

**North Carolina Health and Wellness Trust Fund Commission
Teen Tobacco Use Prevention and Cessation Program**

Community/School Prevention Programs Initiative

Request For Proposals

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Note: This RFP outlines the purpose and background of this initiative and also provides useful resources to which applicants can refer. In order to apply for a grant under this RFP, you are encouraged to complete an online letter of intent and full application available at the Commission's website (www.HWTFC.org) starting on or about August 12, 2002. However, if you do not have Internet access, you may contact the Commission office to obtain copies of these forms.

REVIEW PROCESS AND CRITERIA

IMPORTANT DATES

Health and Wellness Trust Fund Commission

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North Carolina Health and Wellness Trust Fund Commission Teen Tobacco Use Prevention and Cessation Program

Community/School Prevention Programs Initiative Request For Proposals

Purpose

The Health and Wellness Trust Fund Commission (“Commission”) announces the availability of grant funding during calendar years 2003-2005 to expand and enhance the statewide effort to prevent and reduce teen tobacco use. Funds will be provided to local community agencies, schools, state agencies, local government or other political subdivisions of the state and nonprofit organizations for initiatives that seek to:

- Prevent youth initiation of tobacco use,
- Eliminate youth exposure to environmental ("secondhand") tobacco smoke,
- Provide treatment options for teens who want to quit, and
- Eliminate health disparities among minority youth attributable to tobacco use.

These goals are linked to a document entitled: *Vision 2010: Comprehensive Plan to Prevent and Reduce the Health Effects of Tobacco Use*, published by NC Tobacco Prevention and Control Branch, NC Department of Health and Human Services. This document is available on the web at www.communityhealth.dhhs.state.nc.us. This plan established community and school-based initiatives as a cornerstone of an effective effort to prevent and reduce the negative health effects of tobacco use, with an emphasis on evidence-based policy interventions.

Background

Tobacco use is the number one preventable cause of premature death and disease in North Carolina and the nation (U.S. Department of Health and Human Services, 2000). Tobacco use contributes to more than 14,500 deaths annually among adults in the North Carolina (NC Department of Health and Human Services, 2001). While cigarette smoking among adults declined between 1965 and 1990, tobacco use by youth increased in the 1990s, and only recently experienced a slight decline (NC Department of Health and Human Services and NC Department of Public Instruction, NC Youth Risk Behavioral Survey (NC YRBS) and NC Youth Tobacco Survey (NC YTS, 2001). More startling, the Centers for Disease Control and Prevention (CDC) has clearly documented that among adults who have ever smoked daily, over 90% of first-tobacco use occurs prior to age 20. The average age of initiation for tobacco use is 13.

The NC YTS, conducted in the fall of 1999, shows that 38.3% of high school students and 18.4% of middle school students currently use a tobacco product (cigarettes, spit tobacco, cigars or pipes). Tobacco use increases by grade level: 10.6% of 6th graders compared to 45.2% of 12th graders report to be current tobacco users. Susceptibility to smoking also increases with age: 33% of middle school students and 44.7% of high school students were determined by survey response to be more susceptible to initiation of tobacco use.

General Guidelines

Grant applicants are encouraged to consider adapting existing program models, where feasible, and to consider incorporating strategies from the Centers for Disease Control and Prevention (CDC) *Best Practices for Comprehensive Tobacco Control Programs*, which can be found at <http://www.cdc.gov/tobacco/bestprac.htm>. Applicants should also consider addressing the Healthy People 2010 risk reduction objectives with regard to tobacco use (<http://www.health.gov/healthypeople/default.htm>). A list of related websites is provided below as a resource for reviewing pertinent information.

National:

- www.tobaccofreekids.org
- www.cdc.gov/tobacco
- www.tobacco.neu.edu
- www.tobacco.who.int
- www.cdc.gov/tobaccogrpage.htm
- www.epa.gov/iaq/ets
- www.nci.nih.gov
- www.ama-assn.org/smokelessstates
- www.lungusa.org/tobacco
- www.phs.bgsu.edu/sshp/rwj/rwj.htm
- <http://www.cancer.org>

North Carolina:

- www.stepupnc.com
- www.expeltobacco.com
- www.communityhealth.dhhs.state.nc.us (Includes the Tobacco Prevention and Control Branch)
- www.nchealthyschools.org
- www.nchealthaction.org
- www.ncpreventionpartners.org

The Program

Who May Apply

Under the NC General Statutes, an organization is eligible to receive a grant from the Commission if it fits into any of the following categories:

- A state agency,

- A local government or other political subdivision of the state or a combination of such entities (includes local education agency and/or public charter schools), and
- A nonprofit organization which has as a significant purpose promoting the public's health, limiting youth access to tobacco products, or reducing the health consequences of tobacco use (includes any nonprofit organization interested in preventing and reducing teen tobacco use).

Other entities interested in reducing use of tobacco products may apply in partnership with an eligible organization which is functioning as the lead applicant for the grant. This lead applicant bears responsibility for fiscal and overall management.

An Overview of the Schools/Community Teen Tobacco Use Prevention and Cessation Initiative

The Community/Schools Prevention Programs Initiative will consider grants from applicants for the following purposes:

- **Initiate new community/school partnerships and collaborations.** It is anticipated that grants will be awarded to applicants that are structured as follows:
 - Lead Applicant Organization: Typically, a public health organization or local education agency or public charter school, this entity bears the responsibility for overall program and fiscal management.
 - Application Partnership: This is a formal agreement among community-based organizations, including the lead applicant, to implement the proposed program. These organizations are listed as co-applicants, and could include public health organizations, local education agencies, public charter schools, youth organizations, voluntary agencies, non-profits, faith communities, and substance abuse programs, among others.
 - Collaborating Organizations/Individuals: The Commission encourages the broadest possible coalition-building among diverse organizations, dedicated to achieving the goals of this Initiative. Collaborating entities may include, but are not limited to, community organizations and individuals such as health care providers, concerned volunteers, and parents who are committed participants in the proposed program. These entities are **not** listed as co-applicants.
- **Build on existing efforts.** Funds will also be available to organizations currently conducting tobacco use prevention activities, for enhancement of those activities. It is anticipated that most of these enhancement grants will be awarded to applicants that are structured as described above. Applicants that currently operate independently are strongly encouraged to seek community partners as well as collaborating organizations and individuals.
- **Stimulate innovation in teen smoking prevention.** The Commission will also consider applications from eligible organizations proposing innovative new approaches to prevent and reduce teen tobacco use.

How Funds Can Be Used

Each Community/Schools Prevention Program Grant recipient must use the funds to carry out activities that support the following goals. The strategies listed below each goal/objective are

examples provided as guidance to grant applicants. Applications should be based on locally identified needs.

GOAL 1: PREVENT YOUTH INITIATION OF TOBACCO USE

OBJECTIVES:

- 1. Increase the proportion of young people in middle school and high school that have never smoked.**
- 2. Increase the proportion of school districts that are 100% tobacco-free for all students, staff and visitors on all school property at all times** (the model 100% tobacco-free school policy prohibits tobacco use for students, staff and visitors on all school property at all times in their local education agency).

Strategies:

1. Empower youth to function as advocates for tobacco use prevention programs and policies,
2. Promote effective tobacco use prevention policies in schools and communities,
3. Empower youth and adult role models to advocate for 100% tobacco-free schools,
4. Generate pro-health media coverage, both to stimulate and publicize youth-led interventions,
5. Raise awareness of the dangers associated with tobacco advertising that is targeted towards youth,
6. Assure a comprehensive approach to tobacco use prevention in schools (www.communityhealth.dhhs.state.nc.us), and
7. Promote and support law enforcement efforts to reduce youth access to tobacco products.

GOAL 2: SIGNIFICANTLY REDUCE YOUTH EXPOSURE TO ENVIRONMENTAL (“SECONDHAND”) SMOKE

OBJECTIVES:

- 1. Increase the proportion of school districts that are 100% tobacco-free for all students, staff and visitors on all school property at all times.**
- 2. Increase smoke-free policies in both indoor and outdoor areas frequented by youth, such as: restaurants, bowling alleys, malls, movie theaters, homes, parks, amusement areas, and ball fields.**

Strategies:

1. Provide education on the health hazards of secondhand smoke, especially exposure of children and adolescents in their homes, including asthma-related health risks,
2. Develop smoke free policies for both indoor and outdoor areas frequented by youth,

3. Earn pro-health media coverage, including editorials, for youth programs that reduce secondhand smoke, and
4. Raise public awareness in underserved racial, ethnic, age and income groups that are more adversely affected by secondhand smoke.

GOAL 3: PROVIDE TREATMENT OPTIONS FOR YOUTH WHO WANT TO QUIT

OBJECTIVES:

1. **Decrease the number of middle school and high school students who smoke cigarettes.**
2. **Decrease the number of middle school and high school students who use smokeless tobacco (spit tobacco) or any other form of tobacco.**
3. **Decrease the proportion of pregnant teens who smoke.**

Strategies:

1. Promote and provide access to effective cessation and treatment options,
2. Promote a culturally and linguistically appropriate NC Quit line and on-line quitting Program (*to be established by the Commission*),
3. Coordinate and promote the Not-on-Tobacco (N-O-T) teen cessation program in schools and community settings (*program to be provided by separate Commission funding*),
4. Empower youth as peer counselors for cessation,
5. Earn pro-health media coverage and editorials promoting cessation,
6. Provide training and technical assistance for medical/dental offices to prioritize effective cessation and treatment options, and
7. Support voluntary initiatives from private and public insurers to expand coverage for smoking cessation/treatment benefits.

GOAL 4: REDUCE HEALTH DISPARITIES AMONG MINORITY (AFRICAN AMERICAN, HISPANIC/LATINOS AND NATIVE AMERICAN) YOUTH ATTRIBUTABLE TO TOBACCO USE

OBJECTIVES

1. **Decrease the proportion of minority middle school and high school students who smoke cigarettes.**
2. **Decrease the proportion of minority middle school and high school students who use smokeless tobacco (spit tobacco) or any other form of tobacco.**
3. **Decrease the proportion of minority pregnant teens who smoke.**

Strategies:

1. Increase diversity of youth leaders, community groups and organizations representing underserved populations actively involved at the local level in prevention of teen tobacco use,
2. Increase the number of schools with large minority populations that adopt a 100% tobacco-free school policy (the model 100% tobacco-free school policy prohibits tobacco use for students, staff and visitors on all school property at all times in their local education agency),
3. Train diverse youth as peer counselors,
4. Develop culturally appropriate youth leadership models such as UJIMA, a youth-led and adult supported African American model tobacco use prevention program to reach youth. The UJIMA program was developed through the African American Action Team of the Tobacco Prevention and Control Branch. (more information on UJIMA is provided at www.stepupnc.com)
5. Emphasize the influence of adult role models on the initiation of tobacco use among ethnic communities,
6. Promote and provide culturally appropriate cessation programs, and
7. Promote tobacco use prevention efforts through pro-health media coverage aimed at specific disparate populations.

Grant Terms

The Commission will award grants to new local programs or to enhance existing local programs. The awards will range from \$25,000- \$100,000 annually. Project funding will be commensurate with the size and scope of the proposed activities. **Subject to availability of funds, and further subject to annual satisfactory program evaluation and continuation plans, the awards will be for three calendar years, 2003 - 2005.**

Grants will be disbursed as follows: up to 3 months startup funding at the beginning of the funding cycle, followed by a monthly advance, beginning with month 4. These monthly advances will be triggered by submission of monthly reports detailing expenditures incurred in the previous month.

The Commission expects to receive more funding requests than can be awarded. Therefore, submission of a grant application does not guarantee receipt of an award. Additionally, grants that are funded may not be funded at their requested amount. The grant size may vary by circumstances, need and program model. The Commission reserves the right to conduct pre-award interviews or on-site assessments.

As a condition of receiving a program grant award, the Commission requires that each grantee participate in a state-level outcomes study as well as a monthly program activity tracking system. Applicants should budget for 4-5 hours/month of staff time for the program activity tracking system and 7-8 hours/month of staff time for the state-level outcomes study.

The Tobacco Prevention and Control Branch (TPCB) will provide training and technical assistance in the proper use of the computer-based activity tracking system and in submitting the information for central data processing. As part of the state-level outcomes study, evaluators (to be selected by the Commission) may require specific reports or information, make periodic site

visits and may conduct telephone interviews, as needed, to document program implementation and operation.

Applicants are also required to submit both an interim (6-month) and an annual progress and financial report to the Commission (user-friendly forms will be available on the Commission's website). A final cumulative progress report and financial report will be due 30 days after the end of the grant period.

To avoid any real conflict of interest or perceived conflict of interest with tobacco manufacturing and related entities, grant recipients must not currently accept any grants or anything of value from any tobacco manufacturer, distributor, or other tobacco-related entities. The only exception is when these grant funds or items of value are totally for NON-tobacco related purposes and do not present any danger of either promotion or use of tobacco products, or otherwise conflict with policies and programs known to prevent and reduce teen tobacco use.

Use of Grant Funds

Funds may be used for planning, staff salaries, project-related travel, supplies, a limited amount of equipment and other direct expenses essential to the project. The Commission anticipates that one Full-Time Employee (FTE) of dedicated staff will be needed for most funded programs and should be accounted for either in the proposed budget or as an in-kind contribution.

The Commission discourages the use of grant funds to pay indirect costs. Any allocated funds that are used to pay indirect costs must be clearly identified along with justification for the expense. Indirect costs include operating and maintaining buildings, grounds, equipment; depreciation, administrative salaries, general telephone expenses, general agency travel expenses and general office supplies. Also, Commission funds may **not** be used for capital expenditures or equipment expenses over \$2,000 per unit. Computers, including laptops, are an acceptable expenditure with justification. Commission funds may not support any efforts to engage in any political activities or lobbying including, but not limited to, support of or opposition to candidates, ballot initiatives, referenda, or other similar activities. These funds may not be for research studies, unless this research is directly linked to evaluation purposes, or to substitute for funds currently supporting similar services. Applicants may subcontract for proposed services after notice to the Commission.

Auditing and Reporting Requirements

State law requires that all grant recipients that are nongovernmental entities and receive at least \$15,000 but less than \$300,000 in combined state funds annually, must file with each of the funding entities, a sworn accounting of receipts and expenditures of these funds. Grant recipients that are nongovernmental entities and receive \$300,000 or more in combined state funds annually must file both with the State Auditor and the funding entities an audited financial statement as prescribed by the State Auditor.

A single audit is required if a unit of government or public authority expends \$300,000 or more of combined state awards in either a federal program (such as a state match) or a state program. Nongovernmental entities are not required to perform a single audit, based only on state awards expenditures.

Application Process

The Commission has established a two-step process for awarding funds under the Community/School Prevention Programs Initiative, consisting of a letter of intent and a full application package. Both can be submitted either in writing or by using the Commission's online process. A letter of intent is strongly recommended, but not required. A full application package is required of each applicant. The detailed description of a letter of intent and application package follow. The Tobacco Prevention and Control Branch will provide direction and technical assistance to all applicants in preparing the application package through conference calls, and to all grantees in the implementation and evaluation of the funded program. Applicants can refer specific questions either in advance, or during the conference calls. Advanced questions can be relayed via the Commission website, or in writing, by mail.

Stage I: Letter of Intent

The Commission requests that potential applicants submit a letter indicating the applicant's intention to submit a complete application. Please complete the letter of Intent online at www.hwtfc.org. If you do not have web access, you may contact the Commission for the form. Two conference calls will be held on September 5 and 6, 2002 to provide technical assistance for potential applicants. The Commission requests receipt of a letter of intent by **September 24, 2002** (see Timetable for technical assistance conference calls). (*two pages maximum*)

The letter of intent should clearly describe:

- A brief review of the lead applicant's history, mission, services offered and recent accomplishments, and if relevant, of partnering organizations that will be listed as co-applicants,
- Whether this is an application to create a new program or enhance an existing effort,
- The geographic area to be served,
- A brief summary of proposed program including the target population, goals, objectives, intervention strategies, and
- Estimate of budget amount to be requested and intended use of funds.

Applicants are encouraged to use the Commission's website for submission of letters of intent, however, written letters will be accepted through the mail as well. Mailed applications should contain three sets - an original plus two copies to be sent to the Commission. Faxed copies will not be accepted. The name and address of the institution and the name, address and telephone number of the contact person must be included. No additional materials will be accepted.

Stage II: Full Proposals

All applicants must submit full proposals in order to be considered. Two conference calls will be held in October of 2002 to answer any questions that applicants have in developing their proposals. (Please see Timetable below for dates).

Applicants are strongly encouraged to use the online capabilities found at www.hwtfc.org for full proposals; however, written full proposals will be accepted through the mail as well. Please contact the Commission to receive an application by mail. Mailed applications should contain three sets - an original plus two copies to be mailed to the Commission. Faxed copies will not be accepted. All mailed proposals must be typed or printed in ink in 12-point type on 8 1/2" by 11" white or light colored paper. To the extent possible, applicants sending their applications by mail should also provide an electronic copy in a format such as a formatted diskette or via e-mail using Microsoft Word.

The proposal should include:

1. **Cover page.** Include the name, mailing address, telephone number, facsimile number, email and federal identification number for the lead applicant organization, and the name and contact information of the key contact person at that organization. Identify the partnering local education agency or public charter school (if other than lead applicant) and include the name of the key contact person in that organization. Provide a verified statement from the chair of the Board of Directors or the head of the lead applicant stating that the grant application has the approval of the governing body.
2. **Executive summary.** The executive summary should include an overview of the lead applicant organization, a concise description of the need for the program and the target population benefiting from services; objectives and measurable outcomes for the program for which funding is requested; how the proposed program demonstrates innovation at the community, county or regional level; and information on the integration of the program with existing services, partnering organizations (co-applicants), and evidence of community support and participation in planning and implementation. (*two pages maximum*)
3. **Program Description.** The narrative of the description should include: (*10 pages maximum excluding attachments*)
 - **Background of the lead organization and its partners.** Provide an overview of the lead applicant organization, including its mission statement, current programs, accomplishments and experience working on tobacco use prevention policy and programmatic activities. Provide brief overviews of all partners (co-applicants) and their proposed roles and responsibilities. Include information on the capacity of the lead organization to administer the program. Provide information about the various assets of the partnership that apply to the teen tobacco use prevention proposed project.
 - **Need for establishing a new program or need for enhancement of existing program.** Describe the community's need for the program or program expansion. Include current demographic information about teen tobacco use. Provide information on current youth tobacco prevention activities and infrastructure in the community. Describe the geographic area and population the program will serve and an explanation of how these people will benefit from the program. Explain how the program will build or enhance health care capacity in the community served. (*More information is available from the Tobacco Prevention and Control Branch at www.communityhealth.dhhs.state.nc.us or at the Centers for Disease Control and Prevention (CDC) at www.cdc.gov/tobacco.*)
 - **Program goals, objectives and strategies for achievement.** Include a description of the proposed program plan that covers the years for which funding is requested.

The program plan must include specific goals, objectives and intervention strategies for year one. Program objectives must be specific, measurable, time-phased and realistic. Anticipated goals and objectives for years 2 and 3 may be briefly summarized in paragraph form. Proposed intervention strategies should be evidence-based and demonstrate a commitment to involve target audiences in program development. Applicants are also encouraged to propose innovative strategies.

- **Outcomes/Evaluation Plan.** Using the goals and strategies on pages 4-6, provide a list of expected outcomes from the program including what the applicant expects the program to accomplish in the first year. How will the quality and quantity of youth-focused tobacco use prevention and cessation activities be measured? Give examples. Describe how this evaluation will be used to make the program more effective and efficient, and how results of the evaluation will be disseminated. In order to maximize impact of the program, identify any school and/or community policies, media and program services that will have to be monitored during the length of the program.
- **Program outcomes for existing programs.** All existing programs applying for enhancement grants must describe program outcomes for all the years that the teen smoking intervention program has been in existence.
- **Program management.** Describe the roles and responsibilities of program staff in the proposed project. The description should include their titles, qualifications, and experience, as well as the percentage of time and number of hours each will devote to the program, and the portions of their salary that will be paid from the grant award.
- **Integration of services and collaborations with local organizations.** Describe all collaborations with community organizations and describe their roles in supporting the program, including the extent of the collaboration with the local education agency (if it is not a lead applicant or partner). Outline how the proposed program will complement or build upon existing programs and services that address teen tobacco use.
- **Participation in program activity tracking system.** All applicants must demonstrate a willingness and ability to participate in a program activity tracking system, and specifically dedicate staff time in their proposal.
- **Sustainability.** Identify how the organization will sustain its efforts after the grant period. Discuss strategies for long-term funding and viability.

4. Budget and Fiscal Information. Applicants must include the following:

- A detailed budget of the projected annual funding requests for the proposed program in the form provided in the online application, including any indirect costs, if requested. Provide a narrative budget justification that describes how the categorical costs are derived. Applicants should also list any in-kind resources that they will contribute to the project.
- The current year budget of the lead applicant organization.
- A complete list of sub-recipients under the grant and a specific description of how the applicant will account for funds disbursed to sub-recipients (sub-recipient includes partners, collaborators and other contractors). The applicant shall have an on-going duty to identify sub-recipients annually under the grant.
- A description of the bank accounts and internal accounting ledgers or books that will

be set up and used and an assurance that all accounts, books and ledgers can be audited by the Commission or the State auditor.

- A list and history of lead applicant's past programs funded by grants or awards in the last five years, as well as the names of all granting entities involved in those grants or awards.
- For existing programs applying for enhancement grants, a list and history of all grants and awards, as well as names of all granting entities involved in those grants or awards.

Budget Note: Program grantees are required to include Training and Development expenses in the Annual Budget Section of the proposal. Grantees are required to attend all regional and Statewide Tobacco Prevention and Control Coalition meetings including: New Grantee Kickoff event, Local Coalition Coordinator meetings, Youth Summits, State TPC Training Event. A minimum of \$1,500 per individual (up to three) attending these events should be included to support these expenses.

In addition, grantees may want to budget an additional \$1,800 per individual (up to two) to attend the annual Tobacco Use and Prevention Training Institute (TUPTI) and another \$1,200 per individual (up to two) to attend a self-selected, tobacco control national or regional conference/workshop.

5. Additional Materials. Applicants must include:

- At least three (3) letters of support

In addition to the letters of support, applicants are also encouraged to submit letters of commitment from local media outlets reflecting the outlet's pledge to provide free media in a specific formula to match any media paid for out of Commission funds, and in case of existing programs, evidence of media support in prior efforts.

Review Process and Criteria

All applications will be evaluated through a multi-stage process. The Commission staff will initially screen all applications to determine if they are complete. Incomplete applications will not be considered. No grant may be awarded for a program that is unlawful. Applications that are complete will be forwarded to an independent, objective Grant Review Committee, consisting of Commissioners and members of the Vision 2010 Coalition appointed by the Commission. The Grant Review Committee will focus its review and evaluation of the applications on the required program narrative elements listed above. During the review and evaluation of proposals, the Grant Review Committee may request that Commission staff or a designee make site visits to applicant agencies and report to the Grant Review Committee. At the conclusion of their review and evaluation, the Grant Review Committees will make recommendations to the Commission as to which applications should be funded.

The Commission will receive the recommendations of the Grant Review Committees and will evaluate proposals based on the beneficial impact of the funding request on the health and wellness of the people of North Carolina. In making this evaluation the Commission may consider: who/how many will be served by the grant, the cost of administering the grant, community capacity building, sustainability of the grant application and whether the program has

measurable outcomes. Scoring and ranking of proposals will be determined by using a consistent rating methodology.

The proposal will be evaluated on the criteria listed below, thus it is recommended that applicants account for each item in their proposal:

1. Statement of need and program rationalization: **10%**
 - Well-documented community need and program justification.

2. Soundness of proposed plan and strategy: **35%**
 - Based on an assessment of objective data about teen tobacco use in the schools and communities to be served, (*More information is available from Tobacco Prevention and Control Branch at www.communityhealth.dhhs.state.nc.us or at the Centers for Disease Control and Prevention (CDC) at www.cdc.gov/tobacco. See also General Guidelines*).
 - Based on an analysis of risk factors, protective factors, assets or other variables identified through scientifically based research that exists in the schools and community being served, (*More information is available at the Centers for Disease Control and Prevention (CDC) at www.cdc.gov/tobacco*).
 - Grounded in scientifically-based research that provides evidence on strategies to reach the proposal's goals and objectives, (Please refer to goals, objectives and strategies section of this Request for Proposals and also *refer to websites in General Guidelines Section*).
 - Evidence of an innovative and sound strategy and program design for reducing tobacco use by youth.
 - Based on input from community leaders representing a range of local organizations, diverse community members, and youth.
 - For all existing programs applying for enhancement grants, the presence of significant program outcomes for all years of existence.

3. Organizational capacity: **35%**
 - Demonstrated ability to provide sound programmatic and fiscal oversight.
 - Dedication of at least one full time equivalent (FTE) staff to youth tobacco prevention and cessation efforts where funding level warrants.
 - Evidence of organizational experience in tobacco use prevention programs and youth involvement.
 - Likelihood to sustain effort after grant period.
 - Creation of partnerships between a public health agency, local education agency or other community-based organizations that are listed as co-applicants for the grant.
 - Collaborating entities that are committed supporters of the program goals, but are not listed as co-applicants.
 - Support from local media outlets, and in case of existing programs, evidence of media support in prior efforts.
 - Commitment to actively involve youth in program development, implementation and in all other aspects over the life of the grant.

4. Outcomes/Evaluation plan: (More information on outcomes/evaluation planning for tobacco use prevention programs is available at www.cdc.gov/tobacco). **10%**

- Demonstrates strong strategic planning skills and an understanding of the importance of program monitoring and evaluation. Includes providing information to monitor progress on implementation of both planned and opportunistic events and analyze impact of proposed activities.
- Monitoring system in place to periodically review, refine, improve and strengthen the program.
- Clarifies lead agency's ability and willingness to participate in ongoing progress tracking and outcomes study.

5. Proposed budget:

10%

- Cost-effectiveness of proposed budget in relation to the scope and nature of the program.

In order to facilitate the development of additional statewide community and school partnerships to reduce teen tobacco use, Commission will provide individual critiques of proposals.

Important Dates:

August 19, 2002	Community/School prevention program grant RFP announcement
September 5-6, 2002 at 3:30 pm	Question and answer pre-bidders conference call regarding the RFP E-mail advance questions to jim.martin@ncmail.net To pre-register for the call contact Tanya Williams at (919) 715-4268
September 24, 2002	Letter of intent due
October 2-3, 2002	Question & answer conference calls offered to those applicants submitting full applications E-mail advance questions to jim.martin@ncmail.net To pre-register for the call contact Tanya Williams at (919) 715-4268
November 1, 2002	Applications due
November 1 through December 6, 2002	Potential site visits and proposal review process
Week of December 16, 2002	Notification of awards by the Health and Wellness Trust Fund Commission
June 30, 2003	Interim progress and financial reports due

Frequently Asked Questions
Community/School Prevention Program and Priority Populations Program
(New Questions from the technical assistance teleconference are in italics)

Application Process and Website

1) When will the Health and Wellness website be fully operational?

It is currently fully operational at www.hwtfc.org. If you have trouble accessing any of the links, please contact Crissie Curtis at the Commission at (919) 733-4011.

2) Who are the members of the Health and Wellness Trust Fund Commission?

Commission members are posted on the Commission Website.

3) Where do I submit my letter of intent and application?

The letter of intent can be submitted online or written letters can be mailed to the Health and Wellness Trust Commission at the address listed on this website under *Contact Us*.

4) How much detail is required in the letter of intent from each partner/coalition member?

Each lead organization should very briefly list and describe partnering organizations role in supporting the project.

5) Should the dollar amount stated in the letter of intent be for Year One or all three years of the Grant? Related question, can the dollar amount differ from year to year?

Since we have required all applicants to provide the Commission with proposed costs for year 2 and 3, please include those amounts in your letter of intent as well. The dollar amounts could vary from year to year. This RFP requests the applicant to project costs for the life of the project.

6) If an applicant applies for less than what was originally stated in the letter of intent, will this affect approval?

It is acceptable and understandable for figures to change as the application process moves forward. The final application is what will be evaluated.

7) Can applicants apply for less funding for the second and third year, since first year costs are usually higher due to development and equipment purchase?

Yes, you can apply for less in years 2 and 3.

8) Will the Commission accept an application from an organization that did not send in a letter of intent?

Yes. However the Commission strongly encourages organizations to submit a letter of intent. The letter of intent will greatly assist the Commission in organizing any technical assistance for identified applicants and help the Commission in designing the needed review process based on the number of applications. The Commission will also use the Letter of Intent process to encourage potential applicants from one community to partner and/or collaborate in submitting applications.

9) Will there be feedback provided on the letters of intent?

The Commission may provide feedback if it receives letters of intent from multiple organizations within one geographic area. The applicants may be encouraged to partner together to submit a stronger application. The Commission may also provide feedback on other issues on a case-by-case basis to assist applicants in submitting a better application.

10) I have sent a letter of intent today. Do I need to fill out the application or wait to hear back from the Commission?

You will receive e-mail notification within one week of your submission. You may then proceed to the full online application. The Commission staff may, after receipt of your letter of intent, provide you with input and/or encouragement to partner with other local organizations.

11) After the letter of intent has been received, can you alter it?

No, you cannot alter your letter of intent after it has been received. However, the application is the document that will be evaluated. The application may differ from your letter of intent; the two will not be compared.

12) Are the applicants considered contractors with the Health and Wellness Trust Fund Commission or are funds considered a grant?

The money being distributed by the Commission is in the form of a grant, not a contract.

13) Will applicants be required to fill out the Request for Proposal and application for each year of the grant?

No, there is only one application for the three-year grant. The monthly and annual progress and financial reports will be the only further requirements for the three-year grant, which will help the Commission determine if the grantee is on track.

14) On the online application, does character count include spaces?

Yes, this includes spaces.

15) What are the exact page limits for the sections in the application?

The online application gives a breakout for each question and word limits applicable to each.

16) Who are letters of support address to?

The letters should be addressed to the Health and Wellness Trust Fund Commission.

17) How can I ask questions other than on the conference calls?

If you have questions about the Community/School Program RFP or related issues, e-mail Jim Martin at jim.martin@ncmail.net. If you have question related to the Priority Populations Program RFP or related issues, e-mail Leslie Brown at leslie.brown@ncmail.net. Your questions will be answered via e-mail and the Commission will post common questions and answers on the website, www.hwtfc.org. To ask a question about the application process or general questions, click on the Contact us section of the website and submit your question.

18) When will grant funding be announced?

As detailed in the RFP timetable, final grant applications are due on November 1, 2002 and the notification of awards by the Commission is scheduled around the third week of December 2002. Funding is expected to start on or about January 1, 2003.

19) Has the Commission set aside a particular amount of money for funding this RFP?

Yes. On May 1, 2002 the Commission voted to allocate grants totaling \$2 million per year for three years, based on the availability of funds, to support new or existing local community/school prevention programs. These grants are part of the \$6.2 million per year Teen Tobacco Use Prevention and Cessation Plan approved by the Commission.

20) Can the same organization submit multiple proposals?

No, not as a lead applicant. However, in some instances it may be appropriate for research or supporting organizations to be partners/collaborators in more than one application.

21) Will the Commission have another RFP process for Community/School Grants next year?

The community/school grants selected by the Commission through the current RFP will be funded for 3 calendar years based on the availability of funds and annual satisfactory program evaluation and continuation plans. In the event that the entire \$2 million is not allocated in the current grant cycle, there may be another RFP next year.

22) Will there be an opportunity to apply for continuation funding from the Health and Wellness Trust Fund Commission after the three-year period?

The Commission had made no decision in this regard. At this time, the Commission is looking to fund projects that will be self-sustaining beyond the Commission funding.

23) Will the narrative section for this grant' goals, objectives and strategies include all three years?

Applicants should include a description of the proposed program plan that covers the years of the project. The program plan must include specific goals, objectives and strategies for year one. For example, you will want to briefly state the

program objectives, strategies and services that will be implemented years 2 and 3 once you have built the capacity in year one.

Grant Requirements

- 24) In the request for the organizational budget, for school systems, are you requesting the entire school budget or just the applicable section?**

The Commission only needs the budget from the applicable section.

- 25) Will the Commission award grants to new community/school partner interventions or to enhance existing tobacco use prevention efforts?**

Both. The Commission will consider grants from applicants that initiate new community/school partnerships and collaborations as well as existing community/school partnerships that are currently conducting tobacco use prevention activities, for enhancement of those activities. The Commission will also consider applications from eligible organizations proposing innovative new approaches to prevent and reduce teen tobacco use.

- 26) If an organization has been provided seed money from a foundation for a teen tobacco initiative and the funds will end this year, will the Commission fund any efforts that are currently underway?**

The Commission will consider grants from applicants that initiate new community/school partnerships and collaborations as well as existing community/school partnerships that are currently conducting tobacco use prevention activities, for enhancement of those activities. Even in cases where the funding of these existing community/school partnerships has run out, the Commission is not inclined to fund activities that are already underway. Those applicants who have no other source of funding for these existing activities may choose to apply to the Commission, which will decide on a case-by-case basis.

- 27) Can you provide clarity of what is and what is not a conflict of interest in accepting any funds or anything of value from any tobacco manufacturing and related entities?**

One example that is not a conflict of interest- Many local health departments and organizations accept money from Kate B. Reynolds Foundation. This is not a conflict of interest because the foundation is a separate entity and is now far removed from the tobacco industry. An example of a conflict of interest is a school system or an organization accepting funding from a tobacco industry or related entity to implement a youth tobacco use program or implement a youth tobacco use prevention program developed or funded by a tobacco company.

- 28) Some agencies automatically take money off the top for operations like telephone, postage, and office expense. This may be policy within that organization. How does an applicant justify this?**

The grant applicant should encourage their agency or organization to donate these indirect costs as in-kind contribution. If that is not possible the grantee might look for other areas of in-kind donation to offset these expenses, or be prepared to write a clear justification for these indirect expenses in applying for Commission Trust funding.

29) Given that Health Promotion state monies are being cut from several counties and these monies have been used for tobacco prevention activities. Can the Commission dollars be used to build upon and continue those activities formerly funded through other means?

There is a statutory limitation on supplanting funds for activities that are already being funded through another source. Each existing program must show that the Commission funds will be used to enhance or expand current activities. This could be achieved through any of the following means: serving a larger population, increasing the current income eligibility and/or increasing the geographical service area, providing new services etc.

30) Can we hire staff with these funds?

Yes, the Commission anticipates that at least one Full-Time Employee (FTE) of dedicated staff will be needed for most funded programs and should be accounted for either in the proposed budget or as an in-kind contribution. Smaller programs may need part-time staff only. Please see the RFP section on "Use of Grant Fund" for more details on acceptable as well as unacceptable use of grant funding.

31) Can we use the funds to provide cessation services to youth?

The Commission encourages the local community/school grantees to build capacity for cessation services for youth within their communities rather than fund direct cessation services. The local community/school grantees are encouraged to coordinate with the Commission funded Not-On-Tobacco (N-O-T) Teen Cessation programmatic efforts and the Commission funded Quitline and website. See capacity building example strategies listed under in the RFP under Provide Treatment Options for Youth Who Want to Quit.

32) Is the grantee required to address all four of the goal areas?

The Commission does not require that grant applicants address each goal area listed in the RFP, however we strongly encourage grantees to carry out activities that support a more comprehensive approach. The Commission encourages grantees to integrate strategies and activities when possible in order to impact each of the goal areas. Applications should be based on locally identified needs and project funding will be commensurate with the size and scope of the proposed activities.

33) Can faith-based organizations be the lead agency?

The lead entity bears the responsibility for overall program and fiscal management of the community/school partnerships and collaborations. Each community will need to decide upon the appropriate lead agency along with applicant partners and collaborating organizations/individuals as explained in the RFP.

34) Can an organization propose a project, which addresses multiple substances, (or risk behaviors) including tobacco, if additional funding is sought for the intervention, which underwrites a significant amount of the project?

The Commission's clear intent is to have the Community/School Prevention Initiative funding be directed toward preventing and reducing teen tobacco use. However, this does not mean that an organization could not propose a project that addresses teen tobacco use with HWTF funding along with other substances using additional funding from other sources.

35) According to the RFP, the purpose of the grant is to address underage tobacco use only, and that projects are to serve only children/teens. Would a project be considered that sought to educate or serve the adults in the lives of teens? Examples might be parent education, teacher education/awareness, or emphasis on the "40 Developmental Assets" in a community (which has been shown to impact tobacco use in teens.)

Yes, the examples provided are sound and are definitely considered "Best Practices" to effectively reach youth populations.

36) How will the Commission anticipate interaction with local communities if there is also funding from another source to address tobacco use at some level in the community?

The Commission funds will be available for new community/school partnerships, organizations currently conducting tobacco use prevention using another source of funding as well as innovative new approaches. It is anticipated that most of the enhancement grants will be awarded to applicants that seek community partners as well as collaborating organizations and individuals. Your proposal to the HWTF must demonstrate how the Commission's funding would be used to expand and enhance existing programs to prevent and reduce teen tobacco use.

37) Will the Commission consider a project, which works outside the schools, if there is already adequate funding to serve the tobacco prevention needs of the schools?

The Commission expects a proposal to demonstrate how an applicant's project will collaborate with the existing school programs while using Commission resources to enhance community interventions that reinforce the school programs.

38) What is and what is not a conflict of interest in accepting any funds or anything of value from any tobacco manufacturing and related entities?

One example that is not a conflict of interest- Many local health departments and organizations accept money from Kate B. Reynolds Foundation. This is not a conflict of interest because the foundation is a separate entity and is now far removed from the tobacco industry. An example of a conflict of interest is a school system or an organization accepting funding from a tobacco industry or related entity to implement a youth tobacco use program or implement a youth tobacco use prevention program developed or funded by a tobacco company.

39) Does "currently accept" mean just that? In other words, can an agency who has accepted tobacco industry money for a tobacco-related program be considered if the money was received in the last year, but is not currently in the budget? Can an agency work with the tobacco industry on a tobacco project, then a few months later work with the Commission on a tobacco project?

The contractor must show that they do not "**currently**" receive any grants or anything of value from any tobacco manufacturer, distributor, or other tobacco-related entities for the life of the three-year project. The only exception is when these funds are totally for NON-tobacco related purposes and do not present any danger of either promotion or use of tobacco products, or otherwise conflict with policies and programs known to be effective in preventing and reducing teen tobacco use.

40) Will this conflict-of-interest stipulation apply to sub-recipients? If an agency accepts the money under these terms, are they required to hold other partners to this standard (for instance if they were to award mini grants in the community?)

Yes, the applicant organization must require all subcontractors and mini-grant recipients to be compliant with the same conflict of interest clause.

41) Does this stipulation apply only to the lead agency who is applying for funding, or to all members of the partnership at the time of the application?

The applicant organization should require all partnering organizations (partners are defined in the RFP) to disclose receiving any funds from a tobacco manufacturer, distributor, or tobacco-related entities in order to be compliant with the same conflict of interest clause stated in the RFP. Collaborating organizations, as defined the RFP, should disclose receiving any funds from a tobacco manufacturer, distributor, or tobacco-related entities, but this does not necessarily make them ineligible from being in the coalition.

42) Does the conflict of interest apply to agencies that may not accept funding for tobacco projects from the tobacco-related entity, but who have a tobacco representative on their board of directors, or serving on a committee, which has direct influence over a tobacco project?

The lead applicant should fully disclose the extent to which tobacco manufacturing representative may directly influence the proposed project. In order to avoid a conflict of interest, the applicant and partners must show that they do not "**currently**" receive any grants or anything of value from any tobacco manufacturer, distributor, or other tobacco-related entities. For example, a direct influence would the right to vote on a teen tobacco use prevention program. The only exception is when these funds are totally for NON-tobacco related purposes and do not present any danger of either promotion or use of tobacco products, or otherwise conflict with policies and programs known to be effective in preventing and reducing teen tobacco use.

43) If an organization is receiving funds from one of the other Master Settlement Agreement funds, such as the American Legacy Foundation, are they ineligible?

No, they are ineligible only if they have received funds directly from tobacco product manufacturers as defined in the RFP.

44) If an applicant received Philip Morris funding for the arts in the past is that applicant eligible to apply?

Yes. Only an agency **currently** (or for the life of the grant) receiving any grants or anything of value from any tobacco manufacturer, distributor, or other tobacco-

related entities presents a conflict of interest. The exception, which also seems to be exemplified above, is when these funds are totally for NON-tobacco related purposes and do not present any danger of either promotion or use of tobacco products, or otherwise conflict with policies and programs known to be effective in preventing and reducing teen tobacco use.

45) If a school has buildings on its campus built with funds received from and named after tobacco companies such as Philip Morris, RJR, and American Tobacco does that present a conflict of interest? Past contributions from these tobacco companies were solely for educational purposes, as would be any future contributions. Does the School's association with the above companies prohibit the applicant from applying for funding from the Smoking Prevention and Cessation Program?

Based on the information in the question, it appears that the applicant is eligible to apply. The applicant and partners must show that they do not **"currently"** receive any grants or anything of value from any tobacco manufacturer, distributor, or other tobacco-related entities. The exception, which is exemplified above, is when these funds are totally for NON-tobacco related purposes and do not present any danger of either promotion or use of tobacco products, or otherwise conflict with policies and programs known to be effective in preventing and reducing teen tobacco use.

46) What percentage of indirect costs will be allowed under the grant?

As mentioned above, indirect costs are discouraged and need justification. The Commission encourages in-kind contributions for indirect costs.

47) Does the Commission intent the use of these grants to be curriculum-based prevention programs, targeted interventions for high-risk groups?

The school-based prevention programs are broader than curriculum. The school-based prevention programs include CDC Best Practices for school-based programs. A comprehensive school-based program includes:

- Promoting adoption of a 100 % Tobacco Free School Policy for students; staff and visitors; creating community/school-based tobacco use prevention youth groups; implementing an alternative to suspension programs, implementing a teen cessation program, such as N-O-T; and planning and carrying out teacher education and parent education as well as implementing effective curriculum in the classroom

48) Can these grants be for either school or community-based programs – using public health dissemination models:

Yes, the Commission's purpose for the Community/ School Prevention Programs Initiative is to use public health "Best Practices" to:

- Prevent youth initiation of tobacco use
- Eliminate youth exposure to secondhand tobacco smoke
- Provide treatment options for teens who want to quit
- Eliminate health disparities among minority youth attributable to tobacco use

The Commission envisions locally formed partnerships and coalitions as described in the RFP that plan and carry out both community-based and school-

based tobacco use prevention and cessation strategies and activities. See list of potential strategies in the RFP.

49) Should a certain proportion of the budget go towards evaluation, or will staff time set aside to conduct monitoring (as per the RFP request) be sufficient?

The Commission does not anticipate that any funding resources beyond the staff time needs to be set aside to conduct evaluation. Sufficient staff time, as stated in RFP, should be established in the budget in order to complete the monthly progress tracking entries and work with the Commission's evaluator to measure short-term and intermediate outcomes. However, if the coalition is proposing additional local surveys and focus group studies, the proposal should provide a budget and budget narrative for the requested costs.

50) Can you charge grant-writer fees to the grant?

No. The Commission has contracted with the Tobacco Prevention and Control Branch to provide conference calls to offer assistance free of charge to interested applicants. The next set of calls are scheduled on October 2, 2002 and repeated on October 3, 2002 from 3:30 until 5:00 p.m. However, this does not preclude the applicant from using his or her own funds to contract with an outside independent individual or organization for grant-writing assistance. Also, the applicant can attend a grant-writing workshop.

51) Can an agency apply for funds to purchase resource materials (ex: videos, brochures, info packets, etc.) and also for speakers?

These are allowable costs; however, grants will not be awarded simply for the purchase of such items. They must be part of a comprehensive community/school-based tobacco use prevention and cessation program.

52) What is the definition of a coalition? Would an organization that partners with churches for their program to be considered as part of a coalition? Are churches viable coalition members?

An eligible coalition is a group or organization and individuals who share resources and information in order to meet a common goal. With their members working together coalitions can develop or strengthen policies, foster change in community norms and practices regarding tobacco use and exposure to secondhand smoke.

53) In terms of the Community/School Prevention Programs Initiative, is it appropriate to apply to fund a program which has services that have a regional reach geographically (like a Question Why Center) or are the grants intended to fund programs that work specifically in one county (like a County Mental Health or Public Health Department)?

The applicant is eligible to apply to fund services that have a regional focus. The proposed program would need to clearly define the geographic region. The applicant's proposal should demonstrate the partnerships and collaborations within their specific county as well as among multiple partners at the regional level. The proposal should discuss regional needs, methods and support for the proposed strategies and activities in the grant application.

Service Area and Size of Grant

54) Can more than one organization apply within the same county and city?

Yes, however the RFP emphasizes community/school partnerships and collaboration and thus applications that demonstrate a strong working relationship between local health agencies, local education agencies, and community organizations will receive higher consideration for funding. The Commission has a non-mandatory Letter of Intent for this very purpose to encourage potential applicants from the same community to partner and/or collaborate in submitting applications.

55) How is the appropriate amount for start up funding determined and who determines it?

The money is distributed by the state (Commission) on a reimbursement basis through the state budget office. One quarter or 3 months of the total award for the year to a grantee will be distributed at the beginning of the grant period, as start up money to that grantee. The remaining money will be available for reimbursement at 1/12 of the total amount of the grant per month starting with the fourth month.

56) The range for Implementation Grants is large, what will the average be?

It depends on several factors including the size of the population base that the applicant is targeting and the total number of grant awards. The Commission intends to competitively award a smaller number of grants at levels between \$25,000 and \$100,000 rather than funding a larger number of grants at much smaller annual budgets.

57) Is \$25,000 annually the minimum that will be awarded? Might a three-year program at 25k total be funded at 8k per year for three years?

The RFP specifies that Community/School grants will be funded at a minimum of \$25,000. In special circumstances, the Commission may award larger or smaller grants than the specified range.

58) Will more than one grant be awarded in a county?

It is possible that more than one grant would be awarded in one county based on the factors the reviewers will consider, however, a cause for concern will be the duplication of services that might occur in a county with multiple grants. The RFP encourages partnering in order to submit the best proposal for a local jurisdiction.

Tobacco Use Goals and Strategies

59) Can the funds be used to support strategies other than the ones listed under the goals and objectives detailed in the RFP?

The Commission is most interested in funding intervention strategies that are known to be effective. The suggested strategies are listed in the RFP because they are proven to be successful. However, new innovative strategies can be proposed for consideration.

60) How can I learn more about tobacco use prevention and cessation strategies that are known to be effective?

Please refer to the websites listed in the RFP. More specifically, *The Guide to Community Preventive Services: Tobacco Use Prevention and Control* was published as a supplement to the American Journal of Preventive Medicine in 2001 and online at www.thecommunityguide.org. CDC *Best Practices for Tobacco Use Prevention and Control* is available in full on the CDC website at www.cdc.gov/tobacco/. Further, *Vision 2010: A Comprehensive Plan to Reduce the Health Consequences of Tobacco Use* can be found online at www.communityhealth.dhhs.state.nc.us/.

61) Goal 2 listed in the RFP states: significantly reduce youth exposure to environmental second-hand smoke. What do you consider significant?

Best Practices for tobacco use prevention and control clearly states that strategies to reduce exposure to environmental tobacco smoke (secondhand smoke) are strongly recommended. Thus, the Commission encourages applications that demonstrate activities to reduce youth exposure to secondhand smoke in local communities. Examples include eliminating environmental tobacco smoke at all times in schools and other indoor and outdoor areas frequented by youth, such as restaurants, bowling alleys, malls, movie theaters, homes, parks, amusement parks, and ball fields. The word significant does not necessarily suggest a statistical difference.

Grantee Requirements

62) Where do I submit the interim and annual progress financial reports?

If your application is selected for funding, the lead organization will be required to submit all these reports online at the Commission website.

63) The RFP mentions the requirement of a state-level outcomes study. What will grantees be required to provide or submit for this?

The evaluators will be very specific about the information they need from each grantee. The grantee will be able to document the activities implemented and the outcomes of those activities in the computer-based Program Tracking System (PTS) maintained by Tobacco Prevention and Control Branch. This information will be used by the evaluators to track progress on the state objectives listed under the program goal areas described in the RFP. The evaluators may come back to the grantee and ask further clarifying questions and gather more information to assess the grantees progress and whether the activities are working or need to be modified or adjusted to better support the state objectives.

64) Can recipients of these funds finance their own local evaluation?

Yes, however as discussed in the RFP under "Grant Terms", the evaluation activities need to be integrated with the Tobacco Prevention and Control Branch' s Progress Tracking System and the overall Commission' s Evaluation/Outcomes Analysis Study. A grantee' s proposal to finance an independent local evaluation will need to be justified in the full application.

As part of the full application, the Commission encourages grantees to use the goals and strategies listed in the RFP and provide a list of expected outcomes from their program efforts to be accomplished in the first year. The grantee should list the expected quality and quantity of youth-focused tobacco use prevention and cessation activities to be measured. The grantee should identify

any school and/or community policies, media and program services that have to be monitored during the length of the program.

65) Will grantees work with grantees of the Priority Populations grant?

Yes, grantees will be working with the Priority Populations grantees.

ADDITIONAL QUESTIONS FROM CONFERENCE CALL ON OCTOBER 2 AND 3, 2002

66) What will and will not be allowed concerning the N-O-T cessation program. Will applicants be allowed to include "registration fees", and travel expenses - hotel, meals & mileage? Or will those be included in the training package by the agency providing the training?

Through funding from the HWTFC the N-O-T program will provide up to 10 regional trainings, 8 specific trainings for groups with an interest in a local training, and 2 trainings specific to faith-based organizations. The N-O-T program will cover the costs for participant hotel rooms, food and manuals. The N-O-T trainings conducted using the HWTFC funds will not require a registration fee. The travel costs for participants should be built into your local budget.

67) What are the age parameters for the grant? If an applicant wants to train everyone, from the youngest to the oldest, to be anti-smoking ambassadors, would this idea be supportable?

The Teen Tobacco Use Prevention and Cessation is focused on youth has four clear goals: preventing youth tobacco use, eliminating youth exposure to secondhand smoke, assisting youth tobacco users who to quit and eliminating health disparities attributable to tobacco use among minority youth. There are no set age parameters established for training pro-health advocates who can help achieve these goals.

68) Does the grant cover pre-event or pre-program planning meetings for the proposed partner agencies?

No, if pre-event or pre-program means funding expenses in the application phase prior to receiving HWTFC grant funding.

Yes, if pre-event or pre-program means proposing to use the grant funds to cover meeting expenses once the agency is receiving HWTFC funding. Planning meetings and creating the local infrastructure to carry out strategies and activities are very important to the success of the project.

69) If a celebrity were invited to participate in a program or a band to give a benefit concert, what part of the production/travel expense, if any, would allowed?

Direct expenses and travel costs that are essential to the project are allowed. The program must clearly justify and demonstrate the essential need for the celebrity as a key strategy in the teen tobacco use prevention program. The Commission would view in-kind contributions by other organizations or the celebrity, related to the cause of preventing teen tobacco use, very favorably.

70) If organizations want to reach out to the Latino community, would the grant cover the cost of a translator for publicity releases?

Yes, if you do not have access to those translation services within your organization.

71) In Section II, question A-5 "Provide information about the various assets of the partnerships that apply to the proposed program." What do "assets" mean?

Assets refers to, but are not limited to, the tobacco use prevention and cessation: strengths, technical expertise, outreach and planning skills, infrastructure, history, experience, program successes, staffing, population reached by an organization, importance within the community, work with the media.

72) Please provide more detailed information regarding the program tracking system?

The TPCB has a computer-based progress tracking system for infrastructure events and program events. The Branch will work with the HWTF selected Evaluator to adapt the current system to collect other needed information. For example, the current system specifically has areas such as event name, event description, identified objective, population reached, numbers reached, policy change, program change, barriers, media coverage and other fields. Reports will generate information of key accomplishments. We can run several different reports by objectives, key words, media, schools etc.

All grantees will receive training and technical assistance on the Progress Tracking System.

The PTS entries will be entered by grantees on a monthly basis. Six-month and yearly reports will be run for each specific community/school grantee. TPCB will provide feedback, training and technical assistance based on the reports.

These reports do not replace the internal evaluation that your grant would need to specifically address process evaluation measures.

73) What are the differences between number 5 and 6 of section III, Budget and Fiscal Information?

Number 5 asks for a general list and history of relevant past programs funded by grants and awards in the last 5 years. Number 6 references existing program applying for enhancement grants should list all grants and awards. This question refers mainly to the history of grants and awards in tobacco use prevention and cessation that you will be building upon.

74) Should hard copies of the grant narrative, budget, and budget narrative be mailed along with letters of support, etc.? Or should only the items listed be mailed?

It is not necessary to mail any items other than those specified in the application.

75) Does the discussion in the legislature about using Health and Wellness Funds affect the teen prevention initiative?

So far, the General Assembly has not introduced legislation that would endanger this initiative.

76) Can staff of the TPCB submit letters of support for the HWTFC grant proposals?

No

77) How about Project Assist coalition coordinators?

Yes

78) How about voluntary task force chairs (ex. African American Task Force Chair)?

Yes, but only as a volunteer and not acting in the capacity to endorse the application by the Branch' s African American Action Team.

79) Regarding the budget: can applicants submit their organization's last approved audit for the bullet under Budget and Fiscal Information that relates to a description of the bank accounts and internal accounting ledgers or books that will be set up and used and an assurance that all accounts, books, and ledgers can be audited by the Commission or State auditor.

Yes