

## **Unsolicited Funding Opportunity for Projects Related to Policy and Built Environment Change & Innovations in Active Living and Healthy Eating**

### Question and Answer Log

January 13, 2022

**Q1.** Is this application open annually?

**A1.** 092-US22 is open from December 15, 2021, through March 15, 2022. Any additional funding opportunities will be announced by TSET in the future. To be apprised of open funding opportunities, interested parties should sign up to receive notifications at <https://app.smartsheet.com/b/form?EQBCT=4567fe130efd49a291ae68c446614001>.

**Q2.** Are subcontracts allowed from a lead organization to its partner organization to execute this grant?

**A2.** Yes, subcontracts are allowable to hire qualified vendors to complete all or part of the project. If applicable, the role and qualifications of all subcontractors must be described within the proposal.

**Q3.** Is it just travel and training that can be funded?

**A3.** Items included on the TSET budget template and that adhere to the requirements of the proposal guidelines are eligible for funding consideration.

**Q4.** What is a health communication item?

**A4.** Health communication items are intended to support public awareness of the project and include signage, event promotions/sponsorships, and promotional or incentive items. All requested health communication items require consultation with a TSET health communication consultant.

**Q5.** Regarding the match requirement, if an organization is proposing an expansion of an existing project, can funding raised for the completed, existing project be considered as part of the match for the expansion?

**A5.** No. Funds that have already been expended on a completed project cannot be used as match for the current TSET project. Matching funds must go directly toward work under the TSET-funded project.

**Q6.** Can federal or state CARES or ARPA funding qualify as match?

**A6.** Yes, if allowable by the funder.

**Q7.** Can the employee project manager's time count as in-kind?

**A7.** Yes, a project manager's time that is spent directly on managing the project may be considered as in-kind funding.

**Q8.** The project we had in mind would include creating a fitness center to promote physical wellness for the women and children in our residential facility. This fitness center would not be open to the public due to HIPAA concerns, but it would benefit approximately 500 of our residents per year. Would this project work for this grant?

**A8.** Potential applicants are encouraged to read through the guidelines and project requirements to determine if their project would be eligible for funding under this opportunity.

**Q9.** For the "Innovations in Active Living and Healthy Eating" portion of the grant, there is a portion under the "Project Management" section that states that TSET will not fund full-time employees. Does this include builders and contractors, or does this specification only apply to project managers?

**A9.** "Staff" refers to project managers, coordinators, employees, etc. that are employed (either permanently or on a temporary basis) by the applicant organization and that would serve an administrative function on the project. Contractors and builders that the applicant organization may hire to build, complete, or install the project are not considered staff and could be considered an allowable expense.

**Q10.** Can one entity apply for two different projects via two grant applications?

**A10.** Yes, applicants may submit multiple applications if they are for different projects.

**Q11.** Does maximum funding period of two years mean that the project would need to be completed within two years?

**A11.** Yes, this funding is intended to fund short-term projects that should be completed by the end of the project period.

**Q12.** Our counties TSET workers performed a needs assessment in 2020 with food insecurity information that supports our project proposal. Would this need assessment suffice for the needs assessment we need to provide for this grant?

**A12.** Potential applicants are encouraged to review the Project Plan and Justification section of the guidelines to determine if their needs assessment meets the requirements of the funding opportunity and provides justification for the proposed project.

**Q13.** Are residential programs eligible, such as residential substance use treatment centers or residential housing programs for persons with mental health or substance use issues? These are both part of a non-profit organization.

**A13.** If the applicant organization is a 501(c)3 non-profit organization with a physical business presence in Oklahoma, the organization could apply for this funding.

**Q14.** Unallowable budget items include: 'Expenses related to the development of a proposal or application for funding from any organization'. Would this make architectural firm consultation and design work for a new indoor aquatic center construction project unallowable?

**A14.** No, consultation and design services are not expressly unallowable. "Expenses related to the development of a proposal or application for funding from any organization" refers to responding to requests for proposals or other grant/contract opportunities offered by funders.

**Q15.** Can City governments or schools use TSET Incentive Grant money as part of their match?

**A15.** No, TSET funds may not be used to match TSET funds.

**Q16.** We have applied for the healthy living grant, are we eligible to apply for this grant. Where do we get information about this grant?

**A16.** Applying for or being the recipient of a TSET grant does not preclude entities from applying for other TSET grant programs and funding. All entities and projects must meet the eligibility requirements as indicated in the funding guidelines on TSET's website at <https://tset.ok.gov/content/other-funding-opportunities>.

**Q17.** I work for the TSET grantee in Muskogee County as a Wellness Coordinator. My questions are: May we use staff time as in kind on the project for the 1:1 match? May we use staff salary or salary of our community buy-in partners as part of the 1:1 match?

**A17.** Salary costs can be considered as allowable in-kind matching funds if the staff whose salary is being used as match are working directly on the project. Examples of duties include project construction or on-site implementation. TSET funds or TSET-funded staff may not be used as match.

**Q18.** Regarding Appendix B: If the City were to be the grant applicant, but all departments within the City were involved and a City employee used some form of tobacco, but all grant related activities took place off-site, would it be a violation of the appendix if the employee kept his tobacco in his vehicle?

**A18.** It appears that this question is asking specifically about the following tobacco-free policy element for cities/towns: "Prohibiting employees from smoking or using tobacco products or vapor products in personal vehicles during all hours of employment while such vehicles are on municipal property."

This policy element prohibits the use of tobacco products while on city property. It would not

violate the policy if an employee were to have tobacco products in their personal vehicle as long as they are not using them in their vehicle while on city property.