Listed below are the occurrences in the TUPP Scope of Work where the Local Program Evaluator is mentioned and has a reportable task to complete. It represents an overall summary of the work to be assigned for the 10% of the grant funding. I have included the Start/Completion dates as well. Much of the work includes the capture of the number of trainings that have been completed, policies identified, Polls and Surveys, and the completion of evaluation report(s) on past efforts.

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| **Start Date Period:** | 01/22-06/22 |
| **Completion Date Period:** | 01/27-06/27 |

**Activity C-5-1 Objective 1: By June 30, 2027**, at least one jurisdiction of El Dorado County will adopt and implement a policy that: 1) eliminates smoking (including burning or heating of tobacco and other plant products, natural or synthetic) in all outdoor recreational and non-recreational places (including parks, beaches, dining, entryways); and within 2) multi-unit housing (MUH) of 100% of individual units (market-rate, public, and/or subsidized), including 30 feet from all doors, windows, patios, and balconies, and emphasizes a graduated enforcement process. The policy will not criminalize purchase, use, or possession of tobacco products by individuals.

**Objective 2: By June 30, 2027**, at least one city and/or one unincorporated community of El Dorado County will: 1) adopt a voluntary policy prohibiting the sale of any tobacco and/or electronic nicotine delivery device products in all pharmacies, independent or chain that is licensed by the State Board of Pharmacy to dispense prescription medications in order to reduce the availability of tobacco products.

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| **Start Date Period:** | 01/22-06/22 |
| **Completion Date Period:** | 01/24-06/24 |

**Activity 1-11-15 Conduct 2-4 trainings in Spring 2022 and Spring 2024,** 2-4 hours in length to 6-8 youth/adults and/or coalition members who will collect observations and public opinion polls in 2 multi-unit housing complexes, 2 parks or beaches, 2 sidewalks and 2 outdoor public spaces to support the statewide End Commercial Tobacco Campaign. The agenda and training materials provided by CTCP or TCEC. The training will include hands on practice with electronic handheld devices. The training for the public opinion poll training will be conducted once in the Spring of 2022. The public opinion poll will be used as a pre- measurement only as noted in the evaluation section.

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| Begin/End Periods - Wave 1: | 01/22-06/22 to 01/22-06/22 |

**Activity 1-E-2** To inform project staff about the background, goals, and directions of a community and the decision makers (non-elected officials) and/or their administrative staff if unavailable who have the power to garner support for policies, conduct interviews with key stakeholders who can provide insights into their community, their own priorities. Develop or adapt key informant interview questions in consultation with the Tobacco Control Evaluation Center (TCEC), pilot test it, and revise as needed for field use. A total of 5-10 KII participants will be selected from among city/county parks and recreation, walking trails, business associations, and Chambers of Commerce, managers/owners of MUH complexes, key opinion leaders, renters associations and community-based organizations/agencies by telephone and/or in-person to determine effective approaches/tactics, identify points of view, anticipate facilitators and barriers to adopting or implementing smoke-free multi-unit housing and/or outdoor public places. Each interview will be approximately 15-30 minutes in length. Qualitative analysis of interview results will be used to summarize and report interview findings. Findings will be shared with data sources, the Tobacco Prevention Coalition, Local Lead Agencies, CTCP via progress reports and other stakeholders to inform next steps and improve interventions.

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| **Activity Start Date Period:** | 01/25-06/25 |
| **Activity Completion Date Period:** | 01/27-06/27 |

**Activity 1-E-5** To document the projects organizational history, learn from past efforts, and share strategies with other projects, complete one final evaluation report. For this objective, Tell Your Story reporting guidelines from the Tobacco Control Evaluation Center (TCEC) will be used to write a report that documents what your project was trying to achieve, how the project went about it, what happened as a result, what the project would do differently next time. With the report, create a roadmap of your approach by describing tactics used and to what effect, support/opposition encountered, and how challenges and barriers were addressed. Explain how activities built upon each other and how evaluation supported or informed the work and how you tailored strategies and approaches to your target audiences. Use content analysis, descriptive and inferential statistics, and data visualization to analyze and summarize findings. Identify and assess key activities that were crucial to the effort in the report conclusions. Draw specific, concrete recommendations for future work from report findings. Evaluation results were shared with other data sources and other stakeholders in appropriate formats. Complete an abstract for the report. **Per LLA Extension Program Letter 24-01, submit a Brief Evaluation Report during the 1/1/25 6/30/25 reporting period and a Final Evaluation Report on June 30, 2027.**

Challenges include gaining permission to survey residents from mangers and possible resistance from residents to open their doors to an unknown person conducting surveys. Survey results may not reflect the opinions of all of the residents. Residents are afraid to speak up in fear of eviction and lack of affordable housing due to the current rental housing market. Conducting the observation data could be time consuming. To address this potential concern, project staff will recruit volunteers such as Friday Night Live youth, or members from the coalition to assist in this task. Observation data will be informative to various groups, in order to enact change in general plans to incorporate tobacco control related policies. The biggest limitation for the evaluation will be conducting the key informant interviews of city and county staff, MUH staff as they are labor intensive and require a great deal of coordination. The measurable outcome is derived from this group and is vital to determining the project's success. To address this potential issue, project staff will prioritize the leadership for the key informant interviews.

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| **Start Date Period:** | 01/22-06/22 |
| **Completion Date Period:** | 01/27-06/27 |

**Activity 2-7-5** Create and/or modify an existing model policy that addresses the adoption and/or implementation of a voluntary policy designating pharmacies as tobacco-free. Project staff will collaborate with grantees (such as Law and Policy Partnership to End the Commercial Tobacco Epidemic, Americans for Nonsmokers Rights, TECC and Kick It California helpline, Local Lead Agencies (LLAs), and the targeted pharmacies.

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| **Start Date Period:** | 07/22-12/22 |
| **Completion Date Period:** | 01/27-06/27 |

**Activity 2-7-10** Facilitate participation of 2-4 of coalition members, members of the public and stakeholders to present at meetings (which may be virtual) of key opinion leaders, city leaders, administrative staff (non-elected officials), retail associations, pharmacies and health care providers to educate them on the rationale behind policies that eliminate the sale of tobacco products, including electronic smoking devices from pharmacies. Provide educational packets, presentation materials, model policy samples, and other resources as appropriate. A list of educational materials distributed will be tracked on the presentation log.

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| **Start Date Period:** | 01/22-06/22 |
| **Completion Date Period:** | 01/27-06/27 |

**Activity 2-11-8** Provide a minimum of 4-6 hours of technical assistance (TA) to 4-6 pharmacies and/or health care providers on issues related to policy education, adoption, implementation and sustainability to community partners, key stakeholders, decision makers and their administrative staff (non-elected officials), those who will be tasked with compliance related issues or concerns. Upon request and/or as needed, provide information about tobacco-free pharmacy legislative policies (such as Senate Bill 793 flavored tobacco products, Senate Bill 493 pharmacist expanded scope of practice) and updates from the American Public Health Association (APHA), California Pharmacists Association (CPhA), Community Pharmacy Advocacy Group (CPAG), National conference on Tobacco or Health, Society Of Public Health Educators (SOPHE), CTCP's conferences and trainings. TA will be provided in-person, by phone/virtual meeting or email.

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| Begin/End Periods - Wave 1: | 01/22-06/22 to 01/27-06/27 |

**Activity 2-E-1** To inform project staff about the direction, content, and timing of upcoming activities, conduct interviews with key informants who can provide insights into tobacco-free policy options, cessation services screening and referrals to the Kick It California helpline. After checking with TCEC and/or other LLAs to see if an instrument already exists, project staff will either adapt for local use an existing survey instrument or create a new instrument. A total of 5-10 KII participants will be selected from among the pharmacies, associations, Chambers of Commerce and/or other health care liaisons of the targeted communities. A content analysis will be performed to identify facilitators and barriers to adopting or implementing the voluntary policy. Each interview will be approximately 15-30 minutes in length. Qualitative analysis of interview results will be used to summarize and report interview findings. Findings will be shared with data sources, the Tobacco Prevention Coalition, Local Lead Agencies, key stakeholders, licensed pharmacies and CTCP via progress reports.

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| Begin/End Periods - Wave 1: | 01/22-06/22 to 01/27-06/27 |

**Activity 2-E-5** To inform staff about policymaker support/opposition, key issues raised by policymakers and staff, and other insights from public policy meetings about tobacco sales in pharmacies, complete a comprehensive policy record review for each target jurisdiction. Policy record reviews should begin within the first six months during the period the project is engaged in the jurisdiction, updated regularly and submitted with each progress report through policy adoption. Signed policies will be submitted in the progress report after a final vote has occurred.

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| Begin/End Periods - Wave 1: | 01/22-06/22 to 01/22-06/22 |
| Begin/End Periods - Wave 2: | 07/22-12/22 to 07/22-12/22 |
| Begin/End Periods - Wave 3: | 01/23-06/23 to 01/23-06/23 |
| Begin/End Periods - Wave 4: | 07/23-12/23 to 07/23-12/23 |
| Begin/End Periods - Wave 5: | 01/24-06/24 to 01/24-06/24 |
| Begin/End Periods - Wave 6: | 07/24-12/24 to 07/24-12/24 |
| Begin/End Periods - Wave 7: | 01/25-06/25 to 01/25-06/25 |
| Begin/End Periods - Wave 8: | 07/25-12/25 to 07/25-12/25 |
| Begin/End Periods - Wave 9: | 01/26-06/26 to 01/26-06/26 |

**Activity 2-E-4** To measure the effectiveness of intervention activities (e.g. educational campaigns, media campaigns, policy implementation, etc.) the number of calls to Kick It California from each target jurisdiction/communities will be tracked pre and post intervention. A spreadsheet will track the number of referrals each month and compare the number of calls in nine (9) waves before and after policy implementation. Data will be analyzed using descriptive statistics and results will be shared with staff and coalition to show a change in referral calls. The number of calls to Kick It California for the primary objective are combined with this objective for tracking and reporting purposes.

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| **Activity Start Date Period:** | 01/27-06/27 |
| **Activity Completion Date Period:** | 01/27-06/27 |

**Activity 2-E-3** To document the projects organizational history, learn from past efforts, and share strategies with other projects, complete one final evaluation report. For this objective, Tell Your Story reporting guidelines from the Tobacco Control Evaluation Center (TCEC) will be used to write a report that documents what your project was trying to achieve, how the project went about it, what happened as a result, what the project would do differently next time. With the report, create a roadmap of your approach by describing tactics used and to what effect, support/opposition encountered, and how challenges and barriers were addressed. Explain how activities built upon each other and how evaluation supported or informed the work and how you tailored strategies and approaches to your target audiences. Use content analysis, descriptive and inferential statistics, and data visualization to analyze and summarize findings. Identify and assess key activities that were crucial to the effort in the report conclusions. Draw specific, concrete recommendations for future work from report findings. Evaluation results were shared with other data sources and other stakeholders in appropriate formats. Complete an abstract for the report.

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| **Start Date Period:** | 01/22-06/22 |
| **Completion Date Period:** | 01/27-06/27 |

**Activity 3-3-1** Participate in 4-6 meetings (which may be virtual) annually related to zoning regulations, permitting processes, resiliency meetings, chamber boards, small business (including pharmacies), economic development meetings, and/or activities conducted by target jurisdictions for community and stakeholder input into city/county/district/area general plans. Meet with Planning Department(s) in target jurisdiction(s) to discuss scheduled updates, timelines for community input, and to general build relationships with planning staff. Provide materials/resources about smoke-free (including cannabis) outdoor recreational and non-recreational places and multi-unit housing. A list of materials/resources will be tracked on the meeting log.

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| **Start Date Period:** | 01/22-06/22 |
| **Completion Date Period:** | 01/27-06/27 |

**Activity 3-2-6** Conduct 4-6 (10-15 minutes in length) individual on-site or virtual presentations annually to city and county planning agencies. Presentations will be made to community groups identified in the Midwest Academy Strategy Chart (MASC) planning process as potential supporters for the objective. Provide a sample and request policy endorsement/letter of support from community group(s) at each presentation. A list of materials/resources will be tracked on the presentation log.

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| **Start Date Period:** | 01/22-06/22 |
| **Completion Date Period:** | 01/27-06/27 |

**Activity 3-2-11** Collaborate with city and county planners, housing providers, policymakers, and/or community members about including health element recommendations, including tobacco control considerations in community general plans. The meeting will provide campaign information and different elements of the general plans, updates regarding Senate Bill 1000 enforcement, and how planners could utilize the planning process to increase the amount of smoke-free indoor or outdoor areas and tobacco retail and environmental restrictions through policy adoption.

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| **Start Date Period:** | 01/22-06/22 |
| **Completion Date Period:** | 01/27-06/27 |

**Activity 3-7-13** Conduct 15-20 presentations, 15-30 minutes in length with coalition members to decision makers, their staff, and other officials who weigh in on policy (e.g. city council attorneys) to formally or informally to educate them on tobacco policy. Provide 8-10 educational packets, presentation materials, model policy samples, and other resources as appropriate. The number of educational packets and a list of materials will be tracked on the presentation log.

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| Begin/End Periods - Wave 1: | 01/22-06/22 to 01/27-06/27 |

**Activity 3-E-2** To inform project staff about the background, goals, and directions of a community and the decision makers who have the power to enact policies. Project staff will conduct interviews with key informants who can provide insights into tobacco-free and tobacco control related language in general planning and zoning. After checking with TCEC and/or other LLAs to see if an instrument already exists, project staff will either adapt for local use an existing survey instrument or create a new instrument. A total of 5-10 KII participants will be selected from environmental health, city planning and zoning staff, and the general community to determine effective approaches/tactics, identify points of view, anticipate facilitators and barriers to adopting or implementing smoke-free outdoor public places and MUH facilities. A content analysis will be performed to identify facilitators and barriers to adopting or implementing tobacco control related language in all elements of general planning. Each interview will be approximately 15-30 minutes in length. Qualitative analysis of interview results will be used to summarize and report interview findings. Findings will be shared with the Board of Supervisors, city council, the Tobacco Prevention Coalition, Local Lead Agencies, CTCP via progress reports and city and county planning departments along with the above-mentioned groups.

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| **Activity Start Date Period:** | 01/27-06/27 |
| **Activity Completion Date Period:** | 01/27-06/27 |

**Activity 3-e-3** To document the projects organizational history, learn from past efforts, and share strategies with other projects, complete one final evaluation report. For this objective, Tell Your Story reporting guidelines from the Tobacco Control Evaluation Center (TCEC) will be used to write a report that documents what your project was trying to achieve, how the project went about it, what happened as a result, what the project would do differently next time. With the report, create a roadmap of your approach by describing tactics used and to what effect, support/opposition encountered, and how challenges and barriers were addressed. Explain how activities built upon each other and how evaluation supported or informed the work and how you tailored strategies and approaches to your target audiences. Use content analysis, descriptive and inferential statistics, and data visualization to analyze and summarize findings. Identify and assess key activities that were crucial to the effort in the report conclusions. Draw specific, concrete recommendations for future work from report findings. Evaluation results were shared with other data sources and other stakeholders in appropriate formats. Complete an abstract for the report.

MUH and observational data collected is tracked in the primary objective. The greatest limitation for the evaluation will be conducting the key informant interviews of city and county planning and zoning staff, MUH staff as they are labor intensive and require a great deal of coordination. The measurable outcome is derived from this group and is vital to determining the project's success. To address this potential problem, project staff will prioritize the leadership for the key informant interviews. Another limitation for the evaluation will be the conducting the observation data, which could be time consuming. To address this potential problem, project staff will recruit volunteers such as Friday Night Live youth, or members from the coalition to assist in this task. Observation data will be informative to various groups, in order to enact change in general plans to incorporate tobacco control related policies.