

## **APPENDIX B**

### **Scope of Services**

**All components listed in this section are mandatory**

Each selected organization will deliver the program and services described in its proposal during Fiscal Year 2028 and will:

- expend funds solely for Delaware citizens, consistent with 16 Del. C. § 137(d), the proposal as approved, and the executed agreement;
- accept incorporation of the proposal's measurable objectives into the award agreement verbatim;
- submit expenditure reports and an annual outcome report against those objectives on the schedule and templates specified by the Division, for use in the Department's assessment of prior-year awards under § 137(i)(6);
- provide an annual certified audit or equivalent financial statements and cooperate with any request for financial or programmatic information from the Division or the Advisory Committee; and
- participate in the Division's monitoring activities, including desk reviews and, where applicable, site visits.

#### **i. Proposal Contents**

Proposals must include the following sections, in the order listed. Stated page limits will be enforced; text beyond a limit will not be evaluated. Concise, specific responses are expected.

1. Cover Letter (limit 1 page)-identify the organization, primary contact, authorized official, total amount requested, and the primary § 137(d) purpose served; include a statement of capability and commitment.
2. Statement of Need (limit 2 pages)-the health need addressed, supported by Delaware-specific data; the target population; and the service gap the program fills.
3. Alignment with Health Fund Priorities (limit 1 page)-which § 137(d) purpose(s) the program serves (identify the primary purpose), and any direct ties to tobacco prevention and cessation or cancer prevention, detection, and treatment.
4. Program Description (limit 4 pages)-goals, activities, implementation timeline for the fiscal year, staffing plan, geographic reach (counties served), projected number of Delawareans served, and any subcontractors or partners and their roles.
5. Measurable Outcomes and Evaluation Plan (limit 2 pages)-three to five measurable objectives, each with an indicator, target, and data source, and a plan describing how outcome data will be collected and reported. For returning organizations, include results against the prior year's objectives.
6. Organizational Capacity (limit 2 pages)-organizational history and mission, governance, financial management and most recent audit result, and experience managing programs and grant funds of similar scope.

7. Budget and Budget Narrative (limit 3 pages)-a line-item budget for the Health Fund amount requested; a narrative justifying each line; other funding sources; and a sustainability plan addressing declining Master Settlement Agreement revenue.
8. Certifications and Attachments- signed certifications (accuracy, debarment, conflict-of-interest disclosure, agreement to outcome reporting); IRS determination letter; current board of directors list; most recent certified audit or IRS Form 990; and a completed W-9.

## **ii. Reporting and Communication Requirements**

- Expenditure reports and an annual outcome report on the Division's schedule and templates.
- Programmatic or financial information upon request by the Division or the Advisory Committee.
- Participation in Division monitoring, including desk reviews and, where applicable, site visits.