

Organizational Responsibilities and Assurances Checklist

Each organization awarded funding under this funding opportunity will be expected to fulfill the requirements in this checklist. All applicant organizations must review and sign this form to indicate their understanding of key requirements of the TSET funding.

Grantee Responsibilities and Assurances
<p><i>Organizational Capabilities:</i></p> <p>Each awarded organization must:</p> <ul style="list-style-type: none"><input type="checkbox"/> Have a Federal Identification Number.<input type="checkbox"/> Maintain current registration as a vendor with the Office of Management and Enterprise Services.<input type="checkbox"/> Maintain current registration with the Oklahoma Secretary of State, if awarded the grant.<input type="checkbox"/> Maintain a Certificate of Good Standing with the Oklahoma Secretary of State, if applicable.<input type="checkbox"/> Have sufficient capital to sustain ongoing program services for at least two (2) months in the event of an unforeseen delay in reimbursement of grant expenditures.<input type="checkbox"/> Adhere to the terms and conditions of the TSET contract.<input type="checkbox"/> Submit monthly invoices as required by TSET.<input type="checkbox"/> Maintain complete records related to all grant spending and provide those records to TSET upon request.<input type="checkbox"/> Participate in financial reviews conducted by TSET as requested.<input type="checkbox"/> Annually, prepare a grant budget that accurately reflects the costs the program expects to incur in the next fiscal year.<input type="checkbox"/> Expend TSET funds in appropriate and allowable ways that are directly related to programmatic outcomes.<input type="checkbox"/> Participate in the annual budget approval process with TSET, if TSET deems it necessary. <p><i>Program Capabilities:</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Agree and adhere to the terms of the contract.<input type="checkbox"/> Assure that the administrator, program staff, and financial officer will participate in site visits conducted by TSET if requested.<input type="checkbox"/> Actively participate in all phases of the grant program, adhering to all published guidelines.<input type="checkbox"/> Collaborate with other recipients of TSET funding as requested by TSET.<input type="checkbox"/> Actively participate in external evaluation of the program. Evaluation activities may include reporting, data collection, training, technical assistance, presentations, and other activities as requested by TSET and/or contracted external evaluators.

Grantee Responsibilities and Assurances	
<ul style="list-style-type: none"> <input type="checkbox"/> Actively participate and attend TSET-sponsored or TSET-identified meetings or training events and accept recommended technical assistance by TSET or other entities identified by TSET. <input type="checkbox"/> Respond within 10 business days to periodic information requests from TSET. <input type="checkbox"/> Submit all required program reports by published deadlines and serve as key point of contact for required reporting to TSET. 	
Certification of Non-Acceptance of Tobacco Funds	
<p>The organization named below 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.</p> <p>The official named below hereby swears that he or she is duly authorized legally to bind the grant recipient, contractor, or principal investigator (as applicable) to the above-described certification. The individual is fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of Oklahoma.</p>	
Organization Authorized Official Approval:	
Authorized Official Signature	Date
Authorized Official Name and Title	Organization