

TOBACCO GRANT PROGRAM
2020-21
GRANT PROPOSAL TEMPLATE
DOJ-PROP56-2020-21-1



XAVIER BECERRA
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**TOBACCO GRANT PROGRAM
DOJ-PROP56-2020-21-1
PROPOSAL COVER SHEET**

SUBMITTED BY:

San Mateo-Foster City School District

Superintendent

Dr. Joan Rosas

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Authorized Signatures:



Name: Dr. Joan Rosas

Title: Superintendent

Date: 8/7/20



Name: Lori Fukumoto

Title: Principal on Special Assignment

Date: 8/7/20

Name:

Title:

Date:

Name:

Title:

Date:

SUMMARY – DESCRIPTION OF REQUEST

<p>Description</p>	<p>Through numerous discussions with families and school administration, we identified several needs that were not being addressed by our current Tobacco Use Education Program (TUPE) grant. This grant targets two areas of need: parent support and safe, on-site disposal of confiscated tobacco based electronic devices.</p> <p>During the 2019-20 school year-August through March, there were over 60 incidences of students vaping on campuses across our four comprehensive middle schools. As part of our intervention program, we offered students an alternative to suspension program. At this time, parents expressed a need for both English and Spanish resources and help with their child's use of tobacco products as well as their continued use of these products. From this data, we propose to start a weekly, parent/student helpline (in English and Spanish) where parents can seek help. Students can also call in to speak to our Teacher on Special Assignment (translation for Spanish speaking students and families will be available) for help with prevention and intervention options.</p> <p>Our second area of need is to provide schools a safe and consistent method for storage and disposal of confiscated tobacco devices that students bring to school. Currently we do not have such process nor storage containers and have to rely on our School Resource Officers (SRO's) to dispose of these items for us.</p>
<p>Funding Requested</p>	<p>\$ 4,565.00</p>
<p>Funding Duration (select one)</p>	<p><input checked="" type="radio"/> 24 Months <input type="radio"/> 36 Months</p>
<p>Summary of Goals and Objectives</p>	<p>Goal 1: Create a weekly parent helpline with Spanish translation. Due to Covid-19, staff would need to use their own personal phones to make and receive calls. The objective is to provide families identified and needed support for tobacco prevention and intervention.</p> <p>Goal 2: Provide a process for storage and safe disposal of electronic cigarette devices. The objective of this goal is to prevent the district from relying on the police officers to dispose of the items and from improperly disposing of these items.</p>

PROBLEM STATEMENT – DESCRIBE THE ISSUES OR PROBLEMS TO BE ADDRESSED WITH GRANT FUNDS.

<p>Geographic Area to be Served</p>	<p>Cities of San Mateo and Foster City, California will be served by this grant. The San Mateo-Foster City School District serves students from four comprehensive middle schools, two K-8 schools and fifteen TK-5 elementary schools.</p>
<p>Tobacco Rates and Patterns</p>	<p>From August 2019-March 2020, there were 63 student incidences involving tobacco/vaping at the middle schools. During the same time span, there was one incident reported at the elementary school level. According to the District's data from the 2019-20 California Healthy Kids Survey, 10% of 7th grade students reported that they had ever used vape products and 5% reported that they were currently using vape products. District data regarding current use of vape products has steadily increased since 2016.</p>
<p>Other Known Factors</p>	<p>According to the World Health Organization's May 2020 report, "Smoking impairs lung function making it harder for the body to fight off corona viruses and other diseases." In light of the Covid-19 pandemic, it is imperative to educate parents and students on the risks of tobacco use and Covid-19. In addition, with students learning from home, it is important for the District to create new communication channels to provide prevention and intervention supports for students and parents.</p>

(Agencies are limited to one sheet for each goal, with a maximum of five goals. Goals must be listed in priority order and should match the Goals and Objectives Summary on page 2.)

GOAL 1: To provide weekly support for families and students through a phone helpline

Goal Description	Parent Helpline
Measurable Outcome	Number of calls, type of substance use, demographic information
Timeline	November 2020-June 2022, every Wednesday
Narrative Description	<p>The District's TUPE Teacher on Special Assignment (TOSA) will provide a parent/student helpline each Wednesday evening for parents/students to call in for substance use support and resources. This resource is especially needed since middle school students will be distance learning for the entire year in 2020-21. The TOSA will also provide access to an online tobacco intervention program/curriculum for students if student and parent consent. Live Spanish translation will be provided. Follow up correspondence to parents will be provided within 7 days of initial contact. One-on-one and online prevention support will be offered to students per parent/student consent. Data will be collected and analyzed to record frequency of calls, types of resources requested, demographic information of families when permitted, and type of substance being used.</p>

GOAL 2: Safe Storage and Disposal of Confiscated Devices

Goal Description	Set up storage and disposal protocols at each school site
Measurable Outcome	Number of devices safely stored and disposed of
Timeline	January 2021-June 2022
Narrative Description	<p>From August 2020-December 2020, the TOSA will research safe storage and disposal methods for confiscated devices. January-June 2021, the TOSA will develop protocols and buy necessary storage for devices. The TOSA will provide training for school staff to safely store and dispose of these devices through June 2022. Data will be collected by the TOSA regarding the type of devices and brands to track current trends among youth through June 2022. Periodic evaluation of the disposal methods and training will be conducted to ensure fidelity to the process.</p>

GOAL 3: _____

Goal Description	
Measurable Outcome	
Timeline	
Narrative Description	

GOAL 4: _____

Goal Description	
Measurable Outcome	
Timeline	
Narrative Description	

GOAL 5: _____

Goal Description	
Measurable Outcome	
Timeline	
Narrative Description	

<p>Personnel Title #1</p>	<p>Description of role in grant proposal (see page 8 of the RFP for instruction).</p>
<p>Personnel Title #2 (Agency May Add More as Necessary)</p>	<p>Description of role in grant proposal.</p> <p>Personnel Title #1- Tobacco Use Prevention Education (TUPE) Teacher on Special Assignment (TOSA) Description of Current Duties-TUPE TOSA carries out the provisions of our current Health Disparities grant. This involves parent education, providing alternative to suspension programs and overseeing the peer mentoring program at the middle schools.</p> <p>Description of Proposed Duties-TUPE TOSA will provide parent support through a weekly phone hotline and offer follow up support and resources for parents, as well as intervention for students. In addition, the TOSA will develop protocols for safe storage and disposal of confiscated devices at all middle and elementary schools.</p> <p>Percentage of Time Allocated to Duties-.75 full time equivalent (FTE). From November 2020-June 2021, 5%-10% of time weekly will be spent with the helpline, including follow up, student intervention and data collection/analysis. From January-June 2021, 8% of time weekly will be spent executing goal 2.</p> <p>Personnel Title #2- TUPE Coordinator</p> <p>Description of Current Duties-District TUPE Coordinator oversees all TUPE activities and funds. Description of Proposed Duties-TUPE Coordinator will assist TUPE TOSA to meet goals 1 and 2. Percentage of Time Allocated-1.0 FTE, 4% weekly will be spent specifically to support this grant.</p>

<p>Budget Detail Sheet</p>	<p>Please copy/duplicate all expenditures into the Excel Budget Detail Sheet. Instructions on how to complete the Budget Detail Sheet are available on the DOJ's website at http://oag.ca.gov/tobaccogrants. You do not need to enter any information into this box. <i>Please proceed to the Budget Narrative.</i></p>
<p>Budget Narrative</p>	<p>All expenditures associated with Operating Expenditures, Equipment, Travel/Registration, and Other Expenses must be adequately justified in this section. Unallowable costs are listed on pages 9 of the RFP. Travel restrictions and limitations are explained on page 9.</p> <p>Spanish Translator for helpline; 1 hour/week for 32 weeks. $\\$35.00/\text{hour} = \\1120.00 $\\$1120.00 \times 2$ (for the 24 month duration of the grant) = \$2240.00 $\\$2240.00 \times 29.80\%$ (administrative costs) = \$668.00</p> <p>Phone reimbursement for staff using personal phones; \$50/month for 10 months for 2 staff = \$1000.00 $\\$1000.00 \times 2$ (for the 24 month duration of the grant) = \$2000.00</p> <p>Safe disposal container 6 containers at \$10.00/container = \$60.00 (one time purchase)</p> <p>Mileage (for safe disposal of vape parts such as batteries) $24 \text{ miles} \times \\$0.575 = \\$13.80$ $\\$13.80 \times 10 \text{ months} \times 2$ (24 month duration of grant) = \$276</p>
<p>Other State and Local Funding Sources for Proposed Grant Projects</p>	<p>San Mateo-Foster City School District is currently receiving funds from the California Department of Education's Youth Engagement to Address Tobacco-Related Health Disparities grant. This three year grant (2019-22) provides for our Teacher on Special Assignment (TOSA) to support our alternative to suspension options for tobacco/vape use as well as youth and parent education.</p>

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

Costs Per Fiscal Year (July 1 - June 30)

A. Personal Services					
Salaries					
Classification/Positions	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Translator	1 hour/week for 32 weeks X \$35.00 X 2 (for 24 month dur	\$1,120.00	\$1,120.00	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 1,120	\$ 1,120	\$ -	\$ -
Overtime					
Classification/Positions	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ -	\$ -	\$ -
Benefits					
Classification/Positions	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ -	\$ -	\$ -	\$ -
TOTAL PERSONAL SERVICES		\$ 1,120	\$ 1,120	\$ -	\$ -

B. Operating Expenses and Equipment					
Equipment (Tangible items with a per-unit cost of \$5,000 or more)					
Description	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
6 storage containers for devices	6 X \$10.00	\$60.00	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 60	\$ -	\$ -	\$ -
Other Expenses					
Description	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
phone reimbursement for use of personal cell phone to	\$50.00/month X 10 months X 2 (for 2 staff) X 2 (for 24 mo	\$1,000.00	\$1,000.00	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

		\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 1,000	\$ 1,000	\$ -	\$ -
Travel Expenses/Registration Fees*					
Description and Destination	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Mileage for disposal of vape devices (round trip between	23 miles X \$ 575 (State reimbursement) X 20 months (24	\$132.25	\$132.25	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
SUBTOTAL		\$ 132	\$ 132	\$ -	\$ -
TOTAL OPERATING EXPENSES AND EQUIPMENT		\$ 1,192	\$ 1,132	\$ -	\$ -

*For approved tobacco related training only. Travel cannot exceed current state rates.

C. Administrative Costs*					
Description	Computation	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
benefits and additional administrative costs	\$1120.00 X 29.80%	\$333.76	\$333.76	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 334	\$ 334	\$ -	\$ -

*Administrative costs may not exceed 5% of the total budget.

TOBACCO LAW ENFORCEMENT GRANT BUDGET DETAIL

SUMMARY					
Budget Category	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Total Request
A. Personal Services	\$ 1,120	\$ 1,120	\$ -	\$ -	\$ 2,240
B. Operating Expenses and Equipment	\$ 1,192	\$ 1,132	\$ -	\$ -	\$ 2,325
C. Administrative Costs	\$ 334	\$ 334	\$ -	\$ -	\$ 668
TOTAL PROJECT COSTS	\$ 2,646	\$ 2,586	\$ -	\$ -	\$ 5,232