



2024-2025

**South Dakota Tobacco Control Program
Tobacco Youth & Community Engagement
Request for Application (RFA)**

Catalyst120 Walkthrough

APPLICATION DEADLINE: March 15, 2024 @ 5 pm Central Time

Catalyst120 is hosted by the SHPR Group. Technical Assistance for Catalyst120 is provided through the Catalyst120 Help Center (<https://secure.catalyst120.com/UIPages/Public/HelpCenter.aspx>), email (support@catalyst120.com), or by phone (770.935.0958).



For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

SD TCP Tobacco Youth & Community Engagement RFA Application Timeline

2024-2025

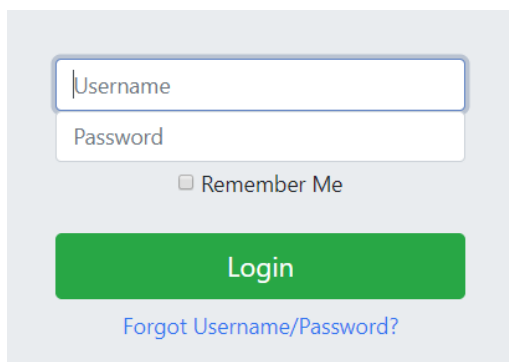
January 19, 2024	Application Release & Recorded Video Posted on QuitTobaccoSD
March 15, 2024 by 5pm CT	Submission Deadline for Application within Catalyst120
April 26, 2024	Tentative Award Notifications <i>Applicants will be notified of funding decisions by email.</i>
Within 10 business days of award notification	Awarded recipient must accept RFA award within Catalyst120 by 5:00pm CT.
June 1, 2024- May 31, 2025	RFA Funding Cycle
May 31, 2025	Final Reports & Success Story Due

Screenshots throughout this guide identify previous funding cycle. Due to formatting being the same, no updates were made to screenshots.

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How to Access Catalyst120

1. Open web browser. Make sure your browser is the most recent version. Mozilla Firefox, Google Chrome, and Internet Explorer are all compatible with Catalyst120.
2. Go to <https://secure.catalyst120.com/>
3. Enter your username and password. Click “Login” to log into Catalyst120, as shown below.



If you are a new applicant and/or do not have a Username and Password for Catalyst120, email Hilary.Larsen@state.sd.us with the subject line “Tobacco RFA Log-In” and include the following information in the body of your email:

- First and last name
- Position/Title
- Email address
- Organization name
- Organization address
- Phone number

After the information is received and processed, you will receive an email with your Catalyst120 username and temporary password with instructions on how to change your temporary password. If you do not receive this information within one business day, please contact DOH.info@state.sd.us.

Edit Profile/Organization Information

Once you have logged into Catalyst120, you will need to update your organization information and contact information.

1. Click on your name next to the symbol of a person in the upper right corner of the page on the Function Bar and click “Edit Profile.”

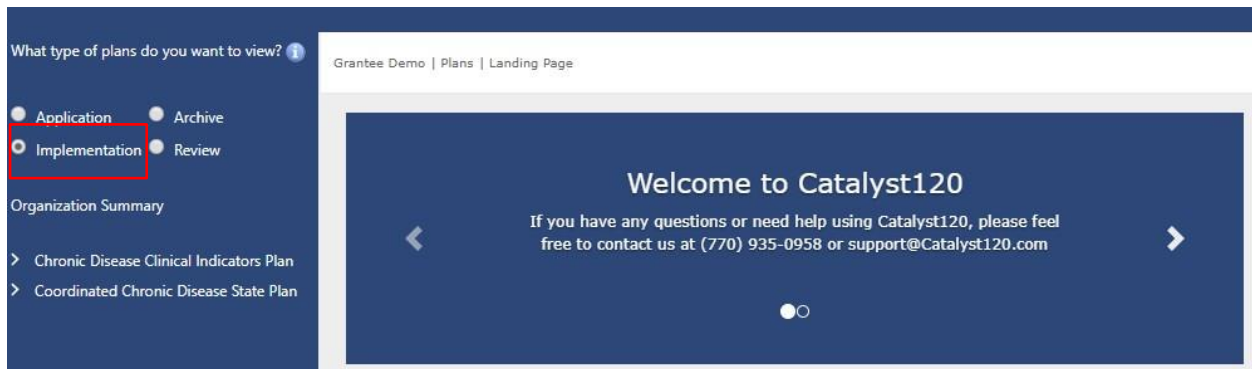


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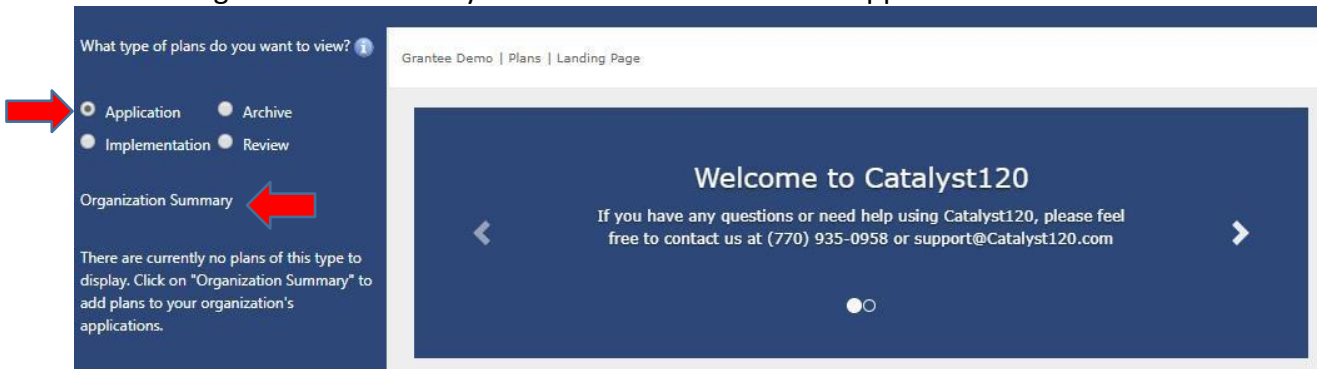
2. Organization Information: Update all your organization fields and click the “Save” button. Please complete as much as possible. **Note: This will update the information across all of Catalyst120 for your organization, NOT your personal information.**


Adding the RFA Application

1. You are automatically directed to your Organization Landing Page. By default, plans in the Implementation phase are shown in your Navigation Tree on the left. If there are not any plans shown, then you do not have any plans currently in the Implementation Phase.



2. Select the “Application Phase” radio button. All applications that are currently being applied for will appear in the Navigation Tree. To add a new application, click on the “Organization Summary” link to access the available applications.



3. On the Organization Summary Page, you can add applications to your organization. Please make sure you read the Application Instructions, as they provide guidance for the Application Section.
4. The Application Section is where all the available applications are listed. To add a new application, click the “Add to Application”  button. The application will appear in the Navigation Tree on the left side of the page.

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What type of plans do you want to view? ⓘ

Application
 Archive
 Implementation
 Review

There are currently no plans of this type to display. Click on "Organization Summary" to add plans to your organization's applications.

Demo / Plans / Organization Summary

Finalized Applications

Application Instructions

To begin the application process, click next to any plan to add it to your applications. To access a plan item, click to expand the Navigation Tree on the left side of the screen and select the item.

To add all opted out items back to your plan, click next to the plan. Any data that has been entered for this plan will not be affected.

If there are any warnings associated with your application, a will be displayed next to the plan. Positioning your mouse over this icon will display a list of warning messages.

To remove a plan from your applications, click next to the plan. Any data that has been entered for this plan will be deleted.

Applications are displayed below in groups. Once your organization has finished filling out and submitting applications for a particular group, **your organization's administrator (Grantee Demo)** must return to this page and use the button to finalize your application submissions for that group. This action can only be performed by your organization's administrator.

Some groups may require you to attach a signature page during the finalization step. If a signature page is required, you may create a signature page by using the button.

Applications

Plan Name	Description	Custom Fields	Guide ⓘ	
▼ Tobacco Disparities 2023-2024				
Tobacco Disparities 2023-2024				
Tobacco Youth & Community Engagement Grant 2023-2024				

5. Plans you have selected to apply for have the “Reset Application” button , “Abandon Application” button and the “Print” button .

What type of plans do you want to view? ⓘ

Application
 Archive
 Implementation
 Review

▶ Tobacco Youth & Community Engagement Grant 2023-2024

Application Added

Application Instructions

To begin the application process, click next to any plan to add it to your applications. To access a plan item, click to expand the Navigation Tree on the left side of the screen and select the item.

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Applications

Plan Name	Description	Custom Fields	Guide ⓘ	
▼ Tobacco Disparities 2023-2024				Summary Finalize
Tobacco Disparities 2023-2024				
✎ Tobacco Youth & Community Engagement Grant 2023-2024		Bulk Update	Grantee Demo	

Page size: 20 2 items in 1 pages

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Steps to Completing your Application

Once you have selected the Tobacco Youth & Community Engagement RFA 2024-2025 plan to apply for, you will need to take the following three steps before submitting and finalizing the application.

Step 1 - Build your application

Step 2 - Provide responses to all items in the Catalyst120 Online Application Form

Step 3 - Download and complete Budget Worksheet

Step 4 - Attach all Required Supporting Information and Budget Worksheet

Guidance for your application can be found on the “Plans Detail Page” under the Attachment Section and at <https://quittobacco.com/resources/request-for-application>.

Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.



1. Scroll down to the “Attachment Section” and click the “Download” to view the guidance.

For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst120 Support through their Help Center: call (770)935-0958 or email support@catalyst120.com.

Attachments ^

+ Add Attachment

Name	Description	File
2023-2024 Grant Guidance		Download
2023-2024 Budget Worksheet		Download
2023-2024 Tobacco Youth & Community Engagement Grant 2023-2024 Catalyst Walkthrough		Download

+ Add Attachment

Page size 10 3 items in 1 pages

Step 1 - Build your Application

The application contains four Goal Areas: Youth Prevention, Cessation, Exposure/Recreational, and Disparities/Health Equity. For more information, see the Application Guidelines in the “Tobacco Youth & Community Engagement RFA 2024-2025.”

1 - South Dakota Tobacco Control Program Community/School Partnership Grant Application

- 0% Part 1: General Information
- 0% Part 2: Goal 1 (Youth Prevention)
- 0% Part 3: Goal 2 (Cessation)
- 0% Part 4: Goal 3 (Exposure/Recreational)
- 0% Part 5: Goal 4 (Disparities/Health Equity)
- 0% Part 6: Kits (only required if doing)
- 0% Part 7: Media Justification If Over 50% of Budget

To begin building your application, follow the process below.

1. You can expand the items in your navigation tree by clicking . By expanding the items, you will be able to see all items of the application/plan. Clicking on the item will allow you to see elements of that item for the application on the right-hand side of the screen, as shown below.

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Step 2 - Providing Responses to Items

1. Elements that the applicant will need to complete will be provided in the RFA Guidance supplied by the Tobacco Control Program. Type in any information that is requested in the Custom Fields section. Make sure you complete all the fields for your application. Click "Save" at the bottom of the item every time a change is made. **Note: You are able to save your responses and return later to edit your response.**

Custom Fields - [Customize](#) - [Settings](#) ^

= must be filled out before the application is submitted
 = must be filled out before the item can be saved

Only fill out the number of activity boxes that are applicable. You are not required to do four activities in each goal

Are you applying for activities within this Goal Area?
 Yes No

Activity #1

Activity Description

Timeframe Implementing. Select all that apply.

Q1 (June-August) Q3 (December-February)
 Q2 (September-November) Q4 (March-May)

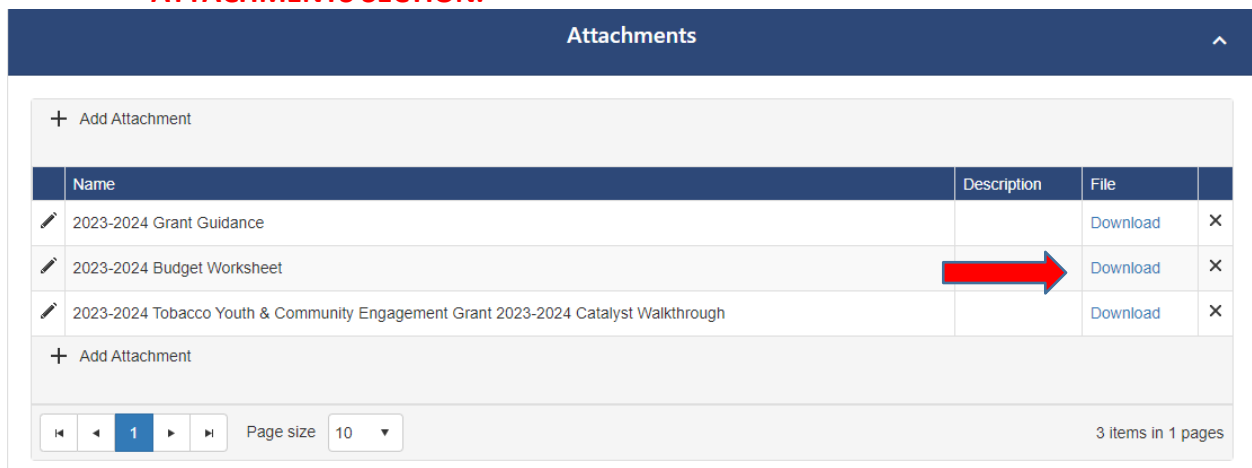
Activity #2

Step 3 - Complete a Budget

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.



2. Scroll down to the “Attachment” section and click the “Download” to access the excel Budget Worksheet. **YOU WILL NOT BE USING THE BUDGET SECTION BUILT INTO CATALYST120. PLEASE DOWNLOAD THE EXCEL TEMPLATE FROM THE ATTACHMENTS SECTION.**



3. Complete the Budget Worksheet in excel using the guidelines found below and, in the Tobacco Youth & Community Engagement RFA Guidance, page 7.

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4. Save your budget worksheet using the title “<Organization Name> Budget Worksheet”.
5. Follow Step 4 to re-upload your completed Budget Worksheet in the “Attachment” section.

Step 4 - Attachments: Required Supporting Information

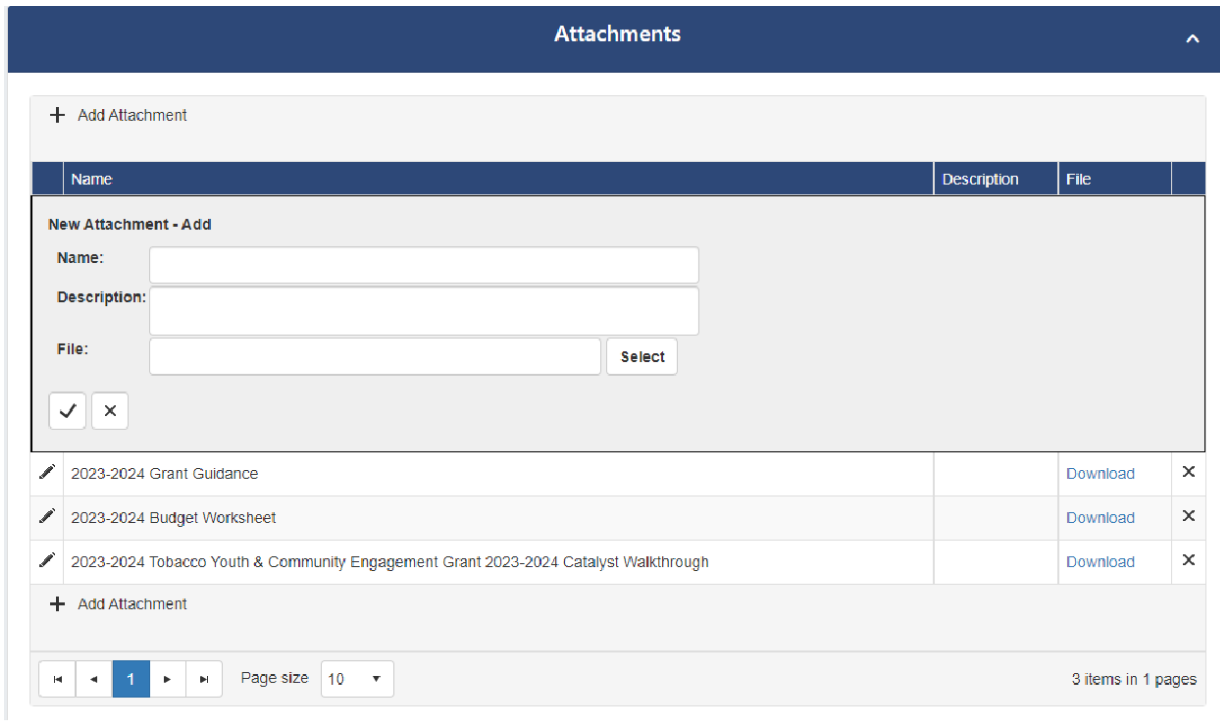
All documents outlined in the “Required Supporting Information” section of the Tobacco Youth & Community Engagement RFA Guidance 2024-2025, along with the completed budget worksheet, must be uploaded as PDFs into the “Attachments” section of the Catalyst120 Online Application.

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.
2. Scroll down to the “Attachment” section and click “Add Attachment.”
3. Type in the Name and Description of the item to be



attached. Click to select the document to upload and attach. When the document has been uploaded, click to save the attachment.

***If possible, please combine all documents into a single pdf before uploading.**



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Review your application

Once you completed all steps, you should to review your entire application and each step to make sure your application is complete before you submit. The steps are listed again below.

Step 1 - Build your application

Step 2 - Provide responses to all items in the Catalyst120 Online Application Form

Step 3 - Download and complete excel Budget Worksheet

Step 4 - Attach all Required Supporting Information and Budget Worksheet

***Appendix A of the RFA Guidance also includes a comprehensive checklist of all required application components.**

Submit your application

After verifying that the application is complete according to RFA Guidance, the Vendor Administrator or the Application Guide for your organization can submit the application.

1. Click on the name of the application in the Navigation Tree to be directed to the “Plan Detail” Page.



2. Under the Submit Application section on the left side of your screen, carefully read the instructions. **Note: Once you submit your application, you will no longer be able to edit the application, the responses, the budget or attachments.**

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Submit Application

Once you submit this application to your organization's administrator (Grantee Demo), you will no longer be able to modify it. Please verify that you have completed the following steps (if applicable) before submitting the application:

1. Provide responses to all items
2. Attach all requested documentation
3. Enter a budget
4. Review Performance Measure Targets

This application will be stamped with the following information:

Your Name: Grantee Demo
Today's Date: 01/03/2023

By submitting this application, I am attesting that all of the information submitted is accurate and complete.

1. Check this box to agree to the above statements.

2.

3. If you can attest that all the information in the application to be submitted is

accurate and complete, check the box and click . **Note: Once you submit your application, you will no longer be able to edit the application, the responses, the budget, or attachments.**

4. In the event that not all mandatory fields for the application have been completed, the system will provide a warning screen and will not allow the application to be submitted.

The screenshot shows a web application interface. On the left is a navigation sidebar with a tree view of application sections. The main content area displays a message: "Your application was not submitted because it did not pass the validation process. Please address the following issues and then try submitting your application again." Below this is a table titled "Application Validation" with the heading "The following required fields have not been completed:". The table lists 11 items, each with an "Item" ID and a "Field" name.

Item	Field
1.1	Name of Applicant/Coalition
1.1	Primary Contact Name
1.1	Mailing address
1.1	City, State, Zip
1.1	Phone Number
1.1	Email Address
1.1	Physical Address (If different than mailing)
1.1	City, State, Zip
1.1	Has your organization applied for the current Tobacco Disparities Grant?
1.1	Fiscal Agent Status

At the bottom of the table, there is a pagination control showing "Page size: 10" and "37 items in 4 pages".

5. Click on the field name and you will return to the application where you can fill out the required information.

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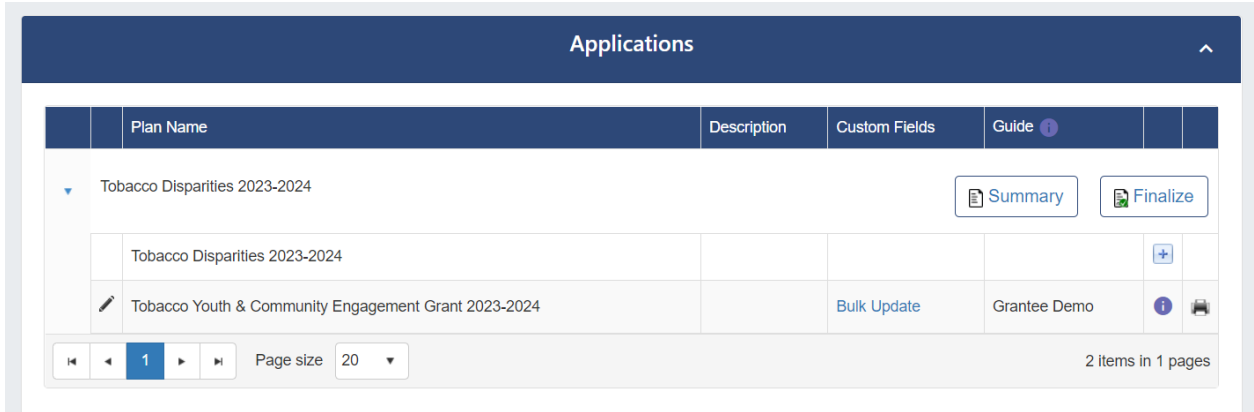
6. Return to the “Tobacco Youth & Community Engagement RFA 2024-2025” Page and successfully submit the application.

Finalize your application

Once you have submitted all the applications your program plans to apply for, the Vendor Administrator can finalize your applications. This is the final step in applying for the RFA.

Note: Applications should not be finalized until ALL applications have been submitted. Finalizing is only done once and applies to all applications as a group and is not done individually.

1. Once you are ready to finalize your application, click the “Finalize” button.



2. The “Finalize Applications” pop-up window will appear, as shown before. Carefully read the instructions.
3. Answer the Uniform Guidance single audit question.
4. Click the “Finalize applications” button.

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Instructions

This is the final step of submitting your Tobacco Disparities 2023-2024 applications to the funding agency.

Once you complete this step, you will no longer be able to modify any of these applications. Please verify that you have completed and submitted all of your applications before proceeding.

Please fill in the form below and then click the "Finalize Applications" button.

You are finalizing the following applications:

- Tobacco Youth & Community Engagement Grant 2023-2024

Your organization chose not to apply for the following grants:

- Tobacco Disparities 2023-2024

This step will be stamped with the following information:

Your Name: Grantee Demo

Today's Date: 01/06/2023

Was your agency required to have a Uniform Guidance single audit completed in the prior calendar year? 

Finalize Applications

A message will appear confirming that your application was finalized and will be processed by SD Tobacco Control Program. You will still be able to view or print your application, budget and any attachments after the application is finalized, but will no longer be able to edit content or add attachments.

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