

**AMENDMENT TO AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND
TAULAMA FOR TONGANS**

THIS AMENDMENT TO THE AGREEMENT, entered into this _____ day of _____, 20____, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and TAULAMA FOR TONGANS, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement on August 29, 2017 to expand the Tobacco Prevention Program by leveraging the skills, resources and relationships of a community agency, in the amount of \$20,000, for the term July 17, 2017 through June 30, 2018; and

WHEREAS, on June 20, 2018, the Chief of San Mateo County Health approved an amendment to the agreement to conduct a community assessment of the Tongan community around the use of alcohol, tobacco, marijuana and other drugs, increasing the amount by \$40,000 to \$60,000, and extending the term of the agreement through June 30, 2021; and

WHEREAS, on September 19, 2018, the Chief of San Mateo County Health approved an amendment to the agreement for tobacco prevention, increasing the amount of the agreement by \$36,600 to \$96,600, with no change to the agreement term; and

WHEREAS, the parties wish to amend the Agreement for tobacco prevention by continuing to promote a multi-jurisdictional policy initiative raising awareness and advocating for smoke-free housing implementation throughout the County, increasing the amount of the agreement by \$13,250 to \$109,850, with no change to the agreement term.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 4. Payments of the agreement is amended to read as follows:

In consideration of the services provided by Contractor in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A3," County shall make payment to Contractor based on the rates and in the manner specified in Exhibit "B3." The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this Agreement exceed ONE HUNDRED NINE THOUSAND EIGHT HUNDRED FIFTY DOLLARS (\$109,850).

3. Exhibit A2 is hereby deleted and replaced with Exhibit A3 attached hereto.
4. Exhibit B2 is hereby deleted and replaced with Exhibit B3 attached hereto.
5. All other terms and conditions of the agreement dated August 29, 2017, between the County and Contractor shall remain in full force and effect.

*** SIGNATURE PAGE TO FOLLOW ***

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: _____
President, Board of Supervisors
San Mateo County

Date: _____

ATTEST:

By: _____
Clerk of Said Board

TAULAMA FOR TONGANS

Louisa J. Taulama
Contractor's Signature

Date: May 20, 2020

EXHIBIT A3 – SERVICES
TAULAMA FOR TONGANS
FY 2017 – 2021

In consideration of the payments set forth in Exhibit B3, Contractor shall provide the following services:

I. DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

A. Tobacco Control

The California Tobacco Control Program (CTCP) has implemented a bridge year planning cycle for all Local Lead Agencies (LLA). San Mateo County's Tobacco Prevention Program is the LLA for San Mateo County. Contractor shall participate in the activities described in Attachment A, to include the following:

1. Increase tobacco specific technical knowledge, understand the public health framework, and develop strategies to address the impacts of tobacco use in specific vulnerable communities throughout San Mateo County.
2. Seek out and work with specific communities to include: Latino, African American, Asian/Pacific Islander, LGBTQ, youth, blue collar workers, military personnel, and mental health communities.
3. Increase capacity to conduct future tobacco control work at local, state, and federal levels and expand the participation in the Tobacco Education Coalition.
4. Additional activities will be determined based upon need.

B. Community Assessment

Contractor shall conduct a Tongan community assessment to determine the knowledge, attitudes and behaviors of Tongan community members around the use of alcohol, tobacco, marijuana and other drugs. By June 30, 2019, a complete assessment report will be submitted and will include recommendations of strategies that can be implemented to minimize the use and abuse of alcohol, tobacco and other drugs among Tongan community members. Contractor shall participate in the activities described in Attachment A2, to include the following:

1. Literature Review
 - a. Conduct literature review of existing knowledge base about Tongan knowledge, attitudes and behavior about alcohol,

tobacco, marijuana, and other drugs. If no information is available related to Tongan and ATOD, document knowledge base related to other Pacific Islander community.

- b. Collect existing educational efforts and materials related to Tongans and ATOD issues. If available, include evaluation of efforts.
- c. Develop a report of Tongan knowledge, attitudes and behavior related to ATOD and existing education efforts conducted in the Tongan community.

2. Assessment Tool Development

- a. Research assessment tools developed to determine KABs related to ATOD issues. Priority should be given to collecting tools developed specific for Tongans and/or Pacific Islander communities.
- b. Meet with Community Health Promotion Unit staff to discuss need for focus groups, interviews and other assessment methodologies.
- c. Develop tools for focus groups and interviews. Tools should include questions about:
 - i. the major substances used and abused in the Tongan community. Substances assessed should include kava,
 - ii. how community members access the substances, community members' knowledge attitudes and behaviors related to the substances. KAB questions should include any cultural stigma associated with substance use,
 - iii. messages community have received about the substances and their impact on their health and well-being, and
 - iv. what strategies may be effective in helping community members prevent SUDs.
- d. Translate the assessment tools to Tongan.

3. Assessment Activities: Focus Groups

- a. Develop outreach materials for at least five (5) focus groups in different regions of San Mateo County. Each focus group should be scheduled for two (2) hours and at a location convenient to community members living in the region.

- b. Work with CHPU staff to have \$25 gift cards available for focus group participants.
 - c. Develop focus group script to include language on the purpose of the assessment, confidentiality, and recording.
 - d. Conduct at least five (5) focus groups. At least one (1) focus group will be conducted in the northern, southern, and mid-county regions. Each focus group will include eight (8)-twelve (12) participants.
 - e. Have two (2) Tongan speaking focus group facilitator/notetaker available for each focus group.
 - f. Each focus group will be recorded.
 - g. Ensure accurate transcription of focus groups. Transcriber cannot be directly involved in the focus groups. CHPU can coordinate transcription and translation if needed.
4. Assessment Activities: Key Informant Interviews
- a. Identify at least five (5) key community leaders familiar with the Tongan community and its KABs related to substance use in San Mateo. Consideration should be given to having the leaders come from different regions of the County if possible.
 - b. Work with CHPU staff to have \$25 gift cards available for key informant interview participants.
 - c. Conduct key informant interviews using the same questions as used for the focus groups.
 - d. Transcribe interview findings.
5. Assessment Report
- a. Analyze focus group and interview findings for common themes.
 - b. Develop an assessment report that includes:
 - i. the major substances used and abused in the Tongan community. Substances assessed should include kava,
 - ii. how community members access the substances,

- iii. community members' knowledge attitudes and behaviors related to the substances. KAB questions should include any cultural stigma associated with substance use,
- iv. messages community have received about the substances and their impact on their health and well-being, and
- v. what strategies may be effective in helping community members prevent SUDs, and
- vi. recommendations on an ATOD prevention campaign to limit the impacts of substance use disorder in the Tongan community in San Mateo County.

C. Smoke-free Housing

In partnership with the San Mateo County Tobacco Prevention Program and the San Mateo County Tobacco Education Coalition, Contractor shall raise public awareness, and advocate for policy implementation in jurisdictions that include but are not limited to: Colma, Menlo Park, and East Palo Alto. Contractor shall participate in the activities described in Attachment A3, to include the following:

1. At least one (1) staff person will participate in one (1) – one (1) hour MUH Workgroup call/meeting per month, or as determined by workgroup up to a maximum of thirty (30) meetings.
2. At least one (1) staff person will attend and provide a status update on the project at each of the four (4) – two (2) hour TEC meetings per year.
3. At least one (1) staff person will participate in eight (8) community events, such as local legislative events in targeted cities to distribute information and educational materials regarding flavored tobacco.
4. At least two (2) staff/volunteers will attend the bi-annual Information and Education Day(s) in Sacramento with TPP and TEC.
5. Annually, at least two (2) staff/volunteers (max 4) will participate in the Make Time for Fitness Event. In the event that this event is not held, a substitution may be negotiated with TPP. Priced per participant not per event.
6. Annually, at least two (2) staff/volunteers will attend training sponsored by TPP for the Make Time for Fitness Event. In the event that this event is not held, a substitution may be negotiated with TPP. Priced per participant not per event.

7. Recruit and maintain at least two (2) young adult community advocates to work on the campaign.
8. Provide at least twenty-four (24) hours of training to young adult advocates to increase understanding of the impact of secondhand smoke on youth and communities of color, public speaking, social media, and letter writing for the project.
9. Attend the Midwest Academy training hosted by TPP and/or The Center for Tobacco Policy and Organizing in year one (1) of the contract. The training will provide participants with the skills to complete the Midwest Academy Chart.
10. Participate in one (1) two (2) – four (4) hour strategic planning session with the coalition and community partners to complete the Midwest Academy Strategy Chart which will identify short, intermediate, and long-term goals, organizational considerations, constituents, allies, opponents, targets, and tactics to create a plan for organizational change strategy.
11. Annually, at least one (1) staff person/volunteer will participate in local Housing Leadership Day. If there is an opportunity to present at the event, a request should be made to present on the campaign. This event is generally held in the fall.
12. In collaboration with TPP staff, create, gather feedback from at least five (5) diverse community members, and modify at least one (1) ethnic-specific palm card for the Pacific Islander community on smoke-free multi-unit housing. Distribute at least two hundred (200) cards throughout the campaign to community members with other campaign materials.
13. Research, create, and modify a twenty (20) – thirty (30) PowerPoint slide presentation to use in educating community members and organization on the harms of secondhand tobacco smoke. Include at a minimum the following information: youth use of tobacco products, smoking rates in PI community, and comparison of behavior in the Islands vs the United States.
14. Conduct at least five (5) presentations to five (5) – ten (10) Pacific Islander residents of multi-unit housing on the harms of secondhand smoke and the benefits of smoke-free housing. Presentations should be at least thirty (30) minutes.
15. Conduct at least twenty (20) instances of outreach to/at local faith-based institutions, on the radio, on social media, at community

events, through Pacific Islander Initiative and in local multi-unit housing to target tenants for a presentation.

16. Prepare an abbreviated presentation and agenda that can be used on a radio platform to provide education on the harms of tobacco use and exposure to secondhand smoke.
17. Conduct four (4) – six (6) thirty (30)-minute educational radio broadcasts related to activity 16, above.
18. Participate in eight (8) webinars and/or trainings regarding smoke-free multi-unit housing and/or PI-specific health outcomes/disparities hosted by California Tobacco Control Program (CTCP) and other organizations that are referred to the project by TPP.
19. In collaboration with TEC, conduct educational visits with at least ten (10) elected officials and/or staff of local jurisdictions to provide education on the impact of secondhand smoke exposure in the PI community and encourage a public discussion of the issue via a study session, regular council meeting, or town hall.
20. With the prior approval of TPP, attend one (1) public health conference where knowledge of tobacco control, particularly flavored tobacco, can be gained.
21. Conduct fifty (50) 1:1 educational sessions with one (1) – two (2) Pacific Islander residents lasting at least ten (10) minutes each that covers the impact of tobacco use on the body. Sessions should be informal and larger group presentations should not be included. These 1:1s are intended to educate the hard to reach populations.
22. Prepare and submit a five (5) page final report of the efforts of the project to include strategies used, successes, and lessons learned. Present a high-level ten (10) minute overview of the project accomplishments at each TEC meeting at June of the fiscal years.
23. Recruit and maintain at least three (3) young adults to participate in the 2019 Healthy Stores for a Healthy Community Assessment. Volunteers will be sent to training provided by TPP and paid by TPP to collect data.
24. Write and submit four (4) abstracts for submission to national or regional public health conferences including but not limited to: American Public Health Association, National Conference on Tobacco or Health, Society for Public Health Education, etc. on the efforts of the organization to advance flavored tobacco restrictions in

San Mateo County. Consult with TPP on appropriate conferences not listed above.

25. In collaboration with TPP staff and the program's external evaluator, create a public opinion poll to gauge understanding of secondhand smoke exposure, incidence of exposure in PI community, location of exposure, and support of smoking-related policies.
26. Distribute the poll in activity 25 to two hundred (200) Pacific Islander residents in San Mateo County through paper and/or electronic means.
27. Host one (1) - day long educational conference (six (6) – eight (8) hours) that includes multiple sessions that educate the Pacific Islander community on tobacco and its associated harms, understanding policy efforts, and strategies to improve the health of the community. Event should have at least fifty (50) participants and be planned in coordination with TPP.
28. Collect at least forty-four (44) observational surveys at multi-unit housing complexes to assess the adherence to local policies or to provide baseline data in jurisdictions without policies. Contact TPP for tool and training on the tool.
29. Conduct additional activities approved by TPP.

D. Goal and Objective

Goal: Increase the number of smoke-free multi-unit housing units in San Mateo County.

Objective: By June 30, 2021, in partnership with local elected officials and housing residents/associations, at least eighty-five percent (85%) of multiunit housing residences in San Mateo County that will have implemented a smoke-free multi-unit housing policy.

*** END OF EXHIBIT A3 ***

EXHIBIT B3 – RATES AND PAYMENTS
TAULAMA FOR TONGANS
FY 2017 – 2021

In full consideration of the services provided by Contractor under this Agreement and subject to the provisions of Paragraph 3 of this Agreement, County shall pay Contractor in the manner described below:

I. PAYMENTS

A. Maximum Obligation

The maximum amount that County shall be obligated to pay for all services provided under this Agreement shall not exceed the amount stated in Paragraph 3 of this Agreement. Furthermore, County shall not pay or be obligated to pay more than the amounts listed below for each component of service required under this Agreement.

In any event, the maximum amount County shall be obligated to pay for all services rendered under this contract shall not exceed ONE HUNDRED NINE THOUSAND EIGHT HUNDRED FIFTY DOLLARS (\$109,850).

B. Rates and Method of Payment

1. For the term July 1, 2017 through June 30, 2018, Contractor will invoice the County up to TWENTY THOUSAND DOLLARS (\$20,000).
2. For the term July 1, 2018 through June 30, 2019, Contractor will invoice the County up to TWENTY-FIVE THOUSAND EIGHT HUNDRED DOLLARS (\$25,800).
3. For the term July 1, 2019 through June 30, 2020, Contractor will invoice the County up to FIFTY THOUSAND EIGHT HUNDRED DOLLARS (\$50,800).
4. For the term July 1, 2020 through June 30, 2021, Contractor will invoice the County up to THIRTEEN THOUSAND TWO HUNDRED FIFTY DOLLARS (\$13,250).
5. Contractor will invoice the County per the amount as described in the column labeled "Amount per Activity" in Attachment A, A2, and A3 upon completion of each activity.

C. Contractor will be responsible for all expenses incurred during the performance of services rendered under this Agreement.

- D. Modifications to the allocations in Paragraph A of this Exhibit B3 may be approved by the Chief of San Mateo County Health or designee, subject to the maximum amount set forth in Paragraph 3 of this Agreement.
- E. In the event that funds provided under this Agreement are expended prior to the end of the contract period, Contractor shall provide ongoing services under the terms of this Agreement through the end of the contract period without further payment from County.
- F. In the event this Agreement is terminated prior to June 30, 2021, Contractor shall be paid on a prorated basis for only that portion of the contract term during which Contractor provided services pursuant to this Agreement. Such billing shall be subject to the approval of the Chief of San Mateo County Health or designee.
- G. Monthly Invoice and Payment

Contractor shall bill County on or before the tenth (10th) working day of each month following the provision of services for the prior month. Payment by County to Contractor shall be monthly. Invoices that are received after the tenth (10th) working day of the month are considered to be late submissions and may be subject to a delay in payment.

Invoices and monthly progress reports are to be submitted to:

Behavioral Health and Recovery Services
TPP – Attn: Contract Monitor
310 Harbor Boulevard, Building E
Belmont, CA 94002

- H. County anticipates revenues from various sources to be used to fund services provided by Contractor through this Agreement. Should actual revenues be less than the amounts anticipated for any period of this Agreement, the maximum payment obligation and/or payment obligations for specific services may be reduced at the discretion of the Chief of San Mateo County Health or designee.
- I. In the event Contractor claims or receives payment from County for a service, reimbursement for which is later disallowed by County or the State of California or the United States Government, then Contractor shall promptly refund the disallowed amount to County upon request, or, at its option, County may offset the amount disallowed from any payment due or become due to Contractor under this Agreement or any other agreement.
- J. Inadequate Performance

If County or Contractor finds that performance is inadequate, at the County's discretion, a meeting may be called to discuss the causes for the performance problem, to review documentation, billing and/or other reports, and to take appropriate corrective action, as needed, to resolve any identified discrepancies. This Agreement may be renegotiated, allowed to continue to end of term, or terminated pursuant to Paragraph 5 of this Agreement. Any unspent monies due to performance failure may reduce the following year's agreement, if any.

K. Invoice Certification and Program Integrity

Anytime Contractor submits an invoice to the County for reimbursement for services provided under Exhibit A3 of this Agreement, Contractor shall certify by signature that the invoice is true and accurate by stating the invoice is submitted under the penalty of perjury under the laws of the State of California.

The invoice must include the following language and signature line at the bottom of the form(s) and/or cover letter used to report the invoice.

"Under the penalty of perjury under the laws of the State of California, I hereby certify that this invoice for services complies with all terms and conditions referenced in the Agreement with San Mateo County.

Executed at _____ California, on _____ 20__

Signed _____ Title _____

Agency _____"

*** END OF EXHIBIT B3 ***

**ATTACHMENT A – TOBACCO CONTROL ACTIVITIES
TAULAMA FOR TONGANS
FY 2017 – 2018**

Activity	Amount per Activity	Year Total Pay for Activity
Attend two (2) two 2- hour education session per month for twelve (12) months	\$200	\$4,800.00
Participate in one (1) one (1)- hour Multiunit Housing (MUH) workgroup call per month for twelve (12) months	\$50	\$600.00
Attend four (4) two (2)- hour TEC meetings per year	\$100	\$400.00
Attend two (2) three (3)-hour city council meeting per year	\$100	\$200.00
Conduct two (2) one (1)-hour community education presentations per year	\$100	\$200.00
Prepare for community presentations (five (5) hrs flat)	\$300	\$300.00
Participate in one (1) one (1)- hour training for Make Time for Fitness (MT4F)	\$100	\$100.00
Participate in MT4F (four (4) hours flat)	\$250	\$250.00
Participate in four (4) community events, such as local legislative events sponsored by state or local officials. Assumes two (2) hours each	\$100 per 2 hrs	\$400.00
Shadow MUH contractors (eight (8) hours flat)	\$100 per 2 hrs	\$400.00
Participate in Information and Education Days in Sacramento (twelve (12) hours flat)	\$1,000	\$1,000.00
Draft submission to mock Request for Proposal (RFP) (twelve (12) hours flat)	50/hr	\$600.00
Participate in feedback meeting for mock RFP (two (2) hours flat)	100/hr	\$200.00
Negotiated activity(ies) based on contractor skill (flat amount)	\$550	\$550.00
Cost for one (1) staff to participate		\$10,000.00
Cost for two (2) staff to participate: Contact Amount		\$20,000.00

**ATTACHMENT A1 – COMMUNITY ASSESSMENT OF ALCOHOL, TOBACCO, AND OTHER DRUG USE
TAULAMA FOR TONGANS
FY 2018 – 2019**

Objective 1: By June 30, 2019, conduct a Tongan community assessment to determine the knowledge, attitudes and behaviors of Tongan community members around the use of alcohol, tobacco, marijuana, and other drugs. A complete assessment report will be submitted and will include recommendations of strategies that can be implemented to minimize the use and abuse of ATOD among Tongan community members.

	Activity	Documentation	Price
A.	Literature Review		
	1. Conduct literature review of existing knowledge base about Tongan knowledge, attitudes and behavior about alcohol, tobacco, marijuana, and other drugs. If no information is available related to Tongan and ATOD, document knowledge base related to other Pacific Islander.	Copies of articles, reports	\$500
	2. Collect existing educational efforts and materials related to Tongans and ATOD issues. If available, include evaluation of efforts.	Copies of materials, program plans, reports	\$500
	3. Develop a report of Tongan knowledge, attitudes and behavior related to ATOD and existing education efforts conducted in the Tongan community.	Literature review report	\$1,000
B.	Assessment Tool Development		
	1. Research assessment tools developed to determine KABs related to ATOD issues. Priority should be given to collecting tools developed specific for Tongans and/or Pacific Islander communities.	Assessment tools	\$500
	2. Meet with Community Health Promotion Unit staff to discuss need for focus groups, interviews and other assessment methodologies.	Meeting notes	\$500
	3. Develop tools for focus groups and interviews. Tools should include questions about: a. the major substances used and abused in the Tongan community. Substances assessed should include kava, b. how community members access the substances, c. community members' knowledge attitudes and behaviors related to the substances. KAB questions should include any cultural stigma associated with substance use, d. messages community have received about the substances and their impact on	Tool developed	\$500

<p>their health and well-being, and e. what strategies may be effective in helping community members prevent SUDs.</p> <p>4. Translate the assessment tools to Tongan.</p>	<p>Tongan tool developed</p>	<p>\$500</p>
<p>C. Assessment Activities: Focus Groups</p> <p>1. Develop outreach materials for at least five (5) focus groups in different regions of San Mateo County. Each focus group should be scheduled for two (2) hours and at a location convenient to community members living in the region.</p> <p>2. Work with CHPU staff to have \$25 gift cards available for focus group participants.</p> <p>3. Develop focus group script to include language on the purpose of the assessment, confidentiality, and recording.</p> <p>4. Conduct at least five (5) focus groups. At least one (1) focus group will be conducted in the northern, southern, and mid-county regions. Each focus group will include eight (8)-twelve (12) participants.</p> <p>5. Have two (2) Tongan speaking focus group facilitator/notetaker available for each focus group.</p> <p>6. Each focus group will be recorded.</p> <p>7. Ensure accurate transcription of focus groups. Transcriber cannot be directly involved in the focus groups. CHPU can coordinate transcription and translation if needed.</p>	<p>Outreach flyers</p> <p>Communications Focus group script</p> <p>Focus group notes</p> <p>Focus group notes</p> <p>Recording Transcription and translation documents</p>	<p>\$200</p> <p>\$0 \$200</p> <p>\$500</p> <p>\$500</p> <p>\$500</p>
<p>D. Assessment Activities: Key Informant Interviews</p> <p>1. Identify at least five (5) key community leaders familiar with the Tongan community and its KABs related to substance use in San Mateo. Consideration should be given to having the leaders come from different regions of the county if possible.</p> <p>2. Work with CHPU staff to have \$25 gift cards available for key informant interview participants.</p> <p>3. Conduct key informant interviews using the same questions as used for the focus groups.</p> <p>4. Transcribe interview findings.</p>	<p>List of key informants</p> <p>Communications</p> <p>Interview notes</p> <p>Interview notes</p>	<p>\$1,000</p>

<p>E. Assessment Report</p> <ol style="list-style-type: none"> 1. Analyze focus group and interview findings for common themes. 2. Develop an assessment report that includes: <ol style="list-style-type: none"> a. the major substances used and abused in the Tongan community. Substances assessed should include kava, b. how community members access the substances, c. community members' knowledge attitudes and behaviors related to the substances. KAB questions should include any cultural stigma associated with substance use, d. messages community have received about the substances and their impact on their health and well-being, and e. what strategies may be effective in helping community members prevent SUDs, and f. recommendations on an ATOD prevention campaign to limit the impacts of substance use disorder in the Tongan community in San Mateo County. 	<p>Assessment Report</p>	<p>\$5,000</p>
<p>TOTAL</p>		<p>\$11,900</p>

ATTACHMENT A3 - SMOKE-FREE HOUSING
 TAULAMA FOR TONGANS
 FY 2018 - 2021

Agency Name	Taulama for Tongans
Project Title	Smoke-free Housing

Smoke-free Housing Goal: In partnership with local elected officials and residents/associations in jurisdiction(s) determined by the Smoke-Free Multi-Unit Housing Workgroup, Taulama will coordinate youth to advocate for the jurisdiction(s) to implement a smoke-free housing policy designating a minimum of 100% of their units as smoke-free (including patios and balconies).

Project Description
 In partnership with the San Mateo County Tobacco Prevention Program and the San Mateo County Tobacco Education Coalition, this project will participate - to promote, raise public awareness, advocate for policy implementation in jurisdictions that include, but are not limited to: Colma, Menlo Park, or East Palo Alto.

#	<u>Major Activities</u>	<u>Completion Date</u>	<u>Documentation/Process Measures</u>	<u>Payment Per Event</u>	<u>Max # of Events (NOT per hr)</u>	<u>Total</u>
A	At least one staff person will participate in one- 1 hr MUH Workgroup call/meeting per month or as determined by workgroup up to a maximum of 18 meetings.	6/30/2021	Workgroup Minutes (maintained by staff)	\$100	30	\$3,000
B	At least one staff person will attend and provide a status update on the project at each of the four -2 hr TEC meetings per year.	6/30/2021	Coalition Meeting Minutes (maintained by staff)	\$0	12	\$0
C	At least one staff person will participate in 8 community events, such as local legislative events in targeted cities to distribute information and educational materials regarding flavored tobacco. Activity paid per event, not per person. (\$150/event)	6/30/2020	Event photos, log of events attended	\$150	8	\$1,200

D	At least 2 staff/volunteers will attend the bi-annual Information and Education Day(s) in Sacramento with TPP and TEC.	5/30/2020	Registration and schedule of appointments	\$2,000	1	\$2,000
E	Annually, at least 2 staff/volunteers (max 4) will participate in the Make Time for Fitness Event. In the event that this event is not held, a substitution may be negotiated with TPP. Priced per participant not per event.	6/30/2021	Event photo(s) of staff/volunteers (maintained by staff)	\$275	10	\$2,750
F	Annually, at least 2 staff/volunteers will attend training sponsored by TPP for the Make Time for Fitness Event. In the event that this event is not held, a substitution may be negotiated with TPP. Priced per participant not per event.	6/30/2021	Sign-in sheets (maintained by staff)	\$150	10	\$1,500
G	Recruit and maintain at least 2 young adult community advocates to work on the campaign.	12/31/2021	List of advocates	\$200	3	\$600
H	Provide at least 12 hours of training to young adult advocates to increase understanding of the impact of secondhand smoke on youth and communities of color, public speaking, social media, and letter writing for the project.	6/30/2021	Log of training topics, agendas, sign-in sheets	\$150	24	\$3,600
I	Attend the Midwest Academy training hosted by TPP and/or The Center for Tobacco Policy and Organizing in year one of the contract. The training will provide participants with the skills to complete the Midwest Academy Chart.	12/31/2018	Agenda, notes	\$200	1	\$200
J	Participate in one 2-4 hour strategic planning session with the coalition and community partners to complete the Midwest Academy Strategy Chart which will identify short, intermediate, and long term goals, organizational considerations, constituents, allies, opponents, targets, and tactics to create a plan for organizational change strategy.	12/31/2018	Agenda, sign-in sheet	\$300	1	\$300
K	Annually, at least one staff person/volunteer will participate in local Housing Leadership Day. If there is an opportunity to present at the event, a request should be made to present on the campaign. This event is generally held in the fall.	6/30/2020	Registration, event program	\$500	2	\$1,000

L	In collaboration with TPP staff, create, gather feedback from at least 5 diverse community members, and modify at least one ethnic-specific palm card for the Pacific Islander community on smoke-free multi-unit housing. Distribute at least 200 cards throughout the campaign to community members with other campaign materials.	6/30/2019	E-copy of finalized palm card; notes from community member feedback session, log of distribution, receipt of print job	\$1,500	1	\$1,500
M	Research, create, and modify a 20-30 PowerPoint slide presentation to use in educating community members and organization on the harms of secondhand tobacco smoke. Include at a minimum the following information: youth use of tobacco products, smoking rates in PI community, and comparison of behavior in the Islands vs the United States.	12/31/2019	Finalized presentation	\$3,000	1	\$3,000
N	Conduct at least 5 presentations to 5-10 Pacific Islander residents of multi-unit housing on the harms of secondhand smoke and the benefits of smoke-free housing. Presentations should be at least 30 minutes.	6/30/2020	Sign-in sheets, agenda/outline of presentation	\$800	5	\$4,000
O	Conduct at least 20 instances of outreach to/at local faith-based institutions, on the radio, on social media, at community events, through Pacific Islander Initiative and in local multi-unit housing to target tenants for a presentation.	6/30/2020	Log of outreach	\$100	20	\$2,000
P	Prepare an abbreviated presentation and agenda that can be used on a radio platform to provide education on the harms of tobacco use and exposure to secondhand smoke.	12/31/2018	List of potential topics to be covered	\$250	1	\$250
Q	Conduct 4-6 30-minute educational radio broadcasts related to activity P.	6/15/2020	Audio file/link to audio file, list of topics covered with dates topics were covered	\$300	6	\$1,800
R	Participate in 8 webinars and/or trainings regarding smoke-free multi-unit housing and/or PI-specific health outcomes/disparities hosted by California Tobacco Control Program (CTCP) and other organizations that are referred to the project by TPP.	6/30/2020	Registration and one of the following- certificate (if provided), screenshot of training in progress	\$200	8	\$1,600

S	In collaboration with TEC, conduct educational visits with at least 10 elected officials and/or staff of local jurisdictions to provide education on the impact of secondhand smoke exposure in the PI community and encourage a public discussion of the issue via a study session, regular council meeting, or town hall.	4/30/2020	Log of visits and notes from meetings with attendees	\$500	10	\$5,000
T	With the prior approval of TPP, attend one public health conference where knowledge of tobacco control, particularly flavored tobacco, can be gained.	6/30/2020	Registration and event program	\$1,500	1	\$1,500
U	Conduct 50 1:1 educational sessions with 1-2 Pacific Islander residents lasting at least 10 minutes each that covers the impact of tobacco use on the body. Sessions should be informal and larger group presentations should not be included. These 1:1s are intended to educate the hard to reach populations.	6/30/2020	Log of interactions that include name of staff/volunteer and the recipient of the education	\$50	50	\$2,500
V	Prepare and submit a 5 page final report of the efforts of the project to include strategies used, successes, and lessons learned. Present a high-level 10 minute overview of the project accomplishments at each TEC meeting at June of the fiscal years.	6/15/2021	E-copy of report, TEC minutes reflecting presentation (maintained by staff)	\$2,000	3	\$6,000
W	Recruit and maintain at least 3 young adults to participate in the 2019 Healthy Stores for a Healthy Community Assessment. Volunteers will be sent to training provided by TPP and paid by TPP to collect data	3/31/2019	List of volunteers	\$150	3	\$450
X	Write and submit 4 abstracts for submission to national or regional public health conferences including but not limited to: American Public Health Association, National Conference on Tobacco or Health, Society for Public Health Education, etc. on the efforts of the organization to advance smoke-free multi-unit housing in San Mateo County. Consult with TPP on appropriate conferences not listed above.	6/15/2020	E-copy of abstract, copy of submission receipt	\$500	4	\$2,000
Y	In collaboration with TPP staff and the program's external evaluator, create a public opinion poll to gauge understanding of secondhand smoke exposure, incidence of exposure in PI community, location of exposure, and support of smoking-related policies.	12/31/2018	Completed survey	\$1,000	1	\$1,000

Z	Distribute the poll in activity Y to 200 Pacific Islander residents in San Mateo County through paper and/or electronic means.	6/30/2020	Raw data of surveys	\$15	200	\$3,000
AA	Host one-day long educational conference (6-8 hours) that includes multiple sessions that educate the Pacific Islander community on tobacco and its associated harms, understanding policy efforts, and strategies to improve the health of the community. Event should have at least 50 participants and be planned in coordination with TPP.	1/31/2019	Event program, list of speakers, list of attendees, photos from event	\$8,000	1	\$8,000
BB	Collect at least 20 observational surveys at multi-unit housing complexes to assess the adherence to local policies or to provide baseline data in jurisdictions without policies. Contact TPP for tool and training on the tool.	6/15/2021	Completed surveys	\$300	44	\$13,200
CC	Conduct additional activities approved by TPP.	6/30/2020	Documentation to be negotiated with TPP depending on activity	\$5,000	1	\$5,000

Project Total						\$77,950
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