



Request for Applications (RFA)

BUILT ENVIRONMENT GRANT

for projects related to:

**CONSTRUCTION IMPLEMENTATION
FOR PHYSICAL ACTIVITY**

Funding Opportunity Number 092-BEPAC27

DEADLINE FOR SUBMISSION OF APPLICATIONS

November 18, 2026, by 4:00 pm CT

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 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 organization 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 the TSET Funding Portal, beginning October 6, 2026. To register and login, please visit <https://oktset.my.site.com>. Applicant organizations can find instructions on registering and applying through TSET's Funding Portal on the TSET [website](#).

Applications must be submitted to the portal account registered and owned by the applicant organization, not a third party or otherwise ineligible entity. New registration requests can take up to two business days to approve. Third party consultants will need written approval from the applicant organization to gain access to the Funding Portal account for the organization.

TSET strongly encourages not waiting until the deadline to register for the Funding Portal or complete applications as registration approvals and technical assistance are not guaranteed at the last minute.

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 TSET Funding 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 that are classified as an eligible entity as described in this RFA are able 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: October 6, 2026

Last Day to Submit Questions: November 4, 2026

Applications Due: November 18, 2026, by 4:00 pm CT

Applicants Notified of Award Decisions: End of May 2027

Grant Start Date: July 1, 2027

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Key Terms

Accessible Location for Public Use: A safe and convenient public location that encourages regular public access and use, usually within about a 10-minute walk (or half a mile) from residential areas and designed to be accessible for those with limited mobility.

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

Applicant Organization: An organization that applies for funding in response to an RFA to support a specific project, program, activity, or identified need. If awarded funding, the applicant organization serves as the award recipient and is responsible for complying with all programs, financial, and reporting requirements.

Authorized Official: The person who receives the cooperative agreement for the grant and whom the organization has designated as being authorized to sign documents 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 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 the number of people engaged in exercise and active living 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. This person is typically an employee or a subcontractor of the construction company responsible for completing the project.

Data Directly Supporting Built Environment Changes: Data gathered or collected to directly support, provide the rationale, and explain the need for a proposed construction modification of an existing space(s).

Eligible Applicant Property: Refers to any land or facility owned 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.

Financial Officer: The person who prepares and submits requests for reimbursement and tracks project spending. This is the person whom TSET will contact with any questions regarding a request for reimbursement. This person will receive all financial-related information disseminated by TSET.

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.

Parks and Open Spaces: Publicly owned areas of land that are primarily used for recreational or leisure purposes, that are accessible to the public.

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.

Previous Construction Experience: Demonstrated history in designing, building, or modifying the physical environment – including built, natural, and transportation infrastructure changes to encourage active living, walking, bicycling, and recreational activities within a community.

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.

Safe Routes to School: Methods and tools used by governments, local leaders, advocacy groups, schools and families of students to improve the safety, health and connectedness of their community by making routes to schools, grocery stores, and parks safe and easy to access via walking, biking and public transit.

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 ready to begin either immediately or within **75 days** of the grant start date—It is fully designed, all necessary approvals and permits have been obtained, the site is ready for construction and free of ownership disputes or utility conflicts, the contractor is identified and a contract is ready for signature, and construction equipment and supplies are identified and ready for procurement.

Small to Medium-Size Projects: Construction or renovation projects that are open to the community with total project costs typically ranging from \$100,000 - \$500,000. A

small project is “shovel ready” and can be started and completed within 6 – 8 weeks. A **medium project** is “shovel ready” and can be started and completed within 18-20 months.

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.

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

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 built environment construction implementation projects that improve access to physical activity within communities. 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 the health of Oklahomans through built environment construction implementation 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:

- Develop or enhance infrastructure that encourages physical activity, such as parks, trails and recreational facilities.
- 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 development process to ensure that public spaces meet local needs and preferences.

Funding Information

Funding Track	Maximum Award	Project Duration
Track 1: Parks & open spaces	Up to \$300,000/year	Up to two years
Track 2: Safe routes to schools, grocery stores or parks	Up to \$300,000/year	Up to two years
Track 3: PreK-12 school-based built environment projects that promote physical activity	Up to \$300,000/year	Up to two years

Applications seeking TSET funding for more than the allowable amount will be deemed ineligible for review.

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.

Funding is available for small to medium-size construction projects (defined in [Key Terms](#)) that make changes to the built environment to increase the number of people engaged in exercise and active living. Proposed projects should not include any type of planning or design element. 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.

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. 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 proposed project.

When matching funds are used to support a project, the grantee 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.

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.

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.

Cooperative Agreement Periods

Applicants may propose a shovel-ready construction implementation project of a small to medium-size 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.

A project, or that portion of a larger project, designated by the applicant organization 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.

Cooperative agreements will be issued for the following time periods:

- Year 1: July 1, 2027 – June 30, 2028
- Year 2: July 1, 2028 – June 30, 2029

Applicant and Project Eligibility Requirements

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 by the applicant organization 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 funding track that is selected. Please refer to the following table for a breakdown of applicant eligibility by funding track.

Construction Implementation of Small to Medium-Size Projects	
Funding Track	Eligible Entities
Funding Track 1: Parks and Open Spaces	• 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
Funding Track 2: Safe routes to schools, grocery stores, or parks	• 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

Funding Track 3: PreK-12 school- based built environment projects that promote physical activity	• 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
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All eligible applicant organizations must be in good standing with the Oklahoma Secretary of State and the Oklahoma Tax Commission. All organizations must also 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 C – Non-Acceptance of Tobacco Funds Certification. 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 addresses the provisions and requirements of this grant. With a limited waiver, the tribal nation applying for TSET funding must meet the tobacco-free requirements, including having a tobacco-free workplace policy. Any awarded tribal nation that has not returned a signed limited waiver of sovereign immunity to TSET by 4:00 pm CT on June 23, 2027, will be ineligible to enter into a funding agreement with TSET.

Applicant organizations 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.

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: Parks & open spaces
	Funding Track 2: Safe routes to schools, grocery stores, or parks
	Funding Track 3: PreK-12 school-based built environment projects that promote physical activity

PK-12 School District/Site Eligibility

To be eligible for this grant, applicants must meet the following criteria:

- The school must be listed on either:

- The Oklahoma State Department of Education accredited district directory,
- The Oklahoma State Department of Education's publicly available charter school list, or
- The Oklahoma Statewide Charter School Board's list of charter schools
- The school district/site must serve students who attend classes in person.
- The school district/site must be located in Oklahoma and operate from a brick-and-mortar facility that is owned by the district at the time of application.
- The school district/site must be in good standing with the Oklahoma Secretary of State and the Oklahoma Tax Commission.
- The school must be able to attest that the organization does not and will not accept funding from the tobacco industry and submitting Attachment C – Non-Acceptance of Tobacco Funds Certification.

Shovel Readiness

All projects must be shovel-ready and begin work immediately or within 75 days as defined by the following:

All planning, design and permitting processes have been completed, and it is prepared for immediate or near-immediate construction. This means the project is ready to begin either immediately or within **75 days** of the grant start date. It is fully designed, all necessary approvals and permits have been obtained, the site is ready for construction and free of ownership disputes or utility conflicts, the contractor is identified and a contract is ready for signature, and construction equipment and supplies are identified and ready for procurement.

Shovel Readiness in Public School Settings:

Shovel-ready refers to the project being ready to begin within 75 days of the construction project start date mentioned in the application. Public school construction projects typically begin during the **summer break** (late May to early August) to avoid disrupting the academic calendar and school session. This means the project is ready to begin either immediately or within 75 days of the project start date mentioned in the application. It is fully designed, all necessary approvals and permits have been obtained, the site is ready for construction and free of ownership disputes or utility conflicts. Necessary contractors are identified with contracts ready for signature, and construction equipment and supplies are identified and ready for procurement.

Project Service Area

All projects must take place and serve only populations within Oklahoma. 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 playgrounds will not be considered for review.

The project area or property where the project is to be located must be owned 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.

Application Disqualification Criteria

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

- Not submitting electronically via the TSET Funding Portal.
- Not submitting to the TSET Funding Portal account owned and registered by the applicant organization.
- 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.
- 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 shovel-ready.
- A construction project where planning and designs have not yet been finalized.
- A project that lacks program alignment with TSET's mission and [strategic plan](#) (see Purpose section).
- Not using the required TSET provided templates.
- 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.

Project Staffing and Management

A project staffing plan (Attachment F – TSET Built Environment Grant Staffing Table) 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 invoices and providing monthly project reports to TSET.

The applicant organization must identify an experienced Project Manager (of the Grant) and a Construction Site Manager. Funding may be requested by an applicant to support a Project Manager (of the Grant); however, the applicant must ensure that personnel costs are reasonable and appropriate for the anticipated level of effort. The Project Manager (of the Grant) provides periodic project oversight and is not expected to require a full-time role, and therefore personnel costs must be proportionate to time spent overseeing the project from start to finish.

If the applicant organization's proposed construction implementation project is being completed by a subcontractor, the subcontractor must identify a Construction Site Manager, within the company or firm, who will be directly responsible for the day-to-day progress and completion of designs or plans being developed based on the agreed scope of work and budget. The Construction Site Manager must periodically communicate and meet with the Project Manager (of the Grant) designated by the applicant agency to provide project updates. The Project Manager (of the Grant) must remain actively engaged and serve as the primary point of contact with TSET.

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 an indoor fitness facility requires a membership 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.

For most outdoor public parks, recreational areas, and playgrounds, a reasonable and standard operating schedule is 6:00am to 11:00pm.

Specific, regional, municipal or site-specific guidelines shape these operating hours:

General Park Covenants	City ordinances typically set general outdoor park and lake curfews from 5:00 a.m. or 6:00 a.m. until 9:00 p.m., 10:00 p.m., or 11:00 p.m.
Stand-Alone Playgrounds	Playgrounds and smaller neighborhood parks often adhere to strict dawn to dusk operations.
School Playgrounds	Generally off-limits to the public while classes, recess, or after-school programs are in session. Access usually begins after 3:30pm or 4:00pm until dusk.
Indoor Facilities	Recreation centers have specialized operating hours – typically aligning with standard business hours (e.g., 9:00 a.m. to 5:00 p.m.)
Indoor Fitness Centers	Operating hours generally run from 5:00am to 9:00pm or 10:00pm on weekdays, with reduced or modified hours (often 7:00 a.m. to 7:00 p.m.) on weekends.

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 no 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. Applicant organizations are also encouraged to review the sample comprehensive tobacco-free policies included in Appendix C, Sample Comprehensive 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 applicant organizations 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.**

Certification of Non-Acceptance of Tobacco Funds

All applicant organizations will be required to certify that the organization will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funded by the 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 C - Non-Acceptance of Tobacco Funds Certification and must be submitted upon registering for an account and accessing applications in TSET's Funding Portal. Cities receiving sales or tax on tobacco products are not excluded from applying.

Funding Conditions and Budget Requirements

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, applicant organizations 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 the grant start date.

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.

Applicant organizations 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 applicant organizations should make every effort to determine the full anticipated cost of the project prior to submission. Applicant organizations must submit recent bids (within the last three months) to demonstrate that project costs have been thoroughly reviewed and validated. For successful applications 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, applicant organizations may budget up to 20% of their total yearly proposed budget as contingency funds, provided that the total yearly proposed budget does not exceed the maximum award amount allowed per year for each funding track.

For example: If an applicant organization applies for a parks and open spaces grant over two years for a total of \$125,000, with the first year being \$50,000 and the second year being \$75,000, then 20% (\$10,000) of the proposed \$50,000 budget for the first year may be contingency funding, and (\$15,000) of the proposed \$75,000 budget for the second year may be contingency funding.

Notice of Intent to Subcontract

The TSET budget category for “Purchased Services” includes essential consultation expertise services that cannot be provided by the applicant organization. Examples of

these services include construction contractors, project managers, firms retained for planning or design work, consultants, necessary project services, etc.

Subcontracts and other contractual agreements must be clearly defined in terms of the type of service(s) to be rendered and cost (e.g., number of hours of service and cost per hour of service or cost of a deliverable or product). If awarded, all subcontracts require approval from TSET prior to entering into any contract. At a minimum, the review process may take 10 to 14 business days. Proposed project plans that include subcontracts should factor in this process into the project timeline.

Grant Performance

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 periodically throughout the year, 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 project (when applicable).

Examples of unsatisfactory performance include continued difficulty maintaining appropriate cooperative agreement management and project oversight, difficulty maintaining appropriate oversight of approved subcontractors, a lack of progress toward completion of project milestones/major activities, repeated delays or lack of response to inquiries from TSET, 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 Requirements

Project Scope of Work

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 Physical Activity – Parks and Open Spaces	
Strategy	Construction of parks, open spaces and greenways for exercise and active living.
Strategy Purpose	Shovel-ready projects for construction and infrastructure improvements to parks, open spaces and greenways for physical activity and recreation by the public.
Strategy Scope of Work	Construction or infrastructure improvements such as: • Implementation of an existing parks or open spaces portion of a city's Master Plan related to infrastructure improvements such as sidewalks, walking and biking trails and lanes, greenways, parking upgrades, permanent bike racks and trees and shrubs. • Pedestrian wayfinding, tobacco-free and shared-use signage. • Recreation and physical activity equipment (weight training stations and accessible playgrounds, adaptive recreation equipment such as accessible swings, etc.). • Water fountains, benches, permanent shade gazebos/pavilions, etc. • Refurbishing of existing indoor/outdoor physical activity spaces (e.g., basketball courts, tennis courts, pickle ball courts, gaga ball courts, soccer fields, softball fields, volleyball courts, frisbee golf course, corn hole and horseshoe areas, etc.). • Lighting and safety features such as lighting along walking trails, parking lots, gathering spaces and sport fields. • Other approaches that directly align with this strategy.

Construction Track 2 Physical Activity – Safe Routes to Schools, Grocery Stores or Parks	
Strategy	Construction of safe and pedestrian friendly and safe routes to schools, grocery stores and parks.
Strategy Purpose	Shovel-ready construction projects that create pedestrian friendly and safe routes to schools, grocery stores and parks.
Strategy Scope of Work	Construction or infrastructure improvements to increase safe and pedestrian friendly routes to promote physical exercise, such as implementation of a portion(s) of an existing Safe Routes Plan, Master Plan, streetscape design or similar plans related to shovel-ready infrastructure improvements:

	• Sidewalk infrastructure improvements, • Traffic calming measures such as curb extensions, speed radar signs, raised intersections, speed bumps and/or raised crosswalks, • Crosswalk and intersection improvements such as high visibility crosswalks, intersections and pedestrian activated flashing lights, • Changes to patron drop off and pick up zones to enhance safety, • Enhance access to transit and multi-modal connections through covered bus stops and permanent bike racks, • Pedestrian wayfinding, • Road safety buffers, • Other projects that directly align with this strategy.
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Construction Track 3 Healthy Students in Schools (PK- 12th grade) – Physical Activity	
Strategy	Increase access to spaces for physical activity and exercise within school settings (PK-12 th grade) through shovel-ready construction and infrastructure improvements.
Strategy Purpose	Make changes in the physical environment of schools to offer greater opportunities for students and employees to engage in daily physical exercise and recreation.
Strategy Scope of Work	Construction or infrastructure improvements in school settings such as: • Playground structures, • Adaptive recreation and exercise equipment, • Exercise and training stations, • Refurbishing existing physical activity indoor or outdoor spaces and fields (e.g., basketball courts, tennis courts, pickle ball courts, soccer fields, softball fields, running track, volleyball courts, etc.), • New physical activity spaces and fields, • Walking trails, • Lighting and safety features such as lighting along walking paths, parking lots, gathering spaces and sport fields, • Other school-related projects that directly align with this strategy.

Construction Phase Outcomes

The following list of Construction Phase Outcomes applies to all three construction funding tracks and represents the key benchmarks for successful implementation of the proposed project. Achievement of these outcomes demonstrates that the project was

completed in accordance with the approved scope, timeline, budget, and grant requirements.

- Project was shovel-ready (can begin immediately or within 75 days) as defined in the Key Terms.
- Project solicitations for bids and project costs were issued and received as scheduled.
- Project bid documents pertinent to the construction phase were received as scheduled.
- Authorized officials accepted, awarded, and notified each bidder on a timely basis of their bid decisions.
- Construction began as scheduled in the project plan.
- Construction project(s) progressed per the project plan.
- Construction project(s) completed within the proposed timeline.
- Construction project(s) met all applicable codes and standards.
- Construction project(s) completed within the approved budget.
- Grant staff issued a press release to inform the public of the status of the project(s).
- Grant staff developed a promotional plan about the project(s) in coordination with TSET.
- Grant staff fulfilled the monthly grant reporting requirements.
- Grant staff ensured tobacco-free signage was installed, as well as signage that recognizes TSET as a project funder at the project site.

Data-driven Needs and Community Buy-In

Applicant organizations must demonstrate the need for the proposed project using sufficient locally focused data collected within the past three years. Long-term planning data (4–10 years old or older) may be used only when it remains actively relevant and is still being utilized in local planning efforts. Submitted data must clearly support and justify the proposed project by establishing a direct link between community and environmental conditions and the project's design and location. 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.

Examples of data supporting built environment changes for physical activity may include:

Data/Assessment Area	What it Captures
Physical Infrastructure Assessments	Sidewalk connectivity, bicycle facilities, pedestrian infrastructure, walkability, and other features that support physical activity.
Land-use and Land-access Data	Density and proximity to recreational facilities, parks, green spaces, and trails.
Transportation Metrics	Public transit and transportation infrastructure that supports walking and biking.
Health Data	Chronic disease rates, community health indicators, and identified health needs.
Demographic Data	Population characteristics used to identify underserved communities and populations with limited access to recreational opportunities.
Physical Activity Levels	Existing patterns of physical activity, including walking, bicycling, and other active behaviors.
Behavioral Observations	Direct counts of how people currently use existing parks, trails, or streets.
Safety Data	Pedestrian and bicycle injury or fatality rates.
Community Perception and Engagement	Resident perspectives on safety, accessibility, aesthetics, convenience, and overall access to recreation, gathered through surveys, interviews, listening sessions, or needs assessments.

In addition to data to support the need for the proposed project, the applicant organization 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:

Participatory Audits	Walkability audits, photo mapping.
Community Design Workshops	Charrettes, mapping exercises.
Crowdsourcing Tools	Community survey results reports, digital surveys, mobile apps.
Photovoice	Residents take photos of their environment.
Public Town Halls/Meetings	Open-dialogue forums to present plans and gather feedback, listening sessions

Letters of Support	Letters from community organizations, residents or partners.
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Project Plan

Applicant organizations must include a detailed project plan that includes start up and completion dates and major milestones or tasks to be completed within the cooperative agreement period.

Reference Attachment D – Built Environment Project Plan Instructions Template for instructions to identify all major project tasks, an anticipated timeline from startup to completion, as well as the responsible parties/stakeholders.

Public Recognition of TSET Funding

TSET Built Environment projects are expected to provide clear, visible public attribution of TSET's funding investment. Because these projects often result in long-lived, public facing assets, applicant organizations should anticipate that signage, funding recognition and/or naming rights are required as a condition of award.

To ensure recognition expectations are considered before cooperative agreement approval, applicant organizations must address their TSET Public Recognition Plan as part of their RFA response.

All TSET-funded projects must include visible public-facing attribution identifying the project as **funded by TSET**. The default attribution method is on-site signage, which includes temporary construction signage, permanent signage, plaques, or decals or other approved recognition appropriate to the project type and location **as approved by TSET**.

TSET requires that projects funded under this opportunity publicly acknowledge TSET upon completion. This acknowledgement includes placing permanent signage – exterior, interior or both - recognizing TSET's funding commitment.

If on-site signage is not feasible due to site restrictions, safety considerations, ownership limitations or other documented constraints, the grantee must propose an alternative public acknowledgment method for TSET review and approval.

Some built environment projects may be evaluated for naming rights based on the scale of TSET's investment, the percentage of total project cost funded by TSET, public

visibility, useful life, community reach, public access and whether there is a clearly identifiable asset, space or project component appropriate for naming.

Applicant organizations should not assume that a TSET Public Recognition Plan will be approved solely because a project is selected for funding. **Final approval of any naming rights, funding recognition language, signage or use of TSET branding rests with the TSET Executive Director or designee.**

TSET understands that final details such as specific signage locations, final language, design concepts and exact timelines may not be known at the time of application. Applicant organizations should provide the best available information and identify any items that are preliminary, pending or subject to further review.

TSET will review submitted plans and may provide feedback, recommendations or required revisions to inform application review, TSET Board of Directors consideration and cooperative agreement development. Ideally, any necessary negotiations will be completed and a TSET-approved Public Recognition Plan finalized before cooperative agreement execution.

Application Preparation

Application Sections, Instructions and Required Documentation

These instructions cover each section of the application and describe the necessary information the applicant organization must provide for TSET to fully understand and evaluate the scope of work being proposed. Applications submitted without all required sections will be deemed unresponsive and not eligible for review.

Each section A through K 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:

Project Information

- Project title
- Track under which this application is being submitted
- In 1-2 sentences, describe the project.
- Service area
- Population size (please refer to the Funding Information & Application Guidelines section of the RFA for guidance.)

- Does the applicant organization have sole ownership of the project site at the time of application?

Funding Information

- Amount of funding requested for Year 1 (Amount of funding for each Track (1, 2, and 3) is not to exceed \$300,000 per year, for up to two years.)
- Amount of funding requested for Year 2 (Amount of funding for each Track (1, 2, and 3) is not to exceed \$300,000 per year, for up to two years.)
- Confirmed match funding sources and amounts for Year 1
- Confirmed match funding sources and amounts for Year 2

Applicant Organization Contact Information

- 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
- First and last name of financial officer
- Financial officer's job title
- Financial officer's e-mail address
- Primary project contact for recognition/signage/publicity
 - Name
 - Title
 - Email

B. Objections to Terms and Conditions

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.

The applicant organization is strongly encouraged to have its legal team review Appendix A - Terms and Conditions before completing this section of the application.

C. Applicant Organization's Background and Qualifications

1. Describe who you serve and how long your organization has been in operation.
2. Describe your organization's previous experience executing built environment construction projects for the population served by the organization. Responses

should address the following:

- 2a. How the project(s) was/were managed, including specific staff involved and their roles in the construction project(s).
 - 2b. Total project cost(s)
 - 2c. Project length and timeline(s)
 - 2d. Methods used to gather and incorporate community feedback on the proposed project
3. Describe the organizational resources and project management practices your organization has in place to successfully undertake and complete a built environment project similar to the one being proposed (i.e., staff, leadership support, financial).

D. Project Need and Expected Impact

1. Describe the specific need(s) the proposed project will address and demonstrate a clear, data-driven connection between community needs, the proposed location, and the planned built environment changes. Responses should include:
 - 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. Local 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 need(s).
2. Summarize the methods and activities used to engage populations likely to be impacted by the project and how their input was integrated into the overall planning of the proposed project.
3. Upload documentation of public input that directly supports the proposed project, 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.
4. Define the expected immediate (1 year) and longer-term (2-3 years) outcomes for the target populations impacted by the proposed project.
5. If your project is funded, what processes does your organization plan to use to assess, measure and document the proposed project's success in addressing the identified needs?

6. Describe any anticipated methods, platforms or partnerships you may use to share key milestones and success stories.
7. It is a requirement that you work with a TSET assigned external evaluator throughout the cooperative agreement period. This may include reporting, data collection, site visits, interviews, other evaluation activities and the implementation of an evaluation plan, post-project or follow-up evaluation design of the project's public use. If construction is completed before the cooperative agreement period ends, grantees are still expected to participate in evaluation activities for the remainder of the cooperative agreement period. Are you willing to work with a TSET assigned external evaluator if asked to do so?

E. Proposed 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. Address any potential risks identified in preparation for this project. Describe them and explain your plan to mitigate these risks. If no risks have been identified, describe how you will respond to risks should they occur during the project period. 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 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 any portion of the project site once it is completed?
 - a. 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?

Project Logistics

6. Describe how the project will be managed and overseen. Include day-to-day operations, communication with TSET, project schedule management, and the systems or procedures used to keep the project on schedule, within scope and within budget.
7. Describe the key personnel and contractors involved in the project. Include the applicant organization's project manager, authorized official, financial officer, and any contractors that will support project implementation. Describe each contractor's role and services, the contractor selection process, and anticipated hiring or procurement timelines.
 - **Upload Attachment F – TSET Built Environment Grant Staffing Table Template**, to complete this question. Focus on those individuals and contractors who will have a critical role in the project.

Project Partners

8. Describe the key partners that will provide support for the project and will play a crucial role in the completion of the project.
9. **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: Confirmed match funding and Letter(s) of Confirmed Match Commitment are required for construction projects impacting a population size over 10,000 people. This information is required for all organizations (including the applicant organization) contributing a match towards the proposed project. If no match is being provided, no upload is necessary.

F. Project Plan

1. Complete and upload a detailed project plan for each year of requested funding. Reference Attachment D – Built Environment Project Plan Instructions 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, which would include milestones for subcontractor approvals by TSET, final inspections and TSET funding acknowledgement. This document will be used to track progress throughout the grant cycle if funded.

G. Sustainability/Maintenance Plan

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. Describe how your organization will sustain and maintain the project after TSET funding ends. Responses should include:
 - a. Funding sources or revenue that will support ongoing maintenance and operations
 - b. Staffing plans or organizational commitments to project upkeep
 - c. Partnerships, agreements, or other arrangements that support long-term maintenance
 - a. Estimated costs for maintenance, utilities, repairs, and operations
2. Describe how your organization will encourage continued community use and support for the project after implementation. Responses should include:
 - a. Community engagement and outreach strategies
 - b. Plans to promote ongoing awareness and utilization
 - c. Partnerships or stakeholder involvement that will support continued use

H. Proposed TSET Public Recognition Plan

1. Briefly describe how your organization proposes to publicly recognize TSET's funding investment in the project. This can include applicant organization communication channels that may be used to recognize TSET funding.
 - o Examples: website, social media, newsletters, annual report, signage, public presentations, media outreach, etc.
2. Will there be any formal naming rights or co-naming consideration for this project?
 - 2a. If answered yes or not sure, identify the specific asset, space or project component that may be appropriate for naming or co-naming. Provide the proposed name and describe why it is appropriate.
 - 2b. If answered yes or not sure, identify any existing names, donor agreements, sponsorships, memorial designations, local naming policies or partner recognition requirements that could affect TSET naming or recognition.

I. Proposed Budget and Support Documentation

Please ensure total funding request for each year is consistent between Section A and Section I. Budget inconsistencies will result in the application's disqualification from further consideration.

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 E - 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.

DO NOT ALTER THE TSET BUDGET TEMPLATE in any manner.

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

Budget Supporting Documentation:

2. 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.

3. 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

To effectively communicate the need and vision of the project, applicant organizations 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 Applicant Organization's Worker's Compensation Insurance Coverage Policy** or statement of exemption.
- ☐ **Organizational Responsibilities and Assurances Checklist (Attachment B)**, 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 C)** is required upon registering and accessing applications in the TSET Funding Portal.
- ☐ **Applicant 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.
- ☐ **Applicant Organization's signed and dated Workplace Wellness Policy**. See Appendix D, Sample Workplace Wellness Policy and Instructions, for sample policies.

Application Submission & Review

Application Submission

Applications will be accepted via the TSET Funding Portal, beginning on October 6, 2026, and must be submitted before 4:00 PM Central Time on November 18, 2026. Applicant organizations can find instructions on registering and applying through the TSET 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. However, if, after submission but before the deadline, an applicant organization realizes a mistake in or omission from their application, changes can be made through the applicant organization's TSET Funding Portal account.

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

Applications must be submitted to the TSET Funding Portal account registered and owned by the applicant organization, not a third party or otherwise ineligible entity.

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 TSET Board of Directors.

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, project need and expected impact, proposed project, project plan, TSET public recognition plan, 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.

Applications will be evaluated using a four-point rating scale. Reviewers will assess the extent to which responses address the stated criterion and demonstrate the applicant organization's capacity to successfully implement the proposed project. Ratings reflect the completeness, quality, and level of detail provided in the application.

The following rating scale will be used for all scored criteria:

Rating	Rating Definition
0 - Unacceptable	Criterion is not addressed
1 - Weak	Criterion is partially addressed, but significant weaknesses, omissions, or lack of detail in information remain
2 - Acceptable	Criterion is adequately addressed, though some weaknesses or gaps in information remain
3 - Strong	Criterion is fully addressed with clear, detailed, and well-supported information

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
<u>Section C: Organization's Background and Qualifications</u> Questions 1, 2a-d: 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	9

of equal or greater scale than the proposed project, incorporating feedback from those who will directly benefit from the project. Question 3: The applicant organization has the necessary organizational resources and project management practices readily available to manage the proposed project. This includes human resources with the proper expertise and leadership support.	
<u>Section D: Project Need and Expected Impact</u> 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. Question 2: The applicant demonstrates meaningful engagement with populations impacted by the project and clearly explains how stakeholder feedback informed project planning and design. Question 3: 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. Question 4: The applicant clearly defines realistic, measurable and meaningful immediate (1 year) and longer-term (2-3years) outcomes for the target populations impacted by the proposed project. Question 5: The applicant clearly outlines their system for assessing, measuring, and documenting project successes in addressing the identified needs. Question 6: The applicant has a clear plan to regularly update stakeholders and the community on the proposed project's progress and outcomes, ensuring transparency, accountability and continuous feedback throughout the project's lifecycle. Question 7: Applicant agrees to work with a TSET assigned external evaluator on the implementation of a project evaluation plan.	21
<u>Section E: Proposed Project Overview</u> <u>Project Overview</u>	30

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. If no risks were identified, the applicant clearly described how they will respond to risks that occur during the project.

Question 3: The applicant clearly outlined the steps already taken to ensure the project is 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, the completion of planning and design work is clearly demonstrated.

Public Accessibility:

Question 4: The applicant clearly states 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).

Question 5: The applicant clearly states the days/hours of the week general public will have access to the site. The days/hours proposed ensure reasonable public accessibility.

Project Logistics:

Question 6: The applicant clearly describes a comprehensive project management and oversight approach, including day-to-day operations, communication with TSET, and systems to ensure the project remains on schedule, within scope and within budget.

Question 7: The applicant demonstrates that qualified personnel and/or contractors are identified and appropriately positioned to support successful

project implementation, with clear roles and services, and procurement/implementation timelines. A project manager, authorized official, and financial officer employed by the applicant agency are identified. <u>Project Partners:</u> Question 8: The applicant identified key 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. Question 9: 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.	
<u>Section F: Project Plan</u> Question 1: Project plan includes a clear, detailed and realistic timeline with achievable milestones that align with the proposed scope of work for each year of requested funding. Question 2: Project plan demonstrates that implementation will begin immediately or within 75 days of the grant start date, and that all major activities for each year of requested funding can be completed within the grant period. Question 3: Project plan clearly assigns responsibilities and tasks for each milestone to grant staff, subcontractors and/or partners described in the proposal.	9
<u>Section G: Sustainability/Maintenance Plan</u> Question 1: Applicant presents a clear, specific, and feasible plan for sustaining and maintaining the project beyond the grant cycle, including identified funding sources, organizational commitments, partnerships, and any anticipated maintenance and operating costs. Question 2: Applicant demonstrates a clear and effective strategy for fostering ongoing community engagement, utilization, and support to ensure the project's long-term success and impact.	6
<u>Section H: Proposed TSET Public Recognition Plan</u>	6

Question 1: The applicant clearly describes a thoughtful plan to publicly recognize TSET's funding investment in the project, identifying specific communication channels (e.g., website, social media, newsletters, annual report, signage, public presentations, media outreach) the organization will use to acknowledge TSET funding. Question 2a-b: The applicant provides a clear response regarding whether formal naming rights or co-naming consideration will apply to the project. If the response is 'Yes' or 'Not Sure,' the applicant identifies the specific asset, space, or project component eligible for naming, proposes an appropriate name with supporting rationale, and identifies any existing names, donor agreements, sponsorships, memorial designations, or local naming/partner policies that could affect TSET's naming or recognition rights.	
<u>Sections I and J: Proposed Budget and Budget Supporting Documentation</u> Question 1: Budget provides a clear breakdown of costs associated with the proposed project scope, including all major components described in the proposal and clear explanations for each budget line item. Question 2: Budget includes costs for tobacco-free signage as well as signage that acknowledges TSET as a funder using TSET or match funds. Question 3: Applicant has fully vetted their project's budget, providing bids/quotes from vendors from the past three months.	9
Maximum Points Possible	90

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 and Grant Management

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, TSET public recognition 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 and the awardee (the applicant organization which is now referred to as the grantee). This RFA, all documents included in the submitted application, any negotiated revisions to the submitted 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, 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

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 applicant organizations must be able to expend funds up front before TSET will reimburse for any charges.**

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 the TSET Funding Portal. 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.

All TSET awarded applicant 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.

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 project 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

Depending on the scope and purpose of the proposed project, TSET may assign an external evaluator to support implementation and conduct evaluation activities that complement the grantee's evaluation approach. The external evaluation is intended to support consistent measurement of project implementation, use and outcomes across TSET-funded projects. Applicants are required to collaborate with the assigned evaluator and participate in requested evaluation activities, including data collection, site visits, interviews, surveys, reporting, and other evaluation activities related to project implementation, use, and outcomes. These responsibilities continue throughout the cooperative agreement period. Completion of construction does not end the grantee's evaluation responsibilities. Grantees are expected to remain engaged with TSET and the assigned external evaluator throughout the cooperative agreement period, regardless of when construction is completed.

After the cooperative agreement 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. Although participation after the cooperative agreement period is voluntary, TSET encourages grantees to continue working with the external evaluator, when feasible, to better understand the longer-term use and impact of completed projects.

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 Requirements and Support

TSET's Strategic Communications division will advise grantees on signage and acknowledgement requirements during the grant cycle. Grantees may budget TSET funds for the 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 appropriate budget categories. Grantees are advised that if they design or purchase their own signage, they must still work with TSET staff to ensure correct attribution and proper logo usage for the agency.

In addition to signage acknowledging TSET's funding, **grantees must 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 TSET 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: October 21, 2026, October 28, 2026, November 4, 2026, and November 11, 2026. Questions received after 4:00 PM on November 4, 2026, 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 applicant organization's specific project is eligible for a TSET grant. Potential applicants should read the open TSET RFA to determine if the applicant 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 the TSET Funding Portal, 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

Attachments

Attachment A – TSET Workers Compensation Insurance Coverage Certification

Attachment B – Organizational Responsibilities and Assurances Checklist

Attachment C – Non-Acceptance of Tobacco Funds Certification

Attachment D – Built Environment Project Plan Instructions Template

Attachment E – Two-Year TSET Budget Template

Attachment F – TSET Built Environment Grant Staffing Table Template