

Local Public Health Authority Tobacco Prevention Education Program 2023-2025 Request for Applications - Questions and Answers

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BUDGETING & ALLOWABLE EXPENSES

How do we know what our actual budget is in a tier?

You will submit your budget with a proposed amount that is within the range for the Tier you select. When all budgets and workplans have been submitted, we will review and compare the total amount of funding requested to the total amount available. If more funding is requested than is available, HPCDP will negotiate a new funding amount with LPHAs. When reviewing budgets, HPCDP will take into account the breadth and depth of the workplans to ensure alignment with the amount of funding requested.

Why does “Attachment 3 2023-25 TPEP Line Item Budget and Narrative-Worksheet” only include Oct 1, 2023 – June 30, 2024 for year 1?

The budget for July 1, 2023 – Sept 30, 2023 was included in the bridge funding budgets that were due April 7, 2023. This bridge funding amount is part of your total TPEP award for the 2023-25 biennium. When completing the budget for Oct 1, 2023 – June 30, 2025 (the remainder of the biennium), please make sure to subtract out your bridge funding amount from your total award request. The total of both budgets should not exceed the maximum award amount for your tier.

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How do I fill out “Attachment 3 2023-25 TPEP Line Item Budget and Narrative-Worksheet”? Am I supposed to include both years of the biennium in one budget?

There are two tabs in the Worksheet, one for the first year of the biennium, and one for the second year. Because a portion of year one, July 1, 2023 – September 30, 2023, was covered in the bridge funding budget, the year one budget starts on October 1, 2023 and covers the remaining 9 months of the year.

What level of integration will you be looking for between the budget and the workplan? Our budget is completed by our fiscal staff without a high level of coordination with program staff who complete the workplan.

In general, we leave it up to the discretion of the program to determine FTE amounts and how much to allocate for supplies, equipment, etc. If we note a significant disconnect between the budget and workplan, we will clarify that with you. An example might be a community event is mentioned in the workplan, but there is no funding allocated for the event in the budget.

When Ballot Measure 108 was implemented, Nicotine Replacement Therapy (NRT) became an allowable use of funds. Are we allowed to use TPEP funds in the 2023-25 biennium for NRT?

As of July 2022, NRT and direct, evidence-based, or culturally appropriate cessation delivery is allowable under [Program Element 13](#). Therefore, TPEP funds can be used for these items. For more information, please see [Appendix G: LPHA Guidance for Direct Cessation Services](#).

Are Ballot Measure 108 (BM 108) funds being carried over from the 2021-23 to the 2023-25 biennium?

County TPEP is strongly encouraged to spend BM 108 carryover funding by the end of the biennium (June 30, 2023). Technically, unspent tobacco tax revenues can carry over into future biennia for re-allocation to grantees and state infrastructure. However, the TPEP budget is determined by the Governor and Legislature, so these funds could be reallocated to other priorities. Because there is risk in planning/budgeting for future biennia with the assumption that funding will carry forward, we encourage grantees to spend down as much as possible by June 30, 2023. If OHA receives unspent BM 108 funds as carryover for the 2023-25 biennium, OHA will add these funds to your county TPEP grant award amount determined through the RFA process.

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What will happen if the BM 108 carryover funds are approved for carryover to the next biennium, will we have to submit a new budget and workplan?

If carryover is allowed, you will update your biennium budget and workplan to reflect that, not create a separate one.

Will there be any in-person meetings or trainings that we should budget for?

HPCDP has heard from many grantees that there is interest in in-person gatherings. Although nothing specific has been planned at this point, we are considering an in-person event during the 2023-25 biennium. We recommend that grantees do include costs related to attending an in-person meeting/training in your budgets.

BRIDGE FUNDING

Is there a specific form we have to fill out to account for our bridge funding?

Yes, coordinators were required to submit a 90-day budget to HPCDP by April 7th. If you have not received notification of your allocated bridge funding amount and have not yet submitted a corresponding budget, please reach out to your liaison. A workplan is not required unless you intend to move from “ICAA Response Only” to a higher tier in 2023-2025. In which case, you will be required to submit a simple 90-day workplan and budget because we do not have a current workplan/budget on file. Please contact your liaison if you plan to move from ICAA Response Only to a different tier.

Can you provide guidance on how some of the counties will sustain current funding levels? Many LPHAs increased FTE with BM 108 funding, so how do we ensure we will not lose staff during the bridge funding period?

To ensure bridge funding does not affect current staffing, 90-day bridge funding levels are based on the base level funding plus the Ballot Measure 108 carryover funds. Each county's bridge funding amount was based on the following calculation:

*Initial award for Fiscal Year 2022 (July 2021 to June 2022) + ½ Ballot Measure 108
Carryover award / 4 (to calculate a 90-day allocation)*

There is a cap at one-eighth of the maximum amount of funding for each tier. Capped amounts are \$12,375 for Tier 1, \$43,750 for Tier 2, and \$125,000 for Tier 3.

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TIMELINE

Can you clarify the due dates for the work plans and budgets? Will these still be due on 5/5/23 with the bridge funding?

Regular budgets and work plans will be due on 5/5/23. Budgets for bridge funding, which only covers the first 90 days of the 2023-25 biennium (from July 1, 2023, through September 30, 2023), does not require a workplan and were due on 4/7/23.

STRATEGY REQUIREMENTS/STRATEGY TYPES

Is the Health Systems Change Initiative considered a flexible strategy?

Yes, now that the Health Systems Change Initiative is optional rather than required, coordinators can use it as a Flexible Tobacco Prevention Strategy under Strategy Area C.

OHA will continue to provide training, technical assistance, and strategy development support to grantees who pursue Health Systems Change Initiative as a flexible strategy.

Is community engagement considered a flexible strategy?

HPCDP recognizes the importance of having time to build authentic relationships and encourages coordinators to budget for costs associated with general community engagement, even if it is not specified as a strategy.

For community engagement to count as a strategy, it would need to be included in the strategy section of the workplan and include work toward a defined objective with corresponding activities, identified partners, an assigned lead, and timeframe. More general community engagement activities, such as attending coalition meetings without a specific goal for participation, would not be considered a strategy and would best fit in the optional Community Engagement and Alignment section at the bottom of the workplan.

Are activities related to community partnerships development and equity capacity building a requirement for TPEP funding?

No, activities related to community partnerships development and equity capacity building are not required for any tier. However, activities focused on building community partnerships and your organization's capacity to advance commercial tobacco prevention equitably are strongly encouraged.

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If a strategy in our workplan is from Appendix L. Eligible Activities from “Guidance for Ballot Measure 108 One-time Funding to Address Commercial Tobacco Use Inequities 2022-2023,” do we need to call out in our workplan that the strategy is using Ballot Measure 108 funds?

No, you do not need to indicate which funding source will be used for each strategy in your workplan. Although you received separate allocations of Measure 44 and Ballot Measure 108 funds in the 2021-2023 biennium, your TPEP grant awards moving forward will include combined funding from both Measure 44 and Ballot Measure 108 funding sources.

TOBACCO & ALCOHOL RETAIL ASSESSMENT (TARA)

Should we include the TARA in our plan? If so, what should we consider including in the budget?

Yes, HPCDP plans to conduct a coordinated TARA in 2025, the final quarter of the biennium and anticipate several weeks of FTE to train and conduct it.

- Counties applying for Tier 2 & Tier 3 should plan to use funds to complete the TARA and reflect those costs in their budget.
- [Optional] Counties applying for Tier 1 or ICAA Tier, that choose to participate in the TARA should include in their budget and as an activity in their workplan.

The primary tasks for coordinators will be training, connecting with partners, and conducting assessments in the retail establishments. Costs to consider include:

- FTE for training, coordination, and conducting the TARA.
 - The total number of assessments conducted will depend on outlet density in each county. HPCDP anticipates completing 50 – 120 retail assessments in each county; (if less than 50 retailers, assessment will be completed on all retailers)
- Travel expenses should be based on county size and distance of retailers from main workplace (if a site is more than 70 miles away, you may need to budget for hotel accommodations).

Is ADPEP also expected to participate in the TARA?

Assisting with the TARA it is not a requirement in the current ADPEP program guidance.

However, HPCDP hopes to be more inclusive of alcohol outlets in 2025. Though the TARA is not required for ADPEP, ADPEP coordinators have been encouraged to participate in the TARA in partnership with TPEP and have been informed that they can include TARA activities in their budget.

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SUPPORTING DOCUMENTATION REQUIREMENTS

When is a letter of partnership/support required and what does it entail?

A letter of partnership/support is required when a county strategy indicates an existing partnership with a CBO. Letters of support do not need to be submitted by the workplan deadline if the organization(s) have not been identified; however, they will need to be submitted before we can approve the specific collaborative activities of the workplan.

Letters of support can be submitted on a rolling basis as your program identifies the organization(s). For guidance on what is required for a letter of partnership/support, please see [Appendix E: Letter of Partnership Guidance](#). A letter is not required for partnership development activities (i.e., rapport building, identifying shared goals/common interests).

When is a scope of work required and what does it entail?

A scope of work is required to be submitted to HPCDP when a county plans to subcontract with an outside organization to fulfill activities of their workplan. Similar to a letter of partnership, a scope of work does not need to be submitted if an organization(s) has not been identified; however, it will need to be submitted before we can approve the specific collaborative activities of the workplan. For details on what is required in the scope of work please, see pages 28 – 29 of the [TPEP RFA](#).

Does HPCDP plan to align workplan templates and reporting forms for the TPEP and ADPEP programs?

Updates were made to the workplan templates for the 2023-25 biennium to create more alignment between the two program workplans. However, there are some requirements for each program that aren't required in the other, so they cannot be identical. HPCDP will be looking at the reporting forms for the next biennium and can try to create alignment between ADPEP and TPEP reporting as much as possible.

What happens if my workplan is not approved by OHA?

When workplans and budgets are submitted, HPCDP staff will review and provide feedback to counties. If revisions are needed, community program liaisons will work with TPEP coordinators to collaboratively make those revisions. Final workplans and budgets are not needed until June 15, 2023, so there is ample time for revisions between then and the initial May 5, 2023 submission deadline. You are also welcome to reach out to your liaison prior to May 5th to review a draft of your workplan, or to discuss and get feedback on your plans.

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TIER 3 PREREQUISITES

What documentation is required for Tier 3 prerequisites?

Counties planning to apply for Tier 3 are required to provide appropriate documentation demonstrating completion of selected prerequisites. For example, to demonstrate evidence of convening partners most burdened by tobacco, programs may provide a description of a community partnership. In this scenario, supporting documents include meeting minutes that demonstrate the role of the LPHA in engaging these partners in the pursuit of priority tobacco prevention strategies.

What “evidence” is needed for a shared regional strategy, local public health accreditation, participating in a statewide conversation towards flavor restriction, and strengthening the ICAA?

Examples of those above include:

- Participating in statewide conversations for flavor restrictions, tobacco retail licensure, strengthening ICAA, or other priority areas: A letter submitted for testimony or providing testimony by an LPHA, community champions, or one’s Board of County Commissioners;
- Local Public Health Authority Accreditation: An accreditation letter or certificate;
- Shared Regional Strategy: Describing a shared strategy and pointing to the section of one’s workplan and others workplans that include/describe the shared strategy with regional partners.

COMMUNICATIONS

Are there communication specific reporting requirements?

Reporting forms have not been finalized yet for the 2023-25 biennium. However, grantees can anticipate that there will be a communications specific element to reporting. Grantees who use funds for large paid media initiatives will be asked to provide analytics and reporting on the initiative.

How specific should the communications plan be?

Communication plans are intended to be actionable and supportive of your work. Previously, HPCDP provided a communications template form, however we received feedback that the form was cumbersome. Therefore, for the 2023-25 biennium, coordinators are encouraged to write their plans however works best for them. Plans should be embedded in and work toward your larger goals. We encourage you to be specific about what tools will be used and what specific audiences you intend to reach, as well as who is responsible for each activity. Make

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sure your plan also includes how you will promote the Oregon Tobacco Quit Line and leverage Smokefree Oregon materials.

- Grantees can either create a communications plan on their own or, in place of writing a plan, meet with Metropolitan Group (Met Group) staff. To meet with Met Group to fulfill your communications requirement, contact your CPL.
- The Communications Addendum has other things to consider as you do communications planning. Please reach out to your liaison if you would like any communications support including planning templates, brainstorming support, or other needs.

WORKING WITH COMMUNITY BASED ORGANIZATIONS (CBOs)

What networking opportunities is HPCDP planning for CBOs throughout the 2023-25 biennium? Will the networking include LPHAs?

HPCDP is currently developing a Learning Communities model for grantees in the 2023-2025 biennium. The Learning Communities model is intended to provide space for peer-to-peer learning. Some of these Learning Communities may be specific to just CBO grantees or just LPHA grantees, while others are intended to support CBO-LPHA learning and collaboration. Specific Learning Community topics and audiences will be determined in collaboration with CBO and LPHA grantees.

What do CBOs know about their future funding? For the purposes of planning with them, it would be helpful if they had a sense of their financial future related to commercial tobacco prevention.

CBOs that are currently receiving funding through the Public Health Equity Funding Opportunity have been informed that OHA will extend their grant awards through the 2023-25 biennium. However, the 2023-25 grant award amounts have not yet been communicated as OHA is still determining available resources and reviewing CBO activity and expenditure reporting from the 2021-23 biennium.

TRAINING & TECHNICAL ASSISTANCE

How can I access training and technical assistance resources?

Technical assistance (TA) is available from both HPCDP staff and contractors. To request TA, please fill out the appropriate request form:

- [Commercial Tobacco Prevention Grantees - Technical Assistance & Training Request Form](#)
- [HPCDP Online Data and Evaluation Request System](#)

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HPCDP aims to provide trainings for coordinators on a variety of topics throughout the biennium. If you have recommendations for potential trainings, please contact your liaison.

ICAA RESPONSE ONLY

If we are a monitoring site only, is there a budgeting requirement and deadline to keep this status?

Counties that choose to remain ICAA-Response Only are only required to submit a cover letter (attachment 1) and budget (attachment 3), both due on 4/7/23.