

**Tobacco Prevention and Cessation**



**2023-2025 Request for Applications  
Statewide Partnerships in  
Commercial Tobacco Prevention and  
Cessation**



**Tobacco Prevention  
and Cessation**



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## 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.



## STATEWIDE GRANT OVERVIEW

### GRANT DESCRIPTION

The Tobacco Prevention and Cessation (TPC) division of the Indiana Department of Health (IDOH) seeks to fund grantees as statewide 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 RFA is an invitation for statewide organizations 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 Commercial Tobacco Control Strategic Plan. Applicants 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, and state or local government entity, may apply as the Lead Agency for the statewide 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.

Submission of an application does not guarantee the placement of a contract with the applicant. TPC reserves the right to solicit an application from potential organizations, and the deadline for submission of the application could be outside of the dates listed in this document.

#### 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 comingled 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
- Demonstrate strategies for intersectional partnerships, 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 grant manager ensure that the Lead Agency is represented at 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 participate in required 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 grant manager. Grant manager will report directly to the Lead Agency staff person.
- Adhere to brand guidelines
- Ensure use of model policies

### 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). These webinars help to connect statewide work with what is happening at the local level.
- **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 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.

## 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 ensure 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

## RATIONALE AND FOCUS AREAS

It is intended that the statewide partnerships will help to advance commercial tobacco control for the state of Indiana and provide support for local partnerships, if applicable. Grantees are expected to fully collaborate and participate in the statewide program. Applications must focus on **at least one** of the following areas on next page:

| <b>Priority Area: Decrease youth and young adult tobacco use rates</b>  |  |
|---|--|
| Middle and High School Comprehensive School Strategy  | Increase the proportion of Indiana middle and high schools that support and implement a comprehensive school strategy against all commercial tobacco use.  |
| Point-of-Sale   | Increase broad-based community support for commercial tobacco point-of-sale strategies at the local level.   |
| <b>Priority Area: Increase proportion of Hoosiers not exposed to secondhand smoke</b>                                       |  |
| Tobacco-Free Health Care Facilities   | Increase proportion of comprehensive tobacco and vape-free campus policies for a health system such as a mental health center, addiction treatment center, facilities for people with disabilities, behavioral health, or a senior living facility.  |
| Smoke-Free Communities  | Increase proportion of strong local smoke-free air ordinances for all worksites, including restaurants, bars, membership clubs, and gaming facilities.   |
| Smoke-Free Multi-Unit Housing   | Increase proportion of smoke-free policies in multi-unit housing.  |
| Tobacco-Free Colleges and Universities  | Increase proportion of college and university campuses, including technical and trade schools and other post high school training and certificate programs, with comprehensive tobacco-free campus policies that includes the usage, sale, marketing, and sampling in indoor and outdoor spaces such as student housing, classroom buildings, and athletic facilities. |
| <b>Priority Area: Decrease adult tobacco use rates</b>  |  |
| Quit Now Indiana  | Increase engagements with Quit Now Indiana.  |
| Employers   | Increase proportion of employers that provide comprehensive tobacco cessation benefits and tobacco-free grounds policies.  |
| <b>Priority Area: Protect and maintain a state and local infrastructure necessary to lower commercial tobacco use rates</b> |  |
| Coalition   | Build and maintain tobacco free coalitions and statewide infrastructure that includes marginalized populations.  |
| Tobacco-Free Families   | Increase proportion of organizations serving marginalized populations on the <i>Breathe: Healthy Steps to Living Tobacco Free</i> education program.   |



## **Focus for Statewide Partnerships**

Priority Area: Decrease youth and young adult tobacco use rates

### **Supporting Youth and Young Adult Tobacco Prevention and Cessation**

A statewide grantee, likely a youth serving organization, may partner with TPC to leverage their network of youth and young adults and provide resources that support local youth-led groups to implement education and advocacy activities supporting tobacco-free lifestyles and anti-tobacco industry messaging. A partnering organization may be well suited to support comprehensive school strategies.

Priority Area: Increase proportion of Hoosiers not exposed to secondhand smoke

### **Supporting and Promoting Smoke-Free Environments**

Smoke-free air policies not only reduce secondhand smoke exposure but also encourage quit attempts and prevent youth from starting to use commercial tobacco products including e-cigarettes. Strong local and state policies that protect everyone are necessary to further decrease Indiana’s commercial tobacco use rates and advance health equity for the state.

#### **At least one of the following settings must be represented in the application:**

- Tobacco-Free Health Care Facilities
- Smoke-Free Communities
- Multi-Unit Housing
- Tobacco-Free Colleges and Universities

#### **All of the following strategies must be addressed in the application:**

- Build capacity for the targeted setting to implement a smoke-free air policy
- Conduct outreach to the targeted setting to educate on the benefits of smoke-free air
- Coordinate messages and activities with local, state, and national partner organizations working to support smoke-free air in the targeted setting
- Implement communication strategies that target stakeholders about the health and economic benefits of smoke-free air
- Outline engagement strategies for marginalized populations and those most affected by secondhand smoke exposure

Priority Area: Decrease adult tobacco use rates

Work within this area would include increasing engagements with Quit Now Indiana and/or working with employers to implement comprehensive commercial tobacco control strategies within the workplace.

Priority Area: Maintain state and local infrastructure necessary to lower commercial tobacco use rates

### **Reaching marginalized populations with high rates of commercial tobacco use**

#### **Building capacity for addressing flavored tobacco products, including menthol**

A just society ensures that no person – regardless of race, ethnicity, or social circumstance – is exposed again and again to things that we know are harmful. Despite the US steadily expanding tobacco protections

since 1964, these protections, which most Americans take for granted, are less likely to impact the people who are disproportionately impacted and targeted by the tobacco industry.

Marginalized populations include, but are not limited to:

- African Americans, especially African American men
- People who are Latino/Hispanic
- People of low socioeconomic status, including people who are homeless
- Lesbian, gay, bisexual, transgender, and queer people (LGBTQ+)
- Rural residents
- Members of the military and/or veterans
- Individuals employed in occupations not covered by existing smoke-free policies
- People with substance use disorders or behavioral health issues
- People with disabilities
- Individuals who were formerly incarcerated
- People who are uninsured or served by Medicaid

Applications should demonstrate how the organization is currently engaged with one or more of these communities with higher rates of commercial tobacco use and include strategies for working with local community partners.

The following strategies should be addressed:

- Build internal capacity and infrastructure for the organization serving marginalized populations through developing a strategic plan that includes leadership, advocacy, spokesperson recruitment, and commercial tobacco control training
- Build external capacity and infrastructure for the organization by creating a communication plan that includes best practices in commercial tobacco control to reach marginalized populations

### **Engaging organizations with the *Breathe: Healthy Steps to Living Tobacco Free* education program**

TPC's community partners engage Head Start centers throughout the state to provide education to reduce the disease and economic burden tobacco use disproportionately places on marginalized populations. *Breathe: Healthy Steps to Living Tobacco Free* is used by Head Start centers and other organizations serving marginalized populations in their communities. The resources enable staff to educate and motivate parents and caregivers on the dangers of secondhand smoke, the true financial burden of tobacco use and secondhand smoke, and the resources available to quit smoking. Grant agreements with TPC and community-based partners support deliverables related to working with Head Start centers and other organizations in local communities.

A statewide partnership grant would implement the *Breathe: Healthy Steps to Living Tobacco Free* program and support efforts of the local community partners by completing the following deliverables:

- Provide training and technical assistance to the local TPC partners on the *Breathe* program and resources
- Provide training and technical assistance to Head Start centers in counties where Tobacco Free Families is not included in a local coalition workplan and in counties that are not funded with a local community grant

- Assist in the development of ancillary tools and training guides for the successful implementation of the program
- Serve as a liaison between the Head Start state-level offices and TPC

## GRANT APPLICATION CONTENT

The grant consists of the following sections with several forms and attachments.

### The application must include:

- *Application Cover Sheet* (Use document located on this [web page](#) under the Statewide Grant heading)
- *Project Narrative* (Use the following outline: 5-page limit.)
  - **Executive Summary** – Summarize the Grant Proposal. Please identify with Priority Area(s) and Indicator(s) your project will address.
  - **Applicant Organization History and Capacity to Complete Commercial Tobacco Control Population-Based Intervention** – This section should briefly introduce the organization’s main accomplishments and experience in commercial tobacco control. This section must demonstrate experience related to the area the applicant is applying to complete.
  - **Health Equity Statement** — Explain how this proposal works to address disparities related to commercial tobacco.
  - **Sustainability Statement** – Explain how you will build environmental support, funding stability, partnerships, organizational capacity, program evaluation, program adaptation, communications, and strategic planning to support sustainability of your proposed project.
  - **Project Description**
    - *Statement of Need and Project Rationale* – This section should describe how the proposal supports the chosen Priority Area(s) and Indicator(s). Explain how your organization reaches throughout the state and/or a targeted population, and how the organization will work with local communities on commercial tobacco control activities.
    - *Project Objectives* – Objectives must be clearly stated, measurable, reasonable in scope, and tied directly to the project need and rationale. Objectives must clearly link to the chose Priority Area(s) and Indicator(s).
    - *Evaluation Plan*-Successful applicants will be required to report activities monthly to TPC. In addition to the monthly report, please outline how you will measure the objectives described in the project.
  - **Project Work Plan**--The overall project strategy along with activities, dates and deliverables should be outlined on the Project Work Plan Form. (See sample template located on this [web page](#) under the Statewide Grant heading.)
- *Scope of Work* – Bullet point summary of project deliverables. (Use form located on this [web page](#) under the Statewide Grant heading.)
- *Itemized and Detailed Budget*--The budget should contain all anticipated funds. (Use Budget Worksheet and Budget Narrative Forms under the Statewide Grant heading on this [web page](#).)
- *Job description* - Include all job description(s) for positions that are proposed to be paid by or that will support the work of the project.
- *Audited Financial Statements*--This applies to any non-governmental entities. Non- governmental entities need to submit audited financial statements not over two periods old.



- A limited number of items may be included in an Appendix including up to 3 letters of support and relevant staff biographies and resumes.

## 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 rollover to State Fiscal Year 2025.**

There will not be a guaranteed allotment or a suggested funding range for applications. Budget requests should reflect the needs of the work plan, the amount of work proposed in the work plan, and resources needed to be successful.

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.

The Lead Agency 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](mailto:TPCApplications@isdh.in.gov) and **must be received before midnight EST on Wednesday, March 8, 2023.**

**APPLICATIONS WILL ONLY BE ACCEPTED AT THE EMAIL ADDRESS ABOVE.**



## REVIEW PROCESS

A team consisting of IDOH staff, TPC staff, and other 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 TPC for final approval.

Applications will be reviewed using the following criteria:

- Potential for wide impact including marginalized populations
- Authentic partnership approach to achieving objectives and demonstration of successful partnerships
- Input from stakeholders 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 changes
- 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 applicants that demonstrate the 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
- 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 10, 2023 | Virtual training workshop<br>Please visit <a href="#">Grant Applications</a> for additional details<br>*Applicants are strongly encouraged to attend |
| January 25, 2023 | Deadline to submit questions in writing  |
| February 8, 2023 | Responses posted on TPC website  |
| March 8, 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   |



## BUDGET

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

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.

**Reminder:** Provide a written Job Description for all positions funded through this grant. Submission of a resume does not replace the job description requirement.

**NOTE:** The submitted budget is not the final budget. The final budget must be approved the TPC Director of Community Programs. Proposed subcontracts must be approved by the Director of Community Programs before execution, and promotional items and media must be approved prior to purchase.

## BUDGET EXPLANATION

### Description of Budget Line Items

The following line items should be included. Use the budget form provided. Explanation of budget items must be submitted using the Budget Narrative form.

### 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 TPC grant 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.

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.

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 increase 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.

- 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. 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; 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 statewide program. **Promotional items and other similar items must be pre-approved. Submit a written request to your primary contact at TPC for consideration prior to approval.**

### Contractual

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 subcontract. Legal services **must** be pre-approved by TPC. On the budget 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 subcontract,
- III. person in the agency who will supervise or manage the subcontract,
- IV. name of the subcontractor or, if not yet known, what method will be used to select the subcontractor, e.g., bids, request for proposals, sole source, etc.



- V. amount or budget for the subcontract,
- VI. process for subcontractor to secure payment,
- VII. how the subcontract will be supervised, managed, or otherwise monitored by the Lead Agency.

The subcontract agreement formats provided by TPC should serve as a boilerplate to collect the minimum information on subcontractors. If additional space is needed to explain the details of a contract, 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 subcontract for goods or services, but the information requested in the boilerplate must be contained in any subcontract agreement executed.

### 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.

### 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.**

### 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.**

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 holding State of Indiana – Indiana State Department of Health Tobacco Prevention & Cessation funds.

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. To adopt and enforce a no tobacco policy in project facilities 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 travel 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 a meal(s), the provided meal(s) 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 \$96.00 per night. 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 \$96.00 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.**