

Certified Healthy Community Frequently Asked Questions

Eligibility

Q: What qualifies as a community?

A: A community is defined as an incorporated city, town, or municipality in Oklahoma that has a governing body that allows it to make decisions and set ordinances. The community will have to identify its type of government: Mayor Council, Council/Board/Commission or Council Manager.

Q: What sizes of communities should apply?

A: We encourage all communities that meet the definition of community to apply, regardless of size. We categorize communities as Sub-Rural (population less than 500), Rural (population 501 - 4,300), Small (population 4,300 – 13,999), Medium (population 14,000 – 29,999), Large (population 30,000 – 79,999), or Metro (population 80,000+).

Q: Smoking is still allowed on city property. Should I still apply?

A: Communities are not eligible to apply unless the city has adopted and implemented an ordinance that prohibits smoking indoors and outdoors on city-owned/operated properties. To achieve Excellence, a community must adopt and implement an ordinance that prohibits the use of tobacco and vapor products on all indoor and outdoor city-owned/operated properties; the community must submit a copy of their tobacco-free ordinance with the CHO application. Sample ordinances area available via the Resource Guide located at <https://oklahoma.gov/certifiedhealthy.html>. These restrictions against smoking and tobacco include marijuana and cannabis-derived products.

Q: If my city was Certified Healthy last year, do I need to reapply?

A: Yes, applicants must re-apply each year for certification.

Application Process

Q: When can I apply?

A: The application period runs from August 1st to November 1st.

Q: Where do I apply?

A: Please apply online at <https://oklahoma.gov/certifiedhealthy.html>

Q: How do I retrieve my login information from the previous year?

A: Contact the Certified Healthy Oklahoma Team for help at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>

Q: Can I mail or fax my application?

A: No, all applications must be completed online. We will not accept mailed or faxed applications.

Q: How will I know if my application was submitted successfully?

A: You will receive a confirmation e-mail if your application is submitted successfully. If you do not receive this e-mail, first check your spam to see if it was sent there; if it is not there, please contact the Certified Healthy Oklahoma Team and verify if it went through successfully. If it did not, you will need to re-submit.

Q: My community also employs individuals. Can the city also apply as a business?

A: Absolutely. If a community also falls into the Certified Healthy Business program area, the city as an employer is encouraged to apply for the Certified Healthy Business program.

Q: I am having technical issues with the application and/or website. Who can I call?

A: Please contact the Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>

Q: When will the awardees be announced?

A: We will send out award decisions in January.

Q: When is the professional development event?

A: The CHO Virtual Event is held in June. The breakout sessions are held virtually so it is free to attend.

Criteria

Q: How many criteria are there on the community application?

A: There are 83 criteria total in four scored categories.

Q: Are the criteria different from last year?

A: The criteria was updated in 2021. All Certified Healthy Oklahoma criteria are updated biennially to reflect the latest best and promising practices.

Q: Where did these criteria come from?

A: The Certified Healthy Community criteria are based on the Blue Zones Project, Institute for Local Government: Healthy Neighborhoods, and Oklahoma Tobacco Settlement Endowment Trust (TSET) Healthy Living Program Cities and Government Sector Outcomes.

Q: I need help understanding a criterion. What should I do?

A: First, check out the Resource Guide at [Certified Healthy \(oklahoma.gov\)](https://www.ok.gov/cho/Resource-Guide). If you still need assistance, contact the Certified Healthy Oklahoma Team or your local county health department.

Q: These criteria seem difficult. Who can I talk to about implementing these components?

A: Please contact the Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6> or your local county health department.

Scoring

Q: How will my application be scored?

A: We strive to be as transparent as possible with scoring. We use specific points for scoring, and applicants are scored based on the number of points per section. These points vary based on size of community and recognition level (Basic, Merit, or Excellence). Scoring information is available online at [Certified Healthy \(oklahoma.gov\)](https://www.ok.gov/cho/Scoring-Information).

Q: How many criteria do I need to check in each category to be certified?

A: Please see the scoring information on [Certified Healthy \(oklahoma.gov\)](https://www.ok.gov/cho/Scoring-Information). The number of points needed for certification varies by size of community and certification level.

Q: I did not receive certification last year. How can I improve my score this year?

A: We are here to provide technical assistance to your program. Please contact the Certified Healthy Oklahoma Team at <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>. We can pull up your latest application and work with you to identify ways to improve it. Your local county health department is also a great resource for information on criteria implementation.

Contacts

Q: Who can I contact locally for help with Certified Healthy?

- **Healthy Living Program Grantee**

- Click on the link to find a Healthy Living Program Grantee in your area, <https://oklahoma.gov/tset/tset-programs/healthy-lifestyle-grants.html>

- **County Health Educators**

- Click on the link to find a County Health Educator in your area, <https://oklahoma.gov/health/locations/countymap.html>

Q: Who do I talk to about requirements for TSET Healthy Communities Incentive Grants?

A: You can contact Laura Matlock.

- Laura Matlock, Program Manager, Healthy Schools Incentive Grants

- Email: lauram@tset.ok.gov

- For more information about the grant, visit:

<https://oklahoma.gov/tset/funding-opportunities/tset-healthy-incentive-grants-communities.html>