The Indiana State Department of Health’s Tobacco Prevention and Cessation Commission (TPC) seeks to fund grantees as local level to coordinate the local community-based and minority-based partnerships of Indiana’s tobacco prevention and cessation program. TC wants to ensure that as many counties as possible conduct tobacco control programs in Indiana. No one single agency type has been selected as the Lead Agency for the community-based and minority-based programs. TPC recognizes that different organizations may assume this responsibility in different counties; therefore, community-based coalitions must select one organization to serve as the lead agency. Local community-based and minority-based grants will not be guaranteed for each and every county.

This RFA is an invitation for communities to join together to make the Indiana Tobacco Prevention and Cessation Commission’s vision…To significantly improve the health of Hoosiers and to reduce the disease and economic burden tobacco use places on Hoosiers of all ages…a reality for the State of Indiana.

This RFA is based on the objectives and strategies outlined in the Indiana Tobacco Control Strategic Plan. Coalitions should refer to TPC’s 2017-2019 Request for Application Workshop folder for additional resources. TPC reserves the right to correct any errors in and/or omissions in the RFA.

APPLICANT ELIGIBILITY
A public or private, state, or local government entity may apply as the Lead Agency for the local community-based partnerships for the TPC program. A public or private minority entity may apply as an agency for the minority-based partnerships for the TPC program. A minority entity is defined as an entity that is controlled by one (1) or more persons who are: (A) United States citizens; and (B) members of a minority group. “Minority group” means the following: (A) Blacks, (B) American Indians, (C) Hispanics, (D) Asian Americans, (E) Other similar minority groups as defined by 13 CFR 124.103. “Controlled” means having direct control over the management and active in the day-to-day operations of the entity.

TPC will only approve one community-based contract in any one county. TPC recommends that organizations interested in serving as the Lead Agency for a county work together to submit one community-based application. Should TPC receive multiple community-based applications from a county, TPC will:

A. Encourage the applicants to meet jointly with the coalition to determine which organization is best suited to serve as the Lead Agency and request a rewrite of a cooperative application; or

B. If the county cannot make a determination, TPC will accept more than one application for review and approve one application. However this approach is highly discouraged.

A Lead Agency may apply as a consortium of counties; however, separate applications are required for each county. TPC will accept more than one minority-based application per county.

Submission of an application does not guarantee the placement of a contract with the applicant. TPC reserves the right to seek out an alternate Lead Agency should the review team not approve an application and should prior program and fiscal accountability be below standards. Should TPC elect to solicit an application from a potential Lead Agency, the deadline for submission of the application will be outside of the dates listed in this document.
What is a Lead Agency?

- The **Lead Agency is the Fiscal Agent**. A separate Fiscal Agent and Lead Agency is not allowed.

- The **Lead Agency must have a Federal Identification Number**. In order to receive grant funds, the Federal Identification Number used must be registered to the Lead Agency. TPC will not accept a Lead Agency using another organization’s Federal Identification Number.

Lead Agency Responsibilities

Fiscal Responsibilities

- Serve as the fiscal officer for the grant
- Submit Monthly or Quarterly Invoices and Quarterly Fiscal Reports by due dates
- Respond timely to periodic information requests
- Be registered with the Indiana Secretary of State
- Fulfill the terms of the contract
- Establish a separate account or ledger for grant funds to ensure that TPC funds are not comingled with other funds
- Participate in monitoring engagements to review fiscal compliance
- Conduct an audit to be paid by grant recipient (if required by law)
- Provide additional financial information if requested

Programmatic Responsibilities

- Participate actively in the preparation of the work plan
- Ensure that the Lead Agency is educated on tobacco control priorities
- Demonstrate collaboration with other key partners in the preparation of the work plan
- Agree to serve as the key contact point for required reporting to TPC
- Submit Monthly Program Reports by due dates
- In the temporary absence of a coalition coordinator, ensure that the Lead Agency is represented at coalition meetings, training events, conference calls and cluster meetings
- Assure that all grant related staff (coalition coordinator) participate in all TPC training events
- Participate in all evaluation and accountability activities including monitoring of subcontracts
- Respond timely to periodic information requests
- Promote and conduct the Youth Tobacco Survey data collection. Disseminate results to school administrators
- Designate an in-house Lead Agency staff person to serve as the Supervisor for the Coordinator. Coordinator will report directly to the Lead Agency staff person.
**Lead Agency and Coalition Responsibilities**

Although the Lead Agency plays a critical coordination and leadership role in the implementation of this grant, the coalition and related partners are the local Community Program. It is through the collaborative effort of this diverse group of committed organizations, and its resources, that work is accomplished and goals met. Coalition members are responsible for selecting the Lead Agency. The Lead Agency is responsible for supporting the coalition throughout the grant. The Lead Agency should be an active member of the coalition.

The coalition and its member organizations will carry out many of the activities outlined in the RFA; therefore, the Lead Agency plays an essential role in providing staff time and support to the coalition.

**The Lead Agency must:**

- Assure that a qualified coalition coordinator is employed full or part time to this program. Additional staff may be hired based on the needs of the coalition and the work plan.
- Assure that resources are available for the coalition that may include meeting accommodations and notices, logistical assistance and other necessary support.
- Assure that hours billed to this grant for staff time are devoted solely to working on the approved work plan.
- Assure that a communication mechanism is developed and maintained to keep coalition members informed of activities and events.
- Assure that the coalition’s member organizations are provided opportunities to develop specific experience in tobacco prevention and cessation interventions.

**Coalition Training Requirements**

Program staff must attend required TPC conferences, meetings, and training sessions. Attending required training sessions and conferences is critical for building and maintaining the skills of the staff with responsibility for carrying out the program requirements and is a term and condition of this application. Program staff will accept technical assistance from TPC throughout the course of the grant period to implement their respective work plan. Program staff are required to participate in, at minimum:

- **Conference Calls:** All grantees are required to participate in all scheduled partnership conference calls (monthly).
- **New Coordinator Training Program:** All new coordinators are required to participate in the TPC Coordinator Training Program, including but not limited to Tobacco 101, Media & Policy Advocacy training, and the Coordinator-to-Coordinator (C2C) mentoring program.
- **Regional Meetings and/or Cluster Meetings:** Regional meetings scheduled for 2017-2019 (quarterly).
- **Partner Information Exchange:** 1 to 2 day statewide conference for program staff and coalition members (one per grant cycle).

A minimum of four (4) optional TPC trainings sessions (scheduled as needed).

**Training Performance Measure**

Evidence of attendance at required TPC conferences, meetings, conference calls, and training sessions will be required. The proportion of TPC partners receiving training is a TPC commission metric submitted quarterly to the Indiana State Department of Health’s Office of Public Health Performance Management (OPHPM).
TPC Responsibilities

Fiscal Responsibilities
• Indiana State Department of Health Tobacco Prevention and Cessation Commission (TPC) will monitor the fiscal process for each contract
• Review and approve contracts
• Receive and monitor required fiscal reports
• Provide training and technical assistance to contract agencies to assure compliance with fiscal rules and procedures to contract staff and to help manage budgets

Programmatic Responsibilities
• Guide the contracted program process by providing priorities for action
• Review goals, work plan activities and outcomes of coalition action using reports submitted electronically as prescribed, throughout the contract
• Provide technical assistance and training throughout the contract using site visits, telephone, written communication and webinar, and electronic materials and information tools
• Provide management through assigned TPC program and administrative staff
• Communicate current tobacco control events at the international, national, state and local levels
GRANT DESCRIPTION

The grant consists of four sections with several forms and attachments. See Page 22 for the Application Checklist.

1. The **Administration** section outlines the accomplishments of the coalition during the 2015-2017 grant period. This section requires the coalition to write its vision for the next two years and provide at least three goals that are well documented and explained in the 2017-2019 work plan. Be succinct in completing these requirements but demonstrate success and vision and goals for the upcoming grant cycle. Additionally, this section requires cover sheet completion to include at least three different signatures and information about the proposed Lead Agency, including the understanding of financial and programmatic responsibilities.

2. The **Coalition Assessment** section addresses how the coalition plans to develop and maintain a partnership across diverse sectors of the community in order to build a broad-based coalition of support for social norm changes related to tobacco control policy change. The applicant is required to provide five (5) letters of support that describe the coalition’s partners’ commitment.

3. The **2017-2019 Work Plan** section includes the work plan forms. The coalition must determine the community indicators it plans to address and complete a work plan form for each indicator. Required community indicators are listed on page 9 of the application. Each work plan requires the signature of a Lead Agency representative, the Coalition Coordinator, and a Coalition member to ensure that everyone has reviewed each work plan.

4. The **Budget** section describes the operation costs to conduct tobacco control programming and development of strategic work plans through June 30, 2019. A budget narrative with detailed descriptions must be included.

A job description for ALL persons paid through the TPC Grant must be included in the final electronic submission.
FUNDING AND BUDGETING

This contract period covers State Fiscal Years 2018 and 2019. The contract period starts on July 1, 2017 and ends on June 30, 2019.

Local community-based and minority-based grants will not be guaranteed for each county. There will not be a guaranteed allotment or a suggested funding range for each county. It is suggested that Lead Agency/applying coalitions consider previous funding (and spending) levels when preparing the proposal. Budget requests should reflect the needs of the community, the amount of work proposed in the work plan, and resources needed to be successful. The size of the county’s population will be a consideration. Applications will be reviewed through a competitive process.

The Lead Agency serves as the Fiscal Agent; the Fiscal Agent is the Lead Agency. TPC will execute the contract with the lead agency and this organization bears the fiduciary responsibility over both the program activities and funding received. Funds will be paid to the Lead Agency upon receipt and approval of invoice.

Lead Agencies that are current TPC grantees must satisfy all reporting requirements from the 2015-2017 grant cycle and be in compliance with all contractual guidelines in order to be considered for 2017-2019 funding. All current TPC grantees must be up to date on quarterly fiscal reports and monthly program reports.

Lead Agencies will be required to sign the contract, submit the IRS W9 form and Direct Deposit Authorization, and audited financial statements, if applicable, prior to receiving any funding. All non-governmental entities are required to submit audited financial statements. All funds paid by TPC will be directly deposited into the Lead Agency’s bank account.

All grants are contingent upon the availability of funding. “When the Director of the State Budget Agency makes a written determination that funds are not appropriated or otherwise available to support continuation of performance of this contract, the contract shall be canceled. A determination by the Director of the State Budget Agency that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.” Financial Management Circular #2007-1.
SUBMITTING AN APPLICATION

The completed application forms and all attachments must be submitted electronically via email at TPCAApplications@isdh.in.gov and must be received before midnight EST on Friday, March 17, 2017.

APPLICATIONS WILL ONLY BE ACCEPTED AT THE EMAIL ADDRESS ABOVE. Please refer to the electronic submission instructions on TPC’s website for more information.

REVIEW PROCESS

A team consisting of members of the ISDH, TPC staff, and state and national tobacco control experts will review the proposals. The Review Team will evaluate proposals to ensure that each proposal meets the minimum requirements of this grant application, and will then submit funding recommendations to the ISDH for final approval.

Applications will be reviewed using the following criteria:

- Potential for community-wide impact
- Maximize limited funds (priority will be given to those communities that demonstrate the coalition capacity to leverage resources in the community to affect social norm change for tobacco use)
- Strength of coalition
- Partnership approach to achieving objectives
- Input from coalition in writing work plan
- Leadership and capacity of the Lead Agency
- Capacity to achieve results
- A focus on policy and systems change
- Appropriateness of the budget
- Meets all contract requirements
- Thorough, focused work plans with SMART Objectives
- Appropriateness of the subcontract proposals, if applicable
- History of completing contract deliverables and executing approved work plans, if previously a funded TPC partner
- History of timely submission of TPC Reports and participation in TPC trainings and communication, if previously a funded TPC partner

TPC reserves the right to require additional materials to substantiate any claim made in the application and during the grant cycle.
# TIMELINE FOR SUBMITTING AN APPLICATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 31, 2017</td>
<td>RFA released on <a href="http://tpcwebsite">TPC website</a></td>
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| February 2, 7, 10       | Regional workshops
* Applicants are strongly encouraged to attend one.  

Registration – 9am for Capacity Building Partnership Training and 1:00pm for RFA Grant Application Training for current grantees.

**Thursday, February 2nd**  
Warsaw Community Public Library
Meeting Room C  
310 E Main Street  
Warsaw, IN 46580
9am-4:30pm ET (9:30-12:30 Capacity Building; 1:30-4:30 RFA)  
NOTE: The library does not open to the public until 9:00.  
Training registration will be from 9:15-9:30.

**Tuesday, February 7th**  
Jackson County Learning Center
323 Dupont Drive  
Seymour, IN 47274
9am-4:30pm ET (9:30-12:30 Capacity Building; 1:30-4:30 RFA)

**Friday, February 10th**  
Riverview Hospital
Krieg Devault Room  
395 Westfield Road  
Noblesville, IN 46060
9am-4:30pm ET (9:30-12:30 Capacity Building; 1:30-4:30 RFA)

February 17, 2017    | Deadline to submit questions in writing to [sgriewank@isdh.in.gov](mailto:sgriewank@isdh.in.gov)  |
February 24, 2017    | FAQ posted on the TPC website                                      |
March 17, 2017 before Midnight  | Completed Applications due to TPC at [TPCAApplications@isdh.in.gov](mailto:TPCAApplications@isdh.in.gov)  |
April 1 - April 30, 2017 | Review by TPC Review Teams                                      |
May 2017            | Target date for award announcements and contract negotiations       |
CONTRACT REQUIREMENTS

The following are requirements for funding for all TPC community-based and minority-based grants. The Coalition Coordinator and Lead Agency must:

Work on the following Indicators and their corresponding Contract Deliverables

- **Point-of-Sale**: Extent of broad-based community support for tobacco point-of-sale strategies at the local level.
- **Tobacco-free Worksites**: Proportion of local and/or statewide smoke-free air ordinances for worksites, including restaurants, bars and gaming facilities.
- **Multi-Unit Housing**: Proportion of comprehensive smoke-free policies in multi-unit housing, including public housing and privately-owned multi-resident buildings.
- **Quitline**: Extent of utilization of the Indiana Tobacco Quitline throughout the community.
- **Employers**: Extent of tobacco cessation benefits provided by employers.
- **Coalition**: Extent of participation by partners within the broad-based coalition.
- **Priority Populations**: Extent of participation by groups serving priority populations in the community.

Submit complete and accurate invoices, quarterly fiscal reports, and monthly program reports by the due date.

Administer the 2018 Indiana Youth Health Survey and/or Youth Tobacco Survey in local or surrounding schools, if selected. This may include schools in neighboring counties.

Participate in all required TPC conferences, meetings, training sessions, webinars/webcasts, and conference calls. Program staff will accept technical assistance from TPC throughout the course of the grant period to implement their respective work plan. All new coordinators are required to participate in the TPC Coordinator Training Program. See the Training and Technical Assistance document for detailed information.

Collaborate with TPC statewide and national partners on initiatives when appropriate and as directed. Projects to be awarded July 1, 2017. For a list of current statewide partners and description of projects, visit [http://www.in.gov/itpc/2349.htm](http://www.in.gov/itpc/2349.htm).

When working with organizations such as school districts, hospital systems, behavioral health centers, college and university campuses, and other workplaces on tobacco-related policy change in addition to city and county ordinances, model policies provided by TPC must be used.

Provide TPC with a copy of all newly-passed tobacco-free policies, including but not limited to the following settings: school district, university/college, behavioral health center, public housing and other multi-family housing, hospital campus, and community health centers.

When a local smoke-free air ordinance passes or is amended, provide TPC with a copy of the signed and filed ("official") community smoke-free air ordinance.

Adhere to TPC communication requirements, which includes completing and maintaining a communications plan (see Recommended Communication Outreach reference page as a guide) and using all media materials, such as swiss cheese press releases or media advisories, that TPC instructs partners to customize and distribute to local media outlets.

Identify and educate local policymakers about how tobacco companies target disparately affected populations.

Demonstrate collaboration throughout the work plan with TPC funded minority-based or community-based partnership(s) in your community, if applicable.

Respond in a timely manner to ALL information and data requests from TPC throughout the duration of the grant cycle.

Submit all required forms upon award notification for timely contract execution. Forms include: Fundamentals of Smoke-Free Air Policy, Brand Use Agreement, W9, and direct deposit form. In addition, lead agencies must register with the State of Indiana’s online Bidder Registration (this will be provided by the ISDH Finance Department upon award notification).
Priority Areas, Community Indicators, and Contract Deliverables

TPC Priority Areas
Indiana’s state tobacco control program has four priority areas:

- Decrease youth tobacco use rates
- Increase proportion of Hoosiers not exposed to secondhand smoke
- Decrease adult smoking rates
- Protect and maintain a state and local infrastructure necessary to lower tobacco use rates

Community Indicators and Contract Deliverables
Priority Areas each have one or more Community Indicators. The associated Community Indicators are broad, evidence-based strategies that work to achieve the Priority Areas.

Each Community Indicator has Contract Deliverables, which are major activities that work together to help the coalition make progress on the Community Indicator.

Coalitions must also include their own community-specific supporting activities in the work plans for each Community Indicator. These activities provide more detail about how the coalition will achieve the Contract Deliverables and accomplish specific outcomes they have identified.

The following Community Indicators are required* for all community-based and minority-based partners. A minimum of one (1) work plan for each required Community Indicator must be submitted with the application.

- **Point-of-Sale**: Extent of broad-based community support for tobacco point-of-sale strategies at the local level.
- **Tobacco-Free Worksites**: Proportion of local and/or statewide smoke-free air ordinances for worksites, including restaurants, bars and gaming facilities.
- **Multi-Unit Housing**: Proportion of comprehensive smoke-free policies in multi-unit housing, including public housing and privately-owned multi-resident buildings.
- **Quitline**: Extent of utilization of the Indiana Tobacco Quitline throughout the community.
- **Employers**: Extent of tobacco cessation benefits provided by employers.
- **Coalition**: Extent of participation by partners within the broad-based coalition.
- **Priority Populations**: Extent of participation by groups serving priority populations in the community.
POINT OF SALE (INDICATOR 3):
Extent of broad-based community support for tobacco point-of-sale strategies at the local level.

Contract Deliverables:
• Participate in Standardized Tobacco Assessment of Retail Settings (STARS) annual survey to collect county-level data on tobacco products and point-of-sale advertising in retail establishments.
  DUE: March 31, 2018; March 31, 2019

• Conduct youth and adult-focused presentations on how tobacco products are priced and marketed to target teens. Appropriate audiences may include youth ages 12-18 years, youth-serving organizations, internal and external partners including coalition members and lead agencies, and key decision makers in the community.
  DUE: Quarterly

• Conduct youth and adult-focused presentations on the impact of tobacco promotion at the point-of-sale. Include results of local tobacco retailer assessments from the STARS annual survey.
  DUE: December 31, 2017; June 30, 2018; December 31, 2018; June 30, 2019
PRIORITY AREA: INCREASE PROPORTION OF HOOSIERS NOT EXPOSED TO SECONDHAND SMOKE

TOBACCO-FREE HEALTH CARE FACILITIES (INDICATOR 4):
Proportion of comprehensive tobacco-free campus policies for health systems, including community health centers, mental health centers and clinics, addiction treatment centers, facilities for people with disabilities, and senior living facilities.

Contract Deliverables:
• Conduct at least one presentation per year on tobacco-free health care campuses to decision-making bodies within a community health center, hospital, behavioral health or other health care facility (i.e. Community Health Center Advisory Board or Governing Board, etc.).
  DUE: JUNE 30, 2018; JUNE 30, 2019

• Upon passing a comprehensive campus-wide tobacco-free policy, conduct an implementation strategy meeting to offer resources including the Indiana Tobacco Quitline and other tobacco treatment integration resources to health care facilities.
  DUE: PERIODICALLY UP TO 12 MONTHS FOLLOWING IMPLEMENTATION DATE
TOBACCO-FREE WORKSITES (INDICATOR 5):
Proportion of local and/or statewide smoke-free air ordinances for worksites, including restaurants, bars and gaming facilities.

Contract Deliverables:

• Complete and maintain the Community Readiness Profile including a database of workplaces not covered by a comprehensive smoke-free air law.
  DUE: DECEMBER 31, 2017; DECEMBER 31, 2018

• Conduct at least one adult-focused presentation on the need for a local comprehensive ordinance, or the status and benefits of the community’s comprehensive local law. Target audience includes internal and external partners including coalition members and lead agency, business leaders, chamber of commerce, prioritized organizations and key decisions makers in the community.
  DUE: QUARTERLY

• Conduct a key informant interview with: a business leader; member of the leadership (board of directors, etc.) of a veterans’, fraternal or private club; or union representative in your community.
  DUE: QUARTERLY

• Submit letters to the editor on one or more of the following topics: the disparities of worker protection in your community, health effects of secondhand smoke and secondhand aerosol, the economic impact of secondhand smoke, or the benefits of a comprehensive smoke-free air policy that covers all workplaces, restaurants, bars, private clubs, and gaming facilities, as well as the authority of local communities to pass stronger smoke-free air policies that protect the health of the community.
  DUE: QUARTERLY

• Upon passage or amendment of a local smoke-free air ordinance, work with TPC with a policy implementation and maintenance plan.
  DUE: CONSULT REGIONAL DIRECTOR
**TOBACCO-FREE SCHOOLS (INDICATOR 7):**
Proportion of school districts with comprehensive tobacco-free campuses.

NOTE: If your community has a public school district that does not have a comprehensive tobacco-free policy including E-cigarettes/Electronic Nicotine Delivery Systems (ENDS), the coalition **must** work on Indicator 7.

If all public schools in your community are tobacco-free including ENDS, the coalition may work on Indicator 7 with charter, private, and/or parochial schools.

**Contract Deliverables:**

- Conduct at least one adult-focused presentation per year on other tobacco products (OTPs, including ENDS) and the importance of a comprehensive tobacco-free school district policy to school teachers, staff and administration. Include information on how products are marketed to appeal to youth, and how youth are targeted by the tobacco industry.
  **DUE: JUNE 30, 2018; JUNE 30, 2019**

- Upon passing a comprehensive district-wide tobacco-free policy including ENDS, conduct an implementation strategy meeting with school administrators and offer resources including the Indiana Tobacco Quitline and other tobacco treatment integration resources.
  **DUE: WITHIN FOUR WEEKS OF POLICY PASSING**

- Submit a press release upon passing of comprehensive tobacco-free policy (including ENDS).
  **DUE: WITHIN TWO WEEKS OF POLICY PASSING**
MULTI-UNIT HOUSING (INDICATOR 8):
Proportion of comprehensive smoke-free policies in multi-unit housing, including public
housing and market rate multi-resident buildings.

NOTE: The recommended priority of entities for work on multi-unit housing is:
• Public Housing
• Subsidized Housing
• Market Rate Housing

Contract Deliverables:
• Conduct an assessment of current policies regarding smoking in all public and privately
owned multi-unit housing in your community and develop a written work plan.
  DUE: DECEMBER 31, 2017

• Conduct at least one key informant interview or meeting per year with the head of the
public housing authority in your county using the resources received from the smoke-
free public housing training. Public Housing Authority (PHA) contact information can be
  • If your community does not have a PHA or the PHA is smoke-free, conduct the key informant
  interview or meeting with an owner or management agent of other types of multi-unit housing
  (apartments, condominiums, etc.) using the resources provided during the smoke-free public
  housing training.
  DUE: MARCH 31, 2018; MARCH 31, 2019

• Conduct at least one presentation to the public housing authority board, private multi-unit
dwelling management, or trade associations on the importance of smoke-free policies for
public housing and multi-unit dwellings, using the toolkits and other resources received
from the smoke-free public housing trainings.
  DUE: JUNE 30, 2018; JUNE 30, 2019

• Assist public housing authority and/or private multi-unit dwelling management with
implementation by providing resources including Indiana Tobacco Quitline materials and
other assistance.
  DUE: WITHIN FOUR WEEKS OF POLICY PASSING
TOBACCO-FREE COLLEGES AND UNIVERSITIES (INDICATOR 9):
Proportion of college and university campuses with comprehensive tobacco-free campus policies: This includes the usage, sale, marketing, and sampling in indoor and outdoor spaces such as student housing, classroom buildings, and athletic facilities.

Contract Deliverables:

- Identify and recruit a team of students, staff and faculty who want to pursue a policy change.  
  DUE: DECEMBER 31, 2017

- Conduct a key informant interview with both a member of university leadership (i.e. President/Dean of Students), and the highest ranking member of the student-led government.  
  DUE: DECEMBER 31, 2017

- Conduct at least one presentation per year on tobacco-free college and university campuses to decision-making bodies within the college/university (i.e. student government; university trustees).  
  DUE: JUNE 30, 2018; JUNE 30, 2019

- Upon passing a comprehensive campus-wide tobacco-free policy, conduct an implementation strategy meeting to offer resources including the Indiana Tobacco Quitline to university leadership.  
  DUE: WITHIN FOUR WEEKS OF POLICY PASSING
PRIORITY AREA: DECREASE INDIANA ADULT SMOKING RATES

QUITLINE (INDICATOR 11):
Extent of utilization of the Indiana Tobacco Quitline throughout the community.

NOTE: TPC DOES NOT FUND OR COVER STAFF HOURS for community tobacco cessation/treatment classes.

Contract Deliverables:

• Manage the Quit Now Indiana Preferred Provider Network list by conducting ALL of the following on-going activities:
  • Outreach with all new contacts on the Quit Now Indiana Preferred Provider Network list to determine interest level and intensity of follow up needed (new contacts provided monthly)
  • Intense outreach to Quit Now Indiana Preferred Provider Network members with a high interest level through on-going follow-up (by phone or in person)
  • Track and monitor continued outreach to Quit Now Indiana Preferred Provider Network and quitline referrals from providers contacted
  • Connect healthcare representatives interested in electronic referral to the Indiana Tobacco Quitline with TPC Cessation Systems Specialist

DUE: MONTHLY

• Conduct outreach with the following health care providers and/or organizations that serve priority populations to promote the Indiana Tobacco Quitline and to develop on-going relationships with:
  • State and/or federally supported community health centers http://www.indianapca.org/?page=FindaCHC
  • Other Healthcare Providers including, but not limited to: Pharmacists, Dentists, Behavioral Health Providers, Physical Therapists, etc.
  • Organizations that serve the following priority populations: Women of childbearing age and pregnant women, Lesbian, Gay, Bisexual, and Transgender (LGBT), Veterans and members of the military, Medicaid members, Indiana High School Equivalency Diploma (formerly GED) Program, Vocational Training Programs, People with Disabilities

DUE: MONTHLY
CESSATION SYSTEMS (INDICATOR 12): Extent of health system implementation of the Clinical Practice Guideline for Treating Tobacco Use and Dependence including integration of electronic referrals to Indiana Tobacco Quitline.

Contract Deliverables:

- When working with a health system and/or behavioral health center include the following components:
  - Provide the health system instruction on identifying tobacco users at each patient encounter
  - Assist the health system in using a reminder system that specifically identifies tobacco users. Identify reminder system responsibilities for appropriate health care personnel
  - Provide training on effective methods of conducting brief interventions (Ask, Advise, & Refer) with tobacco user
  - Assist health system in adopting a policy that requires patients to be informed about tobacco use treatment

**DUE: QUARTERLY**

- Meet with appropriate stakeholders to discuss options for embedding tobacco treatment into the electronic medical record (EMR) system.
  - Demonstrate to stakeholders the many benefits of integrating tobacco treatment and electronic referral to the overall medical system

**DUE: JUNE 30, 2018**
EMPLOYERS (INDICATOR 13):
Extent of tobacco cessation benefits provided by employers.

Contract Deliverables:

• Develop and maintain a database of employers in your county that has implemented comprehensive tobacco-free workplace policies (including grounds).
  **DUE: SEPTEMBER 30, 2017**

• Conduct a presentation and/or face-to-face meeting for employers, business professional organizations, chambers of commerce, economic development groups, etc. to address the burden of tobacco on employers and to provide steps for employers to address tobacco use.
  **DUE: QUARTERLY**

• Manage the Quit Now Indiana Preferred Employer Network list by conducting ALL of the following on-going activities:
  • Outreach with all new contacts on the Quit Now Indiana Preferred Employer Network list to determine interest level and intensity of follow up needed
  • Intense outreach to Quit Now Indiana Preferred Employer Network members with a high interest level through on-going follow-up (by phone or in person)
  • Discuss with the leadership of local businesses on offering insurance benefits with tobacco cessation coverage
  • Educate the leadership of local businesses on the importance of implementing a comprehensive tobacco-free grounds policy including electronic nicotine delivery systems.
  **DUE: QUARTERLY**
PRIORITY AREA: PROTECT AND MAINTAIN A STATE AND LOCAL INFRASTRUCTURE NECESSARY TO LOWER TOBACCO USE RATES

COALITION (INDICATOR 14)
Extent of participation by partners within the broad-based coalition.

Contract Deliverables:

• Conduct ongoing coalition development and recruitment activities to involve participation from all sectors of the community. Reference the Recommended Coalition Maintenance Activities.
  DUE: MONTHLY

• Create a calendar of regularly scheduled coalition meetings and events. It is required that coalitions hold a minimum of ten (10) meetings per year.
  DUE: MONTHLY

• Develop communication channels that reach all coalition members and partners; communicate with this database at least once per month.
  DUE: MONTHLY

• Conduct at least one face-to-face meeting or key informant interview with a prospective coalition member or partner in order to recruit from sectors of the community not well represented on the coalition.
  DUE: QUARTERLY

• Educate state and local policy makers about your program and tobacco control, and the burden of tobacco use on Indiana.
  DUE: QUARTERLY

• Send a letter of thanks to state policy makers for your community grant funding and outline the coalition’s accomplishments and goals for the 2017-2019 grant cycle.
  DUE: SEPTEMBER 30, 2017

• Celebrate coalition successes. Recognize coalition members for their hard work and accomplishments.
  DUE: DECEMBER 31, 2017; DECEMBER 31, 2018

• Conduct at least one presentation or meeting per year with the board or administrators of the lead agency to educate on evidence-based tobacco control practices, as well as coalition accomplishments and goals.
  DUE: ANNUALLY
PRIORITY POPULATIONS (INDICATOR 15):
Extent of participation by groups serving priority populations in the community.

Contract Deliverables:

• Identify and recruit at least one new organization per quarter that works with priority groups in order to fill coalition gaps and to work on tobacco control activities in one or more of the following areas:
  • Organizations that work with women of childbearing age and pregnant women
  • Faith-based community
  • Employers in blue collar and service industries
  • Young adult minority men
  • Indiana High School Equivalency Diploma (formerly GED) Program
  • Community Health Centers: http://www.indianapca.org/?page=FindaCHC
  • Community Mental Health Centers
  • Addictions Treatment Facilities
  • Career Centers/Work One Centers: http://www.in.gov/dwd/WorkOne/locations.html
  • Youth in Alternative Schools
  • Lesbian, Gay, Bisexual and Transgender community (LGBT)
  • Individuals without health insurance and/or lacking access to health care
  • Organizations that serve people with disabilities

DUE: QUARTERLY

• Implement the Getting a Head Start on Living Tobacco Free training curriculum in at least one Head Start center in your county. This includes following the timeline provided in the toolkit, conducting key informant interviews with staff, collecting baseline data, presenting all training modules to Head Start staff, and collecting data to assess change in attitudes, knowledge and behaviors among parents at the end of the Head Start school year.

AND/OR

Use the Getting a Head Start on Living Tobacco Free toolkit and training curriculum in at least one alternate setting per year (examples: Early Head Start, home health care providers, community health workers, early childhood education or preschool teachers and staff).

DUE: JUNE 30, 2018; June 30, 2019
## APPLICATION CHECKLIST

<table>
<thead>
<tr>
<th>APPLICATION SECTION</th>
<th>COMPONENTS</th>
<th>INCLUDED</th>
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<tbody>
<tr>
<td><strong>Administration</strong></td>
<td>Cover Sheet and Lead Agency Profile</td>
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<td></td>
<td>Lead Agency Responsibility Checklist</td>
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<td>Contract Requirements Checklist</td>
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<td><strong>Attachments</strong> <em>(include electronic/scanned copy in email submission)</em></td>
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<td>• Organizational chart</td>
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<td></td>
<td>• Tobacco-free ground policy</td>
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<td></td>
<td>Work Plan Progress and Goals Form</td>
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<tr>
<td><strong>Coalition Assessment</strong></td>
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<td>Summary of Coalition Partners</td>
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<td></td>
<td>• Five Letters of Support from Committed Coalition Partners</td>
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<td></td>
<td>• Copy of tool used to recruit prospective coalition partners</td>
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<tr>
<td><strong>2017-2019 Work Plan</strong></td>
<td>Work Plan forms</td>
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<tr>
<td><strong>Budget</strong></td>
<td>Budget Worksheet Form <em>(include attached excel file in email submission)</em></td>
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<td>Budget Narrative Form <em>(include attached excel file in email submission)</em></td>
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<td>Scope of Work Form</td>
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<td>TPC Declarations Form</td>
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<td><strong>Attachments</strong> <em>(include electronic/scanned copy in email submission)</em></td>
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<td>• Job Description of Program Coordinator <em>(and any other employee paid by the TPC grant)</em></td>
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<td>• Audited Financial Statements, if applicable</td>
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<td></td>
<td>Subcontract Forms, if applicable</td>
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Application Forms

Section 1: Administration

This section outlines the accomplishments of the coalition during the SFY 2017-2019 grant period. Be succinct but demonstrate success. The applicant should focus on the work toward indicators in the four priority areas and any policy and social norm changes that have occurred.

Forms to complete in this section:

- Application Cover Sheet and Lead Agency Profile
  Note: At least 3 different signatures from the organization are required
- Lead Agency Responsibilities checklist
- Contract Requirements checklist
- Work Plan Progress and Goals Form

Attachments to be included with electronic submission:

- Organizational chart
- Lead Agency tobacco-free grounds policy
# Tobacco Prevention and Cessation Program

**July 2017–June 2019**

## Application Cover Sheet and Lead Agency Profile

**Application for Local Community-Based or Minority-Based Partnerships**

### Lead Agency Contact

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<tr>
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<th>County</th>
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<tr>
<th>Email</th>
<th>Federal Identification Number (Please only include on original application)</th>
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### Primary Contact to TPC

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### Primary Contact Supervisor

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### Lead Agency Financial Contact

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## Proposal Information

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<th>Check indicators selected in work plan</th>
<th>Total Funding Requested</th>
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<tr>
<td>3</td>
<td>4</td>
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<tr>
<td>X</td>
<td>X</td>
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</table>
Priority consideration will be given to applications demonstrating sufficient operating capacity to appropriately segregate duties and responsibilities.

1. Describe the rationale for the selection of the Lead Agency. This description should include the Lead Agency’s ability and flexibility in serving as an effective leader for policy-focused interventions.

2. Provide a brief history of the agency, including the agency’s role in the community and its role with the coalition.

3. Describe the Lead Agency’s role in coordinating the development of the proposed work plans. Include information on the means by which the Lead Agency will assure that the activities and outcomes of the program will be accomplished, and any areas of anticipated difficulty for the Lead Agency.

4. Is there a coordinator for this program? Yes No
   If no, please describe the process by which the agency will hire a coordinator for this grant project.
5. Describe how the program is to be organized, staffed and managed. Include the following:
   a. An organizational chart indicating where the staff for this project will be placed (*include in email submission*)
   b. To whom does the coordinator report within the Lead Agency?
   c. List the normal working hours for the coordinator and any other staff paid through this grant.

6. Does the Lead Agency accept funds or other resources from any tobacco company, any of its subsidiaries or parent company?  ____ No  ____ Yes
   If yes, please describe.

7. Does the Lead Agency provide insurance coverage or other support for tobacco dependence treatment (smoking cessation) for employees?  ____ No  ____ Yes
   If yes, please describe.

8. Please include a copy of the Lead Agency’s tobacco-free grounds policy in the RFA email submission.
Lead Agency Responsibilities

Please acknowledge each of the Lead Agency responsibilities listed below by marking the boxes below. As fiscal agent, the Lead Agency must:

Financial Capabilities
- Serve as fiscal officer for the grant
- Have a Federal Identification Number. In order to receive grant funds, the Federal Identification Number must be registered to the Lead Agency
- Submit Monthly Invoices, Quarterly Fiscal Reports, and Monthly Program Reports by due dates
- Respond timely to periodic information requests
- Register with the Indiana Secretary of State
- Fulfill the terms of the contract
- Establish a separate account or ledger for grant funds
- Participate in monitoring engagement
- Conduct an audit to be paid by grant recipient (if required by law)
- Additional financial information may be requested from all applicants

Programmatic Capabilities
- Participate actively in the preparation of the work plan
- Ensure that the Lead Agency is educated on tobacco control Best Practices
- Actively participate in the coalition, with representation from the Lead Agency other than the coalition coordinator
- Demonstrate collaborations with other key partners in the preparation of the work plan
- Agree to serve as the point of contact for required reporting to TPC
- In the absence of a coalition coordinator, ensure that the Lead Agency is represented at TPC partner meetings, trainings, conference calls, cluster meetings, and community assessments
- Assure that all grant-related staff (coalition coordinator) participate in all training events
- Participate in all evaluation and accountability activities
- Participate in Youth Tobacco Survey data collection and dissemination of results
- Provide in-house employee to serve as immediate supervisor to the tobacco coalition coordinator
- Respond timely to periodic information requests

Coalition Capabilities
- Assure that a qualified coalition coordinator is employed full or part time to this grant program. Additional staff may be hired based on the needs of the coalition
- Assure that resources are available for the coalition. That may include meeting accommodations and notices, logistical assistance, etc.
- Assure that a communication mechanism is developed and maintained to keep coalition members informed of activities and events
- Assume that the coalition’s member organizations are provided opportunities to develop specific experience in tobacco prevention and cessation interventions

Director of the Lead Agency

Signature __________________________ Date ____________

Printed/Typed Name and Title __________________________
Contract Requirements

The following are requirements for funding for all TPC community-based and minority-based grants. Please acknowledge each of the contract requirements listed below by checking the corresponding boxes.

The Coalition Coordinator and Lead Agency must:

☐ Work on Indicators their corresponding contract deliverables
  • **Point-of-Sale** – Extent of broad-based community support for tobacco point-of-sale strategies at the local level
  • **Tobacco-Free Worksites** – Proportion of local and/or statewide smoke-free air ordinances for worksites, including restaurants, bars and gaming facilities
  • **Multi-Unit Housing** – Proportion of comprehensive smoke-free policies in multi-family housing, including public housing and privately-owned multi-resident buildings.
  • **Quitline** - Extent of cessation systems change including the Indiana Tobacco Quitline throughout the community
  • **Employers** - Extent of tobacco cessation benefits provided by employers
  • **Coalition**- Extent of participation by partners within the broad-based coalition
  • **Priority Populations** - Extent of participation by groups representing disparately affected (i.e. hard to reach) populations in the community

☐ Submit complete and accurate invoices, quarterly fiscal reports, and monthly program reports by the due date

☐ Administer the 2018 Indiana Youth Health Survey and/or Youth Tobacco Survey in local or surrounding schools, if selected. This may include schools in neighboring counties.

☐ Participate in all required TPC conferences, meetings, training sessions, webinars/webcasts, and conference calls. Program staff will accept technical assistance from TPC throughout the course of the grant period to implement their respective work plan. All new coordinators are required to participate in the TPC Coordinator Training Program.

☐ Collaborate with TPC statewide partners on initiatives when appropriate. Projects to be awarded July 1, 2017. For a list of current statewide partners and description of projects, visit [http://www.in.gov/itpc/2349.htm](http://www.in.gov/itpc/2349.htm).

☐ When working with organizations such as school districts, hospital systems, behavioral health centers, college and university campuses, and other workplaces on tobacco-related policy change in addition to city and county ordinances, model policies provided by TPC must be used.

☐ Provide TPC with a copy of newly-passed tobacco-free school district policies, university/college policies, behavioral health center policies, public housing and other multi-family housing policies, hospital campus policies, and community health center policies.

☐ When a local smoke-free air ordinance passes or is amended, provide TPC with a copy of the signed and filed (“official”) community smoke-free air ordinance.

☐ Adhere to TPC communication requirements, which includes completing and maintaining a communications plan (see Recommended Communication Outreach reference page as a guide) and using all media materials, including swiss cheese press releases or media advisories, that TPC instructs partners to customize and distribute to local media outlets.

☐ Identify and educate local policymakers about how tobacco companies target disparately affected populations.

☐ Demonstrate collaboration throughout the work plan with TPC funded minority-based or community-based partnership(s) in your community, if applicable.

☐ Respond in a timely manner to ALL information and data requests from TPC throughout the duration of the grant.

☐ Submit all required forms within the first quarter of the grant upon contract execution. Forms include: Fundamentals of Some-free Air Policy, Brand Use Agreement, and (TBD budget documents).

**Director of the Lead Agency**

Signature ______________________________ Date _____________

Printed/Typed Name and Title ______________________________________

**Coordinator**

Signature ______________________________ Date _____________

Printed/Typed Name __________________________
TPC is interested in understanding the coalition’s success and vision by Priority Area:
- Decrease youth smoking rates
- Increase proportion of Hoosiers not exposed to secondhand smoke
- Decrease adult smoking rates
- Protect and maintain a state and local infrastructure necessary to lower tobacco use rates

List progress made by the local coalition toward reducing tobacco use during the 2015-2017 grant period. Provide facts to support success. Include at least three goals for the Priority Area that are well documented and explained in the 2017-2019 Work Plan.

Start with the Priority Area that is most important to the coalition.

### Priority Area:

List success/progress during 2015-2017:

### Priority Area:

List success/progress during 2015-2017:

Include at least three realistic goals in this Priority Area that are more detailed in the 2017-2019 Work Plan:

Include at least three realistic goals in this Priority Area that are more detailed in the 2017-2019 Work Plan:
Priority Area:
List success/progress during 2015-2017:

Include at least three realistic goals in this Priority Area that are more detailed in the 2017-2019 Work Plan:

Priority Area:
List success/progress during 2015-2017:

Include at least three realistic goals in this Priority Area that are more detailed in the 2017-2019 Work Plan:
Section 2: Coalition Assessment

The Coalition Assessment section addresses how the coalition plans to build and maintain partnerships across diverse sectors of the community in order to sustain a broad-based coalition of support for social norm changes related to tobacco prevention and cessation.

Applicants are required to provide five (5) letters of support.

A significant portion of this section is devoted to identifying and assessing the disparately-affected population groups in the community and describing the collaboration between the community and minority-based partnerships, where applicable.

Forms to complete in this section:

- Coalition Assessment
- Summary of Coalition Partners

Attachments to be included with electronic submission:

- A copy of the tool used to recruit prospective coalition partners
- Five (5) letters of support from committed coalition partners. Included in each letter, should be the role of the coalition partner, what resources they will dedicate to the coalition and how their work with the coalition fits within their organizational mission.

*Note: Three (3) of the letters should be from the following sectors:
- Health Care (e.g. physician, dentist, nurse, hospital, community health center, health care administration)
- Business (e.g. economic development corporation, chamber of commerce, business professional association)
- Civic (e.g. city council member, mayor, local policymaker)
Coalition Assessment

This section of the application addresses how the coalition plans to build and maintain a partnership across diverse sectors of the community in order to sustain a broad-based coalition of support for social norm changes related to tobacco control.

Membership

- Describe the coalition’s structure including leadership and the responsibilities of each level of membership (please include total number in coalition, number in database, frequency of meetings, approximate number of partners that attend coalition meetings, formal leadership positions – chair, vice-chair, etc. and the primary organizations represented).

- Provide a list of the standing committees or work groups and how often they meet.
Coalition Assessment (continued)

Diversity of Coalition
• Describe the area of greatest growth in the diversity of the coalition during the 2015-2017 grant period.

• What gaps exist in current coalition membership that must be filled to impact tobacco control in the community? Identify the plan for addressing these gaps.

Reaching Disparately Affected Populations
• Summarize your top three work plan accomplishments in reaching disparately affected populations during the 2015-2017 grant period.
Coalition Assessment (continued)

Tobacco Control Advocacy Database Section
This is a group of individuals that are interested in tobacco control issues, but are not regular members of your coalition.

- How many advocates are currently in your database?

- How do you recruit for this database? Please be specific and describe how often recruitment occurs.

- How many times in the last year did you communicate with your database? What were the topics?

Online media presence. Provide a link, if applicable.

Does the coalition have:

- A Facebook page? Yes ☐ No ☐

- A Twitter account? Yes ☐ No ☐

- Other social media accounts or blogs? Yes ☐ No ☐

- A website specific to the coalition? Yes ☐ No ☐
### Summary of Coalition Partners

Please provide a list of partner organizations by sector

<table>
<thead>
<tr>
<th>Sector</th>
<th>Health Care</th>
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<tbody>
<tr>
<td>Education</td>
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<tr>
<td>Faith</td>
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<td>Civic</td>
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<td>Business</td>
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<td>Youth</td>
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<td>Other</td>
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</table>

**Total Number of Partner Organizations**

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35
Section 3: 2017-2019 Work Plan

Please complete at least one work plan form for each Community Indicator your coalition will work on. The coalition may choose to write more than one work plan for the same Community Indicator if they have more than one SMART Objective they want to address for the Community Indicator. Use as many forms as needed. Reference sample work plans section. **Reference pages 10 to 21** for a complete listing of the Priority Areas, Community Indicators, and Contract Deliverables.

**Instructions for completing the Work Plan Form:**

1. **Priority Area** – Type in the Priority Area associated with the Community Indicator covered by the work plan.
2. **Community Indicator** – Type in the Community Indicator for the work plan.
3. **SMART Objective** – List one SMART Objective for the Community Indicator. A SMART Objective is Specific, Measurable, Achievable, Results-oriented, and Time-limited. It states where you started, where you are going, when you plan to arrive, and how you will know you have arrived. **Reference SMART Objective resource.**
4. **Indicator Status** – Provide baseline data for the Community Indicator. This section should include one or two sentences describing the current status of the Community Indicator in your community and cite sources for the data listed. Examples of data sources include the coalition’s tracking mechanisms and databases, community surveys, coalition assessment, monthly program reports, etc.
5. **Activities** – Several categories are provided in the activities section of the work plan. These categories are: Partnerships and Training, Public Awareness and Community Education, Media Advocacy, Policy Advocacy, Implementation and Maintenance, Data Collection, and Contract Deliverables. Please include all relevant Contract Deliverables for the chosen Community Indicator under the category “Contract Deliverables.” The coalition should then determine additional activities specific to their community under each category that support and expand upon the Contract Deliverables and help to achieve measurable outcomes for the chosen Community Indicator. List these activities under the applicable categories. Include a timeframe and responsible parties for each specific activity and Contract Deliverable.
6. **Signatures** – Each work plan form must be signed by a representative of the Lead Agency, the Coordinator, and a representative of the coalition.
**Work Plan Form**

**Priority Area:**

**Community Indicator** (one indicator per sheet):

**SMART Objective for indicator:**

**Indicator status** (Baseline measurement for this indicator):

Please list how you measured this indicator (include data source):

<table>
<thead>
<tr>
<th>LIST ACTIVITIES BY CATEGORY</th>
<th>OUTSIDE ORGANIZATIONS INVOLVED</th>
<th>START DATE (MM/YYYY)</th>
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<td><strong>Public Awareness and Community Education</strong></td>
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<td><strong>Media Advocacy</strong></td>
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<td>Policy Advocacy</td>
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<td>Implementation and Maintenance</td>
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<tr>
<td>Contract Deliverables</td>
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I have read the work plan:
Lead Agency Representative: ________________________________
Coordinator: ________________________________
Coalition Representative: ________________________________
Section 4: Budget

The section describes the operation costs to continue tobacco control programming through June 30, 2019.

Forms to be completed in this section:
- Budget Worksheet Form (Link to Excel document included)
- Budget Narrative Form (Link to Excel document included)
- Scope of Work Form
- TPC Declarations Form

Attachments to be included with electronic submission:
- Audited financial statements, if applicable
- Subcontract forms for all subcontracts to be executed, if applicable
- Job Description(s)

Reminder: Provide a written Job Description for all positions funded through this grant. Submission of a resume does not replace the job description requirement.

NOTE: The submitted budget is not the final budget. The final budget, including proposed subcontracts, must be approved by the Regional Director and Contracts Administrator subsequent to the submission and approval of this application.
BUDGET EXPLANATION

Description of Budget Line Items

The following line items should be included. Use the budget form provided or a similar format. Explanation of budget items must be submitted using the Budget Narrative form.

1. Personnel
   A. Salaries and Wages
      For each staff position proposed, include the title of the position, percentage of time (FTE), annual salary, number of years’ salary requested, and a summary of the job description or responsibilities. Staff position(s) paid by community- or minority-based partnership funds must be dedicated only to approved tobacco use prevention activities in the work plan. Full-time employees may not have another full-time position outside of the TPC grant. TPC does not recommend that a lead agency employ a part-time person to do tobacco control work funded by this grant that currently has another full-time position. The position requires personnel to attend mandatory activities during the day and periodically during evening hours. TPC does not take exception to an incumbent employed by the grant that works two part-time positions; part-time position is defined as 20 hours or less per week or as defined by the lead agency. Variations from strict full-time (37.5 to 40 hours/week or as defined by lead agency) or part-time assignments (20 hours or less per week, or as defined by lead agency) must be reviewed and approved on a case-by-case basis.

      Tobacco programming activities must occur during the calendar quarter for which the staff is being paid salaries and wages. Paid staff must document hours worked and summarize activities performed on a daily log. Salaries and wages paid to staff must be for hours worked in the same calendar quarter and evidenced by the daily log.

      Salary and wage increases for staff are effective only after an individual has worked toward approved plan goals for more than 12 months. A cap on annual salary increases is limited to the consumer price index – all urban consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics Data (www.bls.gov) or 3% of the current approved salary and wages, whichever percentage is less. Please apply the percentage, not to exceed the 3% limit, as applicable, by checking the year and month that corresponds with the one-year anniversary of the staff person in question. Please remember that the earliest date staff could have been actively employed is the initial term date on the grant contract. The final signature date is the date the contract is considered fully executed, the date the contract is signed by the Indiana State Attorney General’s office.

   B. Fringe Benefits
      For each position, indicate the rate and compute the amount charged for fringe benefits usually and customarily provided by the Lead Agency for employees. TPC grant funding cannot be used to provide benefits in excess of those normally and customarily offered to all employees. If the Lead Agency does not provide fringe benefits to all employees, TPC grant dollars cannot be used to provide benefits not normally and customarily offered. Please refer to the human resources department of your Lead Agency for written guidance on this budget line item.

2. Travel
   Expenditures for travel will be limited to the rate customarily paid by the agency or the current rate being paid by the State of Indiana, whichever is less. A chart summarizing the maximum reimbursement amounts from the State of Indiana’s Financial Management Circular No. 2003-1 effective January 1, 2004, is included for reference.

   In-state or Out-of-state Travel
   Expenses incurred to attend tobacco use prevention and cessation trainings, conferences and meetings in state are appropriate. Out-of-State travel must be pre-approved in writing by TPC. Please submit a written request to your primary contact at TPC prior to travel.
Present the following for each event: Description of the event or conference; rationale for attending (this should connect directly to the partnership’s vision and tobacco program activities); anticipated follow-up from the event after you return to the community; budget estimate (travel, lodging, meals, registration fees, other expenses.)

3. Supplies
Supplies may include: office supplies or meeting supplies, including those supplies not specifically excluded. The purchase of tobacco use prevention educational supplies should be consistent with the goals and objectives of TPC. Include a narrative justification outlining the intended use and incorporation of the supplies into the local program. **Promotional items and other similar items must be pre-approved. Submit a written request to your primary contact at TPC for consideration prior to approval.**

4. Contractual
Descriptions of contracts for program activities must be included along with budget information. Legal professional services to be secured from outside of the unit need to be secured by contract. Legal services **must** be pre-approved by TPC. On the budget form or on another page, describe for each contract the following information:

A. scope of work including tasks and deliverables,
B. time period of the contract,
C. person in the agency who will supervise or manage the subcontract,
D. name of the contractor or, if not yet known, what method will be used to select the contractor, e.g. bids, request for proposals, sole source, etc.
E. amount or budget for the contract,
F. process for contractor to secure payment,
G. how the contract will be supervised, managed, or otherwise monitored by the Lead Agency.

The subcontract agreement formats provided by the Tobacco Prevention and Cessation Commission should serve as a boilerplate to collect at minimum information on subcontractors. If additional space is needed to explain the details of a contract, please attach and reference these documents within the body of the subcontract. The boilerplate contract documents provided are not intended to be the sole source of information for executing a contract for goods or services, but the information requested in the boilerplate must be contained in any subcontract agreement executed.

5. Other
This category can include costs for items such as telephone, rent, copying, printing, postage, mailing, publications, and professional education costs. Rent to be paid for space exclusively reserved for tobacco prevention and cessation programming activities cannot exceed the fair market value for the space. Document how the rental expense was determined and retain this documentation in the records.

Cell phone expense paid from tobacco grant funds must be for calls to conduct tobacco prevention and cessation business. To be reimbursed for cell phone calls, the grantee must have an approved line item in the budget for cell phone expense and provide itemized billing receipts with tobacco prevention and cessation phone calls highlighted. The reimbursement can only be for the calls to conduct tobacco prevention and cessation business. No reimbursement will be issued for cell phone expenses without itemized billing for calls that can be documented for tobacco prevention and cessation activities. To pay a vendor for cell phone expenses you must have itemized billings, highlight the calls for tobacco grant programming activities and only pay for the calls that are for tobacco grant programming activities. If you contract for a flat fee for cell phone expenditures, you must still get itemized billing, highlight the calls that are for tobacco programming activities and calculate the percentage of the total expense that was incurred to conduct tobacco grant programming activities. Only charge the tobacco grant for the percentage of tobacco grant program calls applicable.

6. Paid Media
Advertising and communication media must utilize the media campaign imaging and the common messages developed by TPC. **All paid media must be pre-approved by TPC prior to placement. The Lead Agency is responsible for any and all costs related to paid media.**
7. Furniture and Equipment
Office furniture, equipment and computer/software upgrades, are allowable, provided they are reasonable expenditures relative to the work proposed and were not purchased in a previous year. All equipment purchased with grant funds, which cost $500 or more, shall remain the property of TPC and shall not be sold or disposed of without written consent from TPC. All office furniture, equipment and computer/software upgrades purchased which cost $500 or more must be listed on a fixed assets ledger.

8. Additional Conditions

The Grantee agrees to abide by the following additional conditions:

A. That grant funds and program income shall not be expended for:
   1. Construction of buildings, building renovations;
   2. Depreciation of existing buildings or equipment;
   3. Contributions, gifts or donations
   4. Entertainment;
   5. Automobile purchases, rental and/or leases;
   6. Interest and other financial costs;
   7. Fines and penalties;
   8. Bad debts;
   9. Contingency funds;
   10. Food; and
   11. Political contributions.

B. All disbursements are required by law to be fully itemized. IC 4-10-11-1 states that “vouchers shall not be approved by any officer or officers authorized to approve the same, unless so itemized, giving minutiae of detail, and when vouchers are presented to the auditor of state for warrants, they shall be accompanied by said itemized accounts and statements.” Other state statutes requiring fully itemized state payments include the following:

   IC 5-11-10-1 Disbursements for claims
   IC 4-10-12-1 Itemized vouchers; expenditure for purpose appropriated.

Information necessary to sufficiently itemize payments range from listing specific contract program detail to providing unit costs, quantity, and descriptions for each item or service received. Adequate information must be provided to substantiate hourly billing, such as activities performed and cost per hour. If reference is made to a vendor invoice, statement, or bill, it should be attached. Blank or incomplete invoices should never be certified or paid by Grantees.

Public funds may not be used to pay for personal items or for expenses that do not relate to the functions and purposes of the tobacco grant program.

Personal long-distance calls are not allowed to be charged to the grant. Cellular phone service, which is paid for with grant funds, is for the sole benefit of the program for which grant funds have been received. Grantees have a responsibility to monitor cellular phone expenses to ensure they are not paying for airtime that is not needed. Cellular phone service is paid only via reimbursement with detailed billing.

Dues and subscriptions paid from public funds should be for institutional memberships; i.e. in the name of the organization, or grantee’s organization name, not an individual’s name.

No checks can be issued for cash to pay expenditures. Checks must be made out to the subcontractor and/or supplier.

No petty cash funds can be established.

No debit cards can be authorized or utilized on the tobacco grant bank account holding State of Indiana – Indiana State Department of Health Tobacco Prevention & Cessation funds.
Grantees must reimburse staff for travel expenditures; no advance payments without specific written permission from TPC.

Grantees are responsible for collecting any overpayment or duplicate payments made. Repayment should be sought immediately once an overpayment has been identified.

Grantees are obligated to collect, document and retain all such information necessary to certify invoices submitted for payment for goods or services received. Grantees have the duty to pay properly documented invoices in a timely fashion. With the exception of payroll expenditures for the Lead Agency employees, all contracts and other payments from the grant should be paid upon receipt of a properly documented invoice for contracts, billings or requests for reimbursement.

C. The Grantee will maintain a fixed assets ledger as prescribed in the budget explanation. If an internal tracking system exists within your Lead Agency, follow those prescribed procedures to document any equipment purchases.

D. Grantees will account for tobacco grant funds separately from other organization funds and will reconcile the tobacco grant fund account monthly. Tobacco grant funds cannot be co-mingled with other agency funds. If tobacco grant funds are deposited in an account with other funds, a separate accounting ledger must be maintained, including the proper division and crediting of interest to the various components of the account. At the end of the quarter the fund and account statement, including interest must reconcile to the quarterly fiscal reports submitted to TPC.

E. That acceptance of any services offered under this Grant Agreement shall be voluntary on the part of the individual to whom such services are offered and that acceptance of any services shall not be a prerequisite to eligibility for the receipt of any other services under the Grant Agreement.

F. That any proposed changes in the target population served under this Grant Agreement or any proposed changes in geographic location of service sites must be submitted in writing to TPC.

G. That funding is contingent upon providing individualized data files in a file structure specified by TPC. Grantee will submit said data files to TPC according to a specific schedule determined by TPC. The data provided by the Grantee will be used to perform statistical and evaluative functions, and other reporting requirements.

H. That changes in line items in the budget will be requested in writing and approved by a duly authorized representative of TPC prior to implementation.

I. That payment is contingent upon timely receipt of required client data in accordance with procedures and schedules established by TPC, a copy of which is available upon request.

J. That all income generated by grant funds shall be added to the grant fund balance in the period in which it is earned and is subject to the same requirements as the basic grant monies. All grant monies must be invested in types of investments as directed by current statute IC 5-13-9-1 thru 5. Please refer to the current statute for guidance.

K. To adopt and enforce a no tobacco policy in project facilities at all times.
Summary of Travel Allowances

Per Diem Subsistence

- To be eligible for per diem subsistence, travel must include an overnight stay. Single-day trips are not eligible for per diem.
- Traveler must provide proof of lodging to claim per diem.
- If traveler is requesting per diem, provide the following times:
  • Departure time at the beginning of each trip
  • Arrival time at the end of that same trip

<table>
<thead>
<tr>
<th></th>
<th>IN-STATE</th>
<th>OUT-OF-STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure before 12:00 PM</td>
<td>$26.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>Departure between 12:00 PM and 4:30 PM</td>
<td>$13.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>Departure after 4:30 PM</td>
<td>NONE</td>
<td>NONE</td>
</tr>
<tr>
<td>Return before 12:00 PM but after 7:30 AM</td>
<td>$13.00</td>
<td>$16.00</td>
</tr>
<tr>
<td>Return after 12:00 PM</td>
<td>$26.00</td>
<td>$32.00</td>
</tr>
</tbody>
</table>

- If a conference/seminar registration fee includes meal, these provided meal must be deducted from the traveler’s per diem. Traveler is to deduct from their per diem for any meal provided within a registration fee whether or not the travel ate that meal.

<table>
<thead>
<tr>
<th></th>
<th>IN-STATE</th>
<th>OUT-OF-STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$6.50</td>
<td>$8.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$6.50</td>
<td>$8.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$13.00</td>
<td>$16.00</td>
</tr>
</tbody>
</table>

- Traveler should select from one of three options when indicating per diem claims:
  • All meals provided; no per diem claimed
  • Some meals provided; deducting the following meals: (List all provided meals)
  • No meals provided; all per diem claimed
- Travelers do not have to deduct continental breakfasts from per diem.
- Travelers do not have to deduct airplane meals from per diem. The time a traveler leaves their station determines if a meal provided via air will be reimbursed.
- When two times zones are involved on one trip, please retain a consistent time zone when reporting departure time and arrival time. It is expected that traveler leaves from and returns to the same time zone.

Hotel Rate

- Hotels may request to see State ID to verify the State Government Rate.
- The current Indiana State maximum overnight lodging rate is $89 per night.
- Taxes should be paid and reimbursed if lodging is secured using a personal credit card. Lodging transactions using the State T-Card are tax exempt.
- If a hotel informs that their government rate is more than $89 plus tax, traveler needs to find a hotel that will honor the current in-state maximum rate or contact ISDHTrails@isdh.in.gov. The traveler will be required to pay the overage above the State’s maximum allowable without prior approval.
- Some hotels confuse the Federal rate and the State rate. Ensure your hotel is using the State rate.

Mileage

- As of August 1, 2016 the state mileage reimbursement rate is $0.38 per mile (subject to change per the Indiana Department of Administration)
Budget Forms Instructions

Visit the link below to open an Excel document with pre-programmed forms to fill out the following forms:

- Budget worksheet
- Budget narrative

http://www.in.gov/isdh/tpc/files/Budget%20Forms_01%2027%202017.xlsx

These forms will show up as separate pages in the same Excel file. If you require more entries for any line item in the Budget Worksheet, you can use the optional “Extra Budget Lines” worksheet to enter more values. These entries will be captured on the original Budget Worksheet.

Please ensure to save the Excel file separately and submit it as part of the full electronic email submission. Refer to the electronic submission instructions on TPC’s website for more information.
Scope of Work Form

This form is required by ISDH and submitted with the budget for contractual purposes

Summary of Program [Limit one (1) page]:
List each community indicator and two bullet points which best describe the expected outcome of the Work Plan. Do not use abbreviations or acronyms without explanation (spell out the term and designate the abbreviation).
Tobacco Prevention and Cessation Commission (TPC) Declarations

Must be initialed and signed by the signatory authority of the Lead Agency

— The TPC may seek additional information from an applicant prior to or during the review of the application.

— The TPC reserves the right to negotiate a modification of the proposed work plan and will award funds after agreement has been reached.

— The TPC reserves the right to examine the physical location, all books, documents, papers, accounting records, and other evidence (Records) pertaining to the administration of the community program upon request and copies thereof shall be furnished at no cost to the Tobacco Prevention and Cessation Commission.

— The signatory for this Organization represents that he/she has been duly authorized to executive agreements on behalf of the organization and has obtained all necessary or applicable approvals from the home office of the organization.

— It is policy of the TPC that any organization or individual receiving funding from TPC must agree as a condition of receiving funds that they will not accept any funding from the tobacco industry. By entering into this grant agreement the grantee agrees to abide by this policy during the term of this agreement. Any violation of this clause by the grantee could lead to termination of this agreement by the State.

— It is policy of the TPC that any organization or individual receiving funding from TPC must agree as a condition of receiving funds that they will adopt a tobacco-free campus policy. By entering into this agreement the grantee agrees to abide by this policy during the term of this agreement. Any violation of this clause by the grantee could lead to termination of this agreement by the State.

By initialing above and signing below you indicate that you have read and understand these declarations. For questions and assistance please call: Tobacco Prevention and Cessation Commission at (317) 234-1787

__________________________________     ____________________
Signature       Date

__________________________________
Printed Name

________________________________________________________
Lead Agency Name
Community-Minority Grant Agreement
Lead Agency Sub-Contract Template

County: ________________________ Lead Agency: ____________________________________________

Grant number: ________________ Lead Agency Fax: ________________________________________

Name of person with Lead Agency that will supervise or manage the sub-contractor: ____________________________

Name of sub-contracting agency (or individual): __________________________________________________________

Name of responsible person with sub-contractor: __________________________________________________________

Address: _________________________________________________________________________________________

City: __________________________________ State: _____ Zip___________________________

Telephone: ________________ Fax: ________________________________________________________________

Email: _________________________

Time period of sub-contract: __________________________ to __________________________

Cost of performing sub-contract: $_____________________

** Funds received by the sub-contractor pursuant to this Agreement shall be used only to institute services described in the Grant Agreement between TPC/ISDH and the Lead Agency. Should it be determined by TPC/ISDH that the sub-contractor has used funds inconsistent with the Grant Agreement then the Lead Agency could be required to reimburse TPC/ISDH. Should the Lead Agency be required to make such reimbursement, the sub-contractor may be required to reimburse the Lead Agency.

Required attachments:

Attach a sheet that describes the scope of work to be performed through this sub-contract, including tasks and deliverables.

Attach a description of how this sub-contract will further the goals of your county’s work plan which is on file with ITPC including the indicator(s) it represents.

Attach the Budget Worksheet and the Budget Narrative form to show the distribution of funds for the sub-contract.

Signature of primary contact with Lead Agency: ________________________________________________
Date: __________________

Signature of responsible person with the sub-contractor: __________________________________________
Date: __________________

TPC Office Use Only:
Signature of Regional Director upon approval of the Subcontract _______________________________________
Date: __________________
**Job Description Template**

**TPC Local Program Coordinator**

Will be responsible for working ___ per week in the community, available to travel in-county and to other locations in the state several times per year for training or meetings (see page 29, Lead Agency Profile Form).

Physical lifting may be required for materials or AV equipment.

Coordinator will submit periodic electronic reports as required and respond to local and state needs for information as directed.

Coordinator will be responsible for recruiting public schools selected to conduct the Youth Tobacco Survey Fall 2018.

Media responsibilities include developing partnerships with local news venues and providing accurate local, state, national and international information on tobacco control to the news media as is necessary for education of the public on tobacco issues.

Coordinator will recruit and organize both individuals and organizational representatives from the community to form a coalition representing diverse interests and backgrounds. The coordinator will lead the coalition to strategize action to reduce tobacco use in the county through policy and programs.

Coordinator will fully engage community and coalition members, including specific task force groups, in the business of tobacco control. For this purpose, coordinator is an excellent written and oral communicator. The coordinator will be able to work with healthcare providers, businesses, and other organizations to educate them about evidence-based tobacco control practices, assist them with policy development and implementation, and collaborate with them with to increase referral and acceptance rates to the Indiana Tobacco Quitline.

Coordinator will commit to study CDC’s Best Practices models in tobacco control. Coordinator will use proven, evidence-based actions to reduce tobacco use and exposure to secondhand smoke, and to prevent tobacco use in the community.

Coordinator will monitor completion of activities contracted in the written work plan submitted with this proposal by the coalition of _____________ County.

The ideal candidate should have:

- Leadership skills especially in the area of coalition building
- Community organizing skills; experience recruiting and organizing volunteers
- Marketing and networking skills; experience with developing community relationships
- Experience with media, policy advocacy, and/or political campaigns
- An understanding of public health and/or political science
- The ability to work independently
- Public speaking skills
- Basic computer skills

**Other TPC positions:**

Detail specific functions that support TPC tobacco control contract for positions paid with TPC funds: i.e. funds management (hours, review, and budget development), supervising (hours, face-to-face, and electronic communication).