

FY12 PROJECT WORKPLAN

Program Goal: Eliminate exposure to secondhand smoke.

Objective 1: By January 31, 2012 increase the number of smoke-free public and affordable housing* properties in Macomb, Oakland, Wayne, St. Clair, and Washtenaw Counties from 1,047 to 1,047 + 20 (=1,067) properties.

*Public and affordable housing includes HUD federally subsidized housing and housing that costs no more than 30% of a household's monthly income.

Key Strategies & Activities	Target date or timeline (Period)		Performance Indicator(s)
	1 st 10/1/11- 12/31/11	2 nd 1/1/12- 1/31/12	
Community Interventions			
1. Meet with Native Americans attending the powwows sponsored by SEMII, events coordinated by North American Indian Association of Detroit, American Indian Services, and American Indian Health and Family Services, and other powwows in the geographic area, and conduct an assessment using the tool developed in FY 11.	X	X	Number of assessments
2. Distribute the SF Homes Pledge at the powwows, and provide follow up through mailings to participants in the assessment, including sending the SF Homes Pledge.	X	X	Copy of materials provided through mailings Number of SF Homes pledges distributed
3. In collaboration with SFELP, coordinate and facilitate presentations and seminars to property owners/managers/Housing Directors of the prioritized properties from the list developed during FY 11.	X	X	Date and location of presentation(s)
4. Coordinate and facilitate talking circles to engage Native American residents living in affordable housing in discussing the issue of commercial tobacco-free policies.	X	X	Dates of talking circles

Key Strategies & Activities	Target date or timeline (Period)		Performance Indicator(s)
	1 st 10/1/11- 12/31/11	2 nd 1/1/12- 1/31/12	
Policy			
1. Set up individual consultations or meetings with affordable housing property owners and Housing Commission directors to promote the benefits of commercial tobacco-free housing to landlords in your area	X	X	Date of meetings and summaries of meetings with landlords.
2. Collaborate with SFELP to schedule presentations and/or trainings at property management meetings and/or housing conferences in your community.	X	X	Date and location of presentation

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Key Strategies & Activities	Target date or timeline (Period)		Performance Indicator(s)
	1 st 10/1/11- 12/31/11	2 nd 1/1/12- 1/31/12	
Surveillance & Evaluation			
1. Track the number of referrals on smoke-free apartment issues made to SFELP.	X	X	Total number of referrals
2. Track the number of assessments conducted using the assessment tool developed in during FY 11 under <i>Community Interventions</i> .	X	X	Number of assessments completed and results of assessment
3. Track the number of public and affordable housing properties that go smoke free as a result of the smoke-free housing initiative.	X	X	Updated list of public and affordable MUDs (use template from FY 11) showing percent of smoke-free MUDS
4. Track the number of SF Homes pledges distributed.	X	X	Number of pledges

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Objective 2: By January 31, 2012 provide information and resources to tribal agencies and Tribal governments as requested in an effort to increase the number of commercial tobacco-free tribal housing policies among Michigan tribes from a baseline of 0 policies to 7 policies.
 (Current status at beginning of FY 12 = 6 policies)

Key Strategies & Activities	Target date or timeline (Period)		Performance Indicator(s)
	1 st 10/1/11- 12/31/11	2 nd 1/1/12- 1/31/12	
Community Interventions			
1. Through meetings and outreach, continue to develop and build on relationships with the three other urban Indian centers (North American Indian Association of Detroit, American Indian Services, and American Indian Health and Family Services), and specific tribes related to this initiative.	X	X	Dates of meetings, description of outreach
2. Provide presentations, information, and resources to tribes and other agencies representing Native Americans regarding commercial tobacco-free homes and commercial tobacco-free policies, requesting assistance and collaboration from SFELP as needed.	X	X	Date and location of meeting(s) and/or presentation(s)

Key Strategies & Activities	Target date or timeline (Period)		Performance Indicator(s)
	1 st 10/1/11- 12/31/11	2 nd 1/1/12- 1/31/12	
Strategic Use of Media			
1. Work with individual tribes (as appropriate), other agencies, and Native American activists to bring awareness to commercial tobacco use, SHS exposure and promote cessation in Native American publications.	X	X	List of publications

Key Strategies & Activities	Target date or timeline (Period)		Performance Indicator(s)
	1 st 10/1/11- 12/31/11	2 nd 1/1/12- 1/31/12	
Policy			
1. Provide technical assistance and resources to tribes and tribal agencies related to commercial tobacco-free policy development.	X	X	Description of TA provided

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Key Strategies & Activities	Target date or timeline (Period)		Performance Indicator(s)
	1 st 10/1/11- 12/31/11	2 nd 1/1/12- 1/31/12	
Surveillance & Evaluation			
1. Track the number of commercial tobacco-free housing policies adopted by Michigan tribes as a result of this initiative.	X	X	Number of policies adopted

Key Strategies & Activities	Target date or timeline (Period)		Performance Indicator(s)
	1 st 10/1/10- 12/31/10	2 nd 1/1/11- 3/31/11	
Capacity Building and Reporting			
1. Attend all relevant trainings and conference calls provided by MDCH and SFELP.	X	X	Dates of calls and trainings attended
2. Submit monthly reports to MDCH Tobacco Section consultant by the last date of the end of the month. For example, submit the report covering activity through October 2011 on Monday 10/31/11. See attached report form.	X	X	Reports are submitted.
3. Submit a year end report covering October 1, 2011 – January 31, 2012 by Thursday March 1, 2012.	X	X	Reports are submitted