



Public Health
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Harford County Health Department

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REQUEST FOR MINI-GRANT APPLICATIONS

Tobacco Retailer Education and/or Tobacco 21 (T21) Community Education

Application Number: HCHD G-27-002

Issue Date	June 9, 2026
Due Date	June 22, 2026 by 12:00pm
Issued By	Harford County Health Department (HCHD), Tobacco Prevention and Control Program
Administrative Submission Contact	Suleena Mercado, Director of Administration suleena.mercado@maryland.gov
Program Questions Contact	Wendy T. Kanely, Tobacco Program Coordinator wendy.kanely@maryland.gov
Grant Period	July 1, 2026 through June 30, 2027
Funding Source	State Tobacco Enforcement Grant funds delegated by the Maryland Department of Health (MDH) to HCHD
Maximum Award	Up to \$16,000 for Tobacco Retailer Education and up to \$5,000 for Tobacco 21 (T21) Community Education. Applicants may apply for one category or both categories. HCHD may award less than the maximum amount based on available funding, approved scope, and approved budget.

Purpose of Opportunity

The Harford County Health Department (HCHD) Tobacco Prevention and Control Program is accepting mini-grant applications for Tobacco Retailer Education and/or Tobacco 21 (T21) Community Education activities designed to reduce youth access to tobacco products and increase understanding of Maryland tobacco sales laws.

This Request for Mini-Grant Applications is issued using State tobacco enforcement grant funds. Awards will be administered through a written mini-grant/sub-vendor agreement and are subject to the funding source requirements, HCHD approval, and completion of required reporting and fiscal documentation.

Eligible Applicants

- Community-based organizations, nonprofit organizations, public agencies, educational institutions, healthcare or behavioral health entities, or other organizations with the capacity to conduct tobacco retailer education and/or T21 community education activities in Harford County may apply.
- Applicants must have the administrative and fiscal capacity to track grant-funded activities, maintain supporting documentation, submit required reports, and comply with the approved budget and performance measures.
- Applicants must disclose any actual, potential, or perceived conflict of interest, including any current or prior relationship with the tobacco, nicotine, or vape industry or its affiliates.

Application Categories

Applicants may apply for one or both of the following categories. If applying for both categories, the application must clearly identify separate activities, staffing, budgets, and performance measures for each category.

- **Category A - Tobacco Retailer Education:** Up to \$16,000.
- **Category B - T21 Community Education:** Up to \$5,000.

General Grant Conditions and Responsibilities

- Attend the Quarterly Chronic Disease Prevention and Wellness Workgroup and quarterly HCHD Tobacco Sub-Vendor Meetings, unless excused by HCHD.
- Submit a mid-year report and final report documenting activities completed, performance measures, expenditures, barriers, and outcomes.
- Submit invoices and required MDH fiscal/performance forms as required by HCHD and MDH.
- Maintain documentation supporting all reported activities, including visit records, education checklists, attendance records, outreach logs, materials distributed, referrals, and expenses.

Category A - Tobacco Retailer Education Scope of Work

Applicants applying for Tobacco Retailer Education must describe how they will complete the required face-to-face education visits, coordinate with HCHD, document each visit, and meet all required performance measures during the grant period.

1. Between July 1, 2026 and June 30, 2027, conduct 440 face-to-face Tobacco Retailer Education visits to tobacco retailers in Harford County regarding Maryland tobacco sales laws.
2. Provide education to tobacco retailers on one or more of the following topics:
 - Retailer responsibilities related to checking IDs and acceptable forms of identification, such as a valid driver's license, State ID, or passport.
 - Reminders that tobacco enforcement checks may occur.
 - Penalties related to illegal sales, including criminal charges and fines, as applicable.
 - Free online training offered by MDH for tobacco retailers, register attendants, or cashier attendants.
 - Materials on T21 laws, ID checks, youth access prevention, or other related topics approved by HCHD or MDH.
3. Submit one Tobacco Education Checklist per retailer visit to HCHD's Tobacco Prevention Coordinator within 10 calendar days of the face-to-face visit.
4. Inform HCHD when unlicensed tobacco and/or vape shops are identified.
5. Coordinate retailer education site visits with HCHD's Tobacco Program Coordinator.
6. Identify on the MDH 440A and in the application the number of face-to-face Tobacco Retailer Education visits to be completed, including the proposed timeline for completing the 440 visits.

Category B - T21 Community Education Scope of Work

Applicants applying for T21 Community Education must describe how they will engage community members in structured activities that promote understanding of Maryland Tobacco 21 laws and youth access prevention.

1. Between July 1, 2026 and June 30, 2027, engage community members in structured activities that promote understanding of Maryland Tobacco 21 laws and reduce youth access to tobacco products.
2. Identify on the MDH 440A and in the application the proposed performance measures and projected numbers, including:
 - Number of youth educated on T21 laws and youth access prevention.
 - Number of adults educated on T21 laws, including parents, caregivers, educators, retailers, or community members, as applicable.
 - Number of T21 education sessions, presentations, outreach events, or community engagement activities held.

Application Package

Applications must include the following items. Incomplete applications may be deemed non-responsive or may require clarification before review:

1. Letter of intent/application narrative identifying whether the applicant is applying for Category A, Category B, or both categories.
2. Project narrative describing the applicant's experience/capacity, proposed activities, target audience, geographic area, work plan, timeline, coordination plan, and expected outcomes.
3. Completed MDH 440 form with itemized proposed expenses. [MDH 440 link](#)
4. Completed MDH 440A with proposed performance measures and projected targets. [MDH 440A link](#)
5. Budget narrative explaining the proposed expenses and how they support the category or categories requested. Applicants applying for both categories must provide separate budget detail for each category.
6. Staffing plan, including staff/volunteer roles, estimated hours, duties, and any required job descriptions or supporting documentation.
7. Disclosure of any actual, potential, or perceived conflicts of interest, including any tobacco, nicotine, or vape industry relationship.

Submission Instructions

- **Submit applications by email only to:** Suleena Mercado, Director of Administration, at suleena.mercado@maryland.gov.
- **Email subject line:** HCHD G-27-002 - [Applicant Organization Name].
- **Deadline:** Applications must be received by 12:00pm on June 22, 2026. Applications received after the deadline may not be considered.
- **Receipt:** Applicants are responsible for ensuring that the application is complete and received by HCHD by the deadline.

Questions

Program-related questions should be submitted to Wendy T. Kanely, Tobacco Program Coordinator, at wendy.kanely@maryland.gov by June 18, 2026.

Questions and answers that materially affect the scope, requirements, or application process may be shared with all known applicants and/or issued as an addendum before the application deadline. Applicants should not submit applications to the Program Questions Contact.

Review and Selection Process

Applications will be reviewed for completeness, responsiveness, alignment with the purpose of the State tobacco grant funds, applicant capacity, reasonableness of the proposed budget, and ability to meet reporting and performance requirements. HCHD may request clarifications or revisions before making an award recommendation.

Evaluation Factor	Considerations
Experience and capacity	Relevant experience with tobacco retailer education, T21 education, community education, compliance education, health outreach, youth prevention, grant administration, and required documentation.
Program approach and work plan	Feasibility, clarity, timeline, staffing, coordination with HCHD, and ability to complete the required activities during the grant period.
Performance measures and documentation	Quality and reasonableness of proposed MDH 440A measures, projected numbers, visit documentation, checklists, outreach logs, and reporting process.
Budget reasonableness	Allowability, reasonableness, and relationship of proposed costs to the required category activities and expected outcomes.
Community impact and youth access prevention	Ability to reduce youth access to tobacco products, improve understanding of T21 laws, reach relevant

Evaluation Factor	Considerations
	retailers/community members, and support public health objectives.

Awards will be made based on the most advantageous applications to HCHD and the Tobacco Prevention and Control Program, considering program fit, capacity, proposed activities, performance measures, budget reasonableness, and available funding.

Reporting Requirements

- Submit a mid-year report by December 15, 2026, including progress toward approved activities, performance measures, expenditures, and implementation issues.
- Submit a final report, invoice, final MDH 440, and final MDH 440A by June 15, 2027, unless HCHD establishes an earlier internal deadline to meet MDH reporting requirements.
- Submit Tobacco Education Checklists within 10 calendar days of each face-to-face retailer visit, if awarded for Category A.
- Submit attendance records, outreach logs, materials distributed, and other documentation supporting T21 community education activities, if awarded for Category B.
- Attend the Quarterly Chronic Disease Prevention and Wellness Workgroup and quarterly HCHD Tobacco Sub-Vendor Meetings, unless excused by HCHD.
- Submit additional documentation or backup materials requested by HCHD or MDH to verify services rendered, expenses incurred, and performance measures reported.

General Terms and Conditions

- **Funding availability:** All awards are contingent upon the availability of State tobacco grant funds and HCHD approval. HCHD may reduce, delay, or cancel an award if funds are not appropriated, delegated, or otherwise made available.
- **Written agreement required:** No work may begin and no costs may be incurred until HCHD and the awardee have executed a written mini-grant/sub-vendor agreement. The agreement will include the approved scope of work, line-item budget, approved performance measures, reporting requirements, and applicable HCHD/State terms.
- **Payment and reimbursement:** Unless the final agreement states otherwise, payment will be reimbursement-based and limited to approved, allowable, documented costs. Final payment may be withheld until HCHD receives and accepts all required final reports, invoices, and MDH forms.
- **Allowable costs:** Grant funds may be used only for approved activities that directly support the scope of work and approved budget. Funds may not be used for lobbying, political activities, tobacco products, alcohol, fines or penalties, or other costs not approved by HCHD or allowed by the funding source.
- **Records and audit:** Awardees must maintain financial, programmatic, and supporting documentation sufficient to verify services performed, participants reached, expenses incurred, and performance measures reported. Records must be available for review by HCHD, MDH, and authorized auditors. Records should be retained for at least three years after final payment or longer if required by the final agreement or audit.
- **Nondiscrimination, accessibility, and language access:** Awardees must conduct funded activities in a nondiscriminatory manner and must make reasonable efforts to ensure that services, locations, materials, and outreach activities are accessible to individuals with disabilities, limited English proficiency, and other vulnerable or underserved populations.
- **Conflict of interest and tobacco industry disclosure:** Applicants must disclose any actual, potential, or perceived conflict of interest, including any current or prior funding, sponsorship, affiliation, or other relationship with the tobacco, nicotine, or vape industry or its affiliates. HCHD may determine that a conflict is inconsistent with award eligibility or program objectives.
- **No improper contact:** Applications must be submitted only to the Administrative Submission Contact. Program-related questions may be submitted to the Program Questions Contact. Attempts to improperly influence the review or award process may result in rejection of the application.

- **Changes and termination:** HCHD may require changes to the scope, budget, reporting, or timeline before award. The final agreement will include standard provisions allowing HCHD to terminate the agreement for nonappropriation, default, or convenience, as applicable.
- **Reservation of rights:** HCHD reserves the right to reject any or all applications, waive minor informalities, request clarifications, negotiate scope or budget, make partial awards, make multiple awards if permitted by funding, or make no award.

Required Award Deliverables

- Executed mini-grant/sub-vendor agreement with approved scope of work, budget, and performance measures.
- Approved work plan and timeline for each awarded category.
- For Category A, completed Tobacco Education Checklists for each face-to-face retailer visit and documentation supporting the required number of visits.
- For Category B, documentation supporting T21 education sessions, participants reached, and outreach activities completed.
- Mid-year report due December 15, 2026.
- Final report, invoice, final MDH 440, and final MDH 440A due June 15, 2027.