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BOARD OF SUPERVISORS

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

54 June 4, 2024

EDWARD YEN
EXECUTIVE OFFICER

June 04, 2024

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL TO EXECUTE AMENDMENTS TO SIX SERVICE CONTRACTS FOR THE PROVISION OF COMPREHENSIVE TOBACCO CONTROL SERVICES (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Request approval to execute amendments to six service contracts for the provision of Comprehensive Tobacco Control Services to increase the contractual maximum obligation effective upon execution for the term of July 1, 2024, through June 30, 2025, (Term 3).

IT IS RECOMMENDED THAT THE BOARD:

- 1) Authorize and instruct the Director of the Department of Public Health (Public Health), or designee, to execute amendments, substantially similar to Exhibit I, to six Comprehensive Tobacco Control Services (CTCS) contracts, to increase the contractual maximum obligation by \$800,000 from \$800,000 to \$1,600,000, for the period of July 1, 2024, through June 30, 2025, increasing the total annual maximum obligation per funding category per contract by \$100,000, as detailed in Attachment A, 100 percent funded with the California Department of Public Health (CDPH)/California Tobacco Control Program (CTCP) California Healthcare, Research, and Prevention Tax (Proposition 56).
- 2) Delegate authority to the Director of Public Health, or designee, to execute amendments to the contracts that provide an increase or decrease in funding up to 100% above or below each contract's annual base maximum obligation, effective upon amendment execution, or at the beginning of the applicable contract term and make any corresponding service adjustments, as necessary, subject to review and approval by County Counsel, and notification to your Board and Chief Executive Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Public Health receives Proposition 56 funding from CDPH/CTCP to support tobacco control and prevention efforts in Los Angeles County (LAC). Following the lead of CDPH/CTCP, Public Health's Division of Chronic Disease and Injury Prevention Tobacco Control and Prevention Program (TCPP) has worked with contracted agencies for years to implement a Policy Adoption Model (PAM)-based campaign, targeting community-level social norms, in select jurisdictions in LAC, in various funding categories. Public Health was notified by CDPH/CTCP of additional Proposition 56 funding for continued support of the TCPP to maintain and extend the TCPP contractors.

Approval of Recommendation 1 will allow Public Health to enhance implementation by increasing the number of deliverables of PAM-based campaigns under three funding categories in eligible jurisdictions in LAC, as identified in Attachment A. The three funding categories are: 1) Reduce Youth Access to Tobacco Products: Tobacco Retail Licensing; 2) Reduce Exposure to Secondhand Smoke in Multi-Unit Housing; and, 3) Reduce Exposure to Secondhand Smoke in Outdoor Areas.

Public Health is returning to your Board to request approval to increase six of the seven existing CTCS contracts, as the additional funding exceeds our current authority to increase these contracts as approved by your Board on August 9, 2022; the remaining service contract was terminated and therefore is not included in this augmentation.

Approval of Recommendation 2 will allow Public Health to execute amendments to the contracts to provide an increase or decrease in funding up to 100% above or below each contract's annual base maximum obligation, effective upon amendment execution, or at the beginning of the applicable contract term and make any corresponding service adjustments, as necessary.

Implementation of Strategic Plan Goals

The recommended actions support North Star 1 Make Investments that transform lives – Focus Area Goal: Health Individuals and Families – Behavioral, Mental Health and Substance Use Disorder, and North Star 2, Public Health – Focus Area Goal: Public Health – Population Based Health.

FISCAL IMPACT/FINANCING

The total maximum obligation for the six contracts is being augmented by \$800,000 (\$100,000 per funding category per contract) thereby increasing the amount from \$800,000 to \$1,600,000 for the period of July 1, 2024, through June 30, 2025; 100 percent offset by CDPH/CTCP funding available through Proposition 56.

Funding is included in Public Health's Recommended Budget for fiscal year (FY) 2024-25 and will be included in future FYs as necessary.

There is no net County cost associated with this action.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since 1990, Public Health TCPP has received funding from CDPH/CTCP for the provision of tobacco control and prevention services. Currently, CDPH/CTCP funding supports efforts to decrease exposure to environmental tobacco smoke, counter pro-tobacco influences, and provide media advocacy. The tobacco control plan for LAC, which was approved by CDPH/CTCP, specifies that

Public Health contract with community-based agencies to provide services to reduce tobacco use through policy action and behavior change.

As required under Board Policy 5.120, your Board was notified on April 8, 2024, of Public Health's request to increase or decrease funding up to 100% above or below each contract's annual maximum obligation. This increase will allow Public Health to add deliverable items in the Scope of Work, include meetings related to community outreach, educational community meetings and presentations, coalition building meetings, and opinion surveys.

Exhibit I is the Contract amendment approved by County Counsel.

Attachment A identifies the six CTCS contractors and details the increases to the contracts.

CONTRACTING PROCESS

On August 9, 2022, your Board approved the execution of seven competitively solicited service contracts for the term of August 10, 2022, through June 30, 2025, to provide tobacco control services in LAC.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow Public Health to continue and expand tobacco control and prevention efforts throughout LAC.

Respectfully submitted,



Barbara Ferrer, PhD, MPH, MEd
Director

BF:gs
#07558

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

**Comprehensive Tobacco Control Services in Los Angeles County
Funding Increase: July 1, 2024 through June 30, 2025**

	Agency		Funding Category 1: Reduce Youth Access to Tobacco Products: Tobacco Retail Licensing	Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing	Funding Category 3: Reduce Exposure to Secondhand Smoke in Outdoor Areas	Contract Amount for Period 1: August 10, 2022 – June 30, 2023	Contract Amount for Period 2: July 1, 2023 – June 30, 2024	Contract Amount for Period 3: July 1, 2024 – June 30, 2025	Proposed Contract Amount for Period 3: July 1, 2024 – June 30, 2025	Amount of Increase
1	Los Angeles County – University of Southern California Medical Center Foundation	PH-004931	X			\$200,000	\$200,000	\$100,000	\$200,000	\$100,000
					X	\$200,000	\$200,000	\$100,000	\$200,000	\$100,000
2	The Youth Leadership Institute	PH-004920	X			\$200,000	\$200,000	\$100,000	\$200,000	\$100,000
3	Institute for Public Strategies	PH-004930		X		\$200,000	\$200,000	\$100,000	\$200,000	\$100,000
					X	\$200,000	\$200,000	\$100,000	\$200,000	\$100,000
4	National Asian Pacific American Families Against Substance Abuse	PH-004922			X	\$200,000	\$200,000	\$100,000	\$200,000	\$100,000
5	Behavioral Health Services	PH-004929			X	\$200,000	\$200,000	\$100,000	\$200,000	\$100,000
6	Day One	PH-004921	X			\$200,000	\$200,000	\$100,000	\$200,000	\$100,000
								TOTALS	\$1,600,000	\$800,000

Amendment No. **X**

**DEPARTMENT OF PUBLIC HEALTH
COMPREHENSIVE TOBACCO CONTROL SERVICES
IN LOS ANGELES COUNTY**

THIS AMENDMENT is made and entered into on _____,

by and between

COUNTY OF LOS ANGELES
(hereafter "County"),

and

CONTRACTOR
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled
"COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
CONTRACT" dated MONTH XX, 20xx, and further identified as Contract No. PH-
00xxxx, and any amendments thereto (all hereafter collectively referred to as
"Contract"); and

WHEREAS, on June 4, 2024, the Board delegated authority for the County's
Director of the Department of Public Health (Public Health), or duly authorized
designee to increase the total annual maximum obligation of the Contract; and

WHEREAS, County has been allocated funds from California Department of
Public Health, Tobacco Control Program ("CDPH/CTCP") of which a portion has been
designated to support tobacco education services ; and

WHEREAS, it is the intent of the parties hereto to amend the Contract to
increase the maximum obligation for the period of July 1, 2024, through June 30, 2025,
and make other hereafter designated changes; and

WHEREAS, said Contract provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties; and

WHEREAS, Contractor warrants that it possesses the competence, expertise and personnel necessary to provide services consistent with the requirements of the Contract and consistent with the professional standard of care for these services.

NOW, THEREFORE, the parties hereto agree as follows:

1. This amendment shall be effective upon execution for the period July 1, 2024, through June 30, 2025.

2. Exhibit B, Scope of Work, is deleted in its entirety and replaced with Exhibit B.1, Scope of Work, attached hereto and incorporated herein by reference. All references in the Contract to Exhibit B, Scope of Work, are deemed amended to state "Exhibit B.1, Scope of Work."

3. Exhibit C-3.X, Budget, is deleted in its entirety and replaced with Exhibit C-3.X, Budget, attached hereto and incorporated herein by reference. All references in the Contract to Exhibit C-3.X, Budget, are deemed amended to state "Exhibit C-3.X, Budget."

4. Paragraph 5, MAXIMUM OBLIGATION OF COUNTY, Subparagraph C, is deleted in its entirety and replaced as follows:

"C. For the period from July 1, 2024, through June 30, 2025, the maximum obligation of County for all services provided hereunder shall not exceed Two Hundred Thousand Dollars (\$200,000), as set forth in Exhibit C-3.X, attached hereto and incorporated herein by reference."

5. Paragraph 36, CONSIDERATION OF HIRING GAIN/GROW

PARTICIPANTS, is deleted in its entirety and replaced as follows:

“36. CONSIDERATION OF HIRING GAIN/START PARTICIPANTS:

A. Should the Contractor require additional or replacement personnel after the effective date of this Contract, Contractor will give consideration for any such employment openings to participants in the County’s Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the contractor’s minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractor must report all job openings with job requirements to: gainstart@dpss.lacounty.gov and bservices@opportunity.lacounty.gov and DPSS will refer qualified GAIN/START job candidates.

B. In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.”

6. Paragraph 64, PUBLIC RECORDS ACT, is deleted in its entirety and replaced as follows:

“64. PUBLIC RECORDS ACT:

A. Any documents submitted by Contractor; all information obtained in connection with the County’s right to audit and inspect the Contractor’s documents, books, and accounting records pursuant to the RECORD

RETENTION AND AUDITS Paragraph of this Contract; as well as those documents which were required to be submitted in response to the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and will be regarded as public records. Exceptions will be those elements in the California Government Code Section 7921.000 et seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County will not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

B. In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "trade secret," "confidential," or "proprietary," Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act."

7. Paragraph 74, TERMINATION FOR DEFAULT, is deleted in its entirety and replaced as follows:

"74. TERMINATION FOR DEFAULT: The County may, by written notice to Contractor, terminate the whole or any part of this Contract, if, in the judgement of County's Project Director:

A. Contractor has materially breached this Contract; or

B. Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

C. Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

In the event that the County terminates this Contract in whole or in part as provided hereinabove, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. Contractor will be liable to the County, for such similar goods and services. Contractor will continue the performance of this Contract to the extent not terminated under the provisions of this paragraph.

Except with respect to defaults of any subcontractor, Contractor will not be liable for any such excess costs of the type identified in the Paragraph hereinabove if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the

contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both Contractor and any subcontractor, and without the fault or negligence of either of them, the contractor will not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule. As used in this paragraph, the term "subcontractor(s)" means subcontractor(s) at any tier.

If, after the County has given notice of termination under the provisions of this paragraph, it is determined by the County that Contractor was not in default under the provisions of this paragraph or that the default was excusable under the provisions hereinabove, the rights and obligations of the parties will be the same as if the notice of termination had been issued pursuant to the Paragraph entitled TERMINATION FOR CONVENIENCE, herein.

The rights and remedies of County provided in this Paragraph will not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.”

8. Paragraph 86, COVID-19 VACCINATIONS OF COUNTY CONTRACTOR PERSONNEL, is deleted in its entirety.

9. Except for the changes set forth hereinabove, all terms and conditions of the Contract shall remain the same.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Public Health, or designee, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the month, day, and year first above written.

COUNTY OF LOS ANGELES

By _____
Barbara Ferrer, Ph.D., M.P.H., M.Ed.
Director

Contractor

By _____
Signature

Printed Name

Title _____

APPROVED AS TO FORM
BY THE OFFICE OF THE COUNTY COUNSEL
DAWYN R. HARRISON
County Counsel

APPROVED AS TO CONTRACT
ADMINISTRATION:
Department of Public Health

By _____
Contracts and Grants Division Management

BL #07558:gs

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 1: Reduce Youth Access to Tobacco Products: Tobacco Retail Licensing
 SCOPE OF WORK
 August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing youth access to tobacco products.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
Phase 1: Community Assessment		
1.1 Part 1- Complete a Jurisdiction Selection Form that identifies: <ol style="list-style-type: none"> 1. The Funding Category, 2. The Eligible Jurisdiction, The policy provisions where the PAM-based policy campaign will be implemented [including all 15 required primary policy provisions]. Part 2 - Complete a personnel worksheet to identify the staff working on the project.	<ul style="list-style-type: none"> • Completed Jurisdiction Selection Form and completed personnel worksheet (on file). 	August 10, 2022
1.2 Complete a minimum of 5 Public Health data collection trainings (minimum 3 hours each) for all evaluation activities, including public opinion surveys, media record reviews, policy record reviews, key informant interviews, youth purchase surveys, and outcome surveys.	<ul style="list-style-type: none"> • Agendas • Document on Monthly Report 	August 10, 2022 – May 31, 2023
1.3 Conduct a minimum of 500 – 1,000 public opinion surveys of constituents to gauge support for the policy campaign.	<ul style="list-style-type: none"> • Completed public opinion surveys submitted electronically for quality assurance check and approval. • Monthly Tracking Form • Document on Monthly Report 	August 10, 2022 – February 29, 2024
1.4 Conduct a minimum of 3 Public Health approved pre-policy adoption key informant interviews to gauge support among decision makers and city/county staff for the policy campaign.	<ul style="list-style-type: none"> • Completed pre-policy key informant interviews submitted electronically for approval. • Approval Email • Document on Monthly Report 	August 10, 2022 – August 30, 2023

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 1: Reduce Youth Access to Tobacco Products: Tobacco Retail Licensing
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 August 10, 2022, through June 30, 2025
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ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
1.5 Conduct a total of 3 policy record reviews (one (1) per year) to gauge policy support/opposition.	<ul style="list-style-type: none"> • Completed policy record review form and supporting documents submitted electronically for approval. • Approval Email • Document on Monthly Report 	August 10, 2022 – June 30, 2025
1.6 Conduct a total of 3-6 media record reviews (1 minimum per year) to assess media coverage/reach and sentiment and to gauge policy support/opposition.	<ul style="list-style-type: none"> • Completed media record review form and supporting documents submitted electronically for approval. • Approval Email • Document on Monthly Report 	August 10, 2022 – June 30, 2025
1.7 Conduct 2-6 young adult purchase survey protocol trainings (minimum 3 hours) to a group of volunteer peer outreach workers and/or agency staff.	<ul style="list-style-type: none"> • Sign-in sheets • Document on Monthly Report 	August 10, 2022 – April 30, 2024
1.8 Complete 2-3 waves of pre-policy tobacco retailer store checklists to assess the various types of tobacco products and electronic smoking devices, observed before policy implementation.	<ul style="list-style-type: none"> • Verified store checklist submitted electronically for approval. • Approval Email • Document on Monthly Report 	August 10, 2022 – June 30, 2023
1.9 Conduct 2-6 waves of pre-policy young adult purchase surveys of tobacco retailers to assess willingness of retailers to sell tobacco products to underage individuals observed before policy implementation.	<ul style="list-style-type: none"> • Sign-in sheets • Completed young adult purchase surveys submitted electronically for quality assurance check and approval. • Approval Email • Document on Monthly Report 	August 10, 2022 – May 31, 2024
Phase 2: Policy Campaign Strategy		

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
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 August 10, 2022, through June 30, 2025
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ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
2.1 Attend Part 1 of a Public Health approved strategy chart training and complete required homework assignment.	<ul style="list-style-type: none"> • Document on Monthly Report 	September 1, 2022
2.2 Attend Part 2 of strategy chart training (breakout session). Complete and submit an approved strategy chart where the policy campaign will be implemented.	<ul style="list-style-type: none"> • Approved Strategy Chart and Homework • Approval Email • Document on Monthly Report 	September 30, 2022
2.3 Complete and submit approved Strategy Chart updates.	<ul style="list-style-type: none"> • Complete and submit approved Strategy Chart updates. • Narrative Summary • Approval Email • Document on Monthly Report 	November 1, 2023; and November 1, 2024;
Phase 3: Coalition Building/Broadening		
3.1 Conduct a minimum of 75-100 one-on-one outreach meetings to recruit coalition members (e.g., concerned citizens, youth and health advocates) to the policy campaign.	<ul style="list-style-type: none"> • Document on Monthly Report 	August 1, 2023 – December 31, 2024
3.2 Participate in a minimum of 15-25 Public Health approved community events to gain community support for the policy campaign.	<ul style="list-style-type: none"> • Event announcement/flyer • Photos • Document on Monthly Report 	August 1, 2023 – December 31, 2024
3.3 Conduct a minimum of 15-25 Public Health approved educational presentations at group meetings to gain community support for the policy campaign.	<ul style="list-style-type: none"> • Agenda • List of materials • Sign-in sheet (on file) • Document on Monthly Report 	August 1, 2023 – December 31, 2024

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
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ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
3.4 Facilitate a minimum of 30-35 local coalition meetings to implement the policy campaign.	<ul style="list-style-type: none"> • Meeting announcement • Agenda • Sign-in sheet • List of materials • Meeting minutes (on file) • Document on Monthly Report 	August 1, 2023 – June 30, 2025
3.5 Prepare and place at least 3-6 paid ads in a local newspaper (including online platforms) to gain support and provide education about the local policy campaign.	<ul style="list-style-type: none"> • Copies of published ads • Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.6 Announce and host at least 1-3 townhall events to gain support and provide education about the local policy campaign.	<ul style="list-style-type: none"> • Copies of flyer/announcement and presentation slides • Sign-in sheet • Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.7 Implement a petition to gain support for the local policy campaign.	<ul style="list-style-type: none"> • Copy of completed petition (on file) • Copy of petition form 	August 1, 2023 – December 31, 2024
3.8 Conduct consumer testing for educational materials (e.g., fact sheets, brochures, and educational presentations) that provide information about the policy issue and/or data collected for the campaign.	<ul style="list-style-type: none"> • Consumer Testing Data • Consumer Testing Summary Report 	August 1, 2023 – December 31, 2024
Phase 4: Policy Campaign Implementation		
4.1 Organize and facilitate a minimum of 12-15 one-on-one educational meetings with local key decision makers (e.g., city council members, city managers, city commissioners, city attorneys, city administrators, city	<ul style="list-style-type: none"> • Document on Monthly Report • Decision Maker Kit Content List 	April 3, 2024 – December 31, 2024

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
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ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
clerks, etc.) to provide education and information regarding the policy issue.		
4.2 Provide a minimum of 6-9 educational presentations at public hearings (e.g., city council meetings and commissions) regarding the policy issue and data collected.	<ul style="list-style-type: none"> • Agenda • Presentation • Photos • Decision Maker Kit Content List • List of Materials • Document on Monthly Report 	April 3, 2024 – December 31, 2024
4.3 Conduct consumer testing for educational materials (e.g., fact sheets, brochures, and educational presentations) that provide information about the policy issue and/or data collected for the campaign.	<ul style="list-style-type: none"> • Consumer Testing Data • Consumer Testing Summary Report 	April 3, 2024 – December 31, 2024
Phase 5: Policy Implementation and Enforcement		
5.1 Conduct a minimum of 3-5 Public Health approved post-policy adoption key informant interviews to assess implementation and enforcement of the policy.	<ul style="list-style-type: none"> • Completed post-policy key informant interviews submitted electronically for approval. • Approval Email • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.2 Conduct 1-3 young adult purchase survey protocol trainings (minimum three (3) hours) to a group of volunteer peer outreach workers and/or agency staff.	<ul style="list-style-type: none"> • Sign-in sheets • Document on Monthly Report • 	January 1, 2025 – June 30, 2025
5.3 Complete 1-3 waves of post-policy tobacco retailer store checklists to assess the various types of tobacco products and electronic smoking devices observed after policy implementation.	<ul style="list-style-type: none"> • Verified store checklist submitted electronically for approval. • Approval Email • Document on Monthly Report 	January 1, 2025 – June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
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ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
5.4 Conduct 1-3 waves of post-policy young adult purchase surveys of tobacco retailers to assess willingness of retailers to sell tobacco products to underage individuals observed after policy implementation.	<ul style="list-style-type: none"> • Sign-in sheets • Completed young adult purchase surveys submitted electronically for quality assurance check and approval. • Approval Email • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.5 Facilitate a minimum of 4-6 local coalition meetings where the policy is adopted to provide education and information regarding the adopted policy.	<ul style="list-style-type: none"> • Meeting announcement • Agenda • Sign-in sheet • List of Materials • Meeting minutes (on file) • Document on Monthly 	January 1, 2025 – June 30, 2025
5.6 Organize and facilitate a minimum of 4-6 one-on-one educational meetings with local key decision makers and community members to provide education and information regarding the adopted policy.	<ul style="list-style-type: none"> • Document on Monthly Report • Decision Maker Kit Content List 	January 1, 2025 – June 30, 2025
5.7 Conduct a minimum of 5-7 Public Health approved educational presentations at group meetings regarding the adopted policy.	<ul style="list-style-type: none"> • Agenda • Presentation • Photos • Document on Monthly Report • 	January 1, 2025 – June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 1: Reduce Youth Access to Tobacco Products: Tobacco Retail Licensing
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August 10, 2022, through June 30, 2025

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GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing youth access to tobacco products.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
5.8 Provide a minimum of 2-4 educational presentations at public hearings (e.g., city council meetings and commissions) regarding the adopted policy.	<ul style="list-style-type: none"> • Agenda • Presentation • Photos • List of Materials • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.9 Conduct consumer testing for educational materials (e.g., fact sheets, brochures, and educational presentations) that provide information about the policy issue and/or data collected for the campaign.	<ul style="list-style-type: none"> • Consumer Testing Data • Consumer Testing Summary Report • Document on Monthly Report 	January 1, 2025 – June 30, 2025
Support Activities		
S.1 Participate in Public Health approved meetings and trainings, e.g.: <ol style="list-style-type: none"> 1. Monthly Task Force meetings (mandated) 2. Quarterly Coalition for a Tobacco Free LA County meetings (mandated) 3. New Contractor Orientation Training (mandated) 4. Meetings with community-based organizations or other stakeholder groups for networking purposes (recommended) 5. Various workgroup meetings by the Coalition for a Tobacco Free LA County (recommended) 	<ul style="list-style-type: none"> • Document on Monthly Report 	August 10, 2022 – June 30, 2025
S.2 Participate in Public Health approved trainings and conferences (e.g., Capitol Information & Education	<ul style="list-style-type: none"> • Agenda or Conference Brochure • For conferences include: 	August 10, 2022 – June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 1: Reduce Youth Access to Tobacco Products: Tobacco Retail Licensing
 SCOPE OF WORK
 August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing youth access to tobacco products.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
Days, Youth Quest, etc.) that require travel to Sacramento, California.	<ul style="list-style-type: none"> ○ Copy of conference paid invoice registration receipt for each participant. ○ Copy of hotel paid invoice receipt for each participant. ○ Copy of airline paid invoice receipt for each participant. ● Document on Monthly Report 	
S.3 Meet with Public Health staff for technical assistance.	<ul style="list-style-type: none"> ● Document on Monthly Report 	August 10, 2022 – June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in multi-unit housing.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
Phase 1: Community Assessment		
1.1 Part 1- Complete a Jurisdiction Selection Form that identifies: <ol style="list-style-type: none"> 1. The Funding Category, 2. The Eligible Jurisdiction, 3. The policy provisions where the PAM-based policy campaign will be implemented [including the 11 primary policy provisions]. Part 2 - Complete a personnel worksheet to identify the staff working on the project.	<ul style="list-style-type: none"> • Completed Jurisdiction Selection Form and completed personnel worksheet (on file). 	August 10, 2022
1.2 Complete a minimum of 5 Public Health data collection trainings (minimum 3 hours each) for all evaluation activities, including public opinion surveys, media activity reviews, policy record reviews, key informant interviews, and outcome surveys.	<ul style="list-style-type: none"> • Agendas • Document on Monthly Report 	August 10, 2022 - May 31, 2023
1.3 Conduct a minimum of 475-550 public opinion surveys of constituents to gauge support for the policy campaign.	<ul style="list-style-type: none"> • Completed public opinion surveys submitted electronically for quality assurance check and approval. • Monthly Tracking Form • Document on Monthly Report 	August 10, 2022 – February 29, 2024
1.4 Conduct a minimum of 25-150 public opinion surveys of constituents from multi-unit housing (e.g., landlords, property managers, etc.) to gauge support for the policy campaign.	<ul style="list-style-type: none"> • Completed public opinion surveys submitted electronically for quality assurance check and approval. • Monthly Tracking Form 	August 10, 2022 - August 31, 2024

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in multi-unit housing.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
	<ul style="list-style-type: none"> Document on Monthly Report 	
1.5 Conduct a minimum of 6-9 Public Health approved pre-policy adoption key informant interviews (a minimum of 3 with landlords and 3 with community stakeholders) to gauge support among decision makers and city/county staff for the policy campaign.	<ul style="list-style-type: none"> Completed pre-policy key informant interviews submitted electronically for approval. Approval Email Document on Monthly Report 	August 10, 2022 – April 30, 2024
1.6 Conduct a total of 3-6 policy record reviews (1 per year) to gauge policy support/opposition.	<ul style="list-style-type: none"> Completed policy record review form and supporting documents submitted electronically for approval. Approval Email Document on Monthly Report 	August 10, 2022 - June 30, 2025
1.7 Conduct a total of 3 media activity reviews (1 per year) to assess media coverage/reach and sentiment and to gauge policy support/opposition.	<ul style="list-style-type: none"> Completed media activity review form and supporting documents submitted electronically for approval. Approval Email Document on Monthly Report 	August 10, 2022 - June 30, 2025
1.8 Complete pre-policy multi-unit housing observation survey to document outcome measures (e.g., presence of “no smoking” signage, tobacco-related litter, smokers, etc.) observed after adoption of the policy.	<ul style="list-style-type: none"> Verified multi-unit housing checklist, completed site observation survey submitted electronically for quality assurance check and approval. 	August 10, 2022 – October 31, 2024
Phase 2: Policy Campaign Strategy		
2.1 Attend Part 1 of a Public Health approved strategy chart training and complete required homework assignment.	<ul style="list-style-type: none"> Document on Monthly Report 	September 1, 2022

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in multi-unit housing.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
2.2 Attend Part 2 of strategy chart training (breakout session). Complete and submit an approved strategy chart where the policy campaign will be implemented.	<ul style="list-style-type: none"> • Approved Strategy Chart and Homework • Approval Email • Document on Monthly Report 	October 1, 2022
2.3 Complete and submit approved Strategy Chart updates.	<ul style="list-style-type: none"> • Complete and submit approved Strategy Chart updates. • Narrative Summary • Approval Email • Document on Monthly Report 	November 1, 2023; and November 1, 2024;
Phase 3: Coalition Building/Broadening		
3.1 Conduct a minimum of 75-100 one-on-one outreach meetings to recruit coalition members (e.g., concerned citizens, youth, and health advocates) to the policy campaign.	<ul style="list-style-type: none"> • Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.2 Participate in a minimum of 15-20 Public Health approved community events to gain community support for the policy campaign.	<ul style="list-style-type: none"> • Event announcement/flyer • Photos • Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.3 Conduct a minimum of 15-20 Public Health approved educational presentations at group meetings to gain community support for the policy campaign.	<ul style="list-style-type: none"> • Agenda • List of materials • Sign-in sheet (on file) • Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.4 Facilitate a minimum of 30-35 local coalition meetings to implement the policy campaign.	<ul style="list-style-type: none"> • Meeting announcement • Agenda 	August 1, 2023 - June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in multi-unit housing.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
	<ul style="list-style-type: none"> Sign-in sheet List of materials Meeting minutes (on file) Document on Monthly Report 	
3.5 Prepare and place at least 3-7 paid ads in a local newspaper, (including online platforms), to gain support and provide education about the local policy campaign.	<ul style="list-style-type: none"> Copies of published ads Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.6 Announce and host at least 1-3 townhall events to gain support and provide education about the local policy campaign.	<ul style="list-style-type: none"> Copies of flyer/announcement and presentation slides Sign-in sheet Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.7 Implement a petition to gain support for the local policy campaign.	<ul style="list-style-type: none"> Copy of completed petition (on file) Copy of petition form 	August 1, 2023 - December 31, 2024
3.8 Conduct consumer testing for educational materials (e.g., fact sheets, brochures, and educational presentations) that provide information about the policy issue and/or data collected for the campaign.	<ul style="list-style-type: none"> Consumer Testing Data Consumer Testing Summary Report 	August 1, 2023 – December 31, 2024
Phase 4: Policy Campaign Implementation		
4.1 Organize and facilitate a minimum of 12-16 one-on-one educational meetings with local key decision makers (e.g., city council members, city managers, city commissioners, city attorneys, city administrators, city clerks, etc.) to	<ul style="list-style-type: none"> Document on Monthly Report Decision Maker Kit Content List 	April 3, 2024 - December 31, 2024

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in multi-unit housing.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
provide education and information regarding the policy issue.		
4.2 Provide a minimum of 6-9 educational presentations at public hearings (e.g., city council meetings and commissions) regarding the policy issue and data collected.	<ul style="list-style-type: none"> • Agenda • Presentation • Photos • Decision Maker Kit Content List • List of materials • Document on Monthly Report 	April 3, 2024 - December 31, 2024
4.3 Conduct consumer testing for educational materials (e.g., fact sheets, brochures, and educational presentations) that provide information about the policy issue and/or data collected for the campaign.	<ul style="list-style-type: none"> • Consumer Testing Data • Consumer Testing Summary Report 	April 3, 2024 - December 31, 2024
Phase 5: Policy Implementation and Enforcement		
5.1 Conduct a minimum of 3-5 Public Health approved post-policy adoption key informant interviews to assess implementation and enforcement of the policy.	<ul style="list-style-type: none"> • Completed post-policy key informant interviews submitted electronically for approval. • Approval Email • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.2 Facilitate a minimum of 4-6 local coalition meetings where the policy is adopted to provide education and information regarding the adopted policy.	<ul style="list-style-type: none"> • Meeting announcement • Agenda • Sign-in sheet • List of materials • Meeting minutes (on file) • Document on Monthly Report 	January 1, 2025 – June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in multi-unit housing.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
5.3 Complete post-policy multi-unit housing observation survey to document outcome measures, (e.g., presence of “no smoking” signage, tobacco-related litter, smokers, etc.), observed after adoption of the policy.	<ul style="list-style-type: none"> • Verified multi-unit housing checklist, completed site observation survey submitted electronically for quality assurance check and approval. • Approval email • Monthly Tracking Form • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.4 Organize and facilitate a minimum of 4-7 one-on-one educational meetings with local key decision makers and community members to provide education and information regarding the adopted policy.	<ul style="list-style-type: none"> • Document on Monthly Report • Decision Maker Kit Content List • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.5 Conduct a minimum of 5-7 Public Health approved educational presentations at group meetings regarding the adopted policy.	<ul style="list-style-type: none"> • Agenda • List of materials • Sign-in sheet (on file) • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.6 Provide a minimum of 2-4 educational presentations at public hearings, (e.g., city council meetings and commissions), regarding the adopted policy.	<ul style="list-style-type: none"> • Agenda • Presentation • Photos • List of materials • Document on Monthly Report 	January 1, 2025 – June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing

SCOPE OF WORK

August 10, 2022, through June 30, 2025

Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in multi-unit housing.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
5.7 Conduct consumer testing for educational materials (e.g., fact sheets, brochures, and educational presentations) that provide information about the policy issue and/or data collected for the campaign.	<ul style="list-style-type: none"> • Consumer Testing Data • Consumer Testing Summary Report • Document on Monthly Report 	January 1, 2025 – June 30, 2025
Support Activities		
S.1 Participate in Public Health approved meetings and trainings, e.g.: <ol style="list-style-type: none"> 1. Monthly Task Force meetings (mandated) 2. Quarterly Coalition for a Tobacco Free LA County meetings (mandated) 3. New Contractor Orientation Training (mandated) 	<ul style="list-style-type: none"> • Document on Monthly Report 	August 10, 2022– June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 2: Reduce Exposure to Secondhand Smoke in Multi-Unit Housing
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in multi-unit housing.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
4. Meetings with community-based organizations or other stakeholder groups for networking purposes (recommended) 5. Various workgroup meetings by the Coalition for a Tobacco Free LA County (recommended)		
S.2 Participate in Public Health approved trainings and conferences (e.g., Capitol Information & Education Days, Youth Quest, etc.) that require travel to Sacramento, California.	<ul style="list-style-type: none"> • Agenda or Conference Brochure • For conferences include: <ul style="list-style-type: none"> ○ Copy of conference paid invoice registration receipt for each participant. ○ Copy of hotel paid invoice receipt for each participant. ○ Copy of airline paid invoice receipt for each participant. • Document on Monthly Report 	August 10, 2022– June 30, 2025
S.3 Meet with Public Health staff for technical assistance.	<ul style="list-style-type: none"> • Document on Monthly Report 	August 10, 2022 – June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 3: Reduce Exposure to Secondhand Smoke in Outdoor Areas
 SCOPE OF WORK
 August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in outdoor areas.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
Phase 1: Community Assessment		
1.1 Part 1- Complete a Jurisdiction Selection Form that identifies: <ol style="list-style-type: none"> 1. The Funding Category, 2. The Eligible Jurisdiction, 3. The policy provisions where the PAM-based policy campaign will be implemented [including the five (5) primary and four (4) secondary policy provisions]. Part 2- Complete a personnel worksheet to identify the staff working on the project.	<ul style="list-style-type: none"> • Completed Jurisdiction Selection Form and completed personnel worksheet (on file). 	August 10, 2022
1.2 Complete a minimum of 5 Public Health data collection trainings (minimum 3 hours each) for all evaluation activities, including public opinion surveys, media activity reviews, policy record reviews, key informant interviews, and outcome surveys.	<ul style="list-style-type: none"> • Agendas • Document on Monthly Report 	August 10, 2022 - May 31, 2023
1.3 Conduct a minimum of 475-550 public opinion surveys of constituents to gauge support for the policy campaign.	<ul style="list-style-type: none"> • Completed public opinion surveys submitted electronically for quality assurance check and approval. • Monthly Tracking Form • Document on Monthly Report 	August 10, 2022 – February 29, 2024

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 3: Reduce Exposure to Secondhand Smoke in Outdoor Areas
 SCOPE OF WORK
 August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in outdoor areas.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
1.4 Conduct a minimum of 25-150 public opinion surveys of constituents from dining establishments (e.g., restaurant owners, employees) to gauge support for the policy campaign.	<ul style="list-style-type: none"> • Completed public opinion surveys submitted electronically for quality assurance check and approval. • Monthly Tracking Form • Document on Monthly Report 	August 10, 2022 - June 30, 2024
1.5 Conduct a minimum of 3 Public Health approved pre-policy adoption key informant interviews to gauge support among decision makers and city/county staff for the policy campaign.	<ul style="list-style-type: none"> • Completed pre-policy key informant interviews submitted electronically for approval. • Approval Email • Document on Monthly Report 	August 10, 2022 – August 31, 2023
1.6 Conduct a total of 3-6 policy record reviews (1 per year) to gauge policy support/opposition.	<ul style="list-style-type: none"> • Completed policy record review form and supporting documents submitted electronically for approval. • Approval Email • Document on Monthly Report 	August 10, 2022 - June 30, 2025
1.7 Conduct a total of 3-6 media activity reviews (1 per year) to assess media coverage/reach and sentiment and to gauge policy support/opposition.	<ul style="list-style-type: none"> • Completed media activity review form and supporting documents submitted electronically for approval. • Approval Email • Document on Monthly Report 	August 10, 2022 - June 30, 2025
1.8 Conduct a recreational and non-recreational area site observation survey protocol training (minimum 3 hours) to a	<ul style="list-style-type: none"> • Sign-in sheets • Document on Monthly Report 	August 10, 2022 – March 29, 2024

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 3: Reduce Exposure to Secondhand Smoke in Outdoor Areas
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in outdoor areas.

ACTIVITY	REQUIRED DOCUMENTATION	TIMELINE
group of volunteer peer outreach workers and/or agency staff (minimum of 10 participants).		
1.9 Complete pre-policy recreational and non-recreational area site observation survey to document outcome measures (e.g., presence of “no smoking” signage, tobacco-related litter, smokers, etc.) observed before adoption of the policy.	<ul style="list-style-type: none"> • Verified recreational area checklist, completed site observation survey submitted electronically for quality assurance check and approval. • Approval Email • Monthly Tracking Form • Document on Monthly Report 	August 10, 2022 – October 31, 2024
Phase 2: Policy Campaign Strategy		
2.1 Attend Part 1 of a Public Health approved strategy chart training and complete required homework assignment.	<ul style="list-style-type: none"> • Document on Monthly Report 	September 1, 2022
2.2 Attend Part 2 of strategy chart training (breakout session). Complete and submit an approved strategy chart where the policy campaign will be implemented.	<ul style="list-style-type: none"> • Approved Strategy Chart and Homework • Approval Email • Document on Monthly Report 	September 30, 2022
2.3 Complete and submit approved Strategy Chart updates.	<ul style="list-style-type: none"> • Complete and submit approved Strategy Chart updates. • Narrative Summary • Approval Email • Document on Monthly Report 	November 1, 2023; and November 1, 2024

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 3: Reduce Exposure to Secondhand Smoke in Outdoor Areas
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in outdoor areas.

Phase 3: Coalition Building/Broadening		
3.1 Conduct a minimum of 75-100 one-on-one outreach meetings to recruit coalition members (e.g., concerned citizens, youth and health advocates) to the policy campaign.	<ul style="list-style-type: none"> • Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.2 Participate in a minimum of 15-25 Public Health approved community events to gain community support for the policy campaign.	<ul style="list-style-type: none"> • Event announcement/flyer • Photos • Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.3 Conduct a minimum of 15-25 Public Health approved educational presentations at group meetings to gain community support for the policy campaign.	<ul style="list-style-type: none"> • Agenda • List of materials • Sign-in sheet (on file) • Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.4 Facilitate a minimum of 30-35 local coalition meetings to implement the policy campaign.	<ul style="list-style-type: none"> • Meeting announcement • Agenda • Sign-in sheet • List of materials • Meeting minutes (on file) • Document on Monthly Report 	August 1, 2023 - June 30, 2025
3.5 Prepare and place at least three to 3-6 paid ads in a local newspaper (including online platforms) to gain support and provide education about the local policy campaign.	<ul style="list-style-type: none"> • Copies of published ads • Document on Monthly Report 	August 1, 2023 - December 31, 2024
3.6 Announce and host at least one to 1-3 townhall events to gain support and provide education about the local policy campaign.	<ul style="list-style-type: none"> • Copies of flyer/announcement and presentation slides • Sign-in sheet 	August 1, 2023 – December 31, 2024

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 3: Reduce Exposure to Secondhand Smoke in Outdoor Areas
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in outdoor areas.

	<ul style="list-style-type: none"> • Document on Monthly Report 	
3.7 Implement a petition to gain support for the local policy campaign.	<ul style="list-style-type: none"> • Copy of completed petition (on file) • Copy of petition form 	August 1, 2023 – December 31, 2024
3.8 Conduct consumer testing for educational materials (e.g., fact sheets, brochures, and educational presentations) that provide information about the policy issue and/or data collected for the campaign.	<ul style="list-style-type: none"> • Consumer Testing Data • Consumer Testing Summary Report 	August 1, 2023 – December 31, 2024
Phase 4: Policy Campaign Implementation		
4.1 Organize and facilitate a minimum of 12-15 one-on-one educational meetings with local key decision makers (e.g., city council members, city managers, city commissioners, city attorneys, city administrators, city clerks, etc.) to provide education and information regarding the policy issue.	<ul style="list-style-type: none"> • Document on Monthly Report • Decision Maker Kit Content List 	April 3, 2024 - December 31, 2024
4.2 Provide a minimum of 6-9 educational presentations at public hearings (e.g., city council meetings and commissions) regarding the policy issue and data collected.	<ul style="list-style-type: none"> • Agenda • Presentation • Photos • Decision Maker Kit Content List • List of materials • Document on Monthly Report 	April 3, 2024 - December 31, 2024
4.3 Conduct consumer testing for educational materials (e.g., fact sheets, brochures, and educational presentations) that provide information about the policy issue and/or data collected for the campaign.	<ul style="list-style-type: none"> • Consumer Testing Data • Consumer Testing Summary Report 	April 3, 2024 - December 31, 2024

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 3: Reduce Exposure to Secondhand Smoke in Outdoor Areas
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in outdoor areas.

Phase 5: Policy Implementation and Enforcement		
5.1 Conduct a minimum of 3-5 Public Health approved post-policy adoption key informant interviews to assess implementation and enforcement of the policy.	<ul style="list-style-type: none"> • Completed post-policy key informant interviews submitted electronically for approval. • Approval Email • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.2 Facilitate a minimum of 4-6 local coalition meetings where the policy is adopted to provide education and information regarding the adopted policy.	<ul style="list-style-type: none"> • Meeting announcement • Agenda • Sign-in sheet • List of materials • Meeting minutes (on file) • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.3 Complete post-policy recreational and non-recreational area site observation survey to document outcome measures (e.g., presence of “no smoking” signage, tobacco-related litter, smokers, etc.) observed after adoption of the policy.	<ul style="list-style-type: none"> • Verified recreational area checklist, completed site observation survey submitted electronically for quality assurance check and approval. • Approval Email • Monthly Tracking Form • Document on Monthly Report 	January 1, 2025 – June 30, 2025
5.4 Organize and facilitate a minimum of 4-6 one-on-one educational meetings with local key decision makers and community members to provide education and information regarding the adopted policy.	<ul style="list-style-type: none"> • Document on Monthly Report • Decision Maker Kit Content List 	January 1, 2025 – June 30, 2025
5.5 Conduct a minimum of 5-7- Public Health approved educational presentations at group meetings regarding the adopted policy.	<ul style="list-style-type: none"> • Agenda • List of materials • Sign-in sheet (on file) • Document on Monthly Report 	January 1, 2025 - June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 3: Reduce Exposure to Secondhand Smoke in Outdoor Areas
 SCOPE OF WORK

August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in outdoor areas.

<p>5.6 Provide a minimum of 2-4 educational presentations at public hearings (e.g., city council meetings and commissions) regarding the adopted policy.</p>	<ul style="list-style-type: none"> • Agenda • Presentation • Photos • List of materials • Document on Monthly Report 	<p style="text-align: center;">January 1, 2025 – June 30, 2025</p>
<p>5.7 Conduct consumer testing for educational materials (e.g., fact sheets, brochures, and educational presentations) that provide information about the policy issue and/or data collected for the campaign.</p>	<ul style="list-style-type: none"> • Consumer Testing Data • Consumer Testing Summary Report • Document on Monthly Report 	<p style="text-align: center;">January 1, 2025 – June 30, 2025</p>
Support Activities		
<p>S.1 Participate in Public Health approved meetings and trainings, e.g.:</p> <ol style="list-style-type: none"> 1. Monthly Task Force meetings (mandated) 2. Quarterly Coalition for a Tobacco Free LA County meetings (mandated) 3. New Contractor Orientation Training (mandated) 4. Meetings with community-based organizations or other stakeholder groups for networking purposes (recommended) 5. Various workgroup meetings by the Coalition for a Tobacco Free LA County (recommended) 	<ul style="list-style-type: none"> • Document on Monthly Report 	<p style="text-align: center;">August 10, 2022 – June 30, 2025</p>
<p>S.2 Participate in Public Health approved trainings and conferences (e.g., Capitol Information & Education Days, Youth Quest, etc.) that require travel to Sacramento, California.</p>	<ul style="list-style-type: none"> • Agenda or Conference Brochure • For conferences include: <ul style="list-style-type: none"> ○ Copy of conference paid invoice registration receipt for each participant. ○ Copy of hotel paid invoice receipt for each participant. 	<p style="text-align: center;">August 10, 2022– June 30, 2025</p>

Note: All Activities must follow a Public Health approved protocol.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
 COMPREHENSIVE TOBACCO CONTROL SERVICES IN LOS ANGELES COUNTY
 Funding Category 3: Reduce Exposure to Secondhand Smoke in Outdoor Areas
 SCOPE OF WORK
 August 10, 2022, through June 30, 2025
 Jurisdiction X

GOAL: Change social norms surrounding tobacco use and indirectly influence current and potential future tobacco users by creating a social milieu and legal climate in which tobacco becomes less desirable, less acceptable, and less accessible by reducing exposure to secondhand smoke in outdoor areas.

	<ul style="list-style-type: none"> ○ Copy of airline paid invoice receipt for each participant. ● Document on Monthly Report 	
S.3 Meet with Public Health staff for technical assistance.	<ul style="list-style-type: none"> ● Document on Monthly Report 	August 10, 2022 – June 30, 2025

Note: All Activities must follow a Public Health approved protocol.

**County of Los Angeles - Department of Public Health
 Division of Chronic Disease and Injury Prevention
 Comprehensive Tobacco Control Services in Los Angeles County**

FUNDING CATEGORY NAME

CONTRACTOR

Period: July 1, 2024 through June 30, 2025

BUDGET SUMMARY (Schedule of Projected Costs)	
COST CATEGORY	AMOUNT
Salaries	\$ -
Employee Benefits	\$ -
Operating Expenses	\$ -
Equipment	\$ -
Travel & Mileage	\$ -
Other Costs	\$ -
Indirect Costs	\$ -
Total Program Budget	\$ -