



Cohort Two: Smokefree at Home Mini-grants 2019 FAQ

1. Where can I find more information about the HUD smokefree rule?

Here is a link to [HUD's final smokefree housing rule](https://www.hud.gov/program_offices/public_indian_housing/programs/ph/phecc/smokefree). More information and resources for implementation of the rule can be found on HUD's website, https://www.hud.gov/program_offices/public_indian_housing/programs/ph/phecc/smokefree.

2. What tools and resources will be available from the American Lung Association and Mental Health America to support mini-grant activities?

The American Lung Association has extensive information on its website about smokefree housing at [Lung.org/smokefreehousing](https://www.lung.org/smokefreehousing), and about the health impacts of tobacco use, secondhand smoke, and quitting smoking at [Lung.org/stop-smoking](https://www.lung.org/stop-smoking).

Mental Health America has various public education materials focused on addressing the link between smoking and behavioral health conditions. These materials may be useful in educating the public about the need for smokefree housing, they are available at: <http://www.mentalhealthamerica.net/conditions/smoking-and-mental-illness-quick-facts>.

New educational materials for PHA staff, residents and consumers living with mental illness and substance abuse disorders will be developed over the course of the *Smokefree at Home* project. These will include presentations, brochures and flyers, and social media materials.

3. Are there specific activities that the American Lung Association and Mental Health America suggest grantees do as part of this project?

Please see the Grant Activities and Expectations section of the RFP for several required activities. The American Lung Association and Mental Health America seek to provide flexibility in terms of how many of these activities are carried out to allow grantees to best serve the needs of their communities.

4. What are the *Smokefree at Home* peer support networks?

The American Lung Association anticipates organizing at least five peer support networks, based on need and/or specific topics that require additional attention and support. Themes for each network will be determined through conversations with project stakeholders, national and local partner organizations and PHAs. Networks will provide sustainable peer-to-peer learning opportunities and connections that emerge and evolve as PHAs implement and enforce smokefree housing policies. The Lung Association will facilitate environments in which

stakeholders ask questions, share knowledge and promote learning in support of implementing HUD's smokefree housing rule.

5. What does it mean to serve as a knowledge leader and potential mentor?



In addition to participating in at least one peer support network of their choosing, mini-grant recipients will be in a position to provide valuable expertise and lessons learned to the American Lung Association, Mental Health America, and other smokefree housing and behavioral health advocates nationwide. Opportunities may include media interviews, testimonials, co-presenting at meetings and conferences, and serving as speakers on webinars. The Lung Association recognizes that funded MHA affiliates will have limited time and resources available to spend on this project, and will work together with them to identify ways to contribute without over-commitment.

6. Do applicants have to have an existing relationship with a public housing authority (PHA) to be eligible to apply?

No, applicants don't have to have an existing relationship with a PHA. A main component of the grant is to establish a relationship with a public housing authority.

7. Do applicants have to an existing housing program to be eligible to apply?

No, this project is focused on building relationships with PHAs and relying on your behavioral health expertise.

8. Are there any restrictions on the way mini-grant funds can be spent?

Grant funds can be used for project expenses, including but not limited to underwriting a small portion of affiliate staff time to work on this project, meeting expenses as needed to support working with local PHAs, creating tailored materials for the new smokefree policy at housing properties and other activities related to supporting local public housing residents. Grant funds may not be used to purchase equipment, to subsidize individuals for the costs of their health care, to support clinical trials of unapproved drugs or to campaign for someone to be elected. Grant funds cannot be used for lobbying. Indirect costs are allowed at a rate no greater than 10 percent of total direct expenses. These requirements will be incorporated into a Memorandum of Understanding between the Lung Association and the mini-grant recipient.

9. Can the grant funds be used for smoking cessation services?

The grant funds can be used for referrals to cessation services, however, they cannot be used to directly provide cessation counseling/programs or purchase cessation products e.g. nicotine replacement.

10. Do proposals need to include letters of support?

Letters of support are not required. Letters are encouraged to demonstrate collaborative relationships with key stakeholders in the public housing community, however they are not required. Please send no more than three.

11. What is the process for reviewing and scoring the proposals?

Proposals will be reviewed by the *Smokefree at Home* project team of American Lung Association and Mental Health America staff. Each individual on the review team will score proposals



independently, and the scores will be compiled. The review team will meet to discuss top-ranked proposals, and may adjust rank order based on clarification and consensus.

12. How much reporting will be expected of grantees?

Brief progress reports will be due on March 15, 2019 and May 15, 2019. A more detailed final report, not to exceed 5 pages, will be due 10 days after the end of the grant period, on July 10, 2019. Expense reports will be due at the same time.

13. How and when will grant funds be disbursed?

Awardees will receive an initial payment of \$3,000, to be dispersed after the receipt of the signed MOU. Remaining payments will be released upon receipt and acceptance of interim and final financial and program and budget reports, provided the awardee has spent previously disbursed payments. Payments are disbursed within 30-45 days of receipt of invoicing.

14. If I received the mini-grant in round one, can I apply in round two?

Mini-grant recipients that were awarded mini-grants in round-one are eligible to apply for the grant again in round-two. Returning applicants must work with a new public housing authority (PHA). However, applicants working with larger housing authorities can continue working with the same PHA and reach out to new residents. Applications must provide detail on how new outreach efforts will be achieved.

15. Where should proposals be submitted?

Proposals should be submitted directly to the American Lung Association at <https://www.surveymonkey.com/r/cohorttwosmokefreeathomegrantportal> no later than end of day November 5th.