

1. Service Overview

- A. The Local Lead Agency (LLA) shall provide tobacco education services and deliverables in accordance with its Comprehensive Tobacco Control Plan (Plan), including any revisions submitted to and approved by the California Department of Public Health (CDPH), California Tobacco Control Program (CTCP) pursuant to Health and Safety Code Section 104375, 104380, 104400, 104405 through 104415. The Plan shall be submitted in accordance to the form and format determined by the CDPH. The LLA agrees to expend funds received through this agreement in accordance with the approved budget and budget justification contained in the approved Plan. The LLA also agrees that the allocation of funds pursuant to this agreement is contingent upon the CDPH' approval of the Plan and any revisions thereto. No funds shall be allocated under Provision 5.A. of Exhibit B, in any given fiscal year unless a revised Plan has been approved by the CDPH for that fiscal year.
- B. Revisions to the Plan must be approved by the CDPH. The CDPH shall notify the LLA in writing of the effective date of such approvals.
- C. The CDPH shall work with the LLA to ensure that the Plan is being performed pursuant to this agreement, and reserves the right to approve and adjust specific tasks to be performed within the Plan to be performed by the LLA. These changes shall be accomplished by written notification to the LLA.

2. Communications/Project Director

A. Communications

The LLA shall send prospective payment invoices, progress reports, cost reports, and other communication to:

California Department of Public Health
CDIC/California Tobacco Control Program
Mail Station 7206
P. O. Box 997377
Sacramento, CA 95899-7377

B. Project Director

The LLA shall designate a Project Director, subject to approval by the CDPH. The Project Director is responsible for assuring that the terms and conditions of the agreement are met. The LLA shall notify the CDPH in a form and format prescribed by the CDPH within five (5) days of a change in the Project Director.

3. Progress and Cost Reports, Evaluation Instruments, and Other Requirements

- A. The LLA agrees to submit semi-annual progress and cost reports. The cost reports will specify actual expenditures for tobacco education services provided by the LLA. The progress and cost reports shall be submitted in a form, format, and schedule prescribed

by the CDPH. The LLA agrees that subsequent quarterly prospective payments shall be contingent upon the CDPH's receipt and approval of progress and cost reports. The LLA agrees that if the CDPH determines that all or a portion of the allocated funds have been expended inappropriately during the period covered by the progress or cost report, in accordance with the services identified in the LLA's approved Plan, the CDPH may offset the value of the inappropriate expenditures against current and/or future quarterly prospective payments. The LLA agrees that such deductions to sums due to the LLA are offsets and no further amount shall be due to the LLA.

- B. The LLA shall complete the CDPH standardized evaluation instruments, needs assessment instruments, and other evaluation requirements in a form and format prescribed by the CDPH.
- C. The LLA shall comply with the LLA Administrative and Policy Manual and all the CDPH-issued program and policy letters which may be issued during the term of the agreement provided that the CDPH shall only make changes or impose additional requirements which will not result in additional cost to the LLA.
- D. The LLA shall coordinate and collaborate with the CDPH or its designee to maximize the tobacco education media/communication efforts, as directed by the CDPH.

4. Project Monitoring

- A. The CDPH and all authorized State control agencies shall have access to all internal and external reports, records, and documents used by the LLA in the operation and administration of this agreement.
- B. The LLA shall cooperate, and require its subcontractors to cooperate, with the CDPH or its designee by participating in meetings and/or site visits as the CDPH may deem necessary to monitor LLA compliance with the agreement.