

Appendix I: Workplan Guidance

Overview and Instructions:

The purpose of a workplan is to develop a shared vision and create a road map of what needs to be accomplished for success. Workplans are a shared agreement between HPCDP and the partner on the work that will take place. Workplans are a living document and may change.

Please use the Workplan template to describe your proposed work for the period of July 1, 2025 – June 30, 2027. For each strategy you select, please describe your program's history pursuing the strategy and local context and community readiness for the strategy; the equity considerations for implementing your strategy; and a reasonable measure of success for the strategy. Please also list the activities you will carry out in support of the strategy and identify the activity category, community members and other local partners that will support and lead the activity, and the estimated timeframe to complete the activity.

This Workplan allows for self-selection into a tier. The number of required policy and program strategies that need to be reflected in the Workplan vary by tier. Please review the detailed requirements in the TPEP RFA guidance before self-selecting into a tier. Refer to Appendix B for additional guidance on selecting a tier.

- TPEP Tier 1 is required to implement at least one strategy aligned with capacity building and tobacco prevention efforts.
- TPEP Tier 2 is required to advance at least two (2) Policy or Cross Systems Strategies, from at least 2 different categories (A-D)
- TPEP Tier 3 is required to advance at least three (3) Policy or Cross Systems Strategies, from at least 2 different categories (A-D)

Strategy Areas:

- Strategy Area A - Reduce Access to and Appeal of Tobacco and Nicotine Products
- Strategy Area B - Reduce Exposure to Secondhand Tobacco and Cannabis Smoke and Vapor
- Strategy Area C - Promising Tobacco Prevention Strategies
- Strategy Area D - Cross Systems Strategies

You are welcome to include additional activities and strategies beyond the minimum required.

Guidance for Workplan Revisions

HPCDP recognizes that policy and systems change work is dynamic and Workplan activities and strategies may shift throughout the biennium. Throughout the 2025-2027 biennium, all requested changes to approved workplans and budgets must be submitted in writing to HPCDP for approval. Minor shifts in activities can be described in reporting forms if there are no shifts to the overall strategy or approach. Local programs should contact their assigned HPCDP Community Programs Liaison to discuss more significant changes to the approved workplan and/or budget to determine whether revised documents should be submitted for approval. Changes to any budget line of 10% or more require submission of a revised budget for approval.

Please refer to the examples below for guidance on whether Workplan revisions are needed:

EXAMPLE: No Workplan Revisions Needed

A workplan would not require formal changes if a TPEP coordinator planned to pass a smoke-free parks policy to make all the parks in one town in their county smoke-free. If the TPEP coordinator was unable to work with the town that they originally planned on but ended up working with another town to pass a smoke-free parks policy, the TPEP coordinator would not have to change their workplan. They would write about this and the reason for these changes in their quarterly report.

EXAMPLE: Workplan Revisions Needed

A workplan would require formal changes if a TPEP coordinator determined there was a lack of community readiness to pass a smoke-free parks policy and instead decided to work on restricting outlet density where commercial tobacco products were sold through zoning or distance requirements. Because the TPEP coordinator significantly changed their strategy and approach - and would likely change their activities and engaged partners - this would require workplan revisions to be submitted to HPCDP for approval. This example might also require budget changes.

Workplan Instructions

Policy or Cross Systems Strategy	Input selected strategy from Menu of Policy & Cross Systems Strategies provided on pages 18-20 of the RFA.
Why? (Historical Context)	Provide an overview of local context, community readiness, and the work that has been done to date on this policy/program strategy.

Equity Considerations	Provide an overview of how this strategy will be approached equitably. This could include considerations of populations impacted, culturally responsive communications, and equitable implementation and enforcement.
Objective	Objectives are typically outcome oriented, measurable, and realistic to accomplish in this biennium. You may consider using the SMART approach to writing your objectives. SMART stands for specific, measurable, attainable/achievable, relevant, and time bound.
Activity Category	Insert which activity category best describes your activity from the following list: <ul style="list-style-type: none"> • Assessment • Partner/ Community Engagement • Health Communications • Decisionmaker Education • Policy Development & Adoption • Policy Implementation & Maintenance • Other
Cessation Activity	Check the box if the activity listed is a cessation activity that will meet the requirement for Commercial Tobacco Cessation Activities as outlined on page 17 of the RFA.
Activity Descriptions	Activities are the specific, measurable actions to be completed by TPEP to accomplish strategies. Each activity is given a timeframe for when it will be conducted. Include a combination of activities that align with the strategy.
Lead Staff Assigned	Who is responsible for ensuring this activity will be completed? If a contractor will be leading the activity, list the staff that will be managing the contract.
Partners/Contractors	Specify which partners are involved in completing activity or engaged in work. This includes, but is not limited to; organizations, community members, decision makers, and other partners. Also list any contractors that you plan to utilize to complete the activity.
Estimated Timeframe (MM/YY) - (MM/YY)	When do you expect to start and complete this activity? Try to be specific and think about what activities need to be completed before another can begin. While some activities may last the entire biennium, some should have shorter timeframes.

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Health Promotion and Chronic Disease Prevention Section at HPCDP.Community@dhsosha.state.or.us or 971-673-0984. We accept all relay calls.

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