

Boston Public Health Commission
Smoke Free Homes Funding Opportunity
Request for Responses-December 15, 2010

Cover Sheet

Name of Organization:

Project Coordinator

Name:

Address:

Telephone:

E-Mail:

Fiscal Conduit

Agency:

Address:

Telephone:

Contact Person:

Federal Tax ID #:

Total Dollar Amount Requested:

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The Boston Public Health Commission was awarded a grant of \$6.1 Million in stimulus funding for “Communities Putting Prevention to Work, (CPPW)” a two-year national initiative to address tobacco use and exposure. Through this initiative, the Boston Public Health Commission seeks to significantly increase the smoke free housing options in the City of Boston, in part, through the award of a limited number of Smoke-Free Homes Mini-Grants. This is made possible by funding from the Department of Health and Human Services.

Proposals for Smoke Free Homes Mini-Grant must seek to achieve the following outcomes: 1) A pre-determined number of residential units (rental or owner-occupied) in multi-unit buildings are expected to become no-smoking during the project period; 2) No smoking rules must be building-wide, applying to all units and areas of a building; 3) The no-smoking rule must be sustainable beyond the grant period; and 5) A procedure or system will be in place that increases the possibility that more units will be smoke-free after the project period.

Any business or organization which owns, leases, develops, manages, finances or advertises housing, in the city of Boston, is eligible to apply for this CPPW funding. Examples include non-profit and for-profit owners and developers of multi-family properties, Section 8 landlords and certificate administrators, housing property managers, condominium associations, rental agents and realtors. Only organizations that can demonstrate a direct authority or direct oversight of housing rules, or can document how their activities will result in the required outcomes, are eligible to apply. Tenant organizations, advocacy groups and others may apply as a partner, not as the lead applicant.

Grant Awards: Grant awards will range from \$5,000 to \$20,000.

Grant Guidelines: This funding is providing through American Recovery and Reinvestment Act dollars and through the Centers for Disease Control and Prevention (CDC) and must comply with the rules and conditions laid down within the Act and by the CDC.

Each grantee must submit a Monitoring report to the Boston Public Health Commission within 5 days of the end of each quarter starting March 30, 2010. The report must include the recipients DUNS #, legal name and address; the award number, date and grant period; The total amount of ARRA funds under this award; The amount of ARRA funds received under this award that were obligated and expended to projects or activities; The amount of unobligated award balances; and a detailed list of all projects or activities for which ARRA funds under this award were obligated and expended, including

- i. The name of the project or activity;
- ii. A description of the project or activity;

- iii. An evaluation of the completion status of the project or activity;
- iv. An estimate of the number of jobs created and the number of jobs retained by the project or activity;

Recipients must account for each ARRA award and sub-award (sub-grant and sub-contract) separately. Recipients will draw down ARRA funds on an award-specific basis. Pooling of ARRA award funds with other funds for drawdown or other purposes is not permitted.

Invoices must be submitted monthly, within 15 days of the month's end. Invoices must represent actual monthly expenses. Expenses should be allowable, allocable and reasonable. No short term loans, prepayments or future expenses are permitted under federal reimbursement guidelines. If no contracted activities occurred in a given month, a zero dollar (\$0.00) invoice should be submitted. Invoices must reflect actual costs incurred and show expenditure against the approved contracted budget.

Grantees may receive up to two site visits regarding fiscal compliance and must be able to support invoices, demonstrate ARRA funds have been kept separate and used only to support ARRA activities. Programmatic visits may also be required at the discretion of BPHC.

Project budget must adhere to the following guidelines:

Funds will be paid on a cost reimbursement basis.

Funding may be used for a variety of expenses, including salaries and fringe benefits, stipends/consultant costs, space rental, supplies, copying/printing, mailing, educational materials, incentives, refreshments, and indirect costs.

Applicants must provide an itemized budget with a justification of each proposed expense. A budget form is included with the application instructions.

Only expenses that are approved in the contract budget may be billed. Requests for budget amendments must be sent in writing to the *Boston Public Health Commission, Office of Tobacco Prevention and Control Boston, Tobacco CPPW Project Director*. Budget amendments must include detailed description and justification of proposed changes.

Supplies and materials item must be reasonable (e.g. choosing store brands and sale items), labels must be specific (e.g. folders for resident smoke free housing meeting instead of simply "supplies") and must be accompanied with a copy of the original vendor invoice. Please specify the amount if you are requesting a portion of a bill.

Stipend item labels must include name of recipient; amount paid, and related activity. Stipends should not exceed \$25.00 per person per activity.

Catering services and/or food purchases should be limited to activities essential to the execution of grant related activities or directly associated with the delivery of required client/resident activities.

Deadline for applications: Applications must be mailed or hand delivered and must be delivered by: **December 15, 2010, 4:00 P.M.** Attention: Odessa Ortiz, Tobacco Control Program, Boston Public Health Commission, 1010 Massachusetts Avenue, 2nd Floor, Boston, MA 02118. Applications may be left with the receptionist. Only hard copies are accepted.

THERE ARE NO EXCEPTIONS TO THE DEADLINE.

Questions may be submitted to tobaccocontrol@bphc.org and responses will be posted on line at www.bphc.org/tobaccocontrol. Only questions submitted by **December 10, 2010 at 5pm** will receive responses.

Selection Process: Only applications submitted in accordance with the submission deadline and guidance will be reviewed. Applications may be no more than 6 pages, including the budget (using sample provided) and must respond to the request for responses section. Applicants may provide additional information in attachments, but this will not be factored into ratings.

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Scope of Work

Through a competitive process, non-profit and for profit owners and developers of multi-family properties, Section 8 landlords and certificate administrators, housing managers, condominium associations and realtors will be funded to create, or transition property to, smoke-free housing. Between 4 and 8 grants of \$5,000- \$20,000, over the designated grant period ending before February 28, 2012, will be awarded.

Funding decisions and allocations will be based on the applicant's ability to achieve the following outcomes: 1) A pre-determined number of residential units (rental or owner-occupied) in multi-unit buildings are expected to become no-smoking during the project period; 2) No smoking rules must be building-wide, applying to all units and areas of a building; 3) The no-smoking rule must be sustainable beyond the grant period; and 5) A procedure or system will be in place that increases the likelihood that more units will be smoke-free after the project period. Funding decisions and allocations will also reflect amount of units becoming smoke free. For example, the costs, (therefore the funding request) for transitioning or developing 50 smoke free units, should be smaller than the costs associated with transitioning or developing 500.

Examples of funded activities include:

- Employ tenants and/or staff in resident and/or landlord engagement and education on smoke free housing;
- Promote smoke free housing options through marketing strategies;
- Modify rental property listing sites to include smoke free housing option.
- Support outreach to and educational activities for residents promoting smoke-free policies, such as:
 - Connecting residents to smoking cessation services
 - Conducting surveys of residents regarding smoke free policies
 - Mobilizing tenants to support smoke free policies within their buildings
 - Communicating through mailings, posters, meetings, surveys, door to door and other methods.
 - Holding meetings to educate residents on benefits of smoke free housing and address concerns.

Technical assistance and training will be made available to selected organizations on tenant education and outreach, tenant surveying and smoke-free lease and condo language. Selected organizations will be required to distribute information on smoking cessation resources to residents and staff. Information on smoking cessation resources will be provided by the Boston Public Health Commission.

Proposed activities should be aligned with the organizations current mission and ability to successfully promote residential smoke free policies. Amount requested must reflect the number of smoke free units to come "on-line" within the mini-grant period (date of signed agreement to February 28, 2012).

Other Expectation and Requirements:

- 1) Implement agreed upon work plan and timeline that follows the following CDC guidelines:
 - a) Describes an overall integrated strategy that identifies the selected interventions; describes key activities; describes milestones and timelines on achieving intervention implementation; identifies anticipated policy, systems and environmental outcomes
 - b) Clearly articulates how activities and interventions highlighted in the work plan will be sustained after Recovery Act funding has ceased.
- 2) Engage in necessary media/marketing/outreach efforts and build necessary partnerships to ensure highest level of participation.
- 3) Engage in necessary data collection and program evaluation efforts to demonstrate participation in program activities, equitable access and participation, which may include event logs, attendance sheets, survey administration, interviews and other qualitative evaluation processes.
- 4) Purchase supplies and other materials necessary to fulfill set milestones as per budget and work plan.
- 5) Provide timely monthly progress reports on specified activities, milestones and outcomes and expenditures. See attached draft monthly report for example.
- 6) Collaborate with BPHC in overall CPPW program evaluation efforts.
- 7) Track volunteer and other in-kind donations supporting program activities funded by CPPW.

Method of Accountability/Progress Monitoring:

Progress and performance will be monitored by the Boston Tobacco CPPW Project Director, through monthly meetings, and phone conversations and through scheduled site visits. Monthly reports will be required, due five days after the end of each month. Also included in the contract will be reporting requirements on the close of the contract period.

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The Boston Public Health Commissions seeks proposals for Smoke Free Homes Mini-Grants from local organizations and businesses. The completed application must include the RFR coversheet, one-five page narrative and a one page budget (total of 6 pages). Please complete responses to the following questions in the order which they are presented. Provide the response under the question it is answering.

1. Describe your organization's mission and related capacity to increase the availability of smoke free residential units in the City of Boston residents (20 points) ½ page
2. Describe the populations and Boston neighborhoods that would be served through this proposal (10 points). ½ page
3. Describe proposed activities; include project objectives and outcomes (20 points) 1 page
(Include a distribution plan assuring that staff and residents will be informed of available smoking cessation services. Information will be provided by the BPHC).
4. Identify all collaborators in proposed activities and their role/contribution in reaching the project objectives (10 points) ½ page
5. Describe the changes to be achieved and identify how those changes will be measured (10 points) ½ page
6. Provide timeline for all activities and outcomes (5 points) 1 page
7. Describe the type and number of housing units that will become smoke free during the project period. Include any information about location that may be available at time of submission (20 points) ½ page
8. Describe the process through which units and buildings will remain smoke free after the grant period and additional units may be added. (5 points) ½ page
9. Submit an itemized budget with budget narrative, using attached template. 1 page.

Budget Sample

Budget Category	Budget Justification	Amount Requested
<i>Salaries and Wages</i>	Program coordinator @25.00 per hour for 3 hrs. Per week x 30weeks.	\$2,250
<i>Fringe Benefits</i>	25% fringe of 2,250	\$550
<i>Consultant Costs</i>		\$2,250
<i>Supplies</i>	Office supplies 20 x30 wks	\$600
	Promotion /Advertising	\$300
<i>Other</i>	Incentives	\$300
	Refreshments, including celebrations	\$750
<i>Direct costs</i>		\$7,000
<i>Indirect cost (maximum 20% of direct</i>		\$1,400
TOTAL BUDGET <i>Sum of direct and indirect costs up to \$20,000 maximum)</i>		\$8,400

Note: The organization may include expenses to cover general indirect costs up to 20% of total direct costs, or it's approved administrative overhead, whichever is lower.

Budget Template

Budget Category	Budget Justification	Amount Requested
<i>Salaries and Wages</i>		
<i>Fringe Benefits</i>		
<i>Consultant Costs</i>		
<i>Supplies</i>		
<i>Other</i>		
<i>Direct costs</i>		
<i>Indirect cost (maximum 20% of direct</i>		
TOTAL BUDGET <i>Sum of direct and indirect costs up to \$20,000 maximum)</i>		

Note: The organization may include expenses to cover general indirect costs up to 20% of total direct costs, or it's approved administrative overhead, whichever is lower.