

Tobacco Prevention and Cessation



**2023-2025 Request for Applications
Local Community-Based Partnerships
in Commercial Tobacco Prevention
and Cessation**



**Tobacco Prevention
and Cessation**



CONTENTS

Mission, Vision, and Values	4
Community-Based Grant Overview.....	5
Grant Description	5
Applicant Eligibility	5
Responsibilities.....	6
Grant Description	8
Funding and Budgeting.....	9
How to Apply	9
Review Process	10
Timeline for Submitting an Application.....	10
Contract Requirements	11
Priority Areas, Community Indicators, and Contract Deliverables.....	12
Priority Areas	12
Community Indicators and Contract Deliverables	12
PRIORITY AREA: DECREASE YOUTH AND YOUNG ADULT TOBACCO USE RATES.....	12
MIDDLE AND HIGH SCHOOL COMPREHENSIVE SCHOOL STRATEGY - Required	12
YOUTH EMPOWERMENT/VOICE – Optional	14
POINT-OF-SALE - Required	15
PRIORITY AREA: INCREASE PROPORTION OF HOOSIERS NOT EXPOSED TO SECONDHAND SMOKE	15
TOBACCO-FREE HEALTH CARE FACILITIES - Optional	15
SMOKE-FREE COMMUNITIES - Required	16
SMOKE-FREE MULTI-UNIT HOUSING - Optional	16
TOBACCO-FREE COLLEGES AND UNIVERSITIES - Optional	17
PRIORITY AREA: DECREASE INDIANA ADULT SMOKING RATES.....	18
QUIT NOW INDIANA - Required	18
EMPLOYERS - Optional	18
PRIORITY AREA: PROTECT AND MAINTAIN A STATE AND LOCAL INFRASTRUCTURE NECESSARY TO LOWER TOBACCO USE RATES.....	19
COALITION – Required	19
TOBACCO-FREE FAMILIES – Optional	20



Table of Contents



Application Checklist	21
Administration	21
Coalition Assessment	21
Work Plan	22
Budget	22



MISSION, VISION, AND VALUES

Our Vision

An Indiana where all are free from tobacco addiction and exposure to commercial tobacco products.

Our Mission

Indiana Tobacco Prevention and Cessation seeks to achieve health equity by eliminating the disease and economic burden associated with tobacco addiction and exposure to commercial tobacco products.

Our Values

We recognize that all Hoosiers are affected differently across racial, ethnic, and socioeconomic groups, and these disparities must be addressed.

The work of Indiana's network of partners in Tobacco Prevention and Cessation is grounded in science as supported by the following values:

- **Transparency** – We are committed to honest and open communication.
- **Diversity and Inclusion** – We embrace the uniqueness of each person, seek fairness and justice for all, and welcome multiple perspectives in our work.
- **Partnership and Collaboration** – We can only accomplish our goals through strong partnerships and collaborative strategies.
- **Empathy** – We have compassion for those suffering from tobacco addiction and exposure to commercial tobacco products.

As a program within the Indiana Department of Health, Indiana's tobacco control plan adheres to the values of the agency:

- **Health Equity** – We place equity at the center of our work to ensure every Hoosier, regardless of individual characteristics historically linked to discrimination or exclusion, has access to social and physical supports needed to promote health from birth through end of life.
- **Communication** – We provide stakeholders and the public accurate and up-to-date scientific data and provide education.
- **Innovation** – We continue to learn, research evidence-informed practices, advance our services, and be open to new methods, ideas, and products that help build and expand upon the services we provide.
- **Integrity** – We are honest, trustworthy, and transparent. We uphold our standards and do the right things to achieve the best public health and safety outcomes.



COMMUNITY-BASED GRANT OVERVIEW

GRANT DESCRIPTION

The Tobacco Prevention and Cessation (TPC) division of the Indiana Department of Health (IDOH) seeks to fund grantees as local community-based partnerships of Indiana's tobacco prevention and cessation program. TPC recognizes that it is imperative that partners and stakeholders from various perspectives and communities reflect and reaffirm our collective commitment to commercial tobacco control practices that reach all Hoosiers, especially marginalized communities within the state of Indiana. To achieve health equity, it is crucial that public health addresses the disparities that have been created by unjust treatment and systemic racism and bias through sustainable and authentic partnerships.

This Request for Application (RFA) is an invitation for communities to join together to make the Indiana Tobacco Prevention and Cessation program's vision a reality for the state of Indiana. The RFA builds on the strategies in the 2025 Indiana Tobacco Control Strategic Plan. Coalitions should refer to TPC's 2023-2025 RFA Resource Guide for additional resources. TPC reserves the right to correct any errors in and/or omissions in the RFA.

APPLICANT ELIGIBILITY

Any public or private entity, including those who largely serve marginalized populations, or any state or local government entity, may apply as the Lead Agency for the local community-based partnerships for the TPC program. Socially disadvantaged individuals, or marginalized populations, as defined in Small Business Administration 13 CFR § 124.103, are those who have been subjected to racial or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. The social disadvantage must stem from circumstances beyond their control as defined by Small Business Administration 13 CFR § 124.103. This includes Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Americans, and others.

TPC may fund more than one community-based application in any one county. Should TPC receive multiple community-based applications from a county, TPC will examine whether applicants include strategies for intersectional partnerships to impact the entire community, especially marginalized populations.

Local community-based grants are not guaranteed for every county.

A Lead Agency may apply for more than one county; however, separate applications are required for each county.

TPC may seek an alternate Lead Agency should the review team not approve an application for funding and should the Lead Agency be out of compliance with program and fiscal accountability standards. An alternative application timeline will be set in this situation.

What is a Lead Agency?

- **The Lead Agency is the Fiscal Agent.** A separate Fiscal Agent and Lead Agency is not allowed.
- **The Lead Agency must have a Federal Identification Number.** In order to receive grant funds, the Federal Identification Number used must be registered to the Lead Agency. TPC will not accept a Lead Agency using another organization's Federal Identification Number.



RESPONSIBILITIES

Lead Agency

Fiscal Responsibilities

- Serve as the fiscal officer for the grant.
- Have a Federal Identification Number registered to the Lead Agency.
- Ensure Monthly or Quarterly Invoices are submitted by due dates.
- Respond timely to periodic information requests.
- Be registered with the Indiana Secretary of State.
- Be a registered Bidder with the State.
- Fulfill the terms of the contract.
- Establish a separate account or ledger for grant funds to ensure that TPC funds are not commingled with other funds.
- Participate in monitoring engagements to review fiscal compliance.
- Conduct an audit to be paid by grant recipient (if required by law).
- Provide additional financial information if requested.
- Comply with requirements for use of funds, including obtaining preapproval for purchase of paid media and promotional items.

Programmatic Responsibilities

- Participate actively in the preparation of the work plan.
- Ensure that the Lead Agency is educated on commercial tobacco control best practices.
- Actively participate in the coalition, with representation from the Lead Agency other than the coalition coordinator.
- Implement strategies for intersectional partnerships to impact the entire community, especially marginalized populations, and commit to a sustainability plan devised in collaboration with key partners.
- Agree to serve as the key point of contact for required reporting to TPC.
- Ensure Monthly Program Reports are submitted by due dates.
- Respond timely to periodic information requests.
- In the temporary absence of a coalition coordinator, ensure that the Lead Agency is represented at coalition meetings and TPC required trainings such as training events, conference calls and regional workshops, and ensure that program and fiscal reporting requirements are fulfilled.
- Ensure that all staff paid through grant funds (coalition coordinator, and additional staff if applicable) participate in all TPC training events.
- Participate in all evaluation and accountability activities including monitoring of subcontracts.
- Recruit assigned schools for the Youth Tobacco Survey, and if applicable, conduct the Youth Tobacco Survey data collection. Disseminate results to school administrators and additional school contacts.
- Designate an in-house Lead Agency staff person to serve as the Supervisor for the Coordinator. Coordinator will report directly to the Lead Agency staff person.
- Adhere to brand guidelines.
- Ensure use of model policies.



Lead Agency and Coalition Responsibilities

Although the Lead Agency plays a critical coordination and leadership role in the implementation of this grant, the coalition and related partners are the local Community Program. It is through the collaborative effort of this diverse group of committed organizations, and its resources, that work is accomplished, and goals met. Coalition members are responsible for selecting the Lead Agency. The Lead Agency is responsible for supporting the coalition throughout the grant. The Lead Agency should be an active member of the coalition. The coalition and its member organizations will carry out many of the activities outlined in the RFA; therefore, the Lead Agency plays an essential role in providing staff time and support to the coalition.

The Lead Agency must:

- Ensure that a qualified coalition coordinator is employed full or part time to this program. Additional staff may be hired based on the needs of the coalition and the work plan. Provide oversight and management for all staff.
- Ensure that a broad-based coalition of organizations and individuals exists in the community and meets regularly to work specifically on commercial tobacco control.
- Ensure that resources are available for the coalition that may include meeting accommodations and notices, logistical assistance, and other necessary support.
- Ensure that hours billed to this grant for staff time are devoted solely to working on the approved work plan.
- Ensure that a communication mechanism is developed and maintained to keep coalition members informed of activities and events.
- Ensure that the coalition's member organizations are provided opportunities to develop specific experience in commercial tobacco prevention and cessation interventions.

Coalition Training Requirements

Program staff must attend required TPC trainings. Attending required training sessions and conferences is critical for building and maintaining the skills of the staff with responsibility for carrying out the program requirements and is a term and condition of this application. Program staff will accept technical assistance from TPC throughout the course of the grant period to implement their respective work plan. Program staff are required to participate in, at minimum:

- **All Partner Webinars:** All grantees are required to participate in all scheduled partnership webinars (monthly).
- **New Coordinator Training Program:** All new coordinators are required to participate in the TPC New Coordinator Training Program, including but not limited to Tobacco 101, Media & Policy Advocacy training, and the Coordinator-to-Coordinator (C2C) mentoring program.
- **Regional Workshops:** Regional workshops scheduled for 2023-2025 (quarterly).
- **Partner Information X-change:** 1-to-2-day statewide conference for program staff and coalition members (one per grant cycle).
- **Kick-Off Meeting:** 1-to-2-day training for all coordinators and program staff in the first quarter of the new grant cycle (one per grant cycle).
- **Additional Trainings as Needed:** These may include Indicator or Deliverable specific trainings, skills building workshops, or trainings with other experts in commercial tobacco control.

IDOH-TPC

Fiscal Responsibilities

- Monitor the fiscal process for each contract.
- Review and approve contracts.
- Receive and monitor required fiscal reports.
- Provide training and technical assistance to contract agencies to assure compliance with fiscal rules and procedures and to help manage budgets.
- Guide the contracted program process by providing priorities for action.
- Provide technical assistance and training throughout the contract using site visits, telephone calls, written communication, webinars, and electronic materials and information tools.
- Provide management through assigned TPC program and administrative staff.

Programmatic Responsibilities

- Guide the contracted program process by providing priorities for action.
- Review goals, work plan activities and outcomes of coalition action using reports submitted electronically as prescribed, throughout the contract.
- Provide technical assistance and training throughout the contract using site visits, telephone calls, written communication, webinars, and electronic materials and information tools.
- Provide technical assistance and training to help with increasing capacity and skill building around authentic partnership building, health equity, and commercial tobacco control as a social justice issue.
- Provide management through assigned TPC program and administrative staff.
- Communicate current commercial tobacco control events at the international, national, state and local levels.

GRANT DESCRIPTION

The grant consists of four sections with several forms and attachments.

1. The Administration section outlines the accomplishments of the coalition during the 2021-23 grant period. This section requires the coalition to write its vision for the next two years and provide at least three goals that are well documented and explained in the 2023-2025 work plan. Please be succinct. This section also includes a cover sheet, which requires at least three different signatures; information about the proposed Lead Agency; and confirmation of the Lead Agency's financial and programmatic responsibilities.
2. The Coalition Assessment section addresses how the coalition plans to develop and maintain a partnership across diverse sectors of the community in order to build a broad-based coalition of support for social norm changes related to commercial tobacco control policy change. The applicant is required to provide five letters of support that describe the coalition's partners' commitment.
3. The 2023-2025 Work Plan section includes the work plan forms. The coalition must determine the community Indicators it plans to address and complete at least one work plan form for each selected Indicator.
4. The Budget section describes the operation costs to conduct commercial tobacco control programming and development of strategic work plans through June 30, 2025. A budget narrative with detailed descriptions must be included.



A job description for ALL persons paid through the TPC Grant must be included in this section.

FUNDING AND BUDGETING

This contract period covers State Fiscal Years 2024 and 2025. The contract period starts on July 1, 2023 and ends on June 30, 2025.

Funds budgeted for State Fiscal Year 2024 are only available July 1, 2023 through June 30, 2024. Funds budgeted for State Fiscal Year 2025 are only available July 1, 2024 through June 30, 2025. **Funds not spent during State Fiscal Year 2024 will not roll over to State Fiscal Year 2025.**

Local community-based grants will not be guaranteed for each county. There will not be a guaranteed allotment or a suggested funding range for each county. It is suggested that the Lead Agency and applying coalitions consider previous funding (and spending) levels when preparing the proposal. Budget requests should reflect the needs of the community, the amount of work proposed in the work plan, and resources needed to be successful. The size of the county's population will be a consideration.

The Lead Agency serves as the Fiscal Agent; the Fiscal Agent is the Lead Agency. TPC will execute the contract with the lead agency, and this organization bears the fiduciary responsibility over both the program activities and funding received. **Funds will be paid to the Lead Agency upon receipt and approval of invoices. Approval of the budget does not imply pre-approval of paid media, subcontracts, or promotional items.**

Lead Agencies that are current TPC grantees must satisfy all reporting requirements from the 2021-2023 grant cycle and be in compliance with all contractual guidelines in order to be considered for 2023-2025 funding. **All current TPC grantees must be up to date on monthly program reports.**

Upon approval of the grant application, new Lead Agencies will be required to submit the IRS W-9, Direct Deposit Authorization, and complete an online Bidder Registration prior to receiving a contract from the State of Indiana.

Upon approval of the grant application, existing Lead Agencies will be required to confirm their Employer Identification Number (EIN) and submit a Direct Deposit Authorization if the signatory has changed since the last grant cycle prior to receiving a contract from the State of Indiana.

All Lead Agencies will then be required to sign the contract. All non-governmental entities are required to submit audited financial statements. All funds paid by TPC will be directly deposited into the Lead Agency's bank account.

HOW TO APPLY

The completed application forms and all attachments must be submitted electronically via email at TPCApplications@isdh.in.gov and **must be received before midnight EST on Wednesday, March 1, 2023.**

APPLICATIONS WILL ONLY BE ACCEPTED AT THE EMAIL ADDRESS ABOVE.



REVIEW PROCESS

A team consisting of IDOH staff, TPC staff, and state and national tobacco control experts will review the proposals. The Review Team will evaluate proposals to ensure that each proposal meets the minimum requirements of this grant application and will then submit funding recommendations to IDOH/TPC for final approval.

Applications will be reviewed using the following criteria:

- Potential for community-wide impact including marginalized populations.
- Strength of coalition that crosses all sectors of the community.
- Authentic partnership approach to achieving objectives.
- Input from coalition in writing work plan.
- Leadership and capacity of the Lead Agency and the ability to adapt with changing commercial tobacco control landscape.
- Capacity to achieve results.
- A focus on policy and systems change.
- Commitment to the community empowerment model.
- Commitment to the youth empowerment model.
- Incorporate best practices for addressing health disparities through a social justice lens.
- Maximize limited funds (priority will be given to those communities that demonstrate the coalition capacity to leverage resources in the community to affect social norm change for commercial tobacco use).
- Appropriateness of the budget.
- Meets all contractual requirements.
- Thorough, focused work plans with SMART Objectives, including all required Indicators.
- Appropriateness of the subcontract proposals, if applicable.
- History of completing Contract Deliverables and executing approved work plans, if previously a funded TPC partner.
- History of timely submission of TPC Reports and participation in TPC trainings and communication, if previously a funded TPC partner.

TIMELINE FOR SUBMITTING AN APPLICATION

January 4, 2023	RFA released on TPC website
January 11, 2023 January 12, 2023 January 19, 2023	Training workshop dates Visit Grant Applications for more details about training dates and locations *Applicants are strongly encouraged to attend one of the grant workshops
January 25, 2023	Deadline to submit questions in writing
February 8, 2023	Responses posted on TPC website
March 1, 2023	Submit completed applications
March-April 2023	Evaluation by TPC Review Teams
May 2023	Target date for award announcements and contract negotiations
July 1, 2023	Start of 2023-2025 Grant Cycle



CONTRACT REQUIREMENTS

The following are requirements for all TPC community-based grants. The Coordinator, Coalition and Lead Agency **must**:

- Work on the five required Community Indicators and their corresponding Contract Deliverables, and at least one optional community Indicator. There is no limit to the number of optional Indicators that can be chosen, and the goal is to choose optional Indicators that the coalition feels they can make progress on throughout the grant cycle.
- Required Community Indicators are:
 - Middle and High School Comprehensive School Strategy
 - Point-of-Sale
 - Smoke-Free Communities
 - Quit Now Indiana
 - Coalition
- Optional Community Indicators are:
 - Youth Empowerment/VOICE
 - Tobacco-Free Health Care Facilities
 - Smoke-Free Multi-Unit Housing
 - Tobacco-Free Colleges and Universities
 - Employers
 - Tobacco-Free Families
- Submit complete and accurate invoices and monthly program reports by the due date.
- Recruit assigned schools for the 2024 Youth Tobacco Survey. Administer the survey in assigned schools if applicable. This may include schools in neighboring counties.
- Participate in all required TPC trainings. Program staff agree to accept technical assistance from TPC throughout the course of the grant period to implement their respective work plan. All new coordinators are required to participate in the TPC New Coordinator Training Program.
- Collaborate with TPC statewide and national partners on initiatives when appropriate and as directed. For a list of current statewide partners and description of projects, visit <https://www.in.gov/health/tpc/community-programs/statewide-partners>.
- When working with organizations such as school districts, hospital systems, behavioral health centers, college and university campuses, and other workplaces on tobacco-related policy change in addition to city and county ordinances, current *model policies* provided by TPC must be used.
- Provide TPC with a copy of all newly passed tobacco-free policies, including but not limited to the following settings: school districts, university/college and other post-high school training institutions, behavioral health and addictions treatment centers, public and private multi-unit housing, hospital campuses, and community health centers. When a local smoke-free air ordinance passes or is amended, provide TPC with a copy of the signed and filed (“official”) community smoke-free air ordinance.
- Provide transparency with grant budget and share with coalition on regular basis in an effort to implement principles of participatory budgeting
- Meet with Regional Director monthly to discuss and review Deliverable progress, deadlines, and technical assistance.
- If the workplan includes VOICE, meet with TPC youth program staff monthly to discuss and review Deliverable progress, deadlines, and technical assistance.



- Adhere to TPC communication requirements, which includes using all media branded materials (i.e., Swiss cheese press releases and media advisories) that TPC provides for partners to customize and distribute to local media outlets. Branding and logo use requires TPC approval before placement.
- Identify and educate state and local policymakers about the burden of tobacco use and how tobacco companies target marginalized populations.
- Demonstrate collaboration throughout the work plan between the TPC funded partnership(s) in your community, if applicable.
- Respond in a timely manner to ALL information and data requests from TPC for the duration of the grant cycle.

PRIORITY AREAS, COMMUNITY INDICATORS, AND CONTRACT DELIVERABLES

PRIORITY AREAS

Indiana’s state commercial tobacco control program has four priority areas:

- Decrease youth and young adult tobacco use rates
- Increase proportion of Hoosiers not exposed to secondhand smoke
- Decrease adult smoking rates
- Maintain a state and local infrastructure necessary to lower tobacco use rates

COMMUNITY INDICATORS AND CONTRACT DELIVERABLES

Priority areas each have one or more community Indicators. The community Indicators are broad, evidence-based strategies that work to achieve the priority area goals.

Each community Indicator has Contract Deliverables, which are major activities that work together to help the coalition make progress on the given Indicator. Coalitions must include community-specific activities in the work plans to demonstrate plans to achieve desired outcomes.

PRIORITY AREA: DECREASE YOUTH AND YOUNG ADULT TOBACCO USE RATES

MIDDLE AND HIGH SCHOOL COMPREHENSIVE SCHOOL STRATEGY - Required

Increase the proportion of Indiana middle and high schools that support and implement a comprehensive school strategy against all commercial tobacco use.

Contract Deliverables

1. Obtain a signed agreement from school administration that includes:
 - a. Copy of the school district’s comprehensive 100% tobacco free policy, including e- cigarettes
 - b. Support for students to participate in VOICE initiatives within the school (if applicable)
 - c. Commitment to provide tobacco control messaging and materials to students, staff, parents, and visitors
 - d. Provide tobacco cessation resources, such as Quit Now Indiana, to all staff
 - e. Participation in Youth Tobacco Survey, if selected

DUE: Within first year of grant cycle

2. Provide messages (articles, fact sheets, and other resources) to communicate with the school community on tobacco prevention and cessation including Quit Now Indiana and tobacco-free policy.
DUE: Quarterly during the 2023/2024 and 2024/2025 school years

3. Provide at least one training or information session **for school staff** on various tobacco issues such as:
 - a. point of sale and predatory tobacco marketing
 - b. flavors and menthol
 - c. health equity and tobacco as a social justice issue
 - d. policy reform around student nicotine use in schools that includes nonpunitive measures
 - e. emerging tobacco products**DUE: Annually**

4. Provide at least one training or information session for **adults/parent groups** on various tobacco issues such as:
 - a. point of sale and predatory tobacco marketing
 - b. flavors and menthol
 - c. health equity and tobacco as a social justice issue
 - d. policy reform around student nicotine use in schools that includes nonpunitive measures
 - e. emerging tobacco products**DUE: Annually**

5. Obtain and review current tobacco free school policies within your county to determine how the policies address student nicotine/tobacco use in school and how they can be improved.
Due: December 2023

6. Conduct at least one adult-focused presentation per year to school board members and/or school administrators on tobacco products, including e-cigarettes, and the importance of a comprehensive tobacco-free school district policy that includes alternatives to suspension or citation.
DUE: Annually

7. Develop a plan for each school to adopt restorative measures for students.
DUE: June 2024

8. Upon passing a comprehensive district-wide tobacco-free policy including restorative measures, conduct an implementation strategy meeting with school administrators and offer resources including Quit Now Indiana and other tobacco cessation resources, including specific resources for youth addicted to e-cigarettes.
DUE: Within four weeks of policy passing

9. Promote the passing of a comprehensive tobacco-free policy (including ENDS) which specifies restorative measures via news release to local media outlets and social media.
DUE: Within two weeks of policy passing



YOUTH EMPOWERMENT/VOICE – Optional

Increase community activism among youth and young adults to support community change that includes youth involved in the VOICE movement.

NOTE: Staff must be designated as a Youth Program Coordinator (VOICE ADULT ALLY) to support this Indicator and must be included in the budget. A job description must be provided with the application.

Contract Deliverables

1. Complete a recruitment plan and monthly meeting schedule for each year for established VOICE Core Team and Action Squad. Must include county specific recruitment packet creation: letter template, VOICE one pager, social media promotional post and/or video recording of the updated VOICE representation.
 - a. **DUE: September 30, 2023; September 30, 2024**
2. Establish a VOICE Core Leadership Team and submit online intake and roster forms.
 - a. Minimum of 5 youth for core team
 - b. Must be 13-18 years old
 - c. **DUE: September 30, 2023 and ongoing as needed**
3. Execute VOICE branded initiatives in partnership with VOICE Core Leadership Team.
 - a. **DUE: Quarterly**
4. Support National Day of Action initiatives led by the VOICE Youth Ambassadors.
 - a. **DUE: Decided by Youth Ambassadors**
5. Participate in ALL required VOICE statewide youth empowerment meet ups and capacity building opportunities per fiscal year.
 - a. **DUE: See VOICE Calendar**
6. Hold monthly core team/action squad meetings that incorporate the following:
 - a. Honor and adhere to the youth empowerment model and positive youth development best practices.
 - b. Execute required modules with core youth for VOICE programming and project planning.
 - c. **DUE: Monthly**
7. Provide a letter of recommendation for at least one youth from your core team to serve on the statewide youth leadership team for VOICE Youth Ambassador Program.
 - a. **DUE: Spring 2023/2024 (if applicable)**
8. Support the transition of Core Team leaders into the VOICE Alumni Network (young adult programming).
 - a. **DUE: Annually**



POINT-OF-SALE - Required

Increase broad-based community support for tobacco point-of-sale strategies at the local level.

Contract Deliverables

1. Participate in Standardized Tobacco Assessment of Retail Settings (STARS) biennial survey to collect county-level data on tobacco products and point-of-sale advertising in retail establishments.
DUE: April 15, 2024
2. Conduct youth and adult-focused educational activities on how tobacco products are priced and marketed to target teens and marginalized populations at the point-of-sale. Include results of local tobacco retailer assessments from the STARS annual survey. Depending on the audience, partners are encouraged to include information on how tobacco, alcohol, and unhealthy foods are all promoted, placed, and priced at the point-of-sale, how behaviors are influenced by this type of marketing, and the opportunity to address multiple factors that influence health by reforming the retail environment.
DUE: Quarterly
3. Conduct Community Education event to disseminate results of local tobacco retailer assessments from STARS biennial survey. Include information about flavored tobacco products, including menthol, and their impact on youth and our most marginalized communities. Partners are encouraged to use the Community Education event as an opportunity to foster collaboration with organizations working on alcohol prevention, nutrition, and access to healthy food, as each of these health and equity issues connect to the retail environment. Reference: Community Education toolkit
DUE: Once per grant cycle

PRIORITY AREA: INCREASE PROPORTION OF HOOSIERS NOT EXPOSED TO SECONDHAND SMOKE

TOBACCO-FREE HEALTH CARE FACILITIES - Optional

Increase comprehensive tobacco and vape-free campus policies for health systems such as a mental health center, addiction treatment center, facilities for people with disabilities, behavioral health, or a senior living facility.

Contract Deliverables

1. Assess the current smoking policy and procedures for the targeted healthcare facility campus. Determine the decision-making process and identify key stakeholders.
DUE: Within first quarter.
2. Conduct ongoing activities to recruit a team of stakeholders and work with them to advocate to facility decision makers for the policy change.
DUE: Quarterly after assessment is completed.
3. Conduct at least one presentation per year on tobacco-free health care campuses to decision makers within the targeted facility.
DUE: Annually



4. Assist the healthcare facility with an implementation and enforcement strategy upon passing a comprehensive campus-wide tobacco-free policy
DUE: Within four weeks of policy passing

SMOKE-FREE COMMUNITIES - Required

Increase strong local smoke-free air ordinances for all worksites, including restaurants, bars, membership clubs, and gaming facilities.

- **Level 1, Getting Ready: Increase the community's readiness for a strong local smoke-free air ordinance for all worksites, including restaurants, bars, membership clubs, and gaming facilities.**
- **Level 2, Policy Campaign: Pass and implement a strong local smoke-free air ordinance for all worksites, including restaurants, bars, membership clubs, and gaming facilities. *This tier must budget staff hours.***
- **Level 3, Maintenance: Maintain relationships with local decision makers and partners to support the strong local ordinance and provide ongoing community education about the importance of the strong local ordinance.**

Contract Deliverables

1. Complete the Community Assessment.
DUE: Within first quarter
2. Complete or update a strategy chart to guide activities and fill gaps indicated in the Community Assessment.
DUE: Within second quarter and repeat as needed.
3. Conduct activities to achieve the goals for level selected and strategy chart.
 - a. Example activities include: Completing community assessment, completing strategy chart, relational meetings, smoke-free air educational presentations, community education events, building grassroots database, recruiting partners, sharing local stories, earned and paid media, coalition and spokesperson trainings, and educating elected officials
DUE: Monthly
4. Work with TPC to develop and carry out a policy implementation and maintenance plan if a local smoke-free air ordinance is passed or updated.
DUE: Within four weeks of policy passing and ongoing

SMOKE-FREE MULTI-UNIT HOUSING - Optional

Increase smoke-free policies in multi-unit housing.

Contract Deliverables

1. Create or update a database of multi-unit housing properties in your community, including an assessment of their smoking policies, contact information, and other details about the properties.
DUE: Within the first quarter of the grant and repeat as needed.
2. Complete a strategy chart for implementing a policy in at least one multi-unit housing property.
DUE: Within the first quarter of the grant and repeat as needed.

3. Conduct ongoing activities to achieve the goals outlined in the strategy chart. Examples include: Providing Quit Now Indiana and secondhand smoke education materials for tenants and staff, relational meetings with MUH managers and owners, tenant surveys, tenant town hall meetings, recruiting a task force of tenants and other stakeholders, identify a champion, and providing sample policy language and resources to housing managers and staff.
DUE: Quarterly
4. Assist housing management with implementation and enforcement of smoke-free housing policies.
DUE: As needed for new or existing policies

TOBACCO-FREE COLLEGES AND UNIVERSITIES - Optional

Increase the number of college and university campuses* with comprehensive tobacco-free campus policies that includes the usage, sale, and marketing, and sampling of all tobacco products including e-cigarettes in indoor and outdoor spaces such as student housing, classroom buildings, and athletic facilities. *Applications can include a \$10,000 line item to support this work at the college/university level including compensating students for their time and expertise.*

Contract Deliverables

1. Form a taskforce with broad representation of the campus including students, staff, faculty and administration who want to spearhead and plan activities for the tobacco-free campus project and pursue a policy change.
DUE: December 31, 2023
2. If a taskforce is already created, meet with taskforce on a regular basis to spearhead and plan activities for the tobacco-free campus project and pursue a policy change.
DUE: QUARTERLY
3. Conduct a relational meeting with both a member of the institution's leadership (i.e. President/Dean of Students) and high-ranking members of the student-led government to discuss policy recommendations.
DUE: December 31, 2023
4. Conduct at least one presentation per year on tobacco-free campuses to decision-making bodies within the college, university, training or certificate program (i.e. student government; university trustees).
DUE: June 30, 2024; June 30, 2025
5. Upon passing a comprehensive campus-wide tobacco-free policy, the taskforce will conduct an implementation strategy meeting with the institution's leadership that addresses promotion and enforcement and offers cessation resources including Quit Now Indiana.
DUE: Within four weeks of policy passing
6. Assist task force upon implementation of a policy by:
 - a. Providing resources including Quit Now Indiana materials and other assistance
 - b. Enforcement of current policy to include smoke-free grounds and e- cigarettes.**DUE: Quarterly**

***Technical/trade schools and other post-high school training and certificate programs are included as eligible institutions under this Indicator.**

PRIORITY AREA: DECREASE INDIANA ADULT SMOKING RATES

QUIT NOW INDIANA - Required

Increase engagements with Quit Now Indiana throughout the community.

NOTE: TPC does not fund or cover staff hours for community tobacco cessation/treatment classes.

1. Conduct ongoing outreach with **healthcare providers and organizations, including those that serve marginalized populations**, to develop relationships, provide training, and assist with implementing Quit Now Indiana referrals. For example:
 - a. Identify priority health providers and build a relationship with contacts
 - b. Train providers on how to make referrals (Ask, Advise, Refer)
 - c. Review internal processes and suggest changes to include QNI referrals
DUE: Monthly
2. Track referrals by providers and organizations and user volume by county.
DUE: Monthly
3. Promote and distribute Quit Now Indiana resources and materials.
DUE: Quarterly

EMPLOYERS - Optional

Increase the number of employers that provide tobacco cessation benefits and tobacco-free grounds policies.

NOTE: TPC does not fund or cover staff hours for community tobacco cessation/treatment classes.

Contract Deliverables

1. Conduct outreach to employers, such as:
 - a. Conduct a presentation and/or face-to-face meetings for employers to address the burden of tobacco on employers and to provide steps for employers to address tobacco use
 - b. Educate the leadership of local businesses on offering health insurance benefits with tobacco cessation coverage.
 - c. Educate the leadership of local businesses on the importance of implementing a strong tobacco-free grounds policy including electronic nicotine delivery systems.
 - d. Utilize Employer Benefits Assessment Tool, as appropriate.
 - e. Assist employers with promoting cessation benefits and Quit Now Indiana to employees.
 - f. Assist employers with implementing tobacco-free grounds policy.
DUE: Quarterly



2. Identify and educate a champion employer to assist with advocacy for tobacco use treatment and policy change within the community.
DUE: Once during grant cycle
3. Utilize employer database template to monitor ongoing outreach outcomes.
DUE: Report as needed

PRIORITY AREA: PROTECT AND MAINTAIN A STATE AND LOCAL INFRASTRUCTURE NECESSARY TO LOWER TOBACCO USE RATES

COALITION – Required

Build and maintain a tobacco free coalition that represents the community, including marginalized populations.

Contract Deliverables

1. Conduct ongoing coalition development and maintenance activities to involve participation from all sectors of the community. (Reference the Recommended Coalition Maintenance Activities.)
DUE: Monthly
2. Complete at least one earned media submission (letter to the editor, op-ed, news release, newsletter, story pitch, or interview) to a local media outlet (traditional or nontraditional). (Reference the Recommended Communications Outreach in the Resource Guide.)
DUE: Monthly
3. Educate state and local policy makers about your program and tobacco control, and the burden of tobacco use on Indiana.
DUE: Quarterly
4. Conduct relational conversations each quarter with an organization, an individual, or stakeholder, and identify a contact person for coalition recruitment.
DUE: Quarterly
5. Engage and work in partnership with organizations serving marginalized populations to ensure activities are co-created and welcomed by the community. Example activities include
 - a. Join other community-based organization meetings that serve the needs of marginalized populations.
 - b. Partner with a local event focused on serving marginalized populations.
 - c. Subcontract with an organization serving marginalized populations to conduct activities related to the work plan**DUE: Quarterly**



6. Conduct ongoing assessment of coalition recruitment, development, and authentic engagement with marginalized populations. Work with TPC and Regional Director to develop a growth plan. (Reference Coalition Assessment document.)
DUE: Annually

7. Send a letter of thanks to state policy makers for your community grant funding and goals for year one; send a letter of thanks to state policy makers outlining the coalition’s accomplishments from year one and goals for year two.
DUE: September 30, 2023; September 30, 2024

8. Provide training to coalition members on health equity and social justice in commercial tobacco control issues.
DUE: Annually

9. Conduct at least one presentation or meeting per year with the board or administrators of the lead agency to educate on evidence-based tobacco control practices, as well as coalition accomplishments and goals.
DUE: Annually

10. Celebrate coalition successes. Recognize coalition members for their hard work and accomplishments.
DUE: Annually

TOBACCO-FREE FAMILIES – Optional

Train organizations serving marginalized populations on the *Breathe: Healthy Steps to Living Tobacco Free* education program.

Contract Deliverables

1. Implement the *Breathe: Healthy Steps to Living Tobacco Free* education program in at least one new Head Start Center/Alternate Organization serving marginalized families in your county. This includes participating in the annual *Breathe* training for trainers, following the timeline provided in the online toolkit, conducting relational meetings, collecting evaluation data, conducting *Breathe* trainings for staff of the organization, providing appropriate resources to the organization’s staff and families, and offering on-going support.
DUE: JUNE 30, 2024; JUNE 30, 2025

2. Maintain the *Breathe: Healthy Steps to Living Tobacco Free* education program in at least one existing Head Start Center/Alternate Organization serving marginalized families in your county. This includes participating in the annual *Breathe* training for trainers, following the timeline provided in the online toolkit, collecting evaluation data, conducting a *Breathe* Refresher for the staff of the organization, replenishing appropriate resources for the organization’s staff and families, and offering on-going support.
DUE: JUNE 30, 2024; JUNE 30, 2025



APPLICATION CHECKLIST

Application Section	Components
Administration	Contact Information
	Proposal Information
	Lead Agency Profile
	Work Plan Progress and Goals
	Attachments needed: <i>Organizational Chart</i> <i>Lead Agency's Tobacco Free Grounds Policy</i>
Coalition	Coalition Assessment
	Summary of Coalition Partners
	Attachments needed: <i>Five Letters of Support</i> <i>Recruitment Tool</i>
Agreements and Checklists	TPC Declarations
	Lead Agency Responsibility Checklist
	Contract Requirements Checklist
	Model Ordinance Agreement
	Brand Use Agreement
2023-2025 Work Plan	Completed Work Plans
Budget and Finance Documents	Budget Worksheet
	Budget Narrative
	Scope of Work
	Vendor/Subrecipient Information
	Attachments needed: <i>Job Description of Program Coordinator and any other staff paid by grant.</i> <i>Audited financial statements, if applicable.</i> <i>Subcontract forms, if applicable.</i>

ADMINISTRATION

This section outlines the Lead Agency's capacity to administer the 2023-2025 grant. Be succinct but demonstrate the Lead Agency's ability to oversee the grant.

COALITION ASSESSMENT

This section of the application addresses how the coalition plans to build and maintain partnerships across diverse sectors of the community in order to sustain a broad-based coalition of support for social norm changes related to commercial tobacco control.

WORK PLAN

TPC requires a work plan be completed for each required and any selected optional Community Indicators. Community Indicators provide strategies that work to achieve the program's priority areas. For each community Indicator, there is an expected outcome and a list of Contract Deliverables specific for the grant period. These are the minimum expectations and can be further refined upon award and technical assistance provided by TPC. The work plan should include a SMART Objective (Reference the SMART Objective resource in the Resource Guide) for the Indicator.

BUDGET

The section describes the operation costs to continue tobacco control programming through June 30, 2025.

NOTE: The submitted budget is not the final budget. The final budget must be approved by the Regional Program Director.

BUDGET EXPLANATION

Description of Budget Line Items

The following line items should be included. Use the budget form provided. A detailed explanation of budget items must be submitted using the Budget Narrative form. Please show the calculations used to arrive at the amount requested for each line item.

Personnel

- I. **Salaries and Wages:** For each staff position proposed, include the title of the position, percentage of time (FTE), annual salary, number of years' salary requested, and a summary of the job description or responsibilities. Staff position(s) paid by community partnership funds must be dedicated only to approved tobacco use prevention activities in the work plan. Full-time employees may not have another full-time position outside of the TPC grant. TPC does not recommend that a lead agency employ a part-time person to do tobacco control work funded by this grant that currently has another full-time position. The position requires personnel to attend mandatory activities during the day and periodically during evening hours. TPC does not take exception to an incumbent employed by the grant that works two part-time positions; part-time position is defined as 20 hours or less per week or as defined by the lead agency.

TPC recognizes the barriers to community engagement, and importance of recognizing community members for their invaluable time and expertise. As such, lead agencies may consider including in their budgets a line item for community member stipends made for services or to cover reimbursable expenses. The following are sample activities to consider:

- 1) Performance (e.g. spoken word, poetry, music)
- 2) Panel discussions
- 3) Participation in a specific project or activity (POS audits, YTS administration, etc.)
- 4) Participation in conferences or events where they represent the coalition in some official capacity
- 5) Travel costs (lodging, parking, mileage, per diem)



Variations from strict full-time (37.5 to 40 hours/week or as defined by lead agency) or part-time assignments (20 hours or less per week, or as defined by lead agency) must be reviewed and approved on a case-by-case basis. Staff should not work less than 20 hours per week.

Tobacco programming activities must occur during the calendar quarter for which the staff is being paid salaries and wages. Paid staff must document hours worked and summarize activities performed. Salaries and wages paid to staff must be for hours worked in the same calendar quarter and evidenced by the daily log.

Salary and wage increases for staff are effective only after an individual has worked toward approved plan goals for more than 12 months. A cap on annual salary increases is limited to the consumer price index – all urban consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics Data (<https://www.bls.gov/>) or 3% of the current approved salary and wages, whichever percentage is less. Please apply the percentage, not to exceed the 3% limit, as applicable, by checking the year and month that corresponds with the one-year anniversary of the staff person in question. Please remember that the earliest date staff could have been actively employed is the initial term date on the grant contract. The final signature date is the date the contract is considered fully executed, the date the contract is signed by the Indiana State Attorney General's office.

Reminder: Provide a written Job Description for all positions funded through this grant. Submission of a resume does not replace the job description requirement. If the coalition is selecting the community Indicator YOUTH EMPOWERMENT/VOICE, personnel must be added to the budget and budget narrative. A job description must be included with the application.

- II. **Fringe Benefits:** For each position, indicate the rate and compute the amount charged for fringe benefits usually and customarily provided by the Lead Agency for employees. TPC grant funding cannot be used to provide benefits in excess of those normally and customarily offered to all employees. If the Lead Agency does not provide fringe benefits to all employees, TPC grant dollars cannot be used to provide benefits not normally and customarily offered. Please refer to the human resources department of your Lead Agency for written guidance on this budget line item.

Travel

Expenditures for travel will be limited to the rate customarily paid by the agency or the current rate being paid by the State of Indiana, whichever is less. A chart summarizing the maximum reimbursement amounts is available for reference.

- I. **In-State versus Out-of-State Travel:** Expenses incurred to attend tobacco use prevention and cessation trainings, conferences and meetings in state are appropriate. Budget recommendations for in-state travel should include annually three one-day regional workshops, an annual convening in the Indianapolis area in the fall with overnight accommodations, plans for on average four optional trainings located within the region or in central Indiana, and travel for VOICE trainings, if applicable. On average, five overnight stays should be included annually. For new staff, new coordinator training and coordinator-to-coordinator training should also be budgeted. Budget considerations should include mileage as well as per diem and hotel for overnight travel.

- II. Out-of-State travel must be pre-approved in writing by TPC. Please submit a written request to your primary contact at TPC prior to travel. Present the following for each event: Description of the event or conference; rationale for attending (this should connect directly to the partnership's vision and tobacco program activities); anticipated follow-up from the event after you return to the community; and budget estimate (travel, lodging, meals, registration fees, other expenses).

Supplies

Supplies may include: office supplies or meeting supplies, including those supplies not specifically excluded. The purchase of tobacco use prevention educational supplies should be consistent with the goals and objectives of TPC. Include a narrative justification outlining the intended use and incorporation of the supplies into the local program. **Promotional items and other similar items must be pre-approved by TPC prior to purchase. Approval of the budget does not imply pre-approval of promotional item purchases. Submit a written request to your primary contact at TPC for consideration prior to approval.**

Contractual

On the budget narrative form or on another page, describe for each subcontract the following information:

- I. scope of work including tasks and Deliverables,
- II. time period of the contract,
- III. person in the agency who will supervise or manage the subcontract,
- IV. name of the contractor or, if not yet known, what method will be used to select the contractor,
- V. e.g. bids, request for proposals, sole source, etc.
- VI. amount or budget for the contract,
- VII. process for contractor to secure payment,
- VIII. how the contract will be supervised, managed, or otherwise monitored by the Lead Agency.

The subcontract agreement formats provided by the TPC should serve as a boilerplate to collect information on subcontractors. If additional space is needed to explain the details of a subcontract, please attach and reference these documents within the body of the subcontract. The boilerplate subcontract documents provided are not intended to be the sole source of information for executing a contract for goods or services, but the information requested in the boilerplate must be contained in any subcontract agreement executed.

Descriptions of subcontracts for program activities must be included along with budget information. Legal professional services to be secured from outside of the unit need to be secured by contract. Legal services **must be pre-approved by TPC. Proposed subcontracts must be approved by the Regional Director before execution. Approval of the budget does not imply pre-approval of subcontract.**

Other

This category can include costs for items such as telephone, rent, copying, printing, postage, mailing, publications, and professional education costs.

Rent to be paid for space exclusively reserved for tobacco prevention and cessation programming activities cannot exceed the fair market value for the space. Document how the rental expense was determined and retain this documentation in the records.



Cell phone expenses paid from tobacco grant funds must be for calls to conduct tobacco prevention and cessation business. To be reimbursed for cell phone calls, the grantee must have an approved line item in the budget for cell phone expense and provide itemized billing receipts with tobacco prevention and cessation phone calls highlighted. The reimbursement can only be for the calls to conduct tobacco prevention and cessation business. No reimbursement will be issued for cell phone expenses without itemized billing for calls that can be documented for tobacco prevention and cessation activities. To pay a vendor for cell phone expenses you must have itemized billings, highlight the calls for tobacco grant programming activities and only pay for the calls that are for tobacco grant programming activities. If you contract for a flat fee for cell phone expenditures, you must still get itemized billing, highlight the calls that are for tobacco programming activities and calculate the percentage of the total expense that was incurred to conduct tobacco grant programming activities. Only charge the tobacco grant for the percentage of tobacco grant program calls applicable.

Paid Media

Advertising and communication media must utilize the media campaign imaging and the common messages developed by TPC. **All paid media must be pre-approved by TPC prior to placement. The Lead Agency is responsible for any and all costs related to paid media, if not approved by TPC. Approval of the budget does not imply pre-approval of paid media purchases.**

Furniture and Equipment

Office furniture, equipment and computer/software upgrades are allowable, provided they are reasonable expenditures relative to the work proposed and were not purchased in a previous year. All equipment purchased with grant funds, which cost \$500 or more, shall remain the property of TPC and shall not be sold or disposed of without written consent from TPC. All office furniture, equipment and computer/software upgrades purchased which cost \$500 or more must be listed on a fixed assets ledger.

Additional Conditions

- I. Grant funds and program income shall not be expended for:
 - a. Construction of buildings, building renovations
 - b. Depreciation of existing buildings or equipment
 - c. Contributions, gifts, or donations
 - d. Entertainment
 - e. Automobile purchases, rental and/or leases
 - f. Interest and other financial costs
 - g. Fines and penalties
 - h. Bad debts
 - i. Contingency funds
 - j. Food
 - k. Political contributions.
- II. All disbursements are required by law to be fully itemized. IC 4-10-11-1 states that “vouchers shall not be approved by any officer or officers authorized to approve the same, unless so itemized, giving minutiae of detail, and when vouchers are presented to the auditor of state for warrants, they shall be accompanied by said itemized accounts and statements.” Other state statutes requiring fully itemized state payments include the following:



IC 5-11-10-1 Disbursements for claims

IC 4-10-12-1 Itemized vouchers; expenditure for purpose appropriated.

Information necessary to sufficiently itemize payments range from listing specific contract program detail to providing unit costs, quantity, and descriptions for each item or service received. Adequate information must be provided to substantiate hourly billing, such as activities performed and cost per hour. If reference is made to a vendor invoice, statement, or bill, it should be attached. Blank or incomplete invoices should never be certified or paid by Grantees.

Public funds may not be used to pay for personal items or for expenses that do not relate to the functions and purposes of the tobacco grant program.

Cellular phone service, which is paid for with grant funds, is for the sole benefit of the program for which grant funds have been received. Grantees have a responsibility to monitor cellular phone expenses to ensure they are not paying for airtime that is not needed. Cellular phone service is paid only via reimbursement with detailed billing.

Dues and subscriptions paid from public funds should be for institutional memberships; i.e. in the name of the organization, or grantee's organization name, not an individual's name.

No checks can be issued for cash to pay expenditures. Checks must be made out to the subcontractor and/or supplier.

No petty cash funds can be established.

No debit cards can be authorized or utilized on the tobacco grant bank account.

Grantees must reimburse staff for travel expenditures; no advance payments without specific written permission from TPC.

Grantees are responsible for collecting any overpayment or duplicate payments made. Repayment should be sought immediately once an overpayment has been identified.

Grantees are obligated to collect, document, and retain all such information necessary to certify invoices submitted for payment for goods or services received. Grantees have the duty to pay properly documented invoices in a timely fashion. With the exception of payroll expenditures for the Lead Agency employees, all contracts and other payments from the grant should be paid upon receipt of a properly documented invoice for contracts, billings, or requests for reimbursement.

- III. The Grantee will maintain a fixed assets ledger as prescribed in the budget explanation. If an internal tracking system exists within your Lead Agency, follow those prescribed procedures to document any equipment purchases.
- IV. Grantees will account for tobacco grant funds separately from other organization funds and will reconcile the tobacco grant fund account monthly. Tobacco grant funds cannot be co-mingled with other agency funds. If tobacco grant funds are deposited in an account with other funds, a separate accounting ledger **must** be maintained, including the proper division and crediting of

- interest to the various components of the account. At the end of the quarter the fund and account statement, including interest must reconcile to the quarterly fiscal reports submitted to TPC.
- V. That acceptance of any services offered under this Grant Agreement shall be voluntary on the part of the individual to whom such services are offered and that acceptance of any services shall not be a prerequisite to eligibility for the receipt of any other services under the Grant Agreement.
 - VI. That any proposed changes in the target population served under this Grant Agreement or any proposed changes in geographic location of service sites must be submitted in writing to TPC.
 - VII. That funding is contingent upon providing individualized data files in a file structure specified by TPC. Grantee will submit said data files to TPC according to a specific schedule determined by TPC. The data provided by the Grantee will be used to perform statistical and evaluative functions, and other reporting requirements.
 - VIII. That changes in line items in the budget will be requested in writing and approved by a duly authorized representative of TPC **prior to implementation.**
 - IX. That payment is contingent upon timely receipt of required client data in accordance with procedures and schedules established by TPC, a copy of which is available upon request.
 - X. That all income generated by grant funds shall be added to the grant fund balance in the period in which it is earned and is subject to the same requirements as the basic grant monies. All grant monies must be invested in types of investments as directed by current statute, IC 5-13-9-1 thru 5. Please refer to the current statute for guidance.
 - XI. To adopt and enforce a tobacco-free policy in project facilities and grounds at all times.

Travel and Per Diem Subsistence Guidelines

To be eligible for per diem subsistence, travel must include an overnight stay. Single-day trips are not eligible for per diem. Traveler must provide proof of lodging to claim per diem. If traveler is requesting per diem, the following times in the table will determine the amount provided:

	In-State	Out-of-State
Departure before 12:00 PM	\$41.00	\$52.00
Departure between 12:00 PM and 4:30 PM	\$20.50	\$26.00
Departure after 4:30 PM	None	None
Return before 12:00 PM but after 7:30 AM	\$20.50	\$26.00
Return after 12:00 PM	\$41.00	\$52.00

If a conference/seminar registration fee includes meals), the provided meals must be deducted from the traveler’s per diem. Traveler is to deduct from their per diem for any meal provided within a registration fee whether or not the traveler ate that meal.

	In-State	Out-of-State
Breakfast	\$10.25	\$13.00
Lunch	\$10.25	\$13.00
Dinner	\$20.50	\$26.00



Traveler should select from one of three options when indicating per diem claims:

- I. All meals provided; no per diem claimed
- II. Some meals provided; some per diem claimed
- III. No meals provided; all per diem claimed

Travelers do not have to deduct continental breakfasts from per diem. Travelers are not entitled to subsistence allowance for overnight travel if travel is within 50 miles from the traveler’s station or home. There may be some exceptions: talk to your TPC point of contact.

When two time zones are involved on one trip, please retain a consistent time zone when reporting departure time and arrival time. It is expected that traveler leaves from and returns to the same time zone.

Hotel Rate

Hotels may request to verify role with TPC to verify state government rate. Ask TPC point of contact for further assistance.

The current State of Indiana maximum standard rate for overnight lodging is listed in the table below. Taxes should be paid and reimbursed if lodging is secured using a personal credit card.

If a hotel informs that their government rate is more than the allowable amount plus tax, traveler needs to find a hotel that will honor the current in-state maximum rate or contact TPC. The traveler will be required to pay the overage above the state’s maximum allowable without prior approval. Some hotels may confuse the federal rate and the state rate. Please reference table below.

Location	Rate
Standard Rate	\$96.00
Indianapolis/Carmel	\$128.00
Bloomington	\$97.00
Fort Wayne	\$108.00
Hammond/Munster/Merrillville	\$100.00
Lafayette/West Lafayette	\$100.00

Mileage

The state mileage reimbursement rate is \$0.49 per mile.

Note: All rates are subject to change.

