

**FY 2018 APPLICATION GUIDELINES
TOBACCO CESSATION RESOURCE PROJECT GRANT
Project Period: January 12, 2018 – June 30, 2018**

Purpose:

The Bureau of Health Promotion and Risk Reduction, Division of Tobacco Prevention and Control (DTPC), is offering grants of up to \$10,000 to community-based organizations and small businesses in Pennsylvania to fund evidence-based projects during the period January 12, 2018, through June 30, 2018. These projects must connect community members and/or employees to tobacco cessation resources through promotion of the PA Free Quitline or referrals to the PA Free Quitline. Projects may also be supported through community outreach, direct service, and/or capacity building/training. Applicants are encouraged to work on the application process with their local Regional Primary Contractor (see **Appendix A – 2017-2018 Regional Primary Contractors**). Copies of this application and its attachments are available on the PA Department of Health's webpage [Tobacco Cessation Resource Project](#).

Statement of the Problem:

Smoking kills more people than alcohol, AIDS, car accidents, illegal drugs, murders, and suicides combined, with thousands more dying from spit tobacco use. In Pennsylvania, an estimated 18.0 percent (1.8 million) adults (age 18+) smoke. (PA BRFSS 2016)

Smoking leads to disease and disability and harms nearly every organ of the body. More than 16 million Americans are living with a disease caused by smoking. For every person who dies because of smoking, at least 30 people live with a serious smoking-related illness. Smoking causes cancer, heart disease, stroke, lung diseases, diabetes, and chronic obstructive pulmonary disease (COPD), which includes emphysema and chronic bronchitis. Smoking also increases risk for tuberculosis, certain eye diseases, and problems of the immune system, including rheumatoid arthritis.

Secondhand smoke exposure contributes to approximately 41,000 deaths among nonsmoking adults and 400 deaths in infants each year. Secondhand smoke causes stroke, lung cancer, and coronary heart disease in adults. Children who are exposed to secondhand smoke are at increased risk for sudden infant death syndrome, acute respiratory infections, middle ear disease, more severe asthma, respiratory symptoms, and slowed lung growth.

Although cigarette smoking has declined significantly since 1964, tobacco use remains high among and across disparate groups (See <https://www.cdc.gov/tobacco/disparities/index.htm> for patterns of use and quitting behaviors). Grant projects should target Pennsylvanians who are disproportionately affected by tobacco use including, but not limited to the following characteristics:

- Racial/ethnic Minorities
- Low Socioeconomic Status
- Mental Illness and/or Substance Abuse Disorders
- LGBT (Lesbian, Gay, Bisexual and Transgender Persons)
- Persons with Chronic Disease (such as cardiovascular, respiratory, diabetes, etc.)
- Pregnant Women
- Residents of Public Multi-unit Housing
- Disabled

Statewide Resources

[PA Free Quitline](#)

1-800-QUITNOW (1-800-784-8669)

1-855-DEJELO-YA (1-855-335-3569)

The PA Free Quitline is free to all Pennsylvanians age 14+ and includes the following services:

- Free support, advice, and counseling from experienced quitline coaches
- Up to five quit coach calls (call is initiated by the coach at a time that best suits your availability)
- Assistance in developing a personalized quit plan
- Unlimited, inbound calls for additional support during times of high risk for using tobacco
- Practical information on how to quit, including ways to cope with nicotine withdrawal
- Free nicotine replacement therapy (patches, lozenges, gum)
- The latest information about stop-smoking medications
- Mailed self-help materials

Pa.quitlogix.org

- User-friendly website for tobacco users, family members and friends that is free, convenient, safe and secure
- Offers self-enrollment to Quitline services
- Provides information for Health Care Providers including Provider Web Referral

See **Appendix B**, *Smoking and Tobacco Use*, for additional information and resources

Eligibility Requirements:

Applicants must have a Federal Tax ID number to be eligible. Only one grant may be awarded per grantee per state fiscal year (July 1 – June 30). Informal groups without Federal Tax ID numbers are encouraged to partner with a sponsor organization that may apply on their behalf.

To do business with the Commonwealth of Pennsylvania, providers are required to be enrolled in the SAP (Systems, Applications, and Products) system. Applicants who are not enrolled must apply for a CVMU (Central Vendor Management Unit) number at www.vendorregistration.state.pa.us/ or by calling toll free at 1-877-435-7363. Expenses will not be reimbursed unless the applicant is enrolled in the SAP system.

A tobacco company or an agent or subsidiary of a tobacco company is not eligible to apply.

An individual, division or department within an institution that receives money from a tobacco company, a tobacco company subsidiary, or an agent engaged in the manufacture, distribution, or sale of tobacco products is not eligible and will not be awarded a contract.

Eligible applicants include, but are not limited to, the following organizational types:

- Community Groups/Coalitions
- Healthcare Organizations
- Patient Advocates
- Education Providers
- Social/Human Service Agencies
- Minority Groups
- Medical Providers
- Colleges/Universities
- Faith-based Organizations
- Worksites

Two types of applications will be considered for funding:

- **INDIVIDUAL – Submission by a single organization. See Attachment A: Application Narrative Instructions - INDIVIDUAL**
- **COLLABORATIVE – Submission by two or three organizations working in partnership for a single project with shared project objectives. See Attachment A-1: Application Narrative Instructions – COLLABORATIVE.**

Timeline:

- All questions regarding the Tobacco Cessation Resource Project Grant must be submitted by email to RA-DHTobaccoGrants@pa.gov
 - Use “FY2018 Grant Question” in the subject line
 - Reference page and specific topic of the question
 - **Questions must be received by October 27, 2017**
 - Answers to questions will be posted on the Department of Health website at: [Tobacco Cessation Research Project Q&A](#). Each applicant is responsible for monitoring the website for new or revised information.
- **Email a Letter of Intent by November 10, 2017 to RA-DHTobaccoGrants@pa.gov Letter of Intent must include the following information:**
 - Use “Letter of Intent” in the subject line
 - Reference: Tobacco Cessation Resource Project Grant 2018
 - Provide name of Applicant
 - Provide name, address, phone and email of the lead contact person.
- **Submit Application by email to RA-DHTobaccoGrants@pa.gov Application must be received by 11:59 p.m. ET on **November 17, 2017**. Late applications will not be accepted.**
- Awards will be announced **the week of December 18, 2017**.

Budget – See Attachment B - Instructions for Completing Budget Narrative and Budget

Media - See Attachment A or A-1 – Application Narrative Instructions

Samples of proposed media will be requested by the Division of Tobacco Prevention and Control after Notices of Award are sent.

Evaluation – See Appendix C for a sample of a PA Free Quitline Data Request Form

Additional guidance on evaluation is provided in Attachments A and A-1 – Application Narrative Instructions

Signature Requirements

An authorized official who can bind the applicant organization to the provisions of the grant proposal must sign and date the Budget (Attachment B) **for expenses occurring within the vendor’s identified grant period.**

Submission Requirements

- Submit via email only.
- Submit a **signed scanned PDF copy of your application including Narrative and Budget and all supporting attachments** to RA-DHTobaccoGrants@pa.gov.

Incomplete applications will not be reviewed.

Award Determination:

Applications are reviewed by a review team representing the Department of Health, Bureau of Health Promotion and Risk Reduction. Funding decisions are contingent upon Department of Health approval. This grant is funded by the Centers for Disease Control and Prevention (CDC)'s Prevention and Public Health Fund (PPHF) and is based on availability of funds. Should those dollars be reduced or eliminated, the Department will provide notice that funds allocated for your grant are being reduced or eliminated.

Notification of Award:

Applicants will be notified of award results the week of December 18, 2017.

Final Report and Invoice Procedures:

Awardees will receive Final Report and Project Invoice templates and instructions several weeks after the award is announced. We anticipate reimbursement will be issued within 60 days of submission of appropriate and accurate completed forms after the conditions of the Statement of Work have been fulfilled.

- Only purchases that occur within the vendor's identified grant period, ending no later than **June 30, 2018**, will be reimbursed with grant funds.
- The Project Invoice, with documentation of **all** approved expenses, is due no later than **July 31, 2018**. Grantees will submit one invoice following the grant period to cover all approved expenses incurred during the grant period.
- A Final Report of funded activities, including an assessment of its impact, is due by **July 31, 2018**.

APPENDIX A
2017-2018 Regional Primary Contractors

Regional primary contractors:

- Provide tobacco use prevention and cessation activities across Pennsylvania;
- Increase the capacity of community-based organizations serving Pennsylvania's youth and disparate population groups;
- Increase the utilization of evidence-based cessation programs within the region;
- Conduct FDA enforcement compliance checks and monitor compliance with Pennsylvania youth access to tobacco law;
- Increase the current number of Pennsylvanians utilizing the PA Free Quitline within the region;
- Increase the number of private insurers that cover cessation counseling and pharmacotherapy;
- Design and utilize sound qualitative and quantitative methods to evaluate the processes and outcomes of the comprehensive Tobacco Control Program
- Use locally based agencies to assist them in providing tobacco cessation and control programs.

Allegheny Region

Counties served: *Allegheny*

Tobacco Free Allegheny

www.tobaccofreeallegheny.org

Contact: Joyce Petrow Email: jpetrow@tobaccofreeallegheny.org

Phone: 412-322-8321 Fax: 412-322-8323

Northeast Region

Counties served: *Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Susquehanna, Wayne, and Wyoming*

American Lung Association in Pennsylvania

www.lung.org

Contact: Meredith Casey Email: Merry.Casey@lung.org Phone: 610-253-5060 x 241 Fax: 484-268-1302

Northcentral Region

Counties served: *Bradford, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, and Union*

American Lung Association in Pennsylvania

www.lung.org

Contact: Sarah Lawver Email: Sarah.Lawver@lung.org Phone: 717-541-5864 x 127 Fax: 888-415-5757

Northwest Region

Counties served: *Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren.*

Erie County Health Department

www.ecdh.org

Contact: Sarah Morgan Email: smorgan@eriecountypa.gov Phone: 814-451-6700 Fax: 814-451-6716

Southeast Region

Counties served: *Berks, Bucks, Chester, Delaware, Lancaster, Montgomery, and Schuylkill.*

Health Promotion Council of Southeastern PA, Inc.

www.hpcpa.org or www.sepatobaccofree.org

Contact: Jamie Magee Email: jamagee@phmc.org Phone: 215-731-6186 Fax: 215-731-6199

Southcentral Region

Counties served: *Adams, Bedford, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lebanon, Mifflin, Perry, and York*

American Lung Association in Pennsylvania

www.lung.org

Contact: Caitlin Cluck Email: Caitlin.Cluck@lung.org Phone: 717-541-5864 x 126 Fax: 888-415-5757

Southwest Region

Counties served: *Armstrong, Beaver, Butler, Cambria, Fayette, Greene, Indiana, Somerset, Washington, and Westmoreland.*

Adagio Health, Inc.

www.adagiohealth.org

Contact: Katie Hartman Email: khartman@adagiohealth.org Phone: 412-439-1860 Fax: 412-288-9036

Philadelphia Region

Counties served: *Philadelphia*

Philadelphia Department of Public Health

www.smokefreePhilly.org

Contact: Jarma J. Frisby Email: Jarma.Frisby@phila.gov Phone: 215-685-5693 Fax: 215-685-5666

APPENDIX B

Smoking and Tobacco Use Additional Information and Resources

Tobacco use can lead to tobacco/nicotine dependence and serious health problems. Quitting smoking greatly reduces the risk of developing smoking-related diseases.

Tobacco/nicotine dependence is an addiction and, as such, sometimes includes relapse and repeat treatment. There are effective treatments and resources available for quitting.

Smokers can and do quit smoking. In fact, today there are more former smokers than current smokers.

Health Benefits of Quitting

Tobacco smoke contains a deadly mix of more than 7,000 chemicals; hundreds are harmful, and about 70 can cause cancer. Smoking increases the risk for serious health problems, many diseases, and death.

People who stop smoking greatly reduce their risk for disease and early death. Although the health benefits are greater for people who stop at earlier ages, there are benefits at any age. **You are never too old to quit.**

Stopping smoking is associated with the following health benefits:

- Lowered risk for lung cancer and many other types of cancer.
- Reduced risk for heart disease, stroke, and peripheral vascular disease (narrowing of the blood vessels outside your heart).
- Reduced heart disease risk within 1 to 2 years of quitting.
- Reduced respiratory symptoms, such as coughing, wheezing, and shortness of breath. While these symptoms may not disappear, they do not continue to progress at the same rate among people who quit compared with those who continue to smoke.
- Reduced risk of developing some lung diseases (such as chronic obstructive pulmonary disease, also known as COPD, one of the leading causes of death in the United States).
- Reduced risk for infertility in women of childbearing age. Women who stop smoking during pregnancy also reduce their risk of having a low birth weight baby.

Resources:

Fiore MC, Jaén CR, Baker TB, et al. [Treating Tobacco Use and Dependence: 2008 Update—Clinical Practice Guidelines](#). Rockville (MD): U.S. Department of Health and Human Services, Public Health Service, Agency for Healthcare Research and Quality, 2008.

U.S. Department of Health and Human Services. [The Health Consequences of Smoking—50 Years of Progress: A Report of the Surgeon General](#). Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2014

Fiore MC, Jaén CR, Baker TB, et al. [Treating Tobacco Use and Dependence: 2008 Update. Quick Reference Guide for Clinicians](#). Rockville, MD: U.S. Department of Health and Human Services, 2008

Source: Centers for Disease Control and Prevention. Smoking and Tobacco Use.
https://www.cdc.gov/tobacco/data_statistics/fact_sheets/cessation/quitting/

APPENDIX C
Sample of PA FREE Quitline Data Request Form

Requests for PA FREE Quitline Data will be honored when the requesting party demonstrates a legitimate need for the data, such as:

1. to evaluate a specific population, treatment approach, or disorder as relevant to tobacco use and/or tobacco cessation attempts.
2. to plan, develop or evaluate program initiatives as relevant to tobacco use and/or tobacco cessation attempts.
3. to evaluate outcomes for tobacco cessation attempts, such as a successful quit at 30, 90, 180 days.

Requests yielding information for less than 5 callers in any area smaller than a county will not be disclosed due to confidentiality concerns. The Division of Tobacco Prevention and Control (DTPC) must approve all data requests and the resulting data information document prior to the release of such data document. Requests may be Approved, Approved with Modifications, or Denied. Only requests related to a DTPC funded Tobacco Cessation Resource Project Grant will be considered for approval.

Data Request Information

Date of Request	
Purpose of Request	
Intended Audience	
Date Range Requested	
Data Requested	

Primary Contact Regarding this Data Request

Name	
Title	
Organization	
Phone Number	
Email Address	

I understand that no individual level data will be released and information that may compromise Quitline caller confidentiality will not be disclosed. As a condition for my sharing the data, through publication, presentation, or any other means, I agree to submit my work to the Division of Tobacco Prevention and Control for review prior to its release. I also agree to cite Pennsylvania Department of Health and PA FREE Quitline as data sources and note that data were prepared by PHMC.

Applicant's Signature

Date