



Tobacco Local Public Health Core Community Grantees FY19-21 Kickoff Webinar

State Tobacco Education and Prevention Partnership
Presented on July 31, 2018



COLORADO
Department of Public
Health & Environment

Welcome!

- Welcome to the start of the FY19-21 Tobacco LHA Core Communities Grantees funding cycle!
- This webinar will cover standard topics of interest to grantees such as media, fiscal-related items, training and technical assistance, and evaluation
- Today's webinar will not cover details related to the FY19 Tobacco funding reductions.

Webinar Logistics

- Live webinar - please mute your phones/microphones!
- Please do not place your phone on hold during the call
- Today's presentation will be recorded and archived on the Tobacco Free Colorado website.
- Questions:
 - There will be breaks at the end of each session for questions.
 - Please use the chat feature to ask your question.
 - Questions will be viewable by all webinar participants.

Presentation Outline

- ❖ STEPP Team Introductions
- ❖ Media Updates
- ❖ Fiscal, Contracts, and Compliance
- ❖ Contract Monitoring
- ❖ Training and Technical Assistance
- ❖ Evaluation Plan



STEPP TEAM INTRODUCTIONS

STEPP Points of Contact (POC)

Members of the STEPP team are assigned as the **first and ongoing point of contact** for all Tobacco grantees.

POCs are familiar with grantee statements of work (SOW), implementation plans, tobacco-focused community profiles, grantee program successes and barriers.

POCs provide:

Contract monitoring duties

- ✓ Invoice reviews
- ✓ Quarterly progress reports
- ✓ Quarterly performance and evaluation
- ✓ Check-in calls
- ✓ Programmatic site visits

Answering questions

- ✓ Tobacco program content
- ✓ Technical assistance (TA)
- ✓ Link to appropriate TA resources
- ✓ Fiscal, contracts, and compliance-related topics

TOBACCO PROGRAM POINTS OF CONTACT

Cessation Pillar

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National Jewish - QuitLine

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ALA- ONE Step	BHWP- HS
BHWP-WH	Children's
E-Referral 2.0	#TIQ (Truth)
RMHPF-BMTF	Summit CCC
*MCH Liaison	

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ALA-NOT	CASBHC-SBHC
MUH Nav- El Paso	Broomfield
MUH Nav-Mercy	Delta (6)
MUH Nav-JCMH	Fremont (2)
DHHA Community	Mesa
Kit Carson	Lake

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Northwest CO Health(4)	Pitkin (3)
CBHC	Weld
*GIS Mapping	

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Pueblo	Rio Blanco
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Chaffee	Larimer	Park
Rio Grande (5)	Summit LHA	RMC
SJB Health (2)	Tri-County(4)	San Juan

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FDA Jefferson	FDA Mesa
FDA Pueblo	FDA Weld

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Jennifer Schwartz
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CSPH-TA	CDC Workplan
BWHP-TA	

Evaluation and Surveillance

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Alison Reidmohr
Tobacco Communications Specialist
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Inline	SE2-Tob Aw.
SE2-TIQ Media	

STEPP Subject Matter Experts (SMEs)

- Some STEPP staff members also serves as experts focused on a particular aspect of tobacco control. These individuals have specialized knowledge and expertise, but are not assigned to work with specific grantees on an ongoing basis.
- SMEs connect with grantees through grantees' POCs.

ADMINISTRATIVE TEAM
Fiscal, Contracts, and Compliance Branch

Kim Medema, Budget Analyst

Lenora Kingston, Contracts Administrator

Ryan Rivera, PSD Compliance Officer

Your assigned Tobacco Program POC is the person to contact with program, fiscal, or contracts questions. The POC will triage to the administrative team as necessary.



TOBACCO MEDIA UPDATES

STEPP TEAM SUPPORT

Communications

Communications Specialist: [Alison Reidmohr](#)

The Communications Specialist performs the following functions:

- ✓ Manages the two primary STEPP media contracts
- ✓ Responsible for all internal and external tobacco related communications
- ✓ Assists grantees with guidance and support on all tobacco specific media efforts

Quitline Media Project

QuitLine Media (InLine)

- Statewide media project to promote the Colorado QuitLine coquitline.org & 1-800-QUIT-NOW
- QuitLine services operated by National Jewish Health
- Current plan will utilize the Tips from Former Smokers campaign (CDC), and a variety of other new spots: It's Hard Being a Smoker (MN), NEW Low SES Campaign, testimonial spots and web demonstration videos
- Media mix to include
 - TV to cover every Colorado DMA
 - Digital
 - Potentially some radio or out of home

QuitLine Creative

COLORADO
QuitLineTM
Be tobacco free

1.800.QUIT.NOW

(1-800-784-8669) / www.coquitline.org



TA and Templates

Media Templates (SE2)

- Provides a variety of free marketing resources for grantees at COHealthResources.org
- Many materials are customizable which allow you to tailor your message to your audience
- SE2 will provide training to help you plan media
- Grantees can use the Power of All catalogue to identify the best campaigns to reach your target audiences
- Media training videos and social media and digital content can be found in the Tobacco Free CO Page.

Template Media Resource Guide



FACT:
TEENS WHO START VAPING ARE 4x MORE LIKELY TO SMOKE CIGARETTES A YEAR LATER.

GET THE FACTS

GUESS WHICH ONE REQUIRES A LICENSE TO BE SOLD?

FIREWORKS

Finding the Right Campaign

This handy chart offers a quick look at the resources provided to you as part of the COHHS tobacco template project. Use this page to see if you identify the campaign that works for your state, audience, media, or community.

	STATE	ADOLESCENTS	ADULTS	TEENAGE PREGNANCY	SMOKING CESSATION	TOBACCO USE	TOBACCO USE	TOBACCO USE
The Day After	X	X	X	X	X	X	X	X
Advertisement for	X	X	X	X	X	X	X	X
Real Stories	X	X	X	X	X	X	X	X
Quit Now!	X	X	X	X	X	X	X	X
Quit Now!	X	X	X	X	X	X	X	X
Quit Now!	X	X	X	X	X	X	X	X
Quit Now!	X	X	X	X	X	X	X	X
Quit Now!	X	X	X	X	X	X	X	X
Quit Now!	X	X	X	X	X	X	X	X
Quit Now!	X	X	X	X	X	X	X	X

TIPS FOR YOU

Available for 2018 at tobaccoinformation.org, and fully customizable, our campaigns are meant to be utilized as a set. Services effectively communicate larger the audience across multiple channels at the same time.

THE THRILL OF THE GAME, CRUSHED BY THE FOUL SMELL OF SECONDHAND SMOKE

BEARS KILL 3 AMERICANS PER YEAR
CIGARETTES KILL ALMOST 500,000

KNOW THE REAL KILLERS. QUIT WHILE YOU STILL CAN.

THE DAY I QUIT, I'll do more.

Webhub Media

Media Templates (SE2)

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Coordinating Media with STEPP

In an effort to be coordinated and complementary of each other's media efforts across the state - we ask that all grantees submit the media planning template before buying any media

- Find the best campaign for your work using the resource guide and download materials from COHealthResources.org
- Complete the media planning template and send to Alison - and request a consultation meeting if needed
- Attach a flight plan if available

How to Stay Connected

STEPP Grantee Newsletter

- Contact Alison Reidmohr to get added to the list
- Newsletter goes out every other Thursday, and is our primary communication method

STEPP Facebook Group

- Contact Alison Reidmohr to be added - you will need an active Facebook account
- Tobacco Free CO page
- Learning Community Calls and other webinars are announced in the newsletter and posted to TFC.

Media Questions?



FISCAL, CONTRACTS, AND COMPLIANCE

PSD Fiscal Staff

Fiscal Officer: [Kim Medema](#)

The Fiscal Unit performs the following functions:

- ✓ Review of invoices and tracking of expenditures
- ✓ Review of budgets and budget narratives
- ✓ Process payments and other reimbursements
- ✓ Primary contact for invoice discrepancies

General Reminders

Cost reimbursable contract

Before requesting reimbursement from the Colorado Department of Public Health and Environment (CDPHE), grantees must:

- ✓ **Incur** the cost
- ✓ **Perform work** associated with the cost (if applicable)
- ✓ Also applies to subgrants

Fiscal/Contract Requirements

Important Fiscal Guidelines:

- The Contractor shall submit **monthly** reimbursement invoice forms
- Invoices must be submitted to STEPP at cdphe_stepp_PG@state.co.us within **45 days** of the end of each month
- Invoice should list line items as approved in the budget
- **All expensed items must be paid for AND received by end of grant year**
- Expenses must be:
 - Necessary
 - Reasonable
 - Allocable AND
 - Allowable

Standardized Invoice

A pre-populated invoice template is typically provided to each grantee

- Each invoice must have a **unique invoice number** (such as Program Name October 2017)
- A regular monthly invoice is expected. This is comprised of two (2) documents that make up your invoice:
 - Expenditure Detail form (enter data in this tab). Information entered pre-populates the Reimbursement Cover Page.
 - Reimbursement Cover Page. Print, sign, scan and submit with the Expenditure Detail form.

Invoicing Process



Send to Program Contact listed on invoice template. Contact reviews invoice and compares costs to approved statement of work and program progress. Will forward to Fiscal Officer.



Fiscal Officer reviews information in invoice. Compares costs to approved budget and disallowed costs, if any. If Program or Fiscal staff has questions about your invoice, you will typically be contacted by the Fiscal Officer.

Expense Billing Period and Tracking

- Project billing period:
 - **Contract start date** (or upon execution of the contract) through **Contract end date**
- Funds may not be co-mingled. Each agency must have a mechanism in place to track expenses relating to this project separately from other agency expenses.
- State and federal rules mandate that fund recipients may not bill a contract for expenses that occur outside the contract period.

Supporting Documentation Requirements

DO NOT submit source documentation with invoices unless it is specifically requested.

Local Public Health Agency (LPHA) - CDPHE's Financial Risk Management System (FRMS) Unit will request and review invoice documentation

Budget Revisions

If a budget revision is needed and there is no change to the Statement of Work:

Expenses must be “**necessary, reasonable, allocable and allowable**”

- Ask yourself if the cost is necessary and if so, is it reasonable? Use your knowledge of costs in your area and do research when needed!
- Ask yourself if the cost is allocable to your project? Know your Statement of Work!
- Ask yourself if the cost is allowable under your contract?
- Contact your POC if changes to your budget are approaching 25%

Budget Revisions (continued)

Discuss your needs with your [Program Contact](#) as soon as possible. A budget revision:

- [Takes time](#) (10-15 days to consider the request).
- [Requires signatures](#).
- Is [required](#) if you want to add a budget category (Travel, Personal Services, Operating, Contractual) that was not in your original approved budget.
- Must be reviewed by PSD contract staff. May require a [contract amendment](#) if it is determined that the Statement of Work is affected.

Budget Revisions (continued)

- Budget Revisions are **prospective** (relating to or effective in the future), **not retroactive**. So if a budget revision is approved, new costs are only allowed as of the revision approval date.
- CDPHE **cannot** reimburse for **expenses in excess of 25%** per budget category that have been incurred without prior approval. In other words, if an agency exceeds allowable costs, the ***grantee is responsible for costs.***
- Budget Revision requests may not be submitted in the last 90 days of the contract period.

Final Invoice and Fiscal Year Close

Final invoice:

- Enter “Yes” in the appropriate field on the standardized invoice form when submitting the final invoice for your project.
- Is due 45 days after the end of your contract period.

Fiscal year-end accounts payable estimate letter/matrix:

- CDPHE must accrue all financial obligations (invoices not paid) that have not been submitted or paid by June 30 of any year. Grantees and contractors should see a request for information related to costs incurred but not invoiced for.

Fiscal Questions?

PSD Contracts Staff

Contracts Administrator: [Lenora Kingston](#)

The Contracts Administrator performs the following functions:

- ✓ Writes all STEPP contracts, amendments, and other commitment documents
- ✓ Provides contracts and procurement guidance to STEPP POCs
- ✓ Consults with program staff regarding statements of work (SOW) revision requests from grantees

Contract Requirements

Additional Provisions:

- ✓ CDPHE has the option to reduce current funding and reallocate monies if Contractor is unable to fully expend funds.
- ✓ Unless approved by CDPHE, Amendment 35 funds may not be used to supplant funding for an existing programs/models, develop new cessation programs/models, develop curricula for youth or adults not reviewed and approved by the State, pay for individual cessation aids or nicotine replacement therapy, fund capital improvements, or fund costs of enforcement of state or local laws and ordinances.
- ✓ Contractor shall not use funds provided under this Contract for the purpose of lobbying as defined in Colorado Revised Statutes (CRS) 24-6-301 (3.5)(a)

Contract Requirements

Additional Provisions:

- ✓ Publications, presentations, or public events resulting from Amendment 35 Grants Program funding must include the following acknowledgement and disclaimer: *Funding for this event/project/program was provided (in part) by Amendment 35 Tobacco Education, Prevention, and Cessation Grant Program funding. The views expressed do not necessarily reflect the official policies of, nor does the mention of imply endorsement by the Colorado Department of Public Health and Environment.*
- ✓ Contractors that provide direct services of benefit to individuals 18 years of age or older shall ensure, as specified by regulation, they only provide services to individuals lawfully present in Colorado. Contractor shall maintain documentation demonstrating the individual's establishment of lawful presence, which shall include documentation of an appropriate identification document and an affidavit as required by section 24-76.5-103, CRS.

Contracts Questions?

PSD Fiscal Compliance

PSD Lead Auditor: [Ryan Rivera](#)

The Compliance Unit performs the following functions:

- ✓ Financial Risk Assessments
- ✓ Fiscal monitoring to ensure compliance with rules and regulations
- ✓ Compliance technical assistance

Financial Risk Assessments

- Financial Risk Management System (FRMS)
 - Local Public Health Agencies and Denver Health
- Compliance Unit Financial Risk Assessments
 - Nonprofit Agencies

Rules and Regulations

- 2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
 - Subpart E-Cost Principles Basic Considerations 200.402
 - Subpart E-Cost Principles General Provisions for Selected Items of Cost
- Grant Requirements
- Contract Requirements
- Audit Requirements

Fiscal Monitoring

- Site Visits
- Desk Reviews
- Source Documentation Reviews

Frequent Findings

Food and Meal Requirements

- Food at regular staff meetings is not an allowable cost. There are a some circumstances where purchasing food/drink is an allowable cost. For example, food for outside stakeholders tied to an event or conference.
- Food/meal costs can be subject to scrutiny.
- Contracting agencies are required to be good stewards of State and Federal money, using it in the most effective way possible.

Frequent Findings

Time and Effort Requirements

- If employees work on and are charged to multiple projects, the employees must complete timesheets/activity reports detailing time worked on each project.
- Salary must be allocated to the projects based on those timesheets/activity reports. **DO NOT use budget estimates to prepare invoices (e.g., 1/12 method)**. Actual salary, fringe, and time percentages must be used to determine Personal Services costs for each invoice.
- Records of these expenses will be reviewed during the FRMS risk assessment

Compliance Questions?



CONTRACT MONITORING

Contract Monitoring

Quarterly Performance and Evaluation

STEPP conducts performance evaluations quarterly and annually each year during the three-year funding cycle.

- Five (5) evaluation categories:
 - Quality of service
 - Timeliness of service
 - Cost/Budget Management
 - Customer Service
 - Contract Deliverables
- Three (3) evaluation ratings:
 - Standard
 - Below Standard
 - Above Standard



TRAINING AND TECHNICAL ASSISTANCE

STEPP TEAM SUPPORT

Training and Technical Assistance

Training and Technical Assistance Manager: [Jennifer Schwartz](#)

The Training and TA Manager performs the following functions:

- ✓ Manages the two primary statewide capacity building STEPP TA contracts, CSPH and BHWP
- ✓ Manages internal monthly meeting with Statewide TA Partners: CSPH, BHWP, DHHA, CEPEG, SE2
- ✓ Manages internal quarterly meeting with all project specific, statewide and STEPP TA providers
- ✓ Oversees CDC work-plan and reporting



YOU'RE NOT IN THE FIGHT ALONE

We call it the **POWER OF ALL**. Because all of us, working together, is better than any one of us working apart.

[STEPP TA Ecosystem](#)

[POC Contact Sheet](#)

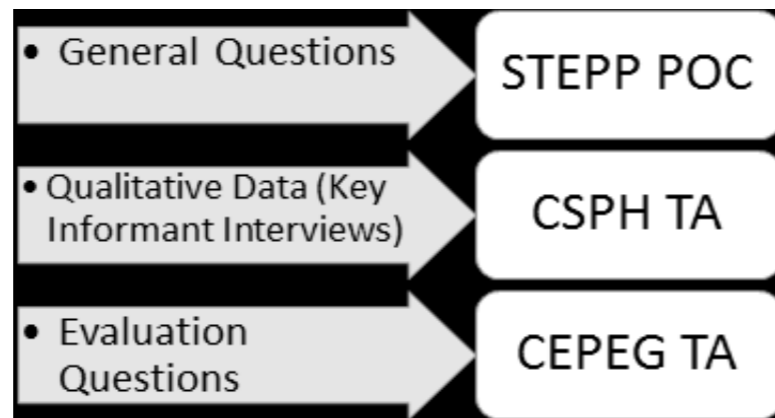
[TA Provider Contact Sheet](#)

New! Connect with [Peer Mentors](#)

Tobacco Focused Community Profile

Dec 31: TFCPs completed

Apr 30: Implementation Plans completed
updated annually, at minimum



FAQ Process

Find all things TFCP related [here](#)

Questions?



EVALUATION

Evaluation

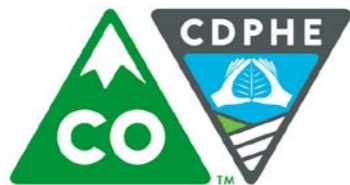
Evaluation Plan

- Online evaluation module is available at evaluationco.org
- The goal of the module is to help Amendment 35 funded grantees easily and successfully evaluate projects through capacity building and skill and project design and evaluation
- As grantees begin working on TFCPs, the evaluation module will help grantees define “problems” that serve as the basis for the development of implementation plans to guide work in Years 2 and 3.
- Technical assistance is available from CEPEG.

Questions?



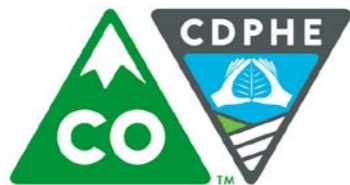
Final Questions?



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Thank you!



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