

Smoke-Free Public Housing Policy Adoption Checklist

A Guide for Minnesota's Public Housing Providers

The United States Department of Housing and Urban Development (HUD) requires that all public housing implement a smoke-free policy by July 30, 2018, which means now is the time to start planning for your public housing properties. The timeline for adopting a policy differs for every property, but Live Smoke Free has created this checklist to assist in your planning.



Public housing agencies (PHAs) can implement a smoke-free policy with a smoke-free lease addendum or with a House Rules revision and the policy must be included in the Annual PHA Plan. If a PHA uses a smoke-free lease addendum, the policy should be phased in as residents recertify. If a PHA makes a House Rules revision, the policy takes effect on the same date for all residents. In both cases, residents may choose to voluntarily sign the smoke-free policy early. Below is a sample checklist using each method.

This checklist is created for: _____
(PHA or Property Name(s))

The smoke-free policy will go into effect by or on: _____
(Effective Date)

The smoke-free policy will be adopted using: lease addendum house rules

Prepare

Recommended Activities – *HUD-Required Activities in Bold

(month/year)

Gather Information and Seek Partners

- Review HUD's final smoke-free rule: "Instituting Smoke-Free Public Housing"
- Connect with other PHAs that have already implemented a smoke-free policy
 - See the American Lung Association in Minnesota's map of Minnesota PHAs
- Learn about Minnesota's state and local smoke-free laws
- Review examples of smoke-free policies and related forms
- Seek community partners such as nonprofit health organizations or local public health agencies
- _____
- _____
- _____

(month/year)

Survey Residents

- Develop a resident survey or use *Live Smoke Free's* "Sample Resident Survey"
- Survey your residents about their experience with secondhand smoke exposure in the building and their thoughts on living in a smoke-free building
- Consult with senior PHA leaders and partners to discuss survey results and policy options

- _____
- _____
- _____

(month/year)

Present the Smoke-Free Rule to Staff, Board, and Resident Council

- Hold a meeting to educate staff on the new policy. Invite all staff who work in the building including management, maintenance, and social services
- Present to the Board of Directors and discuss the benefits of going smoke free, the details of HUD’s final smoke-free rule, and your next steps
- Meet with the Resident Council to discuss the rule and resident engagement
- _____
- _____
- _____

Continue Forward

(month/year)

Develop Policy Details and Obtain Board Approval

- HUD has determined the minimum policy requirements, but PHAs should consider how the requirements apply to their properties and whether to prohibit additional tobacco products, such as e-cigarettes, or prohibit use in additional areas, such as playgrounds or the entire property
- Draft a smoke-free lease addendum or House Rules language
 - A sample lease addendum and House Rules language are available from the Public Health Law Center and may be modified to suit your needs
- Contact your Regional HUD Office and/or the Public Health Law Center to review your policy
- Develop an enforcement plan
 - See *Live Smoke Free’s* “Promoting Smoke-Free Policy Compliance” and “Smoke-Free Policy Compliance and Enforcement FAQ”
 - **Use existing infrastructure for enforcement of lease violations**
- Obtain board approval to begin the 60 day comment period**
- _____
- _____
- _____

(month/year)

Notify Residents and Begin 60 Day Comment Period

- HUD requires that PHAs provide residents at least 60 days’ notice of lease revisions and 30 days’ notice of House Rules revisions, however 60-90 days’ notice is recommended**
- Determine the implementation date
 - If you are using a lease addendum, this is the date you begin phasing in the policy
 - If you are using a House Rules revision, this is the date the policy takes effect for all residents
- Notify residents of policy change through letters and flyers as soon as possible and follow HUD’s notice requirements
 - See *Live Smoke Free’s* “Sample Resident Notification Letter”
 - Include important dates and describe the implementation process
 - Schedule lease addendum or House Rules signings with residents

- Submit articles to resident newsletters
- Promote a resident meeting with invitations and/or flyers to discuss the policy change
- Offer linkages to QUITPLAN® Services or other cessation resources to those residents who wish to quit or cut back on smoking
- _____
- _____
- _____

Educate Residents and Staff; Obtain Board Approval

- Hold resident meetings
 - Invite *Live Smoke Free*, the American Lung Association, or your local public health department to give a presentation to residents regarding the benefits of policy change
 - Hold meetings at different times and invite residents well in advance
- Hold cessation linkages meetings
 - Invite *Live Smoke Free*, the American Lung Association, or your local public health department to give a presentation to residents regarding the benefits of quitting and the free resources available
 - Connect with community health care centers or local clinics to promote available cessation services and benefits
- Clearly communicate where smoking is and is not permitted and the enforcement plan
- Send a reminder notice to residents
- Train staff to ensure they understand the policy, the timeline, and how to address violations
- Conduct a grounds safety review with your local police department
- Order free signs and post signs around property
 - Order form available at www.sfpublichousingmn.org
- Consider resident feedback make appropriate changes to the policy
- Ask legal counsel to review final policy language
- Obtain Board approval
 - Contact *Live Smoke Free* for board meeting talking points
- _____
- _____
- _____

Implement

(month/year)

Policy Goes Into Effect

- If you are using a smoke-free lease addendum
 - Ask new residents to sign the lease addendum when they sign the lease
 - Ask current residents to sign the lease addendum during their recertification process
 - Some current residents may voluntarily sign the lease addendum early
- If you are using a House Rules revision
 - Ask all residents to sign the revised house rules before the implementation date
 - The policy takes effect for all residents on the same date
- List your building on the MN Smoke-Free Housing directory at www.mnsmokefreehousing.org/
- Host a smoke-free celebration or policy recognition event

- _____
- _____
- _____

Maintain

(month/year)

Complete Implementation by July 30, 2018

- If you are using a smoke-free lease addendum
 - Residents continue to sign the smoke-free lease addendum as they recertify
 - Assess how many residents still need to sign the lease addendum (if residents voluntarily signed it early then the building will be smoke free sooner than expected)
- All residents must have smoke-free leases by July 30, 2018**
- Hold a follow-up resident meeting approximately 3 months after implementation to listen to and address resident concerns about how the policy is going
- Update Annual PHA Plan to include smoke-free policy by July 30, 2018**
- _____
- _____
- _____

(month/year)

Promote Compliance and Enforce the Smoke-Free Policy

- Enforce the policy consistently following enforcement plan
- Continue to communicate the policy in resident newsletters, meetings, etc.
- Continue to promote cessation resources such as QUITPLAN® Services
- Conduct a post policy survey 3-6 months after the building becomes smoke free to assess the benefits of the policy and change in resident attitudes/opinions about the policy
 - See *Live Smoke Free's* "Sample Post-Policy Resident Survey"
- Host a 1 year anniversary celebration
- _____
- _____
- _____

Contact Live Smoke Free at info@mnsмоkefreehousing.org or 651-656-3005 for additional assistance. Depending on your geographic location, we may connect you with a partner who can provide local assistance.

More information available at:

www.sfpublichousingmn.org

https://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/smokefree

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