



# State Tobacco Education, Prevention, and Cessation Grant Program

Competitive Tobacco Grantees - New and  
Continuation Projects  
February 5, 2018

# Webinar Logistics and Objectives

# Logistics

- Live webinar, so please dial \*6 to mute your phones
- Please do not place your phone on hold during the call
- This webinar is being [recorded and posted on the STEPP website](#)
- Questions:
  - We will hold off on answering questions until the Q&A period at the end of the webinar
  - However, you can use the chat box feature of this webinar to type questions at any time. Please note that these will be viewable by all webinar participants.
  - We will take verbal questions from phone-in only participants after addressing the “chat box” questions

# Webinar Objectives

- Share Information on:
  - FY19-21 Tobacco Grantee Funding Period and Timelines
  - FY 19-21 Templates
  - Statement of Work
  - Budget Guidance
  - Supporting Documentation
  - STEPP Points of Contact
- Answer Questions

# FY19-21 Tobacco Grantees

# FY19-21 Tobacco Grantees

- Build and enhance comprehensive tobacco control programming efforts to further the advancement of the 2020 STEPP Strategic Plan Goals.
- Build upon the interventions from the FY16-18 grant cycle across four CDC Goal Areas and explore innovative approaches to address tobacco inequities.
- Work towards elimination of tobacco-related disparities.
- Work to prevent use initiation and encourage cessation among youth and young adults.
- Work to eliminate secondhand smoke exposure by enacting comprehensive smoke-free policies.
- Increase access to and uptake of evidence-based tobacco treatment services.

# **FY19-21 Contracts Funding Period and Timelines**

# FY19-21 Funding Period

<b>Year One:</b>	<b>July 1, 2018 – June 30, 2019</b>
<b>Year Two:</b>	<b>July 1, 2019 – June 30, 2020</b>
<b>Year Three:</b>	<b>July 1, 2020 – June 30, 2021</b>

All funding recommendations are contingent upon approval by the Board of Health and funding availability.

Contract periods will vary by project.  
Your POC will confirm your funding period during the negotiations process.

# Negotiations Timeline

1.	FY19-21 Grantee Negotiations Webinar <a href="#">Recorded and posted on the STEPP website</a>	February 5, 2018 February 12, 2018
2.	Grantee Budget and Statement of Work (SOW) Negotiations Begin	February 6, 2018
3.	Deadline for submission of completed Grantee Contact Form, draft SOW and draft budgets to POC for review	March 5, 2018
4.	CDPHE review and finalization of SOWs and budgets	March 5 through March 26, 2018
5.	Board of Health funding recommendations approval	March 21, 2018
6.	CDPHE finalizes, prepares, and sends contracts to grantee agencies for signatures	April 6 through May 7, 2018
7.	Anticipated start date for FY19-21 contracts	July 1, 2018
8.	Required Grantee Kickoff Meeting	July 2018

# FY19-21 Templates

# FY19-21 Templates

## FY19-21 Templates:

- SOW
- Budget
- Contact Form

Your POC will share all the necessary templates with you.

# **FY19-21 Statement of Work (SOW)**

# FY19-21 Statement of Work (SOW)

- POCs will provide the SOW template to each grantee once negotiations commence. Do not reformat the SOW template by rearranging or adding sections.
- Single year or Multi year SOW are available. Discuss with your POC which will be most appropriate for your project.
- Please use 10 point Times New Roman Font.
- Do not use bullet points within the SOW.
- Do not use the word “partner” or “partnership.” You may use “collaborate” or “collaboration”
- Additional guidance related to drafting SOWs can be found [here](#).

# FY19-21 Budget Guidance

# FY19-21 Budget Guidance

- Budgets will be drafted for the Year One funding period – July 1, 2018 through June 30, 2019.
- Subsequent funding period budgets will be managed annually depending on the applicable procurement process. The process will be different for multi-year SOWs and single-year SOWs.
- The Year One budget should not exceed the funding amount awarded for the FY19 funding period. Funding amounts can be found [here](#).
  - For example, if your agency was awarded \$200,000 each year for the three year funding period, your FY19 budget should not exceed \$200,000.
- POCs will provide the budget template to each grantee once negotiations commence.

# FY19-21 Budget Guidance

- Budget Development:
  - Be sure your budget items are directly tied to your SOW activities.
    - Are costs reasonable in comparison to the proposed work?
  - Please make sure ALL budget lines (Personal Services, Supplies/Operating, Travel, and Contractual) are open.
  - Do not use overly long budget justification narratives.
  - Do not use personal pronouns in your budget justifications (he, she, they, we, etc).
  - Do not use the word “partner” or “partnership.” You may use “collaborate” or “collaboration”

# FY19-21 Budget Guidance

## PERSONAL SERVICES:

- List all personnel performing work on this project by positions, not by name
- Include proposed salaries, time and effort percentage (full-time equivalent or FTE) and fringe benefits. A description of how fringe benefits are project and what components are included in the calculation (such as insurance, paid time off, etc.) must be included.

## SUPPLIES AND OPERATING:

- Include a list of allowable operating expenses. The justification should describe the rationale, necessity, and reasonableness of the operation costs budgeted.

# FY19-21 Budget Guidance

## TRAVEL:

- Include all travel and indicate whether it is in-state or out-of-state. Out-of-state travel is discouraged.
- Out-of-state travel must be pre-approved by CDPHE. Justification must clearly demonstrate a direct correlation to the applicant's work and outcomes. It must clearly demonstrate a benefit to the State of Colorado.
- Include appropriate per diem, mileage, or airfare rates or include a link to current approved rates.
- Be sure to include in your budget for a two-day training and/or conference for the STEPP program. Grantees outside of the Denver metropolitan area may include lodging costs.
- You may also include one other in-state professional development events related to project work.

# FY19-21 Budget Guidance

## CONTRACTUAL:

- Include all subcontracts planned to complete the work, including, but not limited to, consulting and personal services subcontracts.
- Restrictions outlined in the budget guidelines, including cost reimbursement terms, also apply to subcontractors.
- Subcontractors may not be pre-paid for services.
- Grantees should obtain from its subcontractors a Memorandum of Understanding (MOU) or other binding agreement and provide a copy to CDPHE upon request.
- Please include a strong budget justification for a large number of proposed subcontracts or subcontracts for large dollar amounts.

# FY19-21 Budget Guidance

## INDIRECT:

- You may request funding for indirect costs as part of your budget.
- Adhere to the RFA indirect requirements, as applicable.
- If you maintain an indirect rate and choose to include these costs on your budget, it is expected the budgeted amount reflects your agency's current approved indirect cost rate.
- Be prepared to submit one of the following:
  - Federally-negotiated indirect cost rate agreement – an organization that receives funding directly from the federal government is eligible to negotiate an indirect cost rate with its federal cognizant agency.
  - CDPHE-approved indirect cost rate agreement - an organization that receives no or minimal amount of direct federal funding can recover its indirect costs by negotiating an agreement directly with CDPHE's Internal Audit Unit.
  - De minimis indirect cost rate – organizations that have never received a federally-negotiated indirect rate can adopt a de minimis rate of 10% of modified total direct costs as defined in 2 CFR 200.68. This option is not available to all organization, so check the federal guidance before choosing this option.

Your POC can provide you with additional guidance if needed.

# FY19-21 Budget Guidance

## COST NEEDING PRE-APPROVAL BY CDPHE:

- Development of curricula
- Payment for individual cessation aids or nicotine replacement therapy
- Subscriptions and professional organization membership fees and dues
- Cell phone acquisition or associated monthly costs

## UNALLOWABLE COSTS:

- Capital projects, maintenance or equipment as direct costs. Equipment is defined as a purchase greater than or equal to \$5,000 for an article of nonexpendable, tangible personal property having a useful life of more than one year.

# Supporting Documentation

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## SUPPORTING DOCUMENTATION:

- Grant funding is received in the form of a State of Colorado contract.
- Grantees will be required to certify that no direct or indirect affiliation, contractual relationships, or receipt of funds or resources exist with tobacco companies or owners, affiliates, subsidiaries, holding companies, or companies involved in any way in the production, distribution, promotion, sales or use of tobacco products.
- Private and nonprofit agencies are required to have the following items in place at the time contracts are issued:
  - Registration and status in “good standing” with the Colorado Secretary of State. Registration link here: <https://www.sos.state.co.us/>
  - Current, valid insurance at levels required by the State of Colorado. You can find a sample ACORD certificate [here](#).

Please consult your POC for any questions or concerns related to these items.

# STEPP Program – Points of Contact

# Program Points of Contact (POC)

- POCs will work closely with grantees during the negotiations process.
- You can find the FY19 POC assignments [here](#)
- POC will contact you with the appropriate templates to start the negotiating process.

# Questions?