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**California Department of Public Health**



GAVIN NEWSOM  
Governor

August 8, 2024

**TO:** LOCAL LEAD AGENCIES (LLA)

**SUBJECT:** PROGRAM LETTER 24-01  
END DATE EXTENDED FOR LOCAL LEAD AGENCY (LLA)  
2022-2025 PLANS TO JUNE 30, 2027

**PURPOSE:** Provide information regarding the implementation of a two-year extension to the 2022-2025 LLA Plans originally scheduled to end on June 30, 2025.

**EFFECTIVE DATE:** Immediately

**BACKGROUND:** This Program Letter announces a two-year extension of the 2022-2025 Scope of Work (SOW) plan with the closing date transitioning from June 30, 2025 to June 30, 2027. The term of the two-year extension is July 1, 2025 through June 30, 2027.

LLAs will be required to add two (2) new intervention activities to their existing SOW for the extension period. The two new intervention activities are 1) an additional wave of data collection for the End Commercial Tobacco Campaign policy objective and 2) participation in activities for the statewide evaluation of California Tobacco Prevention Program (CTPP)-funded priority population initiatives as requested.

During the upcoming revision period for Fiscal Year (FY) 2024/25 (September through November), all LLAs will update their SOW to reflect the new intervention activities along with any SOW and Budget revisions approved by your assigned Program Consultant and Procurement Manager. Additionally, this extension includes the period reserved for the Communities of Excellence (CX) needs assessment to develop a comprehensive tobacco control plan with full participation of community members. The CX activities will be conducted in Fall 2026 and



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will be automatically updated in the Online Tobacco Information System (OTIS) as part of the extension revision.

Unspent funds and interest earned will be eligible to carry forward through the two-year extension period.

Per Health and Safety Code (HSC) Section 104375, the California Department of Public Health is required to issue guidelines to LLAs to prepare a comprehensive tobacco control plan for their health jurisdiction and to review and approve those plans.

Additionally, HSC Sections 104400, 104405, and 104415 describe requirements for LLAs, which include preparing a comprehensive tobacco control plan, involving the community in the development of that plan, and targeting all geographic areas of the local health jurisdiction. For the LLA to continue to receive its allocation for tobacco use prevention and reduction, it must conduct the CX needs assessment, engage the community in planning, and prepare a new comprehensive tobacco control plan that will begin on July 1, 2027. HSC Section 104380 (i) describes the consequences of noncompliance with the legislative requirements.

**REQUIRED ACTION:** Prepare a SOW and Budget plan for the two-year extension period of July 1, 2025 to June 30, 2027. The extension is to be submitted during the next LLA open revision period, which occurs September 1, 2024 through November 30, 2024. OTIS will be programmed to extend the project period end date through June 30, 2027. LLA 2022-2027 Comprehensive Tobacco Control Plan Guidelines Addendum 2, reflecting the updated requirements, can be found on the Tobacco Control Funding and Opportunities and Resources (TCFOR) webpage which contains the updated Local Lead Agency Guidelines, associated additional documents and guidance, and an updated Local Lead Agency Allocation Table. Please note, the Local Lead Agency Allocation table includes allocation projections for each fiscal year for planning purposes and may be adjusted based on the signed state budget for each of the two fiscal years.

The revision process must be completed by November 30, 2024. Late submission will impact the ability of the LLA to enter required OTIS progress report information.

**ENCLOSURES:**

Enclosure 1:  
2022-2025 Local Lead Agency Guidelines Addendum Letter 2

Enclosure 2:  
2022-2027 Local Lead Agency Comprehensive Tobacco Control Guidelines Addendum 2

**CONTACT PERSON  
FOR FURTHER  
INFORMATION:**

Your assigned Program Consultant and Procurement Manager.