



TOBACCO SETTLEMENT ENDOWMENT TRUST

Request for Applications (RFA)

BUILT ENVIRONMENT GRANT

for projects related to:

**NUTRITION AND ACCESS TO HEALTHY FOOD
CONSTRUCTION IMPLEMENTATION**

Funding Opportunity Number 092-BEN26

DEADLINE FOR SUBMISSION OF APPLICATIONS

August 26, 2025 by 4:00 PM Central Time



Important Viewing Instructions

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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 document may be amended by TSET. Amendments can be found on TSET's website under the section [TSET Built Environment Grants](#). 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

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 document 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. Applications must be submitted via Salesforce, TSET's application portal, beginning July 1, 2025. To register and login, please visit <https://oktset.my.site.com>. Applicants can find instructions on registering and applying through Salesforce on the TSET [website](#).

RFA Attachments and Appendices

Appendices and attachment forms provided in this RFA are listed below and can be accessed by clicking on the name of the document or by clicking the paperclip icon on the side navigation pane in Adobe. If you cannot see a paperclip icon in Adobe, please ensure that you have fully downloaded this document and have opened it from your desktop rather than from within your internet browser. The forms can also be accessed by clicking on the Application RFA Guidelines and Forms folder in the Salesforce application portal from the Resources tab.

Current and Previous TSET Grantees

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

Key Dates

Request for Applications (RFA) Released: July 1, 2025

Last Day to Submit Questions: August 1, 2025

Applications Due: August 26, 2025, by 4:00 pm CT

Applicants Notified of Award Decisions: January 29, 2026

Grant Start Date: April 1, 2026

Key Terms

Authorized Official: The person who receives the contract document for the grant and whom the organization has designated as being authorized to sign contracts on behalf of the organization. This person will receive all important grant-related information disseminated by TSET.

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, shade canopies, parking improvements, farmers' markets, cafeteria cooking areas, etc.

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

Construction Implementation Project: A shovel-ready project that makes changes to the built environment to increase access to healthy food and beverage options within Oklahoma.

Construction Site Manager: Person directly responsible for the day-to-day operations on-site to ensure site workers complete their daily tasks to achieve the scope of work agreed upon on time and within budget. They are present at the construction site every day and are hands-on in supervising the job site work.

Eligible Applicant Property: Refers to any land or facility owned or leased by the applicant organization, excluding the legal or statutory easement where the proposed built environment construction project will be located. This property must be available for public use during reasonable usage hours, ensuring accessibility to the community.

Facilities Use Agreement: A policy or written agreement where users are often required to fill out and sign an agreement, pay a nominal fee and provide proof of insurance. These agreements are used by groups that want to access recreational facilities to host programs, sports leagues or classes.

Farmer's Market: A designated area where agricultural producers and value-added processors from a designated region gather on a regularly scheduled basis to sell approved farm food and value-added products from approved sources directly to the purchaser.

Food Pantry: A location that distributes food directly to individuals and families who are experiencing food insecurity.

Fundraising: Soliciting and gathering financial contributions or resources from individuals, organizations, or businesses to support a specific cause, project, or initiative.

Grantee: The organizational entity to which a grant (or cooperative agreement) is awarded, and which is responsible and accountable both for the use of the funds provided and for the performance of the grant-supported project or activities.

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

Indirect costs: Indirect costs include expenses that are not easily discernable from direct expenses incurred by operating the organization, e.g., utilities, custodial services, security, rent, accounting services, administrative assistance, etc.

Open-Use Agreement: This agreement formalizes community access to facilities in order to support food production, distribution and access, allowing a property owner to act alone instead of in partnership with another entity.

Physical Office: A physical office is a commercial or leased premises, separate from any residential or home-based setting, where an organization establishes a tangible presence and carries out its core business operations. Its physical location within the State of Oklahoma is perceived by the public as where the business operates.

Pre-award Costs: Costs that are incurred prior to the cooperative agreement period.

Project: A series of short-term, time-limited tasks leading to a unique outcome, product, or result with an agreed upon start-up and completion date. A project plan of major milestones or tasks to be completed is required.

Project Manager (of the Grant): Person directly responsible for ensuring the grant meets its requirements and agreed upon results, inclusive of planning, organizing, and directing the completion of the project for the organization serving as the grantee while ensuring the project is executed on time, on budget, and within scope of work agreed upon.

Project Site: A project site refers to a specific geographic location where a construction project is undertaken. It is defined as a single, distinct area or parcel of land where all project activities are carried out. This means that the entire construction project occurs at one physical location, rather than spanning multiple locations or sites.

Public Property: Land or facilities owned by governmental entities or organizations that provide public access, including parks, pavilions, community centers, and public buildings. Project site property must be accessible to the community during reasonable usage hours.

Salesforce: A comprehensive grant management platform used by TSET that is designed to streamline the entire grant lifecycle, from application submission to reporting and evaluation.

Shared-Use: Also called joint use or community use, occurs when organizations agree to open or broaden access to their facilities for community use.

Shared Use Agreement: A written contract between two or more partners that sets forth the terms and conditions for the shared use property, allowing partners to allocate responsibility for costs, security, maintenance, repairs, insurance and potential liability.

Shovel-Ready: Refers to a project where all planning, design, and permitting processes have been completed, and it is prepared for immediate or near-immediate construction. This means the project is fully designed, all necessary approvals and permits have been obtained, and the site is ready for construction to begin either immediately or within 75 days of the grant start date.

Small to Medium Size Projects – A **small project** is “shovel ready” and can be started and completed within 6 – 8 weeks (*1 to up to 320 hours*). A **medium project** is “shovel ready” and can be started and completed within 18-20 months (*321 hours to up to 3,200 hours*).

Sustainability: The ability of a project to thrive independently without TSET funding and characterized by continued community support, financial growth, sound infrastructure, and effective strategies for the management of the project.

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Funding Information & Application Guidelines

Purpose

As authorized by Okla. Const. Art. 10, Section 40, and Title 62 O.S. § 2309, to identify and respond to emerging opportunities to transform and improve the health of Oklahomans through the built environment, TSET will accept applications related to construction projects directly impacting the public's access to healthy foods/beverages in farmers' markets, food pantries, and school settings. All applications must support the TSET mission¹, be aligned with the [TSET strategic plan](#), and adhere to the guidelines stated in this document.

Applications must identify immediate, impactful opportunities to positively transform and improve healthy food access for Oklahomans through built environment projects. Applications must be project-driven, time-limited, have a specific geographical site/area and population in mind, be supported by multiple partners, and agree to participate in an external evaluation of the project.

TSET seeks projects that are in line with the following guidelines:

- Support the creation or improvement of land use and facilities that increase access to nutritious foods, such as, food pantries, schools, or farmers' markets.
- Ensure that new or upgraded public spaces are safe and accessible for all community members, including children, older adults, and people with disabilities.
- Involve community members in the planning and development process to ensure that public spaces meet local needs and preferences.

Applicant Eligibility

Awards will not be made to organizations that receive funds or benefit from tobacco sales. Applicant organizations must have a brick-and-mortar office located in Oklahoma, and the project must be carried out within indoor or outdoor eligible applicant property that is open and accessible to the public during reasonable usage hours within the state of Oklahoma. The project area or property where the project will be located must be owned or under the control of the applicant at the time of submitting the grant application. All applicant organizations must be incorporated and able to make their own laws and policies.

Eligible application organization/entity types are dependent upon the strategy funding track that is selected. Please refer to the following table for a breakdown of applicant eligibility by funding track.

¹ TSET's mission is to improve the health and well-being of Oklahomans through programs that reduce tobacco use and obesity – the leading causes of preventable chronic disease – and by funding research that improves treatment and saves lives.

Track 1 Access to Healthy Foods – Farmers' Markets	Track 2 Access to Healthy Foods – Food Pantries	Track 3 Healthy Students in Schools (PreK-12th Grade)
<ul style="list-style-type: none"> • Institution of common and higher education • Oklahoma local government (city, town, or county) • Non-profit 501(c)3 organization • Tribal nation • PK-12 public school district or individual PK-12 public school site • State government agency 	<ul style="list-style-type: none"> • Institution of common and higher education • Oklahoma local government (city, town, or county) • Non-profit 501(c)3 organization • Tribal nation • PK-12 public school district or individual PK-12 public school site • State government agency 	<ul style="list-style-type: none"> • PK-12 public school district or individual PK-12 public school site • Non-profit 501(c)3 organization that operates as a school site for specific populations • Tribal nations that operate a school site

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 not and will not for the term of the cooperative agreement with TSET accept funding from the tobacco industry by signing and submitting Attachment D, the Certification of Non-Acceptance of Tobacco Funds. Cities receiving sales or use tax on tobacco products are not excluded from applying.

Any tribal nation that is awarded a funding agreement must submit to TSET a signed limited waiver of sovereign immunity prior to execution of a cooperative agreement. A limited waiver of sovereign immunity is one that strictly applies to and address the provisions and requirements of this grant. With a limited waiver, organizations applying for TSET funding must meet the tobacco-free requirements, including having a tobacco-free workplace policy. For example, an eligible entity within tribal jurisdiction that applies for a TSET grant should have a tobacco-free premise policy. Any awarded tribal nation that has not returned a signed limited waiver of sovereign immunity to TSET by 4:00 pm CT on March 31, 2026, will be ineligible to enter into a funding agreement with TSET.

Construction implementation of small to medium-sized projects must be shovel-ready and begin work immediately or within 75 days upon receipt of a fully executed cooperative agreement. Eligible construction projects are those where all design and engineering plans have been finalized, and it has been confirmed that the design complies with all applicable codes and regulations.

Each application may include one or more projects when all projects are located on a single project site, or when two sites are connected, adjacent, or contiguous to one

another. Applications with projects that span across separate, detached sites, such as infrastructure improvements for two unconnected, distinct farmers' markets will not be considered for review.

Applicants may only select one specific strategy funding track per grant application. Applications that span multiple funding tracks or projects that do not align with any funding track will not be considered. Applications that do not align with any of the strategy funding tracks listed below will also not be considered.

The table below outlines the available funding category, along with the corresponding strategy funding tracks.

Funding Category	Strategy Funding Tracks
Construction Implementation of Small to Medium Size Projects	Funding Track 1: Established farmers' market built environment projects that increase access to healthy food and beverages
	Funding Track 2: Established food pantry built environment projects that increase access to healthy food and beverages
	Funding Track 3: PreK-12 school-based built environment projects that increase access to healthy food and beverages

Data-driven Needs and Community Buy-In

All applications must demonstrate the need for the project by providing sufficient locally focused data collected within the last three years to support the project. Long-term planning data (4-10 years or more) may only be used if the information is still being actively used in local planning efforts. Such data may include:

1. A needs assessment conducted by the applicant organization or a contractor;
2. Community Health Needs Assessment(s)
3. Community Health Improvement Plan(s)
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 document; and
6. Completed assessment tools from Appendix F Built Environment Assessment Guidance Document.

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

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:

- Evidence of community involvement in identifying the need for the project and its design (examples of this may include a community survey results report; a

community listening session(s) report; letters of support from community organizations, residents or partners; etc.).

Project Evaluation

Depending on the scope and purpose of the proposed project, TSET may assign an external evaluator to support implementation and/or develop a follow-up evaluation focused on public use of the project. The evaluator may also assist in enhancing or refining the project's evaluation approach to ensure it aligns with best practices and achieving measurable outcomes. Applicants are required to collaborate with the assigned evaluator and support all activities outlined in the external evaluation plan, including data collection, site visits, and reporting.

After the grant period ends, there may be opportunities for post-project evaluation to assess longer-term outcomes such as sustained use of the site, changes in healthy eating behaviors, or community satisfaction. These efforts may involve observational tools, surveys, or collaboration with external evaluators. While not required, applicants are strongly encouraged to consider how post-project evaluation could be conducted for their proposed project and to design project elements that support future measurement.

Project Staffing

A project staffing plan is a required component for each application and should demonstrate how the applicant organization will ensure the project is effectively overseen, directly managed, and completed. The staffing plan should also clearly outline the individual(s) responsible for fulfilling all grant deliverables, handling invoicing, and providing monthly project reports to TSET.

Project Service Area

All projects must take place and serve only populations within Oklahoma. Projects that span across multiple project sites, such as developing infrastructure for two unconnected, distinct farmers' markets will **not** be considered for review.

The project area or property where the project is to be located must be owned or leased by the applicant at the time of submitting the grant application. Projects involving the potential declaration of eminent domain will not be considered. Applicants should have existing control of the project's right-of-way.

Public Accessibility of the Project

All applications 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 farmer's market requires a vendor fee to utilize TSET funded improvements, the applicant entity must demonstrate

in its application how all Oklahomans, regardless of income, will have an opportunity to access the TSET-funded improvements.

All proposed projects must be open and accessible to the public during reasonable usage hours. Projects that are exclusively available to only the applicant organization's staff are not eligible for funding. If interested, examples of shared, open or facilities use agreements are available within Appendix G, Shared Use Policies and Agreements Examples.

Certification of Non-Acceptance of Tobacco Funds

All applicants will be required to certify that the organization will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funded by the manufacturer of tobacco, tobacco products, and/or electronic nicotine delivery systems (ENDS), nor will it accept any type of funding from such a company or foundation. This form can be found in Attachment D, the Certification of Non-Acceptance of Tobacco Funds, and must be submitted upon registering for an account and accessing applications in Salesforce. Cities receiving sales or tax on tobacco products are not excluded from applying.

Policy Requirements

To ensure that these competitive public funds are utilized by organizations that share TSET's dedication to improving and protecting the health of Oklahomans and engage in promoting a healthy workplace, organizations must submit **signed and dated** copies of their workplace wellness and tobacco-free policies. Although there are not specific requirements that must be met for the workplace wellness policy other than the policy being signed and dated, sample policies are included in Appendix D, Sample Workplace Wellness Policy and Instructions.

The applicant organization's tobacco-free policy must meet the minimum requirements indicated in the tobacco-free policy template included in Appendix B, Tobacco-Free Policy Template. Applicants are also encouraged to review the sample comprehensive tobacco-free policies included in Appendix C, Sample Tobacco-free Policies and Checklists, and are 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, Tobacco-Free Policy Template, TSET has provided guidance for organizations that wish to implement stronger policies.

If an organization plans to submit a tobacco-free policy that includes more elements than are indicated in Appendix B, Tobacco-Free Policy Template, the applicant organization should carefully review their policy to ensure that the minimum requirements listed in Appendix B, Tobacco-Free Policy Template, are included in the organization's more robust policy. Policies that do not include the mandatory statements in Appendix B, Tobacco-Free Policy Template, will not meet the requirements of this funding opportunity and will not receive a full application review.

Both policies must be included as required attachments, complete with signatures and adoption dates. **If your organization does not typically sign policies after formal approval, please provide signed documentation from agency leadership confirming that the policies are in effect, including the effective dates for each policy, along with the policies themselves.**

Cooperative Agreement Periods

Applicants may propose a shovel-ready construction implementation of a small to medium size project for up to two years of funding. Each year of the 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. Periodic performance metrics will be used for each project type.

Cooperative agreements will be issued for the following time periods:

- Year 1: April 1, 2026 – March 31, 2027
- Year 2: April 1, 2027 -- March 31, 2028

Funding Guidelines

Funding is available for small to medium size construction projects that make changes to the built environment to increase the public's access to healthy foods/beverages in farmers' markets, food pantries, or school settings. The project must be located on a single project site, or when two sites are connected, adjacent, or contiguous to one another in Oklahoma. The construction implementation project must be supported by data showing the need and community buy-in showing the willingness/interest of the local population to utilize the new construction site. To increase awareness and use of the finished product or structure, the application must provide a strategy for promoting the project's completion, outcomes, and availability/intended use by the public. **Project must be shovel-ready and begin work immediately or within 75 days upon receipt of a fully executed cooperative agreement.**

- **Maximum Award:** \$100,000 per year for up to two years
 - Farmers' Markets
 - Food Pantries
- **Maximum Award:** \$200,000 per year for up to two years
 - PreK-12 school-based built environment projects that increase access to healthy food and beverages
- **Matching requirement:** Confirmed match funding is required for projects impacting a population size over 10,000 people. Match is 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 and Matching Funds Guidance.
- **Total amount allotted for this funding opportunity:** \$1,500,000

Population Size	Matching Requirement
1 – 9,999	None
10,000-29,999	5% of total project costs
30,000 – 49,999	10% of total project costs
50,000+	15% 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 a project at a school district (when all schools within the district are located on one property), applicants should utilize Oklahoma State Department of Education **school district** enrollment numbers for the most current school year. For total student enrollment, visit this [website](#).

For a project at an individual school site, applicants should utilize Oklahoma State Department of Education **school site** enrollment numbers for the most current school year. For total student enrollment, visit this [website](#).

For a project located at a Higher Education Institution, (including 4-year colleges/universities, community/junior colleges, and technical schools), applicants should obtain the total number of students enrolled at the site where the project is proposed. This information may be obtained from the school's institutional research department that is operated by the higher education institution.

For a project located on property owned by the city or town, applicants should utilize current Census data to determine the city/town's population reach. For total population of a city/town, visit [this website](#).

For a project located at a non-profit worksite, applicants should include the number of clients served by the organization annually.

The construction implementation of small to medium size projects funds time-limited, shovel-ready construction projects with an agreed upon budget, project plan, and completion schedule. A project, or that portion of a larger project, designated by the applicant for TSET funding must be completed during the term of TSET's funding. Proposed projects with a longer term for completion will not be considered. Funding is annual and renewable for a second year based on performance, availability of funds, and approval by the TSET Board of Directors.

Grant performance is reviewed on an annual basis and performance measures include:

- Timely and accurate submission of required documentation.
- Effective project oversight and management, including the ability to hire staff and/or subcontractors in a timely manner (if applicable).
- Continued progress in accordance with the project plan.

- Fulfillment of other funding committed to the program (*when applicable*).

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 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. An agreed upon start-up and completion date and a project plan of major milestones or tasks to be completed are required. Along with a detailed project plan, applicants will provide information and data indicating that the geographic area chosen for the project has challenges accessing healthy foods due to poverty, food deserts, or lack of amenities in the existing built environment.

Project Management

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

Public Awareness & Brand Support

Successful applicants shall support project awareness of TSET's funding through project communications, recognition of funding, permanent signage, and in partner and donor communications. This is a key requirement in ensuring the visibility of TSET's mission in Oklahoma. **A plan to publicly promote the project and intended schedule of events (when applicable) is required if funding is approved.**

Project Scope of Work

The proposed project must be located at a **single** project site, or when two sites are connected, adjacent, or contiguous to one another. Applications with projects that span across separate, detached sites, such as developing designs or infrastructure improvements for two unconnected, school sites will not be considered for review.

The following tables outline three distinct construction funding tracks, each supporting eligible small to medium size construction projects. Please note that a separate grant application is required for each funding track. Applications that combine multiple funding tracks will not be reviewed or considered.

Construction Track 1 Access to Healthy Foods – Farmers' Markets	
Strategy	Construction and/or renovation of <u>existing</u> farmers' markets.
Strategy Purpose	To improve the infrastructure of established farmers' markets and thereby facilitate the public's access to fresh and healthy foods at markets.
Strategy Pre-requisite Requirements	<p>In order to be considered for funding, applicants should have in place the following prior to submitting a grant application:</p> <ul style="list-style-type: none"> • Guidelines, bylaws, articles of incorporation, food safety rules, operating procedures, etc. • Staffing plan—employees and volunteers. • Minimum of June-August market operations • At least four regular raw food product vendors (produce, meat, eggs, dairy, honey, nuts, food-bearing plants). <p>To be eligible for a full grant review, applicants must submit documentation confirming that all required policies, procedures, staffing plans, operational schedules, and current vendor lists are fully established and in effect at the time of application submission.</p>
Strategy Scope of Work	<p>Construction or infrastructure improvements for existing farmers' markets such as:</p> <ul style="list-style-type: none"> • Stationary shade canopies for vendors. • Public rest rooms. • Stationary display risers/stands. • Sinks. • Refrigeration. • Stationary tables with benches. • Pavilions. • Water stations. • Bicycle racks. • Storage space for vendors. • Market entrance signage. • Pedestrian wayfinding signage. • Lighting for communal spaces. • Improvements to facilities for loading, unloading, and delivery of products. • Improvements for public accessibility into the market, including parking and ADA compliant pathways. • Similar approaches that align with this category. <p>The list above is not exhaustive and is meant to showcase the types of projects that could be funded under this track.</p>
Strategy Outcomes	<ul style="list-style-type: none"> • A construction project that is shovel-ready (begin immediately or within 75 days) upon the execution of a contract with TSET.

	<ul style="list-style-type: none"> • Completion of the project(s) per the project plan, project scope, timeline, applicable codes and standards, and within the budget. • A promotional plan that captures the public's knowledge and awareness of the project(s) being developed and implemented and the results shared with TSET. • Monthly grant reporting requirements are fulfilled by the grantee. • Installation of tobacco-free signage, as well as signage that recognizes TSET as a project funder at the project site. <p>As compared to the previous year*, annual increases at each farmers' market in the number of:</p> <ul style="list-style-type: none"> • Hours and days of operation. • Markets that accept federal, state, and local food assistance programs such as Electronic Benefit Transfer (EBT) cards, Women, Infant and Children (WIC) benefits, Senior Farmers Market Nutrition Program (SFMNP), Double Up Food Bucks, and Tribal Nation farmers market vouchers, or other relevant programs. • Patrons served. • Public participation/attendance at the market. • Patrons that receive nutrition education through the market. • Staple food vendors participating in the market. • Offerings and varieties of fruits and vegetables. • Partnerships and agreements with local food assistance programs for donation of healthy foods. • Purchases/transactions of fruits and vegetables. • New or improved pedestrian, bicycle, or public transit access features implemented at the farmers market. • Total square footage of the farmers market space/venue. • As compared to the previous year, maintain implemented programs, or "test" a new program. • Other similar outcomes that align with this funding track. <p>The list above is not exhaustive and is meant to showcase the types of outcomes TSET would like to see as a result of the built environment project.</p> <p>*The exact % or # can be determined after collecting baseline data.</p>
Eligible Applicant Entities	<p>Oklahoma entities with experience in constructing and/or renovating farmer's market spaces, buildings, and/or sites.</p> <ul style="list-style-type: none"> • Institution of common and higher education • Oklahoma local government (city, town, or county) • Non-Profit 501(c)3 organization

	<ul style="list-style-type: none"> • Tribal nation • PK-12 public school district or individual PK-12 public school site • State government agency
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Construction Track 2 Access to Healthy Foods – Food Pantries	
Strategy	Construction and/or renovation of <u>existing</u> food pantries.
Strategy Purpose	To improve the infrastructure of established food pantries and thereby facilitate the public's access to fresh and healthy foods for their patrons.
Strategy Pre-requisite Requirements	<p>In order to be considered for funding, applicants should have in place the following prior to submitting a grant application:</p> <ul style="list-style-type: none"> • Guidelines, bylaws, articles of incorporation, food safety rules, operating procedures, etc. • Staffing plan—employees and volunteers. • Consistent schedule of operations. <p>To be eligible for a full grant review, applicants must submit documentation demonstrating that all required policies, articles of incorporation, rules, procedures, plans and schedules are already established at the time of application submission.</p>
Strategy Scope of Work	<p>Construction or infrastructure improvements to food pantries may include but are not limited to:</p> <ul style="list-style-type: none"> • Storage space with locking doors. • Free-standing shelving. • Public rest rooms. • Stationary display risers and stands. • Sinks. • Water stations. • Walk-in coolers and freezers. • Permanent signage. • Community gardens. • Improvements for public accessibility into the pantry, including sheltered waiting areas for people with limited mobility and ADA-compliant parking areas and pathways. • Improvements to facilities for loading, unloading, and delivery of products. • Parking improvements. • Similar approaches that align with this category. <p>The list above is not exhaustive and is meant to showcase the types of projects that could be funded under this track.</p>
Strategy Outcomes	<ul style="list-style-type: none"> • A construction project that is shovel-ready (begin immediately

	<p>or within 75 days) upon the execution of a contract with TSET.</p> <ul style="list-style-type: none"> • Completion of the project(s) per the project plan, project scope, timeline, applicable codes and standards, and within the budget. • A promotional plan that captures the public's knowledge and awareness of the project(s) being developed and implemented and the results shared with TSET. • Monthly grant reporting requirements are fulfilled by the grantee. • Installation of tobacco-free signage, as well as signage that recognizes TSET as a project funder at the project site. <p>As compared to the previous year*, annual increases at each food pantry in the number of:</p> <ul style="list-style-type: none"> • Patrons served. • Improved site access accessibility for patrons. • Hours and days of operation. • Fruits and vegetables distributed. • Pounds of food distributed. • Organizations donating to the pantry. • Paid staff and volunteers. • Increase marketing and promotion strategy. • High-quality nutrition education materials and signage. • Partnerships with grocers and restaurants. • New or improved pedestrian, bicycle, or public transit access features implemented at the food pantry. • Total square footage of the food pantry space. • Other similar outcomes that align with this funding track. <p>The list above is not exhaustive and is meant to showcase the types of outcomes TSET would like to see as a result of the built environment project.</p> <p>*The exact % or # can be determined after collecting baseline data.</p>
Eligible Applicant Organizations	<p>Oklahoma entities with experience in constructing and/or renovating food pantry spaces, buildings, and sites.</p> <ul style="list-style-type: none"> • Institution of common and higher education • Oklahoma local government (city, town, or county) • Non-Profit 501(c)3 organization • Tribal nation • PK-12 public school district or individual PK-12 public school site • State government agency

Construction Track 3	
Healthy Students in Schools (PreK-12th Grade) - Nutrition for Students & Employees	
Strategy	Increase access to healthy foods and beverages within school settings (PK-12 th grade) through construction and infrastructure improvements.
Strategy Purpose	Make healthy changes in the food environment in cafeterias, vending machines, and/or concessions stands, as well as food and beverage offerings during meetings and events, along with providing nutrition information.
Strategy Scope of Work	<p>Construction and infrastructure improvements for healthy food preparation/offerings:</p> <ul style="list-style-type: none"> • Cafeteria renovations and refurbishing existing cooking areas and spaces, and other school-related built environment projects for cafeterias and eating areas. • Updating/replacing kitchen equipment. • School community gardens. • Hydroponic gardens. • Greenhouses. • Walk-in coolers and freezers. • Access to cool drinking water. • Similar approaches that align with this funding track. <p>The list above is not exhaustive and is meant to showcase the types of projects that could be funded under this track.</p>
Strategy Outcomes	<ul style="list-style-type: none"> • A construction project that is shovel-ready (can begin immediately or within 75 days) upon the execution of a contract with TSET. • Completion of the project(s) per the project plan, project scope timeline, applicable codes and standards, and within the budget. • A promotional plan that captures the public's knowledge and awareness of the project(s) is developed and implemented and the results shared with TSET. • Monthly grant reporting requirements are fulfilled by the grantee. • Installation of tobacco-free signage, as well as signage that recognizes TSET as a project funder at the project site. <p>As compared to the previous year*, annual increases in the number of:</p> <ul style="list-style-type: none"> • Students that participate in using the improvement(s) typically accessible to them. • Students that participate in the school breakfast program. • Students that participate in the school lunch program. • Reimbursable healthy meals and beverages sold within the school nutrition program that are served/purchased daily. • Healthy meals and beverages sold outside of the school nutrition

	<p>program (e.g., vending machines and/or concession stands).</p> <ul style="list-style-type: none"> • Variety of fruits and vegetables served to students/employees. • Districts and school sites increasing water station equipment to offer cool, fresh drinking water. • Nutrition education materials and signage for students and employees. • Pounds of produce harvested (for garden and greenhouse projects). • Pounds of produce shared with partners (for garden and greenhouse projects). • Partnerships with farmers, community entities, and/or food assistance programs (for garden and greenhouse projects). • Number of school sites that increase the ability to do scratch cooking. • Other similar outcomes that align with this funding track. <p>The list above is not exhaustive and is meant to showcase the types of outcomes TSET would like to see as a result of the built environment project.</p> <p>*The exact % or # can be determined after collecting baseline data.</p>
Eligible Applicant Entities	<p>Entities with knowledge and experience with construction and infrastructure improvements in school settings to increase access to healthy food preparation and healthy beverages for students and employees.</p> <ul style="list-style-type: none"> • PK-12 public school district or individual PK-12 public school site • Non-profit 501(c)3 organization that operates as a school site for specific populations • Tribal nations that operate a school site

Funding Information

Applications seeking TSET funding for more than the allowable amount will be deemed ineligible for review. Each application may include one or more projects when all projects are located on a single project site, or when two sites are connected, adjacent, or contiguous to one another. Applications with projects that span across separate, detached sites, such as infrastructure improvements for two unconnected, distinct farmers' markets will not be considered for review.

Confirmed matching funds are required for construction projects that will impact 10,000 people or more. Matching funds will be considered only if they have been confirmed prior to or at the time of application submission. Allowable match includes cash, other non-TSET grants, and in-kind support that is directly related and applied to the project.

When matching funds are used to support a project, grantees must be at the appropriate match level for their project based on the claim for reimbursement numbers submitted monthly to TSET. Eligible match refers to matching funds spent only during the contracted year. Cash matches refer to a direct project expense for the grantee or partner organization, whereas in-kind match refers to materials or services, space, labor, equipment, etc., provided by the grantee organization or donated by a partner organization specifically for the TSET funded portion of the project. Only match that is directly related and applied to the project is allowable. **In no instance may TSET funds be used to match other TSET funds.** If match is used from another source, it is highly recommended to confirm in writing the funder allows the money to be used as matching funds.

TSET is a constitutionally created state agency and must comply with all state laws. Oklahoma law prohibits payment for goods and services in advance, according to the Oklahoma Central Purchasing Act, 74 OS Section 85.1. **Therefore, all awards are paid on a reimbursement basis; awarded organizations must be able to expend funds up front before TSET will reimburse for any charges.**

All TSET awarded organizations (referenced as grantees) are expected to appropriately use at least 95% of their awarded funds during the grant year. Construction implementation grantees who are not able to utilize at least 95% of their budget may need to consider the possibility of a budget reduction during the funding period.

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 entity'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 15% of the total award amount.

Specific unallowable budget items include:

- Pre-award costs
- 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 and personal memberships
- Staff time for fundraising efforts
- Cash/prize donations for fundraisers or events
- Land

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 an application. 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 or within 75 days upon receipt of a fully executed cooperative agreement.

Successful applications 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 application so project costs at the time of estimate are understood and reflected in the proposed budget. Applicants are encouraged to consider and document all potential costs. Items to consider could include:

- Construction costs, including the actual construction of the project, materials, labor, and subcontractor fees.
- Costs for printing planning documents (i.e., scope, designs, etc.), reports, and/or presentations.
- Fees related to preparing bid documents, evaluating contractor proposals, and administering contracts.
- Permit fees.
- Site preparation work, such as clearing, grading, dirt work, tree removal and other general preparation of the site for construction.
- Construction inspection fees.
- Costs associated with management of construction process to include project management, quality control, and administrative tasks.
- Costs for organizing and conducting public meetings, surveys and/or focus groups to gather community input.
- Signage costs such as the purchase and installation of tobacco-free property signage, and TSET funding acknowledgement signage.

TSET understands that bids may expire, and prices may change between application preparation and application submission, but applicants should make every effort to determine the full anticipated cost of the project prior to submission. Applicants must submit recent bids (within the last three months) to demonstrate that project costs have been thoroughly reviewed and validated. For successful applicants approved by the

TSET Board of Directors, TSET may request that updates to cost estimates be submitted with an application 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 20% of the total original award, provided the maximum annual amount allowable under the RFA has not been met or exceeded. Approval of budget increases is not guaranteed. Requests for increases more than 20% 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 RFA.

Application Disqualification Criteria

Disqualification means that TSET will not review or consider the application further. We will disqualify applications for:

- Not submitting electronically via Salesforce.
- Not submitting by the due date and time indicated in this funding opportunity.
- Not meeting eligibility requirements.
- Not meeting matching funds requirement, when applicable.
- Not completing or submitting required forms in the funding opportunity package.
- Exceeding character count limits.
- Lack of alignment with the funding tracks listed within the RFA.
- Requesting total funding from TSET greater than maximum funding amount allowable within the strategy funding track. Not submitting a budget for each year of proposed funding.
- A project addressing more than one project across separate, detached sites.
- A project being located on property that is **not** owned by the applicant agency at the time of submitting the grant application.
- A project being located on private property that is not accessible by the public during reasonable usage hours.
- A project that is not launch-ready/shovel-ready.
- A construction project where planning and designs have not yet been finalized.
- Lacking program alignment with TSET's mission and [strategic plan](#) (see Purpose section).
- Not submitting a signed and dated tobacco-free policy.
- Not submitting a signed and dated wellness policy.
- Not submitting a tobacco-free policy that covers all required policy requirements.

Application Sections, Instructions and Required Documentation

These instructions describe the sections of the application 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.

The applicant must specifically address and respond to each item. Unless specified as optional, **each item listed below is required**. Applications submitted without all required sections will be deemed unresponsive and not eligible for review.

Each section A through I below must be addressed in the application. If not applicable, do not skip the section. Instead, indicate N/A before proceeding to the next section.

A. Application Information

This section captures information related to the funding request including:

- Verification of a small to medium sized project
- Project title
- In 1-2 sentences, describe the project
- Service area
- Population size (please refer to the Funding Guidelines section of the RFA for guidance.)
- Amount of funding requested for Year 1 (must not exceed \$100,000 for Farmers' Markets (Track 1) and Food Pantries (Track 2) and must not exceed \$200,000 for Healthy Students in Schools (Track 3) projects)
- Amount of funding requested for Year 2 Construction projects (must not exceed \$100,000 for Farmers' Markets (Track 1) and Food Pantries (Track 2) and must not exceed \$200,000 for Healthy Students in Schools (Track 3) projects)
- Confirmed match funding sources and amounts for Year 1
- Confirmed match funding sources and amounts for Year 2
- If applying for Track 1, Access to Healthy Foods - Farmers' Markets - Has the farmer's market been formally established?
- If applying for Track 2, Access to Healthy Foods - Food Pantries - Has the food pantry been formally established?
- First and last name of authorized official
- Authorized official's job title
- Authorized official's e-mail address
- First and last name of project manager responsible for day-to-day project management
- Job title of project manager responsible for day-to-day project management
- Project manager's e-mail address

B. Objections to Terms and Conditions (not counted toward character limit)

Please read the Terms and Conditions in Appendix A. Any objections to the Terms and Conditions should be listed in Section B. If there are no objections, please respond N/A.

C. Applicant Organization's Background and Qualifications (4,500 characters)

1. Briefly describe who you serve and how long your organization has been in operation.
2. Describe your organization's experience executing built environment construction projects for the population served by the organization. In your response, consider

including:

- 2a. How the project(s) was/were managed
 - 2b. Total project cost(s)
 - 2c. Duration of the project bidding process, if applicable
 - 2d. Project length and timeline(s)
 - 2e. Methods used to gather and incorporate community feedback on the proposed project
 - 2f. What resources your organization already has in place (such as staff, leadership support, financial) to undertake and complete a built environment project similar to the one being proposed.
3. What project management methods or tools does your organization use to assist with project oversight to ensure the project remains on schedule, within budget, mitigates risks, and maintains clear communication across all stakeholders?

D. Statement of Need and Public Support (4,500 characters, not including attachments).

1. State the specific need(s) the proposed project aims to address. Provide a clear explanation supported by both quantitative and qualitative data. Consider including:
 - 1a. Any assessments conducted within the past three years. Refer to the [Data-driven Needs and Community Buy-In](#) section of the RFA for examples.
 - 1b. Data within the last three years to illustrate the needs of the population being served and cite data sources.
 - 1c. Community input or lived experiences collected within the last three years that highlight the issue(s).
 - 1d. How the public will benefit from the proposed project over the next 5-10 years.
 - 1e. How community input was integrated into the overall planning and/or design of the proposed project.
2. Upload documentation of public support, such as results from community surveys, community listening sessions, photos indicating project support, letters of support from community members that live close to the proposed project location, or a feasibility study. The documentation will not count toward the character limit.
3. How will you engage the community on an **ongoing** basis during the project period to ensure public support and feedback is integrated continuously?

E. Proposed Project (27,000 characters, not including attachments)

Project Overview

1. Describe the small to medium size construction implementation project to be funded by TSET. In your response, please include:
 - 1a. A high-level description of the project
 - 1b. Primary goals of the project
 - 1c. Attach a map of where the proposed project will be located
 - 1d. Attach photos of the proposed project location with captions that describe the photos
 - 1e. Attach all completed planning, renderings, and/or design documents

2. Have any potential risks been identified in preparation for this project? If so, describe them and explain your plan to mitigate these risks. Consider factors such as:

- Environmental or site-related challenges
- Regulatory or permitting delays
- Budget constraints or funding gaps
- Community or stakeholder concerns
- Supply chain disruptions or contractor availability issues
- Legal or land ownership complications
- Timeline or scheduling conflicts
- Unexpected long-term maintenance or infrastructure issues

3. What steps has your organization already taken to ensure this project is launch/shovel-ready and can begin within the 75-day period after the grant start date? Consider including information for the following:

- Required permits or approvals obtained (or in progress)
- Completed engineering, design, or environmental assessments
- Any preliminary work (e.g., site prep, demolition, utility planning) already completed

Public Accessibility

4. Will there be any fees for using the project site once it is completed?
- 4a. If there are plans for any portion of the proposed project site to charge a fee for public use (such as rentals of pavilions, vendor fees, facilities use fees, etc.), explain a plan to provide free access to the public or offer services based on a sliding fee scale, scholarship and/or reduced rate. If no fees will be charged, mark as N/A.
5. What days/hours of the week will the general public have access to the site?
6. If applicable, please upload a copy of the shared/open/facilities use agreement for the proposed site.

Project Logistics

7. Describe how the project will be managed day to day and provide an overview of the project manager's experience managing similar projects, including the size of those projects.
8. Provide a timeline for hiring all pertinent personnel and contractors. If applicable, be sure to account for your organization's bidding and selection process.
9. If you plan to hire contractors for the TSET funded portion of the project, list all contractors that you plan to use and what services they will provide. Note: Bids/estimates from each contractor should be uploaded in the 'Budget Supporting Documentation' section of the application.
10. Describe your organization's procurement process and identify any modifications that will be necessary to be able to start work on this project.
11. How will you ensure that the project stays on schedule and within scope and budget?

12. Describe how you will acknowledge TSET's funding and support of the project over the course of the grant cycle. Examples of acknowledgement may include project communication, signage, publications, social media posts, resources, etc.

Project Partners

13. Describe the funding partners or other key partners that will provide support for the project and will play a crucial role in the completion of the project.

14. **Upload Signed and Dated Letter(s) of Confirmed Match Commitment from Partners or Organizations that are confirmed to be contributing a match towards the proposed project.** Be sure that each letter includes the partner's role in the project, funding or in-kind confirmed match amount, and any restrictions to their funding.

Note: This information is required for all organizations (including the applicant agency) contributing a match towards the proposed project. If no match is being provided, no upload is necessary.

Note: Confirmed match funding and Letter(s) of Confirmed Match Commitment are required for construction projects impacting a population size over 10,000 people.

F. Project Plan (no character limit)

1. Complete and upload a detailed project plan for each year of requested funding using Attachment E, Project Plan Instructions and Template, for instructions to identify all major project tasks, an anticipated timeline from startup to completion, as well as the responsible parties/stakeholders.

Note: Please provide as much detail as possible, as this document will be used to track the project's progress throughout the grant cycle if funded.

G. Evaluation and Expected Outcomes (6,000 characters, not including attachments)

1. What processes does your organization use to assess, measure and document a project's success and key performance indicators?

2. Upload Attachment B, Built Environment Project Key Performance Indicators (KPI) Tool to indicate what specific and measurable metrics will be utilized to manage and evaluate the success of the proposed project.

3. If your project is funded, how do you plan to communicate your progress and outcomes to the public, stakeholders, and/or your community? Please describe any anticipated methods, platforms, or partnerships you may use to share key milestones and success stories.

4. It is a requirement that you work with a TSET assigned external evaluator in the implementation of an evaluation plan, post-project or follow-up evaluation design of the project's public use. Are you willing to work with a TSET assigned external evaluator if asked to do so?

H. Sustainability/Maintenance Plan (4,500 characters)

TSET defines sustainability as the ability of a project to thrive independently without TSET funding and characterized by continued community support, financial growth, sound infrastructure, and effective strategies for the management of the project. TSET's funding is short-term and time-limited, but the intent is for the project or portions of the project to continue at the end of the TSET funding agreement.

1. Provide examples of how your organization's past built environment projects have had lasting effects on the community for five years or more after project completion.
2. How will your organization sustain and maintain the project after TSET funding ends? Consider including details on:
 - Funding sources or revenue that will support ongoing maintenance and operations
 - Staffing or organizational commitments to project upkeep
 - Partnerships or agreements for long-term maintenance
 - Estimated costs for general maintenance, utilities, etc.
 - Community engagement strategies to ensure continued use and support

I. Proposed Budget

1. List specific, known costs for the project in the budget justification, providing documentation that support costs to the greatest extent possible.

Complete and attach Attachment F, Two-Year Budget Template, to list specific, known costs for the project for each year of requested funding. Completed information should include a Summary Budget, a detailed Budget Justification for TSET Funding, and a detailed Budget Justification for confirmed Match funding (if matching funds will be utilized) for each year of funding being requested. Include matching funds that are confirmed at the time of application. Matching funds is also referred to as Other Project Funding in Salesforce.

2. The budget section of the application in Salesforce contains a template for the budget summary, or budget category totals, for each grant period. Applicants must complete a budget summary in Salesforce for each year of funding being requested. This information should align and match what is listed on the Summary Budget worksheets in Attachment F, Two-Year Budget Template.

See Appendix E, Budget Tips & Tools and Matching Funds Guidance for more information on how to address each budget category.

Budget Supporting Documentation:

1. If TSET is not the only project funder, outline the major cost items that will be covered by the TSET grant if the project is approved for funding. Remember to account for labor, site preparation, fees, permits, project management fees, signage, etc. in the cost. The totals for each of these items must agree with their totals listed in the budget.
2. Please upload all recent bids or quotes within the last three months that detail the proposed costs to be covered by TSET, should the project be approved for funding.

Information should include bids/quotes for materials, supplies and contracted labor costs.

J. Proposal Appendices (if applicable, no character limit)

To effectively communicate the need and vision of the project, applicants should use verifiable data and visual aids. It is strongly encouraged to include current data, images, graphs and charts in your application, as needed.

Appendices should be used to provide supplemental, illustrative information that cannot be easily captured within the narrative sections of the application. Up to a total of ten (10) pages may be added as appendices material. Materials after page ten (10) will not be reviewed.

K. Required Attachments

The following attachments are also required for each application. All documents must be reviewed and approved by TSET before a grant application can move forward to a full application review. Documents are reviewed in order to determine if the grant application meets the basic eligibility criteria and is considered to be complete. These documents include:

- ☐ **Worker's Compensation Insurance Coverage Certification (Attachment A)**
- ☐ **A Copy of Organization's Worker's Compensation Insurance Coverage Policy** or statement of exemption.
- ☐ **Organizational Responsibilities and Assurances Checklist (Attachment C)**, signed by an authorized official of the applicant organization. An authorized official is someone who is allowed to sign contractual agreements on behalf of the organization.
- ☐ **Signed Certification of Non-Acceptance of Tobacco Funds (Attachment D)** is required upon registering and accessing applications in Salesforce.
- ☐ **Organization's signed and dated Tobacco-free Policy**, which meets the minimum requirements set forth in Appendix B, Tobacco-free Policy Template. See Appendix C, Sample Tobacco-free Policies and Checklists, for optional additions to the minimum policy requirement.
- ☐ **Organization's signed and dated Workplace Wellness Policy**. See Appendix D, Sample Workplace Wellness Policy and Instructions, for sample policies.
- ☐ **Construction Track 1: Access to Healthy Foods – Farmers' Market:** Market guidelines, bylaws, articles of incorporation, food safety rules, and operating procedures. Please note that all documents in this list are required and should be in place at the time of application submission.
- ☐ **Construction Track 1: Access to Healthy Foods – Farmers' Market:** Staffing plan—for employees and volunteers.
- ☐ **Construction Track 1: Access to Healthy Foods – Farmers' Market:** Proof of market operations at a minimum between June-August.
- ☐ **Construction Track 1: Access to Healthy Foods – Farmers' Market:** Proof of at least four regular raw food product vendors (produce, meat, eggs, dairy,

honey, nuts, food-bearing plants).

- ☐ **Construction Track 2: Access to Healthy Foods – Food Pantry:** Food pantry guidelines, bylaws, articles of incorporation, food safety rules, and operating procedures. Please note that all documents in this list are required and should be in place at the time of application submission.
- ☐ **Construction Track 2: Access to Healthy Foods – Food Pantry:** Staffing plan—employees and volunteers.
- ☐ **Construction Track 2: Access to Healthy Foods – Food Pantry:** Proof of consistent schedule of operations.

Application Submission

Applications will be accepted via Salesforce, TSET's application portal, beginning on July 1, 2025, and must be submitted before 4:00 PM Central Time on August 26, 2025. Applicants can find instructions on registering and applying through Salesforce on the TSET website. Applications submitted by mail, hand delivery, fax, email, or other means will not be accepted.

No additional 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 application, changes can be made through the Salesforce account.

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

Application Review Process

Review Process

Each application 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 application requirements will not be eligible for funding consideration. It is the applicant's responsibility to ensure adherence to all eligibility and application requirements. **Applications submitted without a document indicated in these guidelines as required will be ineligible for funding consideration.** Applications that are ineligible for review shall be notified after the TSET Board of Directors meets to make funding decisions.

Eligible applications will then be reviewed to determine how well the application meets the established criteria included in this guide and supports the TSET mission. Applications will also be reviewed by external reviewers.

Award decisions shall be made at the sole discretion of the board.

Review Criteria

Applications that meet the requirements listed in this guide shall undergo further review in accordance with the criteria below. Applications will be scored on the following areas:

applicant organization's background and qualifications, proposed project, statement of need and public support, evaluation and expected outcomes, sustainability and maintenance plan, and proposed budget.

If multiple applications score similarly and exceed the amount of funds available to award, TSET may consider population need and project impact when making final awards.

Below are the criteria each reviewer will consider as they review applications. Applicants are advised to carefully read through the questions below and ensure that their application provides clear answers and explanations to aid in the reviewers' understanding of the project and its needs.

Criterion	Maximum Points Possible
<p><u>Section C: Organization's Background and Qualifications</u> (4,500 character limit)</p> <p>Questions 1, 2a-e: The applicant identifies who they serve and how long the organization has existed. The applicant organization has a track record of successfully managing and completing built environment construction projects of equal or greater scale than the proposed project, incorporating feedback from those who will directly benefit from the project.</p> <p>Question 2f: The applicant organization has the necessary resources readily available to manage the proposed project. This includes human resources with the proper expertise and leadership support.</p> <p>Question 3: The project management methods or tools used by the organization are well-suited for the proposed project, providing effective oversight to ensure it remains on schedule, within budget, mitigates risks and maintains clear communication across all stakeholders.</p>	9
<p><u>Section D: Statement of Need and Public Support</u> (4,500 character limit, not including attachments)</p> <p>Question 1a-c: The applicant clearly outlined and justified the specific need(s) the project addresses, backed by recent data (within the last 3 years) and community input or lived experiences.</p> <p>Question 1d: The applicant was able to demonstrate how the proposed project will create measurable public benefits over the next 5–10 years.</p> <p>Questions 1e and 2: The applicant worked closely with community members and partners to identify the project's need and plan, and the project reflects their input and priorities.</p> <p>Question 2: The project has strong support from the community it is designed to benefit, as demonstrated by meaningful engagement efforts, letters of support, etc., and clear alignment with community-identified needs and priorities.</p>	15

<p>Question 3: Applicant proposed a practical and sustainable plan for ongoing community engagement, ensuring continuous feedback throughout the project's lifecycle.</p>	
<p>Section E: Proposed Project Overview (27,000 character limit, not including attachments) Project Overview Overall Section Question: The project aligns with one of the strategy funding tracks outlined in the funding opportunity, and is positioned to improve the health of Oklahomans. Question 1: The applicant provided a clear and comprehensive description of the proposed project, outlining both the high-level overview and primary goals. All required attachments are included, such as a map of the project location, site photos, and completed planning documents and/or design renderings. The information is thorough and leaves no uncertainties regarding the general scope of the project. Question 2: The applicant identified potential risks associated with the proposed project and included a practical plan to mitigate each identified risk. Question 3: The applicant clearly outlined the steps already taken to ensure the project is launch or shovel-ready within 75 days of the grant start date. The response reflects a strong level of preparedness and minimizes the potential of implementation delays. For construction projects, the completion of planning and design work is clearly demonstrated. Public Accessibility: Questions 4-6: The applicant clearly states hours and fees (if applicable) associated with use of the proposed project which includes a thoughtful plan to ensure access for everyone (i.e., free use periods, low-cost sliding fee scales, scholarships or reduced rates). The response is supported by a shared, open use or joint use agreement if applicable. Project Logistics: Question 7: The applicant provided a clear description of how the project will be managed on a day-to-day basis, including roles, responsibilities, and oversight processes. A project manager has been identified to oversee the project and they bring relevant experience managing projects of similar or greater scale to the proposed project. Question 8: The applicant provided a realistic timeline for hiring key personnel and contractors. The proposed hiring timeline aligns with the grant requirement to begin project construction or implementation within 75 days of the contract start date. Question 9: If any contractors are proposed for the TSET funded portion of the project, the applicant identified all contractors planned for the TSET-funded portion of the project and outlined the services each will provided. The response is supported by bids or estimates uploaded in the 'Budget</p>	<p>39</p>

<p>Supporting Documentation' section, demonstrating thorough vetting of the project.</p> <p>Question 10: The applicant provided a solid description of their organization's procurement process, including any necessary modifications that may be needed to be able to begin project implementation or construction within 75 days of the grant start date.</p> <p>Question 11: The applicant provided a realistic plan to ensure the project stays on schedule, within scope, and within budget. Response demonstrates a proactive approach to project management.</p> <p>Question 12: The applicant has outlined a clear plan to acknowledge TSET's funding and support throughout the duration of the grant cycle, aiming to enhance both the visibility of the project and TSET's contribution.</p> <p>Project Partners:</p> <p>Question 13: The applicant identified key funding and project partners, clearly outlining their roles and contributions towards the successful completion of the project. The response reflects strong collaboration and demonstrates how these partners will actively support project implementation.</p> <p>Question 14: Project includes signed Letter(s) of Match Commitment for each reported match dollar that has already been confirmed at the time of the application. If no match is being provided, this question will not be scored. Note: Confirmed match funding is required for construction projects impacting a population size over 10,000 people.</p>	
<p>Section F: Project Plan (no character limit)</p> <ol style="list-style-type: none"> 1. Project plan is fully detailed, with clear and realistic project milestones, anticipated start dates and deadlines. 2. Project milestones align with the proposed scope of work, are feasible and achievable within the time frame of the grant. 3. Project plan clearly assigns responsibilities/tasks for every project milestone, ensuring accountability. 4. Project plan includes major work that needs to be accomplished for each year of requested funding. 5. Project plan indicates that implementation of the project will begin immediately or within 75 days of the grant start date. 	15
<p>Section G: Evaluation and Expected Outcomes (6,000 character limit, not including attachments)</p> <p>Question 1: The applicant has an existing system for assessing, measuring, and documenting project successes and key performance indicators for projects like the one being proposed.</p> <p>Question 2: Key performance indicators listed are aligned with measuring the success of the proposed outcomes with appropriate data collection tools/sources identified.</p>	12

<p>Question 3: Applicant has a clear plan to regularly update stakeholders and the community on the proposed project's progress and outcomes, ensuring transparency, accountability and continued support throughout the project.</p> <p>Question 4: Applicant agrees to work with a TSET assigned external evaluator on the implementation of a project evaluation plan.</p>	
<p>Section H: Sustainability/Maintenance Plan (4,500 character limit)</p> <p>Question 1: The applicant has a track record of sustaining, maintaining and/or expanding built environment planning and/or construction projects 5 or more years after a project has been completed.</p> <p>Question 2: The applicant presented a strong and realistic strategy for securing additional funding and/or resources after the grant period, so that the project can keep going and be successfully maintained over time.</p>	6
<p>Sections I and J: Proposed Budget and Budget Supporting Documentation</p> <ol style="list-style-type: none"> 1. Budget provides a clear breakdown of costs associated with the proposed project scope. Budget includes costs for tobacco-free signage as well as signage that acknowledges TSET as a funder using TSET or match funds. 2. Budget line items include clear explanations to support the proposed expenses. 3. Applicant has fully vetted their project's budget, providing bids/quotes from vendors from the past three months. 	9
Base Points for All Construction Tracks	105
<p>Section K: Preference Criteria for all Applications</p> <p>Note: All preference criteria below must be met to receive the full 5 points. If one of more preference criteria listed below are not met, no additional points will be awarded.</p> <ol style="list-style-type: none"> 1. Applicant includes an effective plan for active community buy-in for the duration of the project. 2. Project incorporates the results of a local needs assessment completed within the past three years involving public input. 	5
<p>Preference Criteria for Construction Track 1: Access to Healthy Foods - Farmers' Markets Only</p> <p>Note: All preference criteria below must be met to receive the full 5 points. If one of more preference criteria listed below are not met, no additional points will be awarded.</p> <ol style="list-style-type: none"> 1. Accepts food assistance programs such as SNAP, SFMNP, Coupons, Double-Up Bucks as a form of supplemental payment. 2. Nutrition education resources and programming such as free samples, cooking demonstrations, recipes cards, gardening tips, etc. 	5
<p>Preference Criteria for Construction Track 2: Access to Health Foods - Food Pantries Only</p>	5

Note: All preference criteria below must be met to receive the full 5 points. If one of more preference criteria listed below are not met, no additional points will be awarded.	
<ol style="list-style-type: none"> 1. Programming offers free samples, cooking demonstrations, nutrition education resources such as recipe cards, gardening tips, etc. 2. Partnerships and agreements with local grocery stores, restaurants, etc. for donations of healthy foods. 	
Maximum Points Possible for All Construction Tracks	110
Maximum Points Possible for Construction Track 1: Access to Health Foods - Farmers' Markets	115
Maximum Points Possible for Construction Track 2: Access to Health Foods - Food Pantries	115

Awards

Submission of a final application does not guarantee award of a grant. The TSET Board of Directors may assign preference to a class of applicants for any application. All awards are made at the sole discretion of the TSET Board of Directors and are subject to the availability of funds.

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.

Post-Award Processes

Discussions and Negotiations

TSET will review each application based on the documents submitted but may engage the awardee in negotiations of the project 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 application may be subject to negotiation and subsequent revision. The mandatory requirements of the RFA 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 grantee's application and the awardee (now referenced to as grantee). This guide, all documents included in the, any negotiated revisions to the application, and an agreed upon set of terms and conditions shall comprise the cooperative agreement. It is the sole responsibility of the 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.

Vendor Registration

The grantee must complete the State of Oklahoma's vendor registration process upon notification of award. TSET will inform the 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 grantee 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 grantee has received and paid for the good or service.

Claims for reimbursement must be submitted to TSET monthly via Salesforce. 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, grantees will submit to TSET a monthly report to include project, financial, and evaluation information. A complete report will include an updated project plan, key performance indicators, and a written progress report, all using TSET's monthly reporting templates. When completing the report, grantees should be prepared to discuss project milestones that were completed within the reporting period in the written monthly report. Additional information may be required and will be requested on a case-by-case basis. Grantees may be required to submit any and all program and evaluation reports provided to or from other funding sources.

Required Activities to Support TSET State Goals

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

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 funding 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 requires that projects funded under this opportunity publicly acknowledge TSET upon completion. This acknowledgement includes placing permanent signage recognizing TSET's funding commitment. TSET's Strategic Communication division will advise 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 Strategic 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 grantee does not already have them. Grantees can work with their Communication Strategist to procure these signs during the grant period.

Release of Information

Pursuant to *Title 62 O.S. § 2309(D)(4)*, any application 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 days: July 23, 2025, July 30, 2025, August 6, 2025, and August 13, 2025. Questions received after 4:00 PM on August 1, 2025, may not receive a response. When posing

questions, every effort should be made to be concise and include the page number and section references, when possible. It is the applicant's responsibility to check the TSET website for answers to submitted questions.

TSET cannot respond to questions about whether an organization's specific project is eligible for a TSET grant. Potential applicants should read the open TSET RFA to determine if the organization's project aligns with the TSET mission and the specific RFA's scope of work.

Assistance requests associated with any documents in this guide may be submitted to grantsmanagement@tset.ok.gov. Assistance requests associated with Salesforce, such as registering or locating the application, should be submitted to the [Salesforce Technical Assistance Webform](#).

Appendices and Attachments

Appendices and attachment forms provided in this RFA are listed below and can be accessed by clicking on the name of the document or by clicking the paperclip icon on the side 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.

Appendices

- Appendix A - Terms and Conditions
- Appendix B - Tobacco-free Policy Template
- Appendix C - Sample Comprehensive Tobacco-Free Policies and Checklists
- Appendix D - Sample Workplace Wellness Policy and Instructions
- Appendix E - Budget Tips & Tools and Matching Funds Guidance
- Appendix F - Built Environment Assessment Guidance Document
- Appendix G - Shared Use Policies & Agreements Examples

Attachments

- Attachment A - TSET Workers Compensation Insurance Coverage Certification
- Attachment B - Built Environment Project Key Performance Indicators Tool
- Attachment C - Organizational Responsibilities and Assurances Checklist
- Attachment D - Certification of Non-Acceptance of Tobacco Funds
- Attachment E - Project Plan Instructions and Template
- Attachment F - Two-Year Budget Template