INNOVATIONS IN BUILT ENVIRONMENT

for projects related to two categories of funding:

PLANNING, DESIGN, AND POLICY DEVELOPMENT

&

CONSTRUCTION IMPLEMENTATION

FUNDING OPPORTUNITY NUMBER 092-BEI24

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 Other Funding Opportunities. 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 are not automatically precluded from applying for funding under this opportunity. However, projects 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 Terms

Active Living: Incorporating physical activity into our daily lives and routines.

Built Environment Project: Human-made spaces in which people live, work, and play. Built environment projects include buildings, parks and open spaces, streets, trails, transportation systems, etc.

Construction Implementation Project: A project that makes 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.

Implementation: The process of carrying out a plan, strategy, or project that results in tangible outcomes.

Planning, Design, and Policy Development Project: A projects such as a feasibility study, streetscape design, comprehensive plan, master plan, plans for trails, bicycle and pedestrian safety, or guidelines that promote active living in an effort to create targeted, place-based changes to the built environment that promote healthy behaviors. Projects under this funding tract may not include construction or implementation.

Policy, Systems, and Environmental Change (PSE): Strategies for modifying the environment to make healthy choices practical and available to individuals.

- **Policy Change:** Changing rules, laws, ordinances, codes.
- **System Change:** Changing a process or how an institution works.
- **Environmental Change:** Changing physical, social, or economic structures.

Shovel-Ready: Projects that demonstrate advance planning stages for which construction can begin immediately.

Key Dates

Last Day to Submit Questions: August 16, 2023

Proposals Due: September 1, 2023

Applicants Notified of Award Decisions: November 15, 2023

Grant Start Date: January 1, 2023

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Innovations in Built Environment Proposal Guidelines

Purpose

To identify and respond to emerging opportunities to transform and improve the health of Oklahomans through the built environment, TSET will accept proposals in two areas of emphasis from July 10, 2023, until 4 p.m. on September 1, 2023. All proposals must support the TSET mission[1], be aligned with the TSET strategic map, and adhere to the guidelines stated in this document.

Proposals must identify immediate, impactful opportunities to positively transform and improve the health of Oklahomans through built environment projects. Proposals must be project-driven, time-limited, have a specific targeted area or population in mind, be supported by multiple partners, and agree to participate in an external evaluation of the project.

Funding Areas and Amounts

Proposals are accepted for projects related to the following areas identified as priorities by the TSET Board of Directors:

1. Planning, Design, and Policy Development: up to $150,000 per project for a one-year period
2. Construction Implementation: up to $500,000 per project per year for up to two years

For more detailed funding information, see the Funding Area Guidelines and Requirements section of this document. Proposals that request TSET funding in excess of the allowable amount will not be eligible for review.

Eligibility

Awards will be made to organizations, not to individuals.

Eligible applicant organizations include Oklahoma local governments (towns, cities, and counties), non-profit 501(c)3 organizations, tribal nations, institutions of higher education, and public agencies and entities of the State of Oklahoma. Applicant organizations must have a physical office location within the state of Oklahoma. All community applicants must be incorporated and able to make their own laws and policies.

All eligible applicant organizations must be in good standing with the Oklahoma Secretary of State

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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.

and must be able to attest that the organization does not and will not for the term of the cooperative agreement with TSET accept funding from the tobacco industry by signing and submitting with their proposal the Organizational Assurances Checklist form (Attachment C).

Any tribal nation that is awarded a funding agreement must submit to TSET a signed waiver of sovereign immunity prior to execution of a cooperative agreement. Any awarded tribal nation that has not returned a signed waiver of sovereign immunity to TSET by 4 p.m. on December 31, 2023, will be ineligible to enter into a funding agreement with TSET.

Planning, Design, and Policy Development projects must be ready to begin work immediately upon receipt of a fully executed cooperative agreement.

Construction Implementation projects must be shovel-ready and begin work immediately upon receipt of a fully executed cooperative agreement.

Workplace Wellness and Tobacco-free Policies
To ensure that these competitive public funds are utilized by organizations that share TSET's dedication to improving and protecting the health of Oklahomans—including the organization's staff—applicants must have adopted a tobacco-free policy for all properties under the applicant organization's control. For policy requirements, see Appendix B, Tobacco-free Policy Template. **Organizations that submit a tobacco-free policy that does not meet the minimum requirements of the policy in Appendix B shall not be eligible for TSET funding.** 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 Appendix B, TSET has provided guidance for organizations that wish to implement stronger policies. Optional tobacco-free policy requirements for different types of applicant organizations can be found in Appendix C, Sample Comprehensive Tobacco-free Policies and Checklists.

To ensure that these competitive public funds are utilized by organizations that share TSET's dedication to improving and protecting the health of Oklahomans—including the organization's staff—applicants 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, it should include as many policy elements as possible for physical activity and nutrition that align best with the applicant organization. For policy instructions and a sample workplace wellness policy, see Appendix D.

A copy of both policies must be included as a required attachment, including signatures and dates of adoption.

Data-driven Needs and Community Buy-In
All proposals must demonstrate the need for their project by providing sufficient locally-focused data that have been collected within the last three years to support the work. Such data may include:

1. A needs assessment conducted by the applicant or a contractor thereof;
2. Refereed studies;
3. Community Health Needs Assessment(s) conducted by hospital organizations
4. Surveys completed by the applicant, city/town, or a local organization; or
5. Documentation from a previously completed plan, feasibility study or built environment design. TSET's preference is for recent documentation from the past 3 years, or long-term plan documentation (4-10 years or longer) that remain active as part of the local planning process.

All data must be cited within the proposal and must be publicly accessible or, if not publicly accessible, provided in an appendix with the proposal.

In addition to data to support the need for the proposed project, the applicant must demonstrate that there is buy-in from the community for the project. Public support and buy-in are important aspects of any built environment project that will affect a population. Demonstrations of public support and buy-in are required and may include:

1. A resolution or letter of support from the jurisdiction or property owner where the project will be completed. **Projects involving the potential declaration of eminent domain will not be considered. Applicants should have existing control of the project's right-of-way**.
2. Evidence that community members were engaged in identifying the need for the project and its design (e.g., via community survey results report, community listening session(s) report, letters of support from community organizations or partners, documentation from a previously completed plan or feasibility study, etc.).
3. Other demonstrations of support from the population to be affected by the proposed project.

A project staffing plan is a required component for each proposal and should demonstrate how the applicant organization will ensure the project is effectively managed and completed.

To maximize project success, continuous engagement from the public is recommended. The level of public engagement can vary, but typically includes getting the public's feedback to help identify and define the proposed project from beginning to end. Proposals with ongoing public engagement throughout the project may receive preference during the review process.

Project Service Area
All projects must take place and serve only populations within Oklahoma. Targeted, place-based geographic areas may include a city or municipality, a neighborhood, a census tract or zip code area of a city, a school district, or a combination of these.

Public Accessibility of the Project
All proposals must be for projects, goods, or services that are available to all Oklahomans regardless of income. If an applicant organization charges a fee for access to its services, the applicant must demonstrate that the proposed project would be available to all Oklahomans free of charge, according to a sliding fee scale, scholarships, or other proposed option. For example, if a sports

entity that requires annual dues from its members submits a proposal to fund improvements to its activity areas, the applicant entity must demonstrate in its proposal how all Oklahomans, regardless of income, will have an opportunity to access the TSET-funded improvements.

Verification of Right-of-Way

Applicants must submit letter(s) of support from the jurisdiction(s) that has ownership over the affected right(s)-of-way. This requirement only applies when a project is not entirely located within the jurisdiction of the sponsoring entity.

Funding Limitations

TSET funds cannot be used either in support of or opposition to any measure that is being referred to a vote of the people by means of the initiative or referendum, or that citizens of this state are attempting to have referred to a vote of the people by the initiative or referendum. In addition, funds cannot be used to influence elections or an official's duties, nor will TSET funds be used directly or indirectly to advance or promote a grantee's religious beliefs or to inhibit or discriminate against the religious beliefs of others and will not be used to benefit or support any priest, preacher, minister, or other religious teacher.

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.

Overhead, administrative, or indirect costs may be allowable on a funded project, but those costs must be justified and may not exceed 10% of the total award amount.

Specific unallowable budget items include:
- Endowments
- Hiring of lobbyists
- Operating deficits or retirement of debt
- Vehicles
- Items for which third-party reimbursement is available
- Entertainment costs for amusement or diversion
- Individual professional memberships
- Staff time for fundraising efforts
- Cash/prize donations for fundraisers or events

This list is not exhaustive. Although all budgets will undergo review prior to issuance of a cooperative agreement, applicants with questions about potential budget items are encouraged to submit their questions to TSET according to the process detailed in these guidelines prior to submitting a proposal. TSET reserves the right to deny funding for any budget items that are unallowable, inappropriate, or unrelated to the project.

Project Budget Planning

TSET seeks to fund projects that are ready to begin work immediately upon receipt of a fully executed cooperative agreement. To this end, projects that have fully vetted budgetary needs may receive preference during the review process.

Successful proposals will demonstrate thorough research, planning and a full understanding of costs associated with proposed projects submitted to TSET. Detailed and realistic cost estimates and/or bids should be solicited within three months prior to submitting the proposal so project costs at the time of estimate is understood and reflected in proposed budget. Applicants are encouraged to consider and document all potential costs. Items to consider could include:

1. Construction costs including the actual construction of the project, materials, labor, and subcontractor fees.
2. Design and architectural fees such as landscape architect, architect, consultant, and engineers' fees
3. Permits
4. Site preparation work, such as surveys, dirt work, tree removal
5. Construction inspection fees
6. Project manager

TSET understands that bids may expire and prices may change between proposal preparation and proposal submission, but applicants should make every effort to determine the full anticipated cost of the project prior to submission. For successful applicants approved by the TSET Board of Directors, TSET may request that updates to cost estimates submitted with a proposal prior to issuance of a cooperative agreement. To further address potential changes in cost between submission and award, TSET offers the flexibility to increase budgets up to 15% of the total original award, provided the maximum annual amount allowable under the RFP has not been met or exceeded. Approval of budget increases is not guaranteed. Requests for increases more than 15% of the total award amount may be considered but will require extensive justification and approval by the TSET Board of Directors. In no instance may a budget increase exceed the allowable maximum set forth in the RFP.

Project Period

Applicants may propose a planning, design, and policy development project with a duration not to exceed one year, or a construction implementation project, which will not exceed two years. Each year of a construction implementation project shall be governed by a cooperative agreement, which will be eligible for annual renewal. All annual renewals are subject to grantee performance, funds available for TSET to award, and approval by the TSET Board of Directors.

Cooperative Agreement Periods

Cooperative agreements awarded under this funding opportunity will follow the state fiscal year (July 1 – June 30). Therefore, the initial cooperative agreement period will be for six months (January 1, 2024 – June 30, 2024). If awarded for a full year, the second half of the cooperative agreement will be issued for July 1, 2024 – December 31, 2024.

Two-year construction implementation awards will be governed under the following cooperative agreement periods:

- Initial six months: January 1, 2024 – June 30, 2024
- First full year: July 1, 2024 – June 30, 2025
- Final six months: July 1, 2025 – December 31, 2025

Funding Area Guidelines and Requirements

The primary goal of this funding opportunity is to achieve greater collective impact to improve health through policy, systems, and environmental (PSE) change projects.

1. *Planning, Design, and Policy Development*

This tract's primary goal is to fund planning, design, and policy studies aimed at creating targeted, place-based changes to the built environment that promote healthy behaviors. Funding is available for feasibility studies, streetscape design, comprehensive plans, master plans, plans for trails, bicycle and pedestrian safety, or guidelines that promote active living.

Funding and Renewals

- Maximum award amount: $150,000
- Maximum funding period: one year
- Maximum number of awards available: 4 at the maximum amount of $150,000; more awards may be made as funding allows
- Matching requirement: None, projects with matching funds may receive preference

Funding is on a ***project*** basis and is available for up to $150,000 annually for a period of one year. Performance measures periodically reviewed include:

- Accurate submission of required documentation
- Proper local project oversight and management
- Documentation of community input on the project throughout the life of the grant
- Report ongoing progress toward major project milestones

Examples of unsatisfactory performance include continued difficulty maintaining appropriate contract management and project oversight, a lack of progress toward completion of project milestones/major activities, a loss of non-TSET funding, or other major factors detrimental to the success of the project. Unsatisfactory performance may result in termination of TSET funding at any time.

Project Plan and Justification

Applicants may propose a new planning or design project or an update, enhancement, or expansion of an existing planning or design project. Applicants must include a detailed project plan with information and data providing a strong case of the proposed project's benefit to the health of the public. Updates, enhancements, or expansions of an existing planning project must directly connect the proposed project to a previous or existing project or plan and explain how the project will effectively extend or enhance the public reach and impact. An agreed upon start-up and completion

date and a project plan of major milestones or tasks to be completed are required.

Applicants must include a detailed project plan, as well as information and data indicating the areas selected have: 1) populations or areas with higher rates of obesity than the state average, or 2) have challenges to moving more or eating better due to poverty, food deserts, or lack of amenities in the existing built environment.

Proposed projects incorporating the results of a local needs assessment involving public input within the last three years are preferred.

Project Management
An experienced project manager must be identified as part of the proposal. Funding may be requested for a project manager to oversee the planning project.

Project Scope of Work
Eligible planning projects may include the following types, or projects similar to these types:
- Tobacco-free districts in towns/cities
- Farmer's market or food hub feasibility studies
- Comprehensive plans, master plans, safe routes to school plans, or design guidelines that promote active living (safe, comfortable use of the transportation network by people walking, bicycling, and using mobility assistance devices or public transportation)
- Built environment feasibility studies for active living infrastructure improvements
- Traffic and pedestrian studies that will be used to inform active living priorities and improvements

2. Construction Implementation
This funding tract's primary goal is to fund construction projects that make changes to the built environment that increase the number of people engaged in moving more or eating healthy—or both—in site(s) across Oklahoma. The construction project must be supported by data showing the need and community buy-in showing the willingness of the local population to utilize the new construction.

Funding and Renewals
- Maximum award amount: $500,000 per year
- Maximum funding period: 2 years
- Maximum number of awards available: 4 in the amount of $500,000; more awards may be made as funding allows
- Matching requirement: Match is required and based on the size of the population to be served by the project in accordance with the table below. For more information on how TSET monitors matching funds, see the Matching Funds Guidance section of Appendix E, Budget Tips and Tools.

Population Size	Matching Requirement
1 – 9,999	None
10,000-29,999	10% of total project costs
30,000 – 49,999	15% of total project costs
50,000+	20% of total project costs

To determine the population size and reach for the proposed project, applicants should use current, verifiable data. Examples of appropriate data sources are listed below.

For projects proposing to serve a <u>school district's</u> population, applicants should utilize Oklahoma State Department of Education school district enrollment numbers**.** For total student enrollment, visit https://sde.ok.gov/documents/state-student-public-enrollment, click 'District Enrollment Comparison and Sorted by Size' under FY 2022/2023 to open the Excel spreadsheet. Scroll to the right to column G in the Excel spreadsheet to obtain total school district enrollment.

For projects proposing to serve one or more <u>school sites'</u> population, applicants should utilize Oklahoma State Department of Education school site enrollment numbers. For total student enrollment, visit https://sde.ok.gov/documents/state-student-public-enrollment, click 'School Site Totals' under FY 2022/2023 to open the Excel spreadsheet. Scroll to the right to column AD in the Excel Spreadsheet to obtain total school site enrollment.

For projects proposing to serve a Higher Education population (including 4-year colleges/universities, community/junior colleges, and technical schools), applicants should obtain the total number of students enrolled from the school's institutional research department for all school sites operated by the higher education institution.

For projects proposing to serve a city or municipality, applicants should utilize current Census data to determine the city/town's population reach. For total population of a city/town, visit https://data.census.gov, click 'Advanced Search', select 'Geography' under browse filters, select 'Place' under geography, select 'Oklahoma' under place, select the town you are interested in under Oklahoma. After making your selection, click 'Search'.

For projects proposing to serve an organization's employees, applicants should work with the human resource department to identify how many full and part time employees are at the agency across all agency sites.

For projects proposing to serve a specific population client base (e.g., patients or clients of the applicant organization), applicants should utilize deidentified enrollment or registration records.

The Construction Implementation tract funds time-limited, shovel-ready construction projects with an agreed upon budget, start-up, and completion schedule. TSET funding is available for up to $500,000 annually for a period of two years. Preference will be given to projects that will be completed within the two-year timeframe. Projects that will not be completed during the term of TSET's funding may be proposed but are not as favorable as projects that can be completed during

the funding period.

Funding is annual and renewable for a second year based on performance, availability of funds, and approval by the TSET Board of Directors.

Performance measures periodically reviewed include:
- Accurate submission of required documentation
- Proper local project oversight and management
- Documentation of community input on the project throughout the life of the grant
- Report ongoing progress toward major project milestones
- Fulfillment of other funding committed to the project

Examples of unsatisfactory performance include continued difficulty maintaining appropriate contract management and project oversight, a lack of progress toward completion of project milestones/major activities, a loss of non-TSET funding, or other major factors detrimental to the success of the program. Unsatisfactory performance may result in termination of TSET funding at any time.

Project Plan and Justification
Applicants must include a detailed project plan (Attachment B), site plan of the proposed construction, and information and data indicating the areas selected have: 1) populations or areas with higher rates of obesity than the state average, or 2) have challenges to moving more or eating better due to poverty, food deserts, or lack of amenities in the existing built environment.

Proposals that incorporate the results of a local needs assessment involving public input within the past three years will receive preference over those lacking one.

Project Management
An experienced project manager and construction project manager must be identified as part of the proposal. Funding may be requested for a construction site manager to oversee the project.

Project Scope of Work
Examples include but are not limited to the following types of new or enhanced construction projects:
- Improvements and renovations to farmer's markets or food hubs
- Sidewalk infrastructure improvements and pedestrian crossings that are compliant with the Americans with Disabilities Act
- Creation or enhancement of parks and public spaces for people of all ages through the purchase of supplies such as outdoor exercise equipment, playground equipment, pedestrian paths, seating, etc.
- Creation or enhancement of walking and biking networks that support people of all ages and abilities and enhance connectivity to everyday destinations, such as bike lanes, multi-use trails, rails to trails, safe routes to school, etc.
- Pedestrian wayfinding signage

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 E1 or E2). 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-BEI24) 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 project. 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 project.

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 project. 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.

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 K 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 25 pages. Proposals that exceed any stated page limits will not be eligible for review.

A. **Objections to Terms and Conditions** *(not counted toward page limit)*
   If the applicant organization objects to any of the terms and conditions listed in Appendix A, they must be listed in section A.

B. **Applicant Organization's Background and Qualifications** *(two pages max)*
   Briefly describe your organization's mission, who you serve, how long the organization has been in operation and demonstrated history in successfully planning and executing projects that are directly related to the project proposed within this proposal. Additionally, describe how the previous project(s) was/were managed, overall cost of the project(s), length of time it took to complete the project(s), and successes or outcomes achieved as a result of the project(s).

C. **Proposed Project** *(six pages max)*
   Describe the planning, design, or construction implementation project to be funded by TSET. Where appropriate, include graphs, charts, images, and other visuals to paint a full picture of the project, either within the body of the text or a clearly labeled and referenced appendix. The Proposed Project section must:
   1. Describe the proposed project.
        a. Describe what problem(s) the proposed project will specifically address.
        b. Identify the goal(s) of the project.
        c. Provide any data and/or documentation that substantiates the identified problem(s) the project will impact.
        d. Provide data to support the location selected for the project, particularly (1) population(s) or areas with higher obesity rates than the state average or (2) populations having challenges to moving more or eating better due to poverty, food

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deserts, or lack of amenities in the existing built environment.
   e.   Use data to describe the population(s) impacted by the problem(s).
2. Describe how the public will benefit from the proposed project and the anticipated impact by the project on the proposed service area over the next 5-10 years.
3. If the proposed project usually charges a fee for its services, explain a plan to provide free access to the public or offer services based on a sliding fee scale, scholarship and/or reduced rate.
4. Complete a project plan (Attachment B) to identify all major project tasks and anticipated timeline, from the start-up date to the prospective date of completion. The project plan should include:
   a.   Major project milestones
   b.   Timeline including anticipated start and end date
   c.   Responsible parties and stakeholders
5. Identify the project's total cost and list the major cost items. Remember to account for labor, site preparation, fees, permits, etc. in the cost. (Project estimates and bids should be no more than three months old from the proposal date).
6. Identify a project staffing plan and include a description of how the project will be managed.
   a.   Describe how the project will be managed day to day.
   b.   Name the applicant organization's project manager to oversee the completion of the work and provide their contact information.
   c.   Provide an overview of the project manager's experience managing similar projects and the size of those projects.
   d.   Detail how project oversight will be provided and who within the applicant organization will be the authorized official to who whom the project manager will periodically report.
   e.   Describe in detail how the applicant organization's project manager will regularly communicate with the planning and design project lead/construction implementation project site supervisor.
   f.   Provide a timeline for hiring all pertinent personnel and contractors. Be sure to account for your organization's bidding and selection process if applicable.
7. If subcontractors will be utilized to complete any aspect of the TSET-funded project, provide information about the subcontractors who will be involved, including their expertise, experience, and qualifications. If no subcontractors will be utilized, please be sure to make note of it.
8. If applicable, list the funding partners, their role, their legal status, and the amount of funding each is providing.

D. **Service Area, Population of Focus, and Demographic Data** *(three pages max)*
Specify the geographic service area to be served by this project, including a map and photos to visually represent the project's location. Describe the population to be served within the geographic area. Provide current (within three years) local demographic data and health issues affecting the proposed population(s). Include all references and citations. If barriers to serving the population may be encountered, describe those potential barriers and how the organization plans to address them. If no barriers are identified, make note of this.

E. Statement of Need and Public Support *(four pages max)*

Describe the needs or issues that will be tackled in the service area through the proposed project and explain why TSET funding is critical for the success of the project. Utilize pertinent existing data to clearly showcase the needs of the population and service area. Provide references for all data sources used.

Describe how the public have been engaged in identifying needs for the proposed project and the project design. Include a list of community members or organizations that provided project input and demonstrated support for the proposed project. Within the appendices section, attach evidence of public support such as community survey results, community listening session report(s), documentation from a previously completed plan or feasibility study, etc. (Evidence of public support does not count toward the page limit.)

F. Evaluation and Expected Outcomes *(four pages max)*

Summarize how your organization has measured success in past or current projects that are similar to the project being proposed. Explain the evaluation plan for the proposed project and list the anticipated short-term and long-term results of the project. Also, describe how the evaluation findings will be used and shared with TSET. Describe the plan for gathering evaluation data and the types of metrics that will be used to determine if the project has been successful and has impacted the problem(s) you are trying to solve. If an evaluation instrument is available, include it as an appendix and reference it within this section. (Evaluation tool does not count toward the page limit.)

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

TSET's funding is short-term and high-impact and needs in the service area may remain at the end of the funding agreement. Discuss how the project overall, or major components of the project, will be sustained/maintained both financially and organizationally at the conclusion of TSET funding.

H. Appendices *(if applicable, no page limit)*

Include any appendices at the end of the Narrative, including a Budget Documentation Appendix, if necessary. Appendices should be used to provide supplemental, illustrative information that cannot be easily captured within the narrative sections of the proposal. Ensure each appendix is referenced within the appropriate section of the narrative.

I. Additional Required Attachments

In addition to Attachment A, Cover Page, which is required as the first page of the proposal package, and Attachment E1 or E2, Budget, which is to be uploaded as a separate document, the following attachments are required for each proposal:

1. Project Plan (Attachment B)
2. Signed Resolution or Letter of Support from Jurisdiction or Property Owner Where the Project will be Completed Verifying Right-of-Way, if the project is not entirely located within the jurisdiction of the sponsoring entity
3. Signed Letter(s) of Support from Community Partners or Organizations
4. Applicant Organization's Tobacco-free Policy (see Appendix B for requirements)

5. Applicant Organization's Workplace Wellness Policy (see Appendix D for requirements)
6. Organizational Assurances Checklist (Attachment C)
7. Worker's Compensation Form (Attachment D)

Proposed Budget *(Attachment E1 __or__ E2; uploaded as a separate Excel document)*
Applicants must select the correct budget template for their project type. List specific, known, or estimated costs for the project in the budget justification, providing documentation that support costs to the greatest extent possible. Preliminary project bids/estimates (from the last three months) should be included as an appendix under the header Budget Documentation and should be no more than three months old from proposal date. Similarly, any other supporting documentation to justify charges in the budget form can be included in the Budget Documentation appendix. Any budget information included in the appendix must be referenced in the appropriate Justification field on the budget template. For example, if applicable, the Supplies Justification field on the Excel budget template document could indicate "See Budget Documentation Appendix for quotes for supplies."

Proposal Submission
Proposals must be submitted via Smartsheet form before 4:00 PM Central Time on September 1, 2023. The submission form may be accessed by clicking the hyperlink above or at: https://app.smartsheet.com/b/form/ee43019cc06642ef92a256a7aa230ae3.

Applicants must upload all documents in a single submission no later than 4 p.m. CT on September 1, 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 tessan@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
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 grouped by funding category (Planning, Design and Policy Development and Construction Implementation) and will then 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 project, the proposal may also be reviewed by external reviewers.

TSET staff will present the entire roster of eligible proposals for each funding category and will make funding recommendations to theTSET 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 in accordance with the criteria below. Proposals will be scored on the following areas: Applicant organization's background and qualifications, proposed project, service area and population reach, statement of need and community support, evaluation and expected outcomes, 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 project impact when making final awards. Need will be measured by the service area's obesity prevalence, smoking prevalence, and area deprivation index. These preferential criteria and others stated in these guidelines are listed at the bottom of the review criteria table.

Upon completion of all reviews, each funding category—Planning, Design and Policy Development and Construction Implementation—will be presented to the TSET Board of Directors separately. 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 project 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 project?* 2. *To what extent does the applicant organization have a history of successfully serving the community and/or populations for which this project is proposed?* 3. *Is project evaluation part of the organization's standard operating procedure?* 4. *If subcontractors are proposed, are they appropriate to provide the services described within the proposal?*	Narrative section B	0 – 3	12

Proposed Project
1. How well does the applicant describe the problem(s) the project is addressing?
2. How clearly are the specific goals of the project explained?
3. To what extent does the applicant provide documentation, including data, that supports the chosen location for the project and the project's capacity to address populations experiencing at least one of the following two conditions?
  • population(s) or areas with higher obesity rates than the state average and/or populations with challenges to moving more or eating better due to poverty, food deserts, or
  • lack of amenities in the existing built environment
4. How well does the applicant describe how the public will benefit from the project and the impact it will have over the next 5-10 years?
5. If a fee is usually charged for the project's services, does the applicant adequately explain their plan or approach to offer free or minimal cost access to the public? If no fee is charged, this criterion will be scored as 3.
6. Does the applicant provide a complete project plan that identifies all major project milestones, anticipated timeline, from the startup date to the prospective date of completion and responsible parties/stakeholders?
7. Does the applicant identify the project's total cost, provide a comprehensive list of major cost items, and are the bids supporting the costs within the recent three months of the date the application was submitted to TSET?
8. How well does the applicant's staffing plan address the six requirements of a plan?
  a. The day-to-day management of the project
  b. Project manager name and contact information
  c. Project manager's experience with similar projects
  d. Details of project oversight and applicant organization's authorized official to whom the project manager will report
	Narrative Section C	0 – 3	30

e. How the project manager will regularly communicate with the planning and design project lead/construction implementation project site supervisor f. Timeline for hiring all personnel/contractors 9. 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. 10. If applicable, does the applicant list and name all project funders, their role, legal status, and funding amount of each? If matching funds are not required, this criterion will be scored as 3.			
Service Area, Population Reached, and Demographics 1. Does the application clearly specify the proposed geographical service area, providing photo(s) and map of project site? 2. 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? 3. 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 D	0 – 3	9
Statement of Need and Community Support 1. Does the applicant clearly and convincingly demonstrate that TSET funding is critical for project 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 project? 3. How well does the applicant clearly demonstrate the existence of public support and engagement in identifying the need for the proposed project? 4. Does the applicant provide a list of community members/organizations having demonstrated input and support for the project? 5. Is evidence of public support provided in in the appendices?	Narrative section E	0 - 3	15

Evaluation and Expected Outcomes
  1. *Does the applicant summarize how success is measured in projects (past or present) similar to the project being proposed?*
  2. *Does the applicant describe a clear plan for project evaluation inclusive of anticipated short-term and long-term project results and metrics to be gathered to determine success in solving the problem(s) mentioned within the "Proposed Project" section of the application?*
  3. *Does the plan indicate how the evaluation results will be used and reported to TSET?*
	Narrative section F	0 – 3	9

Sustainability and Maintenance Plan
  1. *Does the applicant organization detail how the project or major portions of the project will be sustained at the conclusion of TSET funding?*
  2. *Does the application demonstrate organizational support for the project after TSET's involvement has ended?*
  3. *Does the application mention additional funding or partners that may be utilized to carry on the project after the conclusion of the TSET funding agreement?*
	Narrative section G	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 project proposed?*
	Attachment E	0 – 3	6

	Base Points Possible For All Proposals:		**90**
Preference Criteria for Proposals Related to Planning and Policy Development 1. *Are matching funds utilized?*		0 – 3	3
	Planning and Policy Development Maximum Points Possible:		**93**
Preference Criteria for Proposals Related to Construction Implementation 1. *Can the project be completed within the TSET agreement period?*		0 – 3	3
	Construction Implementation Maximum Points Possible:		**93**

Preference Criteria for all Proposals			
1. Applicant includes an effective plan for active community buy-in for the duration of the project. 2. Applicant has fully vetted their project's budget, providing bids/quotes from vendors from the past three months. 3. Does the project incorporate the results of a local needs assessment involving public input that has been completed within the past three years?	Narrative Section D Narrative Section F	0 – 3	9
	Maximum Points Possible:		**102**

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. The terms and conditions appear at the end of this guide under Appendix A, Cooperative Agreement Terms and Conditions. Awarded organizations will be expected to return all required cooperative agreements to TSET no later than December 31, 2023.

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.

Reporting

At a minimum, awarded grantees will submit to TSET an annual report to include project, 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 project period, the grantee will be expected to actively engage with local public officials to promote the TSET mission. During the project, 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.

Project 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 project 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 project. 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.

Signage
TSET anticipates that projects funded under this opportunity will publicly acknowledge the agency upon completion. Acknowledgement may vary based on project type but placing signage recognizing TSET's funding commitment is the most common method utilized. TSET's Strategic Communications 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 completed project. TSET can assist with signage purchases through the Health Communications 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 to 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: July 19, 2023, July 26, 2023, August 2, 2023, August 9, 2023, and August 16, 2023. Questions received after noon on August 16, 2023, may not receive a response.

Technical assistance with any documents associated with this guide may be submitted to tessan@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.

A. Appendix A – Terms and Conditions
B. Appendix B – Tobacco-free Policy Template
C. Appendix C – Sample Comprehensive Tobacco-Free Policies
D. Appendix D – Sample Wellness Policy
E. Appendix E – Budget Tips and Tools
F. Attachment A – Cover Page
G. Attachment B – Project Plan Template
H. Attachment C – Organizational Assurances Checklist
I. Attachment D – Worker's Comp Certification
J. Attachment E1 – Budget Template for Planning, Design, and Policy Development projects *(only utilize one budget template)*
K. Attachment E2 – Budget Template for Construction Implementation projects *(only utilize one budget template)*