

SUBGRANT

BETWEEN

**THE NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH TOBACCO FREE NEBRASKA PROGRAM**

AND

LINCOLN LANCASTER COUNTY HEALTH DEPARTMENT

This subgrant is entered into by and between the Nebraska Department of Health and Human Services, **DIVISION OF PUBLIC HEALTH TOBACCO FREE NEBRASKA PROGRAM** (hereinafter "DHHS"), and **LINCOLN LANCASTER COUNTY HEALTH DEPARTMENT** (hereinafter "Subrecipient").

CFDA Title & #:	<u>Not Applicable</u>	Federal Agency:	<u>Not Applicable</u>
Award Name:	<u>Communities of Excellence in Tobacco Control, School/Community/Outreach Projects</u>	Federal Award Identifier #	<u>Not Applicable</u>
Issue Date:	<u>January 4, 2013</u>	This award is not for research and does not include ARRA funds.	
Award Date:	<u>July 1, 2013</u>		

PURPOSE. The purpose of this subgrant is: to develop and implement strategies for reducing tobacco use and exposure to tobacco smoke in schools and communities and to identify and eliminate disparities related to tobacco use and its effects among population groups.

I. PERIOD OF PERFORMANCE AND TERMINATION

- A. **TERM.** This award is in effect from July 1, 2013 the effective date through June 30, 2015, the completion date.
- B. **TERMINATION.** This subgrant may be terminated at any time upon mutual written consent or by either party for any reason upon submission of written notice to the other party at least Thirty (30) days prior to the effective date of termination. DHHS may also terminate this subgrant in accord with the provisions designated "FUNDING AVAILABILITY" and "BREACH OF SUBGRANT." In the event either party terminates this subgrant, the Subrecipient shall provide to DHHS all work in progress, work completed, and materials provided by DHHS in connection with this subgrant immediately.

II. AMOUNT OF SUBGRANT

- A. **TOTAL SUBGRANT.** DHHS shall pay the Subrecipient a total amount not to exceed \$651,321.00 (six hundred fifty-one thousand, three hundred and twenty-one dollars) for the activities specified herein.
- B. **PAYMENT STRUCTURE.** Payment shall be structured as follows: fiscal reports will be submitted to DHHS on a quarterly basis and are due at the end of the next month following the end of a quarter. There will be a total of eight (8) quarterly payments during the grant period beginning with the July 1 to September 30, 2013 quarter and ending with the April 1

to June 30, 2015 quarter. The Subrecipient shall be paid for allowable, reasonable, and approved costs in accordance with the budget in Attachment B.

- C. **BUDGET CHANGES.** The Subrecipient is permitted to reassign funds from one line item to another line item within the approved budget. If funds are reassigned between line items, prior approval from DHHS is required for cumulative budget transfer requests for allowable costs, allocable to the subgrant exceeding ten percent (10%) of the current total approved budget. Budget revision requests shall be submitted in writing to DHHS. DHHS will provide written notification of approval or disapproval of the request within thirty (30) days of its receipt.

III. STATEMENT OF WORK

A. The Subrecipient shall:

1. Perform the work as submitted in response, Attachment B, to the Communities of Excellence in Tobacco Control, School/Community/Outreach Projects Request for Proposals and adhere to all requirements detailed in the Request for Proposals, Attachment A.
2. Submit fiscal and program reports in accordance with the following schedule:

Quarter	Time Period	What's Due	Due Date
1	7/1/13 – 9/30/13	Fiscal Report	10/31/13
2	10/1/13 – 12/31/13	Fiscal Report Program Report (6-month)	1/31/14
3	1/1/14 – 3/31/14	Fiscal Report	4/30/14
4	4/1/14 – 6/30/14	Fiscal Report Program Report (6-month)	7/31/14
5	7/1/14 – 9/30/14	Fiscal Report	10/31/14
6	10/1/14 – 12/31/14	Fiscal Report Program Report (6-month)	1/31/15
7	1/1/15 – 3/31/15	Fiscal Report	4/30/15
8	4/1/15 – 6/30/15	Fiscal Report Program Report (6-month)	7/31/15

B. DHHS shall:

1. Provide technical assistance to the Subrecipient.
2. Monitor the work; program reporting; budget; and fiscal reporting of the Subrecipient.

IV. GENERAL TERMS AND ASSURANCES

A. ACCESS TO RECORDS AND AUDIT RESPONSIBILITIES.

1. All Subrecipient books, records, and documents regardless of physical form, including data maintained in computer files or on magnetic, optical or other media, relating to work performed or monies received under this subgrant shall be subject to audit at any reasonable time upon the provision of reasonable notice by DHHS. Subrecipient shall maintain all records for three (3) years from the date of final payment, except records that fall under the provisions of the Health Insurance Portability and Accountability Act

(HIPAA) shall be maintained for six (6) full years from the date of final payment. In addition to the foregoing retention periods, all records shall be maintained until all issues related to an audit, litigation or other action are resolved to the satisfaction of DHHS. The Subrecipient shall maintain its accounting records in accordance with generally accepted accounting principles. DHHS reserves and hereby exercises the right to require the Subrecipient to submit required financial reports on the accrual basis of accounting. If the Subrecipient's records are not normally kept on the accrual basis, the Subrecipient is not required to convert its accounting system but shall develop and submit in a timely manner such accrual information through an analysis of the documentation on hand (such as accounts payable).

2. The Subrecipient shall provide DHHS any and all written communications received by the Subrecipient from an auditor related to Subrecipient's internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance*. The Subrecipient agrees to provide DHHS with a copy of all such written communications immediately upon receipt or instruct any auditor it employs to deliver copies of such written communications to DHHS at the same time copies are delivered to the Subrecipient, in which case the Subrecipient agrees to verify that DHHS has received a copy.
 3. The subrecipient shall immediately commence follow-up action on findings arising from audits or other forms of review. Follow-up action includes responding to those conducting such examinations with clear, complete views concerning the accuracy and appropriateness of the findings. If the finding is accepted, corrective action, such as repaying disallowed costs, making financial adjustments, or taking other actions should proceed and be completed as rapidly as possible. If the subrecipient disagrees, it should provide an explanation and specific reasons that demonstrate that the finding is not valid.
 4. In addition to, and in no way in limitation of any obligation in this subgrant, the Subrecipient shall be liable for audit exceptions, and shall return to DHHS all payments made under this subgrant for which an exception has been taken or which has been disallowed because of such an exception, upon demand from DHHS.
- B. AMENDMENT. This subgrant may be modified only by written amendment executed by both parties. No alteration or variation of the terms and conditions of this subgrant shall be valid unless made in writing and signed by the parties.
- C. ANTI-DISCRIMINATION. The Subrecipient shall comply with all applicable local, state and federal statutes and regulations regarding civil rights and equal opportunity employment, including Title VI of the Civil Rights Act of 1964; the Rehabilitation Act of 1973, Public Law 93-112; the Americans with Disabilities Act of 1990, Public Law 101-336; and the Nebraska Fair Employment Practice Act, NEB. REV. STAT. §§ 48-1101 to 48-1125. Violation of said statutes and regulations will constitute a material breach of this subgrant. The Subrecipient shall insert this provision into all subgrants and subcontracts.
- D. ASSIGNMENT. The Subrecipient shall not assign or transfer any interest, rights, or duties under this subgrant to any person, firm, or corporation without prior written consent of DHHS. In the absence of such written consent, any assignment or attempt to assign shall constitute a breach of this subgrant.

- E. ASSURANCE. If DHHS, in good faith, has reason to believe that the Subrecipient does not intend to, is unable to, has refused to, or discontinues performing material obligations under this subgrant, DHHS may demand in writing that the Subrecipient give a written assurance of intent to perform. Failure by the Subrecipient to provide written assurance within the number of days specified in the demand may, at DHHS's option, be the basis for terminating this subgrant.
- F. BREACH OF SUBGRANT. DHHS may immediately terminate this subgrant and agreement, in whole or in part, if the Subrecipient fails to perform its obligations under the subgrant in a timely and proper manner. DHHS may withhold payments and provide a written notice of default to the Subrecipient, allow the Subrecipient to correct a failure or breach of subgrant within a period of thirty (30) days or longer at DHHS's discretion considering the gravity and nature of the default. Said notice shall be delivered by Certified Mail, Return Receipt Requested or in person with proof of delivery. Allowing the Subrecipient time to correct a failure or breach of this subgrant does not waive DHHS's right to immediately terminate the subgrant for the same or different subgrant breach which may occur at a different time. DHHS may, at its discretion, obtain any services required to complete this subgrant and hold the Subrecipient liable for any excess cost caused by Subrecipient's default. This provision shall not preclude the pursuit of other remedies for breach of subgrant as allowed by law.
- G. CONFIDENTIALITY. Any and all confidential or proprietary information gathered in the performance of this subgrant, either independently or through DHHS, shall be held in the strictest confidence and shall be released to no one other than DHHS without the prior written authorization of DHHS, provided that contrary subgrant provisions set forth herein shall be deemed to be authorized exceptions to this general confidentiality provision.
- H. CONFLICTS OF INTEREST. In the performance of this subgrant, the Subrecipient shall avoid all conflicts of interest and all appearances of conflicts of interest. The Subrecipient shall immediately notify DHHS of any such instances encountered, so that other arrangements can be made to complete the work.
- I. COST PRINCIPLES AND AUDIT REQUIREMENTS. The Subrecipient shall follow the applicable cost principles set forth in OMB Circular A-87 for State, Local and Indian Tribe Governments; A-21 for Colleges and Universities; or A-122 for Non-Profit Organizations. Federal audit requirements are dependent on the total amount of federal funds expended by the Subrecipient, set in the table below and Attachment 1, Audit Requirement Certification. Audits must be prepared and issued by an independent certified public accountant licensed to practice. A copy of the annual audit is to be made electronically available or sent to: Nebraska Department of Health and Human Services, Financial Services, P.O. Box 95026, Lincoln, NE 68509-5026.

Amount of annual federal expenditure	Audit Type
\$100,000 to \$499,999	Financial Statement Audit
500,000 or more in federal expenditure	A-133 audit

- J. DATA OWNERSHIP AND COPYRIGHT. DHHS shall own the rights in data resulting from this project or program. The Subrecipient may copyright any of the copyrightable material and may patent any of the patentable products produced in conjunction with the performance required under this subgrant without written consent from DHHS. DHHS hereby reserve a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the copyrightable material for federal or state government purposes. This provision shall survive termination of this subgrant.

- K. DEBARMENT, SUSPENSION OR DECLARED INELIGIBLE. The Subrecipient certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- L. DOCUMENTS INCORPORATED BY REFERENCE. All references in this subgrant to laws, rules, regulations, guidelines, directives, and attachments which set forth standards and procedures to be followed by the Subrecipient in discharging its obligations under this subgrant shall be deemed incorporated by reference and made a part of this subgrant with the same force and effect as if set forth in full text, herein.
- M. DRUG-FREE WORKPLACE. Subrecipient agrees, in accordance with 41 USC §701 et al., to maintain a drug-free workplace by: (1) publishing a drug-free workplace statement; (2) establishing a drug-free awareness program; (3) taking actions concerning employees who are convicted of violating drug statutes in the workplace; and (4) in accordance with 2 CFR §180.230, identify all workplaces under its federal awards.
- N. FORCE MAJEURE. Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under this subgrant due to a natural disaster, or other similar event outside the control and not the fault of the affected party ("Force Majeure Event"). A Force Majeure Event shall not constitute a breach of this subgrant. The party so affected shall immediately give notice to the other party of the Force Majeure Event. Upon such notice, all obligations of the affected party under this subgrant which are reasonably related to the Force Majeure Event shall be suspended, and the affected party shall do everything reasonably necessary to resume performance as soon as possible. Labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under this subgrant.
- O. FUNDING AVAILABILITY. DHHS may terminate the subgrant, in whole or in part, in the event funding is no longer available. Should funds not be appropriated, DHHS may terminate the award with respect to those payments for the fiscal years for which such funds are not appropriated. DHHS shall give the Subrecipient written notice thirty (30) days prior to the effective date of any termination. The Subrecipient shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event, shall the Subrecipient be paid for a loss of anticipated profit.
- P. GRANT CLOSE-OUT. Upon completion or notice of termination of this grant, the following procedures shall apply for close-out of the subgrant:
1. The Subrecipient will not incur new obligations after the termination or completion of the subgrant, and shall cancel as many outstanding obligations as possible. DHHS shall give full credit to Subrecipient for the federal share of non-cancelable obligations properly incurred by Subrecipient prior to termination, and costs incurred on, or prior to, the termination or completion date.
 2. Subrecipient shall immediately return to DHHS any unobligated balance of cash advanced or shall manage such balance in accordance with DHHS instructions.
 3. Within a maximum of 90 days following the date of expiration or completion, Subrecipient shall submit all financial, performance, and related reports required by the

Subrecipient Reporting Requirements. DHHS reserves the right to extend the due date for any report and may waive, in writing, any report it considers to be unnecessary.

4. DHHS shall make any necessary adjustments upward or downward in the federal share of costs.
5. The Subrecipient shall assist and cooperate in the orderly transition and transfer of subgrant activities and operations with the objective of preventing disruption of services.
6. Close-out of this subgrant shall not affect the retention period for, or state or federal rights of access to, Subrecipient records, or Subrecipient's responsibilities regarding property or with respect to any program income for which Subrecipient is still accountable under this subgrant. If no final audit is conducted prior to close-out, DHHS reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted at a later time.

Q. GOVERNING LAW. The award shall be governed in all respects by the laws and statutes of the State of Nebraska. Any legal proceedings against DHHS or the State of Nebraska regarding this award shall be brought in Nebraska administrative or judicial forums as defined by Nebraska State law. The Subrecipient shall comply with all Nebraska statutory and regulatory law.

R. HOLD HARMLESS.

1. The Subrecipient shall defend, indemnify, hold, and save harmless the State of Nebraska and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State of Nebraska, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Subrecipient, its employees, consultants, representatives, and agents, except to the extent such Subrecipient's liability is attenuated by any action of the State of Nebraska which directly and proximately contributed to the claims.
2. DHHS's liability is limited to the extent provided by the Nebraska Tort Claims Act, the Nebraska Contract Claims Act, the Nebraska Miscellaneous Claims Act, and any other applicable provisions of law. DHHS does not assume liability for the action of its Subrecipients.

S. INDEPENDENT ENTITY. The Subrecipient is an Independent Entity and neither it nor any of its employees shall, for any purpose, be deemed employees of DHHS. The Subrecipient shall employ and direct such personnel, as it requires, to perform its obligations under this subgrant, exercise full authority over its personnel, and comply with all workers' compensation, employer's liability and other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer providing services as contemplated by this subgrant.

T. REIMBURSEMENT REQUEST. Requests for payments submitted by the Subrecipient shall contain sufficient detail to support payment. Any terms and conditions included in the Subrecipient's request shall be deemed to be solely for the convenience of the parties.

U. INTEGRATION. This written subgrant represents the entire agreement between the parties, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this subgrant.

V. LOBBYING.

1. Subrecipient certifies that no Federal appropriated funds shall be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this award for: (a) the awarding of any Federal agreement; (b) the making of any Federal grant; (c) the entering into of any cooperative agreement; and (d) the extension, continuation, renewal, amendment, or modification of any Federal agreement, grant, loan, or cooperative agreement.
2. If any funds, other than Federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence: an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this subgrant, the Subrecipient shall complete and submit Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

W. NEBRASKA NONRESIDENT INCOME TAX WITHHOLDING. Subrecipient acknowledges that Nebraska law requires DHHS to withhold Nebraska income tax if payments for personal services are made in excess of six hundred dollars (\$600) to any Subrecipient who is not domiciled in Nebraska or has not maintained a permanent place of business or residence in Nebraska for a period of at least six months. This provision applies to: individuals; to a corporation, if 80% or more of the voting stock of the corporation is held by the shareholders who are performing personal services, and to a partnership or limited liability company, if 80% or more of the capital interest or profits interest of the partnership or limited liability company is held by the partners or members who are performing personal services.

The parties agree, when applicable, to properly complete the Nebraska Department of Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor. The form is available at:

http://www.revenue.ne.gov/tax/current/f_w-4na.pdf or
http://www.revenue.ne.gov/tax/current/fill-in/f_w-4na.pdf

X. NEBRASKA TECHNOLOGY ACCESS STANDARDS. The Subrecipient shall review the Nebraska Technology Access Standards, found at <http://www.nitc.ne.gov/standards/accessibility/tacfinal.html> and ensure that products and/or services provided under the subgrant comply with the applicable standards. In the event such standards change during the Subrecipient's performance, the State may create an amendment to the subgrant to request that Subrecipient comply with the changed standard at a cost mutually acceptable to the parties.

Y. NEW EMPLOYEE WORK ELIGIBILITY STATUS. The Subrecipient shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1324a, known as the E-Verify Program, or an equivalent federal program

designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Subrecipient is an individual or sole proprietorship, the following applies:

1. The Subrecipient must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
 2. If the Subrecipient indicates on such attestation form that he or she is a qualified alien, the Subrecipient agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Subrecipient's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
 3. The Subrecipient understands and agrees that lawful presence in the United States is required and the Subrecipient may be disqualified or the subgrant terminated if such lawful presence cannot be verified as required by NEB. REV. STAT. § 4-108.
- Z. PUBLICATIONS. Subrecipient agrees that all publications that result from work under this subgrant will acknowledge that the project was supported by "Grant No. XXXX" under a subgrant DHHS.
- AA. PROGRAMMATIC CHANGES. The Subrecipient shall request in writing to DHHS for approval of programmatic changes. DHHS shall approve or disapprove in whole or in part in writing within thirty (30) days of receipt of such request.
- BB. PROMPT PAYMENT. Payment shall be made in conjunction with the State of Nebraska Prompt Payment Act, NEB. REV. STAT. §§ 81-2401 through 81-2408. Unless otherwise provided herein, payment shall be made by electronic means.

Automated Clearing House (ACH) Enrollment Form Requirements for Payment.

The Subrecipient shall complete and sign the State of Nebraska ACH Enrollment Form and obtain the necessary information and signatures from their financial institution. The completed form must be submitted before payments to the Subrecipient can be made.

Download ACH Form:

http://www.das.state.ne.us/accounting/nis/address_book_info.htm

- CC. PUBLIC COUNSEL. In the event Subrecipient provides health and human services to individuals on behalf of DHHS under the terms of this award, Subrecipient shall submit to the jurisdiction of the Public Counsel under NEB. REV. STAT. §§ 81-8,240 through 81-8,254 with respect to the provision of services under this subgrant. This clause shall not apply to subgrants between DHHS and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-Term Care Ombudsman Act.
- DD. RESEARCH. The Subrecipient shall not engage in research utilizing the information obtained through the performance of this subgrant without the express written consent of DHHS. The term "research" shall mean the investigation, analysis, or review of information, other than aggregate statistical information, which is used for purposes unconnected with this subgrant.
- EE. SEVERABILITY. If any term or condition of this subgrant is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this subgrant did not contain the particular provision held to be invalid.

- FF. SMOKE FREE. Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. By signing, the Subrecipient certifies that the Subrecipient will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.
- GG. SUBRECIPIENTS OR SUBCONTRACTORS. The Subrecipient shall not subgrant or subcontract any portion of this award without prior written consent of DHHS. The Subrecipient shall ensure that all subcontractors and subrecipients comply with all requirements of this subgrant and applicable federal, state, county and municipal laws, ordinances, rules and regulations.
- HH. TIME IS OF THE ESSENCE. Time is of the essence in this subgrant. The acceptance of late performance with or without objection or reservation by DHHS shall not waive any rights of DHHS nor constitute a waiver of the requirement of timely performance of any obligations on the part of the Subrecipient remaining.

NOTICES. Notices shall be in writing and shall be effective upon receipt. Written notices, including all reports and other written communications required by this subgrant shall be sent to the following addresses:

FOR DHHS:

Jeff Soukup
NE Department of Health & Human Services

PO Box 95026
Lincoln, NE 68509-5026
Phone: (402) 471-2101
Fax: (402) 471-6446

FOR SUBRECIPIENT:

Brian Baker
Lincoln Lancaster County Health
Department
3140 'N' St.
Lincoln, NE 68510
(402) 441-8046

IN WITNESS THEREOF, the parties have duly executed this subgrant hereto, and each party acknowledges the receipt of a duly executed copy of this subgrant with original signatures.

FOR DHHS:

FOR SUBRECIPIENT:

Kerry T. Winterer
Chief Executive Officer
Department of Health and Human Services

Name: CHRIS BEUTLER
Title: MAYOR
Agency: CITY OF LINCOLN

DATE: _____ DATE: _____

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES
Tobacco Free Nebraska
AUDIT REQUIREMENT CERTIFICATION

Subrecipients and certain contractors receiving funds from the Nebraska Department of Health and Human Services are required to complete this document. Reference to the Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, in this document is "Circular A-133".

Grant Name Communities of Excellence in Tobacco Control, School/Community/Outreach
Projects _____ **Grant #** N/A **CFDA* #** N/A

Program Name, Grant #, and CFDA # need to be filled out by the DHHS program office

*(Catalog of Federal Domestic Assistance)

Contractor's Name Lincoln-Lancaster County Health Department

Address: 3140 'N' St.

City: Lincoln **State:** NE **Zip Code:** 68510

Federal Tax Identification Number (FTIN) 47-6006256

Contractor's Fiscal Year SEPT 1, 2012 to AUG 31, 2013

All written communications from the Certified Public Accountant (CPA) engaged under #1 or #2 below, given to the contractor related to Statement of Auditing Standards (SAS) 112 *Communicating Internal Control related Matters Identified in an Audit* and SAS 114 *The Auditor's Communication with Those Charged With Governance* and any additional reports issued by the auditor as a result of this engagement must be provided to the DHHS immediately upon receipt, unless the Subrecipient or contractor has directed the CPA to provide the copy directly to the DHHS and has verified this has occurred.

Check either 1 or 2

1. As the subrecipient or contractor named above, we expect to expend less than \$500,000 from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. Therefore, we are not subject to the audit requirements of Circular A-133.

We are, however, responsible for engaging a licensed Certified Public Accountant (CPA) to conduct an audit of our organization's financial statements if we have total federal expenditures over \$100,000. We acknowledge the audit must be completed no later than nine months after the end of our organization's current fiscal year. A copy of the report must be submitted to DHHS address as shown below within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

2. ✓ As the subrecipient or contractor named above, we expect to expend \$500,000 or more from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. Therefore, we are subject to the single audit requirements of Circular A-133.

We will engage a licensed Certified Public Accountant to conduct and prepare the audit of our organization's financial statements and components of the single audit pertaining to those financial statements. We acknowledge the audit must be completed no later than nine months after the end of our current fiscal year.

We further acknowledge, that a single audit performed in accordance with Circular A-133 must be submitted to the Federal Audit Clearinghouse. The reporting package, as evidence the audit was completed must contain:

- financial statements,
- a schedule of Expenditure of Federal Awards,
- a Summary Schedule of Prior Audit Findings (if applicable),
- a corrective action plan (if applicable) and
- the auditor's report(s) which includes an opinion upon financial statements and Schedule of Expenditures of Federal Awards, a report of internal control, a report of compliance and a Schedule of Findings and Questioned Costs.

We further acknowledge the auditor and this contractor or subrecipient must complete and submit with the reporting package a *Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations* (SF-SAC).

We further acknowledge a copy of the contractor's financial statements, auditor's report and SF-SAC must be submitted, at the time these documents are submitted to the Federal Audit Clearinghouse, to:

Nebraska Department of Health and Human Services
Financial Services
Grants and Cost Management
P.O. Box 95026
Lincoln, NE 68509-5026

The foregoing submissions must be made within the earlier of 30 days after receipt of the auditor's report(s), or nine months after the end of the audit period.

MAR 20 2013

Community Health Section
Health Promotion Unit

Proposal Cover Sheet



for a great state of health

School/Community/Outreach Projects REQUEST FOR PROPOSALS

July 1, 2013 – June 30, 2015

Agency Name: City of Lincoln on behalf of the Lincoln Lancaster County Health Department	
Doing Business AS (if different from above):	
Address: 3140 N Street	
Agency Administrator: Judith A. Halstead, MS	
Title: Health Director	
Program Coordinator: Brian Baker	
Phone: 402-441-8046	Fax: 402-441-8323
E-mail: bbaker@lincoln.ne.gov	
Tax Identification Number (TIN): 47-6006256	
DUNS Number: 05-125-9786	

Total Funds Requested: \$683,864

By submitting and signing this application, the applicant agrees that, if a grant is awarded, it will operate the program as described in the Subgrant Agreement between the Nebraska Department of Health and Human Services, Division of Public Health, Tobacco Free Nebraska Program and the above named agency. Please sign in **blue** ink.

Signature of Program Coordinator: 	Date: 3-19-13
Signature of Agency Administrator: 	Date: 3-19-13

School/Community/Outreach Projects
July 1, 2013 – June 30, 2015

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Attachment 8

Certification of Non-Acceptance of Tobacco Funds

Please check and sign one of the two sections below.

For Non-College/University Applicants

Company and Organization Name: Lincoln-Lancaster County Health Department

The applicant named above hereby certifies that it will not accept funding from nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries, parent company, or any other organizations funded by tobacco companies during the term of the grant from the Nebraska Department of Health & Human Services/Tobacco Free Nebraska Program.

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of Nebraska.

Certification of the Director of Agency or Person with Signatory Authority:

Handwritten signature: Judith A. Halstead
Signature
3-19-13
Date

Judith A. Halstead, MS
Printed Name
Health Director
Title

For College or University Applicants

College or University Name:

The Principal Investigator for the proposed project in the College or University listed above hereby certifies that he/she will not accept funding nor have an affiliation or contractual relationship with a tobacco company, any of its subsidiaries, parent company, or any other organizations funded by tobacco companies during the term of the grant from the Nebraska Department of Health & Human Services/Tobacco Free Nebraska Program.

I, the Principal Investigator named below, am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of Nebraska.

Certification of the Principal Investigator:

Signature
Date

Printed Name
Title

Attachment 9

Fund Restrictions

By signing this form, the applicant/subgrantee certifies that the submitting organization will not use these funds for any of the restricted activities listed below:

- Lobbying.
- Pharmacotherapy treatment for smoking cessation (e.g., nicotine patch, nicotine gum, Zyban, Chantix).
- School-based cessation classes and/or services.
- Community-based cessation classes and/or services.
- General teaching or counseling positions.
- Tobacco Prevention Curriculum.
- As a substitute for tobacco industry sponsorship of events or organizations.
- Programs or materials funded by the tobacco industry.
- **Excessive** food purchases for meetings and events.

Printed Name: Judith A. Halstead, MS

Signature: 

Title: Health Director

Agency: Lincoln-Lancaster County Health Department

Date: 3-19-13

Attachment 10

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

Travel and Expense Policies for Boards, Councils, and Contractors

Travel expenses for which reimbursement will be made are strictly confined to those essential to the transaction of official business. Expense is allowed for travel by car, plane, bus or train; ground transportation to and from terminals; meals (including tips and taxes); lodging; parking; tolls; baggage handling; taxi (including tips); telephone and postage. All expenses claimed shall reflect only those amounts actually expended.

Original receipts must be submitted in support of the following expenses: (a) plane, bus or train tickets; (b) lodging; (c) postage; (d) toll fees exceeding one dollar; (e) registration or conference fees; and (f) claims for chartered or personally rented aircraft or automobiles.

Nebraska Department of Health and Human Services (NDHHS) approval must be obtained prior to engaging in any travel at Department expense.

No reimbursement may be made for alcoholic beverages.

Travel by chartered aircraft, privately-owned aircraft, or rented aircraft is subject to prior approval by NDHHS to assure that all State policies and regulations are strictly followed. Details of reimbursement will be provided at the time prior approval is requested.

Automobile rentals are generally not a reimbursable expense. Prior approval may be granted under exceptional circumstances. Reimbursement policies and specific instructions will be provided when prior approval is requested.

No charges may be billed to NDHHS. The Department may arrange airfare, registrations or lodging at Department expense to be billed directly to the Department if requested and approved in advance.

Lodging Expense - Receipts for lodging must be submitted, and must be on hotel/motel statement forms and be properly receipted or have credit card charge form attached. A person must generally be more than 60 miles away from his/her workplace in order to be eligible for lodging reimbursement.

The "State Rate" or "Commercial Rate" must be requested on all occasions.

Only the single rate for lodging is reimbursable. If you are accompanied by another individual not on official NDHHS business, you will be responsible for all charges in excess of the appropriate single rate.

For in-state and out-of-state travel, follow the rate guidelines found on the Website: <http://www.gsa.gov/portal/category/21287>. For all travel, the Department requests that you seek the most reasonable rate possible.

Meals - When an employee leaves for overnight travel at or before 6:30 a.m., breakfast may be reimbursed. If the employee returns to the headquarters from overnight travel at or after 7:00 p.m., the evening meal may be reimbursed. Employees leaving for overnight travel at or before 6:00 p.m. may be reimbursed for evening meal expenses. Noon meals may be reimbursed if the employee leaves at or before 11:00 a.m. (for overnight travel), or returns at or after 2:00 p.m. (from overnight travel).

At the Department's discretion, one-day travel meal expenses (breakfast and supper only) may be reimbursed when it is deemed necessary because of working conditions. IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to an employee, unless such reimbursements are deemed "occasional." If such reimbursements to an individual total \$100 or more in any one year, the total of all such reimbursements will be considered taxable income. When an individual leaves for one-day travel at or before 6:30 a.m. or 1.5 hours before the normal work day begins, whichever is earlier, breakfast may be reimbursed. Noon meals for one-day travel are not

reimbursable. When an individual returns from one-day travel after 7:00 p.m. or 2 hours after the normal work day ends, whichever is later, the evening meal may be reimbursed. (NOTE: The time limitations set forth for reimbursement of meal expenses incurred for one-day travel do not include the time taken for the meal.)

Meal expenses cannot be paid if incurred in the city or town of the employee's residence or primary work location. Meals may not be charged to the Department.

For both in-state and out-of-state travel, meal reimbursement will be made for actual costs not to exceed the federally allowed maximums as found on the following Website:
<http://www.gsa.gov/portal/category/21287>.

Miscellaneous Expenses - Taxi fares, airport limousine charges, and telephone charges are reimbursable if necessary to conduct official State business. Receipts are required for all miscellaneous expenses in excess of one dollar (with the exception of taxi fares, parking, and airport limousine charges, which do not require a receipt). Entertainment expenses are not reimbursable.

Transportation Expenses - The lowest reserved seat fare for commercial air transportation will be reimbursed. The original air fare ticket copy and receipt for payment must be submitted.

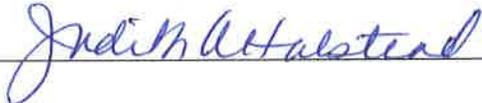
Reimbursement will be provided for use of a personal automobile for travel directly related to State business. Reimbursement will be at the approved rate (currently 56.5 cents per mile).

When commercial air transportation is available, and an individual elects to travel by personal automobile, reimbursement will be limited to the appropriate airfare, or the mileage reimbursement, whichever is less.

This summary of expense policies is intended to be a guide dealing with the most common types of expense items. If there are unusual circumstances, or if there is any question whatsoever concerning anticipated expenses, please contact a NDHHS representative for clarification prior to incurring the expense.

ACCEPTED BY THE APPLICANT/SUBGRANTEE:

Printed Name: Judith A. Halstead, MS

Signature: 

Title: Health Director

Agency: Lincoln-Lancaster County Health Department

Date: 3-19-13

**Lincoln-Lancaster County Health Department
School/Community Tobacco Prevention Program
Brian Baker, Tobacco Prevention Coordinator
(402) 441-8046**

Project Narrative Summary (10 pages maximum)

Tobacco Free Lancaster County will serve as a broad-based community coalition empowering people to assume responsibility for their health by avoiding secondhand smoke exposure, quitting tobacco use and/or never starting tobacco use. Program partners and coalition members will actively support municipal and organizational policy/rule changes in multi-family housing facilities, schools, outdoor recreational and social environments, businesses, homes and family vehicles, while existing tobacco laws will continue to be enhanced and enforced to encourage positive behavior changes regarding tobacco use.

Program Goals

- 1) Reduce secondhand smoke exposure
- 2) Prevent youth tobacco initiation
- 3) Reduce tobacco disparities
- 4) Promote local cessation resources

Target Population

Primary target populations for this program include elementary, middle and high school age children, 18-24 year old adults, limited income and racially diverse families, businesses and their employees, and businesses owned and/or managed by ethnic/racial minority individuals. Public awareness strategies will reach the broader Lincoln-Lancaster County population.

Key Collaborators

The partners of this initiative include the leadership of Tobacco Free Lancaster County; Lincoln-Lancaster County Health Department as fiscal agent and project coordinator, Salvation Army,

Community Asthma Education Initiative, Lincoln Police Department, Attack on Asthma Nebraska, and El Centro de las Americas. Other collaborators who play a valuable role of support and technical assistance include Tobacco Free Nebraska, American Cancer Society, Health Education Inc., Lincoln Parks and Recreation, Lincoln Housing Authority (LHA), Lincoln Public Schools, Lancaster County Sheriff 's Office and the American Heart Association. Development of new collaborations is a desire of the coalition. To facilitate the development of new collaborations, TFLC formed four topic-specific task forces in 2012. New collaborators now serving on TFLC task forces include: Lincoln Fire Prevention Bureau, Lincoln Fire and Rescue, Lincoln Building and Safety multi-family housing inspectors, two private multi-family residential property owners, No Limits, and Boys and Girls Club of Lincoln.

Intended Outcomes

The intended outcomes of this program being implemented over the next two years will be to increase the number of people living in Lincoln and rural Lancaster County who agree that tobacco use and secondhand smoke are a danger to health and make appropriate behavior changes such as: never beginning tobacco use, quitting tobacco use, not smoking around children, implementing smoke-free/tobacco-free policies on business/school campuses, in multi-family housing, private homes and vehicles, at outdoor recreational facilities and limiting in-store placement of tobacco ads and promotions.

Summarize the major strengths of the coalition and the community that will lead to successful implementation of the proposed workplan. Include successes.

A major strength of the coalition and its partners is the dedication to a singular goal of protecting the public from the health hazards of tobacco. The coalition and community have a greater understanding of and appreciation for the resources and time currently available to make significant changes in the community's perception and use of tobacco. With the formation of the

task forces came an increased intensity among community partners, which is resulting in more meaningful tobacco prevention discussion from the community and stakeholders. Outcomes of this increased intensity include a multi-faceted parks policy public awareness effort; direct delivery of smoke-free housing policy information to more than two thousand multi-family housing landlords during annual safety inspections and through Building and Safety Department landlord mailings; a 'report card' to identify high risk schools to target with secondhand smoke avoidance education based on number of asthma-related absences; and engagement of youth in telling the story of tobacco use in their neighborhoods using the Photo Voice project.

Another strength of the coalition is the diversity of resources and expertise represented among the partners, and a willingness among partners to give leadership and/or assistance on projects as needed. Paid and non-paid grant partners, as well as Health Department staff have stepped-up their efforts to ensure successful accomplishment of tobacco prevention strategies during the past grant cycle. There is a healthy sense of achievement and unity among the coalition which is foundationally critical to achieving greater tobacco prevention success in Lancaster County.

The passage of the Lincoln tobacco-free parks policy and work to raise public awareness of the policy has increased the visibility and, hopefully, the credibility of the coalition among community leaders including the Mayor's office, City Council, Board of Health, Parks and Recreation Advisory Board, City department directors, and organizers of large community events such as Uncle Sam Jam, Earth Day Celebration, Nebraska State Games, Juneteenth, and others.

Describe how coalition successes, progress, and burden of tobacco use on the community will be shared with policymakers at the local and state levels.

During the past grant cycle, local and State elected officials have received information about coalition activities through media releases, news conferences, information shared at City Directors and pre-Council meetings, City Council meetings, through the Board of Health (a City Council person, County Commissioner and mayoral aide are members of the Board of Health), from constituents and from partner agencies. The coalition will continue to use these means, as appropriate, and to prepare informational documents for key leaders and policy makers as data becomes available regarding evaluation of the Lincoln Smoking Regulation Act, Nebraska Clean Indoor Air Act, Operation Storefront findings, public response to the tobacco-free parks policy, and other relevant local tobacco and health data sources.

As appropriate, local information will be gathered and shared with State Senators through individual meetings, media releases, local and state survey results, and by specific requests from senators or their aides. Lincoln Lancaster County Health Department and other coalition members will continue to provide, as appropriate, letters to Senators and testimony at legislative committee hearings to both enhance and defend local tobacco control. The coalition understands the importance of consistent communication regarding local (and State) tobacco concerns with community leaders and the general public. The 2013-15 workplan proposes to explore the best options for making this important communication a reality. Possible communication options include a quarterly newsletter and continuation of a Report to the Community event and publication. Because of the importance of communicating relevant tobacco-related information to community leaders and the public, the coalition will consider formation of an additional task force for this specific purpose.

The project summary should also include the intervention area(s) to be addressed, including a list of the indicators, performance objectives and general strategy areas proposed.

Intervention Areas

Indicators 1, 2, 3, 4, 5, 6, 7, 8, 9,13 and 28 were chosen for this workplan.

Indicator 1 and 8

These indicators were selected to continue to address the comprehensive approach to protect workers and the public from exposure to secondhand smoke. The coalition formed a Business/School Task Force in 2012 to better address issues related to increasing the number of businesses and schools with a tobacco/smoke-free campus policy. This task force will create a plan of action and add appropriate community partners as needed. The task force will provide direction for all community work related to business/school policies, including strategies proposed in the 2013-2015 School Community grant workplan. LLCHD, Lincoln Police Department, Lancaster County Sheriff's Office (LSO) and Attack on Asthma Nebraska contribute most of the strategies for these indicators which involves helping businesses schools, and post-secondary institutions implement smoke free campus policies, as well as, continuing compliance/enforcement of the Lincoln Smoking Regulation Act and the Nebraska Clean Indoor Air Act. Another strategy includes utilizing El Centro de las Americas' relationships with Hispanic owned businesses to encourage them to establish tobacco/smoke-free policy.

The health department will also provide tobacco exchange events to outreach to 18-24 year olds and businesses with a high percentage of tobacco users. In addition to providing tobacco prevention education, exchanges will be used to initiate discussion with identified schools and businesses regarding campus-wide tobacco policy.

LLCHD continues to receive inquiries from businesses regarding a distance requirement for smoke-free entrances. LLCHD created a guide for establishing smoke-free entrances which recommends that businesses establish and enforce an organizational policy designating smoke-

free entrances within 25 feet or more of outside doorways. This information will be included in all materials provided to businesses and on the TFLC website.

Indicators 2 and 3

These indicators were selected to ensure ALL Lincoln/Lancaster County schools and school districts were aware of the need for and benefits of enacting a smoke/tobacco-free campus policy. During this 2-year grant cycle, rural Lancaster County schools and Lincoln private and parochial schools, without a policy or with a policy that has inconsistently been enforced, will be contacted and provided information on how to enact a tobacco/smoke-free campus policy and/or how to better utilize, promote and enforce their existing policy.

Attack on Asthma Nebraska and LLCHD will work together to coordinate these efforts by continuing to build relationships with established school community prevention groups and engaging school administrators, parents, and community members to address youth and adult smoking on campus.

Indicators 4 and 5

These indicators were selected to continue the work of encouraging the public to set rules for not allowing smoking in their homes and personal vehicles. These indicators are important to protecting more children from being exposed to secondhand smoke, especially in confined spaces such as small rooms and vehicles. All partners are involved with this indicator, as strategies are designed to outreach to a variety of age groups with consistent messages.

Community Asthma Education Initiative (CAEI) will be focusing on providing Asthma Management Clinics for families to better understand specific triggers such as

secondhand/thirdhand smoke. CAEI will continue the “Coaches Clipboard” outreach program for activities personnel (specifically coaches, trainers and P.E. teachers) in public schools focused on sports asthma management and tobacco avoidance. The program will be promoted at the annual Nebraska Coaches Convention to raise awareness among Lancaster County coaches and to market the concept of statewide telehealth asthma education. CAEI will continue collaboration between Emergency Departments and Lincoln Public School nurses to help identify tobacco disparate families using emergency departments for primary care of their school age children by creating protocols for asthma and tobacco use identification. It is the hope of this collaboration to give school nurses information that will help better case manage asthma diagnosis, to help reduce ED visits for manageable asthma symptoms and increase tobacco avoidance among disparate families. CAEI will be providing information to employers and their employees on secondhand and thirdhand smoke as a trigger for asthma. AOAN will continue to sponsor the “At Bat for Asthma and Allergies” promotion event at a Saltdogs baseball game to raise awareness of tobacco exposure as a major trigger. Haymarket Park public address system and video screen will include opportunities for tag line tobacco prevention messages. The event will also feature interactive tobacco education activities for the entire family.

The Salvation Army will host two Family No-Tobacco Nights. These events are designed to educate minority, limited income families on the dangers of tobacco use and provide encouragement and tools to quit for those desiring to do so. Another purpose of the event is to discourage youth from initiating tobacco use by dispelling myths about using tobacco and arming them with facts and skills needed to reject offers to try using it.

Coalition partners will be equipped to encourage those who smoke to quit and to promote local tobacco cessation resources such as the Nebraska Tobacco Quitline and the various community cessation counseling options.

Grant funds will be utilized to send at least one staff member and/or coalition member to conferences to increase coalition capacity and member knowledge for enhancement of workplan activities.

Indicator 6

This indicator was chosen to continue developing information and resources on smoke-free multi-unit housing. Continued inquiries from the public indicate a need and desire for more smoke-free housing options and proposed strategies are aimed at helping owners and managers create additional accommodations. The coalition formed a Smoke-Free Housing Task Force in 2012 to better address multi-unit housing smoking concerns, with emphasis on increasing the number of smoke-free living units available in Lancaster County. This task force, comprised of a fire inspector, multi-family housing inspector, Lincoln Housing Authority administrator, two multi-family housing landlords, health department staff and coalition chair, will oversee implementation of proposed housing-related strategies. This workplan proposes to significantly add to the 220 buildings and 2,497 living units identified on the Registry as being smoke-free. Health Department staff will provide smoke-free housing policy information to a minimum of 80 landlords/owners of multi-family housing complexes at four Safe Kids Fire Safe Landlord Trainings during the two-year grant cycle.

To assist with landlord education efforts, newsletter articles addressing the benefits of smoke-free housing will be submitted to REOMA and LHA for inclusion in landlord newsletters. A

minimum of 1,000 landlords will also receive the smoke-free housing brochure in a mailing from the City Building and Safety Department.

Smoke-free housing assessment and evaluation strategies will involve partnering with Lincoln Fire and Rescue and Building and Safety to further analyze contributing circumstances to all tobacco-related housing fires and surveying area multi-family housing landlords to determine those with a smoke-free policy and those interested in policy development information/assistance.

Indicator 7

This indicator was selected to reduce exposure (especially to children and youth) to secondhand smoke while a spectator or participant in recreational activities at City owned parks and sports facilities. The coalition will continue efforts to inform the public of the new tobacco-free parks policy. An exhaustive list of public awareness options has been compiled and work has begun on ensuring high levels of policy public awareness. High levels of policy public awareness are critical to achieving maximum policy compliance. The Health, Parks and Police departments will monitor policy compliance and communicate as needed to ensure any compliance issues are effectively and timely addressed.

Indicator 9

This indicator was selected to ensure tobacco prevention education using the 'Team Up! Tell a Friend' project continues to be provided to community youth at high risk for using tobacco products. This popular middle school peer-to-peer education project using portraits of students with contemporary tobacco prevention messages will be shared with one rural middle school. The concept will also be presented to administrators and student leaders at one city and one rural high school.

Indicator 13

This indicator was again selected to continue the tobacco retailer compliance checks with the Lincoln Police Department and Lancaster County Sheriff's Office. Strategies focus on utilizing compliance checks and media to reduce illegal sales of tobacco to minors. In addition to the compliance checks, LPD will offer tobacco ID training designed to provide information to prevent the sale of tobacco products to minors and will include Nebraska laws concerning tobacco, what to look for when checking a driver's license or ID card, what to do when minors attempt to purchase tobacco, and how to keep tobacco products safely displayed. Media ads placed in the Neighborhood Extra to publicly recognize businesses for not selling tobacco to minors has received positive feedback from the public and praise from tobacco retailers in the past, so this will continue once each year to enhance public relations among retailers and raise public awareness regarding prevention of tobacco sales to youth.

Indicator 28

This indicator was chosen to help focus community attention on the effect tobacco advertising has on youth initiation and continued use of tobacco products. Community leaders must continually be made aware of the serious health and economic impacts tobacco use has on individuals and neighborhoods. Engaging youth in the process of identifying irresponsible retailers of tobacco products sends a powerful message to community leaders of the need to better protect children from forming a potentially fatal addiction. TFLC will work with rural Lancaster County communities and neighborhoods in Lincoln to implement Operation Storefront the Photo Voice projects with the intent of encouraging individual tobacco retailers and retail chains to enact or enhance tobacco product and advertising placement policies intended to reduce youth initiation.

**TRAIN - Tobacco Reporting and Information Network
Lancaster County Tobacco Coalition
Full Workplan**

Workplan Period: 2013 - 2015
Report Generated: 03/19/2013 - 01:34 PM

<p>Performance Objective</p> <p>1A. From July 1, 2013 to June 30, 2015 three or fewer rural Lancaster County businesses will receive multiple indoor smoking complaints and Lincoln businesses having multiple indoor smoking complaints will remain at four or fewer. 1.B By June 30, 2015, provide information regarding designation of smoke-free entrances within 15 feet or more of outside doorways to a minimum of 50 area businesses.</p> <p>Objective Number: 1</p> <p>Target Completion Date: 06/30/2015</p> <p>Objective Status: Saved</p> <p>CX Indicators:</p> <ol style="list-style-type: none"> 1. Proportion of local communities with clean indoor air policies for public buildings, private worksites, restaurants, and child care centers 8. Extent of public and private worksites that designate smoke-free entrances within 15 feet or more of the outside doorways.
<p>Continuum of Strategies:</p>
<p>Assessment and Evaluation</p> <p style="text-align: center;"><i>Title: Public access data to the TFLC web site, facebook and newsletter will be documented and reviewed.</i></p> <p>Strategy Number: 1-6</p> <p>Status: Saved</p> <p>Responsible Parties: Lincoln-Lancaster County Health Department Tobacco Free Lancaster County</p> <p>Planned Start Date: 7/01/2013</p> <p>Planned End Date: 6/30/2015</p> <p>Primary Target Audience: Coalitions Coalition Members</p> <p>General Outcomes: Community mobilization</p> <p>Specific Outcomes: Determine public interest in local tobacco information and activities.</p> <p>Data Collection: Other: Web site analytical data</p> <p>Time Period: At regular intervals throughout the study</p> <p>Willing to share the instruments used?</p> <p>When completed, willing to share the results?</p> <p>When completed, plan to disseminate the results:</p> <p>Technical assistance requested? No</p>

Other Details:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *Feedback from businesses regarding complaints, citations and follow up visits regarding the Nebraska Clean Indoor Air Act and Lincoln Smoking Regulation Act will be documented and reviewed.*

Strategy Number: 1-7

Status: Saved

Responsible Parties: Lancaster County Sheriff's Department
Lincoln Police Department
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Law Enforcement
Policymakers: City
Policymakers: County
Policymakers: Health Board
Coalition Members

General Outcomes: Change in enforcement of policies

Specific Outcomes: Evaluation of non-compliance to the city and state policies

Data Collection: Key informant interviews

Time Period: Ongoing data collection

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Policy Development and Regulation - Compliance

Title: *The Lincoln Police Department (LPD), Lancaster County Sheriff's Office (LSO) and Lincoln-Lancaster County Health Department (LLCHD) will work together to enforce the Lincoln Smoking Regulation Act and the Nebraska Clean Indoor Air Act. LLCHD Tobacco Health Educators and, as needed, Air Quality inspectors will track and respond to complaints, work with businesses to comply with the Act and when appropriate, discuss designation of smoke-free entrances within 15 feet or more of the outside doorways. LPD and LSO will investigate and issue citations for observed violations of the Act.*

Strategy Number: 1-1

Status: Saved
Responsible Parties: Lancaster County Sheriff's Department
Lincoln Police Department
Lincoln-Lancaster County Health Department
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Compliance Type: Nebraska Clean Indoor Air Act
Number of Checks Planned: 35
Location Type(s):
Location Selection Protocol:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Public Awareness/Education - Community Education

Title: *Provide linguistically competent policy guidance to at least 10 businesses with Spanish speaking owners to ensure compliance with the Nebraska Clean Indoor Air Act and the Lincoln Smoking Regulation Act and use business contacts to encourage the 15 feet minimum smoke-free entrances, and promote the Nebraska Tobacco Quitline.*

Strategy Number: 1-2
Status: Saved
Responsible Parties: El Centro de las Americas
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Cultural Competency
Policy Advocacy
Role: Primary Sponsor
Sponsor Name:
Primary Target Audience: Work-sites/Businesses
Expected Number Reached by Strategy: 10
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *A TFLC Facebook page will be created. Topics to be shared will include general tobacco prevention, current news, promotion of coalition activities, smoke-free housing, sales to minors compliance checks, cessation resources, and tobacco prevention resources.*

Strategy Number: 1-3
Status: Saved
Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Coalition Awareness
Media Literacy or Media-related
Secondhand Smoke
Preventing Youth Initiation
Role: Primary Sponsor
Sponsor Name:
Primary Target Audience: General Public
Expected Number Reached 200
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *The TFLC website will continue to be updated with current tobacco information. Explore options to revise the housing registry on the TFLC website to be more user friendly.*
Strategy Number: 1-4
Status: Saved
Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Coalition Awareness
Secondhand Smoke
Preventing Youth Initiation
Role: Co-Primary Sponsor
Sponsor Name:
Primary Target Audience: Advocates
Coalitions
General Public
Expected Number Reached 800
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *Develop and publish a quarterly TFLC newsletter to inform the community of our activities, with a goal to reach high-risk populations.*
Strategy Number: 1-5
Status: Saved
Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015

Content Area(s): Coalition Awareness
Secondhand Smoke
Preventing Youth Initiation

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: General Public
Low income

Expected Number Reached 600
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Performance Objective

Businesses in Lancaster County with smoke-free and/or tobacco-free campuses will increase from 55 to 60 by June 30, 2015.

Objective Number: 2

Target Completion Date:

Objective Status: Saved

CX Indicators:

1. Proportion of local communities with clean indoor air policies for public buildings, private worksites, restaurants, and child care centers
8. Extent of public and private worksites that designate smoke-free entrances within 15 feet or more of the outside doorways.

Continuum of Strategies:

Assessment and Evaluation

Title: *Businesses leasing property from the Lincoln Airport Authority will be provided the 'Tobacco-Free Campus: Benefits and Sample Policy' information sheet to determine interest in developing a tobacco-free campus policy. Businesses requesting additional information will be provided the business toolkit and if needed, technical policy development assistance.*

Strategy Number: 2-5

Status: Saved

Responsible Parties: Community Asthma Education Initiative
Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Work-sites/Businesses
Coalition Members

General Outcomes: Change in awareness
Change in policies

Specific Outcomes: Increase the number of businesses with tobacco/smoke-free policies.

Data Collection: Other: Database

Time Period: At the beginning

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None
Communication/Status Log: None

Policy Development and Regulation - Policy Development

Title: *Administration, staff and/or client/employees from a minimum of 11 businesses will be provided tobacco prevention information and the benefits of tobacco/smoke-free campus policy. Businesses implementing a policy will be recognized on the TFLC website, on facebook, in the newsletter, and at the Report to the Community. 1) LLCHD will provide information and assistance to a minimum of 6 businesses. 2) CAEI will address occupational asthma management, tobacco avoidance and the benefits of having a smoke/tobacco-free policy with 5 businesses. Employees who request additional assistance will be helped to develop a home asthma management plan.*

Strategy Number: 2-1

Status: Saved

Responsible Parties: Community Asthma Education Initiative
Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area: Voluntary

Primary Target Audience: Work-sites/Businesses

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Initiate discussion with the University of Nebraska Lincoln and Nebraska Wesleyan and continue to work with Southeast Community College's Wellness Committee and College of Hair Design to promote local tobacco cessation resources and other self-help materials for both staff and students to work toward tobacco/smoke-free campus policy.*

Strategy Number: 2-2

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area: Voluntary

Primary Target Audience: Education Groups: Postsecondary

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Public Awareness/Education - Community Education

Title: *Provide two cold turkey tobacco exchange events to 40 students at local colleges. Participants will be able to exchange tobacco products for a sack lunch, quit*

materials and a brief tobacco cessation intervention to help them begin the process of quitting tobacco use. Exchanges will be an entry point to promote not only local tobacco cessation resources and other self-help materials for students, but to connect with school decision makers about the benefits to developing tobacco/smoke-free campus policy.

Strategy Number: 2-3

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Policy Advocacy

Role: Primary Sponsor

Sponsor Name:

Primary Target Audience: Young Adults (18-24 years)

Education Groups: Postsecondary

**Expected Number Reached
by Strategy:** 40

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Provide two cold turkey tobacco exchange events to 40 blue collar workers at local businesses. Participants will be able to exchange tobacco products for a sack lunch, quit materials and a brief tobacco cessation intervention to help them begin the process of quitting tobacco use. Exchanges will be an entry point to promote not only local tobacco cessation resources and other self-help materials for employees, but to connect with company decision makers about the benefits to developing tobacco/smoke-free campus policy.*

Strategy Number: 2-4

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Policy Advocacy

Role: Primary Sponsor

Sponsor Name:

Primary Target Audience: Young Adults (18-24 years)

Adults (25-64 years)

Employees

Work-sites/Businesses

**Expected Number Reached
by Strategy:** 40

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Performance Objective

By June 30, 2015, assist three rural public school districts and 2 private/parochial schools in Lincoln/Lancaster County with enhancing and/or implementing tobacco/smoke-free policies.

Objective Number: 3

Target Completion Date:

Objective Status: Saved

CX Indicators:

2. Proportion of public school districts with smoke-free or tobacco-free campuses
3. Proportion of private elementary, middle and high school campuses designated as smoke-free or tobacco-free.

Continuum of Strategies:

Assessment and Evaluation

Title: *Develop a report card to identify Lancaster County schools with increased levels of asthma-related absences. Conduct follow-up asthma prevention education with identified schools to include secondhand smoke avoidance.*

Strategy Number: 3-3

Status: Saved

Responsible Parties: Community Asthma Education Initiative
Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Education Groups: Elementary
Education Groups: Middle/Jr. High
Education Groups: High School
Coalition Members

General Outcomes: Change in knowledge

Specific Outcomes: Provide education to the schools and families on asthma prevention emphasizing secondhand smoke avoidance

Data Collection: Survey - Using existing data: School attendance records identifying asthma related absences

Time Period: At the beginning

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Policy Development and Regulation - Policy Development

Title: *Work with private and public school districts without a tobacco-free campus policy or with a policy not consistently being enforced by meeting with school administrators, boards and parent groups to provide education and raise awareness.*

Strategy Number: 3-2

Status: Saved

Responsible Parties: Attack on Asthma Nebraska
Community Asthma Education Initiative
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area: Voluntary

Primary Target Audience: Education Groups
Policymakers: Schools
Rural populations

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Public Awareness/Education - Community Education

Title: *Support 12 Lincoln and rural public and parochial schools with a tobacco-free campus policy by offering compliance strategies, additional signage, and other awareness approaches such as school newsletters, websites and announcements during the school day and at school events.*

Strategy Number: 3-1

Status: Saved

Responsible Parties: Attack on Asthma Nebraska
Community Asthma Education Initiative
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Secondhand Smoke
Policy Advocacy

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: Children (birth to 8 years)
Preadolescents (9-12 years)
Adolescents (13-17 years)
Education Groups: Elementary
Education Groups: Middle/Jr. High
Education Groups: High School
Parents
Policymakers: Schools

Expected Number Reached 4000
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Performance Objective

A) Between July 1, 2013 and June 30, 2015 the percentage of adults who smoke in Lancaster County reporting they have rules against smoking anywhere inside their home will increase from 62.5% to an estimated 70% (Social Climate Survey – Lancaster County). B) Between July 1, 2013 and June 30, 2015 the percentage of adults who smoke in Lancaster County reporting they have rules against smoking inside their family vehicle will increase from 18.9% to an estimated 25% (Social Climate Survey – Lancaster County).

Objective Number: 4

Target Completion Date:

Objective Status: Saved

CX Indicators:

4. Proportion of homes with a smoker in the household who report their home is smoke-free.
5. Proportion of families with a smoker who report their personal vehicles are smoke-free.

Continuum of Strategies:

Assessment and Evaluation

Title: *Partners will document number of events and people reached.*

Strategy Number: 4-4

Status: Saved

Responsible Parties: Attack on Asthma Nebraska
Boys and Girls Club of Lincoln
Community Asthma Education Initiative
El Centro de las Americas
Lincoln-Lancaster County Health Department
Salvation Army

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: General Public

General Outcomes: Change in knowledge
Change in behaviors
Change in policies

Specific Outcomes: Targeted audience will make personal smoke-free home and vehicle policy or quit tobacco use.

Data Collection: Other: Database

Time Period: Ongoing data collection

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None
Communication/Status Log: None

Public Awareness/Education - Community Education

Title: *TFLC members will attend the 2013 National Summit on Smokeless and Spit Tobacco Conference (2 people), the 2014 Promising Practices to Eliminate Tobacco Related Disparities Conference (1 person) and the 2014 National Conference on Tobacco or Health Conference (2 person) to learn practical ways to improve outreach efforts, exchange ideas and network with colleagues. Conference attendees will write a summary of their experience to present at a quarterly TFLC coalition meeting regarding what they have learned within 3 months of returning.*

Strategy Number: 4-1

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Media Literacy or Media-related
Secondhand Smoke
Preventing Youth Initiation
Cultural Competency
Policy Advocacy
Youth Peer Advocacy

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: Advocates
Coalitions
Coalition Members

Expected Number Reached 50
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Provide information on the health effects of tobacco use, secondhand and third hand smoke and the importance of smoke-free homes and cars to over 3,500 individuals. Materials will be translated into languages for the audiences served and be culturally appropriate. Targeted activities and audiences include: 1) materials to families through the Healthy Families America program, Early Development Network, and car seat safety checks; 2) tobacco awareness days activities; 3) engaging Lincoln and Lancaster County community groups, Prevention Leadership Team and their prevention community groups; 4) translated material for community cultural centers, New American Task Force; 5) El Centro de las Americas community events; 6) At Bat for Asthma and Allergies event; 7) families with children with under-managed asthma; 8) monthly asthma management clinics; 9) Coaches Clipboard program and Nebraska Coaches Association Convention; 10) TFLC and partner websites, newsletters and social media; 11) no-tobacco family events at Salvation Army; 12) Salvation Army food pantry.*

Strategy Number: 4-2

Status: Saved

Responsible Parties: Attack on Asthma Nebraska
Boys and Girls Club of Lincoln
Community Asthma Education Initiative
El Centro de las Americas
Lincoln-Lancaster County Health Department
Salvation Army
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Secondhand Smoke
Preventing Youth Initiation
Policy Advocacy

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: Children (birth to 8 years)
Preadolescents (9-12 years)
Adolescents (13-17 years)
Young Adults (18-24 years)
Adults (25-64 years)
Older Adults (65+ years)
Community-based Organizations
Ethnic/Minority Groups
Faith-based Organizations/Groups
General Public
Government Agencies: Other Government Agency
Health Professionals
Lesbian/bisexual/gay/transgender
Low income
Parents
Pregnant women

Expected Number Reached 3500
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Provide 200 youth tobacco prevention education, activities and opportunities for leadership through Tobacco Prevention Clubs and various community events. Topics may include the dangers of tobacco use, the effects of second and third hand smoke as it relates to homes, vehicles, benefits of smoke-free outdoor environments, new tobacco products and the impact of tobacco advertising targeting youth. Opportunities include: 1) El Centro Youth soccer tournament; 2) Youth Tobacco Prevention Clubs; 3) elementary age kids mentoring high school age youth who smoke; 4) Culler Middle School youth leadership group; 5) Anti-tobacco messages on popcorn bags for Small Fry basketball games and high schools; 6) Salvation Army STEP TEAM; 7) Tobacco Prevention Club DVD/slide show; 8) curriculum tote to Belmont CLC.*

Strategy Number: 4-3

Status: Saved

Responsible Parties: Boys and Girls Club of Lincoln
El Centro de las Americas
Lincoln-Lancaster County Health Department
Salvation Army
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Media Literacy or Media-related
Secondhand Smoke
Preventing Youth Initiation
Youth Peer Advocacy

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: Children (birth to 8 years)
Preadolescents (9-12 years)
Adolescents (13-17 years)
Community-based Organizations
Education Groups
Ethnic/Minority Groups
Low income

Expected Number Reached 200
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Performance Objective

By June 30, 2015, the number of smoke free multi-unit apartment buildings in Lincoln will increase from 220 to 270.

Objective Number: 5

Target Completion Date:

Objective Status: Saved

CX Indicators:

6. Extent of smoke-free units within multi-housing complexes (e.g. apartments, public housing, student housing).

Continuum of Strategies:**Assessment and Evaluation**

Title: *Utilize the Lancaster County Smoke-Free Housing Registry to determine the number of identified multi-unit apartment buildings that have a smoke-free policy.*

Strategy Number: 5-11

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Government Agencies: City
Government Agencies: County
Government Agencies: Other Government Agency
Work-sites/Businesses
Coalition Members

General Outcomes: Change in knowledge
Change in policies

Specific Outcomes: Increase the number of multi-unit housing with a smoke-free policy

Data Collection: Key informant interviews

Time Period: Ongoing data collection

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Develop a tracking system with Lincoln Fire and Rescue and the City Bureau of Fire*

Prevention to identify all tobacco related fires in Lincoln. Fire inspectors/investigators will continue to provide the tri-fold brochure on smoke-free multi-family housing to landlords when their investigation reveals the fire was tobacco related. Letters and a trifold brochure will be sent to landlords who experienced a tobacco-related fire which was not investigated by a fire inspector/investigator.

Strategy Number: 5-12

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Government Agencies: City
Work-sites/Businesses: Other work-sites/businesses
Coalition Members

General Outcomes: Change in knowledge
Change in policies
Change in enforcement of policies
Improvement in program quality

Specific Outcomes: Prevent smoking-related residential fires

Data Collection: Survey - Using existing data: Lincoln Fire and Rescue and City Bureau of Fire
Prevention records

Time Period: Ongoing data collection

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Collaborate with Lincoln Realtors Association and the Real Estate Owners/Managers Association to conduct a survey of Lincoln landlords to determine those with a smoke-free housing policy and those interested in policy information.*

Strategy Number: 5-13

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Work-sites/Businesses: Other work-sites/businesses

General Outcomes: Change in knowledge
Change in policies

Specific Outcomes: Increase the number of multi-unit housing facilities with a smoke-free housing policies

Data Collection: Survey - Collecting new data
Instrument(s) to be used: online survey

Time Period: At the beginning

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Track citations and prosecution for improper disposal of tobacco products related to fires.*

Strategy Number: 5-14

Status: Saved

Responsible Parties: Lincoln Police Department
Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Policymakers: City
Work-sites/Businesses: Other work-sites/businesses
Coalition Members

General Outcomes: Change in knowledge
Change in enforcement of policies

Specific Outcomes: Determine the number of fires caused by improper disposal of tobacco products and determine how policies/prosecution or lack of policies/prosecution affects unsafe smoking behavior

Data Collection: Other: City/County attorney database

Time Period: At regular intervals throughout the study

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Policy Development and Regulation - Policy Development

Title: *Identify a minimum of 50 additional multi-housing buildings with a voluntary smoke-free policy to be added to the Smoke-Free Housing Registry.*

Strategy Number: 5-1

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area: Voluntary

Primary Target Audience: Government Agencies: Other Government Agency
Work-sites/Businesses: Other work-sites/businesses

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Ten property owners who indicate interest in a smoke-free policy will be contacted to provide policy development information and offered technical assistance on development of a smoke-free housing policy.*

Strategy Number: 5-2

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area: Voluntary

Primary Target Audience: Government Agencies: Other Government Agency
Work-sites/Businesses: Other work-sites/businesses

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *LLCHD Tobacco Prevention and Air Quality staff will work together to provide assistance to tenants in response to complaints regarding tobacco smoke infiltration in multi-unit housing. The process will include providing the Smokers Next Door information sheets to the tenants and may include providing the benefits of developing smoke-free policies to the owner/manager of the dwelling.*

Strategy Number: 5-4

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area: Voluntary

Primary Target Audience: Young Adults (18-24 years)
 Adults (25-64 years)
 Older Adults (65+ years)
 Government Agencies: Other Government Agency
 Work-sites/Businesses: Other work-sites/businesses

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Identify two Lincoln Housing Authority landlords interested in exploring smoke-free housing policies for their buildings and invite them to participate on the TFLC Housing Task Force.*

Strategy Number: 5-5

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department
 Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area: Voluntary

Primary Target Audience: Government Agencies: Other Government Agency

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Host a landlord recognition event for a minimum of 25 landlords having a current smoke-free housing policy.*

Strategy Number: 5-6

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department
 Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area: Voluntary

Primary Target Audience: Government Agencies: Other Government Agency
 Work-sites/Businesses: Other work-sites/businesses

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Public Awareness/Education - Community Education

Title: *Four earned media opportunities will be sought to promote the benefits of smoke-free multi-unit housing.*

Strategy Number: 5-3

Status: Saved
Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Secondhand Smoke
Policy Advocacy
Role: Co-Primary Sponsor
Sponsor Name:
Primary Target Audience: General Public
Government Agencies: Other Government Agency
Work-sites/Businesses: Other work-sites/businesses
Expected Number Reached 1000
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *The Smoke-Free Housing trifold brochure will be used to educate a minimum of 1,000 multi-unit housing owner/managers on the benefits of smoke/tobacco-free policy. An article on the benefits of smoke-free housing policies will be placed in the Real Estate Owners and Manger's Association's newsletter and in the Lincoln Housing Authority's newsletter reaching 1,500 landlords/owners.*

Strategy Number: 5-7
Status: Saved
Responsible Parties: Lincoln-Lancaster County Health Department
Salvation Army
Tobacco Free Lancaster County
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Secondhand Smoke
Policy Advocacy
Role: Co-Primary Sponsor
Sponsor Name:
Primary Target Audience: Government Agencies: Other Government Agency
Work-sites/Businesses: Other work-sites/businesses
Expected Number Reached 2500
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *The Smoker Next Door information sheets will be provided to at least 4 area organizations that offer housing assistance to their clients. It will also be available during appropriate community outreach events.*

Strategy Number: 5-8

Status: Saved
Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Secondhand Smoke
Role: Co-Primary Sponsor
Sponsor Name:
Primary Target Audience: Community-based Organizations
Expected Number Reached 4
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *Provide smoke-free housing policy information to 80 attendees at four scheduled Safe Kids Fire Safe Landlord trainings.*
Strategy Number: 5-9
Status: Saved
Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Secondhand Smoke
Policy Advocacy
Role: Co-Primary Sponsor
Sponsor Name:
Primary Target Audience: Government Agencies: Other Government Agency
Work-sites/Businesses: Other work-sites/businesses
Expected Number Reached 80
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *Provide smoke-free multi-family housing policy information to at least 20 attendees of the annual Civil Rights Conference. This incorporates fair housing.*
Strategy Number: 5-10
Status: Saved
Responsible Parties: Lincoln-Lancaster County Health Department
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Secondhand Smoke
Policy Advocacy

Role: Primary Sponsor

Sponsor Name:

Primary Target Audience: Government Agencies: Other Government Agency
Work-sites/Businesses: Other work-sites/businesses

Expected Number Reached 20
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Performance Objective

By June 30, 2015, initial comprehensive public awareness/education efforts on the benefits of the tobacco-free policy on City owned outdoor recreational facilities will be completed.

Objective Number: 6

Target Completion Date:

Objective Status: Saved

CX Indicators:

7. Extent of outdoor recreational facilities (e.g. fairgrounds, amusement parks, playgrounds, sport stadiums, etc.) that have policies designating a portion or all of the outdoor areas as smoke-free.

Continuum of Strategies:**Assessment and Evaluation**

Title: *Survey at least four rural Lancaster County communities regarding tobacco and smoke-free policies for local public parks and recreational areas.*

Strategy Number: 6-6

Status: Saved

Responsible Parties: Attack on Asthma Nebraska
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Rural populations

General Outcomes: Change in knowledge
Change in policies

Specific Outcomes: Increase number of smoke-free outdoor environment policies in rural Lancaster County

Data Collection: Key informant interviews

Time Period: At the beginning

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Monitor complaints received from the public regarding the tobacco-free park policy.*

Strategy Number: 6-7
Status: Saved
Responsible Parties: Lincoln Parks and Recreation
 Lincoln-Lancaster County Health Department
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Primary Target Audience: General Public
 Government Agencies: City
 Coalition Members
General Outcomes: Change in knowledge
 Change in attitudes
 Change in behaviors
 Change in enforcement of policies
Specific Outcomes: Determine public perception and compliance of policy
Data Collection: Other: Phone or website
Time Period: Ongoing data collection
Willing to share the instruments used?
When completed, willing to share the results?
When completed, plan to disseminate the results:
Technical assistance requested? No
Other Details:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Public Awareness/Education - Community Education

Title: *Continue implementation of the tobacco-free parks policy public education and awareness strategies. Strategies include broad community dissemination of created newsletter articles, policy info cards, 'Play Tobacco-Free' graphics, stickers, and banners. Those receiving educational materials include civic groups, senior living facilities and centers, neighborhood associations, ethnic community centers, health-related groups and organizations planning community events.*
Strategy Number: 6-1
Status: Saved
Responsible Parties: Lincoln Parks and Recreation
 Lincoln-Lancaster County Health Department
 Tobacco Free Lancaster County
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Policy Advocacy
Role: Co-Primary Sponsor
Sponsor Name:
Primary Target Audience: General Public
Expected Number Reached 10000

by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *Provide a youth-led tobacco-free park public awareness activity at Pentzer Park to reach 50 youth.*

Strategy Number: 6-2
Status: Saved
Responsible Parties: Salvation Army
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Policy Advocacy
Youth Peer Advocacy
Role: Primary Sponsor
Sponsor Name:
Primary Target Audience: Preadolescents (9-12 years)
Adolescents (13-17 years)
Expected Number Reached 50
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *In conjunction with the parks policy, youth will pick up cigarette butts at different parks in the Clinton and Hartley Neighborhood six times each the year. Information on these efforts will be submitted to appropriate media and respective neighborhood associations for their newsletters.*

Strategy Number: 6-3
Status: Saved
Responsible Parties: Salvation Army
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Policy Advocacy
Youth Peer Advocacy
Role: Primary Sponsor
Sponsor Name:
Primary Target Audience: Preadolescents (9-12 years)
Adolescents (13-17 years)
General Public
Expected Number Reached 750
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None

Communication/Status Log: None

Title: *Attend at least four rural village and community meetings to educate the members on the need for and benefits of a tobacco/smoke-free parks policy and assist the members in reviewing information from other communities that have implemented tobacco/smoke-free policies in outdoor environments.*

Strategy Number: 6-5

Status: Saved

Responsible Parties: Attack on Asthma Nebraska
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Secondhand Smoke
Preventing Youth Initiation
Policy Advocacy

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: Policymakers
Rural populations

Expected Number Reached 40
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Performance Objective

By June 30, 2015, the youth smoking rate in Lancaster County will decrease from 16.4% to 15.9%.

Objective Number: 7

Target Completion Date:

Objective Status: Saved

CX Indicators:

9. Proportion of schools that provide intensive tobacco use prevention instruction in junior high/middle school years, with reinforcement in high school, using a curricula that provides instruction on the negative physiological and social consequences of tobacco use, social influences on tobacco use, peer norms regarding tobacco use, and refusal skills. (CDC Guidelines)

Continuum of Strategies:

Assessment and Evaluation

Title: *A short survey of students and staff at participating schools will be conducted to determine if this project deters youth initiation of tobacco use.*

Strategy Number: 7-6

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Preadolescents (9-12 years)
Adolescents (13-17 years)
Education Groups: Middle/Jr. High
Education Groups: High School
Government Agencies: City
Coalition Members

General Outcomes: Change in knowledge
Change in attitudes
Change in behaviors

Specific Outcomes: Evaluate program effectiveness in reducing youth tobacco use

Data Collection: Survey - Collecting new data

Instrument(s) to be used: Written survey developed from CDC evaluation recommendations

Time Period: At the end

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None
Communication/Status Log: None

Public Awareness/Education - Community Education

Title: *As a pilot project, expand the peer-to-peer 'Team Up! Tell a Friend' concept into one Lincoln high school and one rural high school.*

Strategy Number: 7-1

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Youth Peer Advocacy

Role: Primary Sponsor

Sponsor Name:

Primary Target Audience: Children (birth to 8 years)
Preadolescents (9-12 years)
Adolescents (13-17 years)

Expected Number Reached by Strategy: 1500

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Continue working with Raymond Central School parents and administrators as they enhance their tobacco-free campus policy. The 'Team Up! Tell a Friend' project will be used in the school to raise awareness about the updated tobacco-free campus policy.*

Strategy Number: 7-2

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Preventing Youth Initiation
Youth Peer Advocacy

Role: Primary Sponsor

Sponsor Name:

Primary Target Audience: Children (birth to 8 years)
Preadolescents (9-12 years)
Adolescents (13-17 years)
Parents

Expected Number Reached by Strategy: 500

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Three Tobacco prevention messages will be added to scrolling billboards at a minimum of 2 Lincoln high schools targeting 10,000 youth, their families and the general public.*

Strategy Number: 7-3

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Secondhand Smoke
Preventing Youth Initiation
Policy Advocacy

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: Adolescents (13-17 years)
General Public
Parents

Expected Number Reached 10000
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Provide 'Team Up! Tell a Friend' bookmarks to 38 Lincoln public elementary school and 11 Lincoln public middle school secretaries to be included in their school newsletters.*

Strategy Number: 7-4

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Preventing Youth Initiation
Youth Peer Advocacy

Role: Primary Sponsor

Sponsor Name:

Primary Target Audience: Education Groups: Elementary
Education Groups: Middle/Jr. High
Parents

Expected Number Reached 49
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Develop a 'Team Up! Tell a Friend' media plan.*

Strategy Number: 7-5

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Media Literacy or Media-related
Preventing Youth Initiation
Youth Peer Advocacy

Role: Primary Sponsor

Sponsor Name:

Primary Target Audience: General Public

Expected Number Reached 4000
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Performance Objective

Illegal sales of tobacco to minors among the estimated 230 tobacco retailers in Lancaster County will remain at the current 7.6% or less by June 30, 2015.

Objective Number: 8

Target Completion Date:

Objective Status: Saved

CX Indicators:

13. Extent of compliance with state, local or tribal policies prohibiting tobacco sales to minors.

Continuum of Strategies:

Assessment and Evaluation

Title: *The number of Lincoln compliance checks completed and the number of businesses checked will be recorded. The business compliance rate will be calculated after each check, at the end of each fiscal year, and at the end of each calendar year for comparison. The results of prosecution for employees who were cited for selling tobacco to a minor will be monitored and recorded.*

Strategy Number: 8-9

Status: Saved

Responsible Parties: Lincoln Police Department
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: General Public
Government Agencies: City
Law Enforcement
Policymakers: City
Work-sites/Businesses
Coalition Members

General Outcomes: Change in enforcement of policies

Specific Outcomes: Increase the number of tobacco retailers refusing to sell tobacco products to minors

Data Collection: Other: Database

Time Period: At regular intervals throughout the study

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *The number of Lancaster County compliance checks completed and the number of businesses checked will be recorded. The business compliance rate will be calculated after each check, at the end of each fiscal year, and at the end of each calendar year for comparison. The results of prosecution for employees who were cited for selling tobacco to a minor will be monitored and recorded.*

Strategy Number: 8-10

Status: Saved

Responsible Parties: Lancaster County Sheriff's Department
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: General Public
Government Agencies: County
Law Enforcement
Policymakers: County
Work-sites/Businesses
Coalition Members

General Outcomes: Change in enforcement of policies

Specific Outcomes: Increase the number of tobacco retailers refusing to sell tobacco products to minors

Data Collection: Other: Database

Time Period: At regular intervals throughout the study

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *The number of earned media opportunities resulting from media releases will be documented and any community feedback will be recorded.*

Strategy Number: 8-11

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: General Public
Government Agencies: City
Government Agencies: County
Work-sites/Businesses

General Outcomes: Improvement in program quality

Community mobilization
Specific Outcomes: Increase the number of tobacco retailers refusing to sell tobacco products to minors
Data Collection: Other: Database
Time Period: At regular intervals throughout the study
Willing to share the instruments used?
When completed, willing to share the results?
When completed, plan to disseminate the results:
Technical assistance requested? No
Other Details:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *Response to and changes resulting from citations and follow-up visits to non-compliant retailers will be documented.*
Strategy Number: 8-12
Status: Saved
Responsible Parties: Lancaster County Sheriff's Department
Lincoln Police Department
Lincoln-Lancaster County Health Department
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Primary Target Audience: Government Agencies: City
Government Agencies: County
Work-sites/Businesses: Other work-sites/businesses
Coalition Members
General Outcomes: Change in knowledge
Change in awareness
Change in enforcement of policies
Improvement in program quality
Specific Outcomes: Reduce sale of tobacco products to minors
Data Collection: Key informant interviews
Time Period: At regular intervals throughout the study
Willing to share the instruments used?
When completed, willing to share the results?
When completed, plan to disseminate the results:
Technical assistance requested? No
Other Details:
Calendar Events: None
Publication/Press/Products: None

Reports: None
Communication/Status Log: None

Title: *Document the number of trained owners, managers and employees and changes made to reduce illegal tobacco sales to minors.*

Strategy Number: 8-13

Status: Saved

Responsible Parties: Lincoln Police Department
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Employees
Government Agencies: City
Government Agencies: County
Work-sites/Businesses: Other work-sites/businesses
Coalition Members

General Outcomes: Change in knowledge
Change in skills
Improvement in program quality

Specific Outcomes: Reduce illegal tobacco sales to minors

Data Collection: Survey - Collecting new data
Instrument(s) to be used: Written survey

Time Period: At regular intervals throughout the study

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Local Interventions - Training

Title: *At least three youth volunteers aged 14-17 will be recruited for each compliance check and trained in appropriate purchase procedures and paper documentation prior to participating in the tobacco compliance check program.*

Strategy Number: 8-1

Status: Saved

Responsible Parties: Boys and Girls Club of Lincoln
El Centro de las Americas
Lancaster County Sheriff's Department
Lincoln Police Department
Lincoln-Lancaster County Health Department
Salvation Army

Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Enforcement/Tobacco Compliance Checks
Primary Target Audience: Adolescents (13-17 years)
Expected Number Reached 20
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *The Lincoln Police Department will provide two Tobacco ID trainings for an estimated 12 owners, managers and employees of tobacco retail stores. This training is designed to provide information to prevent the sale of tobacco products to minors and will include Nebraska laws concerning tobacco, what to look for when checking a driver's license or ID card, what to do when minors attempt to purchase tobacco, and how to responsibly display tobacco products.*

Strategy Number: 8-2
Status: Saved
Responsible Parties: Lincoln Police Department
Lincoln-Lancaster County Health Department
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Enforcement/Tobacco Compliance Checks
Primary Target Audience: Employees
Work-sites/Businesses: Other work-sites/businesses
Expected Number Reached 12
by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Policy Development and Regulation - Compliance

Title: *A minimum of 16 tobacco retailer compliance checks will be done in Lincoln.*

Strategy Number: 8-3
Status: Saved
Responsible Parties: Lincoln Police Department
Lincoln-Lancaster County Health Department
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Compliance Type: Underage Sales
Number of Checks Planned: 600
Location Type(s): Convenience Store/Gas Station
Grocery Store
Liquor/Package Store
Location Selection

Protocol:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *A minimum of 4 tobacco retailer compliance checks will be done in rural Lancaster County.*

Strategy Number: 8-4
Status: Saved

Responsible Parties: Lancaster County Sheriff's Department
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Compliance Type: Underage Sales
Number of Checks Planned: 100

Location Type(s): Convenience Store/Gas Station
Grocery Store
Liquor/Package Store
Restaurant

Location Selection Protocol:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Public Awareness/Education - Community Education

Title: *Write at least 25 thank you letters each year to businesses that do not sell tobacco products to youth during the compliance checks twice during the year.*

Strategy Number: 8-5
Status: Saved

Responsible Parties: Salvation Army
Planned Start Date: 7/01/2013
Planned End Date: 6/30/2015
Content Area(s): Enforcement/Tobacco Compliance Checks
Role: Primary Sponsor
Sponsor Name:

Primary Target Audience: Work-sites/Businesses: Other work-sites/businesses
Expected Number Reached 50 by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *LLCHD staff will follow up with each business that receives a citation for selling tobacco to a minor.*

Strategy Number: 8-6

Status: Saved

Responsible Parties: Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Enforcement/Tobacco Compliance Checks

Role: Primary Sponsor

Sponsor Name:

Primary Target Audience: Work-sites/Businesses: Other work-sites/businesses

Expected Number Reached 50
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *An end of calendar year report summarizing the results of tobacco compliance checks will be submitted to all local media outlets in the form of a media release. Tobacco retailers receiving multiple citations will be documented.*

Strategy Number: 8-7

Status: Saved

Responsible Parties: Lancaster County Sheriff's Department
Lincoln Police Department
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Enforcement/Tobacco Compliance Checks

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: General Public

Expected Number Reached 120000
by Strategy:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Public Awareness/Education - Paid Media

Title: *Purchase 1 ad in the Neighborhood Extra to list the businesses that do not sell tobacco to minors during youth compliance checks.*

Strategy Number: 8-8

Status: Saved

Responsible Parties: Lincoln Police Department
Lincoln-Lancaster County Health Department

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Media Format: Newspaper

Production Entity:

Primary Target Audience: General Public

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Performance Objective

By June 30, 2015, at least 4 Lincoln tobacco retailers will limit in-store tobacco ads and promotion to places not easily viewed by children and youth.

Objective Number: 9

Target Completion Date:

Objective Status: Saved

CX Indicators:

28. Extent of in-store tobacco advertising and promotions.

Continuum of Strategies:**Assessment and Evaluation**

Title: *Document the number and locations of tobacco retailers visited during Operation Storefront.*

Strategy Number: 9-5

Status: Saved

Responsible Parties: Boys and Girls Club of Lincoln
Lincoln-Lancaster County Health Department
Salvation Army

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: Community-based Organizations
Work-sites/Businesses: Other work-sites/businesses
Coalition Members

General Outcomes: Change in knowledge
Change in policies

Specific Outcomes: Limit in-store tobacco ads and promotions to places not easily viewed by children and youth

Data Collection: Survey - Collecting new data
Instrument(s) to be used: Operation Storefront surveys

Time Period: At the beginning

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Record feedback and actions taken by neighborhood and community leaders on the results of Operation Storefront and Photo Voice projects.*

Strategy Number: 9-6

Status: Saved

Responsible Parties: Boys and Girls Club of Lincoln
Lincoln-Lancaster County Health Department
Salvation Army

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Primary Target Audience: General Public
Government Agencies: City
Work-sites/Businesses
Coalition Members

General Outcomes: Change in knowledge
Change in attitudes
Community mobilization

Specific Outcomes: Increase community/neighborhood awareness of the impact of tobacco use

Data Collection: Key informant interviews

Time Period: At the end

Willing to share the instruments used?

When completed, willing to share the results?

When completed, plan to disseminate the results:

Technical assistance requested? No

Other Details:

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Local Interventions - Training

Title: *Approved tobacco media literacy training will be provided as part of the training for Operation Storefront and the Photo Voice project for 35 youth and adults.*

Strategy Number: 9-4

Status: Saved

Responsible Parties: Boys and Girls Club of Lincoln
Lincoln-Lancaster County Health Department
Salvation Army

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Media Literacy or Media-related
Preventing Youth Initiation

Primary Target Audience: Adolescents (13-17 years)
Adults (25-64 years)

Expected Number Reached 35

by Strategy:
Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Public Awareness/Education - Community Education

Title: *Identify and educate 4 community stakeholder agencies committed to reducing rates of youth tobacco initiation about the Operation Storefront Project. Stakeholders will create an Action Plan of strategies for planning, conducting and evaluating all phases of Operation Storefront.*

Strategy Number: 9-1

Status: Saved

Responsible Parties: Boys and Girls Club of Lincoln
Lincoln-Lancaster County Health Department
Salvation Army
Tobacco Free Lancaster County

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Preventing Youth Initiation

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: Advocates
Community-based Organizations
Education Groups
Ethnic/Minority Groups
Coalition Members

Expected Number Reached 4
by Strategy:

Calendar Events: None
Publication/Press/Products: None
Reports: None
Communication/Status Log: None

Title: *Fifteen youth participating in the Operation Storefront project will provide results to respective neighborhood/community leaders emphasizing the importance of limiting in-store and outside advertising/promotions, as well as having tobacco products behind-the-counter as a means of deterring youth from attempting to purchase tobacco. A Youtube video will be produced detailing the Operation Storefront project. (No retailers would be identified)*

Strategy Number: 9-2

Status: Saved

Responsible Parties: Boys and Girls Club of Lincoln
Lincoln-Lancaster County Health Department
Salvation Army

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Media Literacy or Media-related
Preventing Youth Initiation

Youth Peer Advocacy

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: Advocates
Coalitions
Community-based Organizations
Education Groups
Ethnic/Minority Groups
General Public
Low income
Parents

**Expected Number Reached
by Strategy:** 250

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Title: *Fifteen youth will participate in the Photo Voice project. Youth will take photos identifying various tobacco-related issues, such as the harmful effect of nicotine, tobacco, and community marketing. Youth will create photo boards with narrative. Photo boards will be displayed in their community businesses, schools, and community centers.*

Strategy Number: 9-3

Status: Saved

Responsible Parties: Boys and Girls Club of Lincoln
Lincoln-Lancaster County Health Department
Salvation Army

Planned Start Date: 7/01/2013

Planned End Date: 6/30/2015

Content Area(s): Media Literacy or Media-related
Preventing Youth Initiation
Youth Peer Advocacy

Role: Co-Primary Sponsor

Sponsor Name:

Primary Target Audience: Coalitions
Community-based Organizations
Ethnic/Minority Groups
General Public
Low income
Parents

**Expected Number Reached
by Strategy:** 250

Calendar Events: None

Publication/Press/Products: None

Reports: None

Communication/Status Log: None

Key Partners

Key partners are the organizations and people involved in your coalition who will help plan and implement your program to reduce tobacco use. Please list the key partners who will actively participate and contribute resources to enhance local tobacco prevention and control efforts. The Local Fiscal Agent and any community subgrantees should always be listed. Describe the contributions of each (e.g., direct and/or indirect).

County/Area Name: Lancaster County

Key Partners	Describe Partner Contributions
American Cancer Society	Works collaboratively with Tobacco Free Lancaster County to enhance policy-related public awareness efforts.
American Heart Association	Assists Tobacco Free Lancaster County by sharing best practices and tobacco use and cardiovascular information.
Attack on Asthma Nebraska	Educates schools, parents and workplaces with regard to the relationship between secondhand smoke and asthma.
Boys and Girls Club of Lincoln	Provides youth and adults to participate in the Photo Voice and Operation Storefront projects.
Community Asthma Education Initiative	Educates healthcare providers, schools and youth sports league coaches on the relationship between secondhand smoke and asthma.
El Centro de las Americas	Provides a Health Educator for youth advocacy, education and programming for the Hispanic community.
Health Education, Inc.	Provides assessment and communication tools and coordination assistance with TFLC efforts to support policy options and education of community leaders and the general public.
Lancaster County Sheriff's Department	Conducts tobacco retailer compliance checks and enforcement of the Nebraska Clean Indoor Air Act in rural Lancaster County.
Lincoln Police Department	Conducts tobacco retailer compliance checks, tobacco ID training and compliance/enforcement of the Lincoln Smoking Regulation Act.
Lincoln-Lancaster County Health Department	Provides planning, fiscal management, coordination, clerical support, two health educators for education, compliance activities, technical assistance, and expertise from Environmental Health Division, and Health Data and Evaluation Division.
Parks and Recreation Department	Collaborates with the coalition on implementing the tobacco-free park policy public awareness campaign.
Salvation Army	Provides tobacco education to prevent youth initiation with elementary, middle school, and high school age youth. Educate youth and their families about hazards of secondhand smoke and provides youth advocacy.
Tobacco Free Lancaster County	Collaborates with all partners on promoting smoke/tobacco-free environments.

March 19, 2013

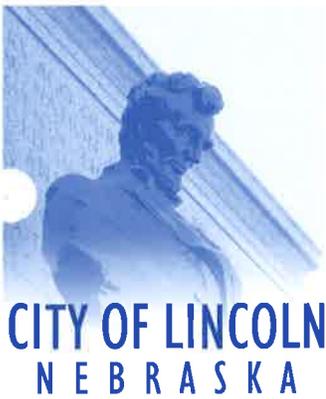
Jeff Soukup
NHHSS – Tobacco Free Nebraska
301 Centennial Mall South
P.O. Box 95026
Lincoln, NE 68509-5026

Dear Mr. Soukup:

Continued expansion and enhancement of tobacco prevention efforts in Lancaster County is a priority for the Lincoln-Lancaster County Health Department (LLCHD). Your continued financial and technical assistance for tobacco prevention activities managed and coordinated by LLCHD and Tobacco Free Lancaster County (TFLC) are critical to the success of reducing tobacco use in Lancaster County. LLCHD is committed to continuing a leadership role and to remain the fiscal agent for the School Community Outreach Tobacco Prevention Program.

In the next two-year grant period and beyond, LLCHD is committed to furthering the goals of Tobacco Free Nebraska and TFLC by:

- **Facilitating quarterly community tobacco team meetings to ensure that all components of the workplan are accomplished successfully**
- **Conducting one fiscal/program audit with each paid partner**
- **Providing all required reports to DHHS on a timely basis**
- **Collaborating with the Lincoln Police Department (LPD) and Lancaster County Sheriff's Office (LSO) to conduct sales-to-youth compliance checks**
- **Collaborating with LPS and LSO to ensure compliance with the Lincoln Smoking Regulation Act and the Nebraska Clean Indoor Air Act**
- **Assisting businesses in working towards a tobacco-free campus; designating smoke-free entrances; and providing or enhancing supportive cessation tools for employees**
- **Providing tobacco/smoke-free campus policy information and technical assistance to local schools, including post-secondary schools**
- **Providing tobacco prevention and SHS information to Lancaster County residents including racial/ethnic minorities and other disparate populations**
- **Coordinating smoke-free multi-family housing efforts**
- **Coordinating tobacco exchange events in the community as a means of establishing more long-term interventions, including policy changes**
- **Continuing tobacco-free park policy public awareness efforts**
- **Coordinating Operation Storefront and other youth-driven projects**
- **Coordinating the middle and high school Team Up! Tell A Friend peer-to-peer tobacco prevention project.**



CITY OF LINCOLN
NEBRASKA

MAYOR CHRIS BEUTLER
lincoln.ne.gov

Lincoln-Lancaster County
Health Department
Judith A. Halstead, MS, Health Director
3140 "N" Street
Lincoln, Nebraska 68510-1514
402-441-8000
TDD: 402-441-6284
fax: 402-441-6229
health@lincoln.ne.gov



LANCASTER
COUNTY
NEBRASKA

LINCOLN
The Community of Opportunity

Thank you again and please call 402-441-8046 with questions.

Sincerely,



Judith A. Halstead, MS
Health Director



March 6, 2013

Brian Baker
Tobacco Program Coordinator
Lincoln-Lancaster County Health Department
3140 'N' Street
Lincoln, NE 68510

Dear Mr. Baker:

The Tobacco Free Lancaster County coalition (TFLC) is pleased to confirm its commitment towards achieving the tobacco prevention objectives as proposed in the 2013-2015 Lancaster County School Community Tobacco Grant workplan.

During this past year, TFLC formed four task forces to better address concerns with businesses and schools, youth, outdoor environments, and multi-family housing. These task forces have already generated many new ideas to reduce tobacco use, which has re-energized the coalition and its partners.

TFLC is thankful for and looks forward to continuing the partnership with the Lincoln-Lancaster County Health Department to accomplish proposed activities of our four main priorities:

- Preventing and reducing tobacco use among youth and adults.
- Eliminating the public's exposure to secondhand smoke.
- Identifying and eliminating disparities related to tobacco use.
- Promoting tobacco use cessation among youth and adults.

We are confident that accomplishment of the proposed evidence-based interventions will reduce tobacco use in our community.

Sincerely,

A handwritten signature in blue ink that reads "Dick Patterson".

Dick Patterson
TFL Chairperson

3140 "N" Street - Lincoln NE 68510
(402) 441-6225

info@tobaccofreelancastercounty.org • <http://tobaccofreelancastercounty.org>



February 17, 2013

Brian Baker
Tobacco Prevention Program
Lincoln-Lancaster County Health Department
3140 'N' Street
Lincoln, NE 68510

Dear Brian,

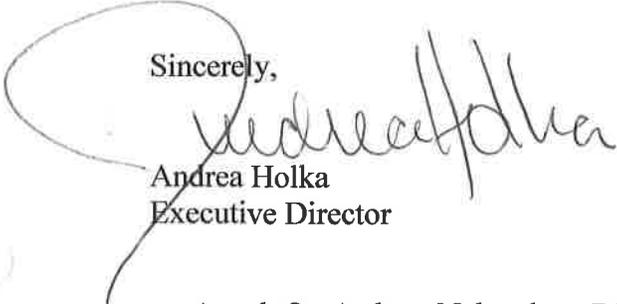
Attack On Asthma Nebraska is committed to working with the Lincoln-Lancaster County Health Department, Tobacco Free Lancaster County and Tobacco Free Nebraska in sharing the message that tobacco is the leading cause of preventable death and especially harmful for those with underlying respiratory conditions such as asthma.

To assist in the goal of reducing the public's exposure to secondhand, Attack On Asthma Nebraska will:

- Attend meetings for both the Business/School and Housing Task Forces and other meetings as necessary
- Attend state meetings and conferences organized by Tobacco Free Nebraska
- Continue to promote, assist and support schools with tobacco-free campus policies
- Reach out to rural communities to explore potential for community recreational area tobacco-free policies
- Raise awareness of tobacco smoke as a major trigger for those with asthma at the annual "At Bat" event at Haymarket Park

We look forward to working with all of those involved in these efforts and continuing to promote a healthy breathing lifestyle for Lancaster County residents.

Sincerely,



Andrea Holka
Executive Director

Attack On Asthma Nebraska – PO Box 194 – Malcolm, NE 68402 – 402-616-9600

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Towery

Doug Winjum

Ryan Zabawa

Nick Dean
Executive Director

March 18, 2013

Brian Baker
Tobacco Program Coordinator
Lincoln-Lancaster County Health Department
3140 N Street
Lincoln, NE 68510

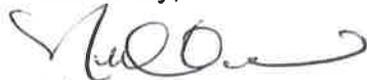
Dear Mr. Baker:

The Boys and Girls Club of Lincoln is pleased to partner with the Lincoln-Lancaster County Health Department and Tobacco Free Lancaster County to reduce tobacco use in our community. A significant number of the boys and girls involved in our club efforts are exposed to tobacco use on a daily basis.

Our commitment to participate in the Photo Voice and Operation Storefront projects will provide our youth with the information and skills needed to resist pressure to use tobacco, and equip them to be tobacco prevention advocates to their friends and family, and in their neighborhoods.

We look forward to this continued partnership to enhance the health of the kids we serve and the communities they live in.

Sincerely,



Nick Dean
Executive Director

Saint Elizabeth Foundation

February 18, 2013

Mr. Brian Baker
Tobacco Program Coordinator
Lincoln/Lancaster County Health Department
3140 N Street
Lincoln, NE 68510

Dear Brian:

This letter is to express the commitment of the Saint Elizabeth Foundation on behalf of the Community Asthma Education Initiative as an active partner in the School Community Outreach Tobacco Project for two grant years of 2013-2015.

As evidenced by the work plan for this grant period, The Community Asthma Education Initiative will expand the Coaches Clipboard program, collaborate with Lincoln ED Connections, Lincoln Public School nurses, Community Action Partnership, Head Start and Excite to identify children with under-managed asthma, encouraging home visits for education and reduction of asthma triggers. Work site wellness programs and asthma management clinics will also be implemented, with a focus on tobacco avoidance.

Our collaborative efforts will strengthen public health leadership and tobacco avoidance education within the Lincoln community, expanding the awareness and knowledge of the harmful effects of tobacco use and tobacco smoke exposure, especially among children and adults with asthma.

Thank you for the opportunity to work with you in this important community health project.

Sincerely,



Donna K. Hammack
Chief Development Officer



El Centro de las Américas Lincoln, Nebraska USA

February 18th, 2013

Mr. Brian Baker
Tobacco Program Coordinator
Lincoln-Lancaster County Health Department
3140 N Street
Lincoln, NE 68510

Dear Brian:

El Centro de las Americas is pleased to submit this letter of commitment to the Tobacco School Community Grant.

El Centro de las Americas is a non-profit organization dedicated to educating and empowering Hispanic/Latino families in Lincoln and Lancaster County by providing various direct services to clients, to include education programs, health programs, family support services, and youth outreach.

El Centro de las Americas will be happy to outreach to Lancaster County Spanish speaking businesses to educate them on tobacco compliance laws, distribute educational material on the dangers of tobacco use to families, provide youth for and assist in coordinating Operation Storefront, and organize a "Red Card on Tobacco" soccer tournament that focuses on tobacco prevention information.

El Centro de las Americas also agrees that our agency will not accept funding from, nor have affiliation or contractual relationship with, a Tobacco company, any of its subsidiaries, parent company or other organizations funded by tobacco companies.

If you have any further questions, please feel free to contact us at any time, 402-474-3950. Thank you for including us on this important initiative.

Sincerely,

Roger Garcia
Executive Director

March 19, 2013

Brian Baker
Tobacco Prevention Program
Lincoln Lancaster County Health Department
3140 N Street
Lincoln, NE 68510

The Lincoln Police Department continues to work with the Lincoln-Lancaster County Health Department to conduct tobacco compliance checks in the City of Lincoln. Our relationship dates back over fourteen years in conducting tobacco checks and working together with the community on tobacco awareness.

We will continue to conduct the undercover tobacco compliance checks, utilizing officers from the Lincoln Police Department, sergeants to supervise and a captain to maintain the records and the statistical information. The compliance checks at area businesses use undercover officers, uniformed officers and minors to check for compliance that businesses are not selling tobacco products to minors. We keep ongoing records of all undercover details, complete with information on the person who sold tobacco, the disposition of their citations and we track repeat offender locations.

Any person who sells tobacco to an underage youth will be issued a citation and those citations are tracked through the court system to final disposition. A record of all citations issued and an analysis of the charges, convictions and fines are supplied to the Lincoln-Lancaster County Health Department on a yearly basis or when requested.

Lincoln Police will host training for employees of businesses that sell tobacco, supplying the training manual, training classroom and creating the training programs and materials.

Captain Joy Citta will be the contact person and coordinator at the Lincoln Police Department for this project. Michele Selvage is our administrative professional in charge of all department finances and she is the contact person for any financial tracking or information.

Please contact us if you have any questions or if there is anything else we can do to assist.


Captain Joy L. Citta
Lincoln Police Department





**DOING
THE MOST
GOOD™**

THE SALVATION ARMY

Founded in 1865 by William and Catherine Booth

Lincoln Corps Community Center

2625 Potter Street

Lincoln, Nebraska 68503

Phone: (402) 474-6263 Fax: (402) 474-6284

www.salvationarmylincoln.org

Linda Bond
General

Commissioner Paul R. Seiler
Territorial Commander

Major Paul D. Smith
Divisional Commander

Captain James Pennington
Captain Angie Pennington
Corps Officers

February 21, 2013

Brian Baker
Tobacco Prevention Program
Lincoln-Lancaster County Health Department
3140 N Street
Lincoln, NE 68510

The Salvation Army Community Center will continue to work with Tobacco Free Lancaster County during July 1, 2013 through June 30, 2015 with the main goal of preventing youth initiation of tobacco use.

We agree to:

- Continue our Tobacco Club with youth from our after school program and to recruit new members from middle and high school. These groups will develop tobacco prevention messages to disseminate into the community and initiate a campaign to inform local tobacco retailers of the negative health and financial impact tobacco has on families. Messages will be included in our quarterly newsletter, on popcorn bags and during our Small Fry Basketball games.
- Host two community-wide tobacco prevention events to reach African American, Latino and Sudanese adults and youth.
- Continue to assist with Operation Storefront and Photo Voice projects.

We look forward to providing a strong youth component to the tobacco prevention comprehensive plan.

Sincerely,

Stanford Bradley
Community Center Director



Please Remember The Salvation Army in Your Will and Estate Plans

Office of the Sheriff Lancaster County

Terry T. Wagner
Sheriff

Jeffrey J. Bliemeister
Chief Deputy

575 S. 10th Street, Lincoln, Nebraska 68508-2869
Phone (402) 441-6500 Fax (402) 441-8320



March 4, 2013

Brian Baker
Tobacco Program Coordinator
Lincoln-Lancaster County Health Department
3140 N Street
Lincoln, NE 68510

Mr. Baker,

On behalf of the Lancaster County Sheriff's Office, I would like to make a commitment to the 2013-2015 School Community Tobacco Prevention and Education Program.

In recent years, the Sheriff's Office, with the assistance of volunteers 14 to 17 years of age coordinated through the Health Department, has conducted compliance checks with rural Lancaster County tobacco retailers in an effort to monitor and reduce illegal sales to minors. This effort has been successful in raising awareness of tobacco sales laws and ensuring that retail clerks making illegal transactions are held accountable.

I believe the Sheriff's Office plays a key role in discouraging illegal tobacco sales to minors and preventing youth tobacco use. Compliance checks conducted during the past two years resulted in over 90% compliance with the law among rural Lancaster County tobacco retailers. To continue this successful partnership, I propose that the Sheriff's Office conduct four compliance checks during the period of July 2013 through June 2015.

Sincerely,

TERRY T. WAGNER
Lancaster County Sheriff



Health Education Inc.

Preventing Tobacco Use in Nebraska

February 12, 2013

Mr. Brian Baker
Lincoln-Lancaster County Health Department
3140 N St.
Lincoln, NE 68510

RE: Tobacco Free Lancaster County grant application

Dear Mr. Baker:

I am writing to you today with a letter of commitment in support of the application of Tobacco Free Lancaster County for a community grant from the Tobacco Free Nebraska program.

In commitment to this application, Health Education Inc. will provide:

- assessments and tools as appropriate in assistance of Lancaster County's tobacco prevention program;
- advice on policy options and strategies;
- advice and assistance on promotion strategies; and
- information on best practices for tobacco control in local communities and statewide.

Please feel free to contact me if you have any questions concerning Health Education Inc.'s commitment to this application.

Sincerely,

Cindy Jeffrey

Executive Director

American Cancer Society Cancer Action Network
5733 S. 34th Street
Suite 500
Lincoln, NE 68516



February 19, 2013

Brian Baker
Tobacco Program Coordinator
3140 N Street
Lincoln, NE 68510

Dear Mr. Baker:

I am pleased to provide a letter of commitment for tobacco control and prevention activities within Lincoln and Lancaster County.

Lincoln and Lancaster County have demonstrated leadership in the area of tobacco control, prevention and cessation throughout many years. This leadership has helped lead the way for other Nebraska municipalities to improve their own outcomes in terms of reducing the incidence of tobacco use among children and adults.

Over a number of years the American Cancer Society Cancer Action Network has been a supportive and active partner with tobacco control efforts in Lincoln and Lancaster County. We will continue to work collaboratively with Tobacco Free Lancaster County as they continue to address these important issues as part of the School Community Outreach Grant program.

Sincerely,

David Holmquist
Director of State Legislative Government Relations
Nebraska

Heart Disease and Stroke. You're the Cure.



American Heart Association | American Stroke Association
Learn and Live.

February 27, 2013

Brian Baker
Tobacco Program Coordinator
3140 N Street
Lincoln, NE 68510

Dear Mr. Baker:

I am writing to express my strong support for Tobacco Free Lancaster County in their efforts to reduce tobacco use. Tobacco use continues to take a heavy toll both in terms of lives and monetary costs. Efforts such as those by Tobacco Free Lancaster County are crucial in helping to reduce tobacco use among youth.

I am willing to assist Tobacco Free Lancaster County in their efforts by acting as a resource for information, sharing best practices, and by sharing information with respect to tobacco use and cardiovascular disease.

Please feel free to contact me if I can be of assistance to you or if you have any questions.

Sincerely,

Brian Krannawitter
Government Relations Director

Communities of Excellence Worksheet

A. Include a synopsis of your ongoing Communities of Excellence (CX) assessment process.

Tobacco Free Lancaster County (TFLC) meets quarterly to review workplan strategies and discuss upcoming outreach efforts. Four TFLC task forces meet monthly or as needed to ensure timely and effective accomplishment of prevention strategies. Staff from the fiscal agent, LLCHD, has open communication as needed with Tobacco Free Nebraska representative Shirley Deethardt. Current needs and future direction of local tobacco prevention efforts are discussed with Tobacco Free Nebraska to make informed decisions together.

The 2013-15 School Community Outreach grant workplan strategies reflect a continued commitment towards policy development which the 2011 CX training identified as the number one tobacco prevention priority. This commitment to policy development builds upon the successes of the Lincoln Smoking Regulation Act, the Lincoln Parks Tobacco-Free Policy, and significant increases in the number of businesses, schools and multi-family housing complexes establishing tobacco and smoke-free campus policies. Numerous organizations have also established smoke-free entrance policies, which can be the initial step towards a campus-wide policy.

TFLC remains committed to engaging more minority community members to better represent the disparate populations we are trying to reach. This is reflected in the addition of El Centro de las Americas and the Boys and Girls Club of Lincoln as paid grant partners during year two of the 2011-13 School Community Outreach Grant cycle. Both organizations are strongly committed to 2013-15 tobacco grant prevention efforts targeted towards their respective disparate populations.

B. Include an explanation of how the indicators and strategies were chosen.

In an effort to better utilize state and local resources and enhance local tobacco prevention efforts, TFLC initiated a coalition self-evaluation process in early 2012. Shirley Deethardt, Cindy Jeffrey, Brian Baker, and Dick Patterson led this six-month priority identification process which resulted in re-organizing the coalition into initially, four issue-specific task forces. The task forces developed and/or support specific strategies proposed in the 2013-15 grant workplan.

All LLCHD Tobacco Prevention Program staff and TFLC paid partners took part in the TFN School Community Outreach Grant RFP Training in February. This provided valuable guidance on priority indicator types to consider for the grant workplan.

**Lincoln-Lancaster County Health Department
Agency's Record of Service
2013-2015**

- A. Describe your agency's record of service to, and involvement in, tobacco prevention and control, particularly your experience in media advocacy, training, community planning, coalition building and community organization strategies resulting in community norm changes.**

The Lincoln-Lancaster County Health Department (LLCHD) has been involved in tobacco prevention and control activities for many years through various venues including cardiovascular, cancer, child health, and environmental health. During the 1990's, the Department focused its efforts primarily on the goals of keeping children from starting to use tobacco and protecting the public and workers from exposure to secondhand smoke (SHS). To accomplish these goals, the Department formed positive relationships with dozens of agencies, organizations, and businesses including media in Lincoln and Lancaster County. LLCHD has come to be considered one of the leaders in the City and County in the tobacco control and prevention movement. As a leader, the Department is contacted by local elected officials and State Senators for pertinent health information and statistics, and regularly provides tobacco use information to the media and public, especially from the bi-annual Youth Risk Behavior Survey.

Additionally, the Department's Board of Health recognizes tobacco prevention and protection from SHS to be priority areas. The Health Department and its Board of Health brought the original 100% smoke free workplace request to the City Council in 2003.

The process of educating the community

about the hazards of exposure to SHS has been a collaborative effort of the Health Department, Board of Health, and the many agencies and individuals of the Tobacco Free Lancaster County coalition.

Many examples could be cited regarding media advocacy, community planning, and coalition building which result in community change. LLCHD has had experience in each of these areas in relation to injury prevention, lead poisoning prevention, numerous environmental efforts, worksite health promotion, and chronic disease prevention, to name a few. Examples of community partners include Lincoln Public Schools, parochial and rural schools, hospitals, law enforcement, Lincoln Area on Aging, ethnic community centers, Safe Kids Lincoln Lancaster County, WorkWell, Lincoln Housing Authority, and numerous large businesses. In the area of tobacco, the Department has been actively involved in coalition building and community networking with the Tobacco Free Lancaster County coalition, Tobacco Free Nebraska, Creating a Movement, Minority Health Initiative partners, and Action Now! (diabetes prevention). Staff from the Department have assisted in the coordination and implementation of media advocacy training and have used the training to move tobacco issues forward. LLCHD/TFLC have made a positive impact in the number of smoke-free campus businesses, smoke-free multi-unit housing, tobacco-free outdoor environments, the number of retailers that sell tobacco to minors, and the overall community tolerance of tobacco and SHS.

LLCHD is also the leader in the community in collecting, analyzing and disseminating local health data.

B. Describe your fiscal and administrative ability to manage State governments contract or grant funds.

Since 1989, the number of successful grants and the amounts awarded to LLCHD increased from 10 grants totaling less than \$300,000 to more than 60 totaling nearly \$7,000,000. The Department currently provides regular fiscal and program reporting on monthly, quarterly, semi-annual, and annual bases, as required by these grants. The growth in the number and value of grants that have been awarded to LLCHD is due in large part to the performance of the Department in achieving the programmatic goals of the grants and successfully fulfilling the reporting and other management requirements of the grants.

C. What are the qualifications of key program staff? Describe staff's previous experience with the types of activities to be conducted such as community organizing, community planning, health education, media advocacy, policy, etc.

The Department has staff in the Divisions of Dental, Community Health Services, Environmental Public Health, and Health Promotion and Outreach working with tobacco prevention and SHS issues. The five Health Promotion and Outreach staff that work with tobacco have been the primary staff coordinating coalition activities and working in schools and the community. This staff has also been trained in media literacy. Collectively, this staff has had more than 30 years of experience in working with tobacco control issues and more than 60 years of experience in health education and community development. The staff is well known throughout the community and by decision makers including the Mayor, City Council, County Commissioners, City/County department directors, business and human service provider leaders.

ATTACK ON ASTHMA NEBRASKA
Agency Record of Service
2013-2015

- a.) Attack On Asthma Nebraska (AOAN) has been focused on making sure that no child dies at school from asthma or anaphylaxis and that schools are prepared to deal with life-threatening breathing emergencies. However, AOAN has expanded its mission to say that NO ONE should die from asthma or anaphylaxis.

AOAN has been working, both as an unpaid partner and a paid partner, with the Lincoln-Lancaster County Health Department and Tobacco-Free Lancaster County for four years. It is a win-win combination as tobacco smoke is a major asthma trigger for most with this disease. With the greatest proportion of AOAN's resources being focused on school children and data showing that there are more emergency incidents with children diagnosed with asthma at school, this is an important effort in the county with the second largest population of school children in the state.

AOAN supports tobacco-free school campuses and has worked with schools without such policies and will continue these efforts locally and statewide as we prepare for the annual School Health Conference in June 2013, where this policy will be a featured component of a two-hour session for Nebraska school nurses. Modeling tobacco-free behavior at school, where kids spend the majority of their time, is critical and more importantly these policies provide a healthy and safe environment which schools are obligated to offer.

In 2005, AOAN advocated strongly for legislation affording diagnosed students the right to self-carry and self-administer prescribed asthma and allergy medications at schools and at school-related events. This legislation was signed in 2006, and in 2012 the last state in the nation was on board with this same protective law for school children. AOAN has supported legislation calling for the creation of guidelines for schools in relation to severe allergic reactions, however this legislation did not pass. We look forward to revisiting this legislation and efforts to establish asthma guidelines in the future.

The AOAN director is active with as many groups as possible, both personally and professionally. She works locally with the Community Asthma Education Initiative, attends meetings and conferences with TFLC, TFN and other groups, both as a speaker and attendee. She is active at her children's school in the prevention group promoting healthy habits for kids, i.e. trying to educate kids about drinking, drugs, smoking, etc. and increase their awareness of the harm of these activities. This connection was helpful in working with this school district to establish a tobacco-free campus just two years ago. Nationally, she works with AANMA as an editor for their magazine and works with the FDA as a patient representative and has participated on advisory committee meeting panels.

- b.) The director will work closely with designated LLCHD staff and TFLC partners to ensure that the goals, financial reporting and other requirements are appropriately managed for this grant.

- c.) Andrea Holka is the director and part-time staff for AOAN. She has held this position for eight years working with a board of directors of diverse stakeholders; school nurses, public health officials, physicians, parents, pharmacists, etc. She has been working with organizations locally and nationally for the past ten years to make sure that no child dies at school from asthma or anaphylaxis. Andrea attends many webinars and conferences dedicated to continued education in regard to these efforts. Speaking at the annual School Health Conference, and developing educational modules for physicians, nurses and EMS personnel, ensures that she is up-to-date with health education, policy and other related developments.

a) Describe your agency's longevity and record of service to, and involvement in, tobacco prevention and control, particularly your experience in media advocacy, training, community planning, coalition building, and community organization strategies resulting in community norm changes.

The Boys & Girls Clubs of Lincoln/Lancaster County has worked closely with the Lincoln/Lancaster County Health Department during our 5 ½ years of service to the Lincoln Area. During this time period our collaborations have focused on anti-tobacco education and preventative strategies for our club members. Some of the activities that our club members have participated in are: Anti-Tobacco marketing posters that were distributed to schools and businesses throughout our community, Bookmarks with anti-tobacco messages and participation in the annual Boys & Girls Clubs Community Health Fair held each May. Before participating in each of these programs, we received proper training and had the opportunity to work closely with other organizations that were doing the same projects.

b) Describe your fiscal and administrative ability to manage state government contracts or grant funds.

Grant funding is a major source of revenue for the Boys & Girls Clubs of Lincoln/Lancaster County so therefore we have a built in grant management structure. Our team's focus is on the completion of all grant requirements to the up most of our ability. In addition, our organization will not take on a project without our ability to financially support it after the completion of the grant period.

c) What are the qualifications of key program staff? Describe staff's previous experience with the types of activities to be conducted such as community organizing, community planning, health education, media advocacy, policy, etc. Do not attach resumes.

Our Full-Time management staff (4 employees) has had a lot of experience serving on community planning and project teams. This experience has proven valuable because it has allowed us to work on multiple committees and projects at one time. For example, we are currently working with the following organizations on specific programs/projects: University of Nebraska Lincoln, Southeast Community College, Bryan LGH, Woods Tennis, Girls Scouts, Boys Scouts, Lincoln Public Schools, Community Learning Centers, Junior League of Lincoln, PGA of Nebraska, South Salt Creek Neighborhood Association, Lincoln/Lancaster Health Department, Nebraska Alliance of Boys & Girls Clubs and the United Way of Lincoln. Our staff's flexibility allows our organization to be a productive player in our community and expand the Boys & Girls Clubs reach.

COMMUNITY ASTHMA EDUCATION INITIATIVE 2013-2015 Agency Record of Service

A. Agency's Record

A community coalition comprised of 35 local agencies and institutions in Lincoln/Lancaster County, The Community Asthma Education Initiative – CAEI, was formed in 1998. With the CDC citing Nebraska as #1 in asthma deaths, this devastating chronic disease qualifies as a public health epidemic. **One of the key triggers of asthma is tobacco smoke.**

In an effort to develop a network that could support the management of asthma, CAEI develops an annual five-faceted strategic plan addressing the following:

- **Healthcare Provider Education Telehealth** (networked programming for physicians, nurses, respiratory therapists and pharmacists across Nebraska)
- **Breathe Easy Work Healthy** (occupational asthma education)
- **Breathe Easy Play Healthy** (asthma education for schools and childcare centers)
- **Winning with Asthma** (training for PE teachers, coaches, athletic trainers)
- **Asthma Surveillance** (data collection and evaluation for evidence-based programming)

Each of these facets utilizes the tobacco avoidance message to educate and promote intervention by health care professionals throughout the treatment team for asthma.

B. Applicant Organization

The applicant organization, Saint Elizabeth Foundation, on behalf of the

Community Asthma Education Initiative, is a part of Saint Elizabeth Regional Medical Center and an incorporated charitable organization, designated by the Internal Revenue Service as a 501 (c) (3), formed in 1980. The Saint Elizabeth Foundation establishes restricted accounts that assure funds are totally dedicated to the purpose for which they are given. The mission of the Foundation is to:

- Assure mission integrity
- Develop new ministries to integrate health, education, pastoral and social services
- Promote leadership development
- Advocate for systemic changes for the poor, alienated and underserved
- Steward resources

C. Personnel

1. Asthma Coordinator – Cindy Rempe, RN, BS, CDE, AE-C has 35 years of experience as a registered nurse, a teacher with a K-12 endorsement, and a certification as a diabetes educator and asthma educator. Cindy served as a health education coordinator in a managed care organization for 20 years, where she established diabetes and asthma management programs. Cindy became the Asthma Coordinator of the Community Asthma Education Initiative upon its inception and has directed the progress of its subcommittees and projects since 1998.
2. Asthma Management Clinic Coordinator – Shane Kennett, has a BA in education with five years teaching experience in the public schools and ten years in adult education. She has organized, scheduled and implemented management clinics

and the Outcomes Pathways case management program, and has trained Respiratory and Nursing students.

3. In-home Asthma Educator – Dawn Welchoff, RRT, has trained and worked for 25 years in hospital based asthma assessment and education, and currently works in respiratory therapy. She implements and organizes the in-home asthma program.
4. Outreach Speaker – Nancy Nathenson, RRT, is a nationally known speaker, who for 30 years has been an educator and advocate for asthma. She is the Pulmonary Education Coordinator for Madonna Rehabilitation Hospital and serves as a contracted speaker for worksites, child care events and schools.

El Centro de las Americas
Agency's Record of Service
2013-2015

a) Describe your agency's longevity and record of service to, and involvement in, tobacco prevention and control, particularly your experience in media advocacy, training, community planning, coalition building, and community organization strategies resulting in community norm changes.

El Centro has been involved in tobacco prevention, education and control since April 1, 2012. Since that time, one of the primary priorities of the Health and Education Coordinator for El Centro has been to look for means to promote El Centro's tobacco prevention services in the Hispanic/Latino community in Lincoln and Lancaster County. Some of the ways this outreach has been achieved was by participating in coalitions such as the Lincoln Lancaster County Breast Cancer Coalition, Hispanic Empowerment Coalition, Tobacco Free Lancaster County Coalition and Partnership for Healthy Lincoln Coalition. These coalition building and community planning efforts have given the coordinator the opportunity to network with community organizations and individuals that strive to make Lincoln one of the healthiest communities in the country, and have been extremely useful in collaborating with and extending El Centro's reach for its tobacco prevention program.

Other organizations that we have worked with, that are also strategizing to reach the Hispanic/Latino population include Community Crops, Lincoln Literacy, and UNMC. Working with such organizations has been an effective avenue in the effort to engage our community and create awareness in regards to our tobacco prevention events and services. Our partnership with UNMC has allowed us to collaborate on radio and TV shows that focus on tobacco awareness and prevention, while also educating our community on the new trends in marketing and new product lines tobacco companies are launching into the market.

Useful tools such as Facebook, Twitter and El Centro's website, have been used to target community partners and individuals in a cost efficient way, which included posting articles and videos regarding the dangers of tobacco use, which included national and local data about increased health hardship due to tobacco use.

Community events throughout the year have been another way El Centro engages the community in regards to tobacco prevention. The Everett Neighborhood Festival, Streets Alive and the Super Soccer Tournament are a few events where El Centro displayed information on tobacco as well as provided materials in the form of handouts to the attendees.

In 2012, the current coordinator also attended the National Conference on Tobacco and Health, which provided information and tools that can be used for future strategies to disseminate information more effectively to the community.

b) Describe your fiscal and administrative ability to manage state government contracts or grant funds.

El Centro de las Americas has a long history of managing several local, state, and federal grants, which is conducted by the executive director. Within the El Centro's fiscal year of 2012 to 2013, El Centro is managing 16 total grants, a mix of which represent grants from foundations, local government, and the federal government. Furthermore, all funds have been accurately and efficiently accounted for, as evident by El Centro's latest audit providing a conclusion of no sufficient deficiencies being found in El Centro's finances.

c) What are the qualifications of key program staff? Describe staff's previous experience with the types of activities to be conducted such as community organizing, community planning, health education, media advocacy, policy, etc.

El Centro's current Health & Education Coordinator, Roy Rivera, has been active in the city's Hispanic/Latino community for 6 years through various positions and projects that have sought to improve the community and has seen the community's needs firsthand. Furthermore, Mr. Rivera has earned a Bachelor's in Marketing and International Business degree, which has given him a strong foundation needed to pursue the goal of increasing awareness on tobacco health issues and also to promote prevention and education efforts in the community. Lastly, since assuming his position at El Centro, Mr. Rivera has participated in various community organizing efforts through a wide array of health coalitions and health and tobacco prevention projects. Mr. Rivera has spearheaded several tobacco prevention efforts involving the media, including radio, television, newspaper and social networking. In addition, Mr. Rivera has educated local Spanish speaking businesses on policies relating to the sale of tobacco.

Lincoln Police Department
Agency Record of Service
2013-2015

- a) The Lincoln Police Department (LPD) has worked with the Lincoln-Lancaster County Health Department, conducting tobacco compliance checks for over ten years. We have made the enforcement of tobacco and liquor laws a priority through undercover details and training.

During the past 10 years, LPD has been involved in several community partnerships, most notably with NU Directions and now the College Partnership on binge drinking by students, where combined efforts have resulted in reduction of the use of alcohol and cooperative associations with neighborhoods, the University of Nebraska-Lincoln, Nebraska Wesleyan University, Southeast Community College, Union College, students and businesses. Also, a Free to Grow program started with the Community Action Partnership of Lancaster and Saunders counties, where neighborhood revitalization, a safe home and school environment for children, has brought about significant changes in family life and the home environment. Captain Citta participated as a partner representing LPD in both of these projects.

Lincoln Police Department staff is highly trained in community organizing and planning. They are in contact with the community on a daily basis and often work with other city and county departments. In Lincoln, the city and county departments have a close relationship through a number of cooperative programs and frequently work together.

The tobacco grant has been a very cooperative effort and we look forward to continuing the association and the effort.

- b) The Lincoln Police Department has a full time business manager/fiscal officer who handles all of the financial concerns attached to the police department. This person handles all the paperwork, records, and connections with all of our federal, state and private grants.

- c) We have a number of staff who regularly participate in the tobacco details. Before the grant and monthly details, officers participated on request – often four times a year – on compliance checks in their team areas on special projects aimed at stopping the use of tobacco products by underage youth. Two of the primary people handling the ongoing tobacco compliance for LPD are:

Sergeant Tom Towle is in charge of the tobacco training and is a highly skilled professional trainer. He holds a training certification through the Nebraska Law Enforcement Training Center and was the department's training officer, conducting thousands of hours of training for new and current officers. He has managed the training academy and the in-service training for the commissioned and non-commissioned staff.

Captain Joy Citta handles the coordination of the tobacco compliance checks, the statistical reporting, and tracking and is the liaison between LPD and the Lincoln-Lancaster County Health Department. She has certification as a trainer through the

Nebraska Law Enforcement Training Center and has trained community and staff for over 20 years. Citta is the Management Services Captain, responsible for inspections, unit Standard Operating Procedures and compliance with accreditation standards. She has previously served as the Captain of the LPD's Center Team, which encompasses the downtown area, UNL and three of the oldest neighborhoods in the city. She is involved in a number of community activities and boards and frequently organizes special activities and events.

**The Salvation Army
2013-15 Agency Record of Service**

- A. The Salvation Army agrees to partner in the Tobacco and Education Prevention Grant. The Salvation Army is located in census tract four with one of the highest percentage of overlapping risk factors for poor health in the City of Lincoln. In 2012 The Salvation Army served over 7,000 low income residents. The Community Center primarily offers safe programs for school age children. Approximately, 90% of these children are minorities and 97% qualify for the free or reduced lunch programs. We serve on average 45 children in grades K-5, 55 children in grades 6-8 and 50 in grades 9-12 per week. Supervised activities, meals and snacks are provided at a minimal amount per week and on days when school is not in session. A summer day camp is also offered providing an opportunity for low income families to participate during the summer months. The tobacco grant program will primarily serve the children in the Community Center but will also extend the program to other partner agencies in the surrounding area.
- B. The Salvation Army has provided services in the Lincoln Community for over 100 years and at its current location since 1955. We have received grant funding from a variety of sources including the United Way, the Lincoln-Lancaster County Health Department, the Margaret Dolezal Trust Fund, the Margerie Dickman Trust Fund, and private donors. The Salvation Army Director has nearly twenty years of professional experience in human service. Internal and

external audits are performed on all financial records on an annual basis. In addition, financial reviews are provided to the United Way.

- C. The Salvation Army Director has nearly 20 years of professional experience in human service. He has experience in planning community events and organizing activities with youth and adults in the Clinton Neighborhood. He also attends health education trainings, seminars and leadership conferences that relate to our mission of providing the best services available to the youth that attend our community center.

BUDGET SUMMARY
School Community Tobacco Prevention Program - Lancaster County
All Programs and Partners

	FY 2014	FY 2015	Two Year Total
Lincoln-Lancaster County Health Dept	\$274,326	\$278,835	\$553,161
Attack on Asthma Nebraska	\$3,035	\$3,035	\$6,070
Boys & Girls Club of Lincoln	\$5,000	\$5,000	\$10,000
Community Education Asthma Initiative	\$3,330	\$3,330	\$6,660
El Centro de las Americas	\$14,390	\$14,390	\$28,780
Lincoln Police	\$8,660	\$6,570	\$15,230
The Salvation Army	\$15,710	\$15,710	\$31,420
	\$324,451	\$326,870	\$651,321

BUDGET WORK SHEET

TOTAL ALL LINCOLN/LANCASTER COUNTY COMMUNITY TOBACCO PROGRAM
FY 2014

GRANT			INKIND		
	Line Item	Grant Funds		Line Item	In-kind
A.	Salaries			Salaries	
	3.17 FTE LLCHD	\$152,410	0.23 FTE LLCHD		\$22,700
	0.05 FTE Attack on Asthma	\$2,565	- FTE Attack on Asthma		\$0
	0.05 FTE Asthma Initiative	\$2,565	- FTE Asthma Initiative		\$0
	0.39 FTE El Centro	\$12,180	- FTE El Centro		\$0
	- FTE Lincoln Police	\$0	- FTE Lincoln Police		\$0
	0.64 FTE Salvation Army	\$10,240	- FTE Salvation Army		\$0
	0.18 FTE Boys & Girls Club	\$4,165	FTE Boys & Girls Club		\$0
TOTAL SALARY REQUESTED		\$184,125	TOTAL IN-KIND SALARY		\$22,700
B.	Benefits			Benefits	
	3.17 FTE LLCHD	\$55,325	0.23 FTE LLCHD		\$9,210
	0.05 FTE Attack on Asthma	\$195	- FTE Attack on Asthma		\$0
	0.05 FTE Asthma Initiative	\$460	- FTE Asthma Initiative		\$0
	0.39 FTE El Centro	\$985	- FTE El Centro		\$0
	- FTE Lincoln Police	\$0	- FTE Lincoln Police		\$0
	0.64 FTE Salvation Army	\$4,040	- FTE Salvation Army		\$0
	0.18 FTE Boys & Girls Club	\$380	- FTE Boys & Girls Club		\$0
TOTAL BENEFITS REQUESTED		\$61,385	TOTAL IN-KIND BENEFITS		\$9,210
C.	Contracted Services			Contracted Services	
	LLCHD	\$750	LLCHD		\$0
	Attack on Asthma	\$0	Attack on Asthma		\$0
	Asthma Initiative	\$0	Asthma Initiative		\$0
	El Centro	\$0	El Centro		\$0
	Lincoln Police	\$0	Lincoln Police		\$0
	Salvation Army	\$0	Salvation Army		\$0
	Boys & Girls Club	\$0	Boys & Girls Club		\$0
TOTAL CONTRACTED SERVICES REQUESTED		\$750	TOTAL IN-KIND CONTRACTED SERVICES		\$0
D.	Supplies			Supplies	
	LLCHD	\$4,255	LLCHD		\$0
	Attack on Asthma	\$0	Attack on Asthma		\$0
	Asthma Initiative	\$0	Asthma Initiative		\$0
	El Centro	\$0	El Centro		\$0
	Lincoln Police	\$0	Lincoln Police		\$0
	Salvation Army	\$0	Salvation Army		\$0
	Boys & Girls Club	\$0	Boys & Girls Club		\$0
TOTAL SUPPLIES REQUESTED		\$4,255	TOTAL IN-KIND SUPPLIES		\$0
E.	Travel			Travel	
	LLCHD	\$1,330	LLCHD		\$0
	Attack on Asthma	\$0	Attack on Asthma		\$0
	Asthma Initiative	\$0	Asthma Initiative		\$0
	El Centro	\$0	El Centro		\$0
	Lincoln Police	\$0	Lincoln Police		\$0
	Salvation Army	\$0	Salvation Army		\$0
	Boys & Girls Club	\$0	Boys & Girls Club		\$0
TOTAL TRAVEL REQUESTED		\$1,330	TOTAL IN-KIND TRAVEL		\$0
F.	Other			Other	
	LLCHD	\$18,410	LLCHD		\$0
	Attack on Asthma	\$0	Attack on Asthma		\$0
	Asthma Initiative	\$0	Asthma Initiative		\$0
	El Centro	\$0	El Centro		\$0
	Lincoln Police	\$8,660	Lincoln Police		\$0
	Salvation Army	\$0	Salvation Army		\$0
	Boys & Girls Club	\$0	Boys & Girls Club		\$0
TOTAL Other REQUESTED		\$27,070	TOTAL IN-KIND Other		\$0
G.	Indirect Costs			Indirect Costs	
	18% LLCHD	\$41,846	LLCHD		\$5,744
	10% Attack on Asthma	\$275	Attack on Asthma		\$0
	10% Asthma Initiative	\$305	Asthma Initiative		\$0
	9% El Centro	\$1,225	El Centro		\$0
	0% Lincoln Police	\$0	Lincoln Police		\$0
	10% Salvation Army	\$1,430	Salvation Army		\$0
	Boys & Girls Club	\$455	Boys & Girls Club		\$0
TOTAL INDIRECT COSTS REQUESTED		\$45,536	TOTAL IN-KIND INDIRECT COSTS		\$5,744
TOTAL REQUESTED:		\$324,451	TOTAL IN-KIND		\$37,654

BUDGET WORK SHEET

**LINCOLN-LANCASTER COUNTY HEALTH DEPARTMENT
FY 2014**

GRANT			INKIND	
Line Item	Grant Funds	Line Item	In-kind	
A. Salaries		Salaries		
		Position		
		0.15 FTE Project Director		\$9,730
		0.03 FTE PH Epidemiologist		\$2,105
		0.05 FTE Director Office Support		\$10,865
TOTAL SALARY REQUESTED		\$152,410	TOTAL IN-KIND SALARY	\$22,700
B. Benefits		Benefits		
		0.15 FTE Project Director		\$4,605
		0.03 FTE PH Epidemiologist		\$970
		0.05 FTE Director Office Support		\$3,635
TOTAL BENEFITS REQUESTED		\$55,325	TOTAL IN-KIND BENEFITS	\$9,210
C. Contracted Services		Contracted Services		
TOTAL CONTRACTED SERVICES REQUESTED		\$750	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies		
TOTAL SUPPLIES REQUESTED		\$4,255	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel		
TOTAL TRAVEL REQUESTED		\$1,330	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other		
TOTAL Other REQUESTED		\$18,410	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs		\$5,744
TOTAL INDIRECT COSTS REQUESTED		\$41,846	TOTAL IN-KIND INDIRECT COSTS	\$5,744
TOTAL REQUESTED:		\$274,326	TOTAL IN-KIND	\$37,654

Lincoln-Lancaster County Health Department

2013-2014 - Year 1

A. SALARIES				\$ 152,410
nee Massie, Public Health Educator II				
1.0 FTE @ \$25.84 per hour				\$ 53,750
Massie coordinates activities of the Youth, and Business/School TFLC task forces; assists businesses with tobacco-free policy development, and compliance with the LSRA and NCIAA; and works with disparate populations.				
Pam Rowe, Public Health Educator II				
1.0 FTE @ \$24.92 per hour				\$ 51,825
Rowe coordinates activities of the Housing TFLC task force; coordinates tobacco-sales -to minors compliance efforts; works with the community to prevent youth initiation and works with disparate populations.				
Deb Edelmaier, Senior Office Assistant				
.92 FTE @ \$19.13 per hour				\$ 36,555
Edelmaier provides clerical support for partners work plan activities and program coordinator such as record keeping, compiling reports, tracking expenditures and assisting with development of fiscal reports.				
Joyce Endres, Senior Office Assistant				
0.25 FTE @ 19.77				\$ 10,280
Endres provides preparation of attractive and easy to read flyers, posters, display materials, presentation information, bookmarks, web page information, housing information, newspaper ads/articles, the annual highlights, and other media/material as needed.				
B. BENEFITS				\$ 55,325
See City of Lincoln Benefits and Indirect Costs attachment				
C. CONTRACTED SERVICES				\$ 750
Translation of educational materials, \$100 per document x 2 documents				\$ 200
Website maintenance				
3 hours maintenance @ \$80/hour				\$ 240
Web Host fee				\$ 270
Domain Name				\$ 40
Website maintenance totals				\$ 550
D. SUPPLIES				\$ 4,255
Office Supplies: pens, labels, notepads, envelopes				\$ 500
Partner Educational materials:				
40 Brown bag lunches @ \$5.00 each to support two Outreach Cold Turkey Exchange event				\$ 200
Photo Voice Project				
15 disposable cameras and development				\$ 250
15 foamboards				\$ 70
Supplies for posters				\$ 80
Mileage 3 teams				\$ 100

20 lunches @ \$6	\$ 120			
Photo Voice Total		\$ 620		
Quitting for Life booklets (English 150 and Spanish 50 @ 3.80)		\$ 760		
200 SHS and pregnancy; 200 SHS and your family; 200 SHS and your new baby 600 @.45		\$ 270		
Thirdhand Smoke (200 @ .45)		\$ 90		
200 Healthy Consequences of smoking; 200 Healthy Consequences of secondhand smoke 400 @ .45		\$ 180		
Health Consequences of Smoking Spanish (200 @ .45)		\$ 90		
Secondhand Smoke and Your Lungs (200 @ .45)		\$ 90		
Athma What it is... (200 @ .45)		\$ 90		
Your Family and SHS Spanish (200 @ .45)		\$ 90		
Pledge Wall Materials		\$ 60		
Landlord Recognition event		\$ 105		
Team Up! Tell a Friend frames 12 x \$30		\$ 360		
Report to the Community Event		\$ 300		
Business Toolkits (25 @ \$18)		\$ 450		
Partner Educational Materials Total			\$ 3,755	
E. TRAVEL				\$ 1,330
Mileage (approximately 707 miles @ .565 cents/mile)			\$ 400	
Training/Meetings/Conferences:				
TFN Conference \$65 x 12 staff and partners		\$ 780		
Miscellaneous conference/training		\$ 150		
Training/Meetings/Conferences Total			\$ 930	
F. OTHER				\$18,410
Postage			\$300	
Printing			\$1,000	
Photocopying			\$1,250	
Phone			\$1,500	
Rent			\$12,715	
Rent is calculated at \$21.88/sq. ft for FY14 for 581sq. ft. for office and shared space for 5 grant staff.				
Incentives				
Silicone bracelets imprinted (100@ .75 each)		\$75		
Smoke-free home and car clings (2,000 @.20)		\$400		
TFLC back packs (162 @ 5.20)		\$845		
TFLC Alligator Clips (500 @ .65)		\$325		
Incentives Total			\$1,645	
INDIRECT COSTS 18%				\$ 41,846
See City of Lincoln Benefits and Indirect Costs attachment				
OVERALL TOTAL				\$ 274,326

BUDGET WORK SHEET

**ATTACK ON ASTHMA
FY 2014**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
Position		Position	
TOTAL SALARY REQUESTED	\$2,565	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$195	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$275	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$3,035	TOTAL IN-KIND	\$0

Attack on Asthma Nebraska
Budget Justification
2013-2014 - Year 1

Salary		\$ 2,565
Andrea Holka, Asthma Coordinator		
.05 FTE @\$24.66 per hour	\$2,565	
Holka will provide information and assistance on tobacco/smoke-free policies to schools in Lincoln and Lancaster County, tobacco-free outdoor environments for parks and recreational areas in rural Lancaster County, and coordinate the "At Bat for Asthma and Allergies" event.		
Benefits		\$ 195
FICA		
Indirect Costs		\$ 275
10% of budget		
Overall Total		\$ 3,035

BUDGET WORK SHEET

**BOYS & GIRLS CLUB
FY 2014**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
TOTAL SALARY REQUESTED	\$4,165	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$380	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$455	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$5,000	TOTAL IN-KIND	\$0

Boys and Girls Club of Lincoln
Budget Justification
2013-2014 - Year 1

Salary		\$ 4,165
Brent Docter, Program Director		
.05 FTE @ \$16.77	\$1,745	
Docter directs education and activities to after school middle school youth and summer day camp elementary, middle and high school youth and their families to prevent youth initiation. Youth will participate in Operation Storefront and the PhotoVoice projects.		
Crysta Chalupa, Youth Development Professional		
0.12 FTE @ 9.50 per hour (255 hours)	\$2,420	
Chalupa assists in providing education and activities to after school middle school youth and summer day camp elementary, middle and high school youth and their families to prevent youth initiation. Recruit and supervise youth in Operation Storefront and the PhotoVoice projects.		
Benefits		\$ 380
Docter FICA, Health	\$195	
Chalupa, FICA	\$185	
Indirect Costs		\$ 455
10% of budget		
Overall Total		\$ 5,000

BUDGET WORK SHEET

**COMMUNITY ASTHMA EDUCATION INITIATIVE
FY 2014**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
Position		Position	
TOTAL SALARY REQUESTED	\$2,565	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$460	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$305	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$3,330	TOTAL IN-KIND	\$0

Saint Elizabeth Foundation on behalf of
Community Asthma Education Initiative
Budget Justification
2013-2014 - Year 1

Salary	\$ 2,565
Cindy Rempe, Asthma Coordinator	
.05 FTE @ \$24.67 per hour	\$2,565
Rempe disseminates tobacco avoidance materials in asthma management clinics, provides education to Head Start advocates, LPS nurses and ED Connections (hospital social workers); coordinates Winning With Asthma project for Lincoln/Lancaster County schools and assists businesses with the development of asthma and tobacco avoidance plans.	
Benefits	\$ 460
FICA, medical, dental and vision	
Indirect Costs	\$ 305
10% of budget	
Overall Total	\$ 3,330

BUDGET WORK SHEET

**EL CENTRO DE LAS AMERICAS
FY 2014**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
TOTAL SALARY REQUESTED	\$12,180	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$985	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$1,225	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$14,390	TOTAL IN-KIND	\$0

El Centro de las Americas
Budget Justification
2013-2014 - Year 1

Salary

\$12,180

Roy Rivera, Health Educator

.39 FTE @ \$15.00

\$12,180

Rivera will be a liaison for the Hispanic community. He will ensure compliance with the Nebraska Clean Indoor Air Act and Lincoln Smoking Regulation Act and provide smoke-free entrance and tobacco-free campus policy information to Spanish speaking business owners, provide tobacco prevention education to youth and families through community center programs.

Benefits

\$ 985

FICA

Indirect Costs

\$ 1,225

9.3% of budget

Overall Total

\$ 14,390

BUDGET WORK SHEET

**LINCOLN POLICE DEPARTMENT
FY 2014**

GRANT			INKIND	
	Line Item	Grant Funds	Line Item	In-kind
A.	Salaries		Salaries	
	Position		Position	
	FTE		FTE	
	FTE		FTE	
TOTAL SALARY REQUESTED		\$0	TOTAL IN-KIND SALARY	\$0
B.	Benefits		Benefits	
-	FTE	0	-	FTE
-	FTE	0	-	FTE
TOTAL BENEFITS REQUESTED		\$0	TOTAL IN-KIND BENEFITS	\$0
C.	Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED		\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D.	Supplies		Supplies	
TOTAL SUPPLIES REQUESTED		\$0	TOTAL IN-KIND SUPPLIES	\$0
E.	Travel		Travel	
TOTAL TRAVEL REQUESTED		\$0	TOTAL IN-KIND TRAVEL	\$0
F.	Other		Other	
	Compliance checks	8360		
	Training	300		
TOTAL Other REQUESTED		\$8,660	TOTAL IN-KIND Other	\$0
G.	Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED		\$0	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:		\$8,660	TOTAL IN-KIND	\$0

Lincoln Police Department
Budget Justification
2013-2014 - Year 1

Other		\$ 8,660
Off duty officers for 8 compliance checks 160 hours @ \$35 - \$58 (overtime hourly rate range)	\$8,360	
Off duty officer for two tobacco ID trainings 6 hours @ \$50 (overtime hourly rate)	\$300	
Overall Total		\$ 8,660

BUDGET WORK SHEET

**SALVATION ARMY
FY 2014**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
TOTAL SALARY REQUESTED	\$10,240	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$4,040	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$1,430	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$15,710	TOTAL IN-KIND	\$0

Salvation Army
Budget Justification
2013-2014 - Year 1

Salary		\$ 10,240
Stanford Bradley, Community Center Supervisor		
. 21 FTE @ 16.84 per hour	\$7,450	
Bradley provides tobacco prevention education and activities to after school and summer day camp elementary, middle school and high school youth and their families to prevent youth initiation and provides tobacco prevention information to clients through the food pantry.		
Iyonna Clay, Youth Program Assistant		
. 17 FTE @ \$7.80	\$2,790	
Clay assists the Community Center Supervisor with tobacco prevention education and activities with the youth and their families.		
Benefits		\$ 4,040
Stanford Bradley, FICA, health and pension	\$3,825	
Clay FICA	\$215	
Indirect Costs		\$ 1,430
10% of budget		
Overall Total		\$ 15,710

BUDGET WORK SHEET

**TOTAL ALL LINCOLN/LANCASTER COUNTY COMMUNITY TOBACCO PROGRAM
FY 2015**

GRANT			INKIND		
Line Item	Grant Funds		Line Item	In-kind	
A. Salaries					
3.17 FTE LLCHD	\$159,130		0.23 FTE LLCHD	\$23,105	
0.05 FTE Attack on Asthma	\$2,565		- FTE Attack on Asthma	\$0	
0.05 FTE Asthma Initiative	\$2,565		- FTE Asthma Initiative	\$0	
0.39 FTE El Centro	\$12,180		- FTE El Centro	\$0	
- FTE Lincoln Police	\$0		- FTE Lincoln Police	\$0	
0.64 FTE Salvation Army	\$10,240		- FTE Salvation Army	\$0	
0.18 FTE Boys & Girls Club	\$4,165		FTE Boys & Girls Club	\$0	
TOTAL SALARY REQUESTED		\$190,845	TOTAL IN-KIND SALARY		\$23,105
B. Benefits					
3.17 FTE LLCHD	\$58,450		0.23 FTE LLCHD	\$9,665	
0.05 FTE Attack on Asthma	\$195		- FTE Attack on Asthma	\$0	
0.05 FTE Asthma Initiative	\$460		- FTE Asthma Initiative	\$0	
0.39 FTE El Centro	\$985		- FTE El Centro	\$0	
- FTE Lincoln Police	\$0		- FTE Lincoln Police	\$0	
0.64 FTE Salvation Army	\$4,040		- FTE Salvation Army	\$0	
0.18 FTE Boys & Girls Club	\$380		- FTE Boys & Girls Club	\$0	
TOTAL BENEFITS REQUESTED		\$64,510	TOTAL IN-KIND BENEFITS		\$9,665
C. Contracted Services					
LLCHD	\$310		LLCHD	\$0	
Attack on Asthma	\$0		Attack on Asthma	\$0	
Asthma Initiative	\$0		Asthma Initiative	\$0	
El Centro	\$0		El Centro	\$0	
Lincoln Police	\$0		Lincoln Police	\$0	
Salvation Army	\$0		Salvation Army	\$0	
Boys & Girls Club	\$0		Boys & Girls Club	\$0	
TOTAL CONTRACTED SERVICES REQUESTED		\$310	TOTAL IN-KIND CONTRACTED SERVICES		\$0
D. Supplies					
LLCHD	\$940		LLCHD	\$0	
Attack on Asthma	\$0		Attack on Asthma	\$0	
Asthma Initiative	\$0		Asthma Initiative	\$0	
El Centro	\$0		El Centro	\$0	
Lincoln Police	\$0		Lincoln Police	\$0	
Salvation Army	\$0		Salvation Army	\$0	
Boys & Girls Club	\$0		Boys & Girls Club	\$0	
TOTAL SUPPLIES REQUESTED		\$940	TOTAL IN-KIND SUPPLIES		\$0
E. Travel					
LLCHD	\$1,280		LLCHD	\$0	
Attack on Asthma	\$0		Attack on Asthma	\$0	
Asthma Initiative	\$0		Asthma Initiative	\$0	
El Centro	\$0		El Centro	\$0	
Lincoln Police	\$0		Lincoln Police	\$0	
Salvation Army	\$0		Salvation Army	\$0	
Boys & Girls Club	\$0		Boys & Girls Club	\$0	
TOTAL TRAVEL REQUESTED		\$1,280	TOTAL IN-KIND TRAVEL		\$0
F. Other					
LLCHD	\$16,191		LLCHD	\$0	
Attack on Asthma	\$0		Attack on Asthma	\$0	
Asthma Initiative	\$0		Asthma Initiative	\$0	
El Centro	\$0		El Centro	\$0	
Lincoln Police	\$6,570		Lincoln Police	\$0	
Salvation Army	\$0		Salvation Army	\$0	
Boys & Girls Club	\$0		Boys & Girls Club	\$0	
TOTAL Other REQUESTED		\$22,761	TOTAL IN-KIND Other		\$0
G. Indirect Costs					
LLCHD	\$42,534		LLCHD	\$5,899	
Attack on Asthma	\$275		Attack on Asthma	\$0	
Asthma Initiative	\$305		Asthma Initiative	\$0	
El Centro	\$1,225		El Centro	\$0	
Lincoln Police	\$0		Lincoln Police	\$0	
Salvation Army	\$1,430		Salvation Army	\$0	
Boys & Girls Club	\$455		Boys & Girls Club	\$0	
TOTAL INDIRECT COSTS REQUESTED		\$46,224	TOTAL IN-KIND INDIRECT COSTS		\$5,899
TOTAL REQUESTED:		\$326,870	TOTAL IN-KIND		\$38,669

BUDGET WORK SHEET

**LINCOLN-LANCASTER COUNTY HEALTH DEPARTMENT
FY 2015**

GRANT			INKIND	
	Line Item	Grant Funds	Line Item	In-kind
A.	Salaries		Salaries	
	Position		Position	
		0.15 FTE	Project Director	\$9,730
		0.03 FTE	PH Epidemiologist	\$2,160
		0.05 FTE	Director Office Support	\$11,215
TOTAL SALARY REQUESTED		\$159,130	TOTAL IN-KIND SALARY	\$23,105
B.	Benefits		Benefits	
		0.15 FTE	Project Director	\$4,810
		0.03 FTE	PH Epidemiologist	\$1,030
		0.05 FTE	Director Office Support	\$3,825
TOTAL BENEFITS REQUESTED		\$58,450	TOTAL IN-KIND BENEFITS	\$9,665
C.	Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED		\$310	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D.	Supplies		Supplies	
TOTAL SUPPLIES REQUESTED		\$940	TOTAL IN-KIND SUPPLIES	\$0
E.	Travel		Travel	
TOTAL TRAVEL REQUESTED		\$1,280	TOTAL IN-KIND TRAVEL	\$0
F.	Other		Other	
0.19	TOTAL Other REQUESTED	\$16,191	TOTAL IN-KIND Other	\$0
G.	Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED		\$42,534	TOTAL IN-KIND INDIRECT COSTS	\$5,899
TOTAL REQUESTED:		\$278,835	TOTAL IN-KIND	\$38,669

Lincoln-Lancaster County Health Department

2014-2015 - Year 2

^ SALARIES				\$ 159,130
Lance Massie, Public Health Educator II				
1.0 FTE @ \$26.99 per hour				\$ 56,135
Massie coordinates activities of the Youth, and Business/School TFLC task forces; assists businesses with tobacco-free policy development, and compliance with the LSRA and NCIAA; and works with disparate populations.				
Pam Rowe, Public Health Educator II				\$ 54,125
1.0 FTE @ \$26.02 per hour				
Rowe coordinates activities of the Housing TFLC task force; coordinates tobacco-sales-to minors compliance efforts; works with the community to prevent youth initiation and works with disparate populations.				
Deb Edelmaier, Senior Office Assistant				\$ 38,155
.92 FTE @ \$19.97 per hour				
Edelmaier provides clerical support for partners work plan activities and program coordinator such as record keeping, compiling reports, tracking expenditures and assisting with development of fiscal reports.				
Joyce Endres, Senior Office Assistant				\$ 10,715
0.25 FTE @ \$20.61				
Endres provides preparation of attractive and easy to read flyers, posters, display materials, presentation information, bookmarks, web page information, housing information, newspaper ads/articles, the annual highlights, and other media/material as needed.				
B. BENEFITS				\$ 58,450
See City of Lincoln Benefits and Indirect Costs attachment				
C. CONTRACTED SERVICES				\$ 310
Web Host fee				\$ 270
Domain Name				\$ 40
D. SUPPLIES TOTAL				\$ 940
Office Supplies include paper, pens, labels, notepads, envelopes and calendars				\$ 500
Operation Storefront				
15 disposable cameras and development				\$ 250
Posters, markers, paper				\$ 50
Mileage 3 teams				\$ 50
20 lunches @ \$4.50				\$ 90
Operation Storefront Total				\$ 440
E. TRAVEL				\$ 1,280
Mileage (approximately 707 miles @ .565 cents/mile)				\$ 400

Training/Meetings/Conferences:				
TFN Conference \$65 x 12 staff and partners				\$ 780
Miscellaneous conference/training				\$ 100
F. OTHER				\$16,191
Postage				\$150
Printing				\$826
Photocopying				\$1,000
Phone				\$1,500
Rent				\$12,715
Rent is calculated at \$21.88/sq. ft for FY14 for 581sq. ft. for office and shared space for 5 grant staff.				
G. INDIRECT COSTS 18%				\$ 42,534
See City of Lincoln Benefits and Indirect Costs attachment				
OVERALL TOTAL				\$ 278,835

BUDGET WORK SHEET

**ATTACK ON ASTHMA
FY 2015**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
Position		Position	
TOTAL SALARY REQUESTED	\$2,565	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$195	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$275	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$3,035	TOTAL IN-KIND	\$0

Attack on Asthma Nebraska
Budget Justification
2014-2015 - Year 2

Salary	\$ 2,565
Andrea Holka, Asthma Coordinator	
.05 FTE @\$24.66 per hour	\$2,565
Holka will provide information and assistance on tobacco/smoke-free policies to schools in Lincoln and Lancaster County, tobacco-free outdoor environments for parks and recreational areas in rural Lancaster County, and coordinate the "At Bat for Asthma and Allergies" event.	
Benefits	\$ 195
FICA	
Indirect Costs	\$ 275
10% of budget	
Overall Total	\$ 3,035

BUDGET WORK SHEET

**BOYS & GIRLS CLUB
FY 2015**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
TOTAL SALARY REQUESTED	\$4,165	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$380	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$455	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$5,000	TOTAL IN-KIND	\$0

Boys and Girls Club of Lincoln
Budget Justification
2014-2015 - Year 2

Salary		\$ 4,165
Brent Docter, Program Director		
.05 FTE @ \$16.77	\$1,745	
Docter directs education and activities to after school middle school youth and summer day camp elementary, middle and high school youth and their families to prevent youth initiation. Youth will participate in Operation Storefront and the PhotoVoice projects.		
Crysta Chalupa, Youth Development Professional		
0.12 FTE @ 9.50 per hour (255 hours)	\$2,420	
Chalupa assists in providing education and activities to after school middle school youth and summer day camp elementary, middle and high school youth and their families to prevent youth initiation. Recruit and supervise youth in Operation Storefront and the PhotoVoice projects.		
Benefits		\$ 380
Docter FICA, Health	\$195	
Chalupa, FICA	\$185	
Indirect Costs		\$ 455
10% of budget		
Overall Total		\$ 5,000

BUDGET WORK SHEET

**COMMUNITY ASTHMA EDUCATION INITIATIVE
FY 2015**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
Position		Position	
TOTAL SALARY REQUESTED	\$2,565	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$460	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$305	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$3,330	TOTAL IN-KIND	\$0

Saint Elizabeth Foundation on behalf of
Community Asthma Education Initiative
Budget Justification
2014-2015 - Year 2

Salary	\$ 2,565
Cindy Rempe, Asthma Coordinator	
.05 FTE @ \$24.67 per hour	\$2,565
Rempe disseminates tobacco avoidance materials in asthma management clinics, provides education to Head Start advocates, LPS nurses and ED Connections (hospital social workers); coordinates Winning With Asthma project for Lincoln/Lancaster County schools and assists businesses with the development of asthma and tobacco avoidance plans.	
Benefits	\$ 460
FICA, medical, dental and vision	
Indirect Costs	\$ 305
10% of budget	
Overall Total	\$ 3,330

BUDGET WORK SHEET

**EL CENTRO DE LAS AMERICAS
FY 2015**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
TOTAL SALARY REQUESTED	\$12,180	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$985	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$1,225	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$14,390	TOTAL IN-KIND	\$0

El Centro de las Americas
Budget Justification
2014-2015 - Year 2

Salary		\$12,180
Roy Rivera, Health Educator		
.39 FTE @ \$15.00	\$12,180	
Rivera will be a liaison for the Hispanic community. He will ensure compliance with the Nebraska Clean Indoor Air Act and Lincoln Smoking Regulation Act and provide smoke-free entrance and tobacco-free campus policy information to Spanish speaking business owners, provide tobacco prevention education to youth and families through community center programs.		
Benefits		\$ 985
FICA		
Indirect Costs		\$ 1,225
9.3% of budget		
Overall Total		\$ 14,390

BUDGET WORK SHEET

**LINCOLN POLICE DEPARTMENT
FY 2015**

GRANT			INKIND	
	Line Item	Grant Funds	Line Item	In-kind
A.	Salaries		Salaries	
	Position		Position	
	FTE		FTE	
	FTE		FTE	
TOTAL SALARY REQUESTED		\$0	TOTAL IN-KIND SALARY	\$0
B.	Benefits		Benefits	
-	FTE	0	-	FTE
-	FTE	0	-	FTE
TOTAL BENEFITS REQUESTED		\$0	TOTAL IN-KIND BENEFITS	\$0
C.	Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED		\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D.	Supplies		Supplies	
TOTAL SUPPLIES REQUESTED		\$0	TOTAL IN-KIND SUPPLIES	\$0
E.	Travel		Travel	
TOTAL TRAVEL REQUESTED		\$0	TOTAL IN-KIND TRAVEL	\$0
F.	Other		Other	
	Compliance checks	6270		
	Training	300		
TOTAL Other REQUESTED		\$6,570	TOTAL IN-KIND Other	\$0
G.	Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED		\$0	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:		\$6,570	TOTAL IN-KIND	\$0

Lincoln Police Department
Budget Justification
2014-2015 - Year 2

Other		\$ 6,570
Off duty officers for 6 compliance checks 120 hours @ \$35 - \$58 (overtime hourly rate range)	\$6,270	
Off duty officer for two tobacco ID trainings 6 hours @ \$50 (overtime hourly rate)	\$300	
Overall Total		\$ 6,570

BUDGET WORK SHEET

**SALVATION ARMY
FY 2015**

GRANT		INKIND	
Line Item	Grant Funds	Line Item	In-kind
A. Salaries		Salaries	
TOTAL SALARY REQUESTED	\$10,240	TOTAL IN-KIND SALARY	\$0
B. Benefits		Benefits	
TOTAL BENEFITS REQUESTED	\$4,040	TOTAL IN-KIND BENEFITS	\$0
C. Contracted Services		Contracted Services	
TOTAL CONTRACTED SERVICES REQUESTED	\$0	TOTAL IN-KIND CONTRACTED SERVICES	\$0
D. Supplies		Supplies	
TOTAL SUPPLIES REQUESTED	\$0	TOTAL IN-KIND SUPPLIES	\$0
E. Travel		Travel	
TOTAL TRAVEL REQUESTED	\$0	TOTAL IN-KIND TRAVEL	\$0
F. Other		Other	
TOTAL Other REQUESTED	\$0	TOTAL IN-KIND Other	\$0
G. Indirect Costs		Indirect Costs	
TOTAL INDIRECT COSTS REQUESTED	\$1,430	TOTAL IN-KIND INDIRECT COSTS	\$0
TOTAL REQUESTED:	\$15,710	TOTAL IN-KIND	\$0

Salvation Army
Budget Justification
2014-2015 - Year 2

Salary		\$ 10,240
Stanford Bradley, Community Center Supervisor		
. 21 FTE @ 16.84 per hour	\$7,450	
Bradley provides tobacco prevention education and activities to after school and summer day camp elementary, middle school and high school youth and their families to prevent youth initiation and provides tobacco prevention information to clients through the food pantry.		
Iyonna Clay, Youth Program Assistant		
. 17 FTE @ \$7.80	\$2,790	
Clay assists the Community Center Supervisor with tobacco prevention education and activities with the youth and their families.		
Benefits		\$ 4,040
Stanford Bradley, FICA, health and pension	\$3,825	
Clay FICA	\$215	
Indirect Costs		\$ 1,430
10% of budget		
Overall Total		\$ 15,710