



## TSET FY22 Healthy Incentive Grant for Communities

### Guidelines and Application Process

#### 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 during the two open periods of the state fiscal year (July 1 – June 30).

For FY22, application periods are open during the following times:

- November 1, 2021 – December 3, 2021
- March 1, 2022 – April 1, 2022

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

Applicants are encouraged to apply early, as applications are considered on a first come, first served basis.

#### Funding

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 level (or strength) of the Worksite Wellness policy adopted and the municipality’s practices in support of the policy;
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 the chart below.

Community Classification/Size <sup>1</sup>	Bronze Class	Silver Class	Gold Class	Maximum Combined
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

<sup>1</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 590 incorporated towns and cities in Oklahoma.

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 or 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 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 for this program varies each year and TSET may receive more applications than current funding can support.
- 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.
- A city may only receive funding one time during the fiscal year.

### General Eligibility

Any incorporated city/town/municipality in the state of Oklahoma may apply.

### Previous Incentive Grantee Eligibility

A city that has received prior TSET community incentive grant funding is welcome to apply and could 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.

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 to be eligible for submission under this funding announcement.

To inquire about 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).

## Criteria

Criteria for the grant have been developed using evidence-based practices for tobacco control, access to healthy and nutritious foods, and physical activity, with emphasis 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 on specific criteria in the areas:

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, additional information, sample policy language and resources for each criterion are included in the FY22 HIGC Criteria/Documentation Required/Resources Guide [\(Click here\)](#)

## Suggested Use of Funds

Cities awarded grant funding will apply the funds to advancing any health criteria they believe best address 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. TSET reserves the right to approve, deny, or—with the awarded grantee—modify any proposed uses of TSET funds.

- 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

## Application Preparation and Submission

### STEP 1: Review

Review **all** the details provided in this Guidelines and Application Process document.

### STEP 2: Inform of Interest in Applying

It is highly recommended that a city representative email Laura Matlock, TSET Healthy Incentive Grant Program Officer, at [LauraM@tset.ok.gov](mailto:LauraM@tset.ok.gov). Within the email, provide community contact person(s)'s information and state you are interested in applying for the "Healthy Incentive Grant for Communities".

### STEP 3: Review Criteria and Resources Guide

A guide has been developed to provide the specific criteria, documentation required to fulfill the criteria and helpful resources for each level of award. Bookmark or print this guide for ease of reference during the application preparation process. [\(Click here\)](#)

### STEP 4: Assemble Documentation

Applicants shall gather and compile copies (.pdf format) of the of the required documentation. These documents must be uploaded when submitting the application.

- Non-Acceptance of Tobacco Funds (**Attachment A**) [\(Click here\)](#)
- Ordinance for Tobacco-free/Vape-free city property (signed and dated copy)
- City Workplace Wellness Committee information (members, meeting schedule, committee goals and minutes from the most recent Wellness Committee meeting)
- City Workplace Wellness Policy (signed and dated copy)
- Community Action Documentation for Bronze Level
- Community Action Documentation for Silver Level (if applying)
- Community Action Documentation for Gold Level (if applying)

**Please check and double-check that all required documents are included and in .pdf format before submitting your application.**

### STEP 5: Submit Application

Submit the completed application to TSET via Smartsheet. Applications submitted via any other method will not be accepted.

**Please note:** Smartsheet web forms do not allow the saving of data, so all information must be entered and submitted at one time. For technical assistance with submitting an application, contact [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

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*Application Link:* <https://app.smartsheet.com/b/form/1778c58716d34a43b4a891ef11b7daea>

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### STEP 6: Receive Confirmation Email & Await Notification of Award

Once your application is submitted and you receive a confirmation email, the application has been placed into the queue review 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).

## Additional Information

- 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 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 per funding cycle and additional information cannot be added to a submission after it has been uploaded. However, if after the date of submission but before the deadline date an applicant realizes a mistake in or omission from their proposal exists, 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 submit an entirely new application package if the submission deadline has not passed. The original application will be released from its spot in the requests queue and the new application will be considered for review in the order that it is submitted.
- This funding opportunity may be accessed on the TSET website at [TSET Healthy Incentive Grants - Communities | Tobacco Settlement Endowment Trust \(ok.gov\)](#)

## Grant Award and Payment Process

### Notification of Award

All eligible applications will be presented to the TSET Board of Directors for funding consideration. 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. All project work and TSET-required reporting must be completed during 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. 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 which are 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.

## 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.

Questions about eligibility or programmatic requirements may be directed to Laura Matlock, Program Officer at [lauram@tset.ok.gov](mailto:lauram@tset.ok.gov).

Questions about submission of an application or other technical issues should be directed to [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

**ATTACHMENT A**

**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

## Healthy Incentive Grant for Communities

### Criteria for FY2022

Effective 7/1/2021

#### Bronze Classification Level

<p>City/Town/Municipality<sup>1</sup> has adopted an ordinance that prohibits smoking and the use of tobacco products (including e-cigarettes and vaping devices) on all indoor and outdoor city-owned and operated properties.</p>	<p><b>Provide a copy of the approved (signed and dated) ordinance.</b></p> <p>Resources: <a href="#">HLP Policy Development Guide: Tobacco-free Local Governments</a></p> <p><a href="#">HLP Sample Tobacco-free and Vapor-free Ordinance for Local Government Property</a></p>
<p>City has an active Workplace Wellness Committee.</p>	<p><b>Provide a list of employee committee members, scheduled meeting information, committee goals, minutes, etc.</b></p>
<p>City workplace has adopted a <b>Worksite Wellness Policy</b> which includes tobacco, nutrition, and physical activity elements.</p> <p><b>Information continued page 2</b></p>	<p><b>Provide a copy of the signed and dated Worksite Wellness Policy.</b></p> <p>Resources: <a href="#">Local Governments to Adopt a Workplace Wellness Policy Through a Resolution</a></p> <p><a href="#">Tailoring the Sample Workplace Wellness Policy and Resolution for Local Governments.docx</a> <i>The list of Worksite Wellness Policy elements for Tobacco, Physical Activity and Nutrition are located on pages 11-19 in the above document.</i></p>

<sup>1</sup> Hereafter, “incorporated city/town/municipality” will be referenced as “city” only.



<b>Worksite Wellness Policy Element List</b> <a href="#">(click here)</a>	<b>1-10 Employees</b>	<b>11-25 Employees</b>	<b>26 - 100 Employees</b>	<b>100+ Employees</b>	<b>The number of employees determines the number of policy elements required for the policy.</b>
<b>Tobacco Elements:</b> See attached list of all 10 elements.	10	10	10	10	Cities without the ability or authority to offer insurance or benefits may designate elements 7 and 8 as non-applicable.
<b>Nutrition Elements:</b> See attached list of 19 elements and include a snack pantry option that would abide by elements 1 - 9.	10	12	18	19	Cities with 10 or less employees may address elements 1-9 by offering a snack pantry that meets one or more of the nutrition elements required. If no foods or beverages are offered or sold to employees on site, then elements 1-9, 14 and 15 may be designated as non-applicable.
<b>Physical Activity Elements:</b> See attached list of 14 elements.	10	11	13	14	Cities with 10 or less employees may designate physical activity elements 9, 11 and 12 as non-applicable, if there is no feasible way to address each.

### Bronze Classification Level (cont'd)

Rural cities (up to 4,999) have the option of selecting three (3) community actions to fulfill.

<b>Community Actions Criteria</b>	<b>Documentation required for Criteria Fulfillment</b>	<b>Resources</b>
All local educational institutions (including primary, secondary, vo-tech/career tech and higher education) have adopted 24/7 Tobacco Free policies for students, faculty, staff, visitors, and anyone providing services on school property. This policy must include combustible, vapor and all other tobacco products.	Provide a copy of signed and dated policies for the primary, secondary school districts, all vo-tech, career tech and higher education facilities.	You will need to contact the school districts, vo-techs and higher ed located within your municipality and obtain a copy of their signed and dated tobacco/vape free policy.
Community farmers' markets, corner stores and/or grocery stores accept Women, Infants and Children (WIC), Supplemental Nutrition Assistance Program (SNAP) and Senior Nutrition Vouchers at farmers' markets.	Provide a list of stores and markets that accept these programs within your community.	<a href="http://wicstorelocator.com">Oklahoma WIC Approved Grocers and Pharmacies (wicstorelocator.com)</a>  <a href="http://arcgis.com">SNAP Retailer Locator (arcgis.com)</a>
City participates in a local community-wide task force or coalition with community residents' involvement and attendance at least 25% of the scheduled meetings.	Provide the list of coalition members, with their affiliation, (highlighting city members), along with the agenda and minutes of the past meetings.	
The Oklahoma Tobacco Helpline (1-800-Quit-Now) is promoted throughout the community.	Provide links to website from city hall, chamber of commerce, businesses, etc. and attach copies of fliers, photo of locations, etc.	<a href="https://okhelpline.com/employers/">https://okhelpline.com/employers/</a>

**Silver Classification Level (must meet all Bronze level criteria +)**

**Rural cities (up to 4,999) have the option of selecting four (4) community actions to fulfill.**

Community Actions Criteria	Documentation required for Criteria Fulfillment	Resources
<p>City has adopted and implemented enforceable policies, ordinances or legal codes that encourage children and their families to walk, bike and roll to school (i.e. Active Walking School Bus, Safe Routes to School or Bike to School programs).</p>	<p>Provide a copy of the signed and dated policy, ordinance, or zoning code.</p>	<p><a href="#">Safe Routes to School   Safe Routes Partnership</a> <a href="#">Safe Routes National Center for Safe Routes to School</a></p> <p><a href="#">No School Is An Island- Schools as Policy Partners for Oklahoma on Providing Safe Routes to School.pdf (okintheknow.org)</a></p> <p><a href="#">Sample Safe Routes to School Resolution for Oklahoma Local Governments G4 FINAL 20170628.docx</a></p>
<p>City has zoning and/or land use to restrict the number of tobacco outlets near schools and playgrounds.</p>	<p>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.</p>	<p>63 O.S. Supp. 2019, Section 1-229.18, is amended to read as follows: Section 1-229.18.</p> <p>A. It shall be unlawful for any person or retailer to distribute tobacco products, vapor products or product samples to any person under twenty-one (21) years of age.</p> <p>B. No person shall distribute tobacco products, vapor products or product samples in or on any public street, sidewalk, or park that is within three hundred (300) feet of any playground, school, or other facility when the facility is being used primarily by persons under twenty-one (21) years of age.</p> <p><a href="#">Community Guide for Restricting Youth Access to Tobacco</a></p>
<p>City has an ordinance, land use policy or zoning to promote, expand and protect community garden and farmer's market sites, including vacant city-owned land and unused parking lots.</p>	<p>Provide a copy of the signed and dated policy, ordinance, or legal code.</p>	<p><a href="https://www.okintheknow.org/wp-content/uploads/2018/10/Farmers-Market-Resource-2018.pdf">https://www.okintheknow.org/wp-content/uploads/2018/10/Farmers-Market-Resource-2018.pdf</a> <i>Page 5 – See Support Ordinances samples</i></p>
<p>Public health advocates and stakeholders are included in community development planning meetings, committee for parks and recreation, community gardens, etc.</p>	<p>Provide the list of community members, with their affiliation, along with the agenda and sign in sheet of those attending.</p>	
<p>The Shape Your Future website is promoted throughout the community.</p>	<p>Provide links to websites of city hall, chamber of commerce, businesses, etc., attach copies of fliers, photos of locations, etc.</p>	<p><a href="https://shapeyourfutureok.com/">https://shapeyourfutureok.com/</a></p>

**Gold Classification Level (must meet Bronze and Silver +)**

**Rural cities (up to 4,999) must fulfill all community actions.**

Community Actions Criteria	Documentation required for Criteria Fulfillment	Resources
Frequent underage tobacco checks are conducted in the community to identify and discourage illegal selling of tobacco and vapor products to minors and results are made public.	Provide a copy of the list of compliance checks conducted within the last 6 months. Also, provide a copy of the publication notice.	
Affordable fresh fruits and vegetables are available within the community (i.e. in grocery stores, farmer's markets, corner stores or community gardens, food coops).	Provide a list of stores and markets that sell fresh fruits and vegetables and include pictures of locations.	
Community ensures equal consideration for safety and mobility for all users of all modes of transportation "complete streets" (in planning efforts).	Provide a copy of signed and dated ordinance, zoning code or master plan with highlighted information on complete streets.	<a href="#">TSET HLP Active Living and Transportation: Sample Complete Streets Resolution</a> <a href="#">TSET HLP Policy Development Guide: Tailoring the Complete Streets Resolution</a> <a href="#">AARP Complete Streets Archive</a>
Community has a minimum of one multi-unit housing complex that has a voluntary policy that designates smoke-free units, including individual balconies, patios and common indoor and outdoor areas, with the 25' buffer.	Provide a copy of the policy. Communities that do not have multi-unit housing facilities or have multi-unit housing facilities that are corporately owned (not locally owned) are exempt from this criterion.	<a href="#">HLP - Smoke-free Housing: Public Housing</a> <a href="#">HLP – Smoke-free Housing: Condos</a> <a href="#">HLP – Smoke-free Housing: Third Hand Smoke</a> <a href="#">OSDH – Breathe Easy Multi-Unit Housing Decal Examples</a>
Municipality has a policy that ensures events held on city owned/operated property are tobacco, e-cigarette and vape free, encourage healthy foods and beverages, as well as provide opportunities for people to access the event on foot, by bicycle or by transit.	Provide copy of the event policy that will be signed by each event organizer prior to the event.	<a href="#">TSET HLP Creating a Healthy Event Policy</a> <a href="#">Policy Development Guide: Customizing the Healthy Event Policy</a>  Sample Language for Event Policy <a href="#">(click here)</a>
Municipality has a policy that facilitates Shared Use Agreements that increase community access to existing public indoor and outdoor spaces for physical activity for all ages.	Provide a copy of the approved (signed and dated) ordinance, policy or zoning code.	<a href="#">Understanding Liability and Shared Use Fact Sheet</a> <a href="#">TSET HLP Shared Use Essential Elements Checklist</a> <a href="#">ChangeLab Solutions – Shared Use Playbook</a> <a href="#">Robert Wood Johnson – Shared Use Agreements</a>

# LOCAL GOVERNMENT WORKPLACE PLACE WELLNESS POLICY ELEMENTS

July 1, 2021

## TOBACCO

Policy must prohibit the use of combustible, vapor, and all other tobacco products.

### ***Prohibition applies to:***

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

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

6. Provide tobacco cessation information, resources, and/or support.
7. Provide insurance benefits and access to the following types of assistance with no prior authorization or out-of-pocket cost to the employee:
  - Cover group, individual, and phone counseling, with 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.
8. 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***

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

## NUTRITION

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

**Snack Pantry (1 – 9)**

1. 100% of foods contain 0 grams of trans fat per serving.
2. 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.
3. 100% of individual meal items contain no more than 230 mg of sodium per serving (excluding refrigerated Meals.)
4. 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).
5. 75% of beverages contain no more than 40 calories per serving (excluding 100% fruit juice and unsweetened milk).
6. 100% of milk and milk products will be unsweetened and non-fat or low-fat (1%).
7. 100% of juice will be unsweetened and 100% juice.
8. 100% of vegetable juice will contain no more than 230mg of sodium per serving.
9. 100% of foods are cooked without frying (i.e., steaming, grilling, roasting, broiling, baking, poaching, sautéing).
10. Make cool drinking water available throughout the day at no cost.
11. Provide employees with access to a refrigerator, microwave, and sink with a water faucet.
12. Encourage employees to bring healthy foods to special occasions such as events, birthdays and retirement parties, or celebrate with non-food items.
13. 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.
14. Provide nutritional information on foods and beverages sold and offered in the workplace.
15. Identify healthy food and beverage menu items with signs, symbols, and/or colors.
16. Offer smaller portion sizes.
17. Promote the purchase of healthy foods and beverages through practices such as pricing strategies or posting fliers or using other communication tools.
18. Provide nutrition education through activities such as seminars, workshops, classes, meetings and newsletters.
19. Host, sponsor, or promote a farmer's market on or near Municipal Property that is open to community members.

**PHYSICAL ACTIVITY**

1. Provide employees with at least 30 minutes of paid physical activity break time in addition to their regularly scheduled meal breaks.
2. Incorporate 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
3. Promote short activity breaks throughout the workday.
4. Promote walking meetings.
5. Provide flexible work arrangements to accommodate paid physical activity breaks.
6. Promote stairwell use, if applicable, throughout the workday by making stairs accessible, appealing and posting motivational signs.
7. Use posters, pamphlets and other forms of communication to promote physical activity.
8. Promote employee participation in physical activity by creating exercise clubs or groups and sponsoring employee sports teams.
9. Provide an on-site fitness facility.
10. Provide access to an on-site changing room or locker rooms with a shower.
11. 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.
12. Provide safe and secure bicycle parking for employees and visitors to city workplaces.
13. Provide information about local resources and facilities, such as events, walking trails, community parks, and recreational facilities.
14. Promote physical activity through activities such as seminars, workshops, classes, newsletters, and meetings.

## Guidance and Sample Policy Language for Events Hosted on City-owned Property

The language included below is intended as a guide for municipalities to provide to organizations hosting events on city-owned and operated property. Municipalities should fill in the blanks with the appropriate information, make any necessary additions, referencing local ordinances and add this language to their rental agreement. This will be provided to organizations holding events on property owned by the city to ensure that such events are tobacco and vape-free and to encourage the hosts to provide participants access to healthy food and drinks as well as non-motorized access to the event.

### Sample Language

[City/Town] of [town/city name] local officials and council members are invested in the health and well-being of the community. City officials have passed and implemented ordinances and policies to create an environment that supports and encourages healthy living. Your event is being held on city-owned and operated property, so the municipality [recommends/encourages] these same policies be used to promote and safeguard the health, safety, and welfare of everyone present at your event.

The following requirements and recommendations to tobacco and alcohol use also apply:

#### Tobacco:

[Municipality name] has adopted an ordinance [ordinance number] that prohibits smoking and the use of tobacco products (including e-cigarettes and vaping devices) on all indoor and outdoor city-owned and operated properties. This event shall adhere to this ordinance.

Other recommendations by [municipality name] include:

#### Nutrition:

Event organizers should promote and support healthy eating options to all event attendees by offering cool, clean drinking water and healthy options on the menu.

#### Physical Activity:

Organizers should provide safe and secure access to the event, ensuring it is easily accessible on foot, by bicycle, and by transit.