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AGENDA COVER MEMO

AGENDA DATE: January 21, 2004

TO: Board of County Commissioners

DEPARTMENT: Health & Human Services

PRESENTED BY: Rob Rockstroh

AGENDA TITLE: In the Matter of Authorizing the County Administrator to Sign a Grant Application to the State Office of Department of Human Services for \$90,000 to Support the Tobacco Prevention and Education Program (TPEP). (Department of Health & Human Services)

I. MOTION

TO AUTHORIZE THE COUNTY ADMINSTRATOR TO SIGN A GRANT APPLICATION TO THE STATE OFFICE OF DEPARTMENT OF HUMAN SERVICES FOR \$90,000 TO SUPPORT THE TOBACCO PREVENTION AND EDUCATION PROGRAM (TPEP). (DEPARTMENT OF HEALTH & HUMAN SERVICES)

II. ISSUE OR PROBLEM

Lane County Health & Human Services has a proposal to respond to a request for grant application from the State Office of Department of Human Services (DHS) for Tobacco Prevention and Education Program (TPEP). The proposal requests up to \$90,000 for a period of 17 months beginning February 2004 through June 2005. This dollar amount exceeds the county administrator's authority to sign. Therefore, the Board must grant authorization for signature of the application.

III. DISCUSSION

A. Background

The state office of Department of Human Services have released a request for grant proposals to implement a community Tobacco Prevention and Education Program (TPEP) that is grounded in best practices for tobacco control and that seeks to make sustainable environmental change.

Tobacco use is the number one cause of disease and death in the United States and in Oregon. In response to this tremendous threat, Oregon voters have twice (Ballot Measures 44 and 20) supported the application of tobacco excise taxes toward tobacco prevention and education programs. This funding allowed for the creation of the statewide Tobacco Prevention and Education Program (TPEP), a public health effort aimed solely at reducing the toll of tobacco-related death and disease. Since TPEP's inception in 1997, Community-Based Programs (run through Local Public Health

Authorities) have been an important component of the statewide program. In September 2003, the 2003-2005 biennial budget for TPEP was reduced by 70% from past budgets. Based on this reduction, programs had to be retooled. In the past, TPEP made Community-Based funds available and awarded sizable grants to all counties in Oregon on a non-competitive basis. The restructured program will not make the same amounts available; mini-grants will be made available for very specific projects and under this Request For Grant Proposal, up to nine counties may receive larger awards to implement more complete programs.

In the past, Community-Based Programs focused on four community interventions: eliminating exposure to secondhand smoke; reducing youth access to tobacco; decreasing advertising and promotion; and creating linkages with cessation. Under the restructured program, the focus is narrowed to include: creating tobacco free environments; countering pro-tobacco influences (which includes a combination of activities from the former reducing youth access and decreasing advertising and promotion interventions); and promoting the Quit Line. All proposed activities under this grant must be grounded in these best practices for tobacco control and must seek to make sustainable environmental change.

At the time of this writing, H&HS staff are in process of completing the grant application and therefore it is not attached to this Board Order. The grant application will be available for review, in the Board of County Commissioner's Office, by noon on January 13, 2004.

The grant award requested of \$90,000 exceeds the signatory authority of the county administrator. Therefore, this order requests the Board to delegate authority to the county administrator to sign the application.

B. Analysis

1. What is the Match Requirement, if any, and how is that to be covered for the duration of the grant?

No, this grant application does not contain a match requirement.

2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?

No, all expenditures needed for the work of the grant are included in the grant application budget.

3. Will the grant funds be fully expended before county funds need to be spent?

Expenditure of county funds is not included in the budget for the project.

4. How will the administrative work of the grant be covered if the grant funds do not cover it?

Grant funds cover the indirect/administrative work connected with the program.

5. Have grant stakeholders been informed of the grant sunset policy so there is no misunderstanding when the funding ends? Describe plan for service if funding does not continue.

The primary stakeholders of the tobacco prevention program understand that when the funding ends so does the prevention program. They have been informed that the grant funding is available for 17 months. Since the program is funded through Measure 44 funds, if that funding ends, the program will be discontinued.

6. What accounting, auditing, and evaluation obligations are imposed by the grant conditions?

The grant requires quarterly financial and program plan progress reports to be submitted. The grant also requires progress reports and data accumulated from any community-based assessments completed on a schedule determined by the State Tobacco Prevention Program.

7. How will the department cover the accounting, auditing, and evaluation obligations? How are the costs for these obligations covered, regardless of whether they are in the department submitting the grant or a support service department

Funds are budgeted in the grant application under county indirect to provide for these obligations. The county will not need to spend general fund dollars on this program.

8. Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by the support service departments?

Funds are budgeted in the grant application, which is the acknowledgement that the costs are appropriate.

9. Are there any restrictions against applying the county full cost indirect?

The county indirect amount has been included in the grant application budget.

10. Are there unique or unusual conditions that trigger additional county work effort, or liability, i.e., maintenance of effort requirements or supplanting prohibitions of indemnity obligations?

The grant application requires "a statement disclosing any and all direct and indirect organizational or business relationships between the applicant or its subcontractors, including its owners, parent company or subsidiaries, and companies involved in any way in the production, processing, distribution, promotion, sale or use of tobacco."

11. Grants involving technology issues require Information Services department review and approval prior to submission to the Board to ensure compatibility with existing county systems and development tools.

This grant does not have technology issues that will have an impact on existing county systems.

12. Information Services department sign-off is required for all agenda items requesting funding for new or enhanced computer applications/systems that will interface with existing county systems/infrastructure.

This item does not apply to the grant application.

13. If this is a grant funded computer/software applications project:
- Who is the project sponsor? Who will assume responsibility for the new system after it is developed?
 - Who will actually develop the new system/application?
 - What will happen to the software application/system after the grant funding has ended?
 - Who will pay for ongoing maintenance and staff costs, if any?

This is not a grant funded computer/software applications project.

C. Alternatives / Options

- To approve the motion and authorize the county administrator to sign the grant application.
- Not to accept the motion.

D. Recommendation

To approve number one above.

E. Timing

The grant application must be submitted by January 21, 2004. Therefore, the Board must act to allow the application to be processed.

IV. IMPLEMENTATION

Upon approval by the Board the application will be processed for signature, then staff will drive the application to the Portland offices of Department of Human Services the same afternoon.

V. ATTACHMENTS

Board Order

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THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER:) IN THE MATTER OF AUTHORIZING THE COUNTY
) ADMINISTRATOR TO SIGN A GRANT APPLICATION TO THE
) STATE OFFICE OF DEPARTMENT OF HUMAN SERVICES FOR
) \$90,000 TO SUPPORT THE TOBACCO PREVENTION AND
) EDUCATION PROGRAM (TPEP). (DEPARTMENT OF HEALTH &
) HUMAN SERVICES)

WHEREAS, the state Office of Department of Human Services has released a request for grant proposals to support the Tobacco Prevention and Education Program; and

WHEREAS, through this request for grant proposal, up to nine counties may receive larger awards to implement more complete programs; and

WHEREAS, a proposal, including funds to support local administration of the grant, has been developed and must be forwarded to the state Office of Department of Human Services for review and possible award; and

WHEREAS, the amount of this award exceeds the signature authority of the county administrator; and

WHEREAS, Lane Manual Chapter 21 sets forth policy regarding signature authority of the county administrator; and

WHEREAS, appropriation of funds to support the services will be done through a supplemental budget adoption order.

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that the Board of County Commissioners authorize the county administrator to sign the Tobacco Prevention and Education Program grant application in the amount of \$90,000 to reduce the toll of tobacco-related death and disease.

DATED this _____ day of January 2004.

Chair
Lane County Board Of Commissioners

APPROVED AS TO FORM
Date 1/9/04 lane county
Teresa J. Smith
OFFICE OF LEGAL COUNSEL