



MHOA Tobacco Program

FY27 Service & Funding Options Cover Letter

August 10, 2026

Dear Health Directors, Health Agents, and Boards of Health,

MHOA is opening its FY27 tobacco service and funding options for municipalities and Shared Services Agreements (SSAs) not currently funded by a regional tobacco program. This letter summarizes everything you need to decide how you'd like to work with MHOA this year, and links directly to the application if you're interested in mini-grant funding. Please read this in full before starting an application or MOU, since it's designed to be the one reference document for the whole program, whether you're viewing it as an email, a PDF, or the linked reference from the application form itself.

Boards of Health already receiving services under a regional program funded by the Massachusetts Tobacco Cessation and Prevention Program (MTCP) are not eligible for mini-grant funding – see Eligibility below for details.

THE PURPOSE OF THIS PROGRAM

This funding and these service options are designed to support municipalities and SSAs in working together to deliver coordinated tobacco retailer compliance, including inspections, enforcement, and merchant education, across their region, rather than each municipality operating independently.

TOBACCO COMPLIANCE SUPPORT AVAILABLE FOR MUNICIPALITIES/SSAS

Guiding question: What type of support is your municipality/SSA looking for?

MHOA offers three ways to work with your municipality/SSA in FY27:

- I. **Option 1, MOU for Youth Access Compliance Checks Only:** Health Jurisdictions sign a Youth Access Compliance Check MOU with MHOA, and provide MHOA with their current tobacco regulations, tobacco retailer list, and confirmation that MHOA has been appointed as their tobacco agent. MHOA conducts Youth Access Compliance Checks and reports back; the jurisdiction enforces based on those findings (per 105 CMR 665 and MHOA's reports) and conducts or contracts its own retail inspections. No funding is attached to this option.
- II. **Option 2, MOU for Inspections & Youth Access Compliance Checks:** Health Jurisdictions sign a Retail Inspection and Youth Access Compliance Check MOU with MHOA, and provide MHOA with their current tobacco regulations, tobacco retailer list, and confirmation that MHOA has been appointed as their tobacco agent. MHOA conducts both retail inspections and Youth Access Compliance Checks and reports back; the jurisdiction enforces based on

those findings (per 105 CMR 665 and MHOA's reports). The jurisdiction receives these services from MHOA, but no direct funding.

- III. **Option 3, Capacity Building Agreement ("Mini-Grant"):** Health Jurisdictions apply for a grant of \$50 per permitted tobacco retailer plus \$1,000 for program administration, and sign a Youth Access Compliance Check MOU with MHOA. The Health Jurisdiction conducts its own retail inspections at all permitted retailers, receives Youth Access Compliance Check services from MHOA, and enforces based on those findings (per 105 CMR 665 and MHOA's reports). This is a competitive, limited process. If a jurisdiction applies and is not selected, it can still execute a Retail Inspection MOU to receive Option 2's services.

If you apply for the mini-grant and are not selected, you can still execute a Retail Inspection MOU to receive Option 2's services (inspections and compliance checks from MHOA, without funding). You won't be left without support if you're not currently delivering these services.

	Entity Conducting Youth Access Compliance Checks	Entity Conducting Retail Inspections
Option 1 <i>Compliance Checks</i>	MHOA	SSA/Municipality (without mini-grant funding)
Option 2 <i>Inspections & Compliance Checks</i>	MHOA	MHOA
Option 3 <i>Capacity Building Agreement</i>	MHOA	SSA/Municipality (with mini-grant funding)

MINI-GRANT FUNDING STRUCTURE

Awards are calculated as \$50 per currently permitted tobacco retailer in the applying municipality/SSA, plus a \$1,000 administrative stipend.

ELIGIBILITY

Boards of Health that are already receiving services under a regional program funded by the Massachusetts Tobacco Cessation and Prevention Program (MTCP) are not eligible for mini-grant funding. Preference will be given to applicants who describe their ability to build collaborative capacity and whose municipality is a designated [MTCP Priority Community](#). Municipalities or shared services arrangements who are already providing services are not eligible to apply for this funding - i.e. no supplanting.

KEY DATES

Application released:

August 10, 2026

Q&A sessions:	August 13, 2026, 11:00AM-12:00PM and August 24, 2026, 2:30-3:30PM
Application deadline:	September 3, 2026
Notification of decisions:	By September 10, 2026
MOUs executed:	By October 1, 2026 (or notify MHOA of your anticipated board/SSA approval date if your governing body meets after this date)

CAN'T SUBMIT BY SEPTEMBER 3?

Board of Health or SSA signatory approval is not required to submit the mini-grant application; the application only asks you to name an anticipated date for that approval, so most jurisdictions can still complete and submit it by September 3 even if their board hasn't met yet.

If your jurisdiction genuinely cannot complete the full application itself by that date, complete the Intent to Apply form instead, so MHOA can keep your jurisdiction in consideration for a later decision pending funding availability.

READY TO APPLY?

FY27 Mini-Grant Application *(A full PDF version of the mini-grant application can be viewed [here](#))*

Intent to Apply Form *(only if you cannot submit the full application by September 3)*

Questions? Contact Sarah McColgan at smccolgan@mhoa.com.

Sincerely,
Sarah McColgan

MHOA Tobacco Control Program



MHOA Tobacco Control Program

FY27 Intent to Apply Form: Capacity Building Agreement ("Mini-Grant")

Only for jurisdictions that cannot submit the full [FY27 Mini-Grant Application](#) by September 3, 2026

Board of Health or SSA signatory approval is not required to submit the full mini-grant application, so most jurisdictions can still complete and submit it by September 3 even if their board hasn't met yet. Only use this form if your jurisdiction genuinely cannot complete the full application itself by that date. Submitting this form keeps your jurisdiction in consideration for a later decision, but does not substitute for the full application once you're ready to submit it.

Please see the MHOA Tobacco Control Program: FY27 Service & Funding Options Cover Letter for more details on support available to your municipality/SSA .

Name:

Municipality/Jurisdiction:

Please expand on your intent to apply and anticipated timeline:

Questions? Contact Sarah McColgan at smccolgan@mhoa.com.



MHOA Tobacco Control Program

FY27 Capacity Building Agreement ("Mini-Grant") Application

This funding opportunity will support municipalities and SSAs in working together to deliver coordinated tobacco retailer compliance services, including inspections, enforcement, and merchant education, across their region, rather than each municipality operating independently. Before completing this form, please review the [MHOA Tobacco Program: FY27 Service & Funding Options Cover Letter](#) for full program details, including all three FY27 service/funding options – Option 1 (compliance-check-only MOU, no funding); Option 2 (inspections + compliance-check MOU, no funding), and this Option 3 mini-grant. The Cover Letter includes mini-grant details on funding structure and key dates.

NOTE: Boards of Health who are receiving services under a regional program funded by the Massachusetts Tobacco Cessation and Prevention Program (MTCP) are not eligible for funding under this program.

Applications will be accepted until September 3, 2026. If your jurisdiction cannot submit the full application by then, please submit the Intent to Apply form, which is available at the beginning of this application. MHOA can keep your jurisdiction in consideration for a later decision. It does not substitute for the full application once you're ready to submit it.

Section 1: Deliverables to Receive Funds

If the Board of Health, Health Department, or SSA receives funding from MHOA, we plan to conduct the deliverables as agreed upon in this application. We understand that reimbursement is available at a rate of \$50 per permitted tobacco vendor, in addition to a \$1,000 administrative fee.

Should your jurisdiction be selected for the grant program, the following will be required to receive funds. Please check each item to acknowledge and confirm:

- ☐ Application Form
- ☐ Personnel Summary
- ☐ Signed Capacity Building Agreement (the mini-grant agreement)
- ☐ Signed Compliance Check MOU (MHOA conducts compliance checks; jurisdiction enforces based on findings)
- ☐ Copy of tobacco retailer list, including name, street address, and zip code, for each permitted retailer
- ☐ Copy of current local tobacco retailer regulations and local policies not adopted by state law (including youth access provisions, if applicable)

- ☐ Written indication that MHOA has been appointed as a tobacco agent for the municipality (required for MHOA to conduct compliance checks under the MOU)

Section 2: Required Activities

By submitting this application, the applicant commits to completing the following if awarded funds. Please check each item to confirm.

Note: Funding is released in two installments of 50% each: the first upon submission, completion, or proof of the following items:

- ☐ Execute a Compliance Check MOU with MHOA (MHOA will conduct compliance checks; the jurisdiction enforces based on findings).
- ☐ Provide a municipal signatory for both the Capacity Building Agreement and the Compliance Check MOU by October 1, 2026. If your governing board/SSA meets after this date, notify MHOA of your anticipated signatory approval date.
- ☐ Collaboration amongst SSA municipalities that are not a part of regionally MTCP-funded programs must be present.
- ☐ Inspectional staff must have completed the Instructor-led and In-the-Field MHOA Tobacco Program Retail Inspection trainings prior to initiating inspections.
- ☐ Asynchronous training in POST, the state tobacco database, must be completed prior to beginning inspections. The training can be accessed by contacting the MHOA Assistant Program Director, who will also provide POST access when the training has been completed.

The second installment of funding will be released upon submission, completion, or proof of the following:

- ☐ Conduct at least one retail inspection of each permitted tobacco vendor in the municipality/SSA. Inspections must begin no earlier than October 1, 2026, and the first round should be completed by January 2027.
- ☐ Enter all inspection data into the POST statewide tobacco database live in the field.
- ☐ Distribute MHOA merchant education postcards to all permitted tobacco retailers at permit renewal, during inspection visits, and if there is a violation at the time of reinspection.
- ☐ Conduct rechecks for any violations (state and local) within 3 months of the original inspection and no later than April 30, 2027.
- ☐ Submit monthly written progress and financial reports to MHOA by the 15th of each following month.

Note: No services will be delivered by MHOA without the required documents, including the signed MOU.

Section 3: Application Information

Name of Local Health Jurisdiction:* _____

Contact person for this application:* _____

Phone number:*

Fax number:*

Email address:*

Street address:*

City/town:*

Zip code:*

Name of Signing Authority:*

Email:*

Phone number:*

Anticipated date of MOU signatory
approval (if not already obtained):*

Name of Health Department
Director or Shared Services
Coordinator (if different from
above):

Email:

Phone:

Total number of currently permitted
tobacco retailers:*

**Estimated grant amount (\$50 × #
of retailers, + \$1,000
administrative stipend):**

Section 4: Personnel Summary

Who will be conducting the retail tobacco
inspections?*

Name:

Has/Will this person attend the Retail Tobacco Inspection training?*

☐ Yes ☐ No