



## TSET FY21 Healthy Incentive Grant for Communities

### Guidelines and Application

#### Purpose

TSET Healthy Incentive Grants for Communities are designed to help cities and municipalities adopt and implement best and promising practices for tobacco-free city property, access to healthy and nutritious foods, and physical activity for the benefit of the whole community.

#### Application Period

Applications are accepted only during two periods of the State fiscal year (July 1 – June 30).

For FY21, application periods are open during the following times:

- September 15, 2020 – October 15, 2020
- January 4, 2021 – February 5, 2021

**Applications will not be accepted after 4 p.m. Central Time on the last day of the application window.**

#### General Eligibility

Any incorporated Oklahoma city/town/municipality<sup>1</sup> may apply.

#### Previous Incentive Grantee Eligibility

A city that has received prior TSET community incentive grant funding is welcome to apply and would be eligible to receive the difference of the previous award up to the maximum award amount under this funding opportunity. A city must submit an application that meets all new program requirements for the classification (Bronze, Silver, or Gold) for which they are applying. (Click [here](#) for a list of previously awarded communities.)

Communities that have previously received TSET incentive grant funding but did not receive the maximum funding and are applying for the next level of funding under the current funding opportunity will be evaluated on the policies, practices, and implementation of criteria from past incentive grant(s) by TSET staff prior to submission of an application for additional funding.

All previous TSET incentive grants must have submitted final documentation for the previous grant(s) and the grant(s) must have been closed satisfactorily in order to be eligible for

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<sup>1</sup> Hereafter, "incorporated city/town/municipality" will be referenced as "city" or "community".

submission under this funding announcement. To inquire of the status of a previously-funded incentive grant for your organization, contact TSET Grants Management at [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

### Non-Acceptance of Tobacco Funds

Applicant organizations are required to complete a Certification of Non-Acceptance of Tobacco Funds form, contained within the application (Attachment A).

### Funding

Funding is limited and available on a first come, first served basis. A city can receive funding only one time during the grant year. Funding is determined based upon the following:

1. The city adopting an ordinance that prohibits smoking and the use of tobacco products (including e-cigarettes and vaping devices) on all indoor/outdoor city owned/operated property.
2. The Worksite Wellness policy and practice the municipality’s government workplace achieves,
3. Community Actions achieved by the community toward an environment of wellness, and
4. The population size of the city/municipality. The higher the population size, the larger the potential grant award. See Figure 1.

<b>Community Classification/Size<sup>2</sup></b>	<b>Bronze Class</b>	<b>Silver Class</b>	<b>Gold Class</b>	<b>Maximum Combined</b>
Rural – up to 4,299	\$10,000	\$12,000	\$14,000	\$36,000
Small – 4,300 up to 9,999	\$10,000	\$15,000	\$25,000	\$50,000
Medium – 10,000-29,999	\$24,000	\$36,000	\$60,000	\$120,000
Large – 30,000+	\$30,000	\$45,000	\$75,000	\$150,000
OKC/Tulsa	\$40,000	\$60,000	\$100,000	\$200,000

*Figure 1*

The program provides criteria for three award classifications for each of the population categories: Bronze, Silver, and Gold. The requirements for each funding classifications increase as the class level increases. The greater the number of policy and practice actions a city and community achieves, the higher the potential grant award. Applicants may be awarded at incremental levels and funding amounts are cumulative; when a city fulfills all the criteria for all three classifications, the maximum funding amount will be awarded. Cities meeting the criteria at the Silver class must also meet the criteria at the Bronze class. Cities meeting the criteria at the Gold class must also meet the criteria at the Bronze and Silver classes. Cities may receive funding only one time at each incentive class of Bronze, Silver, and Gold.

For example, if a city achieves the criteria for the Gold class in the first year (which means that the city must also have met the requirements for the Bronze and Silver classifications), the city is awarded the

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<sup>2</sup> City size/population includes five categories: Rural, Small, Medium, Large, and OKC/Tulsa. The latest census counts are utilized to determine the size of the city. There are a total of 589 incorporated towns and cities in Oklahoma.

amounts for Bronze and Silver in addition to the award amount for the Gold level. Thus, the city would be awarded the amount in the Maximum Combined Funding column.

Funding does not require a match, but cities are encouraged to use these funds for match with other funding opportunities.

**Grant funds must be utilized and documentation of project completion must be submitted to TSET within one year of approval by the TSET Board of Directors.**

### Funding Availability

Funding varies each year and applications are accepted until the application window closes. TSET may receive more applications than funding can support and applicants are encouraged to apply early as applications are considered on a first come, first served basis.

### Suggested Use of Funds

Cities awarded grant funding will apply the funds to advancing any of health criteria they believe best addresses the needs and opportunities in their communities. Cities are encouraged to utilize the funding for projects that enhance wellness activities in their geographic areas of poorest health.

- Walking trails
- Lighting for parks and trails
- Farmers market venues
- Community gardens
- Basketball and tennis courts
- Bicycle lanes/bike racks
- Outdoor physical activity equipment
- Splash pads/improvements to community pools
- Engineer or architects' services to develop walkability plans

TSET reserves the right to approve, deny, or—with the awarded grantee—modify any proposed uses of TSET funds.

### Criteria

Criteria for the grant have been developed using evidence-based practices for tobacco control, access to healthy and nutritious foods, and physical activity. The emphasis is on higher impact policies and actions to improve community health. Documentation of having met each criterion is required from the city. Each application is reviewed based specific criteria listed beneath each review area:

1. City's smoking/tobacco ordinance;
2. City's active workplace wellness committee;
3. City's workplace wellness policy; and
4. Community actions.

Specific criteria for FY21 can be found [here](#), while workplace wellness policy can be found [here](#).

Resource Guide for criteria can be found [here](#).

## Award Process

Applications received prior to 4 p.m. on the last day of the application window will be reviewed. All eligible applications will be presented to the TSET Board of Directors for funding consideration. Awards are subject to availability of funds and are made on a first come, first served basis. Applicants will be notified of their award status within one (1) business day of the [TSET Board of Directors meeting](#) at which the applications are considered. **Notification will be made via email to the authorized official listed on the application forms.** Awarded applicants will have 60 days from notification of award to complete all required contract documents as indicated by TSET. **Failure to complete all required contract documents by the date stated in the award letter may result in forfeiture of award.**

Applicants who are not awarded funding due to incomplete or otherwise ineligible applications or due to a lack of funds available will receive an email notification from TSET within one (1) business day of the TSET Board of Directors meeting at which the applications are submitted. Notification will be made via email to the authorized official listed on the application forms. Unfunded applicants are eligible to submit a new application during the next funding cycle.

## Grant Period

The grant period shall be for one year from the date of approval by the TSET Board of Directors. **Any requests for extensions to the grant period must be submitted in writing to TSET Grants Management no fewer than 60 days prior to the end of the grant period.**

## Reporting Requirements

A final report must be completed and submitted to TSET within one (1) year of approval by the TSET Board of Directors. **Any requests for extensions to the grant period must be submitted in writing to TSET Grants Management no fewer than 60 days prior to the end of the grant period.** Failure to submit the final report may result in ineligibility for future TSET funding opportunities.

## Payment

**Grantees need not first expend funds or provide invoices in order to receive their award from TSET.** Award payment will be made upon submission of all required contract documents and confirmation of invoice approval, which is issued via email by TSET Grants Management to the authorized official. Failure to submit all requested documents and invoice approval within 60 days of receipt of the email from TSET Grants Management may result in forfeiture of award.

## Application Process

### STEP 1

Upon review of the program guidelines, requirements and criteria, a city staff member of the interested community must email Connie Befort, TSET Healthy Incentive Grant Program Manager, at [connieb@tset.ok.gov](mailto:connieb@tset.ok.gov) and provide their contact information and interest in applying.

### STEP 2

The Program Manager will call the city staff member to discuss the grant details and the application process.

### STEP 3

After discussion with the Program Manager the city staff member will receive guidance about applying for the program.

### STEP 4

The city completes the application with the required documents or verbiage and submit for review. Before submission of your application, double- and triple-check it for accuracy and completeness. Incomplete or improperly completed applications will not be eligible for award.

### STEP 5

Once your application is submitted and you receive a confirmation email, the application has been placed into the queue for funding consideration in the order in which it was received. If you do not receive a confirmation email or have any questions after submission, contact [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

### STEP 6

Applications are reviewed for funding consideration based upon the documents and information included in the submitted application. Upon TSET's review, if any application is deemed to be incomplete, improperly completed or otherwise ineligible based on the information submitted, the application will be rejected.

### STEP 7

Within one day following the TSET Board of Directors meeting, the contact for each of the applications will be emailed the status of their application. All applicants—funded, unfunded, and ineligible—will be notified via email.

## Application Preparation and Submission

Applications may be submitted at any time while the funding cycle is open. However, potential applicants are advised that funds are awarded on a first come, first served basis and that demand under this program often exceeds available funds. Applications are accepted until 4 p.m. CT on the application closing date.

Applications must be submitted via Smartsheet web form. Smartsheet web forms do not allow the saving of data, so all information must be entered and submitted at one time.

Applications must be submitted using the forms included at the end of this document. Two forms are provided by TSET with these instructions and are required for each application:

- Attachment A, Non-Acceptance of Tobacco Funds Certification, and
- Attachment B, Application Checklist. The checklist lists the attachments in the order in which they must appear in the application package.

**These forms must appear as the first pages of each submitted application. Applications submitted without these forms will be ineligible for review.**

All required policy and supporting documents must be saved as .PDFs and attached behind the Non-Acceptance of Tobacco Funds Certification, and Application Checklist, respectively. All required

supporting documentation must be included in the order listed on the [criteria document](#). **Please check and double-check that all required documents are included and presented in the order indicated in the criteria document before submitting your application.**

Applications must be submitted to TSET via [Smartsheet](#). Applications submitted via any other method will not be considered. Applications may be submitted via this link: <https://app.smartsheet.com/b/form/1778c58716d34a43b4a891ef11b7daea>. For technical assistance with submitting an application, please contact [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

**All required documents must be submitted with the application.** Incomplete or improperly completed applications will not be eligible for review. Applications will only be reviewed based on information submitted to TSET with the official application on or before the submission deadline. Additional information will not be requested or accepted after the deadline.

Only one submission per applicant organization will be accepted and additional information cannot be added to a submission after it has been uploaded. However, if, after submission but before the deadline, an applicant should realize a mistake in or omission from their proposal, the applicant may notify TSET in writing of the desire to withdraw the submitted application. An email stating the intent to withdraw a submitted application must be sent to TSET Grants Management at [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov). The applicant may then resubmit the entire application package if the submission deadline has not passed. The original application will be released from its spot in the requests queue and will be considered for review in the order that the corrected application is submitted.

## Evaluation

TSET evaluates all its grant programs for effectiveness and impact. Awardees of an incentive grant must participate in a program evaluation when called upon to do so by TSET.

## Required Software

This document must be opened in Adobe Reader or Professional. All required application attachments are included in this document and are only accessible by downloading the funding announcement and opening it in Adobe Reader or Pro. Applications opened within browser windows or in preview mode will not offer the reader the full, required functionality to complete an application. If you are unable to see the attachments pane on the left side of your screen, this document has not been fully downloaded and opened in Adobe. Please download the document and open it in Adobe. **If you experience issues with downloading the application or any required forms, contact [tessan@tset.ok.gov](mailto:tessan@tset.ok.gov) for assistance.**

Applications under this funding opportunity may be completed at no cost to the applicant by using Adobe Reader. The full version of Adobe Acrobat Professional is not required to complete any of the application forms. Applications must be submitted electronically via Smartsheet, which requires no account to use.

This funding opportunity may be accessed on the TSET website at <https://tset.ok.gov/content/healthy-communities-incentive-grants>.

#### Contact Information

Questions about eligibility or programmatic requirements may be directed to Connie Befort, Program Manager, at [connieb@tset.ok.gov](mailto:connieb@tset.ok.gov) or (405) 694-8191. Questions about submission of an application or other technical issues should be directed to [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

**Oklahoma Tobacco Settlement Endowment Trust  
Certification of Non-Acceptance of Tobacco Funds**

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**Organization/Grantee/Principal Investigator Name:**

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The organization named above hereby certifies that during the term of the agreement with the Oklahoma Tobacco Settlement Endowment Trust it will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funded by the manufacture of tobacco, tobacco products, and/or electronic nicotine delivery systems (ENDS), nor will it accept any type of funding from such a company or foundation. The organization further certifies that it will not engage in the manufacture of tobacco products during the term of the grant. This restriction does not apply to the growth or use of noncommercial tobacco for ceremonial use.

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**CERTIFICATION**

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I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient, contractor, or principal investigator (as applicable) to the above described certification. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of Oklahoma.

Director of Agency or Principal Investigator:

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Signature

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Date

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Printed Name and Title



## Application Checklist

This checklist must be completed and submitted for each application. Please carefully review each item on the checklist before saving and combining it with your application forms.

### Workplace Policy Elements Checklist

Please check each box that applies to your community's workplace wellness policy and upload this document with your application.

#### **Tobacco**

- Policy prohibits the use of combustible, vapor and all other tobacco products.

#### *Prohibitions*

- Prohibition applies to all city property (provide separate policy ratings for indoor and outdoor property).
- Indoor property
- Outdoor property (including parks and recreational areas)
- Prohibition applies during all hours of employment.
- Prohibition applies to every employee.
- Prohibition applies to all municipally-owned or leased vehicles at all times.
- Prohibition applies to employees' personal vehicles during all hours of employment while on municipal property.

#### *Tobacco Cessation Support Services Offered by the City*

- Provide tobacco cessation information, resources and/or support.
- Provide insurance benefits and access to the following types of assistance with no prior authorization or out-of-pocket cost to the employee:
  - Group
  - Individual
  - Phone counselingwith a minimum of:
  - 4 counseling sessions of at least 10 minutes each per attempt, and
  - 2 quit attempts per year.
- Cover all seven Food and Drug Administration (FDA) approved cessation aids.
- Communicate and promote the available tobacco cessation benefits and insurance coverage for employees, to all prospective employees, new employees at the time of hire and all existing employees on an annual basis.

#### *Implementation, Support and Enforcement*

- Signs about this policy will be posted at entrances to all buildings on Municipal Property.
- Enforcement plan.

#### **Nutrition**

*Foods and beverages sold or offered in the workplace meet these guidelines.*

#### Snack Pantry (1 – 9)

## ATTACHMENT C

- 100% of foods contain 0 grams of trans fat per serving.
- 100% of snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals). 100% of individual meal items contain no more than 480 mg of sodium per serving.
- 100% of individual meal items contain no more than 230 mg of sodium per serving (excluding refrigerated meals.)
- 75% of packaged foods contain no more than 200 calories per package, no more than 10% of total calories from saturated fat, and no more than 35% of total calories from sugar (excluding nuts and seeds without added fats, oils or sweeteners and fruits or vegetables without added caloric sweeteners).
- 75% of beverages contain no more than 40 calories per serving (excluding 100% fruit juice and unsweetened milk).
- 100% of milk and milk products will be unsweetened and non-fat or low-fat (1%).
- 100% of juice will be unsweetened and 100% juice.
- 100% of vegetable juice will contain no more than 230mg of sodium per serving.
- 100% of foods are cooked without frying (i.e., steaming, grilling, roasting, broiling, baking, poaching, sautéing).
- Make cool drinking water available throughout the day at no cost.
- Provide employees with access to a refrigerator, microwave and sink with a water faucet.
- Encourage employees to bring healthy foods to special occasions such as events, birthdays and retirement parties or celebrate with non-food items.
- Provide a quiet, private area that may be used by employees to express breast milk. This area will have an electrical outlet and will not be a bathroom.
- Provide nutritional information on foods and beverages sold or offered in the workplace.
- Identify healthy food and beverage menu items with signs, symbols and/or colors.
- Offer smaller portion sizes.
- Promote the purchase of healthy foods and beverages through practices such as pricing strategies or posting flyers or using other communication tools.
- Provide nutrition education through activities such as seminars, workshops, classes, meetings and newsletters.
- Host, sponsor or promote a farmers' market on or near city property that is open to community members.

### **Physical Activity**

- Provide employees with at least 30 minutes of paid physical activity break time in addition to their regularly scheduled meal breaks.
- Incorporate 10 minute physical activity breaks into every hour of sedentary meetings, trainings and other workplace gatherings.
- Promote short activity breaks throughout the workday.
- Promote walking meetings.
- Provide flexible work arrangements to accommodate paid physical activity breaks.
- Promote stairwell use, if applicable, throughout the workday by making stairs accessible, appealing, and posting motivational signs.

## ATTACHMENT C

- Use posters, pamphlets, and other forms of communication to promote physical activity.
- Promote employee participation in physical activity by creating exercise clubs or groups and sponsoring employee sports teams.
- Provide an onsite fitness facility.
- Provide access to an on-site changing room or locker rooms with a shower.
- Provide employees and their families, with access to an off-site fitness facility, including but not limited to, purchasing corporate memberships as part of the employee's benefit package, subsidizing membership expenses or negotiating a discounted rate.
- Provide safe and secure bicycle parking for employees and visitors to municipal workplaces.
- Provide information about local resources and facilities, such as events, walking trails, community parks and recreational facilities.
- Promote physical activity through activities such as seminars, workshops, classes, newsletters and meetings.

### **Required Documents**

#### **All Applicants:**

- Attachment A, Cover Page
- Attachment B, Non-acceptance of Tobacco Funds Certification
- Attachment C, Application Checklist

#### **Bronze Applicants:**

- Copy of the approved (signed and dated) tobacco ordinance
- Listing of workplace wellness committee members, scheduled meeting information, committee goals, minutes, etc.
- Copy of signed and dated worksite wellness policy
- Copy of signed and dated policies for the primary, secondary school districts, all vo-tech, career tech and higher education facilities.
- Provide a list of stores and markets that accept WIC, SNAP, and senior nutrition vouchers within your community.
- Provide the list of coalition members, with their affiliation, (highlighting city members), along with the agenda and minutes of the past meetings.
- Provide links to website\* from city hall, chamber of commerce, businesses, etc. and attach copies of fliers, photo of locations, etc.

#### **Silver Applicants**

- Provide a copy of the signed and dated policy, ordinance or zoning code that encourages children and their families to participate in active transportation.
- Provide a copy of the policy that restricts the number and locations and/or density of tobacco retail outlets using the following means: conditional-use permit, zoning, tobacco-retail permits or licenses or direct regulation.
- Provide a copy of the signed and dated policy, ordinance or legal code that promotes, expands, and/or protects community garden and farmer's market sites.

ATTACHMENT C

- Provide the list of community members involved in community and development planning meetings, with their affiliation, along with the agenda and sign in sheet of those attending.
- Provide links to websites\* of city hall, chamber of commerce, businesses, etc., attach copies of fliers, photos of locations, etc. demonstrating promotion of Shape Your Future.

**Gold Applicants**

- Provide a copy of the list of underage tobacco compliance checks conducted within the last 6 months. Also, provide a copy of the publication notice.
- Provide a list of stores and markets that sell fresh fruits and vegetables and include pictures of locations.
- Provide a copy of signed and dated ordinance, zoning code or master plan with highlighted information on complete streets.
- Provide a copy of the multi-unit housing complex's policy that designates smoke-free units. Communities that do not have multi-unit housing facilities or are multi-unit housing facilities corporately owned (not locally owned) are exempt from this criterion. A statement indicating the basis for exemption must be provided in lieu of a policy.
- Provide copy of the city's healthy event policy that will be signed by each event organizer prior to the event.
- Provide a copy of the approved (signed and dated) ordinance, policy or zoning code that facilitates Shared Use Agreements that increase community access to existing public indoor and outdoor spaces for physical activity for all ages.

*\*If hyperlinks are provided, they must be entered into Smartsheet upon submission of the application.*