

**Exhibit A**  
**Scope of Work**

**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 Sections 104375, 104380, 104400, 104405 through 104415, Proposition (Prop) 56, the California Healthcare Research and Prevention Tobacco Tax Act of 2016, and 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 4.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 submit prospective payment invoices, progress reports, cost reports, and other communication via the Online Tobacco Information System (OTIS) Communication Log.

**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. Reporting Requirements**

- A. The LLA shall submit progress reports in a form and format prescribed by CDPH no later than the due dates specified in Paragraph B below. Facsimile reports are not acceptable. Failure to submit timely and acceptable reports is cause for LLA's prospective payment invoices to be delayed or disallowed.

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- B. The LLA shall submit Progress Reports to CDPH which describe accomplishments during the report period, as specified in this Agreement and in accordance with the following schedule:

	FROM	THROUGH	DUE
Progress Reporting			
1. First Report	01/01/22	06/30/22	08/01/22
2. Second Report	07/01/22	12/31/22	01/31/23
3. Third Report	01/01/23	06/30/23	07/31/23
4. Fourth Report	07/01/23	12/31/23	01/31/24
5. Fifth Report	01/01/24	06/30/24	07/31/24
6. Sixth Report	07/01/24	12/31/24	01/31/25
7. Seventh Report	01/01/25	06/30/25	06/30/25

- C. The LLA shall complete the CDPH standardized Progress Reports, State evaluation instruments, needs assessment instruments, and other evaluation requirements in accordance with a form and format prescribed by CDPH with progress reports being submitted as referenced in 3.B. and the additional reports submitted, as prescribed by CDPH with any respective progress report.
- D. The LLA shall comply with the LLA Administrative and Policy Manual, and all 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.
- E. The LLA shall coordinate with CDPH or its designee to maximize the tobacco education media/communication efforts.

**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.