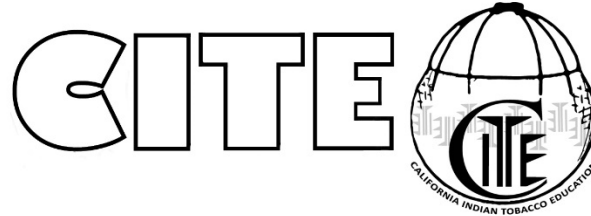




CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

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California Indian Tobacco Education (CITE) Community Program

Addressing commercial tobacco use through policy, systems, and environmental change to promote the good health and wellness in Tribal communities throughout California.

Important Dates

Project Period: November 12, 2018 – September 29, 2019

Funding Announcement Release: August 3, 2018

Application Deadline: September 4, 2018

Notification of Funding: October 12, 2018

Final Report Due: September 29, 2019

Funded by the Centers for Disease Control and Prevention. Grant #5 NU58DP005432-04-00



I. Summary

Thank you for your interest in the Advancing California Opportunities to Renew Native health Systems (ACORNS) California Indian Tobacco Education (CITE) Program. Subcontract funds are intended to foster the process of bringing together a broad-based group of community leaders and members to discuss local tobacco issues, explore data and indicators, set priorities, and implement action strategies. This funding has been made available as part of a California Rural Indian Health Board, Inc. (CRIHB) Good Health and Wellness in Indian Country (GHWIC) grant funded by the Centers for Disease Control and Prevention (CDC). The goal of the CITE program is to prevent commercial tobacco abuse among American Indians and Alaska Natives (AIANs) and protect Tribal members from secondhand smoke through a holistic approach.

Subcontract funds for the CITE project during FY 2018/2019 have been allocated for Tribes to implement and evaluate projects that propose a combination of effective, community chosen and culturally adapted policies, systems, and environmental (PSE) changes to address commercial tobacco use. Successful projects accomplish this by educating Tribal members and leaders about the burden of commercial tobacco abuse on members and the economy, reducing secondhand smoke exposure through commercial tobacco policy implementation, reducing exposure to commercial tobacco advertising, and/or increasing utilization of the California Smokers Helpline. The maximum award amount is \$7,000.

CITE Requirements:

II. Eligibility

Entities submitting application must:

- Be a Tribe or Tribal organization within California;
- Seek funding to support the Tribe's tobacco education and policy activities;
- Complete the Phase I deliverables (community health assessment and community action plan)
- Have sufficient capacity and resources to complete the planned project activities within the project timeframe.

Entities submitting a completed application will receive notice regarding a funding decision by October 12, 2018.

Note: The California Area was fortunate to receive two CDC GHWIC awards, one to CRIHB and one to United Indian Health Services (UIHS). Please note UIHS member Tribes are not eligible for CRIHB ACORNS subcontracts as they fall within the service area of UIHS. Organizations within UIHS service areas can contact Valerie Reed at Valerie.reed@crihb.org.

III. Project Period

Application is due on or before the deadline of 11:59pm (PST) on September 4, 2018. The project period to complete activities outlined in Section V is: November 12, 2018 – September 29, 2019. Funded activities must be completed by **September 29, 2019**. Activities should not begin until an agreement has been executed.

IV. Available Funding

Approximate number of awards: 8

The maximum award for this fixed price subcontract is \$7,000 for any single Tribe or Tribal organization. The minimum award is \$2,500.

This is a competitive funding opportunity, programs will be awarded based on the application review. We encourage interested entities to apply early. After a program is officially notified of funding, half of the award will be given upfront and the remaining award will be reimbursed upon completion of project deliverables. All subcontract funds are required to be invoiced by the date noted in the contract.

V. Project Goal and Objectives

The goal of CITE program is to support Tribes throughout California in reducing exposure to commercial tobacco and secondhand smoke through education, awareness, environmental and system changes, and policy implementation. Subcontracts will be awarded to support the objectives listed below. Activities for these objectives are intended to be carried out with regular communication with the CRIHB Health Education Specialists and Program Evaluator.

- **Expand the reach of the CDC TIPS media campaign or other federal tobacco education campaigns, Surgeon General Reports, and other tobacco related science/evidence-based publications among Tribal members.**
- **Inform Tribal Leaders, decision makers, and Tribal communities about the burden of commercial tobacco use to their Tribal members and Tribal economy.**
- **Implement evidence-based, culturally relevant interventions that increase the number of AIANs protected from secondhand commercial tobacco smoke as the result of implementing commercial tobacco-free policies.**
- **Implement evidence-based, culturally appropriate Tribal interventions that decrease AIANs exposure to commercial tobacco marketing and availability of commercial tobacco products.**

Project examples include but are not limited to developing a Tribal TIPS Campaign, signage to increase Tribal members' awareness of current commercial tobacco-free policies, assessing the burden of commercial tobacco use and secondhand smoke exposure on the community, banning commercial tobacco sponsorship of activities, developing smoke-free housing, developing smoke-free recreation areas, and ensuring Tribal tobacco sales, advertising, and policies are compliant with federal regulations.

VI. Project Requirements

Each funded Tribe or Tribal organization will be required to do the following:

- Identify leadership and staff support;
- Complete the activities indicated in the grantee proposed work-plan;
- Adhere to reporting requirements;
- Work collaboratively with the California Tribal Epidemiology Center;
- Participate in at least one site visit before September 29, 2019;
- Participate in project sponsored meetings and trainings; and
- Commit to the requirements of the subcontract program, including adhering to timelines and providing the appropriate deliverables.

Required Reporting

- Documentation of products developed through use of subcontract funds (e.g., policies, environmental changes, TIPS videos, publications);
- Progress reports due in January 2019, April 2019, July 2019; and
- Final Report with updated work plan due September 29, 2019

VII. Review Criteria

All applications will be reviewed by a selection committee comprised of staff from a variety of CRIHB departments. Individual comments on applications will not be provided. Applications will be rated based on the following criteria:

- The degree to which the proposed activities meet all RFP requirements;
- The feasibility of achieving project objectives within the estimated schedule and budget;
- The demonstrated willingness of the applicant to complete all project activities within the time allotted.

VIII. Contact Information

CRIHB is the lead agency for this project. The Department of Research and Public Health will administer and manage this project.

CRIHB's CITE Program contact:

Monica Martin

Health Education Specialist I

Email: mmartin@crihb.org

Office: 916-929-9761 x1514

Fax: 916-929-7246

IX. How to Apply

The completed application must be received by September 4, 2018. The application should be submitted to CRIHB via email mmartin@crihb.org or faxed to Monica Martin attention at 916-929-7246.

All applicants are highly encouraged to contact CRIHB for technical assistance in developing their application. Technical assistance includes access to webinar explaining application procedure, telephone call with ACORNS program staff, sample application documents, and feedback on your CITE application prior to submission.

Please indicate in the subject line of your email: Application for CITE subcontract from (name of Tribe/Tribal Organization). The narrative must be responsive to this RFP.

Application Components: All application components are provided in the enclosed attachments. To complete all the components, please use the *CITE 2018 -2019 Application, Attachment A. CITE 2018 - 2019 Work Plan* and *Attachment B. CITE 2018-2019 Outcomes and Evaluation*.

CITE 2018-2019 Application

Cover Page: On the provided cover page please indicate:

- Tribe or Tribal Organization;
- Tribe(s) represented;
- Name of health officer or Tribal health director (if applicable);
- Street address;
- Official project contact – name, title, email address, and telephone number;
- Project lead (if different from project contact) – name, title, email address, and telephone number; and
- Amount of requested funding

Problem Statement:

- Provide a short overview of commercial tobacco use and exposure in your community and how that relates to the burden of chronic disease. Based upon the burden identified, what strategies will you implement to reduce commercial tobacco related chronic diseases in your community; and
- What challenges or barriers do you anticipate in implementing change strategies? How will you use partnerships and community resources to maximize impact and overcome the anticipated challenges of your proposed project?

Work Plan Template

Complete attachment provided (Attachment A. CITE Work Plan Template 2018)

The Work plan is to include:

- program strategy;
- the target population;
- estimated population reached;
- objectives;
- activities;
- timelines, deadlines, and benchmarks;
- staff;
- short term outcome/measure; and
- partnerships, and resources

Organizational Capacity:

- Describe adequate staffing and experience to carry out the project. Include the system and methods for financial reporting, budget management, and administration;
- Outline who will have day-to-day responsibility for key tasks such as: leadership of the project; monitoring of the project's on-going progress; preparation of reports; program evaluation, etc.; and
- Describe your organizational experience addressing commercial tobacco use and exposure, including your use of existing and/or proposed partnerships outlined in your work plan.

Evaluation Methods

Complete attachment provided (Attachment B. CITE Outcomes and Evaluation Template 2018)

Additionally, answer:

- What are the key evaluation questions you will use to measure the performance and success of your project? How will your evaluation findings be used for continuous program improvement; and
- Describe what types of data sources/tools, including what type of data (i.e. quantitative or qualitative,) you will use to answer your key evaluation questions. How will you analyze this data to measure the effectiveness of your program?

X. Budget Guidelines

The purpose of the budget narrative is to present and justify all expenses required to achieve project aims and objectives. In general, the budget narrative should provide as much detail and justification as necessary and explain why each of the items on the budget page is needed to accomplish the proposed project.

Salaries and Wages: Include information for each requested position, providing:

1. Name of staff member occupying the position, if available;
2. Annual salary;
3. Percentage of time budgeted for this program; and
4. Total salary requested;

Fringe Benefits: Usually applicable to direct salaries and wages. Provide information on the rate of fringe benefits used and the basis for their calculation;

Supplies: General office supplies may be shown by an estimated amount per month multiplied by the number of months in the budget category. Also, provide a justification for the use of each item and relate it to specific program objectives. No single item purchase of \$5,000 or more, and no aggregate total of \$5,000 to one single vendor;

Travel: Whenever possible, list “who, what, where, when, and why.” Use federal lodging, mileage, exchange, and per diem rates;

Consultant Services: Please indicate the services of non-employees “if paid by purchase order” in this section; and

Other Direct Costs: This line item may include phone lines, postage, printing, etc.

XI. Funding Limitations

All deliverables, including documents resulting from subcontract activities (e.g., policies, survey results, education tools) must be developed during the subcontract period. Subcontract funds

may **not** be used for clinical services, purchase of furniture or equipment, to construct or renovate facilities, for lobbying, holding health fairs or for travel unrelated to the project. Subcontract funds may be used for project staff salaries, supplies, project-related travel, and other direct expenses related to the project plan.