



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Request for Proposals

Technical Assistance Grant: Smoke-free Air Community Education

REVISED: January 25, 2024

Mississippi State Department of Health
Office of Tobacco Control
805 S. Wheatley Street, Suite #400-A
Ridgeland, Mississippi 39157

Submission Deadline Date: March 31, 2024

Contact:
Tiffany Johnson
e-mail: Tiffany.Johnson@msdh.ms.gov

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A. Overview

The Mississippi State Department of Health (MSDH) Office of Tobacco Control (OTC), in collaboration with the Americans for Nonsmokers' Rights Foundation, is providing technical assistance funds for local and county governments interested in educating their citizens on the benefits of smoke-free air and the protections of comprehensive (smoke-, vapor-, and aerosol-free) air policies.

Exposure to secondhand smoke causes premature death and disease in nonsmokers. The United States Surgeon General reports there is no safe level of exposure to secondhand smoke. According to the Centers for Disease Control and Prevention (CDC), implementing programs and policies to influence societal systems across local communities has the greatest positive, long-lasting impact on the health of the general public.

The MSDH OTC is committed to promoting and protecting the health of all Mississippians. Each year approximately 500 non-smoking Mississippians die as a result of exposure to secondhand smoke. One of the four primary goals of the OTC is to eliminate exposure to secondhand smoke in public places.

The OTC implements a range of integrated programmatic activities to encourage and support tobacco-free lifestyles, including the Technical Assistance Grant for Smoke-free Air Community Education. The OTC is soliciting proposals from local and county governments that are interested in educating constituents on the benefits of smoke-free air and the protections comprehensive smoke-free policies can provide. The goal of the program is to assist elected officials throughout Mississippi in protecting the health of their citizens by promoting smoke-free public environments.

B. Funding Levels

The MSDH OTC is requesting proposals from Mississippi's local and county governments. The current opportunity is for municipalities with a comprehensive plan to educate their communities on the benefits of smoke-free air. These efforts must be scheduled and strategic. See the eligibility section for more details. Completed proposals are due no later than **March 31, 2024**. Final funding amounts will be determined by the OTC. This opportunity will be available as state funding allows and may be terminated at any time.

Approximate funding levels are as follows:

- (a) Up to \$5,000 for city or county governments; or
- (b) Up to \$2,500 for town or village government.

*At the time of incorporation, municipalities with populations of more than 2,000 are classified as cities, municipalities containing between 301 and 2000 persons are considered towns, and municipalities between 100 and 300 persons are called villages.

C. Eligibility Guidelines

Proposals will be accepted from municipal governments in the State of Mississippi that are introducing the benefits of smoke-free air and the protections of smoke-free air policies to their community members. To protect the at-risk population, health education must take place in an area where there is no comprehensive smoke-free policy. The funding level will be in accordance with the communication activities outlined in the plan submitted by the subgrantee and approved by the OTC. This opportunity is not available under the following circumstances:

- a. This opportunity is not available to municipalities that have a comprehensive smoke-free policy in place.
- b. Municipalities with a partial smoke-free policy but seeking a comprehensive policy are eligible to apply as long as they have not received previous funding.
- c. Municipalities that apply and receive any amount of funds through the current opportunity are not eligible to reapply for additional funding, even if they did not receive the full amount available for their community size.
- d. Municipalities that have already received funds in any amount through the Technical Assistance Grant for Smoke-free Community Policies *2010 – 2022 are not eligible for this opportunity even if they do not have a comprehensive smoke-free policy.

D. Proposal Requirements

The proposal should be clear, concise, and thorough, and should provide sufficient detail to aid proper evaluation by the MSDH review committee. It is the applicant's responsibility to review the entire RFP and to ensure the proposal is consistent with the requirements. A complete, comprehensive proposal consists of:

1. A cover page detailing:
 - (a) Name of city or county
 - (b) Mailing and physical address
 - (c) Contact telephone number(s)
 - (d) Names and titles of all elected government officials
 - (e) Name, title, email address, signature, and date of signature of the elected official responsible for the proposal (must be an elected official)
 - (f) Name, title, and contact information for municipal point of contact

2. A project narrative shall be a work plan that discusses the need for funding, the amount requested and the spending plan, and the municipality's ability to implement the work plan. Proposal details must describe and identify:
 - (a) The city or county by population and ethnicity
 - (b) Key business leaders and organizations
 - (c) Past efforts, if any, to pass a smoke-free policy
 - (d) Resources needed to educate constituents on the benefits of the policy and a smoke-free lifestyle
 - (e) A detailed description of how funds will be utilized and the materials or messages about the elimination of exposure to secondhand smoke in the community
 - (f) Capacity to complete the proposed project
 - (g) Assistance needed from the OTC
 - (h) Groups or interests most likely to challenge a smoke-free policy
 - (i) Methods most likely to be used to overcome challenges
3. A proposed timeline of activities as outlined by OTC and the activities of health and wellness councils adopted by the city or county government, if applicable.
4. A proposed budget detailing costs of proposed activities and the total amount requested.
5. A signed Certification of Non-acceptance.

Completed proposals are due no later than March 31, 2024

E. Grantee Activities

Once a proposal has been approved, the OTC will draft a contract for the municipality to complete and return. Once the contract is approved for funding, the municipality (subgrantee) must schedule a meeting with the designated Mississippi Tobacco-Free Coalition (MTFC) project director and the OTC project monitor. During this initial meeting, the MTFC project director will discuss contractual obligations and the process for reimbursement distribution.

The municipality must have sufficient financial resources available to meet deadlines without advance payment from OTC. When the required activities have been completed, a request for reimbursement may be submitted to the OTC in the form of an invoice. The invoice should appear on the municipality's official letterhead and must be accompanied by the following:

1. Supporting documentation, i.e., invoices, receipts, agendas, and sign-in sheets
2. A completed timeline of the required activities
3. Proof of public posting about all public meetings

4. Copies or photos of printed and digital educational materials used
5. Copies of electronic materials used

F. Grant Use Requirements

The use of grant funds must be in accordance with the approved proposal and scope of work. Any deviations must be approved by the OTC.

1. Grant funding may be used for:
 - a. Where applicable, secondhand smoke reduction activities that have been adopted by local or county officials as part of a health and wellness councils' plan and that pertain to this RFP, to include:
 - (a) Public meetings, not funded by other entities (original proof of purchase must be provided)
 - (b) Smoke-free/Tobacco-free educational materials
 - (c) Paid media
 - b. Educational activities about citizen access to clean air or secondhand smoke reduction
 - c. Community improvement projects that increase citizen access to clean air or secondhand smoke reduction.
2. Grant funding may not be used for and the applicant will not be funded for:
 - (a) Items deemed inappropriate by the Mississippi State Department of Health's Office of Tobacco Control
 - (b) Costs associated with responding to this request for proposals
3. Grant recipients cannot:
 - (a) Accept funding or support from the tobacco industry
 - (b) Have individuals in decision-making positions that are associated with tobacco companies

G. Procedures for Submission and Delivery of Response to Request for Proposal

Note: Proposals that do not follow these guidelines will not be reviewed.

Shipping instructions:

An original signed proposal and all requirements shall be submitted in a sealed envelope or package no later than **March 31, 2024, by 3:00 p.m. Central Standard Time (CST)**. Proposals and materials will not be returned to the applicants.

Submit Proposal to: Mississippi State Department of Health
 Office of Tobacco Control
 Attn: Tiffany Johnson
 805 S. Wheatley Street, Suite 400-A

Ridgeland, MS 39157
(DO NOT OPEN)

OR

Electronic instructions:

A signed proposal and all requirements shall be submitted electronically in a PDF format no later than **March 31, 2024, by 3:00 p.m. Central Standard Time (CST)**. The email subject line shall identify the name of the solicitation and the name of the organization submitting the response.

Emailed to: Tiffany.Johnson@msdh.ms.gov

NOTICE: Proposals that fail to follow the instructions in this document will be declared ineligible. It is the applicant's responsibility to submit a correct and complete proposal. No proposal may be revised, amended, or altered once it is received. MSDH reserves the right to negotiate or reject any or all proposals or cancel this RFP in its entirety. Submission of a proposal indicates the applicant agrees to the terms and conditions of the RFP.

Except to the extent that specified items of commercial and financial information of a proprietary nature or designated trade secrets are clearly marked or identified as being sensitive data, all materials provided by the applicant, including budget and financial data, information concerning business systems and procedures, personnel participation data and personnel qualification information, and other unique program descriptions and intellectual property identified by the applicant will be subject to disclosure by MSDH in accordance with Miss. Ann. Code §§ 25-61-1 et.seq., "Mississippi Public Records Act of 1983."

H. Review and Selection Process

Acceptance of a proposal by the MSDH does not constitute a contractual relationship between the applicant and the MSDH. Successful proposals may result in the development of a contractual agreement between the applicant and the MSDH.

Applications will be reviewed for completeness by staff from the Office of Tobacco Control and/or the Mississippi Tobacco-Free Coalitions. Applications must include all proposal requirements of this RFP to be considered for funding. Incomplete applications will not advance through the review process. Applicants will be notified if the application did not meet submission requirements.

Applications may be approved but not funded. Those applications may be retained for funding consideration during a subsequent grant review cycle.

I. Anticipated Announcement and Award Dates

All proposals will be opened and reviewed by a committee within 14 days of being received by the Office of Tobacco Control.

Each proposal will compete for funding amounts up to \$5,000 depending on size and the plan of action. Each application should include all proposal requirements, as described in this RFP. Funding recommendations for each proposal will be based on the merit and quality of the applications received. The Office of Tobacco Control reserves the right to vary funding amounts for individual applications and to withdraw or modify the solicitation at any time as state funds allow.

Activities associated with this contract must be completed by **June 30, 2024**, of the current fiscal year. Invoices not received by the deadline will not be reimbursed.

J. MSDH Responsibility

1. Provide program oversight
2. Provide ongoing technical assistance
3. Process reimbursement requests in a timely manner

K. Mississippi Tobacco-Free Coalition Responsibility

1. Provide technical assistance
2. Provide education and resources
3. Facilitate communication between MSDH and the municipality

Application Checklist

Applications that are missing any of the following listed items will be considered incomplete:

- _____ Cover Page
- _____ Project Narrative/Work Plan
- _____ Proposed Timeline for all required activities
- _____ Proposed Budget for all required activities
- _____ Disclosure Statement / Certification of Non-Acceptance

Applicants are required to submit:

- _____ Signed proposal and all requirements

All contact should be directed to **Tiffany Johnson**, MSDH Office of Tobacco Control, as follows:

Physical Address: Mississippi State Department of Health
 Office of Tobacco Control
 805 S. Wheatley Street, Suite 400-A
 Ridgeland, MS 39157

Email Address: Tiffany.Johnson@msdh.ms.gov

Certification of Non-Acceptance of Tobacco Industry Funds and Resources

Please read the following statement, complete, and sign the certification.

Companies, organizations, or individuals affiliated with or receiving funds and/or resources from any tobacco company or subsidiary are not eligible for this proposal.

By signing this statement, the applicant states that no direct or indirect affiliations, contractual relationships, and receipt of funds or resources exist within tobacco companies or owners, affiliates, subsidiaries, holding companies, or companies involved in any way in the production, distribution, promotion, sales, or use of tobacco products.

Signature

Date

Printed Name

Title

Organization