# Tobacco-Use Prevention Education County Technical Assistance Funds Fiscal Year 2023–24 Request for Applications

**Guidelines for Formula-Funded Noncompetitive Grants** **for County Offices of Education**

Governed by

Tobacco-Use Prevention Education Assembly Bill 3487 (Chapter 199, Statutes of 1996) Cigarette and Tobacco Products Surtax Funds and Cigarette and Tobacco Products Surtax Fund

California Healthcare, Research and Prevention Tobacco Tax Act of 2016

(Propositions 56 and 99)

**March 2023**



**Application Due Date: Friday, June 9, 2023, at 5 p.m.**

Student Support Services Branch  
Tobacco-Use Prevention Education Office  
California Department of Education  
1430 N Street, Suite 6408  
Sacramento, CA 95814-5901  
916-323-1540

## Questions and Contact Information

All questions and correspondence regarding this County Technical Assistance (CTA) Grant Request for Applications (RFA) should be submitted by email through the Tobacco-Use Prevention Education (TUPE) RFA Helpdesk at [tupe@cde.ca.gov](mailto:tupe@cde.ca.gov) (Please indicate “County Technical Assistance Grant Question” in the email subject line).

The RFA, RFA Guidance PowerPoint, and Program and Project Budget Guidance documents located in the TUPE Grant Electronic Management System (TUPE GEMS) should be your primary resource documents.

**All completed Grant Applications should be completed in TUPE GEMS at** [https://tupegems.ucsd.edu](https://tupegems.ucsd.edu/" \o "Link to the Tobacco-Use Prevention Education Grant Electronic Management System Website)**. Hard copy submissions to the California Department of Education (CDE) will not be accepted.**

## Application Highlights for the County Technical Assistance Grant

* Grantees will be required to submit an overview of planned activities and one budget summary per funding source in order to receive funding. **The funding allocation estimates for Proposition 56 and Proposition 99 provided in Appendix 2 should be used to prepare the budget summaries**.
* Grantees will **not** be allowed to carryover funds to subsequent years.
* County offices of education (COEs) must provide technical support and training to **both TUPE-funded and non-TUPE-funded** local educational agencies (LEAs) in their county. This should be reflected in the grantee’s application.
* **Grantees must utilize no less than 15 percent of the awarded Proposition 56 funding allocation to accelerate and monitor the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities.**
* Applications must be submitted through TUPE GEMS at [https://tupegems.ucsd.edu](https://tupegems.ucsd.edu/).
* The TUPE Office has posted guidance documents and a Guidance PowerPoint in the Resources tab of TUPE GEMS**.** The purpose of the guidance documents and the Guidance PowerPoint is to assist applicants with program requirements for their CTA Grant Application.
* The TUPE Office will provide an RFA Helpdesk to assist applicants with RFA-related questions. The RFA Helpdesk will be available during the open application period from **April 26, 2023, to June 9, 2023.**

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## Overview

### Background

#### Proposition 99

In the November 1988 general election, California voters approved the California Tobacco Tax and Health Protection Act of 1988, also known as Proposition 99, which was an allocation of tobacco tax revenues specifically geared toward health education and prevention of tobacco use in accordance with Assembly Bill 3487. The authorizing legislation can be found on the California Legislative Information web page at [http://www.leginfo.ca.gov/pub/95-96/bill/asm/ab\_3451-3500/ab\_3487\_bill\_960707\_amended\_sen.html.](http://www.leginfo.ca.gov/pub/95-96/bill/asm/ab_3451-3500/ab_3487_bill_960707_amended_sen.html)

Proposition 99 imposes a 0.25 cent tax for each pack of cigarettes that are sold in California and added an equivalent amount on other tobacco products. The collected tax is deposited into the Cigarette and Tobacco Products Surtax Fund. The 2022–23 Budget Act appropriates funds for the allocation of non-competitive grants to the California Department of Education (CDE) for several purposes, including TUPE in schools.

#### Proposition 56

In 2016, California voters approved Proposition 56, which established a $2.00 tax for each pack of cigarettes that are sold in California, with equivalent increases on other tobacco products and electronic cigarettes. The collected tax is deposited into the California Healthcare, Research and Prevention Tobacco Tax Act of 2016 Fund. The 2022–23 Budget Act appropriates funds for the allocation of non-competitive grants to the CDE for several purposes, including TUPE in schools.

Proposition 56 aims to further prevent and reduce the use of tobacco and nicotine products by young people in accordance with California *Health and Safety Code* *(HSC)* Section 104420, and accelerate and monitor the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities (California *Revenue and Taxation Code* Section 30130.55[b][2] *Healthcare, Research and Prevention Tobacco Tax Act of 2016*, *Distribution of Revenue*). The authorizing legislation can be found on the California Legislative Information web page at <https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=RTC&division=2.&title=&part=13.&chapter=2.&article=2.5>.

#### California Health and Safety Code

*HSC* Section 104435 governs the use of TUPE funds, including the portion of those going to the COEs. *HSC* Section 104435 states:

COEs that receive funds pursuant to subdivision(l) of Section 104420 shall do all of the following:

1. Provide technical assistance (TA) and training to school districts and consortia of school districts regarding planning and preparation of anti-tobacco program plan pursuant to CDE guidelines.
2. Provide for appropriate coordination between school district programs and local anti-tobacco-use programs funded by the local lead agency.
3. Participate in the monitoring and technical assistance review process for school districts and COEs pursuant to Section 104455.

### Purpose

The purpose of this CTA Funds grant is to support the COEs in providing leadership, administrative oversight, training, and TA to **all** LEAs in each county, not only those receiving TUPE funding. TA focuses on the areas of tobacco-free school policies, providing support to LEAs in tobacco-use prevention education and instruction, staff professional development, family and community engagement, interagency partnerships, cessation support and referrals, and program assessment. In addition, as a requirement of receiving Proposition 56 funding, COEs must provide TA aimed at accelerating and monitoring the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities. The role of the TUPE County Coordinator is to engage with LEAs throughout their county and assist in providing resources, support, and guidance in planning and implementing effective and compliant TUPE programs, preparing TUPE Grant Applications and serving as a liaison between the CDE and the LEAs in their county.

### Funding

The CTA Grant Program provides funding for one year, beginning July 1, 2023, through June 30, 2024. The minimum funding for this allocation from the combined funding sources is $75,000 for all participating COEs (i.e., $37,500 from Proposition 56 and $37,500 from Proposition 99). Once the minimum funding levels have been met for each COE, any remaining funds shall be allocated based on average daily attendance in the prior school year, as dictated by *HSC* Section 104420(l).

The use of TUPE funds for any purpose other than the reduction or elimination of tobacco use for students is not authorized. Funding may be used to support and assist LEAs that serve students in grades four through twelve. Funded programs may address marijuana use as it relates to co-use of this drug and tobacco, or as it relates to the use of electronic smoking devices, which are defined as tobacco products under California law. When staff positions are multi-funded, personnel activity reports should be maintained that verify the duties performed and the proportion of time spent on those duties as appropriate to the corresponding grant funding sources used. Any funds that are not spent by June 30, 2024, must be returned to the CDE.

### Addressing Tobacco-Related Disparities

As a stipulation of receiving Proposition 56 funds, COEs must identify TA activities that will support the LEAs in their county with reducing tobacco-related disparities. This is especially important to document in the event of an audit.

The CDE has determined through valid and reliable research and California Healthy Kids Survey (CHKS) data that youth disparities in tobacco use exist in California for the following priority subgroups:

1. African Americans
2. American Indians/Alaska Natives
3. Asians
4. Hispanics/Latinos
5. Native Hawaiian/Pacific Islanders
6. Foster Youth
7. Students experiencing homelessness
8. Pregnant Minors or Minor Parents
9. Not Straight—Gay, Lesbian, or Bisexual
10. Transgender
11. Low Socio-Economic Status (Free and Reduced-Price Meals [FRPM] Eligibility)
12. Students in non-traditional schools (including, but not limited to, continuation schools and community day schools)
13. Other subgroups identified by the LEA as being at greater risk and supported by existing data

COEs that are recipients of, and/or applicants to, the CDE’s TUPE Tier 2 grants are already familiar with the priority subgroups in their counties and the needs of those LEAs and students. For TUPE County Coordinators that may not be aware of the data related to the subgroups identified in the list above, the TUPE Office recommends reviewing this data in the California School Climate, Health, and Learning Survey (CalSCHLS) System or DataQuest. Information about accessing these reports is available in the CTA Grant Program Guidance document.

By having a clear picture of the priority student subgroups within the county, TUPE County Coordinators will be able to provide more relevant TA to the LEAs that serve these students. Applications must: (1) identify the priority student subgroup(s) within the county; (2) describe activities that specifically address tobacco-related disparities of their identified priority subgroup(s); and (3) **allocate at least 15 percent of their Proposition 56 allocation to these activities**. Applications that fail to meet these requirements will be contacted and required to resubmit their application prior to disbursement of funds.

## Application Forms and Narrative Components

TUPE GEMS requires applicants to: (1) populate information into the application template in TUPE GEMS; (2) download and complete the templates of supporting documents provided; (3) upload the required supporting documents into TUPE GEMS as a PDF file or Excel file; and (4) collect required signatures for submission. Additional documents uploaded with the application will not be considered by readers.

### Required Sections

There are four required sections:

1. Section 1: General Information

The General Information Section requires inputting the applicant agency name, county code, grant type, and other general information about the COE.

1. Section 7: Local Educational Agency Technical Assistance

The LEA TA Section should identify the TA services that will be provided to all districts and schools within the county. Students at every school within the county can benefit from tobacco and vaping prevention resources and support, so TA should be provided to LEAs that receive TUPE funding as well as LEAs that do not receive TUPE funding. In Section 7, the applicant must also identify the priority subgroup(s) that will be served using Proposition 56 funding.

To receive funding, applicants are required to, at a minimum, complete Part I of the TA Overview by providing **a bulleted list** of planned activities in each of the following areas of TA: Tobacco-Free School Policy, tobacco-use prevention education and instruction, staff professional development, family and community engagement, interagency partnerships, cessation support, and program assessment. In addition, within each of these areas, COEs should identify activities that support their LEAs to accelerate and monitor the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities within the county. These categories of TA are described in greater detail below.

Applicants that would like to provide more detailed information regarding their TA services are encouraged to do so in Part II of Section 7, TA Activities. Part II of Section 7 enables applicants to include a description of the specific activities being provided, the provider and recipient of the services, a timeline, measurable objectives, and the assessment tool utilized. However, this is not required. Applicants may complete as much or as little of Part II as they are able. A sample of a completed Section 7 is provided in the Program Guidance Document. As previously mentioned, TA focuses on the following areas:

1. Tobacco-Free School Policy

In accordance with *HSC* Section 104420(n)(2), all COEs, school districts, and charter schools that receive TUPE funding are required to adopt and enforce a Tobacco-Free School Policy no later than July 1 of each fiscal year (FY). The LEAs and COEs must continue to meet the criteria, including enforcement of the Tobacco-Free School Policy, while the grant is in effect. A list of agencies certified as meeting these *HSC* requirements, as well as the certification criteria, may be viewed on the CDE Tobacco-Free School District Certification web page at <https://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>.

To ensure that the policies and regulations meet the tobacco-free requirements as required by *HSC* Section 104420(n)(2), the TUPE County Coordinator must assist the LEAs in the certification process by reviewing the policies and administrative regulations of its office and of all LEAs that accept TUPE funds. In addition, the TUPE County Coordinator should initiate discussions with non-TUPE-funded LEAs within the county that do not have tobacco-free policies in place to offer TA and assist them as needed.

The policy shall prohibit the use of products containing tobacco and nicotine including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic cigarettes (e-cigarettes) that can deliver nicotine and non-nicotine vaporized solutions, at any time, in COE, charter school, or school district-owned or leased buildings, on school or district property, and in school or district vehicles. However, this section does not prohibit the use or possession of prescription products, nicotine patches, or nicotine gum. In addition to the harmful effects of nicotine, flavorings, and other chemical additives associated with e-cigarettes, these devices have introduced another mechanism for students to consume marijuana. Consequently, Tobacco-Free School Policies have the additional benefit of addressing student use of marijuana through vaping and the co-use of marijuana and tobacco.

Further information regarding these requirements may be accessed on the CDE Tobacco-Free Laws Affecting California Schools web page at <https://www.cde.ca.gov/ls/he/at/tobfreelaws.asp>. Though the *HSC* does not mandate that non-TUPE-funded LEAs adopt tobacco-free policies, the CDE strongly encourages all LEAs to adopt such policies and enforcement procedures.

1. Tobacco-Use Prevention Education and Instruction

LEAs that receive TUPE competitive grant funds must select and implement effective programs pertaining to TUPE instruction for the general student population and, where applicable, research-based activities that include tobacco-use intervention, cessation, and youth development. The COE should assist these LEAs in selecting appropriate programs consistent with the LEA’s student population. In addition, the COE should work with LEAs that are not receiving TUPE competitive grant funds to provide information and guidance regarding tobacco-use prevention education and instructional resources. Additionally, COEs should identify tobacco-use prevention and instruction resources and activities that support their LEAs to accelerate and monitor the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities within the county.

1. Staff Professional Development

LEAs should train teachers on the importance of implementing the selected programs with fidelity, as well as on the most current information on tobacco-use, e-cigarette use, and emerging products. The COE should monitor the LEAs’ training of teachers and provide TA and training as needed to TUPE-funded and non-TUPE-funded LEAs. Additionally, COEs should identify staff professional development resources and activities that support their LEAs to accelerate and monitor the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities within the county.

1. Family and Community Engagement

Parents and families can play an important role in providing social and environmental support to prevent and intervene in the use of tobacco. LEAs should be encouraged to capitalize on this influence by involving parents or families in program planning, in soliciting community support for programs, and in reinforcing educational messages at home. For example, homework assignments that involve parents and families increase the likelihood that smoking is discussed at home and may motivate adult smokers to consider cessation. The COE should assist both TUPE-funded and non-TUPE-funded LEAs in soliciting community support and planning training sessions for parents and families. Additionally, COEs should identify family and community engagement resources and activities that support their LEAs to accelerate and monitor the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities within the county.

1. Interagency Partnerships

Interagency partnerships are critical for providing program support and resources to schools and districts and are an essential part of the collaborative process. The COE should proactively seek out interagency partnerships that will be beneficial to students and school staff, such as with the county’s public health department and county alcohol and drug programs, engaged in tobacco-use prevention activities. In addition, the COE should provide information about their current and proposed partners and describe the collaborative activities in which they have or will participate. COEs should also identify interagency partnerships that support their LEAs to accelerate and monitor the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities within the county.

1. Cessation Support and Referrals

The LEAs should encourage and support cessation efforts by students and school staff who use tobacco. At a minimum, support should include referral to pre-cessation and cessation programs. These programs may be administered by the LEA or can be made available through community service agencies. COEs are encouraged to develop a tracking structure for their referral services, if not yet in existence. Tracking structures ensure that high risk students are receiving the follow up services they need. Additionally, COEs should identify cessation support, referral resources, and activities that support their LEAs to accelerate and monitor the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities within the county.

The COE should enlist the support of community service agencies in providing voluntary tobacco-use cessation programs aimed at youth in the community. As an alternative, the COE should provide information regarding <https://kickitca.org/> to all LEAs within the county.

1. Program Assessment

The COE should assess whether the LEAs provide effective TUPE Programs and identify schools that would benefit from additional program assessment training, resources, or TA. Additionally, COEs should identify program assessment resources and activities that support their LEAs to accelerate and monitor the rate of decline in tobacco-related disparities for the purpose of eliminating tobacco-related disparities within the county.

1. Section 10: Program Administration and Staffing

The TUPE Program Administration and Staffing Section requires applicants to identify administrative and direct service staff and to provide their indirect costs. Personnel in this section includes the Project Coordinator, Administrative Staff, and any Direct Service Staff. The TUPE Office encourages grantees to consider hiring additional personnel to assist with the TA, leadership, administration, and oversight duties pursuant to the requirements outlined in *HSC* Section 104435.

1. Section 11: Assurances
2. Program Assurances

The Program Assurances describe the roles and responsibilities that the COE must perform to assist LEAs in preventing tobacco use by youth, providing countywide leadership, and supporting the professional development of LEA staff in their county. The Program Assurances for the CTA RFA can be found in Appendix 1 of this document, as well as in Section 11 of TUPE GEMS.

1. Inventory Report

The Inventory Report is a requirement across all grant types. All inventory items costing more than $500 and purchased with any TUPE funds, including current and expired TUPE grants, must be noted on the Inventory Report. If you are purchasing or have purchased inventory, including but not limited to, laptops, copiers, desktop computers, etc., complete and upload an Inventory Report using the inventory template provided. Alternatively, you may certify that you do not meet the criteria for completing the Inventory Report.

### Optional Section

Section 2: Participating Member Directory

TUPE Tier 1, and Tier 2 grantees are expected to survey students in grades five or six, and seven, nine, and eleven with the core modules at middle school and high school levels, and both the elementary core module and the TUPE elementary module at the elementary level.

CTA grant funding may be used to support TUPE districts that rely on their county TUPE program for coordination of training related to CHKS administration and survey results. CTA grant funds may also be used to cover the districts’ cost of expanding the survey scope to include additional grade levels, survey modules, and/or to increase survey frequency if both of the following two conditions apply: 1) expansions were not budgeted in the districts’ TUPE grant applications and; 2) the districts have identified a specific TUPE program need for the additional data collection.

CTA grant funding may also be used to support CHKS-related costs for non-TUPE districts that do not have a TUPE Tier 1, and Tier 2 grants, for the purposes of identifying and reducing tobacco-use disparities among youth or to help monitor the effectiveness of TUPE activities implemented by LEAs. These districts are recognized as CTA-funded subgrantees.

The non-TUPE district identification information should be entered in Section 2 of the CTA grant application. Once these districts are identified in the CTA application the CTA grantee lead will have access to these districts’ CHKS data on the TUPE Private Data Dashboard. The district leads will have access to their own districts’ data. If districts are identified after the application is approved, the CTA grantee will need to contact their TUPE Regional Consultant to gain data access for these districts to the TUPE Private Data Dashboard. County Technical Assistance Grant-Related CHKS and TUPE Data Dashboard Q&As are accessible online at <https://calschls.org/resources/tupe-resource/>.

However, before entering a district’s information in Section 2, the district must agree to share their CHKS data on the TUPE Private Data Dashboard hosted on the CalSCHLS online platform at <https://calschls.org/my-surveys/>. To this end, the applicant and district(s) should create a data sharing agreement. The details of this data sharing agreement, such as whether it is informal or formal and the specific content the agreement contains is at the discretion of the applicant and the district(s) they are funding. The CDE will not mandate the format or the content of this local agreement.

If a district does not agree to share its data on the TUPE Private Data Dashboard (i.e., an agreement is not obtained from the district), this district should **not** be included in Section 2. Section 2 is only for non-TUPE districts that agree to share their data on the TUPE Private Data dashboard.

**Note:** Sections 3, 4, 5, 6, 8, and 9 do not require any data or narrative entries and have therefore been disabled in TUPE GEMS.

### Signatures

An authorized signature from the applicant’s Superintendent or Designee is required prior to funding. Once all sections of the application have been completed and verified, the applicant must initiate the signature and submission process in TUPE GEMS. Signatures are collected electronically in TUPE GEMS via DocuSign. Guidance on the signature collection process is provided in the Resources tab of TUPE GEMS.

A signature represents a certification that all forms and materials submitted through this RFA have been reviewed and approved by the Superintendent or Designee, and that all grant requirements will be met as stated pursuant to *HSC* Section 104420(n)(2).

A Designee may provide the authorized signature as long as a copy of a recent governing board resolution or minutes, specifically authorizing the Designee to accept and sign as a proxy for financial statements and legally-binding documents is uploaded into Section 11 of TUPE GEMS.

All grantees are required to retain copies of signed documents for their records and audit purposes. Please visit the CDE General Assurances and Certifications web page at <https://www.cde.ca.gov/fg/fo/fm/ff.asp> for more information.

### Project Budget

As part of this RFA, COEs are required to submit a budget summary for their Proposition 56 allocation and their Proposition 99 allocation in TUPE GEMS prior to receiving funding. The budget should be estimated based on the 2023–24 CTA Funds Allocation Tables listed in Appendix 2 of this RFA. The proposed allocations per county are based on the 2023–24 Governor’s Proposed Budget released in January 2023 and the 2021–22 Second Principal Apportionment Average Daily Attendance. The final allocation will be released after the approval of the 2023–24 State Budget and 2022–23 Second Principal Apportionment Average Daily Attendance.

## Additional Application Information

### Absence of Tobacco, Vaping, or Marijuana Industry Funding or Support

Applicants are ineligible for any TUPE Grant funding if they have received directly or indirectly, any funding, educational materials, or services from the tobacco, vaping, or marijuana industries—even if for the purpose of implementing tobacco-use prevention, youth development, intervention, or cessation programs. In addition, TUPE grantees are prohibited from accepting such materials and services for the duration of the grant. Acceptance of such items will result in termination of the grant, the return of all advanced grant funds, and may disqualify the COE from future TUPE funding opportunities.

A signature by the Superintendent or Designee on the application materials constitutes an assurance that the COE identified in the CTA Grant Application will not accept materials, services, or funding from the tobacco, vaping, or marijuana industries.

### Grantee Selection and Application Review

Grantee selection is determined on a noncompetitive basis.

### Notification of Grant Awards

Notification of awards will be made in writing to applicants. A Grant Awards List will be posted on the CDE TUPE Funding Results web page at <https://www.cde.ca.gov/ls/he/at/tupefunding.asp>.

### Retention of Records

Grantees should maintain program records such as expenditure reports and accounting records that reflect actual expenditures; including, but not limited to, accounting books, ledgers, documents, and payroll records (including signed timesheets, etc.). The Grantee must follow standard accounting procedures and practices that properly reflect all direct and indirect expenses related to the grant. The Grantee is to maintain fiscal and program records documenting expenditures and program implementation for five years beyond the date of the final grant payment.

The CDE must be permitted to review and inspect the activities, documents, and financial records during the term of the grant, and for five years beyond the final payment.

## Resources

This section contains reference materials and resources to assist the COEs in developing their applications and providing TA to LEAs within the county.

### California Department of Education, California Tobacco-Free School District Certification Web Page

This web page provides information about the CDE Tobacco-Free School District Certification process. This includes a list of currently certified LEAs, certification forms and instructions, and sample policies. The CDE California Tobacco-Free District Certification web page may be accessed at <https://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>.

### B. Centers for Disease Control and Prevention Guidelines for School Health Programs to Prevent Tobacco Use and Addiction

Information about e-cigarettes may be accessed on the Centers for Disease Control and Prevention Smoking and Tobacco Use E-Cigarettes web page at <https://www.cdc.gov/tobacco/e-cigarettes/?CDC_AAref_Val=https://www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm>.

### C. California *Health and Safety Code* section 104350 through 104559.5

The full code language related to the California Tobacco Control Program, including those sections pertaining to this funding, may be accessed on the California Legislative Information web page at [https://leginfo.legislature.ca.gov/faces/codes\_displayexpandedbranch.xhtml?tocCode=HSC&division=103.&title=&part=3.&chapter=1.&article=](https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=HSC&division=103.&title=&part=3.&chapter=1.&article=" \o "Link to the California Legislative Information web page).

### D. Tobacco-Free Policies and Regulations

A toolkit and sample language to assist schools in developing policies and administrative regulations that comply with *HSC* requirements may be accessed on the CDE’s Tobacco-Free Policies and Regulations web page at <https://www.cde.ca.gov/ls/he/at/tobfreepolicyregs.asp>.

### DataQuest and the California School Climate, Health, and Learning Survey System

CalSCHLS is a tool supported by the CDE to help LEAs examine and graphically display the most recent CHKS results, as well as examine disparities across student subgroups. The CalSCHLS website may be accessed at <https://calschls.org/>. In addition, DataQuest provides meaningful data and statistics about California’s kindergarten through grade twelve public educational system. Summaries and detailed data reports are available in multiple areas at the school, district, county, and state levels. The DataQuest website may be accessed at <https://data1.cde.ca.gov/dataquest/>.

# Appendix 1: Program Assurances

**2023–24 Tobacco-Use Prevention Education Program** **County Technical Assistance Grant**

The following program assurances describe the roles and responsibilities that the county office of education (COE) must perform to assist local educational agencies (LEAs) in preventing tobacco use by youth and in enforcing Tobacco-Free Policies. As a condition of receiving these funds, the COE, through its Tobacco-Use Prevention Education (TUPE) County Coordinator, will conduct or participate in the activities described below.

1. **The county office of education will provide technical assistance by:**
2. Assisting LEAs in the development of procedures and processes to prohibit the use of all tobacco products on LEA property. This includes, where applicable, assessing Tobacco-Free Policies and enforcement procedures and assisting LEAs in revising policies to address the prohibition of electronic cigarettes and emerging products.
3. Assisting LEAs in developing capacity for implementing TUPE programs and activities.
4. Assisting LEAs in developing TUPE grant applications. This includes determining the LEAs’ Tobacco-Free Certification status and offering related assistance.
5. Coordinating the biennial administration of the California Healthy Kids Survey (CHKS) by LEAs on a countywide basis and ensuring that CHKS data is shared broadly with the local community.
6. Providing technical assistance (TA) to LEAs in preparing reports and data required by the TUPE Office, analyzing data, and encouraging the public reporting of the data analysis and recommendations to the LEAs’ governing boards.
7. Reviewing grant progress reports and the TUPE Annual Reports for each TUPE grantee in the county, and providing TA to LEAs, as needed, to ensure that they have implemented programs and activities as approved in the TUPE grant projects.
8. Initiating discussions with LEAs and providing TA encouraging the agencies to identify and address disparate populations within the schools represented in TUPE grant projects.
9. Providing TA to LEAs, as needed, to ensure the provision of services to pregnant minors and minor parents as described in California *Health and Safety Code (HSC)* Section 104460.
10. **The county office of education will exhibit leadership to the local educational agencies by:**
11. Continuing to meet the Tobacco-Free Schools criteria at the COE, including the implementation and enforcement of the Tobacco-Free School Policy pursuant to Assembly Bill 3487 and *HSC* Section 104420(n)(2).
12. Building partnerships and collaborations with county health department tobacco control programs, county alcohol and drug programs, county mental health programs, and other community prevention and intervention initiatives. This includes participation in the Tobacco Control Coalition of the County Health Department.
13. Encouraging LEAs to apply for TUPE grant funds or developing a plan to submit a consortium grant on behalf of several LEAs within the county. The COE or another LEA may act as the fiscal and program lead for the grant.
14. Building LEA capacity to support TUPE-focused youth development strategies.
15. Building LEA capacity to support TUPE-focused activities addressing disparate populations within the county.
16. Keeping records and providing information to the California Department of Education, as needed, to facilitate a fiscal audit or grant review consistent with the law.
17. **The county office of education will enhance professional growth by:**
18. Attending statewide TUPE County Coordinators’ meetings, webinars, and conference calls convened by the TUPE Office.
19. Participating in the reading and scoring of applications as needed for competitive TUPE grants for grades six through twelve.

# Appendix 2: CTA Estimated Allocation Table for Proposition 56 and Proposition 99 Funds

**Estimate for Fiscal Year 2023–24 based on 2021–22 Second Principal Apportionment Average Daily Attendance**

**Note:** These amounts are estimated and may change depending on the outcome of state budget negotiations, funding available from the Cigarette and Tobacco Products Surtax Fund, and changes in the county Second Principal Apportionment Average Daily Attendance for 2022–23. **One Grant Award Notification will be provided for both Propositions 56 and 99 funding sources.**

| County Office of Education | 2023–24 Proposition 56 Estimated Allocation | 2023–24 Proposition 99 Estimated Allocation |
| --- | --- | --- |
| Alameda | $ 70,729.00 | $ 70,729.00 |
| Alpine | $ 37,500.00 | $ 37,500.00 |
| Amador | $ 37,500.00 | $ 37,500.00 |
| Butte | $ 37,500.00 | $ 37,500.00 |
| Calaveras | $ 37,500.00 | $ 37,500.00 |
| Colusa | $ 37,500.00 | $ 37,500.00 |
| Contra Costa | $ 63,932.00 | $ 63,932.00 |
| Del Norte | $ 37,500.00 | $ 37,500.00 |
| El Dorado | $ 37,500.00 | $ 37,500.00 |
| Fresno | $ 68,639.00 | $ 68,639.00 |
| Glenn | $ 37,500.00 | $ 37,500.00 |
| Humboldt | $ 37,500.00 | $ 37,500.00 |
| Imperial | $ 37,500.00 | $ 37,500.00 |
| Inyo | $ 37,500.00 | $ 37,500.00 |
| Kern | $ 67,186.00 | $ 67,186.00 |
| Kings | $ 37,500.00 | $ 37,500.00 |
| Lake | $ 37,500.00 | $ 37,500.00 |
| Lassen | $ 37,500.00 | $ 37,500.00 |
| Los Angeles | $ 131,742.00 | $ 131,742.00 |
| Madera | $ 37,500.00 | $ 37,500.00 |
| Marin | $ 37,500.00 | $ 37,500.00 |
| Mariposa | $ 37,500.00 | $ 37,500.00 |
| Mendocino | $ 37,500.00 | $ 37,500.00 |
| Merced | $ 49,854.00 | $ 49,854.00 |
| Modoc | $ 37,500.00 | $ 37,500.00 |
| Mono | $ 37,500.00 | $ 37,500.00 |
| Monterey | $ 53,310.00 | $ 53,310.00 |
| County Office of Education | **2023**–**24 Proposition 56 Estimated Allocation** | **2023**–**24 Proposition 99 Estimated Allocation** |
| Napa | $ 37,500.00 | $ 37,500.00 |
| Nevada | $ 37,500.00 | $ 37,500.00 |
| Orange | $ 108,311.00 | $ 108,311.00 |
| Placer | $ 53,581.00 | $ 53,581.00 |
| Plumas | $ 37,500.00 | $ 37,500.00 |
| Riverside | $ 101,819.00 | $ 101,819.00 |
| Sacramento | $ 74,386.00 | $ 74,386.00 |
| San Benito | $ 37,500.00 | $ 37,500.00 |
| San Bernardino | $ 98,589.00 | $ 98,589.00 |
| San Diego | $ 112,206.00 | $ 112,206.00 |
| San Francisco | $ 49,349.00 | $ 49,349.00 |
| San Joaquin | $ 60,660.00 | $ 60,660.00 |
| San Luis Obispo | $ 37,500.00 | $ 37,500.00 |
| San Mateo | $ 56,270.00 | $ 56,270.00 |
| Santa Barbara | $ 51,846.00 | $ 51,846.00 |
| Santa Clara | $ 75,413.00 | $ 75,413.00 |
| Santa Cruz | $ 37,500.00 | $ 37,500.00 |
| Shasta | $ 37,500.00 | $ 37,500.00 |
| Sierra | $ 37,500.00 | $ 37,500.00 |
| Siskiyou | $ 37,500.00 | $ 37,500.00 |
| Solano | $ 50,219.00 | $ 50,219.00 |
| Sonoma | $ 51,276.00 | $ 51,276.00 |
| Stanislaus | $ 60,018.00 | $ 60,018.00 |
| Sutter | $ 37,500.00 | $ 37,500.00 |
| Tehama | $ 37,500.00 | $ 37,500.00 |
| Trinity | $ 37,500.00 | $ 37,500.00 |
| Tulare | $ 59,523.00 | $ 59,523.00 |
| Tuolumne | $ 37,500.00 | $ 37,500.00 |
| Ventura | $ 57,642.00 | $ 57,642.00 |
| Yolo | $ 37,500.00 | $ 37,500.00 |
| Yuba | $ 37,500.00 | $ 37,500.00 |
| TOTAL | **$ 2,939,000.00** | **$ 2,939,000.00** |