Alabama Department of Public Health (ADPH)
Youth Tobacco Prevention and Control Program
Request for Proposal (RFP) 2018-2019

Background

Tobacco use is the single most preventable cause of death and disease in the United States today. Approximately 4,100 children in Alabama become new daily smokers each year, while 108,000 children in Alabama will ultimately die prematurely from smoking.\textsuperscript{1}

According to the 2016 Alabama Youth Tobacco Survey (ALYTS), the percentage of high school students who currently smoke cigarettes is 10.9 percent, while the middle school percentage is 3.4 percent. Those are down from 17.8 percent and 6.4 percent respectively, in 2014.\textsuperscript{2} While both figures are currently trending downward, the use of electronic nicotine delivery systems (ENDS) is trending upward both nationally and locally. According to a report by the Centers for Disease Control and Prevention (CDC), current ENDS use among high school students nationwide tripled from 2013 to 2014.\textsuperscript{3} E-cigarettes are now the most commonly used tobacco product among youth, surpassing conventional cigarettes in 2014.\textsuperscript{4} In Alabama, nearly 24.5 percent of high school students report having used ENDS in the past 30 days.\textsuperscript{5}

Alabama’s youth are being targeted by the tobacco industry as “replacement smokers.”\textsuperscript{5} As current tobacco users quit or fall victim to disease and death brought on by tobacco use, the tobacco industry looks to young people as the new generation of customers. Decreasing the unit price of tobacco, offering flavored tobacco products that resemble candy or mints, and deceptive, yet effective, marketing are just some ways the tobacco industry is targeting youth in Alabama and nationwide.

Purpose

The purpose for this Request for Proposal (RFP) is to enter into a grant agreement between Alabama Department of Public Health (ADPH) and qualified organizations in Alabama to affect social norm change around tobacco use, address the marketing of tobacco products to youth, and promote policies that protect youth from nicotine initiation and exposure to secondhand smoke (SHS).

ADPH will contract with governmental agencies and not-for-profit organizations with demonstrated capacity in implementing programs that focus on youth education and advocacy, community education, and community mobilization. Successful applicants will promote community environments that protect middle and high school-aged children from exposure to

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\textsuperscript{1} The Health Consequences of Smoking: 50 Years of Progress. A Report of the Surgeon General, 2014.
\textsuperscript{2} 2016 Alabama Youth Tobacco Survey.
\textsuperscript{3} April 16, 2015, CDC, “E-cigarette use triples among middle and high school students in just one year.”
\textsuperscript{4} 2016 Surgeon General’s Report: E-Cigarette Use Among Youth and Young Adults, Executive Summary.
\textsuperscript{5} Tobacco Free Kids, The Toll of Tobacco in Alabama (updated April 10, 2018).
SHS and tobacco products at the point-of-sale, educate students regarding the tobacco industry’s deceptive marketing tactics, and promote cessation.

Funding will be used to assess tobacco retailers; educate youth, the community, and its leaders to affect social norm change around tobacco use; counteract the influence of the tobacco industry media campaigns targeting youth; provide youth with the knowledge and skills to resist peer, family, and media influence to use tobacco; address disproportionately high rates of tobacco use by specific population groups; promote the increase of tobacco unit prices; and promote smoke-free policies in local communities. ADPH has evidence-based protocols that are available for use:

https://www.cdc.gov/tobacco/stateandcommunity/counter-marketing/pdfs/tobacco_cm_manual.pdf;

Applications will be evaluated and awarded on a competitive basis. To be eligible to receive funds, any school, local civic club, youth serving organization, charity, or not-for-profit organization shall submit a grant application pursuant to the guidelines issued by ADPH, with provisions for annual renewal of the grants.

Outcomes

This RFP seeks the following outcomes:

- Social norm change around tobacco product and ENDS use among Alabama’s middle and high school students as evidenced by decreasing tobacco use prevalence rates.
- Increased number of policies at the local level that restrict youth access to tobacco products and ENDS, and decrease their exposure to tobacco marketing. See the Tobacco Policy and Tracking System for information about policies in your target city (http://alabamapublichealth.gov/tpts/index.html).
- Increased number of policies prohibiting smoking/use of ENDS indoors.

Funding Available

Funding for this program comes through Alabama’s Master Settlement Agreement dollars reappropriated through the Children First Trust Fund (CFTF). The total funding for this project is $457,505. The program anticipates awarding up to seven grants ranging from $50,000-$100,000. Funding priority is for the following target cities:

- Tuscumbia
- Tuscaloosa
- Red Bay
- Florence
- Huntsville
- Madison
- Irondale
Prichard
Semmes
Sheffield

Payment is on a monthly reimbursement basis contingent upon the satisfactory completion of services for the period in which services were rendered.

**Length of Grant Agreement**

The length of the grant agreement will be from December 1, 2018, through September 30, 2019, with possible annual renewal through September 2020. Continuation of the program will depend on availability of CFTF dollars.

**Eligible Applicants**

ADPH is seeking applicants that can demonstrate capacity in policy development, advocacy, community education, and mobilization. Not-for-profit organizations must meet all of the following eligibility requirements:

- Have not-for-profit 501c3 status or be a governmental agency.
- Be able to enter into a grant agreement with ADPH.
- Provide a current list of at least 10 engaged youth participants.
- Provide a letter of support from school system.
- Be an organizational member of the Coalition for a Tobacco Free Alabama (TFA) or demonstrate intent to become a member (http://tobaccofreealabama.org).
- Provide a letter of support from a designated local tobacco control coalition (where applicable).
- Have the capacity to provide community-wide programming.
- Have a computer, email, and reliable Internet access.

**Required Activities**

Upon receiving their award, grantees will be required to complete the following activities:

- Use a tobacco retail survey tool provided by Counter Tools to assess the target area’s tobacco retail environment. The number of required retail assessments in each city will be provided by Counter Tools. Store assessments should take an average of 30 minutes per assessment including travel time (https://countertobacco.org/resources-tools/store-assessment-tools/).
- Conduct presentations to reach a minimum of 1,500 middle and high school-aged youth; educate youth on tobacco products and ENDS, the dangers and consequences of their use, and the tobacco industry’s deceptive marketing tactics.
- Participate in community events to raise public awareness of the youth tobacco issue.
- Submit content monthly for the We Get It Alabama website and associated social media sites (https://www.wegetitalabama.com/).
- Coordinate a local anti-tobacco community event with a minimum of ten youth advocates.
- Participate in local and state coalition meetings, grantee technical assistance meetings, seminars, and site visits.
- Submit monthly progress reports and any other evaluation information that may be requested by ADPH.
- Determine a policy approach that resolve one or more of the following issues:
  - Reduce or restrict the number, location, density, and types of tobacco retail outlets
  - Increase the cost of tobacco products through non-tax approaches
  - Implement prevention and cessation messaging
  - Restrict point-of-sale advertising
  - Restrict product placement
  (See Tobacco Control Legal Consortium’s Point-of-Sale Strategies: A Tobacco Control Guide for more information on these and other possible policies, https://countertobacco.org/point-of-sale-strategies-tobacco-control-guide/)
- Conduct a minimum of five presentations to local community leaders and decision-makers promoting the policy approach determined to resolve one or more of the above-listed issues.
- Determine an education and outreach approach that addresses disproportionately high rates of tobacco use by specific youth populations including those in low socioeconomic households and lesbian, gay, bisexual, and transgender community.

To ensure completion of these activities, all awarded applicants are also required to:

- Designate a full-time project coordinator who can carry out project activities within a flexible, youth-oriented and community event-driven schedule (daytime hours, some evenings and weekends, with possible overnight travel) to include:
- Station staff on-site at a recognized and identifiable location (Home Offices will not be approved).
- Specify a location for staff, youth, and volunteers to meet, work, and have computer access with e-mail and Internet access.

**Retail Assessments**

Successful applicants will be working with Counter Tools, an organization based in North Carolina that provides technology tools, training, and technical assistance to public health practitioners and researchers working in local, state, or national organizations interested in enacting and enforcing policy, systems, and environmental interventions to promote public health.

Working with youth advocate volunteers, successful applicants will coordinate with Counter Tools and ADPH staff to conduct tobacco retail assessments to measure the breadth and nature of tobacco marketing in their communities.

**Tobacco Education Presentations**
Successful applicants will conduct presentations to reach a minimum of 1,500 middle and high school-aged youth. The presentations will educate the youth on tobacco products and ENDS, the dangers and consequences of their use, and the tobacco industry’s deceptive marketing tactics. ADPH will provide a presentation template.

**Tobacco Awareness Video**

Successful applicants will enlist their youth advocates to assist in the creation and submission of a concept proposal for a 30-second video highlighting the different ways the tobacco industry targets youth in their communities. The video will be featured on the We Get It Alabama website and social media pages and will be considered for use in the next We Get It Alabama television commercial.

Grantee organizations will not be required to own or purchase any video or editing equipment for this activity.

**Anti-Tobacco Community Event**

Successful applicants will be required to coordinate an anti-tobacco community event. Grantee organizations and youth advocates will gather to alert the community of the tobacco industry’s deceptive marketing to youth. Please refer to (https://www.kickbuttsday.org/) for tips and resources to coordinate a community event.

**We Get It Alabama**

We Get It Alabama is a statewide youth movement that focuses on educating Alabamians on Big Tobacco’s deceptive marketing tactics designed to target youth and young adults with price discounting, candy flavorings, familiar packaging, and more.

Successful grantees will consistently provide timely content for the We Get It Alabama website (https://www.wegotitalabama.com/community-news/) and its associated social media accounts. Examples of this include, but are not limited to, copy for website and social media sites, pictures from community events, youth advocate profiles, etc.

**Budget Requirements**

**Use of Funds**

Funds will be used to conduct activities that support the goals and requirements outlined in the previous section.

Funds can be used for:

- Salary.
- Fringe benefits.
- Limited local mileage.
• In-state mileage, for required meetings, trainings, and events in Montgomery.
• Postage and printing.
• Office and activity supplies.

Budget revisions shall be pre-approved by ADPH. Expenditures made without appropriate approval will not be reimbursed.

Funds CANNOT be used for:

• Purchase of equipment including, but not limited to, computers, fax machines, cameras, video equipment, overhead or slide projectors, television, microcomputers, copiers or printers, or communication devices.
• Rentals/leases for office or meeting rooms.
• Food and refreshments of any kind, including per diem, gum, and candy.
• Purchase of gift cards.
• Purchase of land.
• Construction or renovation projects.
• Utilities.
• To match other funds.
• Out-of-state travel expenses, unless pre-approved by ADPH.
• Indirect costs.
• Capital improvements.

Funds awarded are to be used to start new tobacco prevention programs or expand existing tobacco prevention programs to restrict youth access and exposure to tobacco products and their marketing. These funds may NOT be used to supplant funding of programs which are already in existence.

Match Recommendation

Matching funds are not required; however, greater consideration will be given to proposals that include in-kind or matching funds contributions. In-kind contributions are resources that are expended or used for accomplishing activities of the grant that are not charged to the grant budget. In-kind contributions may come from the grantee’s agency, partners or other agencies, and individuals. These contributions may include, but are not limited to, personnel and volunteer services, the value of contributed space, computer equipment, furniture, utilities, communication devices, materials, supplies, and food items. Overstating or fraudulent match statements will lead to disqualification of the application or loss of the grant. If matching funds are included, applicants are required to provide the source of funds.

Evaluation and Reporting

Grantees will submit electronic monthly progress and budget reports by the tenth day of the following month. Programs will be monitored and evaluated through:
• Number of middle and high school-aged youth reached through tobacco education presentations.
• Number of TFA and local coalition meetings attended and description of participation in work groups.
• Number of retail assessments completed.
• Number of tobacco control policies adopted.
• Number of presentations to community leaders and decision makers completed.
• Number of community events and number of participants.

Progress reports will include description of activities and outcomes (see sample progress report). News clippings, press releases, and products developed should be included in the monthly progress report to better demonstrate accomplishments and to facilitate the sharing of best practices.

Reimbursement Requests

Monthly reimbursement requests must contain employee time sheets, the monthly progress report, and a detailed invoice containing proper financial documentation. A sample is provided for your convenience.

Submission of Application

Deadline for Submission

Please notify Tamekie Washington at Tamekie.Washington@adph.state.al.us by Friday, September 21, 2018, of your organization’s intent to apply for this application. Include organization name, contact name, address, phone number, and target city/area to be addressed.

A hard copy of the grant application must be received by Friday, October 15, 2018. To ensure timely delivery, it is suggested that an express courier be used. No applications received after this date will be accepted.

Submit applications to:

Tamekie Washington
Youth Tobacco Prevention Program Manager
Alabama Department of Public Health
RSA Tower, Suite 960
201 Monroe Street
Montgomery, Alabama 36104
Technical Assistance

A pre-application conference call will be scheduled for Monday, September 24, 2018. Questions about this RFP will be addressed on this call. However, ADPH staff is not available to assist in the actual writing of the application. Applicants requiring further technical assistance may e-mail inquiries to Tamiekie.Washington@adph.state.al.us.

RFP Terms and Conditions

ADPH reserves the right to:

- Alter, amend, or modify provisions of this RFP.
- Adjust or correct cost figures, with the concurrence of applicant, if an error exists and can be documented to the satisfaction of ADPH.
- Negotiate with applicants responding to this RFP to serve the best interests of ADPH and the state of Alabama.
- Modify the detail specifications should none of the applications received meet all of the stated requirements.
- Begin grant agreement negotiations with the next qualified applicant(s) in order to serve and realize the best interest of the state if ADPH is unsuccessful in negotiating a grant agreement with the selected applicant within an acceptable time frame.

Project Duration and Start Date

Applicants will be notified in writing of a selected/non-selected application by Tuesday, October 19, 2018. The selected applicants will enter into a grant agreement with ADPH for the project period December 1, 2018, through September 30, 2019.

Application Content and Format

Please provide the following information in the order listed:

1. Application Cover Page (1 page maximum)-see Attachment A

   This form must be completed and attached as the cover sheet for your application.

2. Problem and Needs Assessment (2 page maximum)

   Describe the youth tobacco problem in your city/area. Include any local youth tobacco prevalence data that may be available to you, particularly cigarette, smokeless, and all tobacco use of the last 30 days for Grades 6 through 12. Include a description of any tobacco or ENDS-related policies in your city/area. Some of this data can be accessed online at the following locations:

   - www.city-data.com
   - www.countyhealthrankings.org
3. **Organizational Structure and Capabilities (2 page maximum)**

Describe your agency in terms of mission, youth services, target population, administration, and operational structure within which the project will function. Identify the project coordinator. Attach resumes and job description(s) which indicate the qualifications and experience of any key staff person. Also describe:

- Technical expertise of the project coordinator, including experience with educating youth and decision makers on policy and related tobacco use and exposure issues, public speaking, and media activities.
- Impact of your organization’s current youth-oriented programs, if any.
- Results of independent audits and date of last audit.
- Description of past policy successes, if any.
- List of youth participants in your organization.

4. **Project Implementation (3 page maximum)**

Describe in detail how your organization will complete the required activities for this RFP. Include hours of work for each activity, a work plan and the methods and resources used to complete each activity. Use the work plan template (see Attachment B) to outline project implementation.

5. **Coalition Participation and Collaboration (1 page maximum)**

Describe your organization’s participation in local or state tobacco use prevention, Children’s Policy Council, youth mentoring, health council, or similar coalitions. Indicate collaboration and coordination among organizations and agencies with your organization in proposing this grant project. Describe advocacy training or work your local coalition has completed in the area of youth tobacco use prevention and preventing exposure to SHS.

6. **Budget**

Provide a budget narrative that provides a detailed justification of how each line item supports the project as outlined in the budget summary. Use the budget template (see Attachment C) to prepare your budget.

7. **Evaluation (1 page maximum)**

Describe your understanding of the reporting requirements found in the “Evaluation and Reporting” section and state who is responsible for gathering and submitting the data.
8. Letters of Support

Provide copies of agreements from youth-serving organizations, schools, collaborative agencies, civic organizations, and local drug/tobacco prevention coalitions. Be sure letters of support outline the commonality of missions of your organizations, your previous projects together, and the resources each agency will contribute toward accomplishing your objectives outlined in your application.

9. Required Forms

Complete the attached State of Alabama Disclosure Statement, ADPH Federal Funding Accountability and Transparency Act statement, and Certificate of Compliance required to enter into a contract with ADPH. Applications that do not contain all the required forms may be dismissed prior to review (see Attachment D-Required Forms).

Completing the Application

Pages must be typed and easy to read. All pages must be numbered, of standard size (8.5 x 11 inches), double spaced, and printed on one side, using a 12-point font, with 1-inch margins.

Copies Required

Applicants are required to submit one complete, original, ink-signed application plus three copies. The original must be unstapled and unbound. The copies should be stapled or bound. No applications will be accepted via fax or e-mail.

Grant Award Criteria

Each application submitted will be reviewed using a three-tiered process. Upon receipt of the application, ADPH staff will check applications for required components. Grant applications that do not meet the application goals and requirements will not receive further consideration. Grant applications that meet the requirements will go to the second tier of the review process. A panel comprised of local and state-level professionals who have experience with and work in the field of tobacco prevention or community grants will score proposals on the following criteria:

Project Implementation 50 points
Organizational Structure and Capabilities 20 points
Problem and Needs Assessment 5 points
Coalition Participation and Collaboration 5 points
Budget 5 points
Evaluation 5 points
Letters of Support 5 points
Matching Fund Contribution 5 points
A review team, the third tier, will make final recommendations for funding based on scores and ranking from the second tier review, past performance of grant applicants, greatest demonstrated need for tobacco policies and protections, and greatest potential impact as identified by ADPH.

**Timeline for Grant Process**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFA Announcement</td>
<td>September 7, 2018</td>
</tr>
<tr>
<td>Notice of Intent to Apply</td>
<td>September 21, 2018</td>
</tr>
<tr>
<td>Pre-Application Call</td>
<td>September 24, 2018</td>
</tr>
<tr>
<td>Grant Proposals due</td>
<td>October 15, 2018</td>
</tr>
<tr>
<td>Selected Grantees Notified</td>
<td>October 19, 2018</td>
</tr>
<tr>
<td>Grant Agreements Signed/Completed</td>
<td>November 19, 2018</td>
</tr>
<tr>
<td>Grant Period Begins</td>
<td>December 1, 2018</td>
</tr>
<tr>
<td>Grant Period Ends</td>
<td>September 30, 2019</td>
</tr>
</tbody>
</table>

**Progress Report Due Dates**

- January 10, 2019
- February 8, 2019
- March 8, 2019
- April 10, 2019
- May 10, 2019
- June 10, 2019
- July 10, 2019
- August 9, 2019
- September 10, 2019
- October 10, 2019
Alabama Department of Public Health (ADPH)
Youth Tobacco Prevention and Control Program
Request for Proposal (RFP) 2018-2019
Attachment A

Applicant/Organization Name: ________________________________
Organization Director: ______________________________________
Organization Telephone Number: ______________________________
Organization Address: ________________________________________
E-mail Address: _____________________________________________
Project Coordinator: _________________________________________
Employer Identification Number (EIN): __________________________
Amount of Funding: ___________________ Amount of Match: ________
Person Completing Application: _________________________________
Title: ___________________ Telephone Number: ________________
Financial Officer Name: _______________________________________
Title: ___________________ Telephone Number: ________________
*Primary Contact: ____________________________________________
Title: ___________________ Telephone Number: ________________

To the best of my knowledge, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant and applicant will comply with the attached assurances if the assistance is awarded.

Typed Authorized Signature: __________________________________
Signed Authorized Signature: ________________________________
Date: ______________________________________________________
*This person will be contacted to answer questions regarding your proposal and your progress throughout the project period.
### Work Plan Template

**Attachment B**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Strategy/Method</th>
<th>Time Frame</th>
<th>Team Member Responsible</th>
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</thead>
<tbody>
<tr>
<td>Assess Tobacco Retailers</td>
<td>Use Counter Tools Survey</td>
<td>February-May</td>
<td>Project Coordinator or Youth Volunteers</td>
</tr>
<tr>
<td>Reach 1,500 Middle/High School Students</td>
<td>Conduct School and Community-based Presentations</td>
<td>October-September</td>
<td>Project Team Member</td>
</tr>
</tbody>
</table>
ATTACHMENT C

ORGANIZATION NAME
Youth Tobacco Prevention
BUDGET Template
DECEMBER 1, 2018 – September 30, 2019

A. SALARIES AND WAGES:

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Annual Salary</th>
<th>% of Effort</th>
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<tr>
<td>Prevention Educator</td>
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<td>$0.00</td>
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<tr>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
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Justification:
Describe justification for each staff person here...

B. FRINGE BENEFITS:

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<th>Component</th>
<th>Rate</th>
<th>Wage</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA</td>
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<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Retirement</td>
<td>0%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>0%</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Justification:
The fringe rate is calculated by...

C. SUPPLIES:

<table>
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<tr>
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<th>Rate</th>
<th>Cost</th>
</tr>
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<tbody>
<tr>
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<tr>
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</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Justification:
Describe justification for each supply line here...
D. TRAVEL:

<table>
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<th>Item</th>
<th>Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mileage</td>
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<tr>
<td></td>
<td></td>
<td>Per Diem</td>
<td>$</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Justification:
Describe justification for travel here...
Number of trips x person(s) x miles = $

Note: Include lodging, transportation, and air fare (if applicable)

E. TOTAL COSTS: $0.00
Attachment D

Required Forms
State of Alabama

County of

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE: ____________________

RE Contract/Grant/Incentive (describe by number or subject):

_________________________________________
by and between

_________________________________________
(Contractor/Grantee) and

_________________________________________
(State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of ____________________________, with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as “the Act”.

2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee’s business structure.

   BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. “Business entity” shall include, but not be limited to the following:

   a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.

   b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license and any business entity that is operating unlawfully without a business license.

   EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

   (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

   (b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of ______________ 20___.

_________________________________________
Name of Contractor/Grantee/Recipient

By: ____________________________________

Its ____________________________________

The above Certification was signed in my presence by the person whose name appears above, on

This _____ day of ______________ 20___.

_________________________________________
WITNESS:

_________________________________________
Printed Name of Witness
Alabama Department of Public Health
Federal Funding Accountability and Transparency Act ("Transparency Act" or "FFATA") Disclosure Statement

Effective Date of Agreement: ______________________

Award Description/Title: ____________________________________________________________

Entity Completing Form: ____________________________________________________________

Entity’s DUNS Number: ________________ http://fedgov.dnb.com/webform

Address: _________________________________________________________________________

City, State, Zip: __________________________________________________________________

In your business or organization’s preceding completed fiscal year, did your business or organization (the legal entity to which this DUNS number belongs) receive (1) 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

YES ☐ NO ☐ If yes, answer next question. If no, stop here and sign form and return to ADPH

Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this DUNS number belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986?

YES ☐ NO ☐ If no, complete the following. If yes, stop here and sign form and return to ADPH

Provide the following information for the five (5) most highly compensated executives in your business or organization (the legal entity to which this DUNS number belongs):

<table>
<thead>
<tr>
<th>Name</th>
<th>Position Title</th>
<th>Total Compensation Amount for the Entity’s last complete fiscal year</th>
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Signature ___________________________ Title ___________________________ Date ___________________________

Typed Name of Signature ___________________________

ADPH-05-2011
State of Alabama
Disclosure Statement
Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

☐ Contract  ☐ Proposal  ☐ Request for Proposal  ☐ Invitation to Bid  ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes  ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

<table>
<thead>
<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>TYPE OF GOODS/SERVICES</th>
<th>AMOUNT RECEIVED</th>
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<tbody>
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Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes  ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

<table>
<thead>
<tr>
<th>STATE AGENCY/DEPARTMENT</th>
<th>DATE GRANT AWARDED</th>
<th>AMOUNT OF GRANT</th>
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</table>

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

<table>
<thead>
<tr>
<th>NAME OF PUBLIC OFFICIAL/EMPLOYEE</th>
<th>ADDRESS</th>
<th>STATE DEPARTMENT/AGENCY</th>
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Page 1 of 2
2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

<table>
<thead>
<tr>
<th>NAME OF FAMILY MEMBER</th>
<th>ADDRESS</th>
<th>NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE</th>
<th>STATE DEPARTMENT/ AGENCY WHERE EMPLOYED</th>
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)


Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)


List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

<table>
<thead>
<tr>
<th>NAME OF PAID CONSULTANT/ LOBBYIST</th>
<th>ADDRESS</th>
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed $10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature ___________________________ Date ____________

Notary's Signature ___________________ Date ____________ Date Notary Expires ____________

Act 2001-855 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of $5,000.