AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
Grant Application; Colorado Department of Health and Environment Amendment 35 Grants Program; Gunnison County Tobacco Education, Prevention and Cessation Grant Program; 7/1/15 thru 6/30/18; $99,999

Action Requested: County Manager Signature

Parties to the Agreement: BOCC & CO Dept Public Health & Environ. Tobacco Program

Term Begins: July 1, 2015 **Term Ends:** 6/30/2016 **Grant Contract #:**

Summary:
This is one of three year funding opportunity from Amend. 35 dollars to address tobacco ed., and prevention targeting "Straight-to-work" population and work-site wellness.

Fiscal Impact: $33,333

Submitted by: C. Worrall **Submitter's Email Address:** cworrall@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

This is a new Tobacco grant for DHHS. If received we will add to the 2015 County budget. There is 10% indirect cost included in the grant budget.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 9/23/2014

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 9/25/2014 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 9/25/2014

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 10/7/2014 Follow Up Agenda Date:

Revised April 2013

Gunnison County
COLORADO

HEALTH AND HUMAN SERVICES DEPARTMENTS
Human Services Phone: (970) 641-3244 Fax: (970) 641-3738
Public Health Phone: (970) 641-0209 Fax: (970) 641-8346
225 N Pine, Gunnison, CO 81230
Website: www.GunnisonCounty.org

September 18, 2014

Amendment 35 Grants Program
Attn: Sherryl Garcia
[PSD-A5], Colorado Department of Health & Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

RE: RFA #1278

Dear Ms. Garcia,

We are pleased to submit Gunnison County Department of Health and Human Services' application for the Tobacco education, Prevention and Cessation Grant Program FY16 Community Tobacco Initiatives. Enclosed please find the required documents for this application.

The request for the "Gunnison County Tobacco Education and Prevention Program" is $33,333 for Year 1 of a three year funding opportunity. The proposed work will address Worksite Wellness, a priority of the Public Health Improvement Plan of the West Central Public Health Partnership. The intended populations are disparate groups including the "Straight-to-Work" and low socioeconomic status young adults.

Thank you for reviewing our application and we look forward to hearing from you.

Sincerely,

Matthew Birnie
Gunnison County Manager

2015/2016 | REQUEST FOR APPLICATIONS

Office of Health Equity (HD) Grant Program
Cancer, Cardiovascular Disease, and Pulmonary Disease Grant Program
Tobacco Education, Prevention and Cessation Grant Program
(Complete one per application)

Applicant Information Form

Agency Name: Gunnison County Department of Health & Human Services, Public Health Division

Agency Legal Name: Gunnison County

Agency Contact: Carol Worrall, RN, BSN

Agency Address: 225 N Pine Street, Ste E

City, State, Zip: Gunnison, Colorado 81230

Counties served: Gunnison

Agency Telephone: 970-641-0209 **Fax**:970-641-8346 **Email**: cworrall@gunnisoncounty.org

Administrative Contact: Carol Worrall, Public Health Director

Administrative Telephone: 970-641-0209 **Fax**: 970-641-8346 **Email**: cworrall@gunnisoncounty.org

Financial/Contract Contact: Jane Wyman, Senior Accountant

Financial/Contract Telephone: 970-641-7671 **Fax**: 970-641-7643 **Email**: jwyman@gunnisoncounty.org

Authorized Signature Contact: Matthew Birnie, County Manager

Authorized Telephone: 970-641-0248 **Fax**: 970-641-3061 **Email**: mbirnie@gunnisoncounty.org

Requested Funding:

Please enter the dollar amount requested for ***July 1, 2015 through June 30, 2016*** $ 33,333
Please enter the dollar amount requested for ***July 1, 2016 through June 30, 2017*** $ 33,333
Please enter the dollar amount requested for ***July 1, 2017 through June 30, 2018*** $ 33,333

Project Title: Gunnison County Tobacco Education and Prevention Program
Project Description:

The Gunnison County Tobacco Education and Prevention Program (GCTEPP) aims to reduce tobacco prevalence and initiation among young adults, especially Low Socioeconomic Status (SES) and straight-to-work (STW) young adults in Gunnison County. By June 30, 2018 the Gunnison County Tobacco Education Program will promote and implement at least two tobacco-free workplace policies targeting 18-24 year old non-students and low socio-economic adult workers. This work will follow best practices for environmental change, including Assessment and Planning, Promotion and Communication, Implementation and Evaluation.

Attachment A: Applicant Information Form

Workplace policies and interventions include: adopting or strengthening tobacco-free campus/grounds policy(s); promoting cessation services for worksite employees; expanding and promoting comprehensive cessation benefit coverage for employees.

Copy of Letter of Intent

Gunnison County
COLORADO

HEALTH AND HUMAN SERVICES DEPARTMENTS
Human Services Phone: (970) 641-3244 Fax: (970) 641-3738
Public Health Phone: (970) 641-0209 Fax: (970) 641-8346
225 N Pine, Gunnison, CO 81230
Website: www.GunnisonCounty.org

August 18, 2014

Amendment 35 Grants Program
Attn: Sherryl Garcia
[PSD-A5], Colorado Department of Health & Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

RE: Letter of intent for RFA #1278

Dear Ms Garcia,

The Gunnison County Department of Health & Human Services, Public Health Division, intends to submit an application for the FY16 Tobacco Education, Prevention and Cessation Grant Program. The following information gives a brief description about our proposed project:

Lead agency: Gunnison County Department of Health & Human Services, Public Health Division

Project name: Gunnison County Tobacco Education Program

Project summary: The Gunnison County Tobacco Education Program will promote and implement tobacco-free workplace policies targeting 18-24 year old non-students and low socio-economic adult workers. Interventions include: adopting or strengthening tobacco-free worksite policy(s); promoting cessation services for worksite employees; expanding and promoting comprehensive cessation benefit coverage for employees. Year 1 will include a community assessment to identify where to best reach and serve 18-24 year old non-students and the development of a task force (coalition/advisory group) to help in planning and promoting of worksite wellness. Year 2 will include implementation of tobacco-free policies and cessation services at worksites. This will include prohibiting marijuana use/possession at worksites and incorporating appropriate banning language into the policy as well as education on its health effects. Year 3 will include promotion and evaluation of the effectiveness of the tobacco-free policies at worksites and the impact it has had on tobacco use.

Geographic area to be served: Gunnison County

Approximate proposed dollar amount of the application for each fiscal year:
FY16 - $33,333
FY17 - $33,333
FY18 - $33,333

Expected planned Goal areas and strategies:

STEPP Strategic Plan Goal 4: Tobacco prevalence and initiation among young adults, especially straight-to-work young adults, decreases by 50 percent.

AND

STEPP Strategic Plan Goal 1: The cessation success gap affecting low socio-economic youth and adult smokers decreases by 50 percent.

Gunnison County Tobacco Education Program will engage the following activities to implement and promote tobacco-free workplace policies to reduce tobacco initiation, use and exposure to secondhand smoke among Gunnison County's most tobacco-burdened populations, 18-24 year old non-students and low socio-economic adults:

- Conduct a comprehensive needs assessment/community scan to inform and target the most tobacco-burdened population, including identifying where to best reach and serve 18-24 year old non-students.
- Recruit and maintain a taskforce, coalition or advisory group.
- Promote and implement tobacco-free workplace policies targeting where 18-24 year old non-students and low socio-economic adults work following the guidelines for "Tobacco-Free Campus Initiatives" which include interventions that:
    - Facilitate adoption or strengthen tobacco-free campus/grounds policy(s)
    - Promote cessation services for employees
    - Expand and promote comprehensive cessation benefit coverage for employees
- Promote CoQuitMobile, a text message-based tobacco cessation program for young adults.
- Incorporate a ban on marijuana use in the worksites by including appropriate language into the tobacco policy and provide education on its health effects.

We look forward to submitting our application.

Sincerely,

Carol Worrall

Carol Worrall, RN, BSN
Public Health Director
Gunnison County DH&HS

Attachment B: Financial Risk Assessment Questionnaire

Not Applicable as Applicant is a Local Health Agency

Application Narrative

A. Application Narrative Questions

1. Community Tobacco Initiatives Applicants

a) Project Description and Statement of Needs

i. Describe your proposed project and how you will implement the proposed strategies in your community for each chosen goal area.

The Gunnison County Tobacco Education and Prevention Program (GCTEPP) aims to reduce tobacco prevalence and initiation among young adults, especially Low Socioeconomic Status (SES) and straight-to-work (STR) young adults in Gunnison County. By June 30, 2018 the Gunnison County Tobacco Education Program will promote and implement at least two tobacco-free workplace policies targeting 18-24 year old non-students and low socio-economic adult workers. This work will follow best practices for environmental change, including Assessment and Planning, Promotion and Communication, Implementation and Evaluation.

Workplace policies and interventions include: adopting or strengthening tobacco-free campus/grounds policy(s); promoting cessation services for worksite employees; expanding and promoting comprehensive cessation benefit coverage for employees.

Year 1 will include a community assessment to identify where to best reach and serve 18-24 year old non-students and the development of a task force (coalition/advisory group) to help in planning and promoting of worksite wellness. Year 2 will include implementation of tobacco-free policies and cessation services at worksites. This will include prohibiting marijuana use/possession at worksites and incorporating appropriate banning language into the policy as well as education on its health effects. Year 3 will include promotion and evaluation of the effectiveness of the tobacco-free policies and the impact it has had on tobacco use.

ii. Describe the specific tobacco-related needs of the population(s) or community(s) to be served and how your proposal addresses those needs.

Although local youth smoking rates have gone down drastically in the past several years, as a state LOW SES and STW young adults have been disparately affected by reductions in smoking prevalence in Colorado. As a result these groups tend to have higher rates of tobacco use. Gunnison County, with its' history of ranching, also has higher rates of chew tobacco use than the State of Colorado in general. Gunnison County is also a tourist destination, with a large population of young adults in the service industry, as well as construction. These industries often has higher rates of cigarette smoking. In addition, as a resort destination there is a higher acceptance of the "partying" lifestyle, with greater acceptance of heavy alcohol use and other drugs. This cultural norm has proven difficult to combat, especially in Crested Butte.

In addition, these disparately affected populations are also more difficult to reach and the culture of tobacco use may be strong. This proposal will address the LOW SES and STW adult tobacco use through policy development at worksites that employ LOW SES and STW young adults. Reaching these population will be done through where they work.

iii. Describe potential challenges or barriers to implementing the proposed project(s) and how you will address them.

The LOW SES and STW adults have been a difficult population to reach. The program anticipates that worksite will include the service industry, construction, ranching, and childcare providers. Also many businesses in Gunnison County are small businesses, with less than 50 employees. These worksites may be less likely to be interested in addressing tobacco policies, because they may not see the need and there may be a longstanding culture of tobacco use. One way this program will address this is by completing a comprehensive needs assessment and

community scan. This process should bring to light which worksites may have some willingness to participate or some champions for the work. Also the program will work with Health Links Advisors to offer comprehensive worksite wellness advice, which may open the door to tobacco work. By offering comprehensive worksite wellness services, which meet the needs of the employer, businesses are more likely to want to participate. This will help staff create relationships and ease the way towards tobacco policies within worksites.

Finally by creating a coalition/advisory group/taskforce to drive this work forward on a community level, there will be more buy-in and social norming around offering these types of services and policies in worksites.

b) Program Infrastructure

i. Describe the lead agency. Include the mission of the agency and explain how it is consistent with the goals of the strategic plan.

The lead agency of this grant would be Gunnison County Health and Human Services (GCHHS), the local public health agency for Gunnison County. The mission of GCHHS is to provide prevention, protection, advocacy and support services to Gunnison and Hinsdale County-area individuals and families across the life spectrum so they can have an improved quality of life. This mission of GCHHS, with its' focus on prevention and improved quality of life is clearly aligned with the goals of the State Tobacco Education, Prevention and Cessation Grant Program Strategic Plan with its' mission to prevent disease and premature death related to tobacco.

ii. Describe the experience of the applicant

- **Include major strengths and significant accomplishments in providing tobacco education, cessation and prevention services**

- **Demonstrate how this experience will lead to successful implementation of the tobacco education, cessation and/or prevention services program.**

GCHHS has a long history of providing tobacco education and prevention services. The Gunnison County Tobacco Education and Prevention Program was begun in 2001 and was active through Fiscal Year 2011. Tobacco work was taken over temporarily (2012 – present day) by the Gunnison County Substance Abuse Prevention Project (GCSAPP) within Gunnison County Juvenile Services Department. However even during that time GCHHS staff were active members of the GCSAPP and offered support on tobacco related work. Staff members who led the GCTEPP are still employed by GCHHS and still have a stake in the tobacco prevention and education efforts within Gunnison County. This history and experience of providing tobacco education and prevention services for over 10 years will prove beneficial for this new project.

The main accomplishments of the GCTEPP in recent years have been youth focused. In 2009 and 2010 a Get R!EAL group was formed at the middle school in Gunnison. This group did a community scan and created materials which in turn helped the Youth City Council pass a City of Gunnison ordinance in 2011, addressing youth possession of tobacco. The ordinance included a partnership with Gunnison County Juvenile Services to administer Second Chance and included a major education campaign around youth possession of tobacco products. Also GCTEPP worked closely with GCSAPP over the past 8 years and has seen high school 30-day tobacco rates drop from over 18% in 2006 to around 12% in 2013. Several policies have been passed in those years including 2 Social Host ordinances, one in the City of Gunnison and one in the Town of Crested Butte. Gunnison County Public Health staff, the GCTEPP, and partners the GCSAPP are familiar with health policy work.

One major strength of the GCTEPP and GCHHS is community relationships. GCHHS staff either currently lead or are active members of many community coalitions, such as the GCSAPP, the Early Childhood Council, the Health and Human Services Commission, and the HB 1451 Collaborative Management group, called the Family Advocacy and Support Team (FAST). These relationships will prove helpful in rejuvenating a tobacco education and prevention program and in working with local worksites.

iii. Describe your organization's plan for hiring, training and retaining staff that represent the community's racial and cultural diversity and ability to work with the community(s) and population(s) targeted in your project.

Gunnison County Health and Human Services recognizes the value of hiring staff that represent our community's racial and cultural diversity. Spanish language skills are especially valued in staff and we have many Spanish-speaking staff currently. The program will aim to hire the right person with the skills to provide the service who also can work with LOW SES and STW populations. Currently GCHHS relies heavily on the Multicultural Resource Services coordinator within the department, who has developed strong relationships with immigrant populations and has effective means of communicating and outreaching to that population. She has historically been a part of the GCTEPP coalition and is currently a member of the GCSAPP coalition. Also GCHHS works successfully with LOW SES adults and STW populations already, through programs such as Family Planning, Nurse Family Partnership, Immunizations, and a range of Human Services related programs.

iv. Describe your organization's fiscal and administrative capacity to comply with and monitor the implementation of contractual requirements.

Gunnison County Health and Human Services is the local public health agency serving the approximate 15,000 residents of Gunnison County. GCHHS has over 40 years of

successfully managing grants, with a strong finance department and sound policies and procedures already in place. The Finance Department has won the Government Finance Officers Association Award for Distinguished Budget Presentation for 2011, 2012, and 2013. Administratively, GCHHS has the capacity and experience to monitor the implementation of contractual requirements. The strengths of our organization include: a dedicated staff committed to prevention, excellent organizational structure, fiscal responsibility and management, and over 40 years of experience in public health and health care services.

c) Collaboration

i. (For community grant applicants) Describe the scope of community support for the program and for the applicant in its implementation of the proposed work plan.

- **Include strengths of the community that will lead to successful implementation of the program.**
- **Describe existing partnerships between the applicant and other key partners.**

Overall Gunnison County residents are supportive of healthy behaviors, such as exercise, healthy eating, and Gunnison County has a lower youth and adult cigarette smoking rate than the state (BRFSS 2005, 2009). Although there is a culture of acceptance around "partying", including alcohol and drug use, there is also a culture of exercise and outdoor pursuits. In recent years there has been a grassroots movement here aimed at healthy and local foods, resulting in a non-profit called Mountain Roots. It is anticipated that there will be some willing employers, even among small business owners, who will be interested in providing worksite wellness policies and services to staff, including tobacco policies. Juvenile Services and the GCSAPP are both supportive of this project. Juvenile Services represents youth that are involved in the Juvenile Justice system and who are more likely to become LOW SES young adults and STW

young adults. Also Gunnison County stakeholders were involved in the regional Public Health Improvement Plan, which identified worksite wellness work as a strategy for the region.

Key partners will be the Juvenile Services department, which includes programs aimed at youth involved in the juvenile justice system, GCSAPP, and FAST (HB 1451 Collaborative Management program). All of these programs are aimed at prevention services of youth aged 5 – 18, which is basically the population that is at risk of becoming the LOW SES and STW population. GCHHS already has very strong working relationships with this other Gunnison County Department. GCHHS staff sit on both the GCSAPP coalition and the FAST coalition as members.

The Multicultural Resource Services Office (MRO) within Gunnison County Health and Human Service will be another key partners. The MRO works with LOW SES families every day to help them connect to health care services. As a trusted member of the immigrant population the MRO coordinator will be able to provide information to the GCTEPP about the working trends of this population.

Gunnison County will be reaching out to the local Chambers of Commerce. There has been some communicating with them in the past, but this will need to be increased.

Another key partner is Health Links at the Colorado School of Public Health. Health Links has already offered at least 3 trainings in our region, most recently a webinar for local public health agencies in our region, and a regional Health Advisor training in Gunnison in September, 2014. Health Links has committed to assisting our area with worksite wellness services and support.

Finally GCHHS will be contracting with Delta County to provide mentorship and technical assistance in the worksite tobacco policy work. Delta County tobacco staff have a long history of successful tobacco policy work which will prove invaluable as the GCTEPP work is rejuvenated after several years of inactivity within GCHHS.

ii. Provide a brief history and description of the existing coalition. Include how the coalition reflects the populations served in each goal area and demonstrates capacity to access, serve and represent priority population(s).

Since its' inception in 2001 the Gunnison County Tobacco Education and Prevention Program hosted a coalition of community stakeholders. In 2006 Gunnison County also started the Gunnison County Substance Abuse Prevention Project (GCSAPP), which also had a community coalition, of which the GCTEPP coordinator was an active member. There was much partnering of the two coalitions and between the staff over the next several years. When tobacco funding went down and there was no longer a tobacco grant to support the work, the GCTEPP coalition became a sub-group of the GCSAPP coalition. Then in 2012 GCSAPP received funding from the Colorado Department of Public Health and Environment (CDPHE) to do tobacco work and founded a youth coalition, which is still in existence.

The GCSAPP is made up of many youth serving agencies, many of which serve at-risk children, who may go on to become LOW SES young adults and the STW population. In Gunnison County many of those youth serving and prevention organizations are within the Gunnison County organization, such as Juvenile Services, GCSAPP, FAST, and the Early Childhood Council, all of which are members of the GCSAPP coalition. Other agencies that are members are Partners, the mentoring organization, the Center for Mental Health, the School District and Mental Health providers who serve youth. Health and Human Services is the other

main agency that serves LOW SES and the STW population of young adults, through programs such as Family Planning, food assistance, energy assistance programs. GCHHS is a member of the GCSAPP coalition as well.

The GCSAPP hosts 2 youth groups, made up of high school students in Gunnison and in Crested Butte, and there is an effort to include youth at GCSAPP coalition meetings. The GCSAPP is a robust and successful community coalition and staff that have helped Gunnison County make significant reductions in youth rates of some substances.

iii. Describe the lead agency's existing relationship with the coalition.

Multiple GCHHS staff are active members of the GCSAPP coalition, including the former GCTEPP coordinator who sits on the Executive committee of the GCSAPP coalition. GCHHS will update the coalition regularly about this project. GCHHS will ensure the coalition is knowledgeable about the evidence-base by describing this project at a meeting, including the evidence-base, and by utilizing technical assistance from the CDPHE, Health Links, and Delta County.

iv. (For community grant applicants): Provide a list of the names of the agency(s) or organization(s) for which you are submitting letter(s) of support and collaboration. Letters of support/collaboration are required as detailed below.

Gunnison County Substance Abuse Prevention Project Director

Gunnison County Juvenile Services Department Director

The Multicultural Resource Office Coordinator

Delta County

d) Evaluation Description

i. Describe how evaluation findings will be used to monitor the project and improve project implementation, including how evaluation findings will be shared with the community.

Progress data will be collected and monitored to make sure the project is being implemented as intended. Since the main core of the work will be done through the worksite wellness advising sessions with worksites, notes from those meetings as well as outcomes will be closely monitored and reviewed in order to make adjustments and maintain a high quality program.

Also this work will follow best practices for environmental change, including Assessment and Planning, Promotion and Communication, Implementation and Evaluation. Progress data collection will reflect this intended method for implementation.

Evaluation findings will be shared with the community through updates made at the GCSAPP coalition meetings, as well as shared with the local newspapers and Chambers of Commerce through press releases. Also, every 5 years there is a community and regional health assessment that is done and the evaluation results will be shared with the person in charge of that process for use in the health assessment and planning process.

Attachment C: Project Statement of Work Template

STATEMENT OF WORK
To Task Order Contract Dated **//**** - Contract Routing Number ** *** *****

These provisions are to be read and interpreted in conjunction with the provisions of the Task Order Contract specified above.

I. Project Description:

By June 30, 2018 the Gunnison County Tobacco Education and Prevention Program will promote and implement at least two tobacco-free workplace policies targeting 18-24 year old non-students and low socio-economic adult workers. Interventions include: adopting or strengthening tobacco-free campus/grounds policy(s); promoting cessation services for worksite employees; expanding and promoting comprehensive cessation benefit coverage for employees. Year 1 will include a community assessment to identify where to best reach and serve 18-24 year old non-students and the development of a task force (coalition/advisory group) to help in planning and promoting of worksite wellness. Year 2 will include implementation of tobacco-free policies and cessation services at worksites. This will include prohibiting marijuana use/possession at worksites and incorporating appropriate banning language into the policy as well as education on its health effects. Year 3 will include promotion and evaluation of the effectiveness of the tobacco-free policies and the impact it has had on tobacco use.

Project Name: Gunnison County Tobacco Education and Prevention Program

Project Term: July 1, 2015 to June 30, 2018

II. Performance Requirements/Deliverables:

Quarters (Q): Q1: July 1-September 31; Q2: October 1-December 31; Q3: January 1-March 31; Q4: April 1-June 30

III. Subcontractors:

The Contractor shall obtain from its subcontractors and maintain, at minimum, a Memorandum of Understanding or other binding contractual agreement and provide a copy, upon request, to the State within fifteen (15) calendar days of the execution date of the contract.

STEPP Strategic Plan Goal 4:
Tobacco prevalence and initiation among young adults, especially straight-to-work (18-24 year old young adults who go straight into the work force, but may attend other types of educational programs like vocational training) young adults, decreases by 50 percent.

Objective: By June 30, 2018, Gunnison County Tobacco Education and Prevention Program will engage the following activities to promote environmental change processes to reduce tobacco initiation, use and exposure to secondhand smoke among Gunnison County's most tobacco-burdened populations, 18-24 year old non-students and low socio-economic adults:

- Conduct a comprehensive needs assessment/community scan to inform and target the most tobacco-burdened population, including identifying where to best reach and serve 18-24 year old non-students.
- Recruit and maintain a taskforce, coalition or advisory group.
- Promote and implement tobacco-free workplace policies targeting where 18-24 year old non-students and low socio-economic adults work following the guidelines for "Tobacco-Free Campus Initiatives" which include interventions that:
    - Facilitate adoption or strengthen tobacco-free campus/grounds policy(s)
    - Promote cessation services for employees
    - Expand and promote comprehensive cessation benefit coverage for employees
- Promote CoQuitMobile, a text message-based tobacco cessation program for young adults.
- Incorporate a ban on marijuana use/possession in the worksites by including appropriate language into the tobacco policy and provide education on its health effects.

A.

Goal 4: Tobacco prevalence and initiation among young adults, especially straight-to-work (18-24 year old young adults who go straight into the work force, but may attend other types of educational programs like vocational training) young adults, decreases by 50 percent.

Deliverable 1: By June 30, 2016, Gunnison County will complete a community assessment and identify opportunities for tobacco-free policies at worksites to reduce tobacco use and secondhand smoke exposure among Gunnison County's most tobacco-burdened population.				
Target Population: Citizens of Gunnison County with an emphasis on straight to work (STW) 18 to 24 year old young adults.				
Activity #1	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency**
Activity 1.1: With assistance from STEPP's technical assistance provider, develop a community assessment plan, including types of assessments, the tools to use and the adequate number of surveys to complete in order to have a reliable sample of the community.	Q1, Q2	• Assessment plan outline, including type and number of surveys that will be completed and key informant interview and/or focus group protocol.	December 31, 2015	Applicant
Activity 1.2: Assess the specific tobacco problem using both quantitative and qualitative data for STW community using some of the following sources and approaches: • The Attitudes and Behaviors Survey (TABS) 2012 • Healthy Kids Colorado Survey • Focus Groups • Observational studies (PhotoVoice) • Key Informant interviews • FDA Store Audits • Recent stories from local media related to issue	Q2, Q3	• One page problem priority list citing relevant data.	March 31, 2016	Applicant
Activity 1.3: Research, review and analyze existing tobacco policies within 2 worksite settings in Gunnison County to identify strengths and areas for improvement.	Q3	• List names of 2 worksites. • Documentation of existing policies and needed changes in order to bring policies into alignment with the Colorado Clean Indoor Air Act and tobacco control best	March 31, 2016	Applicant

		practices within Gunnison County.		
Activity 1.4: Research the Colorado Clean Indoor Air Act and any local ordinances as it relates to workplaces in Gunnison County by reviewing websites, codes, and charters. Consider the following: *What is the appropriate decision making body for the proposed policy? Board of Directors, CEO, Human Resources? *Are there committees involved in the change process? *What is the governing law/policy? *How do the policymakers prefer to receive information?	Q3	• Documentation of procedures and schedule. • List of key staff engaged.	March 31, 2016	Applicant
Activity 1.5: Create decision maker profiles to better understand the values and relationships. Consider the following: *What do they care about? *What groups do they belong to? *Who influences this person? *Are there champions for this work at the worksite or board?	Q3	Decision maker profile which summarizes all information listed in gray box for Activity 1.4.	March 31, 2016	Applicant
Activity 1.6: Meet with management to discuss tobacco environmental change and the burden of tobacco at their worksite.	Q4	• Description of burden and opportunities for change • Document date of meeting, title of individual and name of worksite.	June 30, 2016	Applicant
Activity 1.7: Create a policy brief (explanation and definition of the identified tobacco problem and justification of proposed solution)	Q4	• Policy brief document.	June 30, 2016	Applicant
Activity 1.8: Present the policy brief to the 2 worksites that have been identified and solicit	Q4	• Document date of meeting and name of worksite.	June 30, 2016	Applicant

feedback and acceptability of the policy for adoption.				

Deliverable #2: By June 30, 2016, Gunnison County Tobacco Education and Prevention Program will recruit and maintain an influential task force (coalition or advisory group) that is focused on making needed worksite (environmental) changes to reduce tobacco use among Gunnison County's most tobacco-burdened populations.

Target Population: Citizens, decision-makers and stakeholders of Gunnison County's straight to work community.

Activity #2	Quarters of activity	Measurement	Deadline	Responsible Agency
Activity 2.1: Create an inclusive and influential task force • Worksite Coordinators/Advisors • Strategic worksite leaders • Those impacted by proposed environmental change • Youth leaders Consider the following: *Build a diverse task force with representation from internal and external partners. Such as Hospital leaders, Chamber of Commerce, resident councils, informal community leaders, Small Business Association, Public Housing Directors.	Q1, Q2	Task force roster including institutional affiliation.	December 31, 2015	Applicant
Activity 2.2: Educate and engage task force membership regarding best practice, evidence-based strategies for tobacco control at worksites. Use available resources: *Members should complete existing tobacco online modules *Discuss knowledge of current and past tobacco-free campus/worksite initiatives	Q3, Q4	• Written description of education efforts. • List of meeting dates and attendance.	June 30, 2016	Applicant

Activity 2.3: Educate and engage task force membership regarding the design of specific tobacco-free campus/worksite policies. Consider the following: *Present and discuss the tobacco change policy brief for worksites *Present and discuss decision maker profiles, ask task force members to add additional information as needed *Discuss and agree on a proposed solution *Discuss and create a task force roles and responsibilities	Q4	• Written description of education efforts. • List of meeting dates and attendance.	June 30, 2016	Applicant
Activity 2.4: Develop task force members roles and responsibilities Consider the following: *Which coalition members will be in charge of what activities? *Consider the unique roles and relationships of each member and leverage expertise, energy, and relationships *Create communication protocol (whom can speak on behalf of the task force) *How will we make decisions (majority, consensus, etc)	Q4	Roles and Responsibilities document.	June 30, 2016	Applicant

Deliverable #3: By December 31, 2015, Gunnison County Tobacco Education Program will complete a detailed Evaluation Plan.				
Target Population: Citizens, decision-makers and stakeholders of Gunnison County's straight to work community.				
Activity #3	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency**
Activity 3.1: Enroll and complete the online module: "Designing an Effective Evaluation Plan" (R19).	Q1, Q2	Date of completion.	December 31, 2015	Applicant

Activity 3.2: Following the guidance from the online module, develop an Evaluation Plan to include description of the methods that will be used to evaluate the effectiveness of the proposed project addressing the following criteria: ***Reach:*** How will you assess whether or not the proposed project reached your target populations and to what degree? ***Implementation:*** How will you implement project activities as planned and with fidelity? ***Effectiveness:*** How will the proposed outcome objectives achieve the desired outcome and to what degree?	Q1, Q2	Date plan was submitted.	December 31, 2015	Applicant

Deliverable #4: By June 30, 2016, Gunnison County Tobacco Education and Prevention Program will subcontract with the Delta County Health Department to provide peer-mentorship.				
Target Population: Health Educator of Gunnison County Health and Human Services Department.				
Activity #4	**Quarters of activity**	**Measurement**	**Deadline**	**Responsible Agency**
Activity 4.1: Gunnison County Health and Human Services Department will contract with the Health Educator at the Gunnison County Health Department to provide peer-mentor support to help achieve the scope of work pertaining to strategic goal #4. The Contractor will be responsible for: 1:1 work plan assistance and guidance; 1:1 communication as needed; Uniform work plan coordination – standardized assessments and evaluation; Timeline for completion; 1:1 monthly check-ins; Coordination of regional conference calls once a quarter (last half of call may include STEPP's appointed TA provider); Provide technical assistance and data to assist in meeting work plan goals;	Q1, Q2, Q3, Q4	Dates of 1:1 monthly calls Dates of quarterly calls Dates of Director's meetings	June 30, 2016	Subcontractor/Applicant

Ensure a mutual direction for integrating policy language; Attend site visit meetings in the region, as funding allows; and, Report to County Directors twice per year at their regularly scheduled meetings.				

Note: The following deliverables should be completed in YEAR TWO of the grant cycle.

Deliverable #1: By January 15, 2017, Gunnison County Tobacco Education and Prevention Program will complete a mid-cycle progress report.
Target Population: Citizens, decision-makers and stakeholders of Gunnison County's straight to work community.

Deliverable #2: By June 30, 2017, Gunnison County Tobacco Education and Prevention Program in partnership with their community task force will use assessment information to develop a plan to support and implement tobacco-free campus policies at 2 or more worksites with the goal of reducing tobacco initiation and use among Gunnison County's most tobacco-burdened populations.
Target Population: Citizens of Gunnison County with an emphasis on straight to work (STW) 18 to 24 year old young adults.

Deliverable #3: By June 30, 2017, Gunnison County Tobacco Education and Prevention Program will promote cessation services for worksite employees, including the CoQuitMobile program for young adults and the Colorado QuitLine with the goal of reducing the number of tobacco users at worksites.
Target Population: Citizens of Gunnison County with an emphasis on straight to work (STW) 18 to 24 year old young adults.

Deliverable #4: By June 30, 2017, Gunnison County Tobacco Education and Pevention Program will work with at least 2 worksites to educate and promote utilization of cessation benefits available through health plans and workplace interventions with the goal of reducing tobacco use among workers, especially Gunnison's most tobacco-burdened populations.
Target Population: Citizens of Gunnison County with an emphasis on straight to work (STW) 18 to 24 year old young adults.

Deliverable #5: By June 30, 2017, Gunnison County Health and Human Services Department will subcontract with the Delta County Health Department to provide peer-mentorship.
Target Population: Health Educator of Gunnison County Health and Human Services Department.

Note: The following deliverables should be completed in YEAR THREE of the grant cycle.

Deliverable #1: By June 30, 2018 Gunnison County Tobacco Education and Pevention Program in partnership with its community task force will continue to advocate using media outreach and education for more tobacco-free worksites to reduce tobacco initiation and use among Gunnison County's most tobacco-burdened populations.
Target Population: Citizens of Gunnison County with an emphasis on straight to work (STW) 18 to 24 year old young adults.

Deliverable #2: By June 30, 2018 Gunnison County Tobacco Education and Prevention Program will complete a final evaluation report.
Target Population: Citizens, decision-makers and stakeholders of Gunnison County's straight to work community.

Deliverable #3: By June 30, 2018, Gunnison County Health and Human Services will subcontract with the Delta County Health Department to provide peer-mentorship.
Target Population: Health Educator of Gunnison County Health and Human Services.

B. Progress Reports:

Contractor shall participate in state-level evaluation efforts as requested by the State including, but not limited to, progress reports on the implementation and accomplishments of the approved Work Plan in a format provided by the State. Progress reports shall be due fifteen (15) days after each calendar quarter.

Calendar quarters shall be July 1 through September 30, October 1 through December 31, January 1 through March 31, and April 1 through June 30, as applicable.

Failure to submit progress reports in accordance with the above time frames may result in a delay or denial of the reimbursement request for those periods.

III. Personnel:

Contractor must notify the State within thirty (30) days of a change of the Project Director or Principal Investigator responsible for the performance of services provided under this Contract.

IV. Monitoring:

CDPHE's monitoring of this contract for compliance with performance requirements will be conducted throughout the contract period by the Health Educator. Methods used will include review of documentation reflective of performance including progress reports and other documentation as applicable. The Contractor's performance will be evaluated at set intervals and communicated to the contractor. A Final Contractor Performance Evaluation will be conducted at the end of the life of the contract.

V. Resolution of Non-Compliance:

The Contractor will be notified in writing within **30** calendar days of discovery of a compliance issue. Within **45** calendar days of discovery, the Contractor and the State will collaborate, when appropriate, to determine the action(s) necessary to rectify the compliance issue and determine when the action(s) must be completed. The action(s) and time line for completion will be documented in writing and agreed to by both parties. If extenuating circumstances arise that requires an extension to the time line, the Contractor must email a request to the Health Educator and receive approval for a new due date. The State will oversee the completion/implementation of the action(s) to ensure time lines are met and the issue(s) is resolved. If the Contractor demonstrates inaction or disregard for the agreed upon compliance resolution plan, the State may exercise its rights under the Remedies section of the General Provisions of this contract.

Attachment D: Budget with Justification

Colorado Department of Public Health and Environment

Colorado Department of Public Health and Environment
PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
Contract Routing

Contractor Name	Gunnison County
Budget Period	July 1, 2015 - June 30th, 2018
Project Name	Gunnison County Tobacco Education and Prevention Program

Program Contact Name, Title, Phone and Email	Carol Worrall, Public Health Director, 970-641-0209, cworrall@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jane Wyman, Senior Accountant, 970-641-7671, jwyman@gunnisoncounty.org

Expenditure Categories

Personal Services
Salaried Employees

Position Title/Employee Name	Description of Work	List SOW deliverable/ primary task number(s) this budget item supports	Gross or Annual Salary	Fringe	Percent of Time on Project	Match or In-Kind (If Required by RFA)	Total Amount Requested from CDPHE
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00

Personal Services
Hourly Employees

Position Title/Employee Name	Description of Work	List SOW deliverable/ primary task number(s) this budget item	Hourly Wage	Hourly Fringe	Total # of Hours on Project	Match or In-Kind (If Required by RFA)	Total Amount Requested from CDPHE
Health Educator/Project Coordinator	Coordinates the project, manages the grant, works with worksites to implement tobacco free policies. 0.55 FTE (20 hrs. per week) with 23% fringe for 12 months	All	$19.00	$4.50	1040.00		$24,440
							$0
							$0
							$0
							$0
							$0
							$0
							$0
					Total Personal Services (including fringe benefits)	**$0**	**$24,440**

Supplies & Operating Expenses

Colorado Department of Public Health and Environment

Colorado Department of Public Health and Environment
PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
Contract Routing

Contractor Name	Gunnison County
Budget Period	July 1, 2015 - June 30th, 2018
Project Name	Gunnison County Tobacco Education and Prevention Program

Program Contact Name, Title, Phone and Email	Carol Worrall, Public Health Director, 970-641-0209, cworrall@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jane Wyman, Senior Accountant, 970-641-7671, jwyman@gunnisoncounty.org

Item	Description of Item	List SOW deliverable/ primary task number(s) this budget item supports	Rate	Quantity	Match or In-Kind (If Required by RFA)	Total Amount Requested from CDPHE
Meeting supplies	Meeting supplies for coalition/task force/advisory group meetings, meetings with worksite staff.	4.1	5.00	100		$500
Office supplies	Miscellaneous, Office Supplies and printing costs	4.1	1.00	535		$535
						$0
						$0
						$0
						$0
						$0
				Total Supplies & Operating Expenses	**$0**	**$1,035**

Travel

Item	Description of Item	List SOW deliverable/ primary task number(s) this budget item supports	Rate	Quantity	Match or In-Kind (If Required by RFA)	Total Amount Requested from CDPHE
Lodging	4 nights in hotel in Denver for trainings	4.1	150	4		$600
Meals	Gunnison county per deim $36 per day	4.1	36	4		$144
Milage	Travel to Denver two times and to worksites in Gunnison County.	4.1	0.56	1340		$750
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
				Total Travel	**$0**	**$1,494**

Contractual

Subcontractor Name	Description of Item	List SOW deliverable/ primary task number(s) this budget item supports	Rate	Quantity	Match or In-Kind (If Required by RFA)	Total Amount Requested from CDPHE

Colorado Department of Public Health and Environment

Colorado Department of Public Health and Environment
PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
Contract Routing

Contractor Name	Gunnison County
Budget Period	July 1, 2015 - June 30th, 2018
Project Name	Gunnison County Tobacco Education and Prevention Program

Program Contact Name, Title, Phone and Email	Carol Worrall, Public Health Director, 970-641-0209, cworrall@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jane Wyman, Senior Accountant, 970-641-7671, jwyman@gunnisoncounty.org

Delta County Health Department	Gunnison County Health and Human Services, a member of the West Central Public Health Partnership, will contract with the Health Educator at the Delta County Health Department to provide peer-mentor support to help achieve the scope of work pertaining to strategic goal #4. The Contractor will be responsible for: 1:1 work plan assistance and guidance; 1:1 communication as needed; Uniform work plan coordination – standardized assessments and evaluation; Timeline for completion; 1:1 monthly check-ins; Coordination of regional conference calls once a quarter (last half of call may include STEPP's appointed TA provider); Provide technical assistance and data to assist in meeting work plan goals; Ensure a mutual direction for integrating policy language; Attend site visit meetings in the region, as funding allows; and, Report to County Directors twice per year at their regularly scheduled meetings. This peer-mentor model is expected to help build capacity and competency at the local level to advance tobacco control activities. The amount was calculated at 10% of total contract amount to cover subcontrators time and communication expenses.	4.1	10%	33,333		$3,333
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
						$0
				Total Contractual	**$0**	**$3,333**
					SUB-TOTAL BEFORE INDIRECT	**$30,302**

Colorado Department of Public Health and Environment

Colorado Department of Public Health and Environment
PREVENTION SERVICES DIVISION- BUDGET WITH JUSTIFICATION FORM
Contract Routing

Contractor Name	Gunnison County
Budget Period	July 1, 2015 - June 30th, 2018
Project Name	Gunnison County Tobacco Education and Prevention Program

Program Contact Name, Title, Phone and Email	Carol Worrall, Public Health Director, 970-641-0209, cworrall@gunnisoncounty.org
Fiscal Contact Name, Title, Phone and Email	Jane Wyman, Senior Accountant, 970-641-7671, jwyman@gunnisoncounty.org

Indirect			
Item	**Description of Item**	**Match or In-Kind (If Required by RFA)**	**Total Amount Requested from CDPHE**
Negotiated Indirect cost rate (Federal, State, or CDPHE)			
Indirect rate (other):	Indirect rate includes, supervision, financial services, phone, office use, etc. at 10%		$3,030
Indirect (modified or additional base)			
	Total Indirect	**$0**	**$3,030**
	TOTAL MATCH OR IN KIND	**$0**	
		TOTAL	**$33,333**

Copy of Federal or CDPHE negotiated indirect rate agreement

COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

COLORADO LOCAL PUBLIC HEALTH AGENCY
INDIRECT COST NEGOTIATION AGREEMENT

Local Public Health Agency

Gunnison County Public Health
& Family Planning
200 East Virginia
Gunnison, CO 81230

DATE: September 16, 2013

FILING REF: This replaces the
Negotiation Agreement for the
1-1-13 to 12-31-13 Indirect Rate

The indirect cost rate(s) contained herein is for use on grants and contracts with the Colorado Department of Public Health and Environment to which the Office of Management and Budget Circular A-87 applies subject to the limitations contained in Section II, A., of this agreement. The rate(s) was negotiated by Gunnison County Public Health & Family Planning and the Colorado Department of Public Health and Environment.

SECTION I: RATES

Type	Effective Period From	To	Rate*	Locations	Applicable To
Fixed:	1/1/2014	12/31/2014	60.12%	All	All programs

*Base: Total Direct Costs

Treatment of Fringe Benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs.

SECTION II: GENERAL

A. LIMITATIONS: Use of the rate(s) contained in this agreement is subject to any statutory or administrative limitations and is applicable to a given grant or contract only to the extent that funds are available. Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor or allocated to grantee/contractor via an approved Central Service cost allocation plan were incurred in its indirect cost pool as finally accepted and that such incurred costs are legal obligations of the grantee/contractor and allowable under the governing cost principles, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, (3) that similar types of costs have been accorded consistent treatment, and (4) that the information provided by the grantee/contractor which was used as a basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially inaccurate.

B. AUDIT: Adjustments to amounts resulting from audit of the cost allocation plan upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.

C. CHANGES: If a fixed or predetermined rate(s) is contained in this agreement it is based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Changes in the organizational structure or changes in the method of accounting for costs which affect the amount of reimbursement resulting from the use of the rate(s) in this agreement require the prior approval of the authorized representative of the Colorado Department of Public Health and Environment. Failure to obtain such approval may result in subsequent audit disallowances.

D. FIXED RATE(S): The fixed rate(s) contained in this agreement is based on an estimate of the costs which will be incurred during this period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made in the negotiation following such determination to compensate for the difference between that cost used to establish the fixed rate and that which would have been used were the actual costs known at the time.

E. NOTIFICATION TO OTHER LOCAL PUBLIC HEALTH AGENCIES: Copies of this document may be provided to other local public health agencies if requested by them.

F. SPECIAL REMARKS: Colorado Department of Public Health and Environment programs currently reimbursing indirect costs to this Local Public Health Agency by means other than the rate(s) cited in this agreement should be credited for such costs and the applicable rate cited herein applied to the appropriate base to identify the proper amount of indirect costs allocable to the program.

Local Public Health Agency	Colorado Department of Public Health and Environment
Matthew Barnes	Patricia Theriot
Name	Name
County Manager	Internal Auditor
Title	Title
10/01/2013	9/16/13
Date	Date

Letters of Support

MATTHEW KUEHLHORN, GCSAPP DIRECTOR
Phone: (970) 641-7396
Email: mkuehlhorn@gunnisoncounty.org
Website: www.GCSAPP.net

September 15, 2014

To:
Tobacco Education, Prevention and Cessation Grant Program
Colorado Department of Public Health & Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

Re: Grant #1278, FY16-18, Gunnison County Tobacco Education and Prevention Program.

As Director of the Gunnison County Substance Abuse Prevention Project (GCSAPP), I am grateful for the opportunity to submit this letter in support of the Gunnison County Tobacco Education and Prevention Program request being submitted by the Gunnison County Department of Health and Human Services (GCHHS) to the Tobacco Education, Prevention and Cessation Program for Fiscal Years 2016 through 2018.

The purpose of this grant is to implement tobacco worksite policies and services to increase the cessation rate of low socioeconomic and straight to work young adults. We wish to support GCHHS's efforts in our shared service area of Gunnison County.

GCSAPP frequently collaborates with the GCHHS and supports their work, which will have positive outcomes for youth as well as adults. Studies show that smoke-free policies, like the Colorado Clean Indoor Air Act, had a positive effect on youth rates of tobacco use.

GCSAPP would allow updates to be made to the GCSAPP coalition from the GCTEPP and if there were need of an advisory committee, would allow the GCSAPP members the option to join a GCTEPP advisory committee.

I encourage you to consider this grant request favorably and appreciate the opportunity to give my support and that of our organization. If there is anything further I can contribute, please do not hesitate to contact me.

Sincerely,

Matthew S. Kuehlhorn, CPSII
Project Director

Gunnison County
COLORADO

JUVENILE SERVICES
Phone: (970) 641-7902 Fax: (970) 641-9079
Website: www.GunnisonCounty.org

September 15, 2014
To:
Tobacco Education, Prevention and Cessation Grant Program
Colorado Department of Public Health & Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

Re: Grant #1278, FY16-18, Gunnison County Tobacco Education and Prevention Program.

As Director of the Juvenile Services Department for Gunnison County, I would like to take this opportunity to submit this letter in support of the Gunnison County Tobacco Education and Prevention Program request being submitted by the Gunnison County Department of Health and Human Services (GCHHS) to the Tobacco Education, Prevention and Cessation Program for Fiscal Years 2016 through 2018.

The purpose of this grant is to implement tobacco worksite policies and services to increase the cessation rate of low socioeconomic and straight to work young adults. We wish to support GCHHS's efforts in our shared service area of Gunnison County.

The programs in our office which include; the Gunnison County Substance Abuse Prevention Project, the Family Advocacy and Support Team and Juvenile Diversion frequently collaborate with the GCHHS and support their work, which will have positive outcomes for youth as well as adults. Studies show that smoke-free policies, like the Colorado Clean Indoor Air Act have a positive effect on youth rates of tobacco use.

Juvenile Services will provide information and advice to the GCTEPP related to the expertise and knowledge of our work with juveniles involved in the justice system. Juvenile Services also provides the Second Chance program to youth who are found guilty of a youth tobacco violation within the City of Gunnison.

I encourage you to consider this grant request favorably and appreciate the opportunity to give my support and that of our organization. If there is anything further I can contribute, please do not hesitate to contact me.

Sincerely,
Janet Reinman
Janet Reinman
Juvenile Services Director

HEALTH AND HUMAN SERVICES DEPARTMENTS
Human Services Phone: (970) 641-3244 Fax: (970) 641-3738
Public Health Phone: (970) 641-0209 Fax: (970) 641-8346
Multicultural Resource Services (970) 641-7999 Fax: (970) 641-8346
225 N Pine St. Ste. B, Gunnison, CO 81230
epedersen@gunnisoncounty.org
Website: www.GunnisonCounty.org/multicultural

To:
Tobacco Education, Prevention and Cessation Grant Program
Colorado Department of Public Health & Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

Re: Grant #1278, FY16-18, Gunnison County Tobacco Education and Prevention Program.

As Coordinator of the Multicultural Resource Services for Gunnison County, I am grateful for the opportunity to submit this letter in support of the Gunnison County Tobacco Education and Prevention Program request being submitted by the Gunnison County Department of Health and Human Services (GCHHS) to the Tobacco Education, Prevention and Cessation Program for Fiscal Years 2016 through 2018.

The purpose of this grant is to implement tobacco worksite policies and services to increase the cessation rate of low socioeconomic (LOW SES) and straight to work (STW) young adults. We wish to support GCHHS's efforts in our shared service area of Gunnison County.

The Multicultural Resource Services (MRS) works with immigrants, especially non-English speaking residents of Gunnison County, many of whom are LOW SES and STW adults. The MRS would support the work of GCTEPP, which will have positive outcomes for youth as well as adults. Studies show that smoke-free policies, like the Colorado Clean Indoor Air Act have a positive effect on youth rates of tobacco use.

The MRS will provide information and advice to the GCTEPP related to the expertise and knowledge of our work with LOW SES adults and their work environments.

I encourage you to consider this grant request favorably and appreciate the opportunity to give my support and that of our organization. If there is anything further I can contribute, please do not hesitate to contact me.

Sincerely,

E Pedersen

Ellen Pedersen,
Coordinator, Multicultural Resource Services

DELTA COUNTY, COLORADO

DEPARTMENT OF HEALTH & HUMAN SERVICES

Bonnie H. Koehler
Health Officer

William C. Lemoine
Director

August 25, 2014

West Central Public Health Partnership
c/o Gunnison County Department of Health and Human Services
225 North Pine Street, Suite E
Gunnison, CO 81230

Re: RFA #1278

Dear Public Health Director,

The Delta County Health Department (DCHD) would like to develop a peer-mentor relationship with each county belonging to the West Central Public Health Partnership (WCPHP) to help advance tobacco control activities in each respective county. The mission of the WCPHP is to build and strengthen public health infrastructure by identifying and improving collaborative projects that benefit the counties of Delta, Gunnison, Hinsdale (soon to include Mineral County), Montrose, Ouray and San Miguel.

This partnership has an Intergovernmental Agreement (attached) already in place and has completed many successful regional public health projects over the last 8 years. Additionally, the partnership has identified worksite wellness and substance use, including tobacco, in its Public Health Improvement Plan of 2011.

Under the partnership agreement, each county agrees to cooperate between themselves for policy direction, program development, coordination of resources and the development of a strategic plan to serve the public health infrastructure in each respective county.

Specific responsibilities of DCHD to support WCPHP Counties in achieving the proposed scope of work for STEPP's Strategic Goal #4 include:

- 1:1 work plan assistance and guidance
- 1:1 communication as needed
- Uniform work plan coordination – standardized assessments and evaluation
- Timeline for completion
- 1:1 monthly check-ins

Health Services Building
255 West 6th Street
Delta, Colorado 81416
(970) 874-2165
(970) 874-2175 Fax

Human Services Building
560 Dodge Street
Delta, Colorado 81416
(970) 874-2030
(970) 874-2068 Fax

North Fork Annex
196 West Hotchkiss Avenue
Hotchkiss, Colorado 81419
(970) 872-1000
(970) 872-1250 Fax

- Coordination of regional conference calls once a quarter (last half of call may include STEPP's appointed TA provider)
- Provide technical assistance and data to assist in meeting work plan goals
- Ensure a mutual direction for integrating policy language
- Attend site visit meetings in the region, as funding allows
- Report to County Directors twice per year at their regularly scheduled meetings

Estimated funding for this Regional support would be 10% of your STEPP contract amount payable in quarterly installments.

We look forward to working with each County as we further develop this regional model to help build capacity and competency at each local agency for continued tobacco control work. Remember, this is the first year of the 3-year project and we may have to refine each other's responsibilities and the level of financial support as we clarify our respective responsibilities and competencies.

Sincerely,

Bonnie Horn Koehler

Bonnie H. Koehler
Health Officer

Attachment E: W9

Form **W-9**
Substitute Form
State of Colorado 8-2007

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Print or Type
See Specific Instructions on page 3.

Name
Gunnison County

Business name, if different from above

Check appropriate box:
☐ Individual/ Sole Proprietor ☐ Corporation ☐ Partnership ☒ Other ▶ Government entity ☐ Exempt from backup withholding

Address (number, street, and apt. or suite no.)
200 E. Virginia Ave.

Requester:

City, state, and ZIP code
Gunnison, CO 81230

List Account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN) **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN on page 3.**

Note: *If the account is in more than one name, see the chart on page 3 for guidelines on whose number to enter.*

Social Security number

Employer identification number								
8	4	6	0	0	0	7	7	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because. **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 3.)

Sign Here | Signature of U.S. person ▶ Margaret Macker | Date ▶ 9/16/14

Minority and Women-owned Businesses (M/WBEs) Self Certification (Please check all boxes that apply)

In an effort to track levels of participation by women and minorities doing business with the State of Colorado, the following information is requested. Please indicate the appropriate category of ownership for your company. "Owned" in this context means a business that is at least 51 percent owned by an individual(s) who also control(s) and operate(s) it. "Control" in this context means exercising the power to make policy decisions. "Operate" means actively involved in the day-to-day management. If you business is jointly owned by both men and women or is a large publicly held corporation, please check the box labeled "Not Applicable."

Gender Information:

☐ Female-Owned ☐ Male-Owned ☐ Not Applicable

Owner Ethnicity Information

☐ African American ☐ Asian/Pacific American ☐ White (non-Hispanic) ☐ Not Applicable

☐ Hispanic American ☐ Native American ☐ Other: _____

Small Business Information

Small Business (a business that is organized for profit, is independently owned and operated, and has 25 or fewer full time equivalent employees.)

☐ Yes ☐ No

Attachment F: Evaluation Guide

1. Core Problem	Explain the problem your proposed intervention addresses. We suggest framing your core problem by answering these three questions: 1) what is wrong, 2) why does this problem matter, and 3) what will your project do about this problem?
1) Low socioeconomic status and straight to work young adults are disparately affected by tobacco. 2) Tobacco use leads to chronic disease and early death, and 3) This project will implement tobacco related worksite wellness policies in the LOW SES and STW youth populations, encouraging cessation and tobacco free campuses, resulting in higher rates of cessation among this population.	
2. Community Needs	Make your case stronger and more specific by referencing the community need, supported by evidence, which led you to select and propose work on this problem.
Although local data sources on LOW SES and STW populations do not exist, state data and anecdotal evidence suggests that this population in Gunnison County has a higher rate of tobacco use than the general population. Gunnison County also has a history of ranching, resulting in a higher rate of chew use (HKCS, 2006-2013). Gunnison County as a resort destination with a ski area has large number of young adults in the service and construction industries.	
2a. On what are you basing this need (List the data and the data sources such as a community needs assessment, state, regional or even local data findings used to arrive at your conclusions about community needs.)	
The 2011 Regional Health Assessment, including Gunnison County, which included local stakeholder meetings. Healthy Kids Colorado Survey 2006-2013 shows a higher rate of chew use than the state average.	
3. Desired Results	Identify your desired results by describing what you expect to achieve at three separate points in time if your program is funded
Short term (3-18 mo): A needs assessment will have been completed on tobacco use and LOW SES and STW worksites specifically. Health Advisors will be trained through Health Links. New tobacco staff will have completed the online tobacco modules. A coalition/advisory group/task force will have been created to address this work at a community level. Intermediate term (18-36 mo): Multiple worksites will have been contacted and 2 chosen to work with to promote tobacco worksite wellness policies. Long term (36mo + i.e. beyond the grant period): Tobacco worksite wellness policies will have been implemented in at least 2 worksites. Demand for these services will have increased. There will be increased rates of cessation in the LOW SES and STW population.	

4. Influential Factors	What influential factors could influence the implementation and desired results of your project? For example, what may support the work and what might cause some barriers to reaching your desired results? How will you identify factors that are affecting the implementation of your strategy and the success of your intervention and identify necessary adjustments?

Supports: Ability to identify willing worksites and champions within worksites to assist with implementation. This may be assisted by work of the coalition/advisory committee/task force.
Barriers: Staff turn-over at businesses. Small businesses are less likely to have capacity to create policies and may lack policies in general.
Identifying factors and making adjustments will take place as the work progresses and through discussions with regional mentor, as well as state staff, and Health Links.

5. Assessing the Impact of your work	How will you know if your intervention was successful? What are the dimensions or indicators of success and how do you propose to measure this during and at the end of your project period?

Progress data on activities will be collected and reported on. Outcome data will be collected such as proof of written tobacco worksite policies. If possible health outcomes of worksite staff may be part of data collection. Tobacco rates of the adult population will be monitored using existing BRFSS data from the CDPHE website.

Attachment H: Tobacco Statutory Requirements Checklist to Application Submission Checklist

Tobacco Education, Prevention, and Cessation Grant Program Requirements Checklist

According to Colorado Law, an entity that applies for Amendment 35 grant funding shall, in the application, demonstrate the tobacco education, prevention, or cessation program provides at least one of the following provisions.

Indicate which statutory provision(s) the application proposes to address. Please reference **Appendix C** when completing this checklist.

Statutory/Regulatory Section	***Statutory/Regulatory Provision***	***Addresses and Meets Criteria:***
C.R.S. § 25-3.5-805(1)(a) 6 C.C.R. 1015-5(1.2)(2)(a)	Education designed for school-age children that, at a minimum, addresses tobacco use prevention and cessation strategies and the dangers of tobacco use	
C.R.S. § 25-3.5-805(1)(b) 6 C.C.R. 1015-5(1.2)(2)(b)	Education programs, including but not limited to school, work site, mass media, and health-care setting programs, designed to prevent or reduce the use of all types of tobacco products or help reduce exposure to secondhand smoke	
C.R.S. § 25-3.5-805(1)(c) 6 C.C.R. 1015-5(1.2)(2)(c)	Counseling regarding the use of all types of tobacco products	
C.R.S. § 25-3.5-805(1)(d) 6 C.C.R. 1015-5(1.2)(2)(d)	Programs that address prevention and cessation of the abuse of various types of drugs, with an emphasis on prevention and cessation of tobacco use	
C.R.S. § 25-3.5-805(1)(f) 6 C.C.R. 1015-5(1.2)(2)(e)	Tobacco use and substance abuse prevention and cessation services addressed to specific population groups such as adolescents and pregnant women and provided within specific ethnic and low-income communities	
C.R.S. § 25-3.5-805(1)(g) 6 C.C.R. 1015-5(1.2)(2)(f)	Training of teachers, health professionals, and others in the field of tobacco use and prevention	
C.R.S. § 25-3.5-805(1)(h) 6 C.C.R. 1015-5(1.2)(2)(g)	Tobacco addiction prevention and treatment strategies that are designed specifically for persons with mental illness	
C.R.S. § 25-3.5-805(1)(i) 6 C.C.R. 1015-5(1.2)(2)(h)	Activities to prevent the sale or furnishing by other means of cigarettes or tobacco products to minors	
C.R.S. § 25-3.5-805(1)(j) 6 C.C.R. 1015-5(1.2)(2)(i)	Programs that are designed to eliminate health disparities among segments of the population that have higher than average tobacco burdens	X