

# Summary of Assessment & Evaluation Activities

This table is meant to provide information about the scope of work grantees can expect in the first year of funding. While both award categories will conduct assessments and evaluations, Category B grantees should anticipate spending much more time and resources on these deliverables. The table below *generally* describes year one activities and is not an exhaustive list for individual grantees.

As a result of the activities below, all grantees will submit the following deliverables to TPC

Deliverable	Deadline
Workplan	August 1, 2018
Assessment	June 30, 2019
Evaluation plan	June 30, 2019

Workplan Activities	Products
<p>Outline tobacco prevention activities that support SHS-7, C-1 and other ongoing strategies.</p> <p>Coordinate assessment activities with task forces, other grantees in the region, coalitions or workgroups.</p> <p>Coordinate media strategies with TPC Staff and Contractors.</p> <p>Communicate with TPC Staff and Contractors to ensure compliance with grant requirements.</p> <p>Create realistic timeline for grant activities and monitor throughout the year.</p>	<p>Coalition or taskforce rosters</p> <p>Meeting minutes</p> <p>Annual workplan for grant activities</p>
Assessment Activities	Products
<p>Build and maintain a team of partners in tobacco prevention.</p> <p>Identify and collaborate with local stakeholders in tobacco prevention and control efforts.</p> <p>Identify local/regional sources of data about the health burden of tobacco use.</p> <p>Develop data-driven problem statements.</p> <p>Analysis of gaps in community programs, infrastructure, policy or resources.</p> <p>Assess community readiness for prevention &amp; cessation efforts.</p> <p>Assess community resources for prevention &amp; cessation efforts.</p> <p>Describe health disparities within the community.</p> <p>Assess internal capacity for implementing evidence-based tobacco prevention strategies.</p> <p>Scan of relevant tobacco policies, ordinances and resolutions.</p> <p>Synthesize community data to inform project priorities.</p> <p>Develop logic model that describes theory of change.</p>	<p>List of elected and appointed officials</p> <p>Resource assessment</p> <p>Community readiness score</p> <p>Community tobacco policy analysis</p> <p>Gap analysis</p> <p>Tobacco policy analysis</p> <p>Project logic model</p>

Evaluation Activities	Products
<p>Participate in TPC evaluation trainings.</p> <p>Develop project evaluation questions.</p> <p>Review budget and allocate funding to evaluation activities as needed.</p> <p>Collect and organize data about the community and grant-funded activities.</p> <p>Review effectiveness of current tobacco prevention efforts.</p> <p>Develop and analyze baseline evaluation measures.</p> <p>Work with TPC Evaluation Team to develop a culturally relevant evaluation of local activities.</p> <p>Develop plan for sharing evaluation findings with community and partners.</p>	<p>Outcome and process measures</p> <p>Quarter reports</p> <p>Evaluation plan</p> <p>Recommendations for implementation of tobacco prevention strategies</p> <p>Communication plans</p>