

W-3D.1.

AGENDA COVER MEMO



AGENDA DATE: December 12, 2007

TO: Board of County Commissioners

DEPARTMENT: Health & Human Services

PRESENTED BY: Rob Rockstroh

AGENDA TITLE: ORDER _____ / IN THE MATTER OF APPYLING FOR AND ACCEPTING A COMMUNITY TOBACCO EDUCATION GRANT TO THE OREGON DEPARTMENT OF HUMAN SERVICES IN THE AMOUNT OF \$258,225 FOR THE PERIOD JANUARY, 2008 THROUGH JUNE, 2009

I. MOTION

ORDER _____ / In the Matter Of Applying for and Accepting a Community Tobacco Education Grant to the Oregon Department of Human Services in the Amount of \$258,225 for the Period January, 2008 through June, 2009

II. AGENDA ITEM SUMMARY

Public Health seeks approval of a grant application to the Oregon Public Health Division for tobacco education and prevention funding for eighteen months, for the period January, 2008 through June, 2009.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board last approved a similar grant application for tobacco use mitigation in Lane County by Public Health via BO 04-1-20-1, in the amount of \$90,000. (The funding was received.)

The Board accepted Oregon Department of Human Services financial assistance for Public Health, including \$60,000 for tobacco prevention, via BO 07-6-27-3.

The Oregon Tobacco Prevention and Education Program (TPEP) of the Oregon Department of Human Services, Public Health Division (OPHD) has issued a non-competitive request for grant proposals (RFP), inviting Counties to apply for grant funding for the period January, 2008 through June, 2009. Funding approved by the 2007 Legislature has permitted an increase in tobacco prevention program funding, via the current RFP.

While per capita consumption of tobacco in Oregon has decreased by 42% since 1996 due to a successful statewide tobacco prevention program, a significant portion of the population still uses tobacco. Data from across the nation have shown that implementing comprehensive tobacco control programs produces substantial reductions in tobacco use. Since its inception, the Lane County Tobacco Prevention and Education Program has implemented evidence-based community prevention efforts to reduce the impact of tobacco in Lane County. Several major accomplishments include:

- Passage of the Eugene Clean Indoor Air ordinance (Eugene Code sections 6.230 to 6.240 and Administrative Order 21-05-08-F) making Eugene one of the few cities in the state that requires all workplaces, including bars, to be smoke-free.
- Passage of tobacco retailer licensing laws in the cities of Eugene, Springfield, and Oakridge to reduce youth access to tobacco.
- Partnering with the University of Oregon Student Health Center and concerned students to eliminate tobacco product sales on the UO campus.
- Collaborating with the Lane County Medical Society to advocate for the passage of a 100% tobacco-free hospital campus policy at PeaceHealth Oregon Region which went into effect in November of 2006 and McKenzie Willamette Medical Center which took effect in July of 2007.

B. Policy Issues

Tobacco is still the leading cause of preventable death in the US, Oregon, and Lane County. In Oregon, tobacco causes more than **five times** as many deaths as motor vehicle crashes, suicide, AIDS, and homicide combined. These deaths are mainly due to one of three causes: cardiovascular or respiratory diseases or cancers. Each year approximately 636 Lane County residents die from tobacco use.

The goals for this grant program are consistent with County health plan goals: eliminating exposure to secondhand smoke, especially among children; countering pro-tobacco influences, especially the media; reducing youth access to tobacco via both education and enforcement; promoting recognition of the health danger associated with smoking and, thereby, the burden that smoking related diseases place on health care services in Lane County. Further, the grant selection process promotes approaches endorsed by the Board of Commissioners and County administration, namely: “best practices” and sustainable procedures.

C. Board Goals

Meets Board objectives of encouraging health prevention programs in Lane County, and of enhancing service funding via external sources.

D. Financial and/or Resource Considerations

The current Financial Assistant Award from the Department of Human Services to the

Lane County Public Health Department provided only \$60,000 for tobacco prevention programs. The DHS request for proposals is "non-competitive". Therefore, if the attached proposal passes the OPHD review, it will be funded. Based on Lane County's size, the County is eligible to receive up to \$258,225 for the eighteen-month period covered by this grant.

Grant award would provide funding for the administration of the tobacco prevention program, including staffing. This funding would not create any new positions, but would fund staff already employed by Public Health who currently work under other grants funds with expiring timelines.

If received, the grant revenue (for the current fiscal year) would be appropriated under Supplemental 2.

E. Analysis

Required responses to Lane Administrative procedures manual questions (Issue 1, Chapter 1):

1. What is the match requirement, if any, and how is that to be covered for the duration of the grant?
There is no requirement for matching funds.
2. Will the grant require expenditures for Material and Services or capital not fully paid for by the grant?
No. The grant provides for office and meeting supplies. All tobacco prevention and education print materials are available free-of-charge from the Oregon Tobacco Education Clearinghouse.
3. Will the grant funds be fully expended before county funds need to be spent?
Yes.
4. How will the administrative work of the grant be covered if the grant funds don't cover it?
N/A, grant funding is provided for administration and staffing.
5. Have grant stakeholders been informed of the grant sunset policy so there is no misunderstanding when the funding ends? Describe the plan for service if funding does not continue.
Yes, stakeholders are aware of the limits and duration of the program. The grant request is for 18 months. The proposal includes significant education and training, which will remain in use, long after the grant funding has expired.
6. What accounting, auditing and evaluation obligations are imposed by the grant conditions?
Grantees must complete quarterly local program plan reports and collect data from

required community-based assessments, but Public Health has experience in meeting these requirements already. Accounting/auditing procedures will be consistent with those already in place for the annual financial assistance from DHS.

7. How will the department cover the accounting, auditing and evaluation obligations? How are the costs for these obligations covered, regardless whether they are in the department submitting the grant or a support service department? Does the department acknowledge that the county will need to cover these costs and it is an appropriate cost incurred by support service department?

Public Health has included the negotiated indirect cost rate in the grant application to cover these expenses. Evaluation is conducted by the state Tobacco Prevention & Education Program and is not an obligation of the department.

8. Are there any restrictions against applying the county full cost indirect charge?
No

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

No. However, the County must have an IGA regarding the enforcement of the Oregon Indoor Clean Air Act (see OAR 333-15-0025-0090), which it does.

10. Is this a grant funded computer/software applications project? If so, answer the following questions: N/A

- a) Who is the project sponsor? Who will assume responsibility for the new system after it is developed?
- b) Who will actually develop the new system/application?
- c) What will happen to the software application/system after the grant funding has ended?
- d) Who will pay for ongoing maintenance and staff costs, if any?

F. Alternatives / Options

- 1. Approve grant submission, delegating authority to the County Administrator to sign the application and to accept the tobacco prevention grant, if awarded.
- 2. Decline the grant submission.

IV. TIMING/IMPLEMENTATION

The Oregon of Public Health Division will notify grant recipients in January, 2008 if their programs have been rejected, accepted or accepted with modifications. Grant award will follow immediately thereafter, with the program also commencing in January, 2008.

V. RECOMMENDATION

To approve option 1, above.

VI. FOLLOW-UP

If awarded, the funding would arrive via an amendment to the Public Health Financial Assistance Award (PH – FAA). Depending on intervening PH-FAA amendments, the funds might be covered under the 20% grant delegation authority, but delegation of authority to accept the grant funds is included in the attached board order, to ensure sufficiency.

VII. ATTACHMENTS

Board Order

BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER:) IN THE MATTER OF APPLYING FOR AND ACCEPTING A
) COMMUNITY TOBACCO EDUCATION GRANT TO
) THE OREGON DEPARTMENT OF HUMAN SERVICES IN THE
) AMOUNT OF \$258,225 FOR THE PERIOD JANUARY , 2008
) THROUGH JUNE, 2009

WHEREAS, The Lane County Board of Commissioners have a stated interest in promoting the health and welfare of the residents of Lane County; and

WHEREAS, The County Public Health Division is the local public health authority and has been designated by State Human Services to take the lead in implementing community tobacco prevention and education programs; and

WHEREAS, Tobacco is the single most preventable cause of death and disease in our community; and

WHEREAS, There is increasing evidence that community-based programs are more effective in reducing and eliminating smoking among various age groups, including teen smokers; and

WHEREAS, The Oregon Department of Human Services has issued a request for grant proposals and Lane County Public Health has prepared a detailed program request and wishes to apply for funding;

NOW, THEREFORE, IT IS HEREBY ORDERED that the Board of County Commissioners approve the submission of a grant request to the Oregon Department of Human Services for tobacco prevention and education programming; and it is further

ORDERED that the Board of County Commissioners delegate authority to the County Administrator to sign the application and to accept the tobacco prevention grant, if awarded.

DATED this _____ day of December, 2007.

Faye Stewart, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM
Date 12/4/07 lane county
[Signature]
OFFICE OF LEGAL COUNSEL

LANE COUNTY GRANT APPLICATION COVER SHEET

Grantor Name:	State of Oregon, Public Health Division
Address:	800 NE Oregon St, Suite 730 Portland, OR 97232
Application Due Date:	12/14/2007
Application Term:	11/1/08 to 6/30/09
Contact Name / Phone:	Jennifer Jordan x3781

Does application indicate subcontractors providing services: _____ Yes ☒ No

Selection Process for subcontractors (include copies of LOI or bid recap sheet).
If no process done, please explain:

N/A

PLEASE ADD YOUR SIGNATURE AND THE DATE PROCESSED BELOW:

Karen Gillette
PROGRAM MANAGER

12/3/07
Date

[Signature]
H&HS Sr. PSC

12-4-07
Date

Judy Bergstahl
H&HS HSC FISCAL

12/4/07
Date

LEGAL COUNSEL

Date

COUNTY ADMINISTRATOR

Date

Lane County Public Health

Tobacco Prevention & Education Program Application
January 2008 – June 2009

Submitted December 14, 2007

Table of Contents

APPLICATION COVER SHEET.....	3
LOCAL TOBACCO CONTROL ADVISORY GROUP	5
SMART OBJECTIVE 1 TOBACCO-FREE SCHOOLS:	6
SMART OBJECTIVE 2 TOBACCO-FREE HOSPITALS:.....	8
SMART OBJECTIVE 3A TOBACCO-FREE COMMUNITY COLLEGES:.....	10
SMART OBJECTIVE 3B TOBACCO-FREE UNIVERSITY:	13
SMART OBJECTIVE 4 SMOKE-FREE MULTI-UNIT HOUSING:	15
SMART OBJECTIVE 5 LOCAL AGREEMENTS FOR ENFORCEMENT:.....	17
SMART OBJECTIVE 6 IMPLEMENT SMOKE-FREE WORKPLACE LAW:	19
SMART OBJECTIVE 7 BUILD CAPACITY FOR TOBACCO RELATED CHRONIC DISEASE:	21
SMART OBJECTIVE 8 TOBACCO CESSATION IN BENEFIT PACKAGE:	23
BUDGET JANUARY 2008 – JUNE 2008	25
BUDGET NARRATIVE JANUARY 2008– JUNE 2008	26
BUDGET JULY 2008 – JUNE 2009.....	29
BUDGET NARRATIVE JULY 2008 – JUNE 2009.....	30
ATTACHMENT 1: FEDERALLY NEGOTIATED INDIRECT COST RATE	32
ATTACHMENT 2: LANE COUNTY TIMELINE	33
ATTACHMENT 3: LANE COUNTY MEDIA ADVOCACY COORDINATION PLAN	34

**Tobacco Prevention and Education Program
2007-2009**

APPLICATION COVER SHEET

County Health Department Grants

Program Contact Information

Tobacco Program Coordinator(s) Name: Laura Hammond

Address: 135 E 6th Ave

City: Eugene State: OR Zip: 97401

Telephone: 541 682 4280 Fax: 541 682 2455

E-mail: laura.hammond@co.lane.or.us

Lead Agency Information*

Lead Agency Name: Lane County

Lead Agency Contact, Director or CEO: William Van Vactor

Address: 125 E 8th Ave

City: Eugene State: OR Zip: 97401

Telephone: 541 682 4207 Fax: 541 682 4616

Consortium Information

If you are applying as a Lead Agency of a Consortium of Counties, list all the counties that are members of the consortium.

N/A

Application Information

Maximum funding requested: \$258,225

Please disclose 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:

None

Local Tobacco Control Advisory Group

Describe your process of developing a local tobacco prevention advisory group comprised of community leaders. Include meeting dates and the names and organizations of all members of the group.

Lane County Tobacco Control Advisory Group		
First	Last	Organization
Tony	Biglan	Oregon Research Institute
Pat	Cookson	American Cancer Society
Dr. Anthony	DeSiena	Chiropractic Association
Dr. Sarah	Hendrickson	Lane County Public Health Officer
Dr. Martin	Jones	Lane County Medical Society
Julia	Martin	Oregon Research Institute
Susan	Pfanner	Oregon Heart & Vascular Institute PeaceHealth
Dana	Reber	Lane Community College
Wendy	Simmons	Lane Community College
Paula	Staight	University of Oregon Health Center
Melanie	Steed-Hildebrand	Eugene 4J School District
Wendy	Watson	Local Advocate, Service Industry
Stephanie	Young-Peterson	Previous Lane County TPEP Coordinator

The Lane County Tobacco Control Advisory Group will consist of members of the existing Tobacco-free Lane County Coalition (TFLC) and additional members as identified. This group was formed during previous TPEP funding cycles and has stayed involved in various tobacco prevention initiatives over the last 9 years including:

- Passage of the Eugene Clean Indoor Air ordinance (Eugene Code sections 6.230 to 6.240 and Administrative Order 21-05-08-F) making Eugene one of the few cities in the state that requires all workplaces, including bars, to be smoke-free.
- Passage of tobacco retailer licensing laws in the cities of Eugene, Springfield and Oakridge to reduce youth access to tobacco.
- Partnering with the University of Oregon (UO) Student Health Center and concerned students to eliminate tobacco product sales on the UO campus.
- Collaborating with the Lane County Medical Society to advocate for the passage of a 100% tobacco-free hospital campus policy at PeaceHealth Oregon Region (implemented November, 2006 and McKenzie Willamette Medical Center (implemented July, 2007).

The TFLC continues to meet monthly (traditionally on the last Tuesday of the month) to review goals and progress. Members work in small groups on specific tobacco prevention initiative including tobacco-free colleges and universities, tobacco-free schools, tobacco-free hospitals, and enforcement of local ordinances. Upcoming meetings are scheduled for December 18, January 29, and February 25.

Potential additional members include: Dennis Carr, Lane Community College; Norton Cabell, Cabell Enterprises (housing industry); Jeff Lang, Lane County Environmental Health; Sheryl Eyster, UO Asst. Dean for Student Affairs; and a representative of regional OLCC office.

SMART OBJECTIVE 1 TOBACCO-FREE SCHOOLS:

By September 2008, all 16 school districts in Lane County will have tobacco-free policies in place that meet or exceed the “minimum standard” outlined in OAR 581-021-0110.

2. GOAL AREAS FOR THIS OBJECTIVE

- | | |
|---|--|
| <input checked="" type="checkbox"/> Eliminate/Reduce Exposure to Secondhand Smoke | <input checked="" type="checkbox"/> Counter pro-tobacco influences |
| <input checked="" type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |
| <input checked="" type="checkbox"/> Reduce Youth Access to Tobacco | <input checked="" type="checkbox"/> Promote Quitting |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input checked="" type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |

3. PLAN OF ACTION**Background**

According to a recent report issued by the American Lung Association of Oregon (ALAO), 10 school districts in Lane County have existing tobacco-free policies that meet or exceed the “minimum standard” outlined in OAR 581-021-0110. Four districts have incomplete policies at this time and two districts have not submitted policies for review. Our goal for this area reflects our efforts to support the remaining six school districts in developing and implementing their tobacco-free policies.

Plan of Action & Subcategories:

C&C = Coordination and Collaboration

A&R = Assessment and Research

CEOM = Community Education, Outreach, and Media

PD = Policy Development

PI = Policy Implementation

Start	End	Activity	Subcategory
Jan 08	Feb 08	1. Review state TPEP database of status of Lane County school district policies.	A&R
Jan 08	Feb 08	2. Contact ALAO to identify key school district personnel who have already been contacted.	C&C
Jan 08	Feb 08	3. Identify and prioritize districts with incomplete or no policies.	A&R
Feb 08	Sept 08	4. Coordinate technical assistance needs with ALAO to follow-up with prioritized districts, review policies that are submitted, and support implementation and enforcement.	C&C

Start	End	Activity	Subcategory
Feb 08	Sept 08	5. Provide educational and outreach materials to school district personnel to support policy adoption and implementation and links to cessation resources.	CEOM
Feb 08	Sept 08	6. Assist school district personnel and boards in developing policies that are based on the model policy recommended by the Oregon School Board Association.	PD
Feb 08	Sept 08	7. Coordinate with ALAO in supporting appropriate signage and communication of tobacco-free policy and links to cessation resources.	PI
Mar 08	Apr 08	8. Create and distribute a template for school newsletters that explains the new policy, the rationale for it and provides links to cessation resources.	CEOM
Jun 08	Sept 08	9. Submit a press release once all districts have completed policies.	CEOM

4. CRITICAL QUESTIONS

- A. What sectors of the community will this objective reach?
Primarily school age children and young adults, school faculty, staff, and administrators, secondarily parents and/or guardians and all visitors to school property
- B. Are there segments of the population who will *not* receive benefit from this objective?
Individuals no longer in school or with school-age children or those who do not come into contact with school property
- C. What types of technical and/or data assistance do you anticipate needing from:
1. TPEP staff?
 - Profiles of Lane County school district policies,
 - Clearinghouse materials (tobacco-free school signs, Quit Line materials, etc) to distribute to school districts,
 - Media advocacy assistance
 2. Statewide Capacity Building Programs for Eliminating Disparities?
 - Programmatic advice and input as relevant from various disparity program staff

SMART OBJECTIVE 2 TOBACCO-FREE HOSPITALS:

By July 2008, Lane County hospitals will consistently enforce their tobacco-free campus policies.

2. GOAL AREAS FOR THIS OBJECTIVE

- | | |
|---|---|
| <input checked="" type="checkbox"/> Eliminate/Reduce Exposure to Secondhand Smoke | <input type="checkbox"/> Counter pro-tobacco influences |
| <input checked="" type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input type="checkbox"/> Secondary |
| <input type="checkbox"/> Reduce Youth Access to Tobacco | <input checked="" type="checkbox"/> Promote Quitting |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |

3. PLAN OF ACTION**Background**

In a previous grant cycle, the TFLC collaborated with the Lane County Medical Society to approach and assist both regional hospital systems (PeaceHealth Oregon Region [PHOR] and McKenzie Willamette Medical Center) in adopting and implementing 100% tobacco-free hospital/healthcare system campus policies. PHOR was initially approached by TFLC and the Lane County Medical Society in May of 2005. They implemented their tobacco-free campus policy on the Great American Smokeout, in November, 2006. Dr. Martin Jones and the county TPEP coordinator met with McKenzie Willamette in October, 2006. Their center implemented a tobacco-free policy campus wide on July 4, 2007. While both these policies are currently in place, enforcement still presents some challenges.

Plan of Action & Subcategories:

C&C = Coordination and Collaboration

A&R = Assessment and Research

CEOM = Community Education, Outreach, and Media

PD = Policy Development

PI = Policy Implementation

Start	End	Activity	Subcategory
--	--	1.Lane County hospitals currently have tobacco-free campus policies.	PD
Jan 08	Jun 09	2.Support the periodic assessment of policy compliance and identify opportunities for improvement.	PI
Jan 08	Jul 08	3.Communicate with the Step Up! Campaign staff for information and resources to support enforcement of tobacco-free policies.	C&C

Start	End	Activity	Subcategory
Jan 08	Feb 08	4.Meet with key hospital staff to assess current compliance with tobacco-free policy and identify problem areas if any.	A&R
Feb 08	Mar 08	5.Based on assessment, research and share strategies and resources for improving compliance.	A&R
Mar 08	Jul 08	6.Based on assessment, improve communication of the policy to staff and public if necessary.	CEOM

4. CRITICAL QUESTIONS

- A. What sectors of the community will this objective reach?
Primarily hospital employees and patients, secondarily the larger community is also affected as press releases of policy implementation has been picked up by both local TV news and local newspapers.
- B. Are there segments of the population who will *not* receive benefit from this objective?
Individuals that do not work at or access hospitals
- C. What types of technical and/or data assistance do you anticipate needing from:
 1. TPEP staff?
 - Clearinghouse materials (tobacco-free signs, Quit Line materials, etc) to distribute to hospitals,
 - Updates and information from the StepUp campaign
 - Media advocacy assistance
 2. Statewide Capacity Building Programs for Eliminating Disparities?
 - Programmatic advice and input as relevant from various disparity program staff

SMART OBJECTIVE 3A TOBACCO-FREE COMMUNITY COLLEGES:

By the fall of 2009, Lane Community College (LCC) will have adopted a tobacco-free campus policy.

2. GOAL AREAS FOR THIS OBJECTIVE

- | | |
|---|--|
| <input checked="" type="checkbox"/> Eliminate/Reduce Exposure to Secondhand Smoke | <input checked="" type="checkbox"/> Counter pro-tobacco influences |
| <input checked="" type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |
| <input checked="" type="checkbox"/> Reduce Youth Access to Tobacco | <input checked="" type="checkbox"/> Promote Quitting |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input checked="" type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |

3. PLAN OF ACTION**Background**

In 2006, Lane County's Workplace Wellness program began collaborating with LCC to improve wellness policies at the college. As a result of this partnership, LCC Employee Wellness staff began to explore the possibility of reducing secondhand smoke exposure on campus. A task force was formed as part of the LCC Safety Committee to address the issue. Concurrently, the ALAO began a state-wide effort to promote tobacco-free community colleges and was able to provide some technical assistance to this group. The task force made a number of recommendations including reassessing and removing some existing smoking areas and continuing efforts toward becoming a tobacco-free campus. Lane County Workplace Wellness and Tobacco Prevention programs are continuing to support LCC's efforts with assistance from ALAO.

Plan of Action & Subcategories:

C&C = Coordination and Collaboration

A&R = Assessment and Research

CEOM = Community Education, Outreach, and Media

PD = Policy Development

PI = Policy Implementation

Start	End	Activity	Subcategory
Jan 08	Jun 09	1. Continue collaboration with LCC task force and the ALAO to promote tobacco-free campus policy adoption.	C&C
Jan 08	Mar 08	2. Continue to meet with key stakeholders at LCC (Executive Team members, Board members, Student Government) to identify concerns and answer questions.	PD

Start	End	Activity	Subcategory
Jan 08	Mar 08	3. Continue to assess and document the problems associated with current policy including non-compliant smoking areas, litter, and property damage and personal experiences from students and staff impacted by secondhand smoke.	A&R
Jan 08	Feb 08	4. LCC task force presents tobacco-free campus initiative to LCC Executive Team to get feedback on data needs and next steps to move policy forward.	PD
Jan 08	Feb 08	5. Develop an assessment of support for a tobacco-free policy, cessation support awareness and needs, and barriers to policy-change at LCC based on ALAO survey instrument.	A&R
Jan 08	Mar 08	6. Work with LCC task force to develop media advocacy and community outreach plans including links to cessation resources with assistance from the state TPEP Media Contractors. Investigate possibility of joining with other regional community colleges for training event.	CEOM
Feb 08	May 08	7. Implement the LCC campus assessment based on ALAO instrument.	A&R
Mar 08	Jun 09	8. Implement media advocacy and community outreach plans with links to cessation resources with assistance from TPEP Media Contractors.	CEOM
Jun 08	Sept 08	9. Expand task force to form a policy committee of students, faculty, public safety, facilities and other staff to begin drafting a policy using the ALAO model policy as a guide.	PD
Sept 08	Dec 08	10. LCC policy committee develops an implementation timeline, communication plan and enforcement plan.	PD
Jan 09	Feb 09	11. LCC task force returns to Executive Team with model policy, implementation timeline, communication and enforcement plan.	PD

4. CRITICAL QUESTIONS

- A. What sectors of the community will this objective reach?
LCC students and employees as well as all other organizations and individuals that visit or use their campuses or facilities.
- B. Are there segments of the population who will *not* receive benefit from this objective?
Populations that do not use or access LCC facilities.
- C. What types of technical and/or data assistance do you anticipate needing from:
 1. TPEP staff?
 - Data on college-age tobacco use prevalence and trends at the county level
 - Policy review and input
 - Media advocacy support and training

2. Statewide Capacity Building Programs for Eliminating Disparities?
 - Information on populations disproportionately affected by tobacco use and targeted by tobacco industry
 - Support in presenting to student groups (i.e. Lesbian Gay Bisexual Transgender [LGBT] groups, African American student union, Latino student union)

SMART OBJECTIVE 3B TOBACCO-FREE UNIVERSITY:

By the summer of 2008, the University Oregon will have made a decision regarding a tobacco-free policy.

2. GOAL AREAS FOR THIS OBJECTIVE

- | | |
|---|--|
| <input checked="" type="checkbox"/> Eliminate/Reduce Exposure to Secondhand Smoke | <input checked="" type="checkbox"/> Counter pro-tobacco influences |
| <input checked="" type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |
| <input checked="" type="checkbox"/> Reduce Youth Access to Tobacco | <input checked="" type="checkbox"/> Promote Quitting |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input checked="" type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |

3. PLAN OF ACTION**Background**

In our previous grant cycle, Tobacco-free Lane County (TFLC) members worked with the University of Oregon's Environmental Health & Safety Committee to move the UO towards becoming a tobacco-free campus. Policy recommendations were drafted in March and April of 2006, revised with input from the TFLC in May, and presented to the Committee in June. The recommendations were accepted by the Committee and sent forward to the Vice President for Finance and Administration. The VP took the recommendations forward to the President who gave the go ahead to create a small task force to further define the issues around the smoke free campus. The committee will be tasked with reporting back to the President's staff in late winter or early spring term. The issue will then be vetted with the university senate, students and others for a final decision by the end of spring term. Over the last year, staff and faculty were surveyed regarding the impact of secondhand smoke and acceptability of a tobacco-free campus. In addition, a student coalition was founded in 2006 to begin mobilizing student efforts toward a tobacco-free campus. The student group, currently known as the Clean Air Project (CAP), has been active in surveying students and doing educational outreach to the student government and other student organizations.

Plan of Action & Subcategories:

C&C = Coordination and Collaboration

A&R = Assessment and Research

CEOM = Community Education, Outreach, and Media

PD = Policy Development

PI = Policy Implementation

Start	End	Activity	Subcategory
Jan 08	Jun 09	1. Continue collaboration with UO coalition to promote tobacco-free campus policy.	C&C

Start	End	Activity	Subcategory
Jan 08	Apr 08	2. Provide technical assistance, data, documentation and support to UO task force as it develops smoke-free campus recommendations report for President.	PD
Jan 08	Mar 08	3. Work with UO student group, Clean Air Project, to develop media advocacy and community outreach plans including links to cessation resources with assistance from the state TPEP Media Contractors. Investigate possibility of joining with OSU and regional community colleges for training event.	CEOM
Mar 08	Jun 09	4. Implement media advocacy and community outreach plans with links to cessation resources with assistance from TPEP Media Contractors.	CEOM
Apr 08	Jun 08	5. UO smoke-free campus report vetted with FAC, university senate, students and others for a final decision.	PD

4. CRITICAL QUESTIONS

- A. What sectors of the community will this objective reach?
UO students, faculty, and staff as well as all other organizations and individuals that visit or use their campuses or facilities.
- B. Are there segments of the population who will *not* receive benefit from this objective?
Populations that do not use or access UO facilities.
- C. What types of technical and/or data assistance do you anticipate needing from:
 1. TPEP staff?
 - Data on college-age tobacco use prevalence and trends at the county level
 - Policy review and input
 - Media advocacy support and training
 2. Statewide Capacity Building Programs for Eliminating Disparities?
 - Information on populations disproportionately affected by tobacco use and targeted by tobacco industry
 - Support in presenting to student groups (i.e. LGBT groups, African American student union, Latino student union)

SMART OBJECTIVE 4 SMOKE-FREE MULTI-UNIT HOUSING:

By 2009, the Lane County Smoke-free Housing Coalition will be established and at least six multi-unit housing facilities will have smoke-free policies.

2. GOAL AREAS FOR THIS OBJECTIVE

- | | |
|---|--|
| <input checked="" type="checkbox"/> Eliminate/Reduce Exposure to Secondhand Smoke | <input checked="" type="checkbox"/> Counter pro-tobacco influences |
| <input checked="" type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |
| <input type="checkbox"/> Reduce Youth Access to Tobacco | <input checked="" type="checkbox"/> Promote Quitting |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |

3. PLAN OF ACTION**Background**

Smoke-free multiunit housing is a new objective for Lane County Public Health. Both Lane County TPEP staff attended both a smoke-free multi-unit housing breakout session at the 2007 Annual TPEP meeting and the smoke-free multi-housing unit afternoon ancillary meeting at the National Conference on Tobacco Or Health (NCTOH) in Minneapolis. Staff received valuable information, resources, and tools at these trainings. Staff also had the opportunity to meet with conference attendees who had worked on smoke-free housing in Oregon and across the nation and were added to the national smoke-free housing email listserv. In addition, initial research in response to this RFA, indicated that smoke-free multiunit housing articles printed in the Portland Metro version of the "Apartment Manager" publication are also being included in the Willamette Valley version of this publication with distribution targeted to Eugene, Salem, Albany and Corvallis.

Plan of Action & Subcategories:

C&C = Coordination and Collaboration

A&R = Assessment and Research

CEOM = Community Education, Outreach, and Media

PD = Policy Development

PI = Policy Implementation

Start	End	Activity	Subcategory
July 08	July 09	1. Obtain frequent advice and technical assistance from others with experience in this best practice objective area including ALAO & state TPEP staff and others working in this sector across the nation.	C&C, A&R
July 08	Sept 08	2. Create and distribute smoke-free housing survey, compile data and draft assessment report.	A&R

Start	End	Activity	Subcategory
July 08	Aug 08	3. Identify, meet and build relationships with key members of the local rental housing community.	A&R, C&C
July 08	June 09	4. Share and explain market research and national trends with local housing community leaders.	CEOM
Aug 08	Sept 08	5. Invite key members of the local rental housing community to join coalition.	C&C, CEOM
Sept 08	Oct 08	6. Have coalition review smoke-free multi-unit housing information, toolkits and etc. collected and consider application to local context.	C&C, A&R
July 08	June 09	7. Obtain coalition input on model policies and revise as necessary.	PD
Sept 08	Oct 08	8. With input from coalition, create and disseminate template for facilities to communicate smoking policy to residents with links to cessation resources.	C&C, CEOM
Sept 08	June 09	9. Work with coalition members and the Met Group to create a press release, op-eds and/or LTEs on survey results and national trends; have a coalition spokesperson ready with talking points.	C&C, CEOM
From time of adoption	June 09	10. Provide support and assistance to facilities that adopt smoke-free housing policies.	PI

4. CRITICAL QUESTIONS

- A. What sectors of the community will this objective reach?
This objective will primarily reach rental housing consumers and their families and rental housing property owners and facilities managers in Lane County. Others will be reached through earned media pieces.
- B. Are there segments of the population who will *not* receive benefit from this objective?
Single-unit homeowners or renters, those living in trailer parks and the homeless or anyone too poor to rent by the month
- C. What types of technical and/or data assistance do you anticipate needing from:
1. TPEP staff?
 - Guidance and input from Kylie Meiner and others with experience with this sector
 2. Statewide Capacity Building Programs for Eliminating Disparities?
 - Programmatic advice and input as relevant from various disparity program staff

SMART OBJECTIVE 5 LOCAL AGREEMENTS FOR ENFORCEMENT:

Within 30 days of receipt, Lane County will have signed the Intergovernmental Agreement for the Enforcement of the Indoor Clean Air Act.

2. GOAL AREAS FOR THIS OBJECTIVE

- | | |
|--|---|
| <input checked="" type="checkbox"/> Eliminate/Reduce Exposure to Secondhand Smoke
<input checked="" type="checkbox"/> Primary
<input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Counter pro-tobacco influences
<input type="checkbox"/> Primary
<input checked="" type="checkbox"/> Secondary |
| <input type="checkbox"/> Reduce Youth Access to Tobacco
<input type="checkbox"/> Primary
<input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Promote Quitting
<input type="checkbox"/> Primary
<input checked="" type="checkbox"/> Secondary |

3. PLAN OF ACTION**Background**

Lane County currently has a signed IGA with the state. We anticipate that the new amendment to the existing IGA will be signed within 30 days of receipt.

Plan of Action & Subcategories:

C&C = Coordination and Collaboration

A&R = Assessment and Research

CEOM = Community Education, Outreach, and Media

PD = Policy Development

PI = Policy Implementation

Start	End	Activity	Subcategory
Jan 08	Mar 08	1. Work with Lane County Health & Human Services and the County Commissioners as requested to facilitate the endorsement of the IGA.	C&C

4. CRITICAL QUESTIONS

- A. What sectors of the community will this objective reach?
All
- B. Are there segments of the population who will *not* receive benefit from this objective?
None
- C. What types of technical and/or data assistance do you anticipate needing from:
1. TPEP staff?

N/A

2. Statewide Capacity Building Programs for Eliminating Disparities?

N/A

SMART OBJECTIVE 6 IMPLEMENT SMOKE-FREE WORKPLACE LAW:

By January 2009, Lane County will have developed an internal protocol to respond to Smoke-free Workplace law complaints and will begin enforcing the new law.

2. GOAL AREAS FOR THIS OBJECTIVE

- | | |
|---|--|
| <input checked="" type="checkbox"/> Eliminate/Reduce Exposure to Secondhand Smoke | <input checked="" type="checkbox"/> Counter pro-tobacco influences |
| <input checked="" type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |
| <input type="checkbox"/> Reduce Youth Access to Tobacco | <input checked="" type="checkbox"/> Promote Quitting |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |

3. PLAN OF ACTION**Background**

The Oregon Legislature passed a Smoke-free Workplace Law in the last Legislative Session increasing smoke-free workplace protections to include bars, restaurants, bingo parlors, and bowling alleys in Oregon with implementation starting in January of 2009. In Lane County, the City of Eugene passed similar legislation in 2001 and enforces that legislation to date. The remainder of Lane County still has exempt businesses under the old law. The workplan below describes planning in relation to this objective.

Plan of Action & Subcategories:

C&C = Coordination and Collaboration

A&R = Assessment and Research

CEOM = Community Education, Outreach, and Media

PD = Policy Development

PI = Policy Implementation

Start	End	Activity	Subcategory
Aug 08	Sept 08	1. Collect information on administrative rules and procedures developed by the State rule-making committee for the implementation of the new Smoke-free Workplace Law.	C&C
Sept 08	Dec 08	2. Based on administrative rules and input from the State and the Local Tobacco Control Advisory Group develop system and tools including an enforcement guide for responding to complaints.	PI
Sept 08	Jun 09	3. Work with TPEP Media Contractor to communicate the provisions of the law and disseminate informational materials provided by state program.	CEOM

Start	End	Activity	Subcategory
Sept 08	Oct 08	4. Begin collaboration with Lane County Environmental Health on a communication plan and enforcement protocols.	C&C
Jan 09	Jun 09	5. Implement enforcement of Smoke-free Workplace Law.	PI
Apr 09	Jun 09	6. Conduct internal evaluation of enforcement procedures to identify areas for improvement or missed opportunities.	PI

4. CRITICAL QUESTIONS

- A. What sectors of the community will this objective reach?
All
- B. Are there segments of the population who will *not* receive benefit from this objective?
No
- C. What types of technical and/or data assistance do you anticipate needing from:
 1. TPEP staff?
 - Rules, training on implementation based on OARs, media assistance, informational materials and signs
 2. Statewide Capacity Building Programs for Eliminating Disparities?
 - Programmatic advice and input as relevant from various disparity program staff

SMART OBJECTIVE 7 BUILD CAPACITY FOR TOBACCO RELATED CHRONIC DISEASE:

By July 2008, Lane County will have completed a profile of the prevalence of tobacco-related chronic disease in the county.

2. GOAL AREAS FOR THIS OBJECTIVE

- | | |
|---|--|
| <input checked="" type="checkbox"/> Eliminate/Reduce Exposure to Secondhand Smoke | <input checked="" type="checkbox"/> Counter pro-tobacco influences |
| <input checked="" type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |
| <input type="checkbox"/> Reduce Youth Access to Tobacco | <input checked="" type="checkbox"/> Promote Quitting |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input checked="" type="checkbox"/> Secondary |

3. PLAN OF ACTION

Background

Over the last year Lane County Public Health has significantly increased its capacity for community health assessment, including assessing the impact of tobacco-related chronic disease. The County established a Chronic Disease Prevention team which consists of the county TPEP Coordinator, the Physical Activity & Nutrition Coordinator, and the Maternal & Child Health Nurse and Prevention Programs Supervisor. This team has made substantial progress in identifying data sources for county level data, upgrading data analysis tools, pursuing training opportunities, and applying for assessment related grants including a CDC Prevention Specialist. In collaboration with the state's VistaPHw Coordinator, the team helped create a state-wide Community Health Assessment Networking group and had the opportunity to attend the CDC's annual Assessment Initiative conference in Atlanta, Georgia this year. The team will continue to pursue further training in tobacco-related chronic disease assessment and prevention efforts.

Plan of Action & Subcategories:

C&C = Coordination and Collaboration

A&R = Assessment and Research

CEOM = Community Education, Outreach, and Media

PD = Policy Development

PI = Policy Implementation

Start	End	Activity	Subcategory
Jan 08	Mar 08	1. Meet with Lane County health providers and healthy systems (including PeaceHealth, McKenzie Willamette, LIPA, Riverstone, Whitebird, etc) to gain a better understanding of existing chronic disease registries in the county.	C&C

Start	End	Activity	Subcategory
Jan 08	May 08	2. Collect tobacco-related disease prevalence rates from state data sources and other identified sources.	A&R
May 08	Jul 08	3. Compile collected data into a single profile for the county.	A&R
Jul 08	Aug 08	4. Disseminate profile through County Public Information Officer and to the Board of County Commissioners.	CEOM

4. CRITICAL QUESTIONS

A. What sectors of the community will this objective reach?

Public health administrators, health care system providers and administrators, and other organizations with an interest in chronic disease prevention.

B. Are there segments of the population who will *not* receive benefit from this objective?
NA

C. What types of technical and/or data assistance do you anticipate needing from:

1. TPEP staff?

- Sources of county level data
- Data analysis support
- Training on tobacco-related chronic disease assessment and prevention

2. Statewide Capacity Building Programs for Eliminating Disparities?

- Information on populations disproportionately affected by tobacco-related chronic disease
- Strategies for reaching and assessing hard-to-reach populations

SMART OBJECTIVE 8 TOBACCO CESSATION IN BENEFIT PACKAGE:

By January 2009, at least three large employers in Lane County, including the County, will include tobacco cessation treatment in their benefit packages and effectively communicate its availability to employees.

2. GOAL AREAS FOR THIS OBJECTIVE

- | | |
|---|---|
| <input checked="" type="checkbox"/> Eliminate/Reduce Exposure to Secondhand Smoke | <input type="checkbox"/> Counter pro-tobacco influences |
| <input type="checkbox"/> Primary | <input type="checkbox"/> Primary |
| <input checked="" type="checkbox"/> Secondary | <input type="checkbox"/> Secondary |
| <input type="checkbox"/> Reduce Youth Access to Tobacco | <input checked="" type="checkbox"/> Promote Quitting |
| <input type="checkbox"/> Primary | <input checked="" type="checkbox"/> Primary |
| <input type="checkbox"/> Secondary | <input type="checkbox"/> Secondary |

3. PLAN OF ACTION**Background**

PacificSource is one of the largest health plans in the Lane County region. Lane County's TPEP and Worksite Wellness programs have been working with PacificSource on the inclusion of tobacco cessation benefits in County employee benefit packages. For the last two years, tobacco cessation has been covered as a pilot program. As of January 2008, PacificSource will make tobacco cessation a permanent part of its benefit packages. Lane County TPEP will continue its partnership with the Worksite Wellness program to promote this coverage not only among county employees, but also among other large employers covered by PacificSource.

Plan of Action & Subcategories:

C&C = Coordination and Collaboration

A&R = Assessment and Research

CEOM = Community Education, Outreach, and Media

PD = Policy Development

PI = Policy Implementation

Start	End	Activity	Subcategory
--	--	1. Collaborate with PacificSource health plan to ensure tobacco cessation benefits are included in health plans offered to large employers.	C&C, PD
Jul 08	Aug 08	2. Determine which large employers in Lane County utilize PacificSource health plan.	A&R
Aug 08	Sept 08	3. Work the TPEP Media Contractor to develop and issue a press release to create positive coverage of businesses offering cessation coverage.	CEOM

Start	End	Activity	Subcategory
Aug 08	Sept 08	4. Meet with key stakeholders among large employers to discuss benefits of providing and promoting tobacco cessation.	CEOM, PD
Sept 08	Dec 08	5. Coordinate with PacificSource to enhance large employers' promotion of tobacco cessation benefits.	CEOM, PI
Oct 08	Dec 08	6. Work with PacificSource to track use of tobacco cessation benefits among large employers.	A&R

4. CRITICAL QUESTIONS

- A. What sectors of the community will this objective reach?
Employers and employees covered by Pacific Source. Currently, PacificSource provides medical and dental benefits to more than 4,000 employers and covers more than 151,000 people with its group and individual health insurance plans
- B. Are there segments of the population who will *not* receive benefit from this objective?
Those not covered by PacificSource.
- C. What types of technical and/or data assistance do you anticipate needing from:
 1. TPEP staff?
 - Quitline materials and information
 - Make it Your Business materials
 2. Statewide Capacity Building Programs for Eliminating Disparities?
 - Programmatic advice and input as relevant from various disparity program staff

Budget January 2008 – June 2008

Lane County Budget Worksheet				
FUNDING PERIOD: January 1st, 2008 - June 30th 2008				
Completed by: Lane County Public Health, Jennifer Jordan				
PERSONNEL				
Position Title	FTE	Annual Salary	# Months	Requested Funding
1. Public Health Educator #1	0.50	\$49,088	6	\$12,272
2. Public Health Educator #2	0.50	\$50,898	6	\$12,725
3. Public Health Program Supervisor	0.10	\$75,483	6	\$3,774
4. Extra (Temp) Help (Stephanie Young-Peterson) \$25/hr	0.25	\$52,000	6	\$6,500
PERSONNEL subtotal				\$35,271
FRINGE BENEFITS				
	FTE	Annual Amount	# Months	
1. Public Health Educator #1	0.50	\$34,980	6	\$8,745
2. Public Health Educator #2	0.50	\$35,640	6	\$8,910
3. Public Health Program Supervisor	0.10	\$47,104	6	\$2,355
4. Extra (Temp) Help (Stephanie Young-Peterson)	0.25	\$18,413	6	\$2,302
FRINGE Subtotal				\$22,312
TRAVEL				
In State				\$1,500
TRAVEL subtotal				\$1,500
SUPPLIES				
Phone				\$300
Office supplies & meeting expenses				\$3,221
Copying				\$600
Surveys				\$3,500
Printing				\$500
SUPPLIES subtotal				\$8,121
FURNITURE & EQUIPMENT				
Furniture & Equipment				\$2,850
FURNITURE & EQUIPMENT subtotal				\$2,850
OTHER	FTE	Annual Amt/FTE		
IS Direct	1.1	\$3,300	6	\$3,630
OTHER subtotal				\$3,630
TOTAL DIRECT COSTS				\$73,684
INDIRECT				
Rate: \$11,265/FTE	1.1			\$12,392
TOTAL REQUESTED				\$86,075

Budget Narrative January 2008– June 2008

Personnel Salaries and Wages: \$35,271

- **Position proposed/Title of position:** Public Health Educators (PHEs) [TPEP Program Coordinators]
- **Percentage of time:** 2 PHEs at .5 FTE each for a total of 1FTE
- **Annual Salary:** PHE #1 \$49,088 (Hammond); PHE #2 \$ 50,898 (Jordan)
- **Number of months requested:** 6 months
- **Brief summary of the job descriptions and local program plan responsibilities:**

Both PHEs hold a Master's Degree in Public Health and are responsible for overall program design, implementation, evaluation, budget drafting and expenditure monitoring, reporting, community collaboration, influencing policies, systems change and strategic leadership. Both are already employed by Lane County Public Health and have experience in all of the above described areas with TPEP and other DHS-funded programs. Total PHE wages at .5 FTE for 6 months each are \$12,272 and \$12,725.

Total: \$24,997

- **Position proposed/Title of position:** Maternal Child Health Nursing and Prevention Programs Supervisor (Stuver)
- **Percentage of time:** .10 FTE
- **Annual Salary:** \$75,483
- **Number of months requested:** 6 months

The Public Health Nursing Supervisor, RN, MA, is responsible for supervision of the PHEs and overall support to the program effort and advising PHEs on relevant county Health and Human Services program implementation policies and procedures. She will also attend some high level meetings with Advisory Board members. Total wages for the Supervisor for .10 FTE for 6 months total \$3,774.

Total: \$3,774

- **Position proposed/Title of position:** Extra (Temporary) Help (Stephanie Young-Peterson)
- **Percentage of time:** .25 FTE
- **Annual Salary:** \$52,000
- **Number of months requested:** 6 months

Young-Peterson holds a Master's Degree in Public Health and coordinated Lane County's TPEP efforts from 1997 – 2005. She will provide support to one or more yet-to-be determined program plan objectives. Total wages for Young-Peterson at .25 FTE for 6 months total \$6,500.

Total: \$6,500

Fringe Benefits: \$22,312

Lane County fringe benefits include an employer paid retirement contribution of 6% of the employee's salary, statutory benefits at 35.41% of salary, and medical benefits at \$14,563 per employee per year.

- For PHE #1, annual fringe for FY 07/08 total \$34,890. At .5FTE for six months fringe benefits for PHE #1 total \$8,745.
- For PHE #2, annual fringe benefits for FY 07/08 total \$35,640. At .5FTE for six months fringe benefits for PHE #2 total \$8,910.
- For the Maternal Child Health Nursing and Prevention Programs Supervisor, fringe benefits for FY 07/08 total \$47,104. At .10 FTE for six months fringe benefits total \$2,355.
- Fringe benefits for “Extra Help” staff at Lane County include only statutory benefits at 35.41% of salary. Annual fringe benefits for Young-Peterson total \$18,413. At .25 FTE for six months, fringe benefits for Young-Peterson total \$2,302.

Travel: \$1,500

- **In state:** \$1500 these funds will be used to cover county fleet vehicle charges for travel throughout the county and to any TPEP meetings that may be required outside the county during this period. Depending upon requirements for travel to Portland or elsewhere in the state for any TPEP meetings or training, this funding may be used to cover associated fees, hotel and travel per diem according to federal rates.
- **Out of state:** We do not anticipate any out of state travel under this grant during this funding period.

Supplies: \$8,121

- **Phone:** \$300 for phone use charges
- **Office supplies and meeting expenses:** \$3,321 to cover general office supplies and meeting expenses including expenses related to meeting with members of smaller coalitions being created to advocate for smoke-free multi-unit housing and tobacco-free community colleges
- **Copying:** \$600
- **Survey:** \$3,500 for survey efforts related to smoke-free multi-unit housing and tobacco-free community college efforts.
- **Printing/signage:** \$500

Furniture and Equipment: \$2,850

- SPSS for data analysis, \$1,600
- In Focus projector for presentations, \$1,250

Other: \$3630

- **Lane County Information Services Direct:** \$3,300 per permanent FTE for computer support services and at total of 1.1 FTE (.5PHE #1, .5PHE #2 and .10FTE Supervisor) \$3,630

Indirect: \$12,392

- **Indirect includes Lane County's overall indirect charges:** \$5,612 per permanent FTE and
- **Health and Human Services Department indirect charges:** \$5,653 per permanent FTE.

Total per FTE per year ($\$5612 + \5653) = \$11,265 – total for 1.1 FTE = \$12,392. Please find a copy of documentation of our federally negotiated rate included as attachment #1.

Budget July 2008 – June 2009

Lane County Budget Worksheet				
FUNDING PERIOD: July 1st, 2008 - June 30th 2009				
Completed by: Lane County Public Health, Jennifer Jordan				
PERSONNEL				
Position Title	FTE	Annual Salary	# Months	Salary Requested
1. Public Health Educator #1	0.90	\$49,088	12	\$44,179
2. Public Health Educator #2	0.75	\$50,898	12	\$38,174
PERSONNEL subtotal				\$82,353
FRINGE BENEFITS				
	FTE	Annual Amount	# Months	Fringe Requested
1. Public Health Educator #1	0.90	\$34,980	12	\$31,482
2. Public Health Educator #2	0.75	\$35,640	12	\$26,730
FRINGE subtotal				\$58,212
TRAVEL				
In State				\$1,500
TRAVEL subtotal				\$1,500
SUPPLIES				
Phone				\$300
Office supplies & meeting expenses				\$2,053
Copying				\$1,200
Surveys				\$2,000
Printing				\$500
SUPPLIES subtotal				\$6,053
OTHER	FTE	Annual Amt/FTE		
IS Direct	1.65	3300		\$5,445
OTHER subtotal				\$5,445
TOTAL DIRECT COSTS				\$153,563
INDIRECT				
Rate: \$11,265/FTE	1.65			\$18,587
TOTAL REQUESTED				\$172,150

Budget Narrative July 2008 – June 2009

Personnel Salaries and Wages: \$82,353

- **Position proposed/Title of position:** Public Health Educators (PHE) [TPEP Program Coordinators]
- **Percentage of time:** 1 PHE at .9 FTE (Hammond) and another PHE (Jordan) at .75 FTE for a total of 1.65 FTE
- **Annual Salary:** PHE #1 \$49,088 (Hammond); PHE #2 \$ 50,898 (Jordan)
- **Number of months requested:** 12 months
- **Brief summary of the job descriptions and local program plan responsibilities:**

Both PHEs hold a Master's Degree in Public Health and are responsible for overall program design, implementation, evaluation, budget drafting and expenditure monitoring, reporting, community collaboration, influencing policies, systems change and strategic leadership. Both are already employed by Lane County Public Health and have experience in all of the above described areas with TPEP and other DHS-funded programs. Total PHE wages at .9 FTE and .75 FTE for 12 months are \$44,179 and \$38,174.

Total: \$82,353

Fringe Benefits: \$58,212

Lane County fringe benefits include an employer paid retirement contribution of 6% of the employee's salary, statutory benefits at 35.41% of salary, and medical benefits at \$14,563 per FTE per year.

- For PHE #1, annual fringe for FY 07/08 total \$34,890. At .9FTE for 12 months fringe benefits for PHE #1 total \$31,482.
- For PHE #2, annual fringe benefits for FY 07/08 total \$35,640. At .75 FTE for 12 months fringe benefits for PHE #2 total \$26,730.

Travel: \$1,500

- **In state:** \$1500 these funds will be used to cover county fleet vehicle charges for travel throughout the county and to any TPEP meetings that may be required outside the county during this period. Depending upon requirements for travel to Portland or elsewhere in the state for any TPEP meetings or training, this funding may be used to cover associated fees, hotel and travel per diem according to federal rates.
- **Out of state:** We do not anticipate any out of state travel under this grant during this funding period.

Supplies: \$6,053

- **Phone:** \$300 for phone use charges
- **Office supplies and meeting expenses:** \$2,053 to cover general office supplies and meeting expenses including expenses related to meeting with members of smaller coalitions being created to advocate for smoke-free multi-unit housing and tobacco-free community colleges
- **Copying:** \$1,200

- **Survey:** \$2,000 for survey efforts related to smoke-free multi-unit housing and tobacco-free community college objectives.
- **Printing:** \$500

Other: \$5,445

- **Lane County Information Services Direct:** \$3,300 per permanent FTE for computer support services. $\$3,300 * 1.65 \text{ FTE} = \$5,445$

Indirect: \$18,587

- **Indirect includes Lane County's overall indirect charges:** \$5,612 per permanent FTE and
- **Health and Human Services Department indirect charges:** \$5,653 per permanent FTE.

Total per FTE per year $(\$5612 + \$5653) * 1.65 \text{ total FTE} = \$18,587$

Please find a copy of documentation of our federally negotiated rate included as attachment #1.

Attachment 1: Federally Negotiated Indirect Cost Rate

Receiving Department	General Service Code	Dept. Admin Personnel	Dept. Admin Other Costs	Total Indirect Costs	Indirect Cost Rate	Indirect Cost Rate
14 286 HHS	81,110,481	\$811,529	\$425,989	\$2,768,179	\$14,710,611	\$1,350.6
Composite Rate	81,110,481	\$811,529	\$425,989	\$2,768,179	\$14,710,611	\$1,350.6

Summary Page 10
 Schedule F 1
 FISCAL 2008

Attachment 2: Lane County Timeline
January 2008 – June 2009

ID	Task Name	Start	Finish	2008												2009					
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Objective 1: Schools	1/1/2008	9/1/2008																		
2	Objective 2: Hospitals	1/1/2008	7/1/2008																		
3	Objective 3: Community Colleges & Universities	1/1/2008	6/30/2009																		
4	Objective 4: Multiunit Housing	7/1/2008	6/30/2009																		
5	Objective 5: Local Agreement	1/1/2008	3/31/2008																		
6	Objective 6: Implement Smokefree Workplace Law	1/1/2009	6/30/2009																		
7	Objective 7: Tobacco Related Chronic Disease	1/1/2008	7/1/2008																		
8	Objective 8: Cessation benefits	7/1/2008	1/1/2009																		

Attachment 3: Lane County Media Advocacy Coordination Plan

Objective 1: By July 2008, all 16 school districts in Lane County will have tobacco-free policies in place that meet or exceed the “minimum standard” outlined in OAR 581-021-0110.

1. What is your desired policy outcome?

Six remaining school districts in Lane County will have tobacco-free policies that meet or exceed the “minimum standard” outlined in OAR 581-021-0110.

2. Who can make this policy change?

Local school board and superintendent

3. Have you developed a written sample policy?

Yes, there is a model policy developed by the Oregon School Board Association

Policy Outcome:	Media Strategies:	Lead(s):	Media Related Tasks:	Actual Date Completed:
All Lane County school districts have tobacco-free policies meet or exceed minimum standard	Distribute template for school newsletters explaining new policy.	Coordinator and coalition member who works with Lane ESD	1. Create template 2. Distribute	
	Submit a press release once all districts have completed policies.	Coordinator and coalition member who works with Lane ESD	1. Write press release 2. Submit press release 3. Call reporter to follow up 4. Send reminder	

Objective 2: By July 2008, Lane County hospitals will consistently enforce their tobacco-free campus policies.

1. What is your desired policy outcome?

Consistent enforcement and communication of existing tobacco-free campus policies

2. Who can make this policy change?

Hospital administrators and staff

3. Have you developed a written sample policy?

Both hospitals have enacted written policies

Policy Outcome:	Media Strategies:	Lead(s):	Media Related Tasks:	Actual Date Completed:
Improved policy communication	Review current strategies and generate ideas on improvements.	Coordinator and tobacco-free hospital committee staff	<ol style="list-style-type: none"> 1. Review current communication of policy 2. Research strategies used by other hospitals 3. Adapt appropriate strategies for implementation 	

Objective 3a: By the fall of 2009, Lane Community College will have adopted a tobacco-free campus policy.

1. What is your desired policy outcome?

Tobacco-free campus

2. Who can make this policy change?

LCC Executive Team and Board – also need student buy-in

3. Have you developed a written sample policy?

Yes, the American Lung Association of Oregon has a model policy.

Policy Outcome:	Media Strategies:	Lead(s):	Media Related Tasks:	Actual Date Completed:
Tobacco-free Campus	Develop and implement a media advocacy and community outreach plan.	Coordinator and LCC task force members	<ol style="list-style-type: none"> 1. Identify campus related media sources 2. Prioritize and plan strategies that will generate positive media coverage 3. Create list of talking points and key facts 4. Train task force members and interested students in media advocacy 5. Implement media advocacy plan 	

Objective 3b: By the summer of 2008, the University of Oregon will have made a decision regarding a tobacco-free policy.

1. What is your desired policy outcome?

Tobacco-free campus policy

2. Who can make this policy change?

President of the University, University Senate, Associated Students of the University of Oregon

3. Have you developed a written sample policy?

Yes, the American Lung Association of Oregon has a model policy.

Policy Outcome:	Media Strategies:	Lead(s):	Media Related Tasks:	Actual Date Completed:
Tobacco-free Campus	Develop and implement a media advocacy and community outreach plan.	Coordinator and UO Clean Air Project members	<ol style="list-style-type: none"> 1. Identify campus related media sources 2. Prioritize and plan strategies that will generate positive media coverage 3. Create list of talking points and key facts 4. Train task force members and interested students in media advocacy 5. Implement media advocacy plan 	

Objective 4: By 2009, the Lane County Smoke-free Housing Coalition will be established and at least six multi-unit housing facilities will have smoke-free policies.

1. What is your desired policy outcome?

Smoke-free multiunit housing in Lane County

2. Who can make this policy change?

Property owners or property management companies

3. Have you developed a written sample policy?

No, but there are sample policies available

Policy Outcome:	Media Strategies:	Lead(s):	Media Related Tasks:	Actual Date Completed:
Smoke-free multiunit housing	Press release on survey results and national trends.	Coordinator and coalition members	<ol style="list-style-type: none"> 1. Write press release 2. Have a coalition spokesperson ready with talking points. 3. Submit press release 4. Call reporter to follow up 5. Send reminder 	
	Submit articles to industry related media sources.	Coordinator and coalition members	<ol style="list-style-type: none"> 1. Identify industry related media sources and contacts 2. Research and write articles 3. Submit for publication 	
	Promote use of Smoke-freeoregon.com as a resource for tenants and landlords through press release.	Coordinator and coalition members	<ol style="list-style-type: none"> 1. Get personal story or hook for press release 2. Write press release 3. Have a coalition spokesperson ready with talking points. 4. Submit press release 5. Call reporter to follow up 6. Send reminder 	

Objective 6: By January 2009, Lane County will have developed an internal protocol to respond to Smoke-free Workplace law complaints and will begin enforcing the new law.

1. What is your desired policy outcome?

Compliance with new Smoke-free Workplace law

2. Who can make this policy change?

Business owners and managers

3. Have you developed a written sample policy?

Smoke-free Workplace Law is already written, but OARs are pending

Policy Outcome:	Media Strategies:	Lead(s):	Media Related Tasks:	Actual Date Completed:
Compliance with new law	Press release on upcoming implementation of new law.	Coordinator and local Tobacco-free Lane County coalition members	<ol style="list-style-type: none"> 1. Get personal story or hook for press release 2. Write press release 3. Have a coalition spokesperson ready with talking points. 4. Submit press release 5. Call reporter to follow up 6. Send reminder 	
	Plan to respond to media inquiries once law goes into effect.	Coordinator	<ol style="list-style-type: none"> 1. Have key talking points 2. Have resources for businesses 	

Objective 7: By July 2008, Lane County will have completed a profile of the prevalence of tobacco-related chronic disease in the county.

1. What is your desired policy outcome?

NA

2. Who can make this policy change?

NA

3. Have you developed a written sample policy?

NA

Policy Outcome:	Media Strategies:	Lead(s):	Media Related Tasks:	Actual Date Completed:
	Press release on tobacco-related chronic disease profile.	Coordinator	<ol style="list-style-type: none"> 1. Write press release 2. Have a coalition spokesperson ready with talking points. 3. Submit press release 4. Call reporter to follow up 5. Send reminder 	

Objective 8: By January 2009, at least three large employers in Lane County, including the County, will include tobacco cessation treatment in their benefit packages and effectively communicate its availability to employees.

1. What is your desired policy outcome?

Inclusion of cessation treatment in benefit packages

2. Who can make this policy change?

Insurance providers, business owners, boards, or human resource administrators

3. Have you developed a written sample policy?

No

Policy Outcome:	Media Strategies:	Lead(s):	Media Related Tasks:	Actual Date Completed:
Inclusion of cessation treatment in benefit packages	Press release to create positive coverage of businesses offering cessation coverage.	Coordinator and PacificSource partners	<ol style="list-style-type: none"> 1. Write press release 2. Have a coalition spokesperson ready with talking points. 3. Submit press release 4. Call reporter to follow up 5. Send reminder 	
	Internal communication of benefits to employees through newsletters, emails, etc.	Coordinator and PacificSource partners	<ol style="list-style-type: none"> 1. Work with PacificSource on developing promotions 2. Create template for newsletters 3. Distribute to employers 	