



Los Angeles County Pioneers in Tobacco Control Smoking Cessation Project

Application Instruction Sheet

The purpose of this application instruction sheet is to explain the various components of the application PDF to prospective applicants. The information below will take you step by step through the application process. There are four components to the application packet: (1) the application, (2) a sample contract, (3) a sample scope of work, and (4) a sample budget.

(1) Smoking Cessation Application

The first section of the application packet is the actual application your agency will complete. Please take the time to read through the project description and eligibility guidelines to ensure that your agency qualifies to apply. The application guidelines on Page 2 specify the attachments that you must either deliver or mail to the Los Angeles County Tobacco Control and Prevention Program. **The application and all corresponding documents will be available starting Wednesday, April 13th 2011 and must be received at 3530 Wilshire Blvd, 8th floor, Los Angeles by 5:00 PM (PST) May 20th, 2011.**

The completed application packet will consist of an original plus three copies of the following:

- Project Application
- Agency Mission and Vision Statement
- Attached Responses (Section E)

(2) Sample Contract

The second section of the application packet (titled "EXHIBIT I") includes a sample contract agreement that will closely resemble the document that your agency will need to sign if chosen for funding. This document **does not** need to be signed at this time.

(3) Sample Scope of Work

The third section of the application packet (titled "Scope of Work") includes a sample scope of work document that will closely resemble the activities and objectives your agency will need to implement if chosen for funding.

(4) Sample Budget

The fourth section of the application packet (titled "SCHEDULE I") includes a sample budget document that will closely resemble the billing mechanism that your agency will be given if chosen for funding.

For any questions or inquiries regarding the application process, please contact Dior Hildebrand at 213-351-7813 or via email at dhildebrand@ph.lacounty.gov.



Los Angeles County Pioneers in Tobacco Control Smoking Cessation Project

Project Description, Eligibility Guidelines, and Application

Despite impressive declines in the number of people in Los Angeles County who smoke (now at 14.3%), certain vulnerable populations have not benefitted from tobacco control efforts, continue to smoke at alarmingly high rates, and are suffering grievous consequences. Tobacco use remains the single most preventable cause of death, responsible for more than 440,000 deaths per year in the United States.

The County of Los Angeles, Department of Public Health, Division of Chronic Disease and Injury Prevention, was awarded \$32 million through the *Communities Putting Prevention to Work* grant initiative funded by the American Recovery and Reinvestment Act of 2009. Project TRUST (Tobacco Reduction Using effective Strategies and Teamwork) received \$16 million for a two-year grant period (March 2010 – March 2012). Project TRUST aims to reduce tobacco use in high-risk communities across the county through policy, systems, and environmental change interventions.

Project Description

Project TRUST will incorporate a smoking cessation project for social service agencies that will implement systems-wide smoke-free policy change across Los Angeles County. Project TRUST will be partnering with the Smoking Cessation Leadership Center (SCLC) to provide technical assistance, and other resources to assist agencies in their smoke-free policy efforts.

Through this program, social service agencies that receive funding will serve as “Los Angeles County Pioneers in Tobacco Control,” and will work toward implementing 100% smoke-free workplace environments for staff and clientele.

The goals and objectives of the program *as identified in Exhibit I, Sample Agreement, Exhibit A (Scope of Work)* are:

- To implement or enhance existing tobacco cessation services using evidence-based practices
- To establish partnerships between social service agencies and tobacco cessation resources to increase awareness and availability of quit smoking resources in the community
- To ensure that consumers, clients, and staff have access to smoking cessation services and support to promote health and wellness
- To take steps to establish smoke-free workplace environment policy

If your agency is selected to be a Los Angeles County Pioneer in Tobacco Control, **funding of \$5,000 will be awarded** to help your agency reduce smoking prevalence among vulnerable populations by creating smoke-free environments and integrating smoking cessation services into existing agency programs and services. Successful applicants will receive technical assistance and training from SCLC and Project TRUST to raise awareness of the benefits of smoking cessation efforts, as well as to increase understanding of effective smoking cessation strategies.

Terms and Conditions

The goals and objectives listed above should not be considered a complete or detailed listing of all contractors' duties. Other duties are required as set forth in Exhibit I, Sample Agreement including Exhibit A (Scope of Work).

The established rates, terms and conditions of Exhibit I, (Sample Agreement) are not negotiable.

Eligibility Guidelines

- Applicant must be a social service agency that serves populations with high rates of smoking. Examples of social service agencies include but are not limited to: mental health providers, alcohol and drug treatment providers, community health clinics, homeless or transitional shelters, and HIV/AIDS care, treatment or prevention providers.
- Applicant must have a physical service site where a smoke-free workplace environment policy can be implemented.
- Applicant must be able to commit to participating in required monthly conference calls, a minimum of 3 training webinars, and a minimum of 2 technical assistance meetings throughout the 6-month grant phase period.
- Applicant's proposed project may be in conjunction with, but must be distinct from, any of the applicant's other projects currently funded by Los Angeles County and/or State Tobacco Control Programs.
- Proposed activities cannot be ones that your agency has already implemented.
- Grant period and billing cycle will be in a 6-month phase although work may extend beyond that timeline.
- If selected, applicant must be able to collect and provide copies of required agency information documents upon request. (The "Agency Information Documentation Checklist" is attached.)

Application Guidelines

An electronic file of the application can be downloaded from the TCPP website at: www.publichealth.lacounty.gov/tob

Your completed application packet must include the following attachments:

- (1) Smoking Cessation Project Application
- (2) Agency mission and vision statement
- (3) Attached responses (Application Section E)

Completed application packet and all corresponding documents will be available from **Wednesday, April 13th 2011** and must be received by **5:00 PM (PST) Friday, May 20th 2011**.

Application packet can be delivered or mailed to:

**Los Angeles County Tobacco Control and Prevention Program
ATTN: Dior Hildebrand, RN, PHN
Project Coordinator
3530 Wilshire Blvd., Suite 800
Los Angeles, CA 90010**

For further information or if you have questions, please contact Dior Hildebrand, Project Coordinator, at dhildebrand@ph.lacounty.gov or (213)351-7813.

Los Angeles County Pioneers in Tobacco Control Smoking Cessation Program Application

A. Fill in the following mandatory information (all fields required):

Date: _____

Name of Organization: _____

Street Address: _____

City, State, Zip: _____

Project Name: _____

Project Contact Name: _____

Project Contact Title:
Project Contact's Phone Number: _____

Project Contact's Email Address: _____

County Vendor ID Number*: _____

**A county vendor ID number is required for agencies to receive invoice payment. Please visit <http://camisvr.co.la.ca.us/webven/> to register or update your vendor profile. If you have any questions or require assistance registering or updating your profile, you can contact LA County Vendor Relations at (323) 267-2725.*

B. Check the box that most closely describes your organization (required information):

Mental Health Wellness Center or Clinic

Alcohol and Drug Treatment Provider

HIV/AIDS Care, Treatment, or Prevention Provider

Maternal Child Adolescent Health Service Agency

Faith-Based Organization

Youth-Based Organization

Community Health Clinic

Other, must specify: _____

- C. Selected agencies will learn more about tobacco-free best practices and smoking cessation interventions in an orientation webinar, monthly conference calls, training webinars, and on-site training. Agencies must agree to work toward implementing a 100% smoke-free worksite that includes smoke-free outdoor grounds at every service site for staff and clientele.

Toward this end, agencies must choose three of the following smoking cessation interventions (required information). Check at least three of the interventions below:

- Initiate or enhance a smoking cessation initiative/program.
- Partner with another organization(s) to provide or enhance smoking cessation.
- Adopt a routine screening process for nicotine addiction with an effective referral process (e.g., California Smokers' Helpline).
- Incorporate smoking cessation benefits for employees. This may include a promotion campaign and referral to the California Smokers' Helpline, and/or counseling.

- E. Your application must also include responses to the following questions. Your application score will be based on these responses (30 points maximum). Attach your responses to your completed application:

1. [10 points] Describe your proposed change project (maximum 750 words):
 - A. What main activities will take place to move your agency toward implementing a smoke-free policy and smoking cessation interventions?
 - B. Whom will your project serve? (Please specify whether your interventions are for staff and/or your clientele).
 - C. How will you sustain this policy change and among staff and clientele?
2. [10 points] Describe the anticipated impact of your project, including total number of and demographic information for the clients/staff served by your agency that will be impacted by your project. Include information on all service site locations (maximum 750 words).
3. [10 points] Describe who will make this project happen and how you will measure your impact (maximum 500 words):
 - A. Who will take the lead and/or participate in making this policy change happen? Please include staff member names, titles and roles.
 - B. What partnerships if any, with other organizations or individuals, will help this project succeed?
 - C. How will you measure the impact of your change?

Name of Authorized Person Responsible for Application (required information):

Executive Officer or Director Signature

Date

Title

Revised: 4.4.11.er

EXHIBIT I

Contract No. _____

CHRONIC DISEASE AND INJURY PREVENTION

Project Tobacco Reduction Using Effective Strategies and Teamwork (TRUST)

THIS AGREEMENT is made and entered into this _____ day
of _____, 2011,

by and between

COUNTY OF LOS ANGELES (hereafter
"County")

and

(hereafter "Contractor")

WHEREAS, California Health and Safety Code Section 101025 places upon County's Board of Supervisor ("Board"), the duty to preserve and protect the public's health; and

WHEREAS, California Health and Safety Code Section 101000 requires County's Board to appoint a County Health Officer, who is also the Director of County's Department of Public Health ("DPH" or "Department"), to provide services directed toward the prevention or mitigation of chronic diseases within the jurisdiction of County; and

WHEREAS, term "Director" as used herein refers to the County's Director of DPH, or his duly authorized designee; (hereafter jointly referred to as "Director"); and

WHEREAS, County is authorized by Government Code Section 53703 et eq., to do all acts necessary to participate in any federal program whereby federal funds are granted to County for purposes of health, education, welfare, and other public services described herein; and

WHEREAS, County has been granted funds from the federal Centers for Disease Control and Prevention ("CDC"), Catalog of Federal Domestic Assistance Number 93.724, for

the American Recovery Reinvestment Act of 2009 to fund the Project Tobacco Reduction Using Effective Strategies and Teamwork (hereafter referred to as "TRUST") for policy systems and environmental change efforts to decrease secondhand smoke exposure and increase access to and utilization of tobacco cessation as described hereunder; and

WHEREAS, Contractor possesses the competence, expertise, facilities, and staff to conduct such activities described hereunder and has offered its resources to County to carry out the objectives of TRUST; and

WHEREAS, Contractor is willing and able to provide the services described herein, for in consideration of the payments under this agreement and under the terms and conditions hereafter set forth; and

WHEREAS, Contractor acknowledges that Agreement may be subject to audit and shall maintain all necessary records for a minimum of five (5) years following the expiration or prior termination of this Agreement; and

WHEREAS, County is authorized by Government Code Section 3100 to contract for these services, and

NOW, THEREFORE, the parties hereto agree as follows:

1. TERM:

A. The term of this Agreement shall be effective on date of execution by both parties, and shall continue, in full force and effect through March 18, 2012.

In any event, this Agreement may be canceled or terminated at any time by either party, with or without cause, upon the giving of at least ten (10) calendar days advance written notice to the other party. Further, County may also suspend the performance of services hereunder, in whole or in part, upon the giving of at least a ten (10) calendar days advance written notice to Contractor. County's notice shall set forth the extent of the suspension and the requirements for full restoration of the performance obligations.

Notwithstanding any other provision of this Agreement, the failure of Contractor or its officers, employees, agents, or subcontractors, to comply with any of the terms of this Agreement or any written directions by or on behalf of County issued pursuant hereto shall constitute a material breach hereto, and this Agreement may be terminated by County immediately. County's failure to exercise this right of termination shall not constitute a waiver of such right, which may be exercised at any subsequent time.

2. ADMINISTRATION: Director shall have the authority to administer this Agreement on behalf of County. Contractor agrees to extend to Director the right to review and monitor Contractor's programs, policies, procedures, and financial and/or other records, and to inspect its facilities for contractual compliance at any reasonable time.

3. DESCRIPTION OF SERVICES: Contractor shall provide services in the manner described in Exhibit A (Scope of Work), attached hereto and incorporated herein by reference.

4. MAXIMUM OBLIGATION OF COUNTY: Upon the date of execution by both parties, through March 18, 2012, the maximum obligation of County for all services provided hereunder shall not exceed Five Thousand Dollars (\$5,000). This funding is comprised of the amounts identified in Schedule(s) I, attached hereto and incorporated herein by reference.

5. BILLING AND PAYMENT:

A. County agrees to compensate Contractor in accordance with the payment structure set forth in the Schedule(s), attached hereto and incorporated herein by reference.

B. "Provision of Services" as used in this Paragraph includes time spent performing any service activities designated in the Exhibit(s) and Schedule(s) including but not limited to time spent on the preparation of such activities.

C. All invoices shall be submitted directly to the TRUST Project Director, 3530 Wilshire Boulevard, Suite 800, Los Angeles, California 90010, after the completion of

each deliverable as determined by Director. Contractor agrees that Director shall have the right to withhold payment due to Contractor's underperformance until Director is satisfied that the deliverable has been completed.

D. In no event shall County be required to pay Contractor more, for all services provided hereunder, than the maximum obligation of County as set forth in the MAXIMUM OBLIGATION OF COUNTY paragraph of this Agreement unless otherwise revised or amended under the terms of this Agreement.

E. Contractor shall maintain all necessary records related to performance of service activities performed under this Agreement and may be subject to audit.

F. Submission of Outstanding/Final Invoices and Non- Payment of Invoices: Upon expiration or prior termination of this Agreement, Contractor shall submit to TRUST Project Director within thirty (30) calendar days, any outstanding and/or final invoice(s) for processing and payment. Contractor's failure to submit any outstanding and/or final invoice(s) within the specified period described above shall constitute Contractor's waiver to receive payment for any outstanding and/or final invoices.

G. Contractor Budget and Expenditures Reduction Flexibility: In order for County to maintain flexibility with regards to budget and expenditure reductions, Contractor agrees that Director may cancel this Agreement, without cause, upon the giving of ten (10) calendar days written notice to Contractor; or notwithstanding, Alteration of Terms paragraph, of this Agreement, Director may, consistent with federal, State, and/or County budget reductions, renegotiate the scope/description of work, maximum obligation, and budget of this Agreement via an Administrative Amendment, as mutually agreed to and executed by the parties therein.

6. NO PAYMENT FOR SERVICES PROVIDED FOLLOWING EXPIRATION/

TERMINATION OF AGREEMENT: Contractor acknowledges that no services shall be provided

beyond the expiration date of this Agreement even if such services were requested by County. Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service provided by Contractor after the expiration or other termination of this Agreement. Should Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/ termination of this Agreement shall not constitute a waiver of County's right to recover such payment from Contractor. This provision shall survive the expiration or other termination of this Agreement.

7. GOVERNING LAWS AND JURISDICTION AND VENUE: This Agreement shall be construed in accordance with and governed by the laws of the State of California.

Contractor hereby agrees to submit to the jurisdiction of the courts of the State of California. The exclusive venue of any action (other than an appeal or an enforcement of a judgment) brought by Contractor, on Contractor's behalf, or on the behalf of any subcontractor which arises from this Agreement or is concerning or connected with services performed pursuant to this Agreement, shall be deemed to be in the courts of the State of California located in Los Angeles County, California.

8. COUNTY'S QUALITY ASSURANCE PLAN: County may evaluate Contractor's performance under this Agreement at any time during the Term of this Agreement upon five (5) working days notice to Contractor. Such evaluation will include assessing Contractor's compliance with all contract terms and performance standards. Contractor deficiencies which County determines are severe or continuing and that may place performance of this Agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this Agreement or impose other penalties as specified in this Agreement.

9. CONTRACTOR'S EXCLUSION FROM PARTICIPATION IN A FEDERALLY

FUNDED PROGRAM: Contractor hereby warrants that neither it nor any of its staff members is restricted or excluded from providing services under any health care program funded by the federal government, directly or indirectly, in whole or in part, and that Contractor will notify Director within thirty (30) calendar days in writing of: (1) any event that would require Contractor or a staff member's mandatory exclusion from participation in a federally funded health care program; and (2) any exclusionary action taken by any agency of the federal government against Contractor or one or more staff members barring it or the staff members from participation in a federally funded health care program, whether such bar is direct or indirect, or whether such bar is in whole or in part.

Contractor shall indemnify and hold County harmless against any and all loss or damage County may suffer arising from any federal exclusion of Contractor or its staff members from such participation in a federally funded health care program.

Failure by Contractor to meet the requirements of this Paragraph shall constitute a material breach of contract upon which County may immediately terminate or suspend this Agreement.

10. CONTRACTOR RESPONSIBILITY AND DEBARMENT:

A. A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract. It is County's policy to conduct business only with responsible contractors.

B. Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if County acquires information concerning the performance of Contractor under this Agreement, or other contracts, which indicates that Contractor is not responsible, County may or otherwise in addition to other remedies provided under this

Agreement, debar Contractor from bidding or proposing on, or being awarded and/or performing work on, County contracts for a specified period of time, which generally will not exceed five (5) years, but may exceed five (5) years or be permanent if warranted by circumstances, and terminate this Agreement and any or all existing contracts Contractor may have with County.

C. County may debar Contractor if County's Board of Supervisors finds, in its discretion, that Contractor has done any of the following: (1) violated any term of this Agreement or other contract with County, or a non-profit corporation created by County, (2) committed any act or omission which negatively reflects on Contractor's quality, fitness, or capacity to perform a contract with County or any public entity, or a non-profit corporation created by County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against County or any other public entity.

D. If there is evidence that Contractor may be subject to debarment, Director will notify Contractor in writing of the evidence which is the basis for the proposed debarment and will advise Contractor of the scheduled date for a debarment hearing before County's Contractor Hearing Board.

E. County's Contractor Hearing Board will conduct a hearing where evidence on proposed debarment is presented. Contractor or Contractor's representative, or both, shall be given an opportunity to submit evidence at that hearing. After the hearing, County's Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether Contractor should be debarred, and if so, the appropriate length of time of the debarment. Contractor and Director shall be

provided an opportunity to object to the proposed decision prior to its presentation to County's Board of Supervisors.

F. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of County's Contractor Hearing Board shall be presented to County's Board of Supervisors. County's Board of Supervisors shall have the right at its sole discretion to modify, deny, or adopt the proposed decision and recommendation of County's Contractor Hearing Board.

G. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed, (2) a bona fide change in ownership or management, (3) material, or (4) any other reason that is in the best interest of County.

H. County's Contractor hearing Board will consider a request for review of a debarment determination only where (1) Contractor has been debarred for a period longer than five (5) years, (2) the debarment has been in effect for at least five (5) years, and (3) the request is in writing, states one or more of the grounds for reduction of the debarment, and includes supporting documentation. Upon receiving as appropriate request, County's Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, County's Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review

decided by County's Contractor Hearing Board pursuant to the same procedures as for a debarment hearing. County's Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. County's Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the County's Contractor Hearing Board.

I. These terms shall also apply to any subcontractors/consultants of County contractors.

11. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED TRANSACTIONS (45 C.F.R. PART 76): Contractor hereby acknowledges that the County is prohibited from contracting with and making sub-awards to parties that are suspended, debarred, ineligible or excluded from securing federally funded contracts. By executing this Agreement, Contractor certifies that neither it, nor any of its owners, officers, partners, directors or principals is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Further, by executing this Agreement, Contractor certifies that, to its knowledge, none of its subcontractors, at any tier, or any owner, officer, partner director, or other principal of any subcontractor is currently suspended, debarred, ineligible, or excluded from securing federally funded contracts. Contractor shall immediately notify County in writing, during the term of this Agreement, should it or any of its subcontractors or any principals of either being suspended, debarred, ineligible, or excluded from securing federally funded contracts. Failure of Contractor to comply with this provision shall constitute a material breach of this Agreement upon which the County may immediately terminate or suspend this Agreement.

12. ALTERATION OF TERMS: The body of this Agreement, and any Exhibit(s) attached hereto, fully expresses all understandings of the parties concerning all matters covered and shall constitute the total Agreement. No addition to, or alteration of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, employees or agents, shall be valid and effective unless made in the form of a written amendment to this Agreement which is formally approved and executed by the parties in the same manner as this Agreement.

13. CONTRACTOR'S OFFICES: Contractor's office is located at _____ Contractor's business telephone number is (____) _____, facsimile (FAX) number is (____) _____, and electronic Mail (e-mail) address is _____. Contractor shall notify County, in writing, of any changes made to their business address, business telephone number, FAX number and/or e-mail address as listed herein, or any other business address, business telephone number, FAX number and/or e-mail address used in the provision of services herein, at least ten (10) calendar days prior to the effective date(s) thereof.

14. NOTICES: Notices hereunder shall be in writing and may either be delivered personally or sent by registered or certified mail, return receipt requested, postage prepaid, attention to the parties at the addresses listed below. Director is authorized to execute all notices or demands which are required or permitted by County under this Agreement. Addresses and parties to be notified may be changed by providing at least ten (10) working days prior written notice to the other party.

A. Notices to County shall be addressed as follows:

(1) Department of Public Health
Division of Chronic Disease and Injury Prevention
Tobacco Control and Prevention Program
3530 Wilshire Boulevard, Suite 800
Los Angeles, California 90010

Attention: Project Director

(2) Department of Public Health
Contracts and Grants Division
313 North Figueroa Street, 6th Floor-West
Los Angeles, California 90012-2659

Attention: Division Chief

B. Notices to Contractor shall be addressed as follows:

(1) _____

Attention: _____

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed by its Director of Public Health, and Contractor has caused this Agreement to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Jonathan E. Fielding, M.D., M.P.H.
Director and Health Officer

Contractor

By _____
Signature

Printed Name

Title _____
(AFFIX CORPORATE SEAL)

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
ANDREA SHERIDAN ORDIN
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Public Health

By _____
Patricia Gibson, Chief
Contracts and Grants Division

Mini Grant Phase II Agreement 3.24.11.rev:er

LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH (DPH) - TOBACCO CONTROL AND PREVENTION PROGRAM (TCPP)

SCOPE OF WORK

Date of Execution – 3/18/12

AGENCY NAME:

GOAL: Establish systems-level policies to reduce smoking prevalence among vulnerable populations by creating smoke-free environments and integrating smoking cessation services into existing agency programs and services.

| OBJECTIVES | ACTIVITIES | TIME LINE | DOCUMENTATION/EVALUATION |
|---|---|-----------|---|
| 1. Participate in a minimum of three webinars conducted by the Smoking Cessation Leadership Center (SCLC) that address creating smoke-free environments and incorporating smoking cessation services into current programs. | 1.1 A minimum of one agency staff will participate in one orientation call and a minimum of 5 monthly conference calls hosted by SCLC to address needs, issues and to share effective strategies. | TBD | Copies of conference call sign-in sheets will be kept on file. |
| | 1.2 A minimum of two agency staff will participate in three webinars hosted by SCLC that address incorporating smoke-free environments and cessation services at current sites and into current programs. | TBD | Webinar sign-in sheets will be kept on file. |
| | 1.3 Agency will participate in a minimum of 2 in-person technical assistance site visits or trainings by DPH/TCPP and/or Smoking Cessation Leadership Center team members. | TBD | Sign-in sheet for agency and TCPP/SCLC participants will be kept on file. |
| 2. Implement a smoke-free environment policy for agency staff and clients. | 2.1 Develop and submit for approval implementation plan outlining the steps and timing for establishment of a smoke-free policy. | TBD | Letter of approval a copy of the plan will be kept on file. |
| | 2.2 Purchase and post appropriate "No Smoking" signs throughout agency grounds. | TBD | Receipts for signs and visual documentation will be kept on file for submission to DPH. |
| | 2.3 Utilize DPH/TCPP approved resource guide and education materials to promote new policy. | TBD | Copies of promotional material will be kept on file. |
| 3. Implement a protocol for integrating the promotion of smoking cessation services into existing wellness programs and services. | 3.1 Develop and submit for approval a protocol for promoting smoking cessation services into existing programs and services. | TBD | Letter of approval and protocol will kept on file. |
| | 3.2 Utilize DPH/TCPP approved resource guide and education materials to promote smoking cessation services to agency staff and clients. | TBD | Copies of promotional materials will be kept on file. |
| 4. Comply with ARRA and CDC reporting requirements, including expenditures and evaluation activities related to project. | 4.1 Submit reports to DPH/TCPP as required. | TBD | Letters of approval and copies of required reports will be kept on file. |

SCHEDULE I

| Service | Fee |
|---|----------------|
| Agency must complete all of the following: <ul style="list-style-type: none">• Participate in 6 monthly conference calls.• Two agency staff will participate in at least 3 webinars.• Participate in 2 technical assistance visits. | \$2,500 |
| Agency must: <ul style="list-style-type: none">• Develop and submit an implementation plan for smoke free policy for their agency.• Purchase and post “No Smoking” signs in their agency grounds.• Use resource guide and materials to promote new policy.• Develop and submit protocol to promote cessation services.• Use resource guide and materials to promote cessation services. | \$2,500 |
| Total | \$5,000 |