



December 6, 2021

PE 16 (Tribes) and PE 68 (NARA) : Tribal Tobacco Prevention Funding for Federally Recognized Tribes and NARA

Award Funding Information

Funding may be used to deliver the Tribal Tobacco Prevention Program. The goals of the Tribal Tobacco Prevention Program are to:

- 1) address commercial tobacco and nicotine use (including inhalant delivery systems (IDS) and electronic cigarette use) in Oregon Tribal Communities through prevention and cessation efforts; and
- 2) reduce commercial tobacco-related health inequities through the prevention and management of chronic disease related to commercial tobacco and nicotine.

Tribes and NARA have the autonomy to develop goals and strategies based on community priorities and needs. Tribal members have the community knowledge and strengths to drive sustainable community change through dialogue with elders, youth, fellow tribal members and tribal leadership to lay the important groundwork for building community will for sustainable change efforts.

Grantee may utilize a variety of programs to best meet the needs of the community in the following areas:

- Commercial tobacco cessation/intervention programs
- Physical Wellness Centers where programs could be held
- Dedicated positions to do cessation work possibly housed within clinics
- Addressing the targeted marketing and exploitation of tribal communities by the commercial tobacco industry
- Tribal Based Practices
- Health communication, education and outreach
- Data collection
- Program evaluation
- Policy changes, including policy changes that influence the root causes of commercial tobacco use (e.g., housing, education, employment)
- Facilitation of community partnerships
- Creating commercial tobacco-free environments
- Reducing the burden of commercial-tobacco-related and other chronic diseases

PE 16 (Tribes) and PE 68 (NARA) Allowable Expenses and Budget

Each Tribe and NARA must submit a FY 22 PE 16 or PE 68 budget plan and narrative using the template provided by OHA. The annual budget is **due by January 18, 2022**. OHA may request revised budgets or additional information on expenditures on an as needed basis.

PE 16 (Tribes) and PE 68 (NARA) budget categories

Personnel	Provide a list of each position that will be funded. Tribes/NARA may roll up positions by FTE (i.e., 2 Tobacco Prevention Coordinators; 1.5 Community Outreach Coordinators), rather than listing duplicate positions as separate line items.
Travel	Provide the total estimated budgeted amount for travel. Travel costs include local mileage as well as per diem, lodging and transportation to conduct commercial tobacco prevention work. Federal per diem rates limit the amount of reimbursement for in-state travel: www.gsa.gov/perdiem .
Equipment and Capital Purchases	<p>Provide a total amount for equipment or other capital purchases with a per unit cost of \$5000 or more, as well as a narrative listing line-item planned purchases with a brief rationale.</p> <p>Funds may be used to purchase or rent vehicles to directly support the work listed in PE 16/68. Funds may be used to support purchase of community space and office space for employees directly supporting work of PE 16/68. Any purchase or new lease of space must be pre-approved by OHA. <i>Such purchases must be pre-approved by OHA and sufficient funding must be budgeted for program activities to assure completion of deliverables and activities in program element.</i></p> <p>Any equipment purchases, including IT and software purchases and upgrades and software licensing fees, must directly benefit the Tribe's or NARA's work on Program Element 16/68</p>
Supplies	<p>Provide a total amount for supplies. Supplies may include office supplies, food, educational materials, outreach and communications material.</p> <p>If expenditures are allocated to the purchase of incentives, incentives may only be given to community partners and community members who are participating as individual citizen volunteers and not as part of paid job duties while representing</p>

	their employing organization. Tribes/NARA must document distribution of incentives, once purchased.
Contractual	List each subcontracted program activity and the name of the subcontractor(if known) along with the amount of the anticipated subcontract. The initial budget can list out anticipated outcomes and can be adjusted later.
Other	List expenses for items not listed above, such as telephone, rent, copying, printing, postage, and mailing that are directly related to program activities.
Indirect costs	PE 16 and PE 68 funds <u>can</u> be used for indirect costs.

Payments

PE 16 (Tribes) and PE 68 (NARA) payments

Funding under each PE sub-element will be paid monthly.

Reporting from Grantees

Tribes/NARA must report expenses on the quarterly expenditure/revenue report. Funding should be reported per regular reporting standards.

For more information

Contact Leah Festa at leah.festa2@dhsosha.state.or.us at (503) 812-1933 or Danna Drum at danna.k.drum@state.or.us or (971) 645-5766 with programmatic questions.

Contact OSPHD staff at oha-phd.expendevreport@dhsosha.state.or.us with IGA contract or payment questions.