

Healthy Incentive Grant for Communities Criteria & Resources

Fiscal Year 2023 (7/1/2022 – 6/30/2023)

ALL Classification Levels Criteria	Documentation Required to Fulfill Criteria	Resources Related to Criteria Requirements
Signed and Dated Non-Acceptance of Tobacco Funds Certification Form from TSET	Provide a copy of the signed and dated Non-Acceptance of Tobacco Funds Certificate form from TSET.	Attachment A: Non-Acceptance of Tobacco Funds Certification Form
Comprehensive Tobacco-free City-owned Property Ordinance	Provide a copy of the ordinance.	Ordinance must meet the elements outlined in the sample ordinance , which includes restricting tobacco use, smoking and vaping indoors and outdoors on city-owned and operated property. To indicate that the ordinance has been passed by proper authorities, include proof of passage (e.g., council meeting minutes, presences on city website, or signature of authorized official and date ordinance was passed).
Promote the Oklahoma Tobacco Helpline within the Community	Provide documentation of how you promote the Oklahoma Tobacco Helpline.	To indicate how the Oklahoma Tobacco Helpline is being promoted, include proof of promotion (e.g., links to city/chamber/local businesses' website, copies of flyers, photos of posted flyers & location, cities social media accounts, etc.) Order Free Resources to promote the Oklahoma Tobacco Helpline.
Promote the Shape Your Future website throughout the Community	Provide documentation of how you promote the Shape Your Future website.	To indicate how the Shape Your Future website is being promoted, include proof of promotion (e.g., links to city/chamber/local business' website, copies of flyers, photos of posted flyers & location, cities social media accounts, etc.) Order Free Resources to promote the Shape Your Future website.

Bronze Classification Level		
Criteria	Documentation Required to Fulfill Criteria	Resources Related to Criteria Requirements
City has Workplace Wellness Champion, Team, or Committee	Provide documentation of City's Workplace Wellness Champion, Team, or Committee.	<p>If the city has <u>less than 10 full time paid employees</u>, provide name and title of identified wellness champion, team, or committee.</p> <p>If the city has <u>more than 10 full time paid employees</u>, provide names and titles of wellness team or committee members.</p>
City Supports the Tobacco Ordinance and Assesses Employee Health Promoting Policies, Programs, and Activities	<p>Provide a detailed summary of information gathered as it pertains to current and future wellness policy, programs, and activities.</p> <p>Include a copy of your current worksite wellness policy, if applicable. *</p>	<p><u>Regarding tobacco</u>- Provide statement of city's commitment to ensuring that your workplace is a tobacco-, smoke-, and vape-free environment, at all times.</p> <p><u>Regarding nutrition and physical activity</u>- Gather employee input on current and potential wellness policies, programs, & activities (e.g., surveys, focused discussion groups, etc.).</p> <p>Sample Workplace Wellness Policy Resolution for Local Governments</p> <p>*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).</p>
City has a Youth Access to Tobacco Ordinance	Provide a copy of the city's ordinance that prohibits the sale, gifting or furnishing in any manner any tobacco product or vapor product to another person who is under 21 years of age.	<p>Sample Youth Access to Tobacco Ordinance</p> <p>Contact Oklahoma ABLE Commission in order to report your community's enacted enabling ordinance. Captain Erik Smoot, Erik.Smoot@able.ok.gov (405) 522-3117 (office) (405) 837-9740 (mobile)</p> <p>To indicate that the ordinance has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date ordinance was passed, webpage link to publicly available ordinances, etc.).</p>

<p>City has Completed a Community Assessment of the Food Retail Environment</p>	<p>Provide a detailed description of the food retail environment in your community. Include information on the availability of healthy food from community farmers' markets, corner stores and/or grocery stores.</p> <p>Provide a list of stores and markets that accept WIC, SNAP, and Senior Nutrition Vouchers within or nearby your community.</p>	<p>SNAP Retailer Locator (arcgis.com)</p> <p>Oklahoma WIC Approved Grocers and Pharmacies</p> <p>Healthy Food Access Example Videos</p> <p>Consider utilizing the Find, Afford, Choose, Use Framework on page 10 of the Partnering with Local Governments to Create Healthy Food Retail Policy Guidebook to begin conversation within your community.</p>
<p>City has Assessed the Community Landscape as it Relates to Active Living</p>	<p>Provide a detailed description of the community landscape as it relates to active living (i.e., etc.). Include information that you have collected and analyzed that depict your community.</p> <p><u>Examples of active living landscapes:</u> Park and open spaces, community based social support programs, active transportation infrastructure, etc.</p> <p><u>Examples of data collection for active living:</u> Walkability/bikeability audits, photovoice projects, community park audits, etc.</p>	<p>Sample Walkability Checklist</p> <p>Sample Bikeability Checklist</p> <p>Active Living and Transportation Toolbox</p> <p>Consider utilizing the Active Living and Transportation Playbook as a guide to help communities partner with local governments to create healthy, active streets and encourage active transportation. Also, utilizing the Planning, Building, & Implementing Active Transportation Infrastructure Fact Sheet as a tool for guidance through active transportation projects.</p> <p>The Community Park Audit Tool (CPAT) Guidebook and Community Park Audit Tool (CPAT) could be helpful tools as well.</p>

Silver Classification Level (must meet all Bronze level criteria +)

Criteria	Documentation Required to Fulfill Criteria	Resources Related to Criteria Requirements
<p>City has Workplace Wellness Goals</p>	<p>Provide a copy of your documented worksite wellness goals.</p>	<p>If the city has <u>less than 10 full time paid employees</u>, provide documented wellness goals for your city as identified by your wellness champion, team, or committee.</p> <p>If the city has <u>more than 10 full time paid employees</u>, provide documented wellness goals for your city as identified by your wellness team or committee and a copy of the team or committee minutes from the most recent meeting.</p>
<p>City has a Worksite Wellness Policy and Provides Health Promotion Programs and Activities to Employees</p>	<p>Provide a copy of your current worksite wellness policy and description of health promotion programs and activities offered to employees.</p>	<p><u>Regarding tobacco-</u> Provide statement of city's commitment to ensuring that your workplace is a tobacco-, smoke-, and vape-free environment, at all times. This must include policy language that supports the tobacco ordinance, provides cessation support, and outlines implementation and enforcement.</p> <p><u>Regarding nutrition and physical activity-</u> The Worksite Wellness Policy must include elements within each section (Worksite Wellness Checklist) to meet the minimum requirement listed below:</p> <p>If the city has <u>less than 10 full time paid employees-</u> <i>Wellness Program Support: 2 elements</i> <i>Nutrition: 8 elements</i> <i>PA: 4 elements</i></p> <p>If the city has <u>more than 10 full time paid employees-</u> <i>Wellness Program Support: 4 elements</i> <i>Nutrition: 12 elements</i> <i>PA: 7 elements</i></p> <p>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).</p> <p>Sample Workplace Wellness Policy Resolution for Local Governments</p>

<p>City has a Tobacco Zoning Ordinance</p>	<p>Provide a copy of your zoning ordinance that prohibits the location of a tobacco/e-cigarette store within 300 feet of any playground, school or other facility being used primarily by persons under 21 years of age.</p>	<p>Sample Tobacco Zoning Ordinance</p> <p>To indicate that the ordinance has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date ordinance was passed, webpage link to publicly available ordinances, etc.).</p>
<p>City has Policies, Ordinances, Resolutions, and/or Legal Codes that Establish Support and Promote Farmers' Markets, Community Gardens, and/or Healthy Food and Beverage Options</p>	<p>Provide a copy of your policies, ordinances, resolutions and/or legal codes, that have been adopted and implemented, to establish, support, and promote farmers' markets, community gardens, and/or healthy food and beverage options.</p>	<p><u>Example policies, ordinances, resolutions and/or legal codes:</u></p> <ul style="list-style-type: none"> • Healthy Food Systems Resolutions • Farmer's Markets-Land Use for Healthy Food Access • Farmer's Markets-Expansion, Development and Formalization <p>To indicate that the policy, ordinance, or legal code has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date passed, webpage link to publicly information, etc.).</p>
<p>City has Policies, Ordinances, Resolutions, and/or Legal Codes that Establish, Support, and Promote Active Living</p>	<p>Provide a copy of your policies, ordinances, resolutions and/or legal codes, that have been adopted and implemented, to establish, support, and promote active living.</p>	<p><u>Example policies, ordinances, resolution and/or legal codes:</u></p> <ul style="list-style-type: none"> • Comprehensive Plans • Complete Streets Resolution • Safe Routes to School Policy • Shared Use Policy <p>Consider utilizing the Planning, Building, & Implementing Active Transportation Infrastructure Fact Sheet as a tool for active transportation projects.</p> <p>To indicate that the policy, ordinance, or legal code has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date passed, webpage link to publicly information, etc.).</p>

Gold Classification Level (must meet Bronze and Silver level criteria +)

Criteria	Documentation Required to Fulfill Criteria	Resources Related to Criteria Requirements
<p>City has Leadership Support for Workplace Wellness</p>	<p>Provide documentation of leadership support for your workplace wellness policy, goals, and initiatives.</p>	<p>Provide documentation of leadership support of the wellness goals and initiatives for your city, as identified by the wellness champion, team, or committee (e.g., letter of support from the city manager, mayor, city councilperson, etc.).</p>
<p>City has a Worksite Wellness Policy and Provides Health Promotion Programs and Activities to Employees</p>	<p>Provide a copy of your current worksite wellness policy and description of health promotion programs and activities offered to employees.</p>	<p><u>Regarding tobacco</u>- Provide statement of city’s commitment to ensuring that your workplace is a tobacco-, smoke-, and vape-free environment, at all times. This must include policy language that supports the tobacco ordinance, provides cessation support, and outlines implementation and enforcement.</p> <p><u>Regarding nutrition and physical activity</u>- The Worksite Wellness Policy must include elements within each section (Worksite Wellness Checklist) to meet the minimum requirement listed below:</p> <p>If the city has <u>less than 10 full time paid employees</u>- <i>Wellness Program Support: 4 elements</i> <i>Nutrition: 12 elements</i> <i>PA: 7 elements</i></p> <p>If the city has <u>more than 10 full time paid employees</u>- <i>Wellness Program Support: 5 elements</i> <i>Nutrition: 15 elements</i> <i>PA: 10 elements</i></p> <p>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).</p> <p>Sample Workplace Wellness Policy Resolution for Local Governments</p>
<p>City conducts frequent underage tobacco checks in the community to identify and discourage illegal selling of tobacco and vapor products to minors and results are made public.</p>	<p>Provide a copy of the list of compliance checks conducted within the last 6 months. Include a copy of the publication notice.</p>	<p>Contact for Oklahoma ABLE Commission: Captain Erik Smoot Oklahoma ABLE Commission 50 N.E. 23rd Street Oklahoma City, OK. 73105 (405) 522-3117 (office) (405) 837-9740 (mobile)</p>

		To indicate that the ordinance has been passed by proper authorities, include proof of passage (e.g., signature of authorized official and date ordinance was passed, webpage link to publicly available ordinances, etc.).
<p>City has a Retail Brick-and-Mortar Location or has Permanently Recurring Retail Opportunities that Ensures Access to Healthy Foods and Offers Affordable Fresh Fruits and Vegetables</p>	<p>Provide a detailed description of the city’s increased affordability of or access to healthy foods, within the last three years, including fresh fruits and vegetables.</p> <p><u>Examples of brick-and-mortar locations:</u> Convenience store, markets, grocery store</p> <p><u>Examples of permanently recurring retail:</u> Mobile Markets, Farmer’s markets</p>	<p><u>Within your description include answers to the following:</u> How have your policies, ordinances, resolutions and/or legal codes, that were previously established, helped to increase support for brick-and-mortar locations or permanently recurring retail opportunities. In what ways has the city been able to increase affordability of or access to healthy foods (e.g., SNAP, Senior Vouchers at Farmers Markets, Double Up Oklahoma, etc.)? Who has benefited from that increased affordability and access?</p> <p><u>Other Tools and Resources:</u> Healthy Picks-Healthy Retail Signage Farmer’s Market Signage</p>
<p>City Ensures the Residents have Access and Availability to a Community that Supports Active Living</p>	<p>Provide a detailed description of the city’s recent efforts to increase access and availability for active living, within the last three years.</p>	<p><u>Within your description include answers to the following:</u> How have your policies, ordinances, resolutions, and/or legal codes, that were previously established, helped to support and promote active living within your city? In what ways has the city been able to increase access and availability to support active living (e.g., infrastructure to support walking/biking, social support physical activity programs, etc.)? Who has benefited from that increased access and availability?</p>