TSET

HEALTHY INCENTIVE GRANT: COMMUNITIES

FY26 Communities Resource Guide

Important Viewing Instructions

If you are viewing this document in a web browser, some features **will not work properly**.

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To locate Attachments and Appendices, click on the paperclip icon with the document open in Adobe Reader.

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 Healthy Incentive 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" 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 Funding Portal, beginning in September of Fiscal Year 2026. To register and login, please visit oktset.my.site.com. Applicants can find instructions on registering and applying through the Funding Portal on the TSET website.

Resource Guide Attachments and Appendices
Attachment and Appendices provided in this Resource Guide are listed below and can be accessed by clicking the paperclip icon on the side navigation pane in Adobe Reader. 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 Guidelines and Forms folder in the Resources tab in the Funding Portal.

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 with TSET 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 submit your questions to the HIG Q&A webform.

Key Dates

FY26 Healthy Incentive Grant for Communities Funding Cycle 1

Applications Open: October 24, 2025, at 8:00 am CT

Applications Due: November 21, 2025, by 4:00 pm CT

Applicants Notified of Award Decisions: within two (2) days of the January 29, 2026, TSET Board of Directors meeting

FY26 Healthy Incentive Grant for Communities Funding Cycle 2

Applications Open: March 2, 2026, at 8:00 am CT

Applications Due: March 30, by 4:00 pm CT

Applicants Notified of Award Decisions: within two (2) days of the May 28, 2026, TSET Board of Directors meeting

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Purpose

TSET Healthy Incentive Grant (HIG) for Communities is returning for Fiscal Year 2026 (FY26) with some exciting updates to the program. With an expansion of the program budget, new application process and updated metrics for awarded applicants, HIG for Communities will continue to leave a lasting impact on Oklahoma's communities. This grant aims to incentivize communities to adopt and implement best and promising practices for tobacco-free environments, access to healthy, nutritious foods and physical activity opportunities in an effort to improve the health and quality of life for residents. As part of this Resource Guide, applicants can find guidance on policies, ordinances and documentation required for grant eligibility. TSET values these policy initiatives and continues to invest in them year after year because of the transformational impact it has on Oklahoma communities. The requirements for tobacco-free and wellness policies are intended to create a community-driven movement towards improved community health and bring awareness to the importance of tobacco-free public spaces and overall wellness.

Unique to this grant program, TSET will award HIG for Communities on a first come, first served basis as long as applicants meet all application requirements. Funding through this program can only address one project per award.

Application Period

Applications are accepted during the two open periods of the state fiscal year (July 1 – June 30).

For FY26, application periods are open during the following times:
- October 24, 2025 – November 21, 2025
- March 2, 2026 – March 30, 2026

General Eligibility

Applications are open to all incorporated cities, towns and municipalities in Oklahoma, hereinafter referred to as cities or communities. Awards will not be made to organizations that receive funds or benefit from tobacco sales. All eligible applicant organizations must be in good standing with the Oklahoma Secretary of State. For the term of the cooperative agreement with TSET, applicants must be able to attest that the organization does not and will not accept funding from the tobacco industry by signing and submitting Attachment A: Certification of Non-Acceptance of Tobacco Funds.

Project Service Area

All projects must take place and only serve populations within Oklahoma. **The project area or property where the project will be located must be owned by the applicant at the time of submitting the grant application.** Any project involving the potential declaration of eminent domain will not be considered. Applicants should have existing control of the project area's right-of-way.

Public Accessibility

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 community charges a 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.

Additionally, 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.

Eligibility of Previous Healthy Incentive Grant Recipients

Any community that has received TSET Healthy Incentive Grant funding in previous years is eligible to apply, regardless of prior funding level or award amount.

All previous TSET HIG grantees must have submitted final documentation for the previous grant(s) and the grant(s) must have been closed satisfactorily to be eligible for submission under this funding opportunity.

After FY26, all awarded grantees are only eligible to receive funds from this program once every three (3) fiscal years. Meaning, communities who are awarded funding during this fiscal year will not be eligible for funding through this grant again until FY29.

To inquire about the status of a previously funded incentive grant awarded to your community, please complete the HIG Q&A webform.

Program Staffing

If awarded, the applicant agency must assign a project manager and an authorized official for the grant. The authorized official is the person who receives the contract document for the grant and whom the organization has designated as being authorized to sign contracts behalf of the organization. This person will receive all important grant-related information

disseminated by TSET. The project manager is the 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 program is executed on time, on budget and within scope of work agreed upon. Serves as the primary contact for TSET and contractors and will be responsible for submitting all program documents, reports, etc. throughout the contract year.

If awarded, this grant should be administered directly by the applicant agency, as it would be the designated grant recipient. Oversight and implementation should not be delegated to a third-party contractor.

Criteria

Criteria for the grant have been developed using best and promising practices for tobacco control, access to healthy and nutritious foods and active living, with emphasis on higher impact policies and actions to improve community health. Documentation of having met each criterion is required from the city. Each application is reviewed based on specific criteria:

Certification of Non-Acceptance of Tobacco Funds
- **Promotion of Shape Your Future**
- **Promotion of the Oklahoma Tobacco Helpline**
- **City's Worksite Wellness Policy and Initiatives**
- **City's Tobacco-Free City-Owned Property Ordinance**
- **City's Youth Access to Tobacco Ordinance**
- **Community Assessment of Food Retail Environment**
- **Resolution or Ordinance that Supports and Promotes Farmers' Markets, Community Gardens and/or Food Pantries**
- **Community Assessment of Landscape as it Relates to Active Living**
- **Resolution, Ordinance or City Plan that Supports Active Living**
- **Completed Budget Justification and supporting documentation of bids and/or cost estimates**
- **Completed Project Plan**

Specific criteria and required documentation, as well as additional information and sample policy language, are included in this guide.

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 funding 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 A: the Certification of Non-Acceptance of Tobacco Funds and must be submitted upon registering for an account and accessing

applications in Salesforce, TSET's Funding Portal. Cities receiving sales or tax on tobacco products are not excluded from applying.

Promotion of Shape Your Future

Cities *must* promote Shape Your Future, a program of TSET. [Shape Your Future](#) works statewide to reduce obesity and improve health and wellness by helping Oklahomans eat better, move more, drink water and live tobacco free. The program offers resources for parents, children, teachers, businesses and community members to make the healthy choice the easy choice. Free materials, including educator-specific resources, are available at [ShapeYourFutureOK.com](#). Cities *must* provide a statement of how you promote Shape Your Future.

Promotion of the Oklahoma Tobacco Helpline

Cities *must* promote the Oklahoma Tobacco Helpline, a program of TSET. The [Oklahoma Tobacco Helpline](#) offers nonjudgmental services to help Oklahomans quit tobacco. Free materials to promote the Oklahoma Tobacco Helpline can be found on the [TSET website](#). Cities *must* provide a statement of how you promote the Oklahoma Tobacco Helpline funded by TSET.

City's Worksite Wellness Policy and Initiatives

To ensure that these public funds are utilized by cities that share TSET's dedication to improving and protecting the health of Oklahomans and engage in promoting a healthy workplace, cities *must* upload a copy of your worksite wellness policy, including proof of passage. Although there are no specific requirements other than the policy being signed and dated, a sample policy can be found in Appendix B: Sample Worksite Wellness Policy and Resolution for Local Governments. This is intended to guide your policy development and not a guarantee for award. To indicate that the policy has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date policy was passed*). As part of the application submission, cities *must* also provide a detailed summary of the workplace wellness policy, programs, and activities.

City's Tobacco-Free City-Owned Property Ordinance

Cities *must* adopt a tobacco-free city-owned property ordinance in order to meet eligibility requirements. The ordinance *must* be comprehensive and meet 100% of the elements outlined in Appendix C: Sample Tobacco-, Smoke-, and Vapor- Free Ordinance. Appendix D: City's Tobacco-Free City-Owned Property Ordinance Reference Sheet is a tool for which you can use to do a self-assessment of the ordinance prior to submission. This is intended to guide your ordinance development and not a guarantee for award. As part of the application submission, cities *must* provide a copy of the ordinance, which *must* include proof of passage (e.g., signature of authorized official and date ordinance was passed*).

City's Prevention of Youth Access to Tobacco Enabling Ordinance

Cities *must* adopt a prevention of youth access to tobacco enabling ordinance in order to meet eligibility requirements. The ordinance must be comprehensive and meet 100% of the elements outlined in Appendix E: Sample City's Prevention of Youth Access to

Tobacco Ordinance. Appendix F: City's Prevention of Youth Access to Tobacco Ordinance Reference Sheet is a tool for which you can use to do a self-assessment of the ordinance prior to submission. This is intended to guide your ordinance development and not a guarantee for award. As part of the application submission, cities *must* provide a copy of the ordinance, which *must* include proof of passage (e.g., signature of authorized official and date ordinance was passed*).

Community Assessment of Food Retail Environment

Cities *must* complete an assessment of their community as it relates to their food retail environment. Although there are not specific requirements that must be met for the community assessment other than the assessment being completed, helpful resources to assist in completing your community assessment may be found in Appendix G: Helpful Resources for Communities**. As part of the application submission, cities *must* provide a detailed summary of the food retail environment in their community that includes information on the availability of healthy food from farmers' markets, community gardens and/or food pantries. This description should be supported by data that has been collected and analyzed to accurately reflect the community.

Some questions to consider when completing your assessment:
- Can community members find healthy food?
- Can community members afford healthy food?
- Do community members choose healthy food?
- Can community members use healthy food?

Resolution or Ordinance that Supports and Promotes Farmers' Markets, Community Gardens and/or Food Pantries

Cities *must* adopt a resolution or ordinance that supports and promotes farmers' markets, community gardens and/or food pantries. As part of the application submission, cities *must* provide a copy of the resolution or ordinance, which *must* include proof of passage (e.g., signature of authorized official and date resolution or ordinance was passed*).

Community Assessment of Landscape as it Relates to Active Living

Cities *must* complete an assessment of their community as it relates to active living. Active living landscapes can include parks and open spaces, community based social support programs, & active transportation infrastructure. Although there are not specific requirements that must be met for the community assessment other than the assessment being completed, helpful resources to assist in completing your community assessment may be found in Appendix G: Helpful Resources for Communities**. As part of the application, cities *must* provide a detailed summary of the community landscape as it relates to active living. This description should be supported by data that has been collected and analyzed to accurately reflect the community.

Some questions to consider when completing your assessment:
- Are active living opportunities available in the community?
- Are active living opportunities accessible to all community members?

- Can community members find active living opportunities?
- Is there a cost associated with accessing the active living opportunities?

Resolution, Ordinance or City Plan that Supports Active Living

Cities *must* adopt a resolution, ordinance or city plan that supports active living. As part of the application submission, cities *must* provide a copy of the resolution, ordinance or city plan that has been adopted and implemented to establish, support and promote active living, which *must* include proof of passage (e.g., signature of authorized official and date resolution, ordinance or plan was passed*).

*Note: All of the policies, ordinances, resolutions and plans must be included as required attachments, complete with signatures and adoption dates. **If your organization does not typically sign policies, ordinances, resolutions or plans after formal approval, please provide signed documentation from city leadership confirming that these are in effect, including the effective dates for each.**

**Appendix G: Helpful Resources for Communities is not a requirement but is intended to assist in completing the community assessments.

Funding

The maximum funding amount your community is eligible to receive is determined by the community population according to the most recent data from the U.S. Census.

Community Population	Max Funding
≤ 4,299	Up to $60,000
≥ 4,300	Up to $100,000

Applicants should utilize the [U.S. Census Bureau website](#) for the most current year to determine accurate population.

- Funding is an "up to" amount and *must* be supported by project bids and/or cost estimates and they must support the full requested budget amount.
- Detailed and realistic bids and/or cost estimates should be solicited within three (3) months prior to submitting the application so project costs at the time of estimate are understood and reflected in the proposed budget.
- Funding for this grant varies each year and TSET may receive more applications than current funding can support.
- Funding does not require a match, but communities are encouraged to use these funds for match with other non-TSET funding opportunities.
- Grant funds *must* be utilized and documentation of project completion must be submitted to TSET within one year of approval by the TSET Board of Directors.

- A community may only receive funding one time during the fiscal year. Once awarded, the community will not be eligible to apply again for three (3) fiscal years.
- Awarded applicants will need to provide invoices and/or receipts as proof of funds spent on allowable costs during the quarterly reporting process.

Important note: All funds <u>must </u>be spent and projects <u>must </u>be completed within one year from date of award.

Suggested Use of Funds

Communities awarded grant funding will apply the funds for purchases, programs and/or projects that best address the needs and opportunities that improve the health of the community. TSET reserves the right to approve, deny or—with the awarded grantee— modify any proposed uses of TSET funds. Please note, HIG funds can only be used to support one project per award – see examples below. This list is not exhaustive.

Examples for use of funds:
- Basketball, tennis, pickleball courts
- Bicycle lanes/bike racks
- Community gardens
- Engineer or architects' services to develop plans
- Farmers' market venues
- Lighting for parks and trails
- Outdoor physical activity equipment
- Playground equipment/improvements
- Street safe crosswalks (flashing lights, signs, etc.)
- Warm up stations for walking track/fitness trail
- Walking trails

Funding Limitation

All funds must be awarded and used consistent with Oklahoma law. In addition, funds cannot be used to influence elections or an official's duties.

Specific unallowable budget items include:
- Food/beverage procurement
- Staff stipends
- Staff time for fundraising events
- Individual professional or personal memberships
- Entertainment costs for amusement or diversion
- Cash/prize donations for fundraisers or events
- Operating deficits or retirement of debt
- Pre-award costs (Costs that are incurred prior to the cooperative agreement period)

- Endowments
- Hiring of lobbyists
- Items for which third-party reimbursement is available
- Vehicles
- Land/property

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. See additional instructions on budget guidelines and the provided template, Attachment B: Budget Justification, below.

Application Disqualification Criteria

Disqualification means that TSET will not review or consider the application further. We will disqualify applications for:
- Not submitting documentation of City's Promotion of Shape Your Future.
- Not submitting documentation of City's Promotion of the Oklahoma Tobacco Helpline.
- Not submitting City's Worksite Wellness Policy and Initiatives documents with proof of passage.
- Not submitting City's Tobacco-Free City-Owned Property Ordinance with proof of passage.
- Not submitting documentation of City's Youth Access to Tobacco Ordinance with proof of passage.
- Not submitting documentation of City's Community Assessment of Food Retail Environment.
- Not submitting documentation of City's Resolution or Ordinance that Supports or Promotes Farmers' Markets, Community Gardens and/or Food Pantries.
- Not submitting documentation of City's Community Assessment of Landscape as it Relates to Active Living.
- Not submitting documentation of City's Resolution, Ordinance or City Plan that Supports Active Living.
- Not submitting application electronically via Salesforce, TSET's Funding Portal.
- Not submitting application by the due date and time indicated in this Resource Guide.
- Not meeting eligibility requirements.
- Not completing or submitting required forms and policies.
- Requesting total funding from TSET greater than the maximum funding amount allowable based on community population.

- Proposing a project located on property that is not owned or under the control of the applicant organization at the time of submitting the grant application.
- Proposing more than one project per application.
- Submitting incomplete budget documentation or a budget that does not align with project plan.
- Submitting incomplete project plan documentation or a project plan that does not align with budget, support TSET goals, or provide a reasonable timeline.

Application Submission

Applications will be accepted via TSET's Funding Portal beginning on October 24, 2025, at 8:00 AM, Central Time, and must be submitted before 4:00 PM, Central Time, on November 21, 2025. Applicants can find instructions on registering and applying through the funding portal 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.

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

Application Sections, Instructions and Required Documentation

These instructions describe the sections of the application and are designed to ensure the submission of necessary information. Applicants should follow these detailed instructions fully and carefully. Applicants 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 G, below must be addressed in the application.

A. **Organization Information**
- Official City Name
- Authorized Official Name
- Authorized Official Title
- Authorized Official Phone Number
- Authorized Official Email Address

B. **Primary City Contact Information**
- Primary City Contact Name
- Primary City Contact Title
- Primary City Contact Phone Number
- Primary City Contact Email Address

C. City Information

- City Population – Use most recent data from Census (Census.gov)
- City Mailing Address
- City County
- City Phone Number
- Number of Full Time Staff Employed by the City
- Number of Part Time Staff Employed by the City
- Mayor Name
- Mayor Phone Number
- Mayor Email Address
- City Manager Name
- City Manager Phone Number
- City Manager Email Address

D. Healthy Incentive Grant Criteria Requirements

This grant offers incentive funds to communities that adopt policies and practices to address tobacco, nutrition, physical activity and employee wellness. Policy requirements for these grants help communities improve the health and quality of life for residents and employees. Funding of awards is based on meeting criteria requirements set forth by the incentive program. In this section, you will be required to upload documents and/or provide text responses related to the criteria requirements.

- Promotion of Shape Your Future
  - Provide a statement of how you promote Shape Your Future
  - Provide a few examples of how you promote these within your community by uploading files (e.g. photos of flyers/brochures displayed, screenshots of promotion on social media, etc.)
- Promotion of the Oklahoma Tobacco Helpline
  - Provide a statement of how you promote the Oklahoma Tobacco Helpline funded by TSET.
  - Provide a few examples of how you promote these within your community by uploading files (e.g. photos of flyers/brochures displayed, screenshots of promotion on social media, etc.).
- Documentation of Worksite Wellness Policy and Initiatives
  - Provide a detailed summary of workplace wellness policy, programs, and activities.
  - Provide a copy of your city's policy. Include proof of passage (e.g. signature of authorized official and date policy was passed).
- Tobacco-Free City-owned Property Ordinance
  - Provide a copy of your city's ordinance. Include proof of passage (e.g., signature of authorized official and date ordinance was passed).
- Prevention of Youth Access to Tobacco Enabling Ordinance

The ordinance should prohibit the sale, gifting or furnishing in any manner any tobacco or vapor product to another person who is under 21 years of age.

- o Provide a copy of your city's ordinance. Include proof of passage (e.g., signature of authorized official and date ordinance was passed).
- Community Assessment of Food Retail Environment
  - o Provide a detailed summary of the food retail environment in your community. Include information on the availability of healthy food from farmers' markets, community gardens and/or food pantries.
- Resolution or Ordinance that Support and Promote Farmers' Markets, Community Gardens and/or Food Pantries
  - o Provide a copy of your city's resolution or ordinance. Include proof of passage (e.g., signature of authorized official and date resolution or ordinance was passed).
- Community Assessment of Landscape as it Relates to Active Living
  - o Provide a detailed description of the community landscape as it relates to active living. Include information that you have collected and analyzed that depicts your community.
- Resolution, Ordinance or City Plan that Supports Active Living
  - o Provide a copy of your city's resolution, ordinance or plans that have been adopted and implemented to establish, support and promote active living. Include proof of passage (e.g., signature of authorized official and date policy was passed).

E. Funding Amount Requested

- Is project related to or part of a larger project?
  - o If yes, please provide more details about the larger project.
- What amount of funds are you requesting?
- Upload your completed Attachment B: Budget Justification. You must utilize the provided template for your budget.
- Upload documentation of bids and/or cost estimates here. Note that all bids and/or cost estimates should be solicited or dated within three (3) months prior to application submission.
  - o Your documentation of bids and/or cost estimates *must* support the full requested budget amount.
- Complete the Periods for Proposed Operating Budget section
  - o Select the fiscal year from the Budget Periods table to view or add budget details for the application.
  - o Click "Add Budget Details" to input your funding amount request.
  - o Be sure to scroll to the bottom of the budget and click Next after completing the budget before clicking Save & Next.

F. Project Plan and Timeline

- Project Title

- Provide a brief description for the project that could be used for summary publications (e.g. Walking Trails at Town Park, Pickleball Courts at Community Center, Farmers Market Pavillion, etc.)
- Project Plan & Timeline
  Applicants must submit a detailed project plan outlining all steps from start to finish for the proposed project. This information will help TSET track the project's status until the project is closed out and completed.
  o Provide a detailed description of how the grant funds will be utilized for purchases, programs and/or projects that best address the needs and opportunities that improve the health of the community. Include a timeline for when the project will start, any major milestones and completion date. TSET reserves the right to approve, deny or—with the awarded grantee— modify any proposed uses of TSET funds.
  o Upload your project plan documentation using the template provided in Attachment C: Project Plan Template.

G. Acknowledgements

- Objections to Terms and Conditions: Any objections to the Terms and Conditions found in Appendix A: Terms and Conditions should be disclosed at this point in the application. If there are no objections, respond N/A.
- Signage Acknowledgment: Click the box to acknowledge that if your organization is an awarded recipient, you will work with TSET's Strategic Communication division to publicly promote TSET as a funder of the project. This would include display of signage provided by TSET at no cost to the grantee.

Application Review Process and Review Criteria

Review Process
Each application submitted for funding consideration will be reviewed internally by TSET for adherence to the basic requirements listed in these guidelines. Applicants 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 if the application meets the required criteria included in this guide.

Award decisions shall be made at the sole discretion of the TSET Board of Directors.

Review Criteria

Applications that meet the criteria listed in this Resource Guide shall undergo further review in accordance with the requirements below.

- Communities *must* be promoting Shape Your Future.
- Communities *must* be promoting the Oklahoma Tobacco Helpline.
- Communities *must* have a Worksite Wellness Policy & Initiatives.
- Communities *must* have a 100% comprehensive Tobacco-Free City-Owned Property Ordinance.
- Communities *must* have a 100% comprehensive Youth Access to Tobacco Ordinance.
- Communities *must* have completed a community assessment of food retail environment.
- Communities *must* have a resolution or ordinance that supports and promotes farmers' markets, community gardens and/or food pantries.
- Communities *must* have completed a community assessment of landscape as it relates to active living.
- Communities *must* have a resolution, ordinance or city plan that supports active living.
- Communities *must* submit a complete Budget Justification using the provided template, Attachment B, and supporting documentation of bids and/or cost estimates.
- Communities *must* submit a complete Project Plan using the provided template, Attachment C.

Awards

Submission of a final application does not guarantee award of a grant. All eligible applications will be presented to the TSET Board of Directors for funding consideration and are subject to availability of funds. Award decisions are made during a regular meeting of the TSET Board of Directors, which is open to the public. Applicants will be notified of their award status within two (2) business days of the TSET Board of Directors meeting. **Notification will be made via email to the authorized official listed on the application form.** Awarded applicants will have 60 days from notification of award to complete all required contract documents as indicated by TSET. **Failure to complete all required contract documents by the date stated in the award letter may result in forfeiture of award.**

Applicants who are not awarded funding due to incomplete or otherwise ineligible applications or due to a lack of funds available will receive an email notification from TSET within two (2) business days of the TSET Board of Directors meeting at which the applications are considered. Notification will be made via email to the authorized official

listed on the application form. Unfunded applicants are eligible to submit a new application during the next funding cycle.

Payment

Grantees are not required to expend funds or provide invoices in order to receive their award from TSET. Award payment will be made upon submission of all required contract documents which are issued via email by TSET Grants Management to the authorized official. Failure to submit all requested documents within 60 days of receipt of the email from TSET Grants Management may result in forfeiture of award.

Vendor Registration
Awarded organizations must complete the State of Oklahoma's vendor registration process upon notification of award. TSET will inform organizations 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). Grantees will be provided instructions from the Office of Management and Enterprise Services (OMES) on the appropriate steps to take to ensure registration for EFT payments.

Discussions and Negotiations

TSET will review each application based on the documents submitted and will issue 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 criteria requirements of the Resource Guide 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 sent to the awardee (now referenced to as grantee). It is the sole responsibility of the grantee to review the agreement's terms and conditions prior to signing the agreement. See Appendix A: Terms and Conditions.

Grant Period

The grant period shall be for one year from the date of approval by the TSET Board of Directors, which will be reflected in the cooperative agreement.

Grant Monitoring and Reporting Requirements

TSET will regularly monitor project performance and completion of contract deliverables to ensure the implementation project stays on schedule and is completed in a timely manner. This will include:

- Timely and accurate submission of required deliverable documentation, including submission of quarterly reports within the TSET funding portal.
- Timely and responsive communication.
- A plan to publicly promote the grant project.
- Effective project oversight, including validation of purchases and invoice submission per requests.
- Continued progress in accordance with the project plan.
- Installation of signage that acknowledges TSET as a project funder.

Examples of unsatisfactory performance include ongoing issues with contract management and project oversight, failure to make meaningful progress toward completion of project milestones/major activities or other major factors that jeopardize the success of the implementation project. Such performance may result in corrective action and placement on TSET's Grant Ineligibility List. Organizations on this list will be ineligible for future TSET funding opportunities until all outstanding contract deliverables are fully completed and resolved.

Public Awareness of TSET Support

Successful applicants shall support project awareness of TSET's funding through project communications, partner and donor communications and by installing permanent signage acknowledging TSET as a funder. This is a key requirement in ensuring the visibility of TSET's mission in Oklahoma. A plan to publicly promote the grant project is required if funding is approved.

TSET's Strategic Communication division will advise grantees on signage and acknowledgement requirements during the grant term. TSET will provide project signage directly at no cost to the grantee. Should grantees opt to purchase their own signage, they must still work with TSET staff to ensure the correct attribution to and logo usage for the Agency.

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.

Evaluation

TSET evaluates all its grant programs for effectiveness and impact. HIG awardees must participate in a program evaluation when called upon to do so by TSET.

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 the Oklahoma Open Meeting Act (Title 25 O.S. § 301 et seq.).

Questions

TSET has a public Q&A process to allow equal information about funding opportunities to be shared with applicants. Questions about this funding opportunity must be submitted in writing via the HIG Q&A webform. 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.

For Healthy Incentive Grants, TSET will answer questions continuously throughout the fiscal year. Answers will be posted on the TSET Healthy Incentive Grants – Communities page.

Attachments and Appendices

Attachments and appendices provided in this Resource Guide 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 Reader. If you cannot see a paperclip icon in Adobe Reader, please ensure that you have fully downloaded this guide and have opened it from your desktop rather than from within your internet browser.

Attachments
Attachment A: Certification of Non-Acceptance of Tobacco Funds
Attachment B: Budget Justification
Attachment C: Project Plan Template

Appendices
Appendix A: Terms and Conditions
Appendix B: Sample Worksite Wellness Policy and Resolution for Local Governments.
Appendix C: Sample Tobacco-, Smoke-, and Vapor-Free Ordinance
Appendix D: City's Tobacco-Free City-Owned Property Ordinance Reference Sheet
Appendix E: Sample City's Prevention of Youth Access to Tobacco Ordinance
Appendix F: City's Prevention of Youth Access to Tobacco Ordinance Reference Sheet
Appendix G: Helpful Resources for Communities
Appendix H: Step-by-Step to Application Submission
Appendix I: Frequently Asked Questions