

January 14, 2022

TO: LOCAL LEAD AGENCY (LLA) PROJECT DIRECTORS
TOBACCO CONTROL EDUCATION PROGRAMS

FROM: CONTRACTS AND BUSINESS OPERATIONS SECTION
CALIFORNIA TOBACCO CONTROL PROGRAM (CTCP)

SUBJECT: PROGRAM LETTER 21-04
LLA ALLOCATION AGREEMENT FOR PROPOSITION 99 AND
PROPOSITION 56 FUNDS
FUNDING PERIOD: JANUARY 1, 2022 – JUNE 30, 2022

Purpose Release the *Acceptance of Allocation Agreement for Quarter 3 and 4 of Fiscal Year 2021-2022*

Effective Date Immediately

Inclusions

1. Acceptance of Allocation Agreement for *Quarter 3 and 4* of Fiscal Year 2021-2022 Funding Period: January 1, 2022 through June 30, 2022.
2. Revised APPENDIX 2, page 1, California Tobacco Control Program, Local Lead Agency Allocation Table for Proposition 99 and Proposition 56 Funds, FY 2021/22 (01/22-06/22) – FY2024/25 (Dated 1/3/2022) previously released in the 2022 - 2025 LOCAL LEAD AGENCY COMPREHENSIVE TOBACCO CONTROL PLAN GUIDELINES.

Required Action

1. Please print, sign, and date the Acceptance of Allocation Agreement for Quarter 3 and 4 of Fiscal Year 2021-2022. The signature, on the Acceptance of Allocation Agreement, must match the official Agency Signatory identified in CTCP's Online Tobacco Information System (OTIS).

2. Return the Acceptance of Allocation Agreement for Quarter 3 and 4 of Fiscal Year 2021-2022, bearing an original signature, to your assigned CTCP Procurement Manager (PM) at the following address:

USPS Mailing Address:

Attention: "Name of assigned CTCP PM"
California Department of Public Health
CHC/California Tobacco Control Program
MS 7206
P. O. Box 997377
Sacramento, CA 95899-7377

**Why The
Agreement
is Needed**

Signing the Acceptance of Allocation Agreement serves as acceptance of the allocation for Quarter 3 and 4 of Fiscal Year (FY) 2021-2022 and acknowledges the conditions attached to the funds. The California Department of Public Health (CDPH) does not require a Board of Supervisors Resolution for allocation agreements.

Please be advised, Prospective Payment Invoices (PPIs) cannot be processed for payment until CTCP receives the Acceptance of Allocation Agreement for Quarter 3 and 4 of FY 2021-2022, from your city/county, bearing the original signature of the official Agency Signatory identified in OTIS.

**Budget
Information**

The amount of Proposition 99 and Proposition 56 funds identified on the Acceptance of Allocation Agreement for Quarter 3 and 4 of FY 2021-2022 is based on the revised LLA Allocation Table (Dated 1/3/2022) for the FY 2022-2025 plan period.

**Additional
Information**

During the plan period, LLA Project Directors will receive feedback from CTCP's:

- Procurement Managers (PMs) who analyze the cost reports and spending patterns.
- Program Consultants (PCs) who monitor the progress reports and associated percent deliverables to ensure adequate progress is being made toward completion of the Comprehensive Tobacco Control Plan for FY 2022-2025.

If it appears LLAs are not spending the allocations according to the negotiated budget/budget justification in a timely manner and/or are not making sufficient progress on plan activities, CTCP may withhold future PPIs.

January 14, 2022

Unspent balances must be returned to the CDPH/CTCP when the 2022 – 2025 Local Lead Agency Comprehensive Tobacco Control Plan ends on June 30, 2025 and are due 90 days after receiving the plan's closeout letter.

**Contact Person
For Further
Information**

Your assigned CTCP PM.
