



RHODE ISLAND DEPARTMENT OF HEALTH MENTHOL-RELATED HEALTH EQUITY SHORT-TERM PROJECT

Short-term Project Opportunity

The Rhode Island Department of Health Tobacco Control Program (RITCP) is offering three (3) short-term project funding opportunities of **up to \$3,000** each to Rhode Island community/faith-based organizations. The organization(s) must be located or serving in Providence and have demonstrated proven engagement with communities affected by menthol-related health disparities, i.e., African-Immigrants and/or African Americans. Organizations must serve the special populations that reside or work in the Providence Metro area, and must have 501c3 status, i.e., nonprofit, faith-based, public libraries, youth development organizations, etc. The organization(s) must aim to reduce access to menthol and other flavored tobacco/nicotine products in communities. Preference will be given to applications that document a capacity to implement tobacco/nicotine-free policies and educate on the harms of tobacco/nicotine use and tobacco industry practices through policy, environmental, system change strategies, data collection, improved enforcement, and public education.

These short-term projects seek to help Providence community members who have been disproportionately affected by menthol products. Awardees would assist in educating the population on the tobacco industry's marketing tactics, the harms of tobacco/nicotine use on the individual, those around them and their environment, and to offer tailored quit resources. RITCP and award recipients will collaborate with federal, state, and local partners to make tobacco/nicotine-free living the norm, focusing on communities that experience tobacco/nicotine-related disparities in health outcomes.

Awardees will work with Oasis International Inc. (Oasis) to implement the following strategies through the Rhode Island Menthol Health Equity Workgroup:

1. Engage diverse partners to promote and support social, economic and community change to increase awareness of the harms of menthol and other flavored tobacco/nicotine product use and the availability of cessation services.
2. Educate the public, community leaders, partners, and decision-makers on policy, systems, and environmental changes that can prevent and reduce menthol tobacco/nicotine use.
3. Implement culturally appropriate interventions tailored for community needs to prevent and reduce menthol and other flavored tobacco/nicotine product use.
4. Use research, surveillance, and evaluation to measure progress made in reducing tobacco/nicotine use and menthol tobacco/nicotine-related disparities and inform public health action.

The expected outcomes for the above strategies are:

1. Increased participation, engagement, and mobilization among inclusive and diverse multi-level/multi-sectoral partners in promoting social, economic, and community changes.
2. Increased knowledge of the harms of menthol and other flavored tobacco/nicotine products used among populations experiencing tobacco/nicotine-related disparities and increased public support for evidence-based tobacco/nicotine control interventions.
3. Increased awareness of cessation services and coverage options among populations experiencing tobacco/nicotine-related disparities.
4. Increased equitable adoption, implementation, and enforcement of policies prohibiting the sale of menthol and other flavored tobacco/nicotine products, including menthol cigarettes, Electronic Nicotine Delivery Systems (ENDS)/vapes, and non-tobacco-nicotine (NTN) products which includes "synthetic" nicotine which is made in a lab.



Short-term Project Overview

Short-term Project

RITCP will award **up to three (3) organizations up to \$3,000.00 each**. Submissions should not exceed four (4) pages. Applicants must score at least 60 of 100 points to remain eligible to receive an award. One application per agency will be reviewed. The Menthol-Related Health Equity Short-term Project award period will begin immediately after the organization is awarded and **will end September 29, 2025**.

Short-term Project activities must be completed by September 29, 2025. A final summary report, project deliverables, and project invoices are due within thirty (30) days of the project end date. RITCP will provide all awardees with a project summary and invoice template. The final report must be completed in its entirety prior to receiving reimbursement for project-related expenses.

Please note: Due to federal budget restrictions, Short-term Project funds may not be used for the purchase of food or beverages.

All applicants must be registered in the Rhode Island Division of Purchases' "Ocean State Procures" (OSP) system (<https://ridop.ri.gov/ocean-state-procures-osp/osplogin>) including having uploaded a current, valid, and signed W9) to receive a Purchase Order to begin work. It can take up to three weeks to register and have your registration approved. You can register at no cost. You are strongly encouraged to begin that registration process immediately.

To Apply:

Please submit the following fully completed documents to Tanya Gilbert no later than **5 p.m. on Friday, January 24, 2025**:

1. Short-term Project Cover Form
2. Scope of Work and Budget with a Budget Narrative

Short-term Project applications may be submitted electronically or through postal service. Applications submitted electronically should be emailed to Tanya.Gilbert@health.ri.gov prior to the application deadline, **Friday, January 24, 2025**. Please include "**Menthol-Related Health Equity Short-Term Project Opportunity Application**" in the subject line.

Applications submitted by mail must be post-marked by the application deadline, **Friday, January 24, 2025**, and should be mailed to:

Menthol-Related Health Equity Short-Term Project
c/o Tanya Gilbert, Community Health Equity Coordinator
Rhode Island Department of Health
Tobacco Control Program
3 Capitol Hill, Room 408
Providence, RI 02908



Scope of Work Overview

Required Activities

- The organization will attend and participate in at least eight (8) out of 12 Rhode Island Menthol Health Equity Workshop meetings.
 - ♦ Meetings are held the last Tuesday of the month from 2-3pm and are virtual meetings.
 - ♦ Attendance at **all** Rhode Island Menthol Health Equity Workgroup meetings is not a required component of this funding. The organization is **required to attend at least eight (8) meetings** but is free to choose which meetings to attend.
- The organization will select at least two (2) organizational personnel to attend and complete Oasis's in-person facilitator training about culturally appropriate strategies and evidence-based policies that reduce and prevent menthol and other flavored tobacco/nicotine product use.
 - ♦ Completion of Oasis's facilitator training by at least two (2) organization personnel, prior to the project end date of September 29, 2025, is a **required component of this funding**.
 - Suggested personnel include organization/faith-based leaders, staff, board members, program managers, and volunteers who can organize, implement, and facilitate community conversations with a minimum of 20 participants.
 - The designated personnel will implement and facilitate the community conversations within their neighborhood, organization, and/or places of worship. Implementation of the community conversations is a **required component of this funding**.
- The organization will host at least three (3) Community Conversations (CCs) about menthol tobacco and nicotine use.
 - ♦ The CCs can be separately planned events hosted at the awardees' facility or elsewhere.
 - ♦ The CCs may be solely hosted by the awardee or may be co-hosted with other community organizations.
 - ♦ The CCs may be a part of annual community organization events/activities that are complemented by a Mobilizing Menthol Awareness Community Conversations and/or presentation for at least ¼ of the events' total time.
- The organization will share quit resources within the community that the organization serves.
 - ♦ Suggested locations include websites, social media, print materials such as newsletters and programs, vestibules, program rooms, bulletin boards, inside of bathroom stalls, cafeterias/fellowship halls, gymnasiums, and any other frequented areas throughout the facility or grounds.
 - ♦ Organization representative's contact information should be readily available on flyers, as a business card, and/or on other print materials.
 - All print or digital materials created by the organization with the RIDOH logo must be reviewed and approved by the RIDOH Center for Public Health Communication at least four weeks prior to the event.
- The organization will complete all administrative tasks directly associated with the short-term project, including



tracking:

- ◆ Personnel hours
- ◆ Mileage
- ◆ Materials/Equipment
- ◆ Other/Incentives
- ◆ Community Conversation Hosting Materials
- Tanya Gilbert, RITCP's Community Health Equity Coordinator, will provide technical assistance upon request.

Facilitator Training Details

- Through a supportive learning collaborative, Oasis will train, inform, and educate the public, community leaders, partners, and decision-makers about culturally appropriate strategies and evidence-based policies that reduce and prevent menthol and other flavored tobacco/nicotine product use. They will train collaborators to center the community they serve and engage with youth and adult community leaders to share evidence-based messages utilizing best communications' practices that are culturally relevant.
 - ◆ The learning collaborative will educate and equip community/faith leaders with resources and education around menthol tobacco/nicotine.
 - ◆ The collaborative will facilitate how to teach people of all ages to identify and counter the harmful targeted marketing practices of the tobacco industry.
 - ◆ They will train the collaborators how to promote quit resources to those currently using menthol products, with the goal of helping them to quit.
 - ◆ Oasis will train the collaborative members how to gather data to evaluate for use and trends to be used to develop best practice documents and impact statements. The collaboratively built toolkits and educational resources will be used to educate communities, decision-makers, and others like healthcare providers, and implement high-impact media campaigns regarding emerging tobacco/nicotine products.

Community Conversations Details

- Educate the public, and partners about culturally appropriate strategies and evidence-based policies that reduce and prevent menthol and other flavored tobacco/nicotine product use.
- Implement pre and post surveys and provide focus group participants.
 - ◆ Gather data to evaluate for use and trends.
 - ◆ Use collaboratively built toolkits and educational resources to educate communities.
- Empower the community you serve and engage with, both youth and adult community leaders, to provide evidence-based messages utilizing best communications' practices that they can and will share with their sphere of influence.
 - ◆ Provide resources and education around menthol tobacco/nicotine.
 - ◆ Teach people of all ages to identify and counter the harmful targeted marketing practices of the tobacco industry.
 - ◆ Make quit resources available to those currently using menthol products, with the goal of helping them to quit.

Quit Resources Details

- Rhode Island offers two free services to help people quit smoking or vaping: **QuitNowRI** for adults and **My Life, My Quit™** for teens. The organization is expected to promote and publicize these services:
 - ◆ QuitNowRI offers free, safe, and effective services to reduce nicotine dependence and to help people who



use tobacco/nicotine products quit for good. This program offers free counseling sessions by phone and online along with nicotine replacement therapy (NRT).

- Phone: 1-800-QUIT-NOW
- Text: “Start” to 300500
- Visit: QuitNowRI.com

- ◆ My Life, My Quit™ is free, confidential, and evidence-based help for youth ready to quit nicotine. This program offers trained tobacco treatment specialists, to provide real-time counseling by phone, text, or webchat.
 - Call: 855-891-9989
 - Text: “Start” to 36072
 - Visit: MyLifeMyQuit.com

- Free promotional and educational resources are available for both services. Spanish-language promotional and educational resources are available for QuitNowRI.
- Additional resources and information will be provided by RITCP’s Community Health Equity Coordinator: Tanya.Gilbert@health.ri.gov.

Administrative Duties Details

- The organization will provide a written monthly report by the 10th of each month. RITCP will provide a template to the organization that includes methods of tracking:
 - ◆ Expenditures, spend-down, and itemized receipts
 - ◆ Dates, times, and location of event(s)
 - ◆ Event agenda, print media, promotional materials, and incentives
 - ◆ Pre/post surveys
 - ◆ The number of participants at the event(s)

Summary of Activities

By September 29, 2025, Menthol-Related Health Equity awardees will:

- Have at least two organization personnel successfully complete Oasis’ in-person facilitator trainings.
- Implement and facilitate the community conversations within their neighborhood, organization, and/or place of worship.
- Educate communities and partners about culturally appropriate strategies and evidence-based policies that reduce and prevent menthol and other flavored tobacco/nicotine product use in the organization’s health and wellness work.
- Make quit resource materials available to community members and staff.
- Post QuitNowRI and My Life, My Quit™ promotional materials in areas frequented by the public.



**RHODE ISLAND DEPARTMENT OF HEALTH
MENTHOL-RELATED HEALTH EQUITY SHORT-TERM PROJECT OPPORTUNITY
Short-term Project Cover Form**

Organization Name:		
Street Address:		
City/Town:	State: Rhode Island	Zip:
Organization Director Name:	Phone Number and Extension:	Email:
Organization Fiscal Contact Name:	Phone Number and Extension:	Email:
Project Contact Name:	Phone Number and Extension:	Email:
Federal Identification Number/FEIN:	Amount Requested:	

Authorized Signature

Title

Date

By signing this form, I state that, to the best of my knowledge that all information in this Short-Term Project Proposal is true and correct.

Applicants must submit the Short-term Project Cover Form, Scope of Work with Budget/Budget Narrative Form. The Short-term Project Scope of Work/Budget Form can be submitted on a Word Document following the same format. Proposals should not exceed four (4) pages.



Scope of Work & Budget Narrative Score Form

Instructions: Complete Sections I-IV using this template or a Word Document following this format.

SECTION I: AGENCY CAPACITY (30 points)

Describe how the agency's mission aligns with the project's purpose. Demonstrate fiscal capacity/structure to coordinate and manage project funding, and engagement of the named populations residing or working in the Providence Metro area. (3 paragraphs)

- Located or serving in Providence Metro area.
- Demonstrated and proven engagement with communities affected by menthol-related health disparities, i.e. African-Immigrants and/or African Americans.
- Must document dedicated project hours to direct support of menthol-related health equity strategies and activities of the Tobacco Control Program. Up to four (4) to five (5) hours per month.
- Must have 501C3 status.
- Must aim to reduce access to menthol and other flavored tobacco/nicotine products in communities.
- Document the capacity to implement smoke-free policies and educate on the harms of tobacco/nicotine use and targeted practices of the industry particularly within populations through:
 - Policy
 - Environmental
 - System change strategies
 - Data collection
 - Improved enforcement
 - Public education.
- Will you be applying for other funding to support this project? *Indicate Y or N*

SECTION II: PROJECT OVERSIGHT/ATTENDANCE OF RHODE ISLAND MENTHOL HEALTH EQUITY WORKGROUP MEETINGS (10 points)

Describe who (i.e. names with titles and role) will oversee the completion of project deliverables, successfully complete facilitator training, coordinate implementation of community conversations, and attend the workgroup meetings. Add or delete rows as needed.

- Awardees would assist in:
 - Educating the population on the tobacco industry's marketing tactics through community conversations.
 - Educating the population on the harms of tobacco/nicotine use on the individual, those around them and their environment.
 - Offer tailored quit resources.
- Awardees will complete in-person training (1.5 hours) with Oasis.



Personnel Name:	Title:	Activity/Deliverable Responsible for:

SECTION III: SCOPE OF WORK (30 points)

Provide a detailed summary, including anticipated timelines of proposed methods for project completion. Include any additional anticipated activities or events.

- Schedule, plan and implement Community Conversations (CCs).
 - Minimum attendance per CC is 20 unique participants; suggested annual unique participants are 100.
 - CCs can be held virtually, in-person, or hybrid.
 - CCs can be at the organization’s facility, or the organization can rent/use another facility.
 - CCs can be standalone events or can be added to pre-existing events.
 - Flyers promoting the CCs that contain the RIDOH logo must be presented at least four weeks prior to the event to RIDOH for review and approval.
 - Obtain printed materials and educational promotion items (\$210 per year), incentives (\$5-\$50), and hosting materials.
 - Develop and implement a marketing plan for the CCs or events.



SECTION IV: BUDGET & BUDGET NARRATIVE (30 points)

Short-term Project Budget Period: Notice of Award-April 2024

Indicate the dollar amount requested and provide a clear break-down of each cost. **The budget may not exceed \$3,000. Printed QuitNowRI and My Life, My Quit™ Resources will be provided by the Rhode Island Department of Health, at no cost, to the awardee.** However, with RIDOH approval, community and faith-based organizations may choose, at their discretion to purchase additional promotional items, merchandise, or educational materials to be more inclusive of the community in which they serve.

Personnel: Include first and last name(s), title(s), hourly rate (\$20), numbers of hours (52 per year), total requested (if using funds toward salary). Add/delete rows as needed.

Personnel Name: (first and last)	Title:	Hourly Rate:	Number of Hours:	Total Requested:

Materials: (e.g., additional printing, educational materials, etc.) Add/delete rows as needed.

Materials:	Purpose:	Anticipated Cost:

Other/Incentives: (e.g., gift cards, stipends, team building, promotional merchandise, etc.)

Total Amount Requested: _____