



State of Arkansas
ARKANSAS DEPARTMENT OF HEALTH
4815 West Markham
Little Rock, Arkansas 72205

DH-24-0030

Application Packet

Purpose of Sub-Grant: The TPCP Sub-Grant program is comprised of state and community-based interventions that address:

- Prevent initiation among youth and young adults.
- Promoting quitting among adults and youth.
- Eliminating exposure to second-hand smoke.
- Identify and eliminate tobacco-related disparities among population groups.

DH-24-0030

Posted: 04/05/24

Application Packets Due: 04/23/24 NLT 2:00PM Central Time

APPLICATION SIGNATURE PAGE

Type or Print the following information.

APPLICANT'S INFORMATION			
Company:			
Address:			
City:	State:	Zip Code:	
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American	<input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> Women-Owned
AR Certification #:	_____		* See <i>Minority and Women-Owned Business Policy</i>
APPLICANT CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Issuing Officer:	Tim O'Brien	Phone Number:	501-280-4573
Email Address:	Timothy.obrien2@arkansas.gov	Alternate Number:	501-747-9132
ADH Website:	http://www.healthy.arkansas.gov/aboutADH/Pages/GrantBidOpportunities.aspx		
ILLEGAL IMMIGRANT CONFIRMATION			
By signing and submitting a response to this <i>solicitation</i> , the applicant agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the recipient certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.			
ISRAEL BOYCOTT RESTRICTION CONFIRMATION			
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel and, if selected, will not boycott Israel during the aggregate term of the contract.			
<input type="checkbox"/> Prospective Contractor does not and will not boycott Israel.			
Geographical Coverage Area: Indicate geographical coverage area as either regional or by individual counties, alphabetically.			

An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.

By signing and submitting a response to this Notice of Funds Availability (NOFA), the prospective recipient agrees to comply with all requirements, and that any exception that conflicts with a requirement of this NOFA will cause the application to be disqualified.

Authorized Signature: _____ Title: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

Vendor Agreement and Compliance

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal sub-grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, subgrant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, sub-grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," attached hereto, in accordance with its instructions. This disclosure form must be filed with the Arkansas Department of Health (ADH) at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. An event that materially affects the accuracy of the information reported includes:
 - a. A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action; or,
 - b. A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or,
 - c. A change in the officer(s), employee(s), or member(s) contracted to influence or attempt to influence a covered federal action.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By signature below, vendor agrees to and **shall** fully comply with all requirements as shown in this section of the bid solicitation.

Authorized Signature: _____

Use Ink Only

Printed/Typed Name: _____ Date: _____

Information for Evaluation

- Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.
- Do not include additional information if not pertinent to the itemized request.

		Maximum Raw Score Available
E.1	Abstract (Limit: 1 Page)	5 Points
1.	Provide a detailed overview of the application. It should be clear, concise, and specific. It should describe your organization, the scope of your project, and the amount you are requesting.	
E.2	Introduction (Limit: 3 Pages)	5 Points
1.	Describe any previous funding through ADH/TPCP or UAPB/MISRGO and other tobacco control funding received.	
2.	Describe in detail, previous experiences related to reducing tobacco use in your community and policies that have been implemented or in the process of implementation at schools, worksites, churches, parks, etc..	
3.	Describe your ability and capacity to develop, implement, and evaluate all activities listed in the application.	
4.	Describe previous experiences with policy development, media advocacy, developing training, community planning, or developing/implementing community organization strategies.	
5.	Describe your organizational capacity for sound fiscal management.	
E.3	Work Plan	5 Points
E.3.1	Work Plan Mission and Vision (Limit: 2 Pages)	
1.	Provide a description of the mission and vision of the overall work pertinent to this specific RFA.	
E.3.2	Work Plan (Limit: 10 Pages)	
1.	Provide all deliverables listed in applicant application that addresses this RFA using the Work Plan template provided. All strategies used to meet deliverable requirements should incorporate the principles of Community Intervention(s); Youth Engagement; Educating Key Decision Makers; and Mass- Reach Health Communications.	
E.4	Budget	5 Points
1.	Applicants must use the budget template form provided. Budget should include salaries, office equipment if needed, travel, media and health communication, and all necessities required to complete activities of the workplan.	

Workplan Instructions

Applicants are required to complete a work plan template for year one (1). The applicant will review the annual objective listed on the template and provide a data source and then list up to five (5) activities that support the annual objective listed on the templates. The applicant will list any partners that will be involved in the activities, the anticipated start and end date, and marking the appropriate box(s) for the strategies that will be used. Failure to complete the work plan templates shall disqualify the applicant.

A sample template is included to show an example of how to complete the workplan template activities. Please note that the start and end date may vary due to the workplan deliverable. All sample responses are notated in red.

Recap of the boxes on the Template that the applicant must fill out for the RFA:

- Data Source for baseline measurements
- Activities
- Partners (may put NA if not applicable)
- Start date
- End date
- Strategies

Applicant Name: _____

FY25 WORK PLAN SUBMISSION

Intervention Area 1: Preventing initiation among youth and young adults
Intervention Area 2: Promote Quitting among adults and youth
Intervention Area 3: Eliminate exposure to secondhand/third hand smoke
Intervention Area 4: Identify and eliminate tobacco-related disparities among population groups

Annual Objective for Indicator:	By June 30, 2025, Project Prevent will conduct three major youth focused tobacco/nicotine statewide contests (My Reason to Write, Ready. Set. Record, and Drawing for a Difference).
Baseline measurement for this indicator:	Number of entries submitted for contest Number of Youth who participated Number of students and school personnel who attended Award Ceremony
Data source for baseline measurement:	Registered contestants, list of attendees.

Timeframe for Activities

Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)	
Plan, execute, and oversee all phases of the Ready.Set.Record contest. DUE: June 30, 2025	<input type="checkbox"/> Data	Develop contest theme and graphics	Cranford Media	July	2024	September	2024
	<input checked="" type="checkbox"/> Education	Distribute posters/inserts/flyers to all schools in region.	School Personnel	September	2024	October	2024
	<input type="checkbox"/> Media & Communication	Create and disseminate email reminder messages to schools regarding contest deadlines.	School Personnel	July	2024	December	2024
	<input type="checkbox"/> Partnership Building	Complete after-action report no later than 30 days after event on successes and challenges of the event and send to TPCP.	N/A	December	2024	January	2025
<input checked="" type="checkbox"/> Engagement							

Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)	
Plan, execute, and oversee all phases of the My Reason to Write contest. DUE: June 30, 2025	<input type="checkbox"/> Data	Develop, compose, and distribute contest rules to contact person within schools.	School Personnel	January	2025	February	2025
	<input type="checkbox"/> Education	Secure panel of Judges	Youth Coordinator, Grant Coordinator	February	2025	March	2025
	<input type="checkbox"/> Media & Communication	Determine award prizes for contest winners and purchase approved prizes for contest after receiving final number of entries.	Grant Coordinator	February	2025	March	2025
	<input type="checkbox"/> Partnership Building						
<input checked="" type="checkbox"/> Engagement							

Applicant Name: _____

FY25 WORK PLAN SUBMISSION

Intervention Area 1: Preventing initiation among youth and young adults
 Intervention Area 2: Promote Quitting among adults and youth
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Annual Objective for Indicator: By June 30, 2025, Project Prevent will conduct three major youth focused tobacco/nicotine statewide contests (My Reason to Write, Ready. Set. Record, and Drawing for a Difference).

Baseline measurement for this indicator: Number of entries submitted for contest
 Number of Youth who participated
 Number of students and school personnel who attended Film Award Ceremony

Data source for baseline measurement:

Timeframe for Activities

Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)	
Plan, execute, and oversee all phases of the Ready.Set.Record contest. DUE: June 30, 2025	<input type="checkbox"/> Data						
	<input type="checkbox"/> Education						
	<input type="checkbox"/> Media & Communication						
	<input type="checkbox"/> Partnership Building						
	<input type="checkbox"/> Engagement						

Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)	
Plan, execute, and oversee all phases of the My Reason to Write contest. DUE: June 30, 2025	<input type="checkbox"/> Data						
	<input type="checkbox"/> Education						
	<input type="checkbox"/> Media & Communication						
	<input type="checkbox"/> Partnership Building						
	<input type="checkbox"/> Engagement						

Applicant Name: _____

FY25 WORK PLAN SUBMISSION

Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)		
Plan, execute, and oversee all phases of the Drawing for a Difference contest. Due: By JUNE 30, 2025	<input type="checkbox"/> Data							
	<input type="checkbox"/> Education							
	<input type="checkbox"/> Media & Communication							
	<input type="checkbox"/> Partnership Building							
	<input type="checkbox"/> Engagement							

Applicant Name: _____

FY25 WORK PLAN SUBMISSION

Intervention Area 1: Preventing Initiation among youth and young adults Intervention Area 2: Promote quitting among adults and youth Intervention Area 3: Eliminate exposure to secondhand/thirdhand smoke Intervention Area 4: Identify and eliminate tobacco-related disparities among population groups							
Annual Objective for Indicator:		By June 30, 2025, the Project Prevent Coordinator will equip funded and non-funded chapters in grades 7-12 to educate decision makers about the need to restrict or prohibit the number of tobacco retailers within city/county limits and/or restrict density of tobacco retailers in proximity to schools through zoning, licensing requirements, or a standalone law by engaging 30 cities/counties					
Baseline measurement for this indicator:		Total number of cities/counties engaged in the need to restrict or prohibit the number of tobacco retailers within the city/county limits and/or restrict density of tobacco retailers in proximity to schools by Project Prevent chapters.					
Data source for baseline measurement:							
Timeframe for Activities							
Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)	
Project Prevent coordinator will provide 4 trainings to all PP chapters on proven methods and approaches to implementing tobacco restrictions on tobacco retailers through zoning laws within city/county limits. DUE: June 30, 2025	<input type="checkbox"/> Data <input type="checkbox"/> Education <input type="checkbox"/> Media & Communication <input type="checkbox"/> Partnership Building <input type="checkbox"/> Engagement						
Project Prevent chapters will engage with 30 cities/counties to educate decision makers about the problem and need to reduce exposure to tobacco marketing. The Chapters will provide decision makers with information on proven strategies to reduce exposure to tobacco marketing and tobacco imagery, especially those that target youth. DUE: June 30, 2025	<input type="checkbox"/> Data <input type="checkbox"/> Education <input type="checkbox"/> Media & Communication <input type="checkbox"/> Partnership Building <input type="checkbox"/> Engagement						

Applicant Name: _____

FY25 WORK PLAN SUBMISSION

Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)	
<p>Project Prevent coordinator will provide 4 trainings to PP chapters on proven methods and approaches to reduce exposure to tobacco marketing in the retail setting through zoning laws that restrict advertisements and product placement.</p> <p>DUE: June 30, 2025</p>	<input type="checkbox"/> Data <input type="checkbox"/> Education <input type="checkbox"/> Media & Communication <input type="checkbox"/> Partnership Building <input type="checkbox"/> Engagement						
<p>Project Prevent chapters will present findings to selected city/county decision makers to educate on the importance or zoning laws that reduce the exposure of excessive advertisements and placement of advertisements and products in the retail setting.</p> <p>DUE: JUNE 30, 2025</p>	<input type="checkbox"/> Data <input type="checkbox"/> Education <input type="checkbox"/> Media & Communication <input type="checkbox"/> Partnership Building <input type="checkbox"/> Engagement						

Applicant Name: _____

FY25 WORK PLAN SUBMISSION

Intervention Area 1: Preventing initiation among youth and young adults
Intervention Area 3: Eliminate exposure to secondhand/third hand smoke

Annual Objective for Indicator: By June 30, 2025 work with Project Prevent Chapters to provide technical assistance, training and guidance for delivery of Project Prevent events and activities.

Baseline measurement for this indicator: Number of Technical Assistance provided in provided.
 Number of Trainings provided for Chapter Advisors and Community Sub-Grantees.

Data source for baseline measurement:

Timeframe for Activities

Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)	
Host eight (8) meetings for chapter advisors grades 7-12 and eight (8) meetings for grades 4-6 per year. DUE: June 30, 2025	<input type="checkbox"/> Data						
	<input type="checkbox"/> Education						
	<input type="checkbox"/> Media & Communication						
	<input type="checkbox"/> Partnership Building						
	<input type="checkbox"/> Engagement						
Create, disseminate, and train annually on the Project Prevent Chapter Toolkit which shall include chapter start up and reporting requirements, training calendar, activities/event guide, tobacco/nicotine resources, and tobacco statistics for Arkansas. DUE: June 30, 2025	<input type="checkbox"/> Data						
	<input type="checkbox"/> Education						
	<input type="checkbox"/> Media & Communication						
	<input type="checkbox"/> Partnership Building						
	<input type="checkbox"/> Engagement						

Applicant Name: _____

FY25 WORK PLAN SUBMISSION

Intervention Area 1: Preventing initiation among youth and young adults Intervention Area 2: Promote quitting among adults and youth							
Annual Objective for Indicator:		By June 30, 2025 the Project Prevent Coordinator will equip funded and non-funded Project Prevent Chapter's to participate in National Tobacco Control Events impacting 25,000 students statewide.					
Baseline measurement for this indicator:		Number of National Tobacco Control Events hosted by Project Prevent funded and non-funded chapters. Number of students impacted by National Tobacco Control Events hosted by Project Prevent funded and non-funded chapters.					
Data source for baseline measurement:							
Timeframe for Activities							
Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)	
Create a calendar for Project Prevent Chapters that lists the National Educational and Health Awareness dates which could relate to tobacco and nicotine topics. DUE: June 30, 2025	<input type="checkbox"/> Data						
	<input type="checkbox"/> Education						
	<input type="checkbox"/> Media & Communication						
	<input type="checkbox"/> Partnership Building						
	<input type="checkbox"/> Engagement						
Research and communicate new activities that may be conducted throughout the year and share them with Project Prevent Chapter Advisors and TPCP Staff. DUE: June 30, 2025	<input type="checkbox"/> Data						
	<input type="checkbox"/> Education						
	<input type="checkbox"/> Media & Communication						
	<input type="checkbox"/> Partnership Building						
	<input checked="" type="checkbox"/> Engagement						

Applicant Name: _____

FY25 WORK PLAN SUBMISSION

Intervention Area 1: Preventing initiation among youth and young adults Intervention Area 3: Eliminate exposure to secondhand/third hand smoke							
Annual Objective for Indicator:		By June 30, 2025 the Project Prevent Coordinator will equip funded and non-funded chapters in grades 7-12 to deliver presentations (Emerging Products, Nicotine addiction and cessation, Economic and community impact, etc.) to grass root leaders and/or decision makers.					
Baseline measurement for this indicator:		Number of presentations given by funded and nonfunded Project Prevent Chapters to grassroots leaders and decision makers.					
Data source for baseline measurement:							
Timeframe for Activities							
Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)	
Provide training opportunities for chapter advisors and/or students on how to deliver specific activities such as presentations to grass root leaders and decision makers on tobacco prevention, youth initiation, and point of sales. DUE: June 30, 2025	<input type="checkbox"/> Data						
	<input type="checkbox"/> Education						
	<input type="checkbox"/> Media & Communication						
	<input type="checkbox"/> Partnership Building						
	<input type="checkbox"/> Engagement						
Ensure that Project Prevent Chapter Advisors are reporting presentations given by their chapters on a monthly basis in Project Prevent Activities Redcap reporting tool.. DUE: June 30, 2025	<input type="checkbox"/> Data						
	<input type="checkbox"/> Education						
	<input type="checkbox"/> Media & Communication						
	<input type="checkbox"/> Partnership Building						
	<input type="checkbox"/> Engagement						

Applicant Name: _____

FY25 WORK PLAN SUBMISSION

Intervention Area 1: Preventing initiation among youth and young adults Intervention Area 2: Promote quitting among adults and youth Intervention Area 3: Eliminate exposure to secondhand/thirdhand smoke Intervention Area 4: Identify and eliminate tobacco-related disparities among population groups						
Annual Objective for Indicator:		By June 30, 2025 Project Prevent will host two (2) annual conferences for Project Prevent chapter members that will engage 300 youth (grades 7-12) and 100 youth (grades 4-6) in learning opportunities and skill building exercises and games.				
Baseline measurement for this indicator:		Number of youth who participated in conference(s) Number of schools who participated in conference(s)				
Data source for baseline measurement:						
Timeframe for Activities						
Deliverable	Strategies	Activities	Partners	Start Date (Month/Year)		End Date (Month/Year)
Host one (1) Annual Conference regionally for Project Prevent Members grades 4-6 and one (1) conference for grades 7-12. DUE: June 30, 2025	<input type="checkbox"/> Data					
	<input type="checkbox"/> Education					
	<input type="checkbox"/> Media & Communication					
	<input type="checkbox"/> Partnership Building					
	<input type="checkbox"/> Engagement					

Tobacco Prevention & Cessation Program Budget Justification Form

YEAR 1

For the Period July 1, 2024 to June 30, 2025

Name of Fiscal Agent

List counties served - in alphabetical order

Total Amount Requested **\$0.00**

A. REGULAR SALARY: List each employee by name and position title. Enter annual salary for each employee and the percentage of time to be devoted to the TPCP grant. Compensation paid to employees engaged in these activities must be consistent with that paid for similar work within the applicant organization. **NOTE:** Applicants must hire/retain one (1) full-time (40 hours per week) TPCP Coordinator .

	Name and Position Title	Annual Salary	Percent of Time Spent	Amount Requested
1				\$0.00
2				\$0.00

Total Salary **\$0.00**

B. FRINGE BENEFITS: Provide the rate for computing fringe benefits for each position. Fringe benefits are allowable as a direct cost in proportion to the salary charged to the grant, to the extent that such payments are made under formally established and consistently applied organizational policies. **NOTE:** Dependent care health insurance is not an allowable cost to the grant.

	Fringe Benefit Type - Employee One	Annual Salary	Rate	Amount Requested
1		\$0.00		
2		\$0.00		\$0.00
3		\$0.00		\$0.00
4		\$0.00		\$0.00
5		\$0.00		\$0.00
6		\$0.00		\$0.00

Employee Two

1		\$0.00		\$0.00
2		\$0.00		\$0.00
3		\$0.00		\$0.00
4		\$0.00		\$0.00
5		\$0.00		\$0.00
6		\$0.00		\$0.00

Total Fringe Benefits **\$0.00**

C. M & O: Costs such as copying, postage, office supplies, phone and internet services, food costs, facility rental, educational tools and minor purchases.

	Item	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00
3					\$0.00

4				\$0.00
5				\$0.00
6				\$0.00
Total M&O				\$0.00

D. EQUIPMENT: Equipment is defined as an item having a useful life of one or more years and an acquisition cost of \$250 or more per unit. Provide a justification describing how the items will be used to support work plan activities. Identify the related objectives when appropriate.

	Item	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00
3					\$0.00
Total Equipment					\$0.00

E. Media - All Media requests and Educational items must be Approved by ADH Office of Communication before obligation of funds. Media costs can not be over 3% of your total direct program cost. Educational Items have no cost limitation but must be allocated in the budget.

	Media & Health Communication	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
Total Media					\$0.00

F. Educational Items - Educational items are items distributed to the public that include an educational message. All educational item approvals will be submitted directly to the ADH Office of Health Communication for review and approval.

	Educational Items	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00
3					\$0.00
Total Educational Items					\$0.00

G. CONTRATOR/CONSULTANT SERVICES: List each contractor by name (if known) and provide a justification that identifies the related object(s). **NOTE:** All fees paid to contractors/consultants must be reasonable and at the current market rate for similar services.

	NAME OF CONTRACTOR	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00

Total Contractor/Consultant Services	\$0.00
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H. TRAVEL: Identify the related objective(s) when appropriate.

Travel Related Cost	Justification/Description	Frequency	Unit Cost	Amount Requested
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00

Total Travel	\$0.00
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Total Direct Cost	\$0.00
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I. INDIRECT/ADMINISTRATIVE COST: Cost in this category cannot exceed 10% of the total Direct cost.

Item	Justification/Description	Frequency	Unit Cost	Amount Requested
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
	Your Administrative cost should not exceed		\$0.00	
	Total Administrative Cost			\$0.00
In-Kind Contribution				\$0.00

Tobacco Prevention & Cessation Program Budget Justification Form

YEAR 2

For the Period July 1, 2025 to June 30, 2026

Name of Fiscal Agent

List counties served - in alphabetical order

Total Amount Requested **\$0.00**

A. REGULAR SALARY: List each employee by name and position title. Enter annual salary for each employee and the percentage of time to be devoted to the TPCP grant. Compensation paid to employees engaged in these activities must be consistent with that paid for similar work within the applicant organization. **NOTE:** Applicants must hire/retain one (1) full-time (40 hours per week) TPCP Coordinator .

	Name and Position Title	Annual Salary	Percent of Time Spent	Amount Requested
1				\$0.00
2				\$0.00

Total Salary **\$0.00**

B. FRINGE BENEFITS: Provide the rate for computing fringe benefits for each position. Fringe benefits are allowable as a direct cost in proportion to the salary charged to the grant, to the extent that such payments are made under formally established and consistently applied organizational policies. **NOTE:** Dependent care health insurance is not an allowable cost to the grant.

	Fringe Benefit Type - Employee One	Annual Salary	Rate	Amount Requested
1		\$0.00		
2		\$0.00		\$0.00
3		\$0.00		\$0.00
4		\$0.00		\$0.00
5		\$0.00		\$0.00
6		\$0.00		\$0.00

Employee Two

1		\$0.00		\$0.00
2		\$0.00		\$0.00
3		\$0.00		\$0.00
4		\$0.00		\$0.00
5		\$0.00		\$0.00
6		\$0.00		\$0.00

Total Fringe Benefits **\$0.00**

C. M & O: Costs such as copying, postage, office supplies, phone and internet services, food costs, facility rental, educational tools and minor purchases.

	Item	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00
3					\$0.00

4				\$0.00
5				\$0.00
6				\$0.00
Total M&O				\$0.00

D. EQUIPMENT: Equipment is defined as an item having a useful life of one or more years and an acquisition cost of \$250 or more per unit. Provide a justification describing how the items will be used to support work plan activities. Identify the related objectives when appropriate.

	Item	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00
3					\$0.00
Total Equipment					\$0.00

E. Media - All Media requests and Educational items must be Approved by ADH Office of Communication before obligation of funds. Media costs can not be over 3% of your total direct program cost. Educational Items have no cost limitation but must be allocated in the budget.

	Media & Health Communication	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
Total Media					\$0.00

F. Educational Items - Educational items are items distributed to the public that include an educational message. All educational item approvals will be submitted directly to the ADH Office of Health Communication for review and approval.

	Educational Items	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00
3					\$0.00
Total Educational Items					\$0.00

G. CONTRATOR/CONSULTANT SERVICES: List each contractor by name (if known) and provide a justification that identifies the related object(s). **NOTE:** All fees paid to contractors/consultants must be reasonable and at the current market rate for similar services.

	NAME OF CONTRACTOR	Justification/Description	Frequency	Unit Cost	Amount Requested
1					\$0.00
2					\$0.00

Total Contractor/Consultant Services	\$0.00
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H. TRAVEL: Identify the related objective(s) when appropriate.

Travel Related Cost	Justification/Description	Frequency	Unit Cost	Amount Requested
1				\$0.00
2				\$0.00
3				\$0.00
4				\$0.00
5				\$0.00

Total Travel	\$0.00
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Total Direct Cost	\$0.00
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I. INDIRECT/ADMINISTRATIVE COST: Cost in this category cannot exceed 10% of the total Direct cost.

Item	Justification/Description	Frequency	Unit Cost	Amount Requested
1				\$0.00
2				\$0.00
3				\$0.00
				\$0.00
4				\$0.00
	Your Administrative cost should not exceed		\$0.00	
	Total Administrative Cost			\$0.00
In-Kind Contribution				\$0.00

Tobacco Prevention & Cessation Program Accounting System and Financial Capability Questionnaire

Please complete the following questions and sign to certify the information provided is accurate and true. (Form should be signed by the Fiscal Agent and/or CFO of the organization) Note this information is subject to TPCP monitoring.

Legal Name of Organization: _____

Address of Organization: _____

Is your organization a registered 501c3: Yes No

Fiscal Agent Name, if applicable _____

Organizational Policies & Procedures

Please indicate whether the organization has written policies and procedures in the following areas.

Yes	No	Item
		Financial/Accounting Practices
		Staff Code of Conduct/Statement of Ethics
		Nepotism Policy
		Internal Control Policy
		Timekeeping Guide or Policy
		Records Retention
		Travel & Reimbursement Guide or Policy
		Property Management
		Smoke Free Policy
		Procurement Guide or Policy
		Employee Benefits
		Salary, and Promotion Policies
		Board of Directors by laws
		Other:

General Information

1. What year was the organization established? _____

2. List the number of employees in your organization:

Full-Time Employees _____ Part-Time Employees _____

Tobacco Prevention & Cessation Program Accounting System and Financial Capability Questionnaire

3. Enter the beginning and ending dates or your organization's fiscal (financial) year.
From (month, day) _____ To (month, day) _____

4. Check the organization's total operating budget for the most current completed fiscal year:

- | | |
|--|--|
| <input type="checkbox"/> \$0 - \$74,999 | <input type="checkbox"/> \$75,000 - \$ 124,999 |
| <input type="checkbox"/> \$125,000 - \$299,999 | <input type="checkbox"/> \$300,000 - \$599,999 |
| <input type="checkbox"/> 600,000 - \$1 Million | <input type="checkbox"/> Over 1 Million |

5. Does your organization require a minimum unrestricted cash fund/reserves balance?

- Yes No

If yes, what percent of the operating budget does this represent: _____%

6. Does your organization have a written fund-raising plan?

- Yes No

7. Has your organization been audited by an independent Certified Public Accountant firm within the past two years?

- Yes No

If "Yes," please attach a copy of the most recent audit.

If no, please attach a copy of the following financial information:

- a. A Balance Sheet for most current completed fiscal or calendar year; and
- b. A Revenue and Expense Statement for your most current completed fiscal or calendar year

8. If you answered yes to question 7, who accepts/reviews the audit reports?

- | | | |
|--|--|---|
| <input type="checkbox"/> Board Chair | <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Other specify: _____ |
| <input type="checkbox"/> Chief Executive | <input type="checkbox"/> Finance Committee | |
| <input type="checkbox"/> Audit Committee | <input type="checkbox"/> Chief Financial Officer | |

9. Does your organization have any pending litigations?

Tobacco Prevention & Cessation Program Accounting System and Financial Capability Questionnaire

Yes

No

If yes, please briefly explain the nature of the litigation: _____

10. Please attach a list of the name of your Board of Directors indicating positions and committees on Board letterhead signed by the Board President.

11. Does your organization engage in any activity that would generate program income from events such as conferences, workshops, or trainings in which fees are charges for participation/attendance or from selling products etc?

Yes

No

Financial and Reporting Information

12. Which of the following best describes your organization's accounting system?

Manual

Automated

Combination

13. Which of the following books of accounts do you maintain?

General Ledger	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Purchasing Journal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Payroll Journal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Cash Receipts Journal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
General Journal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Disbursements Journal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other _____	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Petty Cash	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
None of the Above <input type="checkbox"/>									

Tobacco Prevention & Cessation Program Accounting System and Financial Capability Questionnaire

14. Does your organization maintain its own accounting books, or do you contract with a bookkeeper or accountant to prepare accounting records, financial statements, reports, reconciliations, and request for reimbursements?

In-house Hire outside vendors Both

15. Which of the following reports are prepared for Board of Directors review and how often:

Yes	No	NA	Report Type/Financial Information	Monthly	Quarterly	Annually	Other
			Balance Sheet				
			Income Statement				
			Cash Flow				
			Budget to Actual				
			Overdraft Fees/Insufficient Funds				
			Budget Revisions				
			IRS 990				
			Sub -Contract Reports				
			Large Purchases (amount set by board)				
			Compliance (individual grant report/updates)				
			Cash Reserve Levels				
			Line of Credit Use (amounts for period)				
			Other:				

16. Does the accounting system provide for the recording of expenditures for each grant by component project and budget cost category shown in approved budgets?

Yes No

17. Does your accounting system completely and accurately track the receipt and disbursement of funds by each grant or funding source?

Yes No

18. Does your accounting system enable you to track and document disbursements of funds (expenditures) from original invoice through final payment, for a clear audit trail?

Yes No

Tobacco Prevention & Cessation Program Accounting System and Financial Capability Questionnaire

19. Are common or indirect costs accumulated into cost pools for allocation to project, contract, and grants?

Yes

No

20. Does the accounting system provide for the recording of cost sharing for each project and ensure that documentation is available to support recorded cost sharing?

Yes

No

21. How does your organization identify overspending of grant funds?

Accounting system compares actual to budget

Use excel spreadsheet to compare actual to budget

Other

22. Is the organization generally familiar with the existing guidelines containing the cost principles and procedures for the determination and allowance of cost in connection with TPCP funds?

Yes

No

Unsure

23. Are time distribution records maintained by funding source and/or project for each employee to account for total actual hours worked?

Yes

No

24. Are employee timesheets appropriately signed by the employee and by a responsible supervisory official that has firsthand knowledge of the activities performed by the employee?

Yes

No

25. Is payroll prepared in-house staff or by a payroll service or by a contracted accountant/bookkeeper?

In-house

Payroll Service

Accountant/bookkeeper

Tobacco Prevention & Cessation Program Accounting System and Financial Capability Questionnaire

26. Does your organization have the capability to keep accounting records including invoices, vouchers, and time sheets for at least five years after the final request for reimbursement of TPCP funds?

Yes

No

Internal Controls

27. Is a separate bank account maintained for grant funds?

Yes

No

28. Are at least two original signatures required on check written above a dollar threshold (determined by the organization) from any bank account(s) that are used for the receipt and/or disbursement of organizational funds, including those from TPCP sources?

Yes

No

If yes, what is the dollar threshold: \$_____

29. Is Board level approval required for any of the following financial transactions?

- | | | |
|--|------------------------------|-----------------------------|
| <input type="checkbox"/> Opening/Closing Bank Accounts | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Opening Lines of Credit | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Assigning Credit Cards | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Financial Investment/Divestment | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Other specify: _____ | | |

30. Has the organization issued any loans to an employee or officer of the organization, forgiven, or written-off any loans or debts of any type in the past 12 months?

Yes

No

31. Does your organization use a line of credit?

Yes

No

If "Yes" how often in the prior fiscal year, on average, did you use the line of credit?

- Weekly Monthly Quarterly Annually Did not use

Tobacco Prevention & Cessation Program
Accounting System and Financial Capability Questionnaire

32. Are the duties of the accountant/bookkeeper/record keeper separate from cash functions (receipts or payment of cash)?

Yes

No

33. Are checks signed by individual(s) whose duties exclude recording cash received, approving vouchers for payment, and preparation of payroll?

Yes

No

34. Do you maintain inventory records for equipment?

Yes

No

35. How often do you compare inventory records to actual equipment?

Annually

Biannually

Other Specify _____

36. Who is responsible for maintaining the accounting records?

Name and position of individual _____

37. Who is responsible for tracking and safeguarding equipment inventory?

Name and position of individual _____

38. Who in the organization is responsible for signing Checks?

Name and position of individual _____

39. Who is responsible for keeping all receipts and other expense documentation for grants?

Name and position of individual _____

Tobacco Prevention & Cessation Program Accounting System and Financial Capability Questionnaire

40. Who in the organization is responsible for checking expenditures to make sure they are allowable?

Name and position of individual _____

41. How often are bank account(s) reconciled?

Monthly Quarterly Annually Do not reconcile

42. Who reconciles the bank statement?

Title: _____

43. Who reviews or approves reconciled bank statements?

Title: _____

Preparer Certification:

By my signature, I certify that the above information is complete and correct to the best of my knowledge and ability.

Preparer: _____

Name of Preparer: _____ Date: _____

Title of Preparer: _____

Telephone: _____ E-Mail _____

IDENTIFY ANYONE ELSE
INVOLVED IN THE PREPARATION
OF THIS SURVEY BY NAME AND
POSITION TITLE: _____

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

Yes No

IS THIS FOR:

Goods?

Services?

Both?

TAXPAYER ID NAME:

YOUR LAST NAME:

FIRST NAME:

M.I.:

ADDRESS:

CITY:

STATE:

ZIP CODE:

COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse *is* a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>					
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>					
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>					
State Employee	<input type="checkbox"/>	<input type="checkbox"/>					

None of the above applies

FOR A VENDOR (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held [senator, representative, name of board/commission, data entry, etc.]	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly	<input type="checkbox"/>	<input type="checkbox"/>						
Constitutional Officer	<input type="checkbox"/>	<input type="checkbox"/>						
State Board or Commission Member	<input type="checkbox"/>	<input type="checkbox"/>						
State Employee	<input type="checkbox"/>	<input type="checkbox"/>						

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ Title _____ Date _____

Vendor Contact Person _____ Title _____ Phone No. _____

Agency use only

Agency _____ Agency _____ Agency _____ Contact _____ Contract
Number_0645_ Name_ AR Department of Health_ Contact Person_ Nichole Brewer _____ Phone No. 501-280-4603_ or Grant No. _____



DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT

COMBINED CERTIFICATIONS FOR CONTRACTING WITH THE STATE OF ARKANSAS

Pursuant to Arkansas law, a vendor must certify as specified below and as designated by the applicable laws.

- 1. Israel Boycott Restriction:** For contracts valued at \$1,000 or greater.
A public entity shall not contract with a person or company (the "Contractor") unless the Contractor certifies in writing that the Contractor is not currently engaged in a boycott of Israel. If at any time after signing this certification the Contractor decides to boycott Israel, the Contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
- 2. Illegal Immigrant Restriction:** For contracts valued at \$25,000 or greater.
No state agency may contract for services with a Contractor who knowingly employs or contracts with an illegal immigrant. The Contractor shall certify that it does not knowingly employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.
- 3. Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at \$75,000 or greater.
A public entity shall not contract unless the contract includes a written certification that the Contractor is not currently engaged in and agrees not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry for the duration of the contract. See Arkansas Code Annotated § 25-1-1102.
- 4. Scrutinized Company Restriction:** Required with bid or proposal submission.
A state agency shall not contract with a Scrutinized Company or a company that employs a Scrutinized Company as a subcontractor. A Scrutinized Company is a company owned in whole or with a majority ownership by the government of the People's Republic of China. A state agency shall require a company that submits a bid or proposal for a contract to certify that it is not a Scrutinized Company and does not employ a Scrutinized Company as a subcontractor. See Arkansas Code Annotated § 25-1-1203.

By signing this form, the Contractor agrees and certifies they are not a Scrutinized Company and they do not currently and shall not for the aggregate term a resultant contract:

- Boycott Israel.
- Knowingly employ or contract with illegal immigrants.
- Boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.
- Employ a Scrutinized Company as a subcontractor.

Contract Number: _____ Description: _____

Agency Name: _____

Vendor Number: _____ Vendor Name: _____

Vendor Signature

Date

Agreement #		Action	
Attachment #			

CERTIFICATION REGARDING LOBBYING

**CERTIFICATION FOR CONTRACTS, SUB-GRANTS,
LOANS, AND
COOPERATIVE AGREEMENTS**

BYRD ANTI-LOBBYING AMENDMENT Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal sub-grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, sub-grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, sub-grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," attached hereto, in accordance with its instructions. This disclosure form must be filed with the Arkansas Department of Health (ADH) at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. An event that materially affects the accuracy of the information reported includes:
 - a. A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence a covered federal action; or,
 - b. A change in the person(s) or individuals(s) influencing or attempting to influence a covered federal action; or,
 - c. A change in the officer(s), employee(s), or member(s) contracted to influence or attempt to influence a covered federal action.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

Agreement #			
Attachment #		Action	

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Authorized Recipient Representative

Date

Name of Recipient Agency

Title of Grant Program

Title of Grant Program

Title of Grant Program

Title of Grant Program

Title of Grant Program