

# Smokefree Public Housing Workshop

**SEPTEMBER 25 - 26, 2017 | CDC CHAMBLEE CAMPUS  
ATLANTA, GEORGIA**

Presented by a collaboration of the  
Centers for Disease Control and Prevention,  
American Cancer Society, and  
Department of Housing and Urban Development

May 31, 2017

Dear Comprehensive Cancer Control (CCC) Program Director and Tobacco Control Program Manager:

You are invited to submit an application to participate in the **Smokefree Public Housing Workshop** on **September 25 and 26, 2017 in Atlanta, Georgia**. Sponsored by the Centers for Disease Control and Prevention (CDC) and the American Cancer Society (ACS), in collaboration with the Department of Housing and Urban Development (HUD), the one-and-a-half (1.5) day workshop will enhance the capacity of states to implement a new landmark smokefree policy aimed at providing a smoke-free environment for public housing residents. Six (6) state teams comprised of representatives from seven (7) organizations will be selected to attend the workshop.

The final rule for the smokefree policy includes input from more than 1,000 members of the public, including public housing authorities (PHAs), housing and public health organizations, and tenants. The final rule:

- Requires more than 3,100 PHAs to implement smokefree policies within 18 months of adoption – by August 3, 2018
- Prohibits the use of cigarettes, cigars, pipes, and hookahs in all living and communal areas
- Prohibits the use of tobacco products in outdoor areas within 25 feet of buildings
- Allows for further restrictions such as buffers around playgrounds, restrictions to designated outdoor areas, and a property-wide smokefree policy
- Requires PHAs to document their smokefree policies in their PHA plans, with regular meetings and resident engagement
- Helps improve the health of more than two million public housing residents, including 760,000 children
- Saves an estimated \$153 million per year in costs from second-hand-smoke-attributable healthcare, repairs of smoke-permitted units, and smoking-attributable fires

The objectives of the Smokefree Public Housing Workshop are to:

1. Develop and strengthen relationships between smokefree public housing partners within states
2. Present strategies to advance the implementation of the HUD's Smokefree Public Housing Final Rule
3. Share examples of successful PHA efforts in implementing smokefree public housing policies
4. Increase awareness of tools and resources designed to help with rule implementation
5. Create action plans by teams of stakeholders

The workshop will include expert presentations and panels on essential, evidence-based strategies and tools, as well as interactive sessions for state teams. Following the workshop, teams will receive technical assistance to facilitate implementation of their state action plans. Technical assistance will be coordinated and provided by the American Cancer Society in collaboration with partner organizations.

All reasonable workshop related travel expenses (air travel, hotel accommodations, ground transportation, meals, and materials) for the team members will be covered by the American Cancer Society, through funding made available through a cooperative agreement with the Centers for Disease Control and Prevention.

## **HOW TO APPLY**

**Point of Contact:** The Tobacco Control Program Manager will serve as the contact person during the application process. The program manager will be responsible for:

- Reaching out to the required team members
- Working with the required team members to identify representatives from agencies/organizations that will serve as the three optional team members.
- Collecting and compiling the information needed for the application
- Ensuring the application is signed by the CCC Program Director, as a second signature
- Submitting the application

**Team Members:** Required team members include:

1. Tobacco Control Program Manager
2. CCC Program Director
3. ACS Health Systems Manager
4. HUD/Public Housing Authority Representative

Three additional team members will be identified and selected by the required team members. The additional members may be from a policy organization, a non-profit organization that focuses on tobacco initiatives, a local health department, a Federally Qualified Health Center (FQHC) or local clinic.

**Timeline:** Please note the dates below regarding the application process and the workshop.

- **June 23, 2017:** Applications due by 5:00 PM EST
- **July 21, 2017:** Notification of selected teams
- **September 25 & 26, 2017** – Workshop in Atlanta, Georgia

**Application Submissions:** Completed applications must be submitted in Word or PDF format to [CCCNationalPartnership@cancer.org](mailto:CCCNationalPartnership@cancer.org) no later than **5:00 PM EST on Friday, June 23, 2017**. Applicants will receive a confirmation of receipt by e-mail within two business days.

**Selection Process:** The workshop sponsors will select state teams based on the quality of the application, the partners, and the documented need within the state. Sponsors will also consider team readiness to collaborate and implement an action plan that will address state challenges and barriers. Applicants will be notified of their application status by July 21, 2017.

**Questions:** Please submit any questions in writing to [CCCNationalPartnership@cancer.org](mailto:CCCNationalPartnership@cancer.org).

Sincerely,

The Smokefree Housing Workshop Planning Team

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## APPLICATION

Completed applications must be submitted in Word or PDF format to [CCCNationalPartnership@cancer.org](mailto:CCCNationalPartnership@cancer.org) no later than 5:00 PM EST on Friday, June 23, 2017. Applications are limited to three pages of narrative excluding tables, attachments, and other materials.

Narrative (No more than three (3) pages)

1. Briefly describe how participating in the workshop will support smokefree public housing initiatives in your state. Please also describe the potential impact your team could have in your state (please use data such as the number of public housing authorities and residents impacted).

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**Table 1: TEAM MEMBERS**

Please identify your seven (7) team members. Please complete all the information in the table including full names, titles, and organizational affiliations.

Team Member	Name/Title/Organization	Telephone Number	E-mail Address
<b>Tobacco Control Program Manager *Required</b>			
<b>Comprehensive Cancer Control Program Director *Required</b>			
<b>American Cancer Society Health Systems Manager *Required</b>			
<b>HUD/Public Housing Authority Representative *Required</b>			

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<b>Additional Team Member #1</b>			
<b>Additional Team Member #2</b>			
<b>Additional Team Member #3</b>			

**TABLE 2: TEAM RELATIONSHIPS**

Describe the relationship between each team member and the other partners, and include current smokefree public housing activities.

<b>Team Member</b>	<b>Describe existing relationships with other team members and collaborative activities (including activities referenced in the Comprehensive Cancer Control Plan) with other team members that have occurred over the past two (2) years.</b>	<b>Describe your organization's or coalition's current smokefree public housing activities and other tobacco control initiatives.</b>
<b>Tobacco Control Program Manager</b>		
<b>Comprehensive Cancer Control Program Director</b>		

*Smokefree Housing Workshop Application*

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<b>American Cancer Society Health Systems Manager</b>		
<b>HUD/Public Housing Authority Representative</b>		
<b>Additional Team Member #1</b>		
<b>Additional Team Member #2</b>		
<b>Additional Team Member #3</b>		

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**TABLE 3: SUCCESSES AND CHALLENGES**

Each team member should identify their organization's top two or three successes to date and their top two or three barriers or challenges related to smokefree public housing efforts. For new initiatives, (*less than one year*), explain the barriers or challenges that have been encountered.

Team Member	Successes/Accomplishments	Challenges/Barriers
Tobacco Control Program Manager		
Comprehensive Cancer Control Program Director		
American Cancer Society Health Systems Manager		
HUD/Public Housing Authority Representative		
Additional Team Member #1		



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Additional Team Member #2		
Additional Team Member #3		

**We confirm that all organizations and key partners have committed to attend the entire workshop on September 25-26, 2017 in Atlanta, Georgia. Additionally, all organizations and key partners agree to collaboratively support the implementation of a smokefree public housing action plan following the workshop.**

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*State Tobacco Control Program Manager*

\_\_\_\_\_

*Date*

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*Comprehensive Cancer Control Program Director*

\_\_\_\_\_

*Date*