FY24 DISCOVERY GRANTS

FUNDING OPPORTUNITY NUMBER 092-DG24

Oklahoma Tobacco Settlement Endowment Trust

2800 N. Lincoln, Suite 202

Oklahoma City, OK 73105

About this Document

This document is intended for informational purposes and reflects current planning; it does not obligate TSET to make any specific number of awards. Awards are contingent upon the availability of funds, satisfactory performance by the grantee, and approval by the TSET Board of Directors. If there is any inconsistency between the information contained in this guide and the terms of any resulting cooperative agreement, the terms of the cooperative agreement are controlling.

This guide may be amended by TSET. Amendments can be found on TSET's website under the section Discovery Grants. It is the responsibility of the applicant to review any such amendments and make necessary changes in the proposal to meet the amended requirements.

Ceremonial Use of Tobacco in Native American Culture

The TSET acknowledges the spiritual and ceremonial value that tobacco has in Native American culture. Phrases such as "tobacco-free" and "tobacco control," mentioned in this document refer to commercially produced tobacco products and non-ceremonial use of tobacco.

Required Software

This guide may be viewed and associated forms 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. Proposals must be submitted via Smartsheet web form, which requires no account to utilize.

Current and Previous TSET Grantees

Current TSET grantees may apply for funding under this opportunity. However, program submitted under this funding opportunity must not be wholly or partially duplicated under another TSET-funded grant or contract. Previous TSET grantees or contractors who are in good standing are also eligible to apply for funding under this opportunity. If you have questions about your eligibility to apply as a current or former TSET grantee, please contact grantsmanagement@tset.ok.gov.

Key Dates

Last Day to Submit Questions: November 15, 2023

Proposals Due: November 30, 2023

Applicants Notified of Award Decisions: March 28, 2024

Grant Start Date: July 1, 2024

Key Terms

Best Practice: A procedure, method, technique, or approach that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption.

Capital Improvements: An addition or change made to land, equipment, or a building which increases its value or the profit it produces.

Construction Projects: Projects that make changes to the built environment to increase the number of people engaged in moving more or eating healthy—or both—in site(s) across Oklahoma. **Note:** TSET has another funding opportunity for built environment improvements. Sign up here for future funding announcements.

Cooperative Agreement: An arrangement between two or more parties, in which mutual terms, responsibilities, and criteria are defined for working towards agreed upon objectives and or goals.

Scientific Research Projects: Scientific endeavor to answer a research question through a process which may include case studies, cohort studies, randomized/control trials, etc.

Endowment: A sum of money, or property, given to an organization which uses the resulting investment income for a specific purpose.

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Purpose

As authorized by Okla. Const. Art. 10, Section 40, and Title 62 O.S. § 2309, to identify and respond to emerging opportunities to transform and improve the health of Oklahomans, TSET accepts proposals for applicant-defined best or promising practices and innovative ideas under the agency's Discovery Grants funding opportunity. All proposals must support the TSET mission[1] and be aligned with the [TSET Strategic Plan](). Proposed programs must be related to one of the following constitutionally mandated purposes:

- Cost-effective tobacco prevention and cessation programs for high-risk populations;
- Programs designed to maintain or improve the health of Oklahomans or to enhance the provision of health care services to Oklahomans, with particular emphasis on such programs for children;
- Programs and services for the benefit of the children of Oklahoma, with particular emphasis on common and higher education, before- and after-school and preschool programs, substance abuse prevention and treatment programs and other programs and services designed to improve the health and quality of life of children; or
- Programs and services designed to enhance the health and well-being of senior adults.

Overview

Proposals submitted for consideration under this funding opportunity must be time-limited and have a specific area(s) or population(s) of focus. The primary goal is to fund new and existing programs that seek to increase the number of Oklahomans who are engaged in healthy behaviors and to do so as ongoing, sustained practices. Examples of healthy behaviors include programs focused on being tobacco-free, exercising and moving more, and eating healthy.

This opportunity seeks to fund an entity with the capacity to serve single or multiple sites, jurisdictions, towns, cities, etc., within Oklahoma, with one or more innovative strategies, with the goal of achieving the greatest impact and reach in the population in need. Proposed programs must address 1) large segments of people with strategies to prevent tobacco use and/or obesity, or 2) populations, regardless

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[1] TSET's mission is to improve Oklahomans' health and quality of life by achieving targeted improvements in the health of Oklahomans.

of size, with the greatest rates of tobacco use and/or obesity.

All proposals must identify immediate, impactful opportunities to positively transform and improve the health of Oklahomans.

The TSET Board of Directors has authorized up to $2 million per year for 3 years for this funding opportunity.

Funding Information

This opportunity funds time-limited programs with an agreed upon budget, start-up, and completion schedule. Funding is available up to $250,000 per year for a maximum of three years. The TSET Board of Directors may award up to $2 million each year.

Matching funds are not required, but preference is given to programs with matching funds. Grantees must be at the appropriate match level for their program based on the claim for reimbursement numbers submitted monthly to TSET. Match refers to the cash and/or non-cash (in-kind, or labor, goods, or services) contributions made by the grantee, their subcontractors, or other partner organizations for costs paid or work completed during the contract period. Eligible Match refers to matching funds spent only during the contracted year. Cash matches refer to a direct program expense for the grantee or partner organization, whereas in-kind match refers to materials or services, space, labor, equipment, etc., provided by the grantee organization or donated by a partner organization specifically for the TSET program. In no instance may TSET funds be used to match other TSET funds.

Matching funds that assist in achieving greater reach, impact, and to support sustainability are preferred. Matching funds may come from multiple sources and need not be limited to cash only. Cash, other non-TSET grants, and in-kind support that is directly related and applied to the program is allowable as match. (See Appendix A – Budget Tips, Tools, & Match Guidance for additional guidance.)

Funding is annual and renewable annually for up to three years based on performance, availability of funds, and approval by the TSET Board of Directors. All awards are paid on a reimbursement basis; awarded organizations must be able to expend funds up front before TSET will reimburse for any charges. Performance measures periodically reviewed include:
- Timely and accurate submission of required documentation
- Proper local program oversight and management
- Ongoing progress toward major program milestones/objectives
- Fulfillment of other funding committed to the program (as applicable)

All TSET grantees are expected to appropriately use at least 95% of their awarded funds during the grant year. Grantees who are not able to utilize at least 95% of their budget may need to consider the possibility of a budget reduction in the next grant year.

Additional Information

Scientific research proposals will **not** be accepted under this funding opportunity. Applicants are encouraged to inquire about submitting proposals to existing TSET-supported research centers, such as the [Peggy and Charles Stephenson Cancer Center](#), the [Oklahoma Health Promotion Research Center](#) or the [Oklahoma Center for Adult Stem Cell Research](#).

Built environment (e.g., planning, design, and construction) proposals will **not** be funded under this opportunity. A separate funding opportunity has been created for built environment projects.

Applicant Eligibility

Awards will not be made to individuals or entities that receive funds or benefit from the sale of tobacco products. The following types of entities are eligible to apply:

- Institutions of common and higher education
- Public entities, such as agencies of state or local government
- Tribal nations
- Non-profit 501 (c)(3) organizations

All applicant organizations must have a business presence in Oklahoma and a physical office located within the state of Oklahoma. If multiple partners are involved in the funded project, the applicant organization will serve as the contractor and fiscal agent responsible for all aspects of the contract and payment. All eligible applicant organizations must be in good standing with the Oklahoma Secretary of State.

Grant Staffing

The success of this funding opportunity lies with the eventual grantee organization and its staff. Without appropriate staffing, the program will struggle to make the meaningful changes it proposes to achieve. To this end, all awarded grantees must have a plan to ensure hiring necessary staff occurs within 60 days of the effective start date of the cooperative agreement and appropriate levels of staffing are maintained for the duration of the program.

Non-Acceptance of Tobacco Funds

Prior to issuance of a cooperative agreement, organizations will be required to certify that the organization 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.

Policy Requirements

To ensure that these competitive public funds are utilized by organizations that share TSET's dedication to improving and protecting the health of Oklahomans and engage in promoting a healthy workplace——organizations must submit copies of their workplace wellness and tobacco-free policies. Although there are not specific requirements that must be met for the workplace wellness policy, sample policies are included in Appendix E.

The applicant organization's tobacco-free policy must meet the minimum requirements indicated in the tobacco-free policy template included in Attachment F. Applicants are also encouraged to review the sample comprehensive tobacco-free policies included in Appendix C and advised to make it part of their operating plan to move toward adoption of a comprehensive policy over time. Although applicants must only meet the requirements in Attachment F, TSET has provided guidance for organizations that wish to implement stronger policies. **If an organization plans to submit a tobacco-free policy that includes more elements than are indicated in Attachment F, the applicant organization should carefully review their policy to ensure that the minimum requirements listed in Attachment F are included in the organization's more robust policy. <u>Policies that do not include the mandatory statements in Attachment F will not meet the requirements of this funding opportunity</u>.**

Funding Limitations

- Funding may vary each year due to agreed-upon changes to a grantee's work plan and/or grantees progress on objectives, and annual TSET earnings
- Exclusions include capital improvements, construction projects, scientific research projects, and endowments, lobbying, electioneering, operational funding for municipalities, and fundraising.
- Awarded funds may not create an asset for a private entity or non-profit organization. An asset is defined as an IT purchase of $500 or more, and as an item with a cost of $2,500 or more for non-IT purchases. Public entities that propose to purchase items above $2,500 must ensure that the asset is entered into and tracked by the agency's asset management system.

Cooperative Agreement Periods

All awards will be limited to three years. Each year will be governed by a separate cooperative agreement, renewable annually based on agreement by both TSET and the grantee, funds available, and approval by the TSET Board of Directors.

TSET follows the state's fiscal year, which begins July 1 and ends June 30, and cooperative agreements will be issued to align with the fiscal years. Accordingly, cooperative agreements will be issued for the following time periods, as applicable to each awarded program:
- FY25: July 1, 2024 – June 30, 2025
- FY26: July 1, 2025 – June 30, 2026
- FY27: July 1, 2026 – June 30, 2027

Each funding period is governed by a separate cooperative agreement and budget, both of which are prepared during TSET's annual funding renewal period. At the proposal stage, a detailed budget justification is necessary only for the first funding period, as future years' budget requests will be reviewed annually.

Program Purposes

Proposals must be related to one or more of the following purposes:
- Cost-effective tobacco prevention and cessation programs, such as:
  - Cessation-related financial incentives for high-risk populations as determined by appropriate health data sources
  - Workplace clean air policies
  - Smoke-free multi-unit housing
  - Novel or innovative approaches to tobacco cessation
- Programs designed to maintain or improve the health of Oklahomans or to enhance the provision of health care services to Oklahomans, with particular emphasis on such programs for children, such as:
  - Tobacco control and prevention
    - Tobacco, vape-free schools, and childcare services
  - Physical activity/active living
    - Increase opportunities for physical activity and education in schools, childcare and/or after school programs
  - Healthy foods and beverages
    - Farmer's market mini-grant program for electronic benefits transfer/SNAP, or Double-Up or Veggie Bucks programs at farmer's markets
    - Farm to Schools and Farm to Foodbanks programs
    - Promotion of fruits and vegetables
    - Summer feeding programs and local food hubs
    - Community-supported agriculture such as zoning that either allows farming, animal husbandry, chicken coops, beekeeping, etc., for certain locations and lot sizes without a special permit or waiver of any permitting requirement, enabling residents to grow and sell food without a permit on land throughout the city, except in industrial zones or public parks
    - Feasibility studies related to food access and location, affordability, distribution, assistance benefits, consumer shopping and preparation skills
    - Increasing availability of healthy food and beverage choices in public service venues
  - Healthy lifestyles and healthcare
    - Telemedicine
    - Implementation of Food Prescription (Food Rx) programs
    - Psychological and social work care through neighborhood outreach workers
    - Regular dental care to populations with significantly higher than average rates of tobacco use or obesity
    - Medical residency programs (physicians, physician aides, nurses)

- Mobile health screening services
- Programs and services for the benefit of the children of Oklahoma, with particular emphasis on common and higher education, before- and after-school and preschool programs, substance abuse prevention and treatment programs and other programs and services designed to improve the health and quality of life of children, such as:
    - Healthy foods and beverages
        - Greater access to affordable fresh fruits and vegetables
        - Healthy food options
    - Healthy lifestyles and access to healthcare
        - Walking school bus programs
        - Efforts that promote physical activity, healthy eating and teaching about healthy lifestyle habits among school-age children
        - Mentoring
- Incorporation of counseling and education about age-appropriate use of screen time. Programs designed to enhance the health and well-being of senior adults, such as:
    - Physical activity and active living
        - Pedestrian wayfinding signage
        - Addressing barriers to health including transportation, nutrition, and basic needs
        - Lifestyle Rx
    - Healthy foods and beverages
        - Healthy meals on wheels
        - Lifestyle Rx
    - Healthy lifestyles and access to healthcare
        - Increased access to wellness coaching to reduce health risks related to cardiovascular diseases and cancers
        - Quality hypertension, high cholesterol, diabetes care through patient- centered medical homes
        - Community Health Workers/Patient Navigators

Proposal Preparation

Each proposal shall be submitted as two separate documents: the proposal itself, as a single PDF document containing all items listed under Proposal Sections and Required Documentation, and a proposed budget in Excel format (Attachment B). **All documents must be submitted at the same time and no additional information will be accepted after submission.**

File Naming Convention
While TSET sets no specific file naming convention, applicants should limit file names to no more than 30 characters and are strongly encouraged to include the applicant organization and proposal section name in the file name.

Paper Size, Margins, and Fonts
Proposals should utilize standard letter size paper and 1" margins. Document font size must be 11 points or larger. Smaller text in figures, graphs, diagrams, and charts is acceptable as long as it is legible when

the page is viewed at 100%. Line spacing must be set at 1.5 or 2. Text must be black in color and preferred fonts are Times New Roman, Arial, Palatino Linotype, and Calibri.

Headers and Footers

The applicant organization's name and the funding opportunity number (092-DG24) should be included in the upper right corner of the header on each page of the proposal package. Each page must also be numbered in the bottom right corner, beginning with Page 1 for the first page of the narrative section. Forms provided as part of this guide are pre-numbered for applicants' convenience.

Page Limits

Applicants must adhere to the page limits stated in the Proposal Sections guidance below. Section page limits include text, inserted graphics, charts, and figures; required forms are not counted toward the page limit. Proposals will be reviewed only on the content included within the allowable page limits. Information that exceeds the stated page limits will not be reviewed. Similarly, external information to which the reviewer is directed through the use of hyperlinks included in the proposal text shall not be considered.

Appendices and Attachments

Two of the best ways an applicant can convey their need and tell their story to TSET are by using verifiable data and illustrating plans with images. To this end, applicants are strongly encouraged to include and cite current data as much as possible within the proposal, and to include images, graphs, renderings, and charts to fully explain the vision of the program. When applicable, graphs, charts, and images should be included within the body of the text, but appendices may also be used to capture larger images that will not fit within the narrative section. Although appendices are not intended to allow applicants to circumvent page limits, they may be used to provide additional visual details that the applicant feels will enhance the narrative of the program.

Proposal Sections and Required Documentation

These instructions describe the format of the proposal and are designed to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of the program. Applicants shall follow the detailed instructions fully and carefully as stated herein.

The applicant must specifically address, in alphabetical order, and respond in writing to each item. Unless specified as optional, each item listed below is required. Proposals submitted without all required sections may be deemed unresponsive and may not be eligible for review.

All applicants are required to submit the following information:

Cover Page

The Cover Page (Attachment A) must be completed and included as the first page of the response.

Table of Contents

The Table of Contents should itemize the contents by section, subsection, and page numbers for ease of

use by the reviewer reading the proposal. The table of contents should follow the cover page.

Narrative

Each section **A through D** below must be addressed in the narrative. If not applicable, do not skip the section. Instead, list the section header and indicate N/A below it before proceeding to the next section. The entire narrative must not exceed **26 pages**. Proposals that exceed any stated page limits will not be eligible for review.

A. **Cover Page (Provided in this document under the Required Attachments Section)**
   The cover page should include information regarding the proposed program and applicant organization including the program purpose, amount of TSET funding requested per year, amounts of funding for the program from sources other than TSET, and the number of years of funding being requested. **Please be sure to use the Cover Page template (Attachment A), provided within the RFP.**

B. **Table of Contents**
   The Table of Contents should itemize the contents by section, subsection, and page numbers for facilitation of the evaluators reading the proposal. The table of contents should follow the cover page.

C. **Proposal Narrative**
   Each section 1 through 5 below must be addressed in the narrative. Up to **26** pages are allowed for the proposal narrative, excluding attachment materials (see section D., Proposal Attachments for a list of attachments), describing the following:

   1. **Applicant Organization's Background and Qualifications (three pages max)**
   Provide a brief description of the applicant organization's mission, governance structure, who your organization serves, and history. Additionally, describe current or past operating services, programs, population(s) served, and/or policy efforts that are *directly related* to the proposed program. Be sure to name the specific services or programs that are/were implemented, aims or goals of each program/service, partners involved in implementing the program(s)/service(s), how the program(s)/program(s) are/were managed, and successes or outcomes achieved because of the program(s)/service(s).

   2. **Statement of the Need(s) to be Addressed and Service Area Characteristics (seven pages max)**
   Discuss the needs that will be addressed by this program, explaining why TSET funding is critical for the success of the program. Applicants should utilize relevant, current data (within three years) and/or recent assessments, to clearly demonstrate the 1) needs of the population and service area, 2) the selection of service area, and 3) the rationale for the solution or program proposed to address the needs.

   Clearly indicate the geographic service area, including a map and photos to visualize the area where the program will be implemented. Describe the population to be served within the geographic area.

Provide local demographic data and health issues affecting the proposed population(s). The program being proposed must target 1) large segments of people with strategies to prevent tobacco use or obesity, or 2) populations, regardless of size, with the greatest rates of tobacco use and/or obesity.

If barriers to serving the population may be encountered, describe those potential barriers and how the organization plans to address them. Cite all data sources utilized. If no barriers are identified, make sure to note this in the response.

3. **Proposed <u>New</u> Program (nine pages max)**
Describe the <u>new</u> program and any policy efforts to be funded by TSET. Where appropriate, include graphs, charts, images, and other visuals to paint a full picture of the program, either within the body of the text or a clearly labeled and referenced appendix. Please make sure that the text on the visuals is in size 11 font or greater.
   a. Describe what problem(s) the proposed program will specifically address.
   b. Identify the goal(s) of the program.
   c. Describe the program. The proposal must clearly distinguish between the new program being proposed and currently operating programs supporting the new program. If expansion to an existing program is being proposed, explain the rationale behind the expansion.
   d. If applicable, identify partners involved in delivering the program and their specific roles.
   e. Staffing necessary for the program. Identify how the program will be managed day to day. Identify the program manager and the timeline for hiring all pertinent personnel and subcontractors.
   f. If subcontractors are proposed, provide their qualifications, experience, and expertise to provide the services described within the application. If no subcontractors will be utilized, please be sure to make note of it.
   g. Describe the impact the program is anticipated to have within the proposed service area over the next 5-10 years.
   h. If applicable, list the funding partners, including each funders' name, dollar amount, yearly schedule of prospective financial allocation, and any requirements or conditions attached to their funds. The description should also include a summary listing of leveraged resources, the contribution of each and grand total amount of leverage/match.
   i. Complete a work plan (Attachment C) for each of the three years of funding to identify all major tasks and anticipated timeline, from the start-up date to the prospective date of completion.

4. **Evaluation and Expected Outcomes (four pages max)**
Describe how the applicant organization has measured results or success in similar past or current

programs and state whether program evaluation is part of standard operating procedures for the applicant organization. Detail the evaluation plan for the proposed program and list any expected immediate and long-term outcomes of the program. Describe the data collection plan and the metrics to be collected. Explain how evaluation results will be analyzed, used, and reported to TSET. Please see Appendix D, Evaluation Plan Guidance, for essential elements and activities of an evaluation plan. If an evaluation instrument is available, include it as an appendix and reference it within this section. (Evaluation tools does not count toward the page limit.)

5. **Sustainability/Maintenance Plan (three pages max)**

TSET's funding is short-term and time-limited, but the intent is for the program or portions of the program to continue at the end of the TSET funding agreement. Describe how the program overall, or major components of the program, will be sustained/maintained both financially and organizationally at the conclusion of TSET funding.

D. **Proposal Attachments**

Do not include or attach materials that are not specifically requested. Extraneous materials will not be reviewed.

1. **Budget worksheets (Attachment B)** consisting of a Summary Budget Form for each year of funding being requested and a detailed Budget Narrative Justification for the upcoming year of funding requested. See Appendix A, Budget Tips and Tools, for budget request guidance. Exclusions include capital improvements and endowments.
2. **Program work plans (Attachment C)** for each year of funding, with specific objectives and major activities and corresponding dates, persons/partners responsible, products or deliverables, and measurable outcomes. See Appendix B, Work Plan Instructions, for guidelines to aid in preparing your work plan using TSET's template.
3. **Résumés** of all key personnel within the applicant organization directly related to the operations or supervision of the proposed program. Please limit each résumé to two pages.
4. **A listing of any anticipated subcontractor(s)**, if applicable, including specific information identifying the subcontractor (if known), anticipated total cost of each subcontractor's services, and a brief description of the scope of work of the subcontract(s). If the identity of an anticipated subcontractor is not known at the time of application, please describe the subcontract scope of work and approximate amount.
5. **Letters of Support** for the program being proposed.
6. **Letter(s) of financial commitment**, if applicable, detailing specific financial (cash and in--kind) commitments to the program and a description of each organization's role. All letters of commitment must be signed by a person with legal signatory authority for the organization (e.g., school principal, agency administrator, business owner, etc.).
7. **Evaluation plan/design** for the program that includes the details and methods of the evaluation. Applicants may be required to work with TSET evaluators during their funding period. Please see Appendix D, Evaluation Plan Guidance, for essential elements and activities of an evaluation plan. NOTE: This section of the proposal will not be scored.
8. For non-governmental organizations, **financial statements** documenting that the lead agency has

sufficient capital to sustain ongoing program services for at least two (2) months while awaiting reimbursement from TSET. Documentation may include a quarterly bank statement from the most recent quarter, an audit report from the most recent fiscal year (including the auditor's letter or comments about the report), an income and expense report for the most recent six-month period, or similar documentation.

9. **Organization's tobacco-free policy**, which meets the minimum requirements set forth in Attachment F, Tobacco-free Policy Template. See Appendix C, Sample Comprehensive Tobacco-free Policies for optional additions to the minimum policy requirement.
10. **Organization's workplace wellness policy**. See Appendix E, Sample Workplace Wellness Policies, for sample policies.
11. **Responsibilities and Assurances form (Attachment D)**, signed by an authorized official of the applicant organization. An authorized official is someone who is allowed to sign contractual agreements on behalf of the organization.
12. **Worker's Compensation Form (Attachment E)**, including copy of Worker's Compensation Insurance Coverage or statement of exemption.

Proposal Submission

Proposals must be submitted via [Smartsheet](#) form before 4:00 PM Central Time on **November 30, 2023**. The submission form may be accessed by clicking the hyperlink above or at: https://app.smartsheet.com/b/form/b9d3583467a8424da8adb432962f6a6c.

Applicants must upload all documents in a single submission no later than 4 p.m. CT on **November 30, 2023**. Proposals submitted by mail, hand delivery, fax, email, or other means will not be accepted.

No additional documentation or information may be submitted after the deadline. However, if, after submission but before the deadline, an applicant realizes a mistake in or omission from their proposal, the applicant may notify TSET in writing of the desire to withdraw the submitted proposal. An email stating the intent to withdraw a submitted proposal must be sent to TSET at grantsmanagement@tset.ok.gov. The applicant may then resubmit the entire proposal package if the submission deadline has not passed.

Applicants are strongly encouraged not to wait until the deadline to submit, as technical assistance cannot be guaranteed at the last minute.

Proposal Review Process

Review Process

Each proposal submitted for funding consideration will be reviewed internally by TSET for adherence to the basic requirements listed in these guidelines. Applicant organizations who have not met the eligibility or proposal requirements will not be eligible for funding consideration. It is

the applicant's responsibility to ensure adherence to all eligibility and proposal requirements. **Proposals submitted without a document indicated in these guidelines as required will be ineligible for funding consideration.** Proposals that are ineligible for review shall be notified after the TSET Board of Directors meets to make funding decisions.

Eligible proposals will be reviewed to determine how well the proposal meets the established criteria included in this guide and supports the TSET mission. Depending on the nature and complexity of the program, the proposal may also be reviewed by external reviewers.

TSET staff will present the entire roster of eligible proposals and will make funding recommendations to the TSET Board of Directors. Award decisions shall be made at the sole discretion of the board.

Review Criteria

Proposals that meet the requirements listed in this guide shall undergo further review by internal and external reviewers in accordance with the criteria below. Proposals will be scored on the following areas: applicant organization's background and qualifications, specific TSET purpose being addressed, needs to be addressed and service area characteristics, proposed new program, evaluation and expected outcomes, leveraged resources, sustainability and maintenance plan, and proposed budget.

If multiple proposals score similarly and exceed the amount of funds available to award, TSET may consider population need and program impact when making final awards. **Need will be measured by the service area's obesity prevalence, smoking prevalence, and area deprivation index, using the [Oklahoma State Department of Health's County Wellness Profiles](#). These preferential criteria and others stated in these guidelines are listed at the bottom of the review criteria table.**

Below are the criteria each reviewer will consider as they review proposals. Applicants are advised to carefully read through the questions below and ensure that their proposal provides clear answers and explanations to aid in the reviewers' understanding of the proposed program and its need.

Criterion	Proposal Section(s)	Point Scale	Maximum Points Possible
Organization's Background and Qualifications 1. *How well is the applicant organization suited to carry out this program based on the organization's mission, governance structure, who they serve, and history?* 2. *To what extent does the applicant organization have a history of successfully providing services, programs, and/or policy efforts that serve the community and/or populations for which this program is proposed?*	Narrative section 1	0 – 3	6
Statement of Need(s) to be Addressed and Service Area Characteristics 1. *Does the applicant clearly and convincingly demonstrate that TSET funding is critical for program success?* 2. *Using cited data, to what extent does the applicant identify the issues or needs of the population and service area to be addressed by the proposed program?* 3. *Does the application clearly specify the proposed geographical service area, providing photo(s) and map of* program *site?* 4. *How well does the applicant provide current (within the past three years), relevant cited data to detail the demographics, population of focus, and health issues of the service area population?* 5. *Does the program being proposed target 1) large segments of people with strategies to prevent tobacco use or obesity, or 2) populations, regardless of size, with the greatest rates of tobacco use and/or obesity.* 6. *Are potential barriers to serving the proposed population stated, and are the solutions proposed for addressing those barriers reasonable and likely to be successful?*	Narrative section 2	0 – 3	18
Proposed *New* Program 1. *How well does the applicant describe the problems that will be solved as a result of the program?*	Narrative section 3	0 – 3	27

2. *How clearly are the specific purpose and goals of the program explained?*			
3. *How well does the applicant describe the* ***new*** *program, and any associated policy efforts, being proposed to address the needs identified in the application?*			
4. *How well does the applicant describe the partners involved in the delivery of the program and their specific roles?*			
5. *To what extent is the staffing plan for the program clearly explained?* • *Numbers of staff to be involved* • *Day-to-day management of the program* • *Program manager to supervise staff and oversee subcontractors* • *Reasonable timeline to hire staff (if applicable)*			
6. *If subcontractors are proposed, do they have the qualifications, experience, and expertise to provide the services described within the application? If subcontractors are not proposed, this criterion will be scored as 3.*			
7. *How well does the applicant describe how the public will benefit from the program and the impact it will have over the next 5-10 years?*			
8. *If applicable, does the applicant list the funding partners, their role, their legal status, annual funding amounts, any funding restrictions of each partner? If matching funds are not required, this criterion will be scored as 3.*			
9. *Does the applicant provide a complete work plan for each year of requested funding that identifies all major program milestones, anticipated timeline, from the startup date to the prospective date of completion and responsible parties/stakeholders?*			

Evaluation and Expected Outcomes 1. *Is program evaluation part of the organization's standard operating procedure?* 2. *Does the applicant summarize how success is measured in programs (past or present) like the program being proposed?* 3. *Does the applicant describe a clear plan for program evaluation inclusive of anticipated short-term and long-term program results and metrics to be gathered to determine success in solving the problem(s) or need(s) mentioned within the "Statement of Needs and Service Areas Characteristics" section of the application?* 4. *Does the plan indicate how the evaluation results will be used and reported to TSET?*	Narrative section 4	0 – 3	12
Sustainability and Maintenance Plan 1. *Does the applicant organization detail how the program or major portions of the program will be sustained at the conclusion of TSET funding?* 2. *Does the application demonstrate organizational support for the program after TSET's involvement has ended?* **3.** *Does the application mention additional funding or partners that may be utilized to carry on the program after the conclusion of the TSET funding agreement?*	Narrative section 5	0 – 3	9
Proposed Budget 1. *Is the budget complete and accurate?* 2. *Is there a direct relationship between the amount of funds requested and program proposed?*	Attachment 1	0 – 3	6
	Base Points Possible For All Proposals:		78
Preference Criteria for Proposals Related to Discovery Grants *Are matching funds utilized?*		0 – 3	3
	Maximum Points Possible:		81

Awards

All awards are made at the sole discretion of the TSET Board of Directors and are subject to the availability of funds. Typically, award decisions are made during a [regular meeting of the TSET Board of Directors](#), which are open to the public. All applicants will receive email notification of the TSET Board of Directors' funding decisions within two business days of the decision. Awarded applicants will then work with TSET to develop a cooperative agreement. The agreement must be fully executed by both parties prior to the performance of any work under the grant.

Proposal Debriefings

All applicants who are not awarded funding will receive written comments on their proposal after award decisions have been made. Comments will be emailed to the primary proposal contact listed on the proposal cover page within five business days of the TSET Board of Directors meeting at which awards are made.

Post-Award Processes

Discussions and Negotiations

TSET will review each proposal based on the documents submitted but may engage the awardee in negotiations of the work plan and/or budget prior to issuing a cooperative agreement. Negotiations may be conducted in writing, by phone, or by virtual meeting. Terms, conditions, budgets, methodology, or other features of the applicant's proposal may be subject to negotiation and subsequent revision. The mandatory requirements of the RFP shall not be negotiable and shall remain unchanged unless TSET determines that a change in such requirements is in the best interest of the State of Oklahoma.

Cooperative Agreement and Terms and Conditions

Upon award, a cooperative agreement will be developed between TSET and the awarded grantee. This guide, all documents included in the grantee's proposal, any negotiated revisions to the proposal, and an agreed upon set of terms and conditions shall comprise the cooperative agreement. It is the sole responsibility of the awarded grantee to review the agreement's terms and conditions prior to signing the agreement. Awarded organizations will be expected to return all required cooperative agreements to TSET no later than May 31, 2024.

Vendor Registration

The awarded grantee must complete the State of Oklahoma's vendor registration process upon notification of award. TSET will inform the awarded grantee of the requirements of that process upon notification of award.

Electronic Funds Transfer Registration

The State of Oklahoma requires that vendors receive payments via electronic funds transfer (EFT). The Office of Management and Enterprise Services (OMES) will instruct the awardee on the appropriate steps to take to ensure registration for EFT payments.

Payments

Payments are made on a cost reimbursement basis. Items are billed to TSET based on the actual cost for the good or service and only after the awarded grantee has received and paid for the good or service.

Claims for reimbursement must be submitted to TSET monthly. Monthly claims are due by the 30th day of the following month during which costs were incurred. Failure to submit monthly claims for reimbursement within 30 days of the end of the month may result in a reduction of funding or termination of the grant agreement. TSET has 45 business days to pay accurate invoices that are correctly submitted.

Reporting

At a minimum, awarded grantees will submit to TSET a quarterly report to include program, financial, and evaluation information. Additional information may be required and will be requested on a case-by-case basis. Grantees may be required to submit any and all program and evaluation reports provided to or from other funding sources.

Required Activities to Support TSET State Goals

Throughout the funding period, the grantee will be expected to actively engage with local public officials to promote the TSET mission. During the funding period, the grantee may be asked to support other TSET initiatives and programs that align with strategic goals for improving health. Additional guidance on how to support and collaborate will be provided at the appropriate time to ensure consistent implementation.

Program Evaluation

Awarded grantees must participate in all mandatory evaluation activities, including the submission of required reports and other types of relevant information requested by TSET or TSET-funded contractors, and must work collaboratively with the assigned external evaluator in meeting the evaluation plan requirements. Evaluators may require the grantee to provide access to program records as well as facilitate access to other information as requested to calculate costs and benefits. Evaluation of the program will be conducted annually.

Publicity

During the grant period, TSET will periodically work with the grantee to issue press releases, op-eds, social media posts, and other communications regarding the TSET-funded program. Should

the grantee wish to publicize its own work, the grantee shall not publish any comments or quotes from TSET employees or include TSET in either news releases or a published list of customers without the prior written approval of TSET. Any promotional or media materials created for the program or services provided herein, including, but not limited to, award submissions, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the grantee, shall identify TSET as the sponsor and shall not be released prior to receiving written approval by TSET.

Additional guidance on program branding, communication planning as well as use of TSET brands and logos will be provided to all awarded grantees to support programmatic efforts.

Signage

TSET anticipates that programs funded under this opportunity will publicly acknowledge the agency upon completion. Acknowledgement may vary based on program type but placing signage recognizing TSET's funding commitment is the most common method utilized. TSET's Strategic Communication department will advise all grantees on signage and acknowledgement requirements during the grant term. Grantees may budget TSET funds for purchase and placement of signage for their program. TSET can assist with signage purchases through the Health Communication category of the budget, or grantees may purchase their own signage through the Other budget category. Grantees are advised that if they purchase their own signage, they must still work with TSET staff to ensure the correct attribution and logo usage for the agency.

In addition to signage acknowledging TSET's funding, grantees must also ensure that tobacco-free signage is placed near the area(s) enhanced by TSET funding. Breathe Easy or other tobacco-free signs may be purchased with TSET funds if the awarded organization does not already have them. Grantees can work with their Strategic Communication consultant to procure these signs during the grant period.

Release of Information

Pursuant to Title 62 O.S. § 2309(D)(4), any proposal submitted under this funding opportunity shall be confidential until the date and time of award, at which point related documents and information shall be subject to the Oklahoma Open Records Act (Title 51 O.S. § 24A.1 et seq.) and Oklahoma Open Meeting Act (Title 25 O.S. § 301 et seq.).

Questions

Questions about this funding opportunity must be submitted in writing via the TSET website at https://oklahoma.gov/tset/funding-opportunities/other-funding-opportunities.html.   Answers will be posted on the same TSET webpage on the following Wednesdays: October 25, 2023, November 1, 2023, November 8, 2023, and November 15, 2023. Questions received after noon on November 15, 2023, may not receive a response.

Technical assistance with any documents associated with this guide may be submitted to grantsmanagement@tset.ok.gov.

Appendices and Attachments

Appendices and attachment forms provided in this RFP are listed below and can be accessed by clicking on the name of the document or by clicking the paperclip icon on the left navigation pane in Adobe. If you cannot see a paperclip icon in Adobe, please ensure that you have fully downloaded this guide and have opened it from your desktop rather than from within your internet browser.

1. Appendix A – Budget Tips, Tools & Match Guidance
2. Appendix B – Work Plan Instructions
3. Appendix C – Sample Comprehensive Tobacco-Free Policies
4. Appendix D – Evaluation Plan Guidance
5. Appendix E – Sample Workplace Wellness Policy
6. Attachment A – Cover Page
7. Attachment B – FY25 Budget Template
8. Attachment C – Work Plan Template
9. Attachment D – Organizational Assurances Checklist
10. Attachment E – Worker's Comp Certification
11. Attachment F – Tobacco-free Policy Template