Training – Elementary (4th-5th grade)
 - LifeSkills Training – Middle School (6th-9th grade)
 - Project ALERT (7th-8th Grade)
 - Project TNT (7th-8th Grade)
- Promising Programs
 - Word of Mouth (4th-8th Grade)

Applicants can propose implementing any of the aforementioned programs, however, OTUPCF strongly prefers that applicants implement SAMHSA Model Programs due to the documented outcomes associated with implementing these programs with fidelity. Applicants are required to focus at least 50 percent of implementation reach of these programs with middle school students.

- If funded for LifeSkills Training, at least 50 percent of youth must be provided the middle school curriculum (6th-9th grade).
- If funded for Word of Mouth, at least 50 percent of youth must be provided the middle school curriculum (6th-8th grade).

In addition, the cost to implement one of the prevention programs should not exceed the cost per student amounts listed in the chart below.

Curricula	Cost Per Student
LifeSkills Training – Elementary	\$50
LifeSkills Training – Middle School	\$50
Project TNT	\$50
Project ALERT	\$50
Word of Mouth	\$20

Applicants can only use OTUPCF grant funds for lead fiscal agent or subgrantee staff to directly implement proposed curricula in schools or community-based settings, and to purchase facilitator and student materials.

NOTE: Applicants who choose to implement school-based prevention curricula are required to address Youth Prevention Strategy 2 (Advocating for 100% Tobacco-Free School Campuses) if a policy does not already exist or if a school district has an existing policy that is not adequately implemented or enforced.

Grant Requirements:

- Grants must implement the approved programs within the grade ranges specified with fidelity (including all the recommended lessons and in the grade sequence recommended by the curricula developers).
- If appropriate, a curriculum can be tailored to reach a special population or audience as long as the original integrity of the program remains intact.
- Staff (lead agency or subgrantees) who deliver prevention programming in schools or community settings, must be trained in the proposed curricula by a certified trainer by the time a Notice of Award (NOA) is issued to an applicant after grant award.
- The lead agency must comply with all data collection and reporting requirements outlined in Section VII: Evaluation Requirements and Guidelines (see page 26).

NOTE: Failure to reach the number of youth proposed in your application during Year 1 may be the basis for grant amount adjustments or termination of the grant in grant Years 2 and 3.

Application Instructions:

- Complete a Youth Prevention Curriculum Work Plan for each curriculum and grade range proposed through G*Wiz.
- Address the following issues or questions in the application narrative:
 - If staff or subgrantees have been trained in the proposed curriculum, provide proof of training, i.e., certificate of completion.
 - If proposed staff and/or subgrantees do not have experience implementing the proposed curriculum, please describe their experience in delivering other prevention programming in schools districts and/or community-based settings.
 - If your agency or organization is currently implementing the proposed curriculum, do you plan to continue implementing that curriculum in a multi-year sequence as prescribed by the curriculum developers (i.e., if you implement the curriculum to 6th graders during the current school year, do you want to continue with 7th graders under the new grant or start with a new group of students?)?
 - If your agency or organization is not currently implementing the proposed curriculum, do you plan to implement it with these grant funds using a multi-year approach as prescribed by the curriculum developers?
 - If you will implement the proposed curriculum in a community-based setting, describe the rationale for choosing the particular setting and indicate what your plans are for reaching a consistent group of youth.
 - Include letters of support from the proposed school district(s) or community-based setting(s) where prevention programs will be implemented.
 - If you have experience implementing the proposed curriculum, indicate where the curriculum was implemented (name the school district(s) or community-based setting(s), what grades were taught, how many prescribed lessons in those particular grades were taught, and how many youth were reached). Was the curricula implemented in a multi-year sequence as prescribed by the curriculum?

Communications/Marketing:

Describe, in detail, the marketing communications activities you plan to use for ongoing promotion of evidence-based youth prevention curricula to school districts or community-based settings.

Strategy 2: Advocate for 100% Tobacco-Free School Campuses

Although Ohio's Smokefree Workplace Act prohibits smoking inside school buildings by everyone, only students are prohibited by state law from using or possessing tobacco products on outdoor school property. This law does not apply to staff and visitors. Students may be exposed to secondhand smoke if individuals are permitted to smoke on school grounds, and students often look to adults as role models, particularly those they observe in the school environment, especially when it comes to tobacco use.

Creating a healthy, 100% tobacco-free school environment that eliminates tobacco use by anyone on school grounds or at school functions away from school property, including faculty, staff, and visitors sends a strong, positive message to students. A policy like this not only protects students, staff, and visitors from the indisputable dangers of secondhand smoke, it is also an important strategy to prevent and reduce youth tobacco use by limiting youth exposure to negative role models, and reinforcing messages youth receive from evidence-based prevention programming in the classroom.

According to current state law, only students are prohibited from using or possessing tobacco products on school grounds. It is up to individual school districts to adopt, implement and enforce policies that prohibit tobacco use of any kind on school property (indoors and outdoors), in school vehicles, at school-sponsored events (on and off campus), by staff, faculty and visitors, at all times.

There are three steps in the process of advocating for 100% tobacco-free school campus policies:

- Step 1: Adoption (convincing the school board to adopt the policy).
- Step 2: Implementation and Enforcement (creating and executing an implementation plan that addresses compliance issues, and communicating the policy to students, staff, visitors, and the community).
- Step 3: Evaluation (evaluating the effectiveness of the policy to determine compliance; updating and changing the implementation plan as needed).

Recognizing that policy change takes time, this strategy allows applicants to focus on Step 1 or Step 2 or Step 3, depending on where a school district is at in the process. If Step 1 has been achieved, then the grantee can move on to Steps 2 and 3.

Grant Requirements:

- Grants will work with proposed school districts to advocate for the adoption, implementation and/or enforcement of 100% tobacco-free school campus policies.
- Grants are expected to use and promote the *Tobacco-Free Schools Toolkit* in their advocacy efforts. Copies of the toolkit can be downloaded from <http://www.otpcf.org/programs/schoolstoolkit.aspx>.
- Grants are required to engage their coalition members and community thought leaders in the tobacco-free school campus policy adoption, implementation or enforcement process.
- Grants must comply with data collection requirements and submit activity reports online through G*Wiz.
- Grants may be required to complete assessment tools created by OTUPCF to gauge school campus readiness for policy change, such as assessing the presence of smokers or

cigarette butt litter during school sporting events. An existing **stand** Team, subset of coalition members or other volunteers will be necessary for the data collection for these activities.

- Grants are required to attend any OTUPCF or Tobacco Public Policy Center workshops or trainings on this topic.

NOTE: All grantees who propose to implement evidence-based youth prevention curricula in schools are required to choose Youth Prevention Strategy 2 (Advocating for 100% Tobacco-Free School Campuses), if a policy does not already exist or if a school district has an existing policy that is not adequately implemented or enforced.

Application Instructions:

Address the following issues and questions in the application narrative:

- State which school district(s) you propose to work with, and what steps in the advocacy process will you address—adoption, implementation and/or enforcement.
- Describe the coalitions' and/or its members' previous experience in advocating for tobacco-free school campus policies, or related policies in a school district.
- Identify and describe any existing relationships with the school district(s) including superintendents, school board members, parent organizations, teachers and other school personnel, school nurses, Wellness Committees, etc., that will aid in this process.
- Identify the coalition members who will likely be engaged in this advocacy effort. What role will they play?
- Briefly outline the proposed advocacy, implementation and/or enforcement plan, including a timeline for executing the plan, and how objectives will be set and achieved.

Communications/Marketing:

Describe, in detail, the marketing communications activities you plan to implement for advocating for tobacco-free school campus policies. NOTE: Grantees will be provided copies of the *Tobacco-Free Schools Toolkit* and should reference it in their advocacy, implementation, and/or enforcement plans.

Strategy 3: Advise stand Teams

stand is the portion of Ohio's statewide youth-led tobacco counter-marketing campaign that focuses on activism. **stand** aims to empower Ohio's youth and young adults to "stand up and speak out against tobacco use" and become the first generation not addicted to tobacco. **stand** is an evidence-based, proven-effective youth tobacco prevention program.

Groups of Ohio youth 12 to 18-years-old comprise **stand** Teams across Ohio and are the grassroots backbone of the movement. **stand** Team members are local activists that work within their respective communities to correct commonly held tobacco use misperceptions and raise awareness among their peers about the dangers surrounding tobacco use in ways that support the overall brand/campaign. Each Team has an adult Advisor that facilitates youth leadership and assists in managing the Team. The **stand** campaign is managed by OTUPCF and its counter-marketing contractor. Team Advisors work closely with the counter-marketing contractor.

Applicants who are funded to serve as **stand** Teams Advisors, but who are not currently advising a Team will be provided necessary training and technical assistance by OTUPCF and its counter-marketing contractor to establish a **stand** Team within the first six months of the grant period. Grant funding to serve as a **stand** Team Advisor will be limited to a .25 FTE, and each Team can qualify for a financial stipend (\$750–\$1,500) based on their meeting **stand** Team criteria.

Grant Requirements:

- Serve as a **stand** Team Advisor.
- Proposed advisor must submit to a background check.
- Meet **stand** Team criteria as outlined annually by the statewide campaign, including holding regular Team meetings, assisting with **stand**-related activist or recruitment events, and supporting statewide campaign initiatives.
- Establish and foster community support for **stand**, particularly through the regional, county or community coalition.
- Establish a youth recruitment model aimed at growing and sustaining youth involvement over the grant cycle.
- Work toward making the Team sustainable after OTUPCF grant funding ends.
- Provide periodic **stand** activity updates online through G*Wiz, and submit activity reports through G*Wiz at the conclusion of any of the following **stand**-related activities:
 - **stand** team meetings;
 - **stand** activist events; and,
 - **stand** recruitment events.
- Attend required **stand** Team workshops or trainings.

Application Instructions:

Address the following issues and questions in the application narrative:

- What experience do you have leading a **stand** Team or other youth-serving program/organization, and what successes exemplify your experience?
- What attributes would you recommend necessary in an individual who works to empower, motivate and engage youth 12 to 18-years old in a social activist cause?
- Describe how you will build existing Team capacity including insuring continued growth as some original **stand** youth disengage.
- If you plan to start a new Team in your service area, describe your development and recruitment strategies for building a new **stand** Team.
- As a youth leader, what have your advocacy experiences been? Provide a snapshot of your youth in action around a cause. If your experience in this area is limited, describe how you would motivate youth to become **stand** activists and keep them engaged in the movement.
- What strategies would you employ to build community support for your **stand** Team (i.e., describe what you envision your outreach to be)?

Communications/Marketing:

Describe, in detail, the marketing communications activities you plan to use in promoting **stand** Teams.

Adult Cessation

Background

According to the CDC, smoking cessation is more cost-effective than other commonly provided clinical preventative services, including mammography, colon cancer screening, treatment of mild to moderate hypertension, and treatment of high cholesterol.

The CDC recommends “state action on tobacco use treatment should include the following elements:

- Establishing population-based counseling and treatment programs, such as cessation helplines.

- Making system changes recommended by the Agency for Healthcare Research and Quality (AHRQ) sponsored cessation guideline.
- Covering treatment for tobacco use under both public and private insurance.
- Eliminating cost barriers to treatment for underserved populations, particularly the uninsured.”

OTUPCF funds several major programs that provide tobacco cessation counseling to Ohioans. These programs include the Ohio Tobacco Quit Line (1-800-QUIT-NOW), which provides proactive telephone counseling and help line service for tobacco cessation; five hospital-based tobacco treatment programs; and community adult cessation programs in many communities across the state.

In January 2008, all tobacco cessation counseling programs will be integrated under one umbrella—Ohio Quits. The integration of cessation programs will improve delivery, marketing efforts, and program evaluation. The Ohio Quits system will include a call center, the Ohio Tobacco Quit Line, the five hospital-based tobacco treatment centers, the community grant cessation programs funded under this RFP, and the Ohio Quits evaluation team.

Since grantees will become part of the Ohio Quits system, they are expected to accept referrals from the call center via e-mail. Grantees will enter participant intake and treatment information into a database via a web-based interface provided by OTUPCF.

Adult Tobacco Cessation Treatment Services

Through this RFP, OTUPCF will fund community grants to implement intensive, adult tobacco use cessation services, which must be delivered by certified tobacco treatment specialists (CTTS) within organizations or systems that provide services to low SES populations.

Intensive cessation interventions refer to intensive multimodal and multi-session programs that are specifically designed to help tobacco users quit. This category of programs does not include brief cessation interventions such as the 5As model that provide brief assessment and advice to quit, or programs that focus the majority of programming on education rather than direct cessation counseling.

Cost Per Client for Cessation Services

Grants must provide cessation services at a cost not to exceed \$350 per enrolled client including counseling (individual or group), the provision of Nicotine Replacement Therapy (NRT), and administrative costs. This cost per client amount does not include costs for marketing tobacco cessation treatment services and prescription medications.

NOTE: Grantees are encouraged to provide prescription pharmacotherapy for tobacco dependence. Grantees who choose this option must seek third party payers for this coverage, i.e., seek health insurance reimbursement, employer payment for the medications or pharmaceutical company assistance programs. If documented attempts to obtain third party payments are unsuccessful, then grantees can use OTUPCF funds for the cost of prescription pharmacotherapy and should clearly identify these costs in their budget under “Other Costs”.

Grant Requirements:

- Grant cessation programs must adhere to the *OTUPCF Tobacco Cessation Treatment Guidelines (see Attachment I)*.
- All cessation personnel must be certified tobacco treatment specialists by the time a NOA is issued by OTUPCF.

- The lead agency must comply with all data collection and reporting requirements outlined in Section VII. Evaluation Requirements and Guidelines (see page 26)
- Grantee must sign and agree to a Business Associate Agreement to be part of Ohio Quits.
- Relevant staff must participate in training as required by OTUPCF to become users of the database.
- All protocols for tobacco use treatment and NRT disbursement must be prior approved by OTUPCF.
- Lead fiscal agent or subgrantees must accept referrals from the call center and attempt initial contact within 48 hours and up to five attempts per referral. Successful or incomplete contacts must be reported into a database via a web-based interface provided by OTUPCF immediately.
- Intake and treatment data must be inputted into the database within 24 to 48 hours by the site providing the cessation services (lead fiscal agent or subgrantees). To view the Tobacco Treatment Intake Form and the Tobacco Treatment Session Form, see *Attachments J and K*.
- The lead fiscal agent must closely monitor the client data entry by all subgrantees, if applicable.
- Applicant must seek third party payers for coverage of prescription pharmacotherapy, if applicable.
- A 25 percent quit rate at 6 months must be achieved by the tobacco cessation program. The 6-month quit rates will be determined by the OTUPCF evaluator for community grants.
- Participate in meetings at least every quarter to share information regarding administrative issues, program components and other grant-related issues.

NOTE: Failure to achieve the number of enrolled clients as proposed in the application for Year 1 may be the basis for grant adjustments or termination of the grant in Grant Years 2 and 3.

Application Instructions:

Address the following items in the application narrative using the bracketed [] text after the bullets below as your outline. The items must be addressed in sufficient detail so that a team of external reviewers understands each item. Please refer to the *OTUPCF Tobacco Cessation Treatment Services Guidelines*.

- Describe your proposed cessation services and indicate whether you are using an existing evidenced-based program or one you have developed using best practices. [Proposed Cessation Services]
- Describe the physical space you will use or require from worksites when implementing your individual and/or group tobacco cessation programs. [Physical Space]
- Identify the hours of operation for cessation services. [Hours of Operation]
- Explain how your staffing plan supports your projected client enrollment numbers. [Staffing Plan]
- Identify who will provide medical direction to your program, list his/her responsibilities, and include a letter of commitment from the physician. [Medical Direction]
- Describe the responsibilities of all staff including counseling, supervisory, and administrative and their time dedicated to the program. [Staff Responsibilities]
- Describe how you plan to orient and train the tobacco treatment specialists implementing your program. [Orientation and Training of Tobacco Treatment Specialists]
- Describe in detail the type of counseling interventions you will use, the number of sessions within each intervention, and the number of minutes of each session. Also provide the topics covered within each session and the counseling techniques you will utilize. Include this information for aftercare follow-up. [Counseling Interventions]

- Indicate when you will collect intake data and what type of monitoring and treatment plans you will keep for your clients. [Data Collection and Treatment Plans]
- Identify who will be responsible for making sure all program documentation and recordkeeping are entered quickly and accurately into the database. [Database Entry]
- Describe your program pharmacotherapy protocols. [Pharmacotherapy Protocol]
- If you are budgeting for prescription pharmacotherapy, describe your plan to seek third party payers for coverage of these medications. [Prescription Pharmacotherapy]
- Identify the credentials and discuss the experience of the proposed staff that will provide tobacco use cessation services. Include proof of tobacco treatment specialist training (e.g., certificate). [Proposed Staff]
- Describe any past experience in providing tobacco cessation counseling and any outcome data collected. [Past Program Experience]

Service Delivery Areas

A priority audience for OTUPCF programs and services is low SES populations. For the purpose of this RFP and to ensure that Ohio's low SES populations are best served, tobacco cessation treatment services must emphasize the delivery of services within organizations and systems that serve low SES populations, such as:

- Health care systems
- Public health departments
 - Women, Infant and Children Program
 - Help Me Grow
 - Prenatal clinics
 - Head Start
- Higher education
- Federally-qualified health clinics
- Free clinics
- Blue collar employers such as:
 - Factories/Assembly Lines
 - Food Service Industry
 - Warehouses
- Populations served by social service organizations/agencies such as:
 - Licensed daycare providers
 - Boys and Girls Clubs
 - YMCA/YWCA
 - United Way
 - American Red Cross
 - Faith-based organizations (Catholic Social Services, CEASE, Lutheran Social Services, etc.)
 - MRDD Boards
 - Food Banks
 - Salvation Army
 - Volunteers of America
 - Planned Parenthood
 - Organizations that serve the homeless population such as the Homeless Family Foundation, Faith Mission, etc.

The above organizations and systems should not be considered an exhaustive list, but merely representative of the types of organizations and systems where low SES populations are served.

Communications/Marketing:

Describe, in detail, the marketing communications activities you plan to use to promote adult tobacco use cessation services. Grantees will have access to the *Tobacco-Free Workplace Toolkit*, the *Healthcare Providers Quit Kit*, and the *Maternal and Child Health Providers Quit Kit*, and may reference them in their marketing plan. Copies of these kits can be downloaded from www.otpf.org and www.ohioquits.com.

VII. EVALUATION REQUIREMENTS AND GUIDELINES

This section provides an overview of the general evaluation and reporting requirements for the program activities and strategies funded through this RFP. Additional information about the evaluation requirements mentioned in this RFP will be provided at the RFP Orientation and during evaluation-related training sessions held after grant awards are made.

Applicants are required to designate a staff person to be the Reporting and Evaluation Coordinator (RE Coordinator) for the grant. The RE Coordinator should be a staff member of the agency serving as the primary fiscal agent for the grant.

The responsibilities of the RE Coordinator will include, but may not be limited to:

- Entering data related to programmatic implementation and outcomes into G*Wiz.
- Participating in training sessions regarding OTUPCF evaluation requirements.
- Serving as the point person for evaluation-related technical assistance.
- Ensuring that evaluation tools are properly utilized by grantee program staff, subgrantees, and subcontractors.
- Ensuring that all evaluation reports are submitted as required.
- Participating in evaluation conference calls and evaluation-related breakout sessions at grantee meetings.

Some of the responsibilities of the RE Coordinator can be performed by an external evaluation contractor. However, OTUPCF still expects a staff person to serve as the RE Coordinator and have the required time available (.25 FTE) for ongoing reporting and communications during the grant period. The RE Coordinator has ultimate responsibility for compliance with OTUPCF evaluation and reporting requirements regardless of the roles that grantees have negotiated for external evaluators.

OTREC at Case Western Reserve University has been contracted to provide evaluation-related training, technical assistance and oversight to OTUPCF community grantees.

OTREC's role during this grant period will include:

- assisting OTUPCF in the development of standardized evaluation and reporting tools;
- training OTUPCF grantees in the use of those tools;
- providing ongoing technical assistance to the grant's RE Coordinator in the use of evaluation tools and submission of data to OTUPCF;
- coordinating data collection for the centralized OTUPCF evaluation of Adult Cessation and Youth Prevention programs; and
- preparing evaluation-related reports for the OTUPCF Board and staff.

During the grant period established by this RFP, OTREC will not produce evaluation tools or surveillance surveys for individual grantees or work with grantees to design rigorous evaluation plans for specific programs. Efforts during this grant period will focus on assuring that all grantees have the capacity to comply with OTUPCF's standard evaluation requirements.

Applicants can review documents related to current evaluation requirements under the Evaluation Tools link at www.otrec.org.

OTREC will work directly with the grant's RE Coordinator. OTREC will not work directly with subgrantees or other subcontractors. It is the RE Coordinator's responsibility to ensure that subgrantees and subcontractors understand and comply with OTUPCF evaluation requirements.

Grant Requirements:

OTUPCF has established standardized reporting mechanisms for the programmatic activities and strategies funded through this RFP. These mechanisms have been designed to collect consistent, standardized information across all grant programs. Grantees will be required to use these mechanisms to submit periodic activity reports related to the implementation and outcomes of programs funded through this RFP. The majority of these reports will be submitted through G*Wiz. The grant's RE Coordinator has the primary responsibility for ensuring that these activity reports are submitted according to OTUPCF guidelines.

The data collected through these activity reports will be used for:

- identifying program outcomes
- identifying aspects of program implementation that are related to strong outcomes
- identifying barriers to success and other lessons learned to improve future outcomes
- identifying needed program modifications and how they affect outcomes
- providing standardized information to OTUPCF Board members regarding grantee and program outcomes

The outcome measures depend upon the program being implemented and may include:

- individual behavior change
- reduced tobacco use among specific communities or populations
- policy and systems change made by employers, schools, and health systems
- adherence to implementing programs according to evidence-based principles
- number of lives affected by local tobacco control programming

Several of these outcome measures are detailed in this RFP. OTUPCF will identify the specific outcome and implementation indicators to be used for evaluating all programmatic activities prior to the awarding of grants and will communicate them to grant recipients.

Evaluation of School and Community-Based Youth Prevention Curricula

Grantees that are funded to implement school and community-based youth prevention curricula are required to participate in a centralized evaluation. The evaluation will be based on implementation of the aforementioned OTUPCF approved programs. Examples of current surveys and a fidelity checklist can be found under the Evaluation Tools link at www.otrec.org. However, these materials may be revised based on this RFP.

Grants will be required to:

- Ensure that youth who receive the program complete a brief youth tobacco survey;
- Ensure that the classroom teacher or appropriate school/agency representative completes a program summary survey during the final program session;
- Ensure that the program facilitator completes the appropriate fidelity checklist at the conclusion of program implementation;
- Ensure that data from the program summary surveys and fidelity checklists are submitted to OTREC; and,

- Enter data from the youth tobacco survey through an online reporting system.

Evaluation of Intensive Adult Cessation Programs

Grantees and subgrantees that are funded to implement adult cessation programming are required to report intake and treatment data into a database via a web-based interface developed by OTUPCF. The required tobacco treatment intake and session forms can be found in *Attachments J and K*. Applicant organizations should be prepared to submit the required data at the beginning of the grant period.

Optional Activity–Community Surveillance

OTUPCF will allow grantees to use grant funds for local surveillance activities if the following conditions are met:

1. Surveillance efforts will require direction by a person with professional experience in survey research methodology.
2. Surveillance efforts must be designed so that the study provides representative data for the community. In general, reliable surveillance surveys must employ random sampling procedures that are based on scientifically designed sampling methods.
 - The only exception to the random sampling requirement is for surveys of populations that are typically underrepresented through standard sampling approaches and for whom tobacco-related data is limited. Examples of these populations may include but are not limited to: persons with disabilities, immigrant/refugee populations, Asian American subpopulations, incarcerated populations, substance abusers, and the LGBT (Lesbian, Gay, Bisexual and Transgender) community. For these projects, alternative sampling procedures may be approved, but the overall project direction must still be by an experienced researcher.
3. OTUPCF reviews and approves the study design and questionnaire content before utilization.
4. Any surveillance study involving youth, or other vulnerable populations, must be reviewed and approved by an Institutional Review Board (IRB) prior to survey implementation.
5. OTUPCF determines that the overall cost of the surveillance effort is an effective use of grant resources for the community.

Applicants must thoroughly describe proposed surveillance activities in the application. Lack of clarity regarding the survey instrument, sampling strategy, credentials of the project director, project cost, and IRB status (if applicable) will lead to the rejection of the proposed study and the proposed study budget.

Dissemination of Evaluation and Community Surveillance Data

Grantees must submit a written request prior to disseminating findings from OTUPCF-funded evaluation and research activities. Grantees shall furnish the OTUPCF with copies of any proposed publication or presentation at least one (1) month in advance of the submission of such proposed publication or presentation to a journal, editor, academic or professional conference, or other third party. OTUPCF shall have two (2) weeks after receipt of said copies to respond in writing to the Grantee's request. If Grantees plan to release evaluation or surveillance findings to the media, OTUPCF requires copies of the media materials at least two business days in advance of release to the media.

All scientific publications and presentations resulting from research conducted with support from OTUPCF must acknowledge receipt of such support. The wording to be used is: "This research was supported by funds from the Ohio Tobacco Prevention Foundation, Grant Number _____." Publications and presentations should also list as co-authors the OTUPCF staff that made substantial contributions to program design, implementation or evaluation.

Application Instructions:

Address the following issues in the application narrative:

- Identify who will serve as the RE Coordinator and how much time they will devote to this task.
- Describe a plan to manage and monitor data collection from any proposed subgrantees.

VIII. REQUIRED PERSONNEL

Applicants must propose qualified staff to perform three key roles on the grant:

- Project Coordinator
- RE Coordinator
- Fiscal Manager

The quality and professional credentials of the people an applicant proposes will be material factors in OTUPCF's decision to fund an applicant for a community grant. Therefore, an applicant should use all reasonable efforts to ensure the continued availability of those people. Also, if awarded a grant, the applicant cannot remove those people from the grant without prior, written consent of OTUPCF, except as provided below.

- The grantee may remove a person listed in the application if doing so is necessary for legal or disciplinary reasons, provided that the grantee makes a reasonable effort to give OTUPCF 30 calendar days' prior, written notice of the removal.
- The grantee must have qualified replacement people available to replace any key personnel listed in its application.
- Whether personnel changes are caused by removal mandated by the grantee or the individual's voluntary departure from service, proposed replacement personnel and their credentials must be reviewed and approved by OTUPCF.

Grant Requirements:

- All personnel who deliver prevention programming or provide cessation services must be non-users of all tobacco products at all times.
- All cessation personnel must be certified tobacco treatment specialists by the time a NOA is issued by OTUPCF. *Attachment L* lists the tobacco treatment certification programs including their schedule of trainings.
- All personnel who implement prevention curricula must be trained in the proposed curriculum by a certified trainer.
- OTUPCF requires that the lead fiscal agent designate a staff person to serve as the Project Coordinator. This Project Coordinator must devote a minimum of 50 percent effort (.50 FTE) toward the coordination of this project. If the project is multi-county, then 100 percent of the staff person's time (1.0 FTE) must be devoted to project coordination. This half-time or full-time position is in addition to other staffing requirements mentioned in this RFP.
- OTUPCF requires that the lead fiscal agent designate an RE Coordinator. The RE Coordinator must devote a minimum of 25 percent effort (.25 FTE) towards the coordination of data collection, submission of data and completed surveys to OTUPCF, and coordination of other reporting requirements for the grant. OTUPCF fully anticipates that the RE Coordinator for grants with multiple programmatic activities and/or multiple subgrants will need to devote more than .25 FTE in the coordination of the activities described below.
- OTUPCF requires that the lead fiscal agent designate a Fiscal Manager for the grant who is responsible for completing and submitting budgets, budget revisions and expense reports through G*Wiz in a timely manner, and who will prepare for and participate in the OTUPCF yearly financial review of the grant.

- Staff resources should be allocated to help manage coalitions and work towards their involvement in supporting the programmatic activities and services of the grant.

Application Instructions:

Address the following issues or questions in the application narrative:

- Identify the proposed Project Coordinator, and describe their ability and experience to manage the proposed project. Indicate how much time this staff person will devote to the project and what their primary responsibilities will be.
- Identify the proposed RE Coordinator, and describe their ability and experience to coordinate data collection, submit data and completed surveys, and coordinate reporting requirements to OTUPCF. Indicate how much time this staff person will devote to the task.
- Identify the proposed Fiscal Manager and describe their background, qualifications and prior experience in fiscally managing grants.
- Outline a plan to replace key personnel who voluntarily depart or are terminated from the grant.

IX. APPLICATION REVIEW PROCESS

There will be a fair and impartial process for evaluation of applications. Authority for review is the Executive Director of OTUPCF. The Executive Director will make recommendations to the OTUPCF Board for final selection. Applications will be reviewed and scored by an external group of individuals familiar with the grants administration process and community initiatives. Do not assume that reviewers have prior knowledge of the lead agency applicant and proposed subgrantees/vendors’ previous tobacco control or related experience. It is the responsibility of the applicant to clearly demonstrate in their application an understanding of and the capacity to advocate for social norm changes, implement prevention programs, and/or provide cessation services identified in this RFP, and the capacity of the applicant agency or organization to manage an OTUPCF grant (fiscally, administratively, and programmatically).

Scoring of Applications: In the application assessment phase, the reviewers will score the applications based on the following RFP components and strategies:

- Organizational Capacity
- Regional, County or Community Coalition
- Social Norm Change Strategy: Counter Tobacco Industry Influence
- Youth Prevention: Strategy 1 – Implement Evidence-based Prevention Programs
- Youth Prevention: Strategy 2 – Advocate for 100% Tobacco-free School Campus Policy
- Youth Prevention: Strategy 3 – Advise **stand** Teams
- Adult Cessation
- Community Surveillance/Community Assessment (optional)
- Required Personnel
- Budget

In addition, factors such as, but not limited to, the applicant’s integrity, facilities, equipment, reputation, human and financial resources, as well as past experience and performance, will be considered. (NOTE: OTUPCF will evaluate the performance of current and past grantees who submit applications under this RFP. This may include, but is not limited to, timely submission of expense reports and activity reports, results of OTUPCF financial reviews, participation in required meetings and trainings, and achievement of prevention and cessation programmatic objectives. OTUPCF reserves the right to reject any application with a passing score based on an applicant’s inadequate performance or noncompliance in a current or past grant funded by OTUPCF.)

After this assessment is made, those applications determined to have satisfactorily demonstrated the ability to implement a successful grant project will be recommended to the OTUPCF Board of Trustees for award approval.

OTUPCF reserves the right to select to have performed none, one, any or all of the strategies or deliverables mentioned in this RFP. The providing of detailed and extensive cost estimates (budget and total project budget breakdown) will assist the review panel in its evaluation of the applications submitted.

Rejection of Proposals: OTUPCF shall reject any application that was not submitted through G*Wiz and in the required format. In addition, any application that does not address all of the RFP requirements may be rejected in total or only considered for a reduced award amount. OTUPCF may cancel this RFP, reject all proposals, and seek to do work through a new RFP or other means.

X. AWARD OF GRANTS

In awarding grants, the OTUPCF will issue a NOA to the selected grantee in addition to any associated special conditions. The grant will not be binding until an OTUPCF duly authorized representative signs and returns a copy of the NOA to the grantee. The NOA will consist of this RFP, exhibits and written amendments to the RFP, the applicant's application, and the OTUPCF *Grants Administration Manual*. It will also include any materials incorporated by reference in the above documents.

Insurance

Applicant will provide and maintain the following during the entire period that they are performing services under any grant agreement with OTUPCF or as a result of this RFP:

- Workers compensation and employer's liability insurance as required by law.
- Public liability insurance, in occurrence form, under a comprehensive coverage form of policy, including liability for theft by applicant employees, in amounts of not less than \$1,000,000 for bodily injury, including death, to any one person and not less than \$2,000,000 for any one occurrence.
- Property damage insurance, in occurrence form, under a comprehensive form of policy in amounts of not less than \$2,000,000 for each accident and aggregate.
- Applicant agrees to supply a current certificate of insurance naming OTUPCF as the holder of the certificate.

Compliance with Federal, State and Local Laws

Applicant represents and warrants in submitting an application to the RFP and in the performance of any grant or contract awarded as a result of this RFP that it has complied with and/or shall comply with all applicable federal, state and local laws, rules and regulations.

No applicant shall, in any manner, discriminate against, intimidate or retaliate against any employee on account of race, color, religion, sex, sexual orientation, age, handicap, national origin, veteran's status or ancestry.

Permits, Licenses, Ordinances, Codes and Regulations

All fees payable in connection with the work are the responsibility of the applicant and all licenses and permits required in connection with the project by federal, state, county or city laws, ordinances and regulations shall be obtained and paid for by the applicant. The applicant shall comply with all notice and posting requirements in connection therewith.

In performing work, the applicant shall comply with all applicable laws, ordinances, codes and regulation including all applicable OSHA regulations. The applicant shall not be compensated for changes in the work that are required in order to comply with laws, codes, ordinances, rules and regulations that were in effect on the date the application was due.

Taxes

It is understood that all applications received shall be exclusive of any Use, Sales, Federal, State or Local Tax. OTUPCF is an institution qualified for exemption from customary taxes. Tax exemption certificates will be furnished upon request.

Financial Statements

The most recent audited (preferred) or un-audited financial statements of the entity issuing the applications must be included. If financial statements are unavailable, the most recent filed income tax returns will be required as a substitute.

Governing Law, Jurisdiction and Venue

The laws of the State of Ohio will govern the interpretation, validity and effect of the RFP and any resultant contract documents. Any disputes arising out of this RFP or resultant contract shall be litigated in the appropriate Ohio Court.

Public Records/Proprietary Information

All applications are public records and subject to public disclosure under Ohio Revised Code Section 149.43. Any materials submitted by bidder that bidder deems proprietary will not be considered to be proprietary by OTUPCF, and will be subject to disclosure pursuant to Ohio law.

Subcontracting

Subcontracting portions of the work is permitted, but the exact scope, nature and extent of any and all subcontracting must be detailed in the application. Qualifications of the subcontractor must be provided in the same manner as applicant's qualifications.

Subgrantees are required to adhere to the rules that govern grants administration outlined in OTUPCF's *Grants Administration Manual*, and comply with the data collection and reporting requirements of this RFP. Contracts or agreements with subgrantees should include a copy of this RFP and the *Grants Administration Manual* so they are fully aware of the RFP requirements, and know what is expected from a fiscal and programmatic perspective. Failure to comply with the *Grants Administration Manual* rules and the RFP requirements may be grounds for termination of a contract or agreement between the lead fiscal agent and a subgrantee.

Independence

Applicants should not have any conflict of interest with regard to any other work performed for OTUPCF, or any work performed for other state, local governmental units or other organizations that receive funding from OTUPCF. Applicants must disclose such relationships which will then be evaluated by OTUPCF on a case-by-case basis. In addition, the selected applicant shall give the OTUPCF written notice of any professional relationships entered into during the period of this agreement, relative to parties connected to this proposed engagement.

Lobbyist

Grant funds shall not be used to hire an executive agency lobbyist as defined by Ohio Revised Code §121.60, nor to hire a legislative agent as defined by Ohio Revised Code §101.70. Grant funds shall not be used to support or oppose candidates, ballot questions, referendums, or ballot initiatives.

Eligibility Criteria–Part I

No personnel of the applicant or public official or employee or board member of the OTUPCF who exercises any functions or responsibilities in connection with the review or approval of the undertaking or carrying out of any such work shall voluntarily acquire, prior to the completion of said work, any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of such person's functions and responsibilities with respect to the carrying out of said work. No person shall promise or give to a public official or employee or board member anything of value that is of such a character as to manifest a substantial and improper influence upon him or her with respect to his or her duties. In addition, no public official or employee shall solicit or accept anything of value that is of such a character as to manifest a substantial and improper influence upon him or her with respect to his or her duties.

Any such person who acquires an incompatible or conflicting personal interest, prior to, on, or after the effective date of the grant award, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to the OTUPCF in writing. Thereafter, such person shall not participate in any action affecting the work under the grant, unless the OTUPCF shall determine that, in the light of the personal interest disclosed, such person's participation in any such action would not be contrary to the public interest.

Eligibility Criteria–Part II

It is the intention of OTUPCF to avoid any potential or perceived conflict of interest. OTUPCF recognizes that applicants may have clients with a reputation, products or services that are perceived by some to be in conflict with the purpose, goal, objectives and messages of OTUPCF. Examples of these clients include tobacco and tobacco-owned companies.

This RFP requires that the applicant and/or its proposed subcontractors and, if applicable, their parent companies or subsidiaries, fully disclose any and all types of relationships with any affiliates or subsidiaries of a tobacco company. The applicant shall ensure that the credibility and integrity of OTUPCF is protected at all times and that OTUPCF's purpose, mission, goals and objectives are not compromised or diminished in any way. As a result, OTUPCF reserves the right to exclude any and all applicants who, in the sole opinion of OTUPCF have a real, potential or perceived conflict of interest. For applicants that do not have any clients that pose a potential conflict of interest at the time the contract is awarded, and if such clients are subsequently accepted, this RFP requires that OTUPCF shall be notified within 30 days prior to acceptance of such clients. The applicant must also then provide information regarding how such potential conflicts of interest will be mitigated. In this situation, OTUPCF reserves the right to cancel the contract with a 30 days notice.

OTUPCF will apply the following guidelines to determine if an applicant is eligible to receive funds under this RFP:

Grants or contracts shall not be awarded to any nonprofit, public or for-profit organization that, upon submission of application for said funds, is accepting and using funds or in-kind support from the tobacco product manufacturers as defined in the Master Settlement Agreement. All applicants shall fully disclose all funding sources for the three- (3) year period immediately preceding application. OTUPCF shall review past receipt and use of such tobacco product manufacturer's financial or in-kind support in determining grant and contract awards. Grant and contract recipients shall not accept funds from tobacco product manufacturers at any time while conducting business with OTUPCF.

Other Ethics and Conflicts of Interest Laws and Orders

In accordance with Executive Order 2007-01S, applicant certifies through its response that: (1) it has reviewed and understands Executive Order 2007-01S, (2) has reviewed and understands the Ohio ethics and conflict of interest laws, and (3) will take no action inconsistent with those laws and this order. Applicant understands that failure to comply with Executive Order No. 2007-01S is, in itself, grounds for termination of any resulting grant and may result in the loss of other grants or contracts with the State of Ohio.

Colleges and Universities

As applied to colleges and universities, a “nonprofit private or public agency” means any subgroup of a college which has its own administrative governing structure and process, such as department, including any individual working their in which individuals, groups of individuals or organization seek funding from outside sources and thereafter perform work funded by those outside sources. “Nonprofit private or public agency” does not include any foundation or other entity through which all funding proposals made within a university are processed if such foundation or entity is not involved in the funded work performance.

Warranty of No Recovery Action Pending

Ohio Revised Code (O.R.C.) Section 9.24 prohibits the State from awarding a grant to any offeror(s) against whom the Auditor of State has issued a finding for recovery if the finding for recovery is “unresolved” at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become subject to an “unresolved” finding for recovery under O.R.C. 9.24, prior to the award of any grant arising out of this RFP without notifying the Agency of such finding.

Ohio Homeland Security Provision

O.R.C. Section 2909.33, prohibits governmental entities from doing business with or providing funding for entities with terrorist ties. By submitting the attached Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization the Vendor certifies that it does not provide assistance to an organization on the terrorist exclusion list maintained on the Ohio Homeland Security Division Website. Any grant arising out of this RFP will require an annual update of the attached certification.

Ohio Elections Law

Pursuant to Ohio Revised Code Sections 3517.13(I) and (J), a contract for goods and/or services costing more than \$500.00 may not be awarded to any vendor when the parties listed therein have made campaign contributions exceeding the amounts specified therein, within the time periods specified therein, to the campaign committee of the public official having the ultimate responsibility for the award of the Contract. By submitting a response to the RFP, the applicant affirms compliance with Ohio Revised Code Section 3517.13 and certifies that all applicable parties listed in Division (I)(3) or (J)(3) of Ohio Revised Code Section 3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of Ohio Revised Code Section 3517.13.