



# Tobacco FY19-21 Kickoff Webinar RFA and Continuation Grantees

State Tobacco Education and Prevention Partnership  
Presented on August 1, 2018





# Welcome!

- Welcome to the start of the FY19-21 Tobacco RFA and Continuation 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
- ❖ Training and Technical Assistance
- ❖ Evaluation
- ❖ Fiscal, Contracts, and Compliance
- ❖ Contract Monitoring





# 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-WH  
E-Referral 2.0  
RMHPF-BMTF  
\*MCH Liaison

BHWP- HS  
Children's  
#TIQ (Truth)  
Summit CCC

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ALA-NOT  
MUH Nav- El Paso  
MUH Nav-Mercy  
MUH Nav-JCMH  
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Kit Carson

CASBHC-SBHC  
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Delta (6)  
Fremont (2)  
Mesa  
Lake

## State and Community Policy Pillar

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CSPH-TA

CDC Workplan BWHP-TA

## Evaluation and Surveillance

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Tobacco Communications Specialist  
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Inline  
SE2-TiQ Media

SE2-Tob Aw.

# 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](http://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

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**QuitLine**™  
*Be tobacco free*

**1.800.QUIT.NOW**

(1-800-784-8669) / [www.coquitline.org](http://www.coquitline.org)



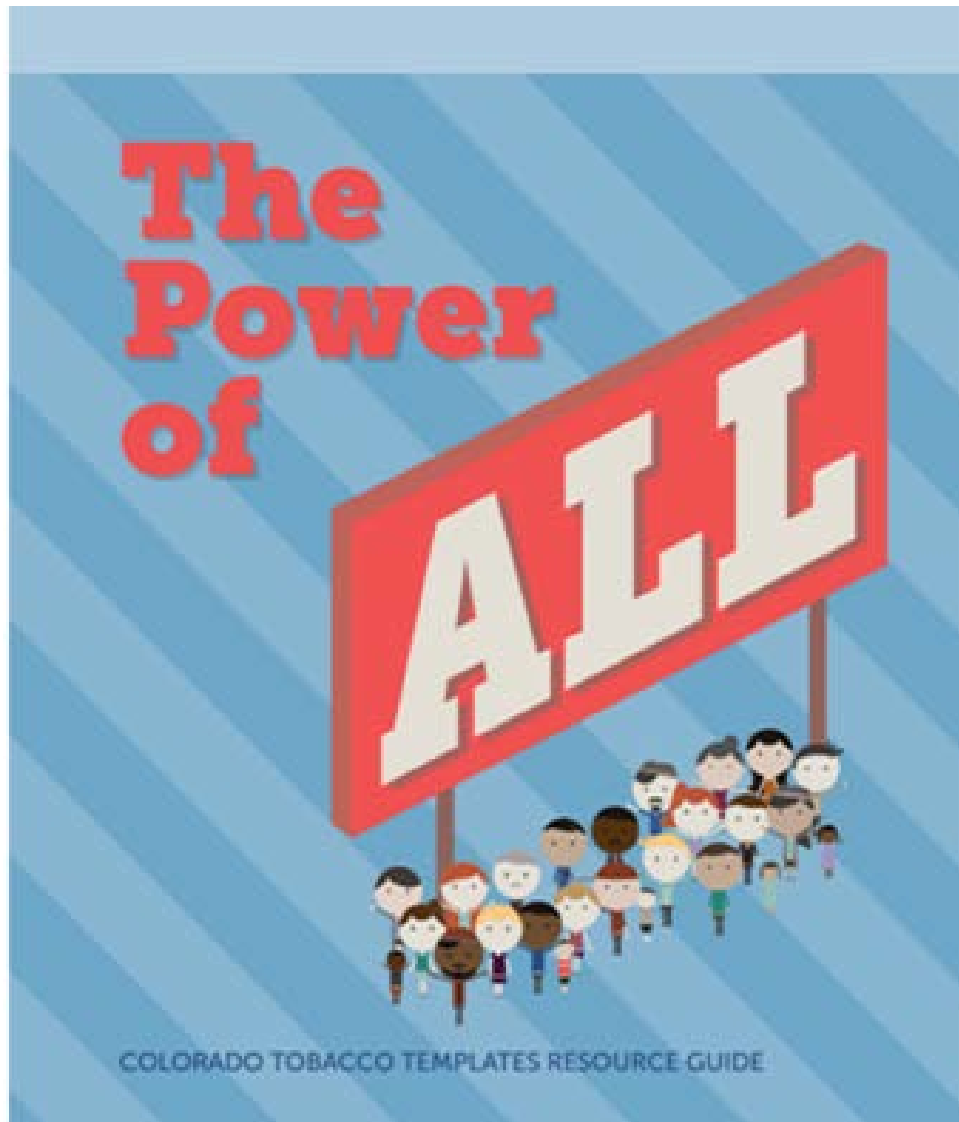
# TA and Templates

## Media Templates (SE2)

- Provides a variety of free marketing resources for grantees at [COHealthResources.org](https://COHealthResources.org)
- New system coming soon: please add your logo!
- Many materials are customizable which allow you to tailor your message to your audience
- 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. Please reach out to Alison for help finding any of these.



# Template Media Resource Guide



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

This handy report offers a quick look at the resources needed to pay for part of the COHHS tobacco compliance project. Use this guide to help you identify the campaign most suited for your state, business, product, or community.

	STATE	INDUSTRY	PRODUCT TYPE
The Day I Quit	X	X X	X X X X X
Advertisement Ban	X	X X	X X X X X
Quit Lines	X X	X X X X	X
Quit Kits	X	X	X X X
Smoking Ads	X	X	X
Public Places	X	X	X
Unlabeled Pipes		X X X	X
Quit Encouragers		X X X	X

**TIPS FOR YOU**

Available for 100% at [tobaccoinformation.org](http://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.



# Webhub Media

## Management of digital resources (SE2)

- Digital properties include:
  - [TobaccoFreeCO.org](http://TobaccoFreeCO.org)
  - [Grantee TFC page](#)
  - [TobaccoisNasty.com](http://TobaccoisNasty.com)
  - [Enoughwiththepuff.com](http://Enoughwiththepuff.com)
- Digital outlets to reach different priority populations with information and resources



# 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?





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](#)

*Questions?*



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# EVALUATION



# Evaluation

## Evaluation Plan

- Online evaluation module is available at [evaluationco.org](https://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
- Technical assistance is available from CEPEG.



*Questions?*



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# 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](mailto: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 Form

Two Parts: Expenditure Details (enter data here) and Cover (print and sign). We need BOTH.

[illegible]



# 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
  - ✓ Includes site visits, desk reviews, and source documentation reviews
- ✓ Compliance technical assistance





# Fiscal Monitoring

- Site Visits
- Desk Reviews
- Source Documentation Reviews



# Financial Risk Assessments

- ✓ Financial Risk Management System (FRMS) - Local Public Health Agencies (LPHAs)
- ✓ Compliance Unit Financial Risk Assessments - Nonprofit and For Profit Agencies
- ✓ Office of the State Controller - Interagency Agreements





# Rules and Regulations

To be good stewards of state and federal money, using it in the most effective way possible.

Comply with appropriate rules and regulations, including but not limited to:

- ✓ 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

# 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.

# 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 source documentation reviews, desk reviews, or site visits.





# Additional Monitoring Guidance

- Subcontractor Monitoring
- Gift Cards
- Travel Costs
- Pre Payments
- Miscellaneous Expenditures

All expenditures must be allowable, necessary, reasonable and allocable.

# *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





# Final Questions?





Thank you!



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Department of Public  
Health & Environment