



**ALBUQUERQUE AREA SOUTHWEST
TRIBAL EPIDEMIOLOGY CENTER**

**REQUEST FOR
APPLICATIONS**

**COMPREHENSIVE APPROACHES TO
AMERICAN INDIAN HEALTH & WELLNESS:
COMMERCIAL TOBACCO CONTROL PROGRAM**

FY 2019 TRIBAL SUB-AWARD

*Promoting policy, health system and environmental improvements to
address commercial tobacco use by providing competitive grant
funding for tribal-based projects.*

DEADLINE: OCTOBER 19, 2018

OVERVIEW INFORMATION

Background

The overarching goal of this program is to reduce the burden of commercial tobacco use and exposure to second-hand smoke among the American Indian population in the IHS Albuquerque Area. The Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) Good Health and Wellness in Indian Country Program is offering three (3) tribal sub-awards of up to \$10,000 each to test, implement, and evaluate **ONE** commercial tobacco prevention/control activity in tribal communities, including:

- 1) Conducting a community-wide scan to examine access to commercial tobacco products, existing marketing of tobacco products, environmental tobacco smoke exposure, and existing commercial tobacco-free policies in the community and identify priorities for intervention; Or
- 2) Implementing comprehensive commercial tobacco-free policies or other system/environmental interventions to protect tribal members from secondhand commercial tobacco smoke, decrease exposure to commercial tobacco marketing and reduce the availability of commercial tobacco products.

Applicant Qualifications

The following 27 Tribes, Bands, Pueblos and Nations are eligible to apply for a sub-award:

Alamo Navajo, Acoma Pueblo, Cochiti Pueblo, Isleta Pueblo, Jemez Pueblo, Jicarilla Apache, Laguna Pueblo, Mescalero Apache, Nambe Pueblo, Ohkay Owingeh, Picuris Pueblo, Pojoaque Pueblo, Ramah Navajo, Sandia Pueblo, San Felipe Pueblo, San Ildefonso Pueblo, Santa Ana Pueblo, Santa Clara Pueblo, Santo Domingo Pueblo, Southern Ute Tribe, TóHajiilee Navajo, Taos Pueblo, Tesuque Pueblo, Ute Mountain Ute Tribe, Ysleta del Sur Pueblo, Zia Pueblo, and Zuni Pueblo.

Other Eligibility Criteria

- Applicants must include a letter of support or tribal resolution from tribal leadership.
- Only one application will be accepted per eligible tribal community.

Funding Restrictions (from CDC)

Restrictions that must be considered while planning the program and writing the budget are:

- Sub-awardees may not use funds for research
- Sub-awardees may not use funds for clinical care
- Sub-awardees may use funds only for reasonable program purposes
- Generally, awardees may not use funds to purchase furniture or equipment

Letters of Support or Tribal Resolution

A letter of support or a tribal resolution from tribal leadership must be included in the application. If applying from Ramah Navajo, TóHajiilee Navajo, or Alamo Navajo a letter of

support or resolution from Chapter/School Board officials will be accepted. Letters of support from external partners may also be included, but are optional.

Application Submission

Please submit your completed application to Janna Vallo in one of the following ways:

1. **Email** complete application to: jvallo@aaihb.org
2. **Fax** complete application with ATTENTION: JANNA VALLO to: (505) 252-8509
3. **Mail/FedEx** complete application to:

ATTENTION: JANNA VALLO
Albuquerque Area Indian Health Board
7001 Prospect Place NE
Albuquerque, NM 87110

4. **Hand deliver** complete application to address listed above.

All applications **must be received at AAIHB by 5:00 PM (Mountain) on Friday, October 19, 2018.** No exceptions will be made. Late applications will not be reviewed.

Number of Projects to be Awarded and Level of Funding

The amount of funding is limited - so funding will depend on need, budget justification, and reviewer input. **The maximum award will be \$10,000.** Total annual budget of \$10,000 is inclusive of direct and indirect costs. **Up to three (3) sub-awards will be granted.**

Announcement of Project Awards

Announcements will be emailed from AASTEC no later than November 1, 2018 to the authorized representative listed on the application cover letter and will be posted to our website: <http://www.aastec.net/>

Sub-Award Agreement

All funded Tribes will need to sign a sub-award agreement with the Albuquerque Area Indian Health Board, Inc. (AAIHB), the parent organization of AASTEC. This will include procedures for invoicing and reporting, data sharing, protecting participant confidentiality (individual and Tribe), mandatory trainings and awardee meetings, etc.

IMPORTANT DATES	
Application Deadline:	<u>Friday, October 19, 2018</u> Applications must be received no later than 5:00 PM MT. <u>No exceptions</u> will be made.
Application Review Complete:	Friday, October 26, 2018
Announcement:	No later than Thursday November 1, 2018
Period of Award Activity:	<u>November 1, 2018 through September 29, 2019</u>

Contact/Questions

Please address all questions in writing to Janna Vallo at jvallo@aaihb.org

Payment and Reporting

If your proposal has been selected to be funded, a menu of required activities (i.e., deliverables) will be negotiated with requested proposal activities. A mid-year and annual progress report are required to demonstrate progress and completion of activities.

All project activities and spending for project must be completed by September 29, 2019.
A final progress report is due on November 15, 2019.

SUPPLEMENTAL INFORMATION FOR COMPLETING THE APPLICATION

Project Categories

Your scope of work must align with one of the two (2) categories intended to reduce the burden of commercial tobacco use and exposure to second-hand smoke described in the table below. A menu of possible activities for each category is also included to provide examples of activities to address commercial tobacco use in your community; however you are not limited to the activities that are provided. You can incorporate other activities that are appropriate for your community related to the category you choose. **Please select one of the following categories for your application:**

CATEGORY 1. Conducting a community-wide scan to examine access to commercial tobacco products, existing marketing of tobacco products, environmental tobacco smoke exposure, and existing commercial tobacco-free policies in the community and identify priorities for intervention.

POSSIBLE ACTIVITIES:

- Multidisciplinary work group and/or coalition meetings:** *Convene meetings to engage community programs and individuals (e.g., schools, behavioral health, environmental safety, youth, elders, business, Tribal leadership, pregnant women, volunteer groups, veterans, parents, young adults, clinic staff, WIC, CHR, retailers, housing, senior center, child care facilities, etc.) to address commercial tobacco. This can also include planning meetings with partners.*
- Survey development:** *Create an appropriate survey for your community using input from your work group and/or coalition, existing commercial tobacco survey questions, or other available resources including AASTEC.*
- Survey implementation plan:** *Create a plan that outlines (i.e., steps you will take to implement the survey in your community e.g. rationale for survey, who will administer survey, who will be asked to complete survey, where/when survey will be conducted, incentives, etc.).*
- Survey implementation:** *Conduct survey or other scan with community members, tribal stakeholders, etc.*
- Community presentation(s):** *Deliver a presentation(s) to the community to report information learned from community-wide commercial tobacco scan (i.e., survey results). This could take place at a special event such as a community dinner or in collaboration with another community event or other appropriate meeting.*
- Prioritization session:** *After community discussion, identify and prioritize topic(s) to address as a result of the scan.*
- Intervention/Action Plan Development:** *Create a plan with the newly found information and prioritized topics to create a plan to implement.*
- Materials development:** *Develop fact sheets, brochures, infographics, or other commercial tobacco prevention and control materials.*
- Training/Conference Attendance:** *Attend a commercial tobacco training or conference to*

help you carry out your scope of work.

- Participation in the Southwest Tribal Tobacco Coalition:** Attend and participate in at least two Southwest Tribal Tobacco Coalition meetings (information will be provided to awardees).

CATEGORY 2. Implementing comprehensive commercial tobacco-free policies or other system/environmental interventions to protect tribal members from secondhand commercial tobacco smoke, decrease exposure to commercial tobacco marketing and/or reduce the availability of commercial tobacco products.

POSSIBLE ACTIVITIES:

- Multidisciplinary work group and/or coalition meetings:** Convene meetings to engage community programs and individuals (e.g., schools, behavioral health, environmental safety, youth, elders, business, Tribal leadership, pregnant women, volunteer groups, veterans, parents, youth, young adults, etc.) to create, update, or expand on current policies that address commercial tobacco and/or traditional tobacco preservation. This can also include planning meetings with partners.
- Draft commercial tobacco policy/policies:** Draft culturally appropriate commercial tobacco policies for your community guided by tribal leadership, input from your work group and/or coalition, and using other available resources including AASTEC. This may include the review of current commercial tobacco policies to determine if existing policies should be updated/expanded or if new policies need to be created.
- Conduct Focus Groups:** To examine existing policies and/or explore feasibility of new policy development and implementation in the community.
- Commercial tobacco policy implementation plan:** Create a plan that identifies steps you will take to support strategies for promoting and implementing commercial tobacco policy in your community.
- Conduct retailer training:** Educate retailers on the laws around selling commercial tobacco to minors.
- Smoke-Free Pledge Campaign:** Create a community-wide campaign to get community members and/or families to pledge to be commercial tobacco smoke-free.
- Counter Marketing Campaign:** Create counter marketing advertisements that show the real dangers of commercial tobacco that are not shown in print advertisements.
- Tobacco Policy Training(s):** Provide community education sessions for tribal members, program staff, and leaders to teach about the importance of protecting youth from smoking through the creation of smoke-free environments.
- Leadership meetings:** Convene meetings with leadership who have the authority to make change around protecting youth and non-smokers from the dangers of second-hand commercial tobacco smoke and from youth initiation of commercial tobacco use.
- Training/Conference Attendance:** Attend a commercial tobacco training or conference to help you carry out your scope of work.
- Participation in the Southwest Tribal Tobacco Coalition:** Attend and participate in at

least two Southwest Tribal Tobacco Coalition meetings (information will be provided to awardees).

Other Requirements

In addition to the completion of selected activities that correspond to one of the two aforementioned categories, awardees will be required to fulfill the following deliverables:

- Attend and participate in the Good Health and Wellness in Indian Country Tobacco Program kick-off awardee meeting.
- Submit a strategic action plan. A template and instructions will be provided at the kick-off meeting.
- Submit a mid-year progress report based on the strategic action plan by May 15, 2019.
- Submit a final progress report by November 15, 2019.

SUPPLEMENTAL BUDGET INFORMATION

The total allowable budget ceiling request is \$10,000 for one year of funding. A deliverables-based budget is required as part of the submission for funding. Below we have provided a sample deliverables budget for each category. The items proposed in the sample budget are not meant to limit the deliverables, they are meant as suggestions, with suggested amounts. Please submit and request deliverables that fit your community and your proposed scope of work. Additionally, a budget justification is required for any activity exceeding the suggested amount provided below.

Deliverables 1 – 5 in the following table will be required from all awardees. Please include these costs in your proposed budget.

No.	Category	Deliverables for FY 2019 (November 1, 2018 – September 29, 2019)	Amount
1	C1 & C2	Submit specified contract activities (Required)	\$1,000
2	C1 & C2	Attend awardee meeting (Required activity)	\$1,000
3	C1 & C2	Submit a strategic action plan (Required activity)	\$1,000
4	C1 & C2	Submit mid-year progress report based on strategic action plan (Required activity)	\$1,000
5	C1 & C2	Submit final report (Required activity)	\$1,000
6	C1 & C2	Multidisciplinary work group and/or coalition meetings (i.e. planning and/or prioritization meetings) – meeting preparation, snacks/meal, incentives (\$500 per meeting)	Determine # of meetings to calculate amount
7	C1	Survey development (\$1000 per survey instrument) maximum = 2 instruments	Determine # of surveys/ instruments to calculate amount
8	C1	Survey implementation plan (\$500)	\$500
9	C1	Survey implementation (# of surveys x \$5-\$20 for incentives)	Determine # of surveys and incentive cost to calculate amount
10	C1	Prioritization Session (\$500)	\$500
11	C1	Implementation/Action Plan Development (\$1000)	\$1000
12	C1 & C2	Community presentation(s) (\$500 per presentation)	Determine # of presentations to calculate amount
13	C1	Materials development (printing costs, other presentation needs)	Estimate associated costs to calculate

No.	Category	Deliverables for FY 2019 (November 1, 2018 – September 29, 2019)	Amount
			amount
14	C1 & C2	Training Attendance (registration, travel, mileage, per diem)	Estimate associated costs to calculate amount
15	C1 & C2	Attend and participate in Southwest Tribal Tobacco Coalition meetings (\$300 per meeting) maximum = 4 meetings	Determine # of meetings to calculate amount
16	C2	Conduct focus groups (\$500 per focus group)	Determine # of focus groups to calculate amount
17	C2	Draft commercial tobacco policy/policies (\$500 per policy)	Determine # of policies to calculate amount
18	C2	Commercial tobacco policy implementation plan (\$1000)	\$1,000
19	C2	Retailer training (# of retailers x \$500)	Determine # of retailers to calculate amount
20	C2	Smoke-free pledge campaign (\$1,000)	\$1,000
21	C2	Counter marketing campaign (\$1,000)	\$1,000
22	C2	Tobacco policy training (\$500 per session)	Determine # of sessions to calculate amount
23	C1 & C2	Leadership meeting(s)/Council presentations (\$500 per meeting)	Determine # of meetings to calculate amount
24	C1 & C2	Other culturally appropriate activity(ies)	Estimate associated costs to calculate amount
		TOTAL	NOT TO EXCEED \$10,000

Categories:

C1 = Category 1: Conducting a community-wide scan to examine access to commercial tobacco products, existing marketing of tobacco products, environmental tobacco smoke exposure, and existing commercial tobacco-free policies in the community and identify priorities for intervention.

C2 = Category 2: Implementing comprehensive commercial tobacco-free policies or other system/environmental interventions to protect tribal members from secondhand commercial tobacco smoke, decrease exposure to commercial tobacco marketing and/or reduce the availability of commercial tobacco products.

Before You Begin:

The primary purpose of this sub-award is to reduce the burden of commercial tobacco use and exposure to second-hand smoke among American Indians in the IHS Albuquerque Area. The amount of the request may not exceed the \$10,000 funding limit. This is a one year project. Please refer to the RFA for guidance while completing this application.

- All grant applications must be submitted by **Friday, October 19, 2018 no later than 5:00 p.m. MST** to be considered for funding.
- The application review will be completed by October 26, 2018
- Announcements of funding awards will be posted no later than November 1, 2018
- The grant project activity period begins November 1, 2018 and ends on September 29, 2019.

General Information	
Tribe Name	<input type="text"/>
Mailing Address	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Website	<input type="text"/>
Primary Contact for this Request	
This person is responsible for day-to-day operations of the project. This person will be contacted with updates concerning the application.	
Name	<input type="text"/>
Title	<input type="text"/>
E-mail	<input type="text"/>
Mailing Address	<input type="text"/>
City, State, Zip	<input type="text"/>
Office Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Fax Number	<input type="text"/>
Fiscal Information	
This person will submit the requested financial documents/records needed for the disbursement of funds.	
Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>
Office Phone	<input type="text"/>
Cell Phone	<input type="text"/>
Fax	<input type="text"/>
EIN	<input type="text"/>

Project Category

Please select **ONE** category for your project application. Please view the supplemental information pages of the Request for Application (RFA) documents, pages 5 through 7. Double click on the category box to check your selection.

<input type="checkbox"/> Category 1	Conducting a community-wide scan to examine access to commercial tobacco products, existing marketing of tobacco products, environmental tobacco smoke exposure, and existing commercial tobacco-free policies in the community and identify priorities for intervention.
<input type="checkbox"/> Category 2	Implementing comprehensive commercial tobacco-free policies or other system/environmental interventions to protect tribal members from secondhand commercial tobacco smoke, decrease exposure to commercial tobacco marketing and reduce the availability of commercial tobacco products.

Project Title

A short description or title for your project

Community Strengths

Describe the community in which this project will take place. What are some core cultural traditions and values that will support your efforts? How will your partnerships / collaborations support your project?

Project Description

Provide a summary of your project. Please describe the goal of your project and the activities you plan to implement to achieve your goal. (See pages 5-7 of the RFA Supplemental document.)

Success Factors

How will you know if the project will be successful? Summarize what you would like to achieve with your project and how you will measure your project's success?

Budget

Required costs are included in the budget below for 2 reports (mid-year and final), a strategic plan, and a mandatory awardee meeting, which will be held in Albuquerque. Please select additional deliverables from the supplemental budget information provided on page 8 and 9 of the RFA and include in your budget.

Provide a budget justification for any activity exceeding the suggested amounts provided in the RFA Supplemental Budget Information section (pages 8 and 9). Include this justification, if needed, in the **Additional Information** section of this application.

Funding Request
(Not to exceed \$10,000)

Deliverables / Activity Requested	Amount
Submit identified project activities (Required)	\$1,000
Attend awardee meeting in Albuquerque (Required)	\$1,000
Submit strategic action plan (Required)	\$1,000
Submit mid-year progress report (Required)	\$1,000
Submit final report (Required)	\$1,000
Total Amount Requested	

Additional Information
Please include a budget justification for any activity that exceeds the suggested amounts provided in the RFA Supporting documents.

<p>If there is additional information you would like to submit that you feel will help strengthen your application, please do so. (This section is optional and will not count against your score)</p>	
--	--

Please DO NOT forget to send the Letter of Support/Tribal Resolution as an additional attachment along with this completed RFA application. You may send your completed application in the following ways:

1. **Email** complete application to: jvallo@aaihb.org
2. **Fax** complete application with ATTENTION: JANNA VALLO to: (505) 764-0446
3. **Mail/FedEx** complete application to:

ATTENTION: JANNA VALLO
 Albuquerque Area Indian Health Board
 7001 Prospect Place NE
 Albuquerque, NM 87110

4. **Hand deliver** complete application to address listed above.

All grant applications must be submitted by **Friday, October 19, 2018**, no later than **5:00 p.m. MST** to be considered for funding.

Signature _____ Date _____
 (Authorized Representative)

Thank you for your interest in this funding opportunity. You will receive a receipt of submission within 24 hours. If you do not receive an e-mail verifying receipt of your submission, please contact Janna Vallo by e-mail or at (505)252-8509.