



STRATEGIES TO REDUCE TOBACCO USE AND OBESITY IN SEVEN SOUTHEAST OKLAHOMA
COUNTIES

FUNDING OPPORTUNITY NUMBER RFP092-SEOK22

AMENDED 5/17/22

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 contractor, 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 contract, the terms of the contract 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 application 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," "tobacco control," and "tobacco use" mentioned in this document refer to commercially produced tobacco products and non-ceremonial use of tobacco.

Required Software

This guide must be viewed and associated forms 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, but the guidelines must be fully downloaded, not opened within an internet browser. Prerequisites and proposals must be submitted via Smartsheet web form, which requires no account to utilize.

Key Dates

Prerequisite Submission Period Opens: April 15, 2022

Live Workshop Webinar: April 28, 2022, 1:00 p.m.

Last Day to Submit Questions: May 27, 2022

Prerequisites Due: June 6, 2022

Proposals Due: June 27, 2022

Applicants Notified of Award Decisions: August 31, 2022

Targeted Contract Start Date: October 1, 2022

RFP 092-SEOK22 Amendment History

May 17, 2022:

Amended prerequisite policy due date to June 6, 2022. Amended full proposal due date to June 27, 2022.

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Oklahoma Tobacco Settlement Endowment Trust

STRATEGIES TO REDUCE TOBACCO USE AND OBESITY IN SEVEN SOUTHEAST OKLAHOMA COUNTIES

Proposal Guidelines

Purpose

As authorized by Okla. Const. Art. 10, Section 40, and Title 62 O.S. § 2309, through this Request for Proposals (RFP), the Oklahoma Tobacco Settlement Endowment Trust (TSET) seeks to prevent and reduce tobacco use and obesity through strategic actions across priority communities and organizations in Oklahoma. This grant opportunity is designed to carry on the goals of community-based grants aimed at reducing tobacco use and obesity in southeast Oklahoma and funds an effort to carry on a portion of the work of the previously funded organization that opted not to continue into the best practices implementation phase.

Under the previously funded grant program, the [TSET Healthy Living Program](#) (HLP), each county in this targeted funding opportunity completed a comprehensive community needs assessment (CCNA) and identified specific strategies in specific geographical areas for implementation within each county. The data that were collected during the needs assessment can be found within [Smartsheet](#). All applications must support the TSET mission¹ and be aligned with the [TSET strategic plan](#).

Background

The value of community-based change is a paramount and critical component in TSET's mission to improve health and reduce the burden of preventable disease in Oklahoma. Over the years, TSET has funded three comprehensive, community-based initiatives and evaluated those grants for performance, outcomes, and sustainability. Engaged community partners and an organized workgroup have been a necessary asset to achieve locally supported, positive change for health. Partnerships are vital to successful movements and help create the critical mass behind a community effort. Bringing people together helps groups trust one another, reduces duplicative efforts, avoids unnecessary competition, and shares resources (time, money, people, and effort).

TSET's community-based grants are designed to prevent cancer and cardiovascular disease by preventing and reducing tobacco use and obesity on a local level. Issued in 5-year grant cycles, the TSET Healthy Living Program grantees achieved policy success throughout its FY16-FY20 grant cycle. The next TSET HLP grant cycle was launched in FY21 and lasts through FY25. The first year of grant work was completed in the seven southeast Oklahoma counties before those grantees opted to discontinue

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

participation in the Healthy Living Program. Grants funded under this current opportunity (RFP092-SEOK22) will build on that existing work.

Between July 1, 2020, and June 30, 2021, HLP grantees with their local collaborative group and community partners completed a comprehensive assessment of community needs to identify the barriers in accessing healthy foods, opportunities to engage in physical activity and tobacco-free environments. The initial data gathered during the assessment phase assisted HLP grantees with identifying priority communities or “hot spots” within a service area using census tract data and block group level data to provide a granular look at health disparities and inequalities among people living in the same areas. The data that were used to identify census tract hot spots can be found within the [County Wellness Profiles and Census Tract Appendices](#). This information provided TSET HLP grantees the opportunity to have conversations with local stakeholders to identify what could be causing health disparities within the selected hot spots and how to potentially spur change within these areas through program planning and resource investment. The table below includes the population within each county hot spot region, number of incorporated jurisdictions within the hot spot region, and the census tracts that were selected. County hot spot region maps for each county can be found within the [Assessment Documents Smartsheet](#).

County	Hot Spot Region Population	Total # of Incorporated Cities/Towns in Hot Spot Region	Selected Census Tracts
Atoka	8,300	1	5877 (Atoka) 5879 (Lane)
Bryan	29,727	7	7956 (Albany, Bennington) 7957 (Blue, Bokchito, Caddo) 7959 (Achille, Hendrix, Kemp) 7960.02 (Calera, Durant) 7962 (Durant) 7963 (Durant) 7964 (Durant) 7965 (Durant) 7966 (Calera, Cartwright, Colbert)
Marshall	12,304	2	947 (Madill/Oakland) 948.01 (Kingston) 948.02 (Kingston/Woodville)
McCurtain	21,379	6	983 (Wright City) 984 (Millerton, Valliant) 986 (Broken Bow) 987 (Garvin, Idabel) 988 (Idabel)

Pittsburg	26,688	10	4856 (Longtown) 4857 (Quinton) 4858 (Canadian, Crowder, Indianola, Longtown) 4861 (Krebs, McAlester) 4862 (McAlester) 4864 (McAlester) 4867 (Haileyville, Hartshorne) 4868 (Ashland, Kiowa, Pittsburg)
Pontotoc	26,221	5	886 (Ada, Allen, Byng, Francis) 887 (Ada, Stonewall) 889 (Ada) 891 (Ada) 892 (Ada) 893 (Ada) 895.98 (Ada) 896 (Ada, Fitzhugh, Roff)
Pushmataha	8,683	2	976 (Albion, Clayton, Tuskahoma) 977 (Antlers)

The needs assessment phase also consisted of the following:

1. **Community Needs Assessment Survey:** Input from the survey was used to better understand the needs, perceptions and environments of people living in identified hot spots as they related to physical activity, nutrition, and tobacco control.
2. **Community Listening Session(s)/World Café(s):** These conversational sessions were held with community members. The sessions created an opportunity for meaningful small group dialogue around what helps citizens engage in healthy eating, active living and tobacco-free lifestyles and helped identify the barriers within their communities.
3. **Key Informant Interviews:** Interviews took place with people in the hot spot region and typically included conversations with government officials, school officials, organizational leaders, and business owners. The purpose of these interviews was to help grantees better understand the context and readiness of the community for healthy living interventions. They also served to connect with leaders in the community and to build relationships.
4. **Strategy Checklists:** The strategy checklists were used to document the presence or absence of strategy specific policy, system and environmental efforts that were in place in the selected hot spot region. For organizations that already had a policy in place, strategy checklists helped indicate the strength of the policy and whether there was an opportunity to strengthen it.

With this information, Healthy Living Program grantees, collaborative group members, and community partners selected strategies. Grantees then developed a strategy-specific action plan in collaboration with local partners. Implementation of the selected strategies was set to begin in the fall of 2021.

However, at the end of May of 2021, TSET was notified that seven TSET HLP grants would not be renewing the HLP grant after the first year due to a change in the lead agency's scope of work.

TSET is committed to building upon the foundation that was laid during the needs assessment and planning phase and as a result is seeking applicants in these seven counties that can help move previously completed work into the implementation phase of the grant.

Funding Period and Renewals

The TSET Board of Directors has allocated a total of \$840,000 for this funding opportunity. Individual grants of up to \$120,000 annually for up to three years may be awarded according to the thresholds indicated below. Applicants that opt to implement only one or two strategies may not need to hire a full-time position or need multiple years of funding to complete the work.

Number of Strategies Selected	Maximum Annual Funding Amount
One	\$30,000
Two	\$60,000
Three	\$90,000
Four or More	\$120,000

Multi-year grants awarded under this program are governed by individual annual agreements that are eligible for renewal consideration at the end of each year. Renewed funding is contingent upon grantee performance, funds available, and approval by the TSET Board of Directors.

Grantees will undergo performance reviews during each contract year. Performance reviews measure success and ensure accountability of TSET funding. Review results are reported to the TSET Board of Directors and may be used to approve or reject annual contract renewal requests. Grantees are made aware of the performance measures to be reviewed at the beginning of the grant year. Grantees with unsatisfactory performance reviews, continued difficulty maintaining appropriate staffing levels, a lack of progress toward selected strategies, a loss of non-TSET funding, or other major factors detrimental to the success of the program may have their TSET grant terminated at any time.

Service Area

The service area must be **one** of the following counties: Atoka, Bryan, Marshall, McCurtain, Pittsburg, Pontotoc, or Pushmataha. Each county has a hot spot region that was strategically selected and defined by the former TSET HLP grantee and partners, using data from the [2020 Wellness County Profiles and Census Tract Appendices](#). The hot spot regions consist of census tracts within the county that were deemed as high need due to poor health outcomes. Applications proposing to serve more than one service area will not be considered. Only one proposal will be awarded per service area.

Eligibility

Eligible applicant organizations include private, non-profit 501(c)3 organizations, coalitions with 501(c)3 status, federally or state recognized tribal nations, institutions of higher learning, and public agencies or entities with an existing, non-TSET-funded official presence in the Oklahoma county in which work is proposed. Official presence is defined by an organization having a physical office location that is clearly visible to and accessible by the public where a full-time employee is located during normal business

hours. **The organization must maintain this official presence for the duration of the agreement with TSET.**

Applicant organizations that have previously been notified that they are ineligible to apply for TSET funding due to noncompliance with the terms of another TSET agreement will not be eligible to apply. Any questions about eligibility may be directed to grantsmanagement@tset.ok.gov.

All eligible applicant organizations must be in good standing with the Oklahoma Secretary of State and must be able to attest that the organization does and will not for the term of the contract with TSET accept funding from the tobacco industry.

Any tribal nation that is awarded a funding agreement under the grant must submit to TSET a signed waiver of sovereign immunity prior to execution of a contract.

Applicant organizations should have previous experience in addressing tobacco control, physical activity, nutrition, and/or health or public health goals in the county they propose to serve. A successful track record that includes successful adoption and/or implementation of some of the strategies listed within the TSET strategy menu is preferred. The Physical Activity, Nutrition, and Tobacco Strategy Menu can be found in [Appendix A](#).

Each applicant organization must have adopted and implemented a comprehensive tobacco-free policy for all properties under the organization's control by the time of application submission. For policy requirement checklists and sample tobacco-free policies, see [Appendix B](#).

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.

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
- Capital campaigns
- Operating deficits or retirement of debt
- Vehicles
- Real estate, which includes facility fees if the building is owned by the applicant organization
- 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
- Expenses related to the development of a proposal or application for funding from any organization

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. Please see [Appendix C](#), Budget Tips and Tools, for more budget information.

Prerequisite Policy Requirements

Because TSET’s primary goal is to reduce the rate of cancer and cardiovascular disease in Oklahoma, the agency desires to fund organizations that have adopted and implemented a comprehensive tobacco-free policy for all properties under the organization’s control. To this end, TSET requires that each potential applicant organization submit a signed copy of their tobacco-free policy as a required prerequisite prior to submitting a full application. Because tobacco-free policy requirements vary between private, non-profit 501(c)3 organizations, school districts, tribal nations, and municipalities, sample policies and checklists that outline required elements of a tobacco-free policy for different types of organizations are provided in [Appendix B](#). Applicant organization tobacco-free policies must align with the provided checklist that most closely matches their organization type, which includes:

- City/Town/County;
- Community Organization (including civic organizations, county health departments, and non-profit 501(c)3 organizations);
- Higher Education Institution (including universities and technology centers);
- School District;
- Tribal Nation/Government; and
- Other Worksites.

For a proposal to be eligible for submission, one prerequisite tobacco-free policy document must be submitted before 4 p.m. on June 6, 2022. The prerequisite shall be submitted via Smartsheet form here: [TSET’s Seven Southeast Oklahoma Counties Funding Opportunity Prerequisite Document Submission Form](#). Prerequisites will not be accepted via any other method and potential applicants do not have to register with Smartsheet to access or use this form.

The policy must be uploaded in .pdf format. The prerequisite document includes a **signed and dated** copy of the applicant organization’s adopted and implemented tobacco-free policy. Applicants must review the policy guidance document carefully, as the tobacco-free policy submitted must meet the checklist standard set in the sample policy chosen from [Appendix B](#) to be approved for proposal submission.

Within two business days of submission of the prerequisite policy, TSET Grants Management will email the contact person on the prerequisite submission form to inform them of the results of the policy review. If the policy meets **all** requirements as stated in the sample policy guidelines, the applicant will

be provided with a link to submit their proposal. If the policy does not meet all requirements the applicant will be informed of the deficiencies. Applicants may resubmit their policy as many times as they wish before the June 6 policy submission deadline. **No policies will be accepted after 4 p.m. on June 6, 2022.** Potential applicants whose prerequisite policy does not meet all requirements will not be eligible to apply for this funding opportunity.

Staffing

Up to 2 full-time staff may be allocated to the grant program, depending on the work being proposed within the application. For example, applicants selecting only one strategy for implementation may not need a full-time staff position to complete the work, while applicants proposing three or more strategies may require one or two staff. For all TSET-funded programs, staff must be employees of the awarded organization and cannot be subcontractors.

If staff are being proposed, the position(s) (if applicable) should be hired and physically in place at the grantee organization within 75 days of the contract start date. All staff positions (if applicable) shall possess knowledge of public health principles and policy, systems, and environmental change as it relates to obesity reduction and tobacco control efforts.

All awarded grantees must ensure appropriate levels of staffing are maintained for the duration of the program. Maintaining full staffing levels for the duration of the grant will ensure that vital programmatic work continues across the proposed service area. If position(s) become vacant at any point, the grantee must ensure that those positions are filled within 60 days of the staff member's last day of work. The only exception is if staff vacancies occur during the last six months of the grant, in which case staff vacancies and their impact on the program should be discussed with TSET.

Additional staff such as authorized officials, office managers and financial officers, may have a portion of their effort paid by the grant's *administrative charge* category but cannot appear as a line item on the personnel section of the budget.

Required Activities to Support TSET State Goals

Throughout the grant period, the grantee will be expected to actively engage with local legislators and policymakers.

Each grantee will annually implement a communication plan that includes media promotion such as earned media around TSET statewide goals and proven policies that prevent and reduce tobacco use and obesity, as well as promotion of the Oklahoma Tobacco Helpline.

During the program, grantees may be asked to support other TSET initiatives and programs that align with strategic goals for improving health to include, but not limited to, youth engagement and development. Additional guidance on how to support and collaborate will be provided at the appropriate time to ensure consistent implementation.

Data Usage and Number of Strategies/Projects to Select

The Comprehensive Community Needs Assessment (CCNA) results and associated resources and products developed for each strategy are available to applicants. This information can be found within the [Assessment Documents Smartsheet](#). Applicants are strongly urged to examine and use the materials within the Smartsheet since they are the recent work of the former grantee and the local collaborative

group established in each of the counties. The materials provide a wealth of information and context about local community needs and priorities addressing three areas: implementation of tobacco-free environments, increasing the public’s involvement in physical activity and active living, and providing the public with greater access to healthy foods.

Based on the overall results of the FY21 CCNA for each county, an applicant must select one or more of the following types of strategies within the table below. Each strategy includes the location where strategy implementation should take place. Strategies are ranked in order from the strategies that received the highest score in the prioritization matrix, indicating the greatest need, (option one) through those strategies receiving a lower score (option six).

County	Priority Strategy Option 1	Priority Strategy Option 2	Priority Strategy Option 3	Priority Strategy Option 4	Priority Strategy Option 5	Priority Strategy Option 6
Atoka	Tobacco-free City-owned Property Ordinances <i>(Hot spot region)</i>	Reduce Youth Access to Tobacco and Vaping <i>(Whole county)</i>	Active Transportation Master Plan <i>(Census tract 5877 – Atoka)</i>	Safe Routes to School Policies and Implementation <i>(Hot spot region)</i>	Policy to Restrict Smoking or Tobacco Use Indoors and Outdoors in Locally Owned Multi-unit Housing <i>(Census tract 5877 - Atoka)</i>	Healthy Food Options in Food Assistance Programs <i>(Hot spot region)</i>
Bryan	Tobacco-free City-owned Property Ordinances <i>(Hot spot region)</i>	Physical Activity Provisions in School Wellness Policies <i>(Hot spot region)</i>	Reduce Youth Access to Tobacco and Vaping <i>(Whole county)</i>	Shared-use Agreements or Policies and Implementation <i>(Hot spot region)</i>	Smoke-free Worksites (locally owned bars, in-home childcare, hotels) <i>(Census tracts 7964, 7965, 7962 – Durant)</i>	Comprehensive Plans <i>(Census tracts 7964, 7965, 7962 – Durant)</i>
Marshall	Reduce Youth Access to Tobacco and Vaping <i>(Whole county)</i>	Safe Routes to School Policies and Implementation <i>(Hot spot region)</i>	Smoke-free Worksites (locally owned bars, in-home childcare, hotels) <i>(Hot spot region)</i>	Healthy Food Options in Locally Owned Convenience Stores <i>(Hot spot region)</i>	Healthy Food Options in Locally Owned Restaurants <i>(Hot spot region)</i>	Pedestrian Wayfinding Signage <i>(Hot spot region)</i>
McCurtain	Tobacco-free City-owned Property Ordinances <i>(Hot spot region)</i>	Reduce Youth Access to Tobacco and Vaping <i>(Whole county)</i>	Healthy Food Options in Locally Owned Convenience Stores <i>(Hot spot region)</i>	Healthy Food Options in Food Assistance Programs <i>(Census tract 988 – Idabel)</i>	Safe Routes to School Policies and Implementation <i>(Hot spot region)</i>	Physical Activity Provision in Locally Owned Childcare Wellness Policies <i>(Census tract 988 – Idabel)</i>

Pittsburg	Tobacco-free City-owned Property Ordinances <i>(Hot spot region)</i>	Reduce Youth Access to Tobacco and Vaping <i>(Whole County)</i>	Healthy Food Options in Locally Owned Convenience Stores <i>(Hot spot region)</i>	Smoke-free Worksites (locally owned bars, in-home childcare, hotels) <i>(Hot spot region)</i>	Affordable Healthy Food and Beverage Options in Recreational Public Service Venues <i>(Census tracts 4861 – Krebs & McAlester; 4862 – McAlester; 4864 – McAlester)</i>	Healthy Food Options in Locally Owned Restaurants <i>(Hot spot region)</i>
Pontotoc	Reduce Youth Access to Tobacco and Vaping <i>(Whole county)</i>	Tobacco-free City-owned Property Ordinances <i>(Census tracts 888, 889, 890, 892 – Ada and 886 – Byng)</i>	Safe Routes to School Policies and Implementation <i>(Hot spot region)</i>	Complete Streets Policy and Implementation <i>(Hot spot region)</i>	Affordable Healthy Food and Beverage Options in Recreational Public Service Venues <i>(Census tracts 888, 889, 890, 892 – Ada and 886 – Byng)</i>	Farmer’s Market <i>(Census tracts 888, 889, 890, 892 – Ada and 886 – Byng)</i>
Pushmataha	Reduce Youth Access to Tobacco and Vaping <i>(Whole county)</i>	Safe Routes to School Policies and Implementation <i>(Hot spot region)</i>	Healthy Food Options in Locally Owned Restaurants <i>(Hot spot region)</i>	Shared-use Agreements or Policies and Implementation <i>(Hot spot region)</i>	Farmer’s Market <i>(Hot spot region)</i>	Nutrition Provisions in School Wellness Policies <i>(Census tracts 976 – Tuskahoma, Nashoba, & Albion and 977 – Moyers)</i>

Summaries of the best practice strategies prioritized by the previously funded organization, assessment data and hot spot region maps for each of the seven counties are found in the [Assessment Documents Smartsheet](#).

Although a single or multiple strategies may be selected, **prospective grantees must select strategies from the list prioritized by the previously funded organization**; other strategies will not be accepted. Please visit the [Assessment Documents Smartsheet](#) to better understand the rationale and data that supports the selection of these strategies. The Strategy Menu in [Appendix A](#) includes a high-level overview of each strategy and resources that will be utilized during strategy implementation. Successful applicants should demonstrate the organizational capacity to implement the selected strategies and indicate that existing partnerships are in place to assist with strategy implementation. The funding amount that is awarded will be dependent on the number of

strategies and amount of work being proposed by the applicant.

Please note that the strategy to reduce youth access to tobacco and vaping is considered as **one** strategy with four strategy components (retail education, enforcement, enabling ordinances and tobacco zoning ordinance). Additionally, the farmer's market strategy is considered as **one** strategy with two strategy components (land use policies for healthy food access and farmer's market expansion and/or development). Applicants that select one of these strategies must attempt to work on all strategy components.

If funded, the applicant must maintain the number of proposed strategies throughout the life of the grant or until there is no additional strategy implementation work that can be completed. Applicants are strongly encouraged to review the CCNA data and results for the county their application will address (see the [Assessment Documents Smartsheet](#); data include Hot Spot Region Map, Strategy Prioritization Matrix, CCNA Report, Community Needs Assessment Survey Report and World Café/Listening Session Report) that was collected under the previous initiative in order to better understand community input previously gathered, policies that currently exist within the counties, strategies selected, and the rationale for why each strategy was selected.

Action-oriented Community Buy-in

Under the program, an action-oriented collaborative group as a community involvement and buy-in component is required. Collaborative groups are meant to support community development, collaboration, community engagement and makes efficient use of resources and assets that may be limited within the proposed service area. Collaborative group members should be identified prior to the submission of the grant proposal.

If possible, it is preferred for the applicant to reconvene the collaborative group that was developed under the FY21 TSET HLP grant within the proposed geographic service area. The roster of the previously developed collaborative group can be found in the [Assessment Documents Smartsheet](#) under the title, 'TSET HLP Collaborative Group Roster.' Additional collaborative group members may need to be recruited to ensure all necessary community stakeholders are represented.

If the former collaborative group cannot be reconvened, the formation of a new active stakeholder group is required to support the project being proposed. The group should consist of community volunteers from various backgrounds who are representative of the populations that reside within the proposed service area and align with the selected strategies. Collaborative groups may include, but are not limited to a subcommittee, alliance, network, task force or an advisory committee.

Collaborative group members must be willing to play an active role in the group. It is recommended for collaborative group members to possess some of the following characteristics to be effective participants:

- Be committed to the vision/mission/goals of the collaborative group;
- Be considered as a credible and reputable member of the communities being served; and
- Have strong links within the communities served and with key decision-makers.

Since every county is unique, TSET has not set a minimum or maximum number of individuals to participate in the collaborative group. The collaborative group should be large enough to have the ability to carry out its goals and objectives but should not be so large that the group is unmanageable.

Collaborative group meetings must take place every other month beginning in January of 2023 and meeting reports are due the tenth day of the month following the collaborative group meeting.

Scope of Work

The activities listed below are required components of the program.

Finalize Grant Infrastructure Components:

- Hire qualified staff (if not already employed by the applicant organization) within 75 days of the contract start date.
- Attend an orientation meeting (face-to-face or virtually) with assigned TSET staff to review contractual requirements for the program.
- Work with TSET staff to finalize the program budget and three-year action plans. Budgets are submitted annually, and action plans will be revisited once each fiscal year to determine if action plan objectives need to be revised based on community context and readiness.
- Develop a communication plan in collaboration with the assigned TSET Health Communication Consultant.

Build Capacity:

- Participate in monthly, virtual technical assistance visits with TSET staff.
- Attend trainings and conduct desk research to better understand the selected tobacco, physical activity, and/or nutrition strategies.
- By January of 2023, hold the first meeting with the collaborative group or community coalition that was identified within the proposal response and submit a meeting report to TSET.
- Assist with the recruitment of collaborative group or coalition members that align with the proposed strategies as needed.
- Continue working with existing partners as noted in the proposal response and develop new partnerships to assist with the work on the selected strategies.

Establish a baseline of information on each partner organization:

- For each partner organization identified with each selected strategy, grantees will complete a checklist to establish a baseline or starting point. The purpose of the checklist is to help identify written policies (if any) and/or existing implementation activities in place by each partner organization. It is important to note that some strategies within the TSET Strategy Menu do not involve adoption of policy. For several strategies, only implementation activities related to practices and infrastructure will be assessed using an environmental assessment tool.

Once a baseline is established, grantees will work with partners to identify ways to strengthen policy and/or implementation activities.

Implementation:

- Strategy implementation may only occur after the proposed action plans have been approved by TSET. After a policy or implementation change has been made by a partner organization, grantees will submit updated information for each partner in which baseline assessment information has already been submitted.

Evaluation:

- Because evaluation helps to identify gaps and successes and drives future work, the grantee must participate in all mandatory evaluation activities, including the submission of prescribed reports and other various types of information requested by TSET or TSET-funded contractors. The grantee must agree to work collaboratively with the assigned external evaluator in meeting the evaluation plan requirements.
- The grantee may choose to participate in the development of a local evaluation for one or more strategies in collaboration with an assigned evaluator.
- The grantee must collect all relevant process evaluation data as prescribed by TSET.
- Quarterly reports must be submitted to document progress in meeting grant deliverables and objectives.

Proposal Preparation

Each application shall be submitted as two separate documents: a single proposal containing all required documents and information stated in these guidelines, and a proposed budget in Excel format ([Attachment D](#)). 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 application section name in the file name.

Paper Size, Margins, and Fonts

Applications 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 if 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-SEOK22) should be included in the upper right corner of the header on each page of the application package. Each page should also be numbered in the bottom right corner, beginning with Page 1 for the first page of the narrative section.

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 by hyperlinks included in the application text shall not be considered.

Required Forms

Any forms referenced as required within this document are contained as attachments in the document. To view and access required attachments, applicants **must** download this guide and open it in a version of Adobe. Once the guidelines are downloaded—not opened within a browser window—applicants will be able to access the Attachments pane on the left side of the .PDF document as indicated by a paperclip icon.

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 numerical order, and respond in writing to each item.

Unless specified as optional, **each item listed below is required**. If an attachment is indicated in below (denoted as Attachment A, B, C, or D) then the required form is included in these guidelines and must be used. Applicant-created forms that are not the TSET-approved forms will not count as meeting the requirement. Applications 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 facilitation of the evaluators reading the proposal. The table of contents should follow the cover page.

Proposal Sections

Each section A through I below must be included in the proposal. 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 narrative section of the proposal (sections A through E) should not exceed 17 pages. Items F through H should be appended to the end of the narrative section uploaded but are not required to have page numbers and do not count toward the total page limit. Item I, the Budget, should be uploaded as a separate document.

A. Applicant Organization's Background and Qualifications (*three pages max*)

Provide a brief description of the applicant organization's mission, governance structure, year established and geographic service area (presence in cities, towns, counties, states, etc.). Additionally, describe any currently operating services, programs, and policy efforts that are **directly** related to the proposed strategies.

Describe the staffing structure to support work on the proposed strategies and the applicant organization's plan for hiring and having in place the program coordinator(s) within 75 days of the contract start date.

If programmatic evaluation is part of the applicant organization's standard operating procedures, state such and briefly describe the evaluation process.

If subcontractors will be utilized to complete any aspect of the TSET-funded project, provide the background and qualifications of the subcontractor(s). If subcontractors will not be utilized, mention that within the proposal narrative.

Include an organization chart, including where the TSET grant staff would be located within the organization (if applicable) and the staff's chain of command if the grant were to be funded. Chart does not count toward section page maximum.

B. Hot Spot Region, Population of Focus, and Demographic Data *(three pages max)*

Describe the hot spot region where the proposed strategies will take place and the population to be served within the hot spot region. Provide demographic data and health issues affecting the proposed population(s) of focus. If barriers to serving the population may be encountered, describe those potential barriers and how the organization plans to address them. Cite the data sources utilized.

C. Strategies to be Implemented *(five pages max)*

Provide an overview of each proposed strategy to be funded under this program and what makes your organization a good fit to implement the proposed strategies. Describe your organization's experience in engaging the key stakeholders/partners that will be necessary to successfully implement each proposed strategy. Tell us about the partners that your organization could immediately engage within the first three months of the grant if awarded based on existing relationships within the identified hot spot region.

All applicants must provide an explanation of why each strategy was selected and why they are a good fit for the proposed service area.

D. Community Buy-In and Input *(three pages max)*

Describe the collaborative group that will support the strategies being proposed and describe what commitments the collaborative group members have made to support the work on the proposed strategies.

If planning to utilize the previous grantee's collaborative group, please state such and describe any established relationships the applicant organization may already have with the group and/or members, along with how the collaborative group is representative of the populations that reside within the service area.

If a new collaborative group was established, please state such and explain how the group is representative of the populations that reside within the service area and what existing relationships the applicant organization may already have with the collaborative group and/or members.

Provide a plan that discusses how new stakeholder members will be recruited to support work on the proposed strategies.

Complete and submit a copy of the collaborative group profile ([Attachment B](#)).

E. Sustainability Plan *(three pages max)*

TSET's funding is short-term and high-impact and needs in the service may remain at the end of the funding agreement. Discuss how the overall program, or one or more major components of the program and/or outcomes, will be sustained both financially and organizationally at the conclusion of TSET funding. Discuss any partners that may be utilized to carry on the program/strategies after the conclusion of the TSET funding agreement.

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

Appendices may be used to provide supplemental information that is relevant but not essential to the proposal, or that is too detailed or distracting to be included in the body of the narrative. Appendices may not be used to circumvent page limitations published within these guidelines. Include any appendices in section G. Ensure each appendix is referenced within the appropriate section of the narrative.

G. Applicant Organization's Comprehensive Tobacco-free Policy *(included under its own header after the appendices)*

Include the tobacco-free policy that was approved by TSET during the prerequisite review process.

H. Organizational Assurances Checklist ([Attachment C](#))

This document must be signed by the applicant organization's authorized official. It may be scanned and submitted as flat .PDF document.

I. Proposed Budget ([Attachment D](#); *uploaded as a separate document from the proposal; budgets must be submitted on the TSET-approved Excel template included in this guide*)

All budget categories should include a **detailed** justification that supports each line item expense.

Proposal Submission

Applications must be submitted via Smartsheet form before **4:00 p.m. Central Time (CT) on June 27, 2022**. The submission form link will be sent by TSET Grants Management to eligible potential applicants upon approval of a comprehensive tobacco-free policy. **Proposals submitted without approval of a comprehensive tobacco-free policy will not be eligible for review.**

Applicants must upload all documents in a single submission no later than 4 p.m. CT on June 27, 2022. Proposals submitted by mail, hand delivery, fax, email, or other non-authorized 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 application. An email stating the intent to withdraw a submitted application must be sent to the TSET Director of Grants Management at tessan@tset.ok.gov. The previous submission will then be removed from funding consideration and the applicant may resubmit the entire application package if the submission deadline has not passed. Resubmissions must be received before 4:00 p.m. on June 27, 2022.

Applicants are advised to submit their proposals well ahead of the deadline as technical support cannot be guaranteed close to the deadline and TSET will not be held responsible for submission-related issues outside of the agency's control.

Proposal Review

Review Process

Each proposal submitted for funding consideration will be reviewed 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 application 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.

All eligible proposals will be presented to the TSET Board of Directors for funding consideration. As only one award will be made per service area, if multiple proposals are received for a service area the proposal that scores the highest will be eligible for funding consideration, provided the proposal meets the minimum score requirement. Applicants are advised that TSET may receive more proposals than this program can support.

Review Criteria

Eligible proposals will next be reviewed to determine how well the proposal meets the established criteria included in this guide and the TSET mission. Depending on the nature and complexity of the project, the proposal may also be reviewed by external reviewers. Eligible proposals shall undergo further review in accordance with the criteria below. Proposals will be scored in the following areas: applicant organization background and qualifications, hot spot region, population of focus and demographic data, proposed strategies to be implemented, community buy-in and input, sustainability plan and appropriateness of the budget. **Applicants should ensure that they answer every question below in each section as they prepare their proposal.**

Criterion	Application Section(s) Used for Evaluation	Points Scale
A. Organization's Background and Qualifications <i>1. Are the organization's mission, portfolio of services and geographic service area aligned with the proposed strategies within the application?</i> <i>2. To what extent does the applicant organization have a history of successfully operating/implementing services, programs and/or policy efforts that align with the proposed strategies?</i> <i>3. Does the applicant organization describe any currently operating services, programs, and policy efforts that are directly related to the proposed strategies?</i> <i>4. Does the organization articulate a sound plan to have program staff in place within 75 days of the contract start date?</i>	Proposal section A	0-3 points per question

<p>5. Does the proposed staffing structure align well with the proposed strategies? (Consider the organization chart, staff's chain of command and any subcontractors (if applicable) that may be needed to help support the work).</p> <p>6. Is project evaluation part of the organization's standard operating procedure? If so, does the applicant's approach to evaluation efforts appear to be sound?</p>		
<p>B. Hot Spot Region, Population of Focus and Demographic Data</p> <p>1. To what extent does the applicant understand the hot spot region and the population of focus?</p> <p>2. To what extent does the applicant provide current, relevant, and reliable data about the health issues of the population of focus?</p> <p>3. Are potential barriers to serving the population of focus within the hot spot region stated?</p> <p>4. Are the solutions proposed for addressing those barriers reasonable and likely to be successful?</p>	Proposal section B	0-3 points per question
<p>C. Proposed Strategies to be Implemented</p> <p>1. Does the applicant agency provide sound explanation for the selection of the proposed strategies under this program?</p> <p>2. To what extent is the applicant organization a good fit to implement the proposed strategies?</p> <p>3. Does the applicant agency have experience engaging the key stakeholders that will be necessary to successfully implement each proposed strategy?</p> <p>4. Does the applicant agency have a sound plan to engage strategic partners within the first three months of the grant if awarded?</p>	Proposal section C	0-3 points per question
<p>D. Community Buy-in and Input</p> <p>1. To what extent is the local collaborative group representative of populations that reside within the proposed hot spot region?</p> <p>2. Do the commitments of the collaborative group members align with the proposed strategies?</p> <p>3. Does the applicant have existing relationships with the collaborative group and/or any of the collaborative group members?</p> <p>4. Does the applicant provide a reasonable plan to recruit additional collaborative group members?</p>	Proposal section D	0-3 points per question

<p>E. Sustainability Plan</p> <ol style="list-style-type: none"> 1. <i>To what extent does the application demonstrate organizational support for the program after TSET's involvement has ended?</i> 2. <i>Does the applicant organization provide details on how they will go about securing additional funding to continue work on the proposed strategies?</i> 3. <i>How well does the applicant organization provide details about partners that may be utilized to carry on the program after the conclusion of the TSET funding agreement?</i> 	Narrative section E	0-3 points per question
<p>F. Proposed Budget</p> <ol style="list-style-type: none"> 1. <i>Is the budget complete and accurate?</i> 2. <i>Is there a direct relationship between the amount of funds requested and the proposed strategies?</i> 	Narrative/Budget Section I	0-3 points per question
Maximum Points Possible:		69 points

Awards

All awards are made at the sole discretion of the TSET Board of Directors and are subject to the availability of funds.

Award will be made to the highest ranked, responsive, and responsible applicant whose proposal is determined to be the most advantageous to the State. The proposal that is most advantageous to the State is the one that (a) is responsive to the funding opportunity; (b) clearly demonstrates the applicant's qualifications and experience; and (c) presents sufficient detailed information on all sections of the Scope of Work and Specifications to support the applicant's capability to perform the required services.

Typically, award decisions are made during a [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.

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 Request for Proposal 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 within two weeks of receipt of the agreement for signature.

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 awarded bidder 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 all program and evaluation reports provided to or from other funding sources.

Required Activities to Support TSET State Goals

Throughout the project period, the funding recipient will be expected to actively engage with local public officials to promote the TSET mission. During the project, funding recipient 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 prescribed 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. 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.

Release of Information

Pursuant to Title 62 O.S. § 2309(D)(4), any application, proposal, bid, or any other document to obtain funding responsive to any solicitation of the Board of Directors under grant programs developed under this subsection shall be confidential until the date and time of award of the grant or contract, at which point all such documents and information shall be subject to the Oklahoma Open Records Act and Oklahoma Open Meeting Act.

Questions

Questions about this funding opportunity must be submitted in writing via the TSET website at <https://tset.ok.gov/content/other-funding-opportunities>. Answers will be posted on the same TSET webpage on the following Wednesdays: April 27, 2022, May 11, 2022, May 25, 2022, and June 1, 2022. The last day to submit a question is May 27, 2022. Questions received after May 27, 2022, may not receive a response.

Technical assistance questions—including accessing forms—may be submitted directly to tessan@tset.ok.gov.

Appendices and Attachments

Appendices and attachments may be accessed by clicking on the name of the document below or by viewing the Attachments icon in the Navigation pane in either Adobe Acrobat Reader or Adobe Acrobat Pro. The Attachments icon appears as a paperclip on the left side of the screen in most versions of Adobe. If you cannot access all documents below, please ensure you have fully downloaded this guide and are viewing it in Adobe and not within an internet browser.

- A. [Appendix A – Physical Activity, Nutrition, and Tobacco Strategy Menu](#)
- B. [Appendix B – Sample Tobacco-Free Policies and Checklists](#)
- C. [Appendix C – Budget Tips and Tools](#)

- D. [Appendix D – Submission Checklist](#)
- E. [Attachment A – Cover Page](#)
- F. [Attachment B – Collaborative Group Profile](#)
- G. [Attachment C – Organizational Assurances Checklist](#)
- H. [Attachment D – Budget](#)