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State of California—Health and Human Services Agency
California Department of Public Health



GAVIN NEWSOM
Governor

August 8, 2024

TO: LOCAL LEAD AGENCIES (LLA)

2022 – 2025 LOCAL LEAD AGENCY COMPREHENSIVE TOBACCO CONTROL
GUIDELINES

The purpose of this letter is to announce that the California Department of Public Health (CDPH), California Tobacco Prevention Program (CTPP), has revised the 2022 - 2025 Local Lead Agency Comprehensive Tobacco Control Guidelines (LLA Guidelines).

The purpose of the addendum is to add two additional fiscal years to the existing Local Lead Agency Comprehensive Tobacco Control Plans with a revised end date of June 30, 2027. The revisions are posted on the Tobacco Control Funding Opportunities and Resources (TCFOR) website at: <https://tcfor.catcp.org/>. Revised documents are labeled as “New” on the TCFOR website. Text additions are displayed in **bold and underline**. Text deletions are displayed as strike through text (i.e., ~~Strike~~).

The revisions are as follows:

1. LLA Guidelines Cover Page: The title was updated to “2022-2027 Local Lead Agency Comprehensive Tobacco Control Guidelines.” The title of the LLA Comprehensive Tobacco Control Guidelines has been replaced in its entirety throughout the document.
2. LLA Guidelines Appendices List, and Pages 9, 43, and 50: The title of Appendix 2 was updated to “Appendix 2: Local Lead Agency Funding Allocation Table (Revised).” This document has been replaced in its entirety.
3. LLA Guidelines Appendices List, and Pages 20, 50, 51, 53, 54 and 64: The title of Appendix 10 was updated to “Appendix 10: Budget Justification Instructions (Revised).” This document has been replaced in its entirety.



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4. LLA Guidelines Appendices List, and Page 57: The title of Appendix 11 was updated to "Appendix 11: CTCP Program Letter 18-01 Incentive Materials (Revised)." This document has been replaced in its entirety.
5. LLA Guidelines Appendices List, and Pages 57 and 65: The title of Appendix 13 was updated to "Appendix 13: Comparable State Civil Service Classifications." This document has been replaced in its entirety.
6. LLA Guidelines Appendices List, and Pages 57 and 65: The title of Appendix 14 was updated to "Appendix 14: Travel Reimbursement Information (Revised)." This document has been replaced in its entirety.
7. LLA Guidelines Page 9: Fiscal Years 2025/2026 and 2026/2027 were added.
8. LLA Guidelines Page 9: June 30, 2025, was updated to June 30, 2027.
9. LLA Guidelines Page 10: Table 1: LLA Comprehensive Tobacco Control Plan Funding Tiers, Row 1, Column 1, 2 and 3 final Fiscal Year (FY) was changed from 24/25 to 26/27.
10. LLA Guidelines Page 10: June 30, 2025, was updated to June 30, 2027.
11. LLA Guidelines Page 11: Table 2: Tentative Schedule, Row 10, Plan End Date was changed from June 30, 2025, to June 30, 2027.
12. LLA Guidelines Page 21: Communities of Excellence (CX) date was changed from 2024 to 2026.
13. LLA Guidelines Page 25: Item 2. End Commercial Tobacco Campaign Evaluation Requirements were updated from two waves of data collection to three.
14. LLA Guidelines Page 30: Item three. Minimum required attendance at trainings conducted by CTCP or its statewide grantees, was updated to from three to two.
15. LLA Guidelines Page 34: Table 6. Summary of Minimum Plan Requirements by Tier, Row 2 End Commercial Tobacco Campaign observation surveys was updated with new evaluation requirements.
16. LLA Guidelines Page 40: Table 6. Summary of Minimum Plan Requirements by Tier, Row 1, Evaluation Requirements: was updated to require each LLA to participate in activities for the statewide evaluation of priority population initiatives.
17. LLA Guidelines Page 41: Table 6. Summary of Minimum Plan Requirements by Tier, Row 1, Primary Objective Evaluation: was

updated to a new requirement that each LLA must submit a Brief Evaluation Report during the 1/1/25 – 6/30/25 reporting period if a Final Evaluation Report has not been submitted to date.

18. LLA Guidelines Page 43: Application Submission Process, Item B., was updated with new plan requirements and changed from a 3.5 to 5.5 year plan.
19. LLA Guidelines Page 50: Budget and Budget Justification Instructions Item a, was updated with new budget requirements.
20. LLA Guidelines Page 51: Table 7 Required Travel/Trainings was updated with new travel and training requirements for FY 25-26 and FY 26-27.
21. LLA Guidelines Page 52: Table 7 Required Additional Trainings was updated from Three to Two.
22. LLA Guidelines Page 52: Table 8 Optional Travel/Trainings was updated with new optional travel and training requirements for FY 25-26 and FY 26-27.
23. LLA Guidelines Page 53: Table 8 Optional Travel/Trainings, Tobacco Prevention University was added as new optional travel and training requirements for FY 25-26.
24. LLA Guidelines Page 55: Item h. Indirect Expenses was updated from 2020-2021 CDPH approved Indirect Cost Rate to 2024-25 CDPH approved Indirect Cost Rate.
25. LLA Guidelines Page 58: Part V. Award Administration Information, Plan Review Process, Plan Scoring Criteria and Table 10: Scoring Criteria and Rating Points, are not applicable to the LLA Guidelines Extension.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gordon Sloss', with a long horizontal flourish extending to the right.

Gordon Sloss, MPA
Branch Chief
California Tobacco Prevention Program