APPLICATION PACKET

GRANT YEAR JULY 1, 2018 – JUNE 30, 2019

TSET HEALTHY INCENTIVE PROGRAM FOR COMMUNITIES

TSET HEALTHY INCENTIVE PROGRAM COMMUNITIES

TSET

TABLE OF CONTENTS

INTRODUCTION 1

GRANT YEAR 1

FUNDING 1

ELIGIBILITY 2

USE OF FUNDS 2

APPLICATION PROCESS 3

PAYMENT PROCESS 4

CRITERIA

- PREREQUISITE REQUIREMENTS 4
- BRONZE 5
- SILVER 6
- GOLD 7
- LOCAL GOVERNMENT WORKPLACE WELLNESS POLICY 8
- LOCAL GOVERNMENT WORKPLACE POLICY ELEMENTS
- TOBACCO 9
- NUTRITION 10
- PHYSICAL ACTIVITY 11
- COMMUNITY ACTIONS TAKEN TO IMPROVE HEALTH AND WELLNESS ENVIRONMENT 12

CONTACT INFORMATION 13

INTRODUCTION

The TSET Healthy Incentive Program for Communities is designed to help cities, towns and municipalities[1] adopt and implement best and promising practices for tobacco-free environments, access to healthy and nutritious foods, physical activity opportunities in an effort to improve health, reduce risk factors for heart disease, stroke, cancer and improve quality of life for residents.

GRANT YEAR/FISCAL YEAR

July 1 through June 30

Funding is limited and available on a first-come, first-served basis.

Communities can receive funding only one time during the grant year.

POPULATION

Incentive award amounts are based on grant criteria met and size of city. The latest population data from the U.S. Census Bureau will be utilized.

FUNDING

POPULATION SIZE	BRONZE CLASS	SILVER CLASS	GOLD CLASS	MAXIMUM COMBINED
Rural – up to 4,299	$10,000	$12,000	$14,000	$36,000
Small – 4,300 up to 9,999	$10,000	$15,000	$25,000	$50,000
Medium – 10,000-29,999	$24,000	$36,000	$60,000	$120,000
Large – 30,000+	$30,000	$45,000	$75,000	$150,000
OKC/Tulsa	$40,000	$60,000	$100,000	$200,000

FUNDING AMOUNT WILL BE BASED ON:

- The Wellness Policy and Practice classification (Bronze, Silver or Gold) that the city's government workplace achieves.
- Policies and activities toward an environment of wellness the community has taken which meet the Community Action Criteria.
- Cities may receive funding only one time at each incentive class (Bronze, Silver and Gold).
- Cities meeting the criteria at the Silver class must also meet the criteria at the Bronze class.
- Cities meeting the criteria at the Gold class must also meet the criteria at the Bronze and Silver classes.
- Funding will be provided to cities to enhance wellness activities in their geographic areas of poorest health.
- Cities awarded grant funding will apply the funds to advancing any of the health criteria they believe best address the needs and opportunities in their communities.
- Funding does not require a match, but cities are encouraged to use these funds for match with other funding opportunities.

[1]Hereafter, "city/town/municipality" will be referenced as "city" only.

ELIGIBILITY

- Any incorporated city may apply.
- The city has met the following Prerequisite Criteria and received approval from TSET staff.
  - ✓ City has adopted an ordinance that prohibits smoking and the use of tobacco products (including e-cigarettes and vaping devices) on all indoor and outdoor city-owned/operated property.
  - ✓ Community has resources that promote access to fresh fruits and vegetables and physical activity in their community.
  - ✓ The city must have an active employee wellness committee in place.
- As a city applies for the next level of funding, their policies as well as practices will be verified by TSET staff.
- A city must submit an application that meets all program requirements for the classification/level (Bronze, Silver and Gold) for which they are applying.

PREVIOUSLY FUNDED COMMUNITIES

- A city that has received prior Healthy Community Incentive Grant funding (2012 – 2017) is welcome to apply and is eligible to receive the difference of the previous award up to the new Maximum award amount in their city's population size.
- A city must submit an application that meets all of the new program (2019) requirements for the level at which they apply.

USE OF FUNDS

Funding will be provided to cities to enhance wellness activities in their geographic areas of poorest health. Cities awarded grant funding will apply the funds to advancing any project that best addresses the needs and opportunities in their communities.

- In the application, the city will provide a narrative of the project which will explain how they intend to use the funding.
- Funding does not require a match, but cities are encouraged to use these funds for match with other funding opportunities.
- The time frame for the city to utilize the funding is one year from the date the TSET Board approves the grant.
- Once the funds are utilized and the project is completed, the city will submit Final Documentation through the Grant Application system and will include a narrative of the project and photos.

EXAMPLES OF GRANT PROJECTS

Walking trails

Lighting for parks and trails

Farmers market venues

Community gardens

Outdoor physical activity equipment

Splash pads/improvements to community pools

Engineer or architects services to develop walkability plans

Basketball and tennis courts

Bicycle lanes/bike racks

APPLICATION PROCESS

STEP 1

After reviewing the grant guidelines and criteria, if a city is interested in applying, a member of the city staff or the grant writer must contact (via email) Connie Befort, Program Manager, TSET Healthy Incentive Program - Communities, at connieb@tset.ok.gov expressing their interest.

STEP 2

The TSET Program Manager will call the city contact to discuss the grant details and the online application process.

STEP 3

Upon confirmation from city contact that they want to begin the process, the initial online grant system access information will be provided by TSET Grants Management.

STEP 4

The applicant will enter all city information and the documentation for the three prerequisite requirements and submit for TSET staff review.

- ✓ City has adopted an ordinance that prohibits smoking and the use of tobacco products (including e-cigarettes and vaping devices) on all indoor and outdoor city-owned/operated property.
- ✓ Community has resources that promote access to fresh fruits and vegetables and physical activity in their community.
- ✓ The city must have an active employee wellness committee in place.

If TSET has questions or needs additional documentation, the city contact will be notified via email by TSET staff. If requirements are met, continue to Step 5.

STEP 5

After receiving the confirmation of approval of the Prerequisite Requirements, the city contact will receive the online access information provided by TSET Grants Management.

STEP 6

Complete the application with the required documents or verbiage and submit for approval.

Once your application is submitted and you receive a confirmation email, the application has been placed into the queue for funding consideration in the order in which it was received.

All funding recommendations are made on a first-come, first-served basis and are based on the availability of funds and approval by the TSET Board of Directors.

STEP 7

A. Applications will be reviewed for funding consideration based upon the documents and information that are included with the submitted application. Upon TSET's review, if any application is deemed to be incomplete, improperly completed or otherwise ineligible based on the information submitted, the application will be rejected and the applicant will receive notification stating such.

B. Any applicant who receives a rejected application notice may reapply at any time during the grant year, however, an entirely new application must be submitted. The new application will reenter the funding consideration queue at a new position upon successful submission.

C. Applications must be received as successfully completed no fewer than five weeks before the scheduled meeting date. For the TSET Board of Directors meeting dates, please see the BOD meetings page on the TSET website: tset.ok.gov

D. After the TSET Board meeting, the contacts for each of the applicants will be telephoned and e-mailed the status of their application.

PAYMENT PROCESS

- Those cities funded will be emailed instructions on the payment processing.
- This process should start immediately following the award notification and will also be processed through the online system.
- Payment information is required to be submitted within 8 weeks of the date of TSET board approval.
- Payments are electronically submitted to the city's designated account within 6 – 8 weeks.
- This grant program provides the funding up front and does not require invoices for purchased items.

If you have questions regarding the submission of your application through the grant system, the review and/or funding timeline, contact grantsmanagement@tset.ok.gov.

CRITERIA

PREREQUISITES ELIGIBILITY FOR 2019 GRANT PROGRAM

EFFECTIVE JULY 1, 2018
PREREQUISITES:
1) Community has adopted an ordinance that prohibits smoking and the use of tobacco products (including e-cigarettes and vaping devices) on all indoor and outdoor city-owned/operated properties. (Provide a signed and dated copy of the ordinance.)
2) Community has resources that promote physical activity and access to fresh fruits and vegetables. (Provide a summary of the resources and their location that are available in your community, e.g. farmers markets, community gardens, walking trails, parks, etc.)
3) Municipality has an active Worksite Wellness Committee. (Provide a list of employee committee members, scheduled meeting information, committee goals, minutes, etc.)

Criteria for the grant have been developed using evidence-based practices for tobacco control, access to healthy and nutritious foods and physical activity. They emphasize policies that impact the highest number of residents and improve community health.

Documentation of meeting each grant criterion is required. A community must adopt a Local Government Workplace Wellness Policy that includes tobacco, nutrition and physical activity elements and meets the Community Action Criteria listed for each funding level.

BRONZE	*POLICY						
City workplace has adopted a Worksite Wellness Policy that includes tobacco, nutrition and physical activity elements as listed in each award level.	P	1 - 10 Employees		11-25 Employees	26 - 100 Employees	100+ Employees	The number of full-time employees determines the number of policy elements required for each award level.
Tobacco Elements: See attached list of all 10 elements.		10		10	10	10	Cities without the ability or authority to offer insurance or benefits may designate elements 7 and 8 as non-applicable.
Nutrition Elements: See attached list of 19 elements and include a snack pantry option that would abide by elements 1 - 9.		5		8	11	13	Cities with 10 or less employees may address elements 1-9 by offering a snack pantry that meets one or more of the nutrition elements required. If no foods or beverages are offered or sold to employees on site, then elements 1-9, 14 and 15 may be designated as non-applicable.
Physical Activity Elements: See attached list of 14 elements.		6		8	10	12	Cities with 10 or less employees may designate physical activity elements 9, 11 and 12 as non-applicable, if there is no feasible way to address each.
Community Actions Criteria		1 - 4,299 Rural	4,300 - 9,999 Small	10,000 -29,999 Medium	30,000 + Large	OKC & Tulsa	City population size determines the community actions that must be met.
Rural municipalities have the option of selecting three (3) community actions to fulfill.		Population categories utilized for all Community Action Criteria					Documentation required for each action:
All local educational institutions (including primary, secondary, vo-tech/career tech and higher education) have adopted 24/7 Tobacco-Free policies for students, faculty, staff, visitors and anyone providing services on school property. This policy must include combustible, vapor and all other tobacco products.	P	X	X	X	X	X	Provide a copy of signed and dated policies for the primary, secondary school districts, all vo-tech, and career tech and higher education facilities.
Community farmers markets, corner stores and/or grocery stores accept (WIC) Women, Infants and Children, (SNAP) Supplemental Nutrition Assistance Program and Senior Nutrition Vouchers at farmers markets.		X	X	X	X	X	Provide a list of stores and markets that accept these programs within your community.
City participates in a local community-wide task force or coalition with community residents' involvement and attends at least 25% of the scheduled meetings.		X	X	X	X	X	Provide the list of coalition members, with their affiliation, (highlighting city members), along with the agenda and minutes of the past meetings.
City has a policy that ensures events held on city-owned/operated property are tobacco, e-cigarette and vape free, encourages healthy foods and beverages, as well as opportunities for people to access the event on foot, by bicycle or by transit.	P	X	X	X	X	X	Provide copy of the event policy that will be signed by each event organizer prior to the event.
Community has a minimum of Certified Healthy Businesses (through the Certified Healthy Program) based on community size, certified in the latest certification year.		1	1	5	8	15	Provide a list of the most recent year of Certified Healthy Business awardees in the community.

SILVER (MUST MEET ALL BRONZE LEVEL CRITERIA +)	*POLICY						
City workplace has adopted a Worksite Wellness Policy that includes tobacco, nutrition and physical activity elements as listed in each award level.	P	1 - 10 Employees		11-25 Employees	26 - 100 Employees	100+ Employees	The number of full-time employees determines the number of policy elements required for each award level.
Nutrition Elements: See attached list of 19 elements and include a snack pantry option that would abide by elements 1 - 9.		8		10	13	19	Cities with 10 or less employees may address elements 1-9 by offering a snack pantry that meets one or more of the nutrition elements required. If no foods or beverages are offered or sold to employees on site, then elements 1-9, 14 and 15 may be designated as non-applicable.
Physical Activity Elements: See attached list of 14 elements.		8		10	12	12	Cities with 10 or less employees may designate physical activity elements 9, 11 and 12 as non-applicable, if there is no feasible way to address each.
Community Actions Criteria		1 - 4,299 Rural	4,300 - 9,999 Small	10,000 -29,999 Medium	30,000 + Large	OKC & Tulsa	Municipal, city or town population size determines the community actions that must be met.
Rural cities have the option of selecting four (4) community actions to fulfill.		Population categories utilized for all Community Action Criteria					Documentation required for each action:
City has adopted and implemented enforceable policies, ordinances or legal codes that encourages children and their families to walk, bike and roll to school (i.e. Active Walking School Bus, Safe Routes to School or Bike to School programs).	P	X	X	X	X	X	Provide a copy of the signed and dated policy, ordinance or zoning code.
City has zoning and/or land use to restrict the number of tobacco and vapor outlets near schools and playgrounds.	P	X	X	X	X	X	Provide a copy of the policy that restricts the number and locations and/ or density of tobacco retail outlets through the use of the following means: conditional-use permit, zoning, tobacco-retail permits or licenses or direct regulation.
City has an ordinance, land use policy or zoning to promote, expand and protect community garden and Farmers Market sites, including vacant city-owned land and unused parking lots.	P	X	X	X	X	X	Provide a copy of the signed and dated policy, ordinance or legal code.
Public health advocates and stakeholders are included in community development planning meetings, committee for parks and recreation, community gardens, etc. (Health in all policies).		X	X	X	X	X	Provide the list of community members, with their affiliation, along with the agenda and sign in sheet of those attending.
Community has a minimum of Certified Healthy Congregations (through the Oklahoma Certified Healthy Program) based on community size that were certified in the last certification year.		1	1	5	8	15	Provide a list of the most recent year of Certified Healthy Congregation awardees in the community.

GOLD (MUST MEET BRONZE + SILVER)	*POLICY						
City workplace has adopted a Worksite Wellness Policy that includes tobacco, nutrition and physical activity elements as listed in each award level.	P	1 - 10 Employees		11-25 Employees	26 - 100 Employees	100+ Employees	The number of full-time employees determines the number of policy elements required for each award level.
Nutrition Elements: See attached list of 19 elements and include a snack pantry option that would abide by elements 1 -9.		10		12	19	19	Cities with 10 or less employees may address elements 1-9 by offering a snack pantry that meets one or more of the nutrition elements required. If no foods or beverages are offered or sold to employees on site, then elements 1-9, 14 and 15 may be designated as non-applicable.
Physical Activity Elements: See attached list of 14 elements.		10		11	14	14	Cities with 10 or less employees may designate physical activity elements 9, 11 and 12 as non-applicable, if there is no feasible way to address each.
Community Actions Criteria		1 - 4,299 Rural	4,300 - 9,999 Small	10,000 -29,999 Medium	30,000 + Large	OKC & Tulsa	City population size determines the community actions that must be met.
All requirements must be met by all categories.		Population categories utilized for all Community Action Criteria					Documentation required for each action:
Frequent underage tobacco checks are conducted in the community to identify and discourage illegal selling of tobacco and vapor products to minors, and results are made public.		X	X	X	X	X	Provide a copy of the list of compliance checks conducted within the last 6 months. Also provide a copy of the publication notice.
Affordable fresh fruits and vegetables (i.e. grocery stores, farmers markets, corner stores or community gardens, food co-ops) are available within the community.		X	X	X	X	X	Provide a list of stores and markets that sell fresh fruits and vegetables and include pictures of locations.
Community ensures equal consideration for safety and mobility for all users of all modes of transportation "complete streets" (in planning efforts).	P	X	X	X	X	X	Provide a copy of signed and dated ordinance, zoning code or master plan with highlighted information on complete streets.
The Oklahoma Tobacco Helpline (1-800-Quit-Now) is promoted throughout the community.		X	X	X	X	X	Provide links to websites of city hall, chamber of commerce, businesses, etc., and attach copies of fliers, photos of locations, etc.
Community has a minimum of one multi-unit housing complex that has a voluntary policy that designates smoke-free units, including individual balconies, patios and common indoor and outdoor areas, with the 25' buffer.	P	X	X	X	X	X	Provide a copy of the signed and dated policy. Communities that do not have multi-unit housing facilities or are corporately owned (not locally owned) multi-housing facilities are exempt from this criteria.
Community has a minimum of Certified Healthy Early Childhood Programs (through the Certified Healthy Program) based on community size, certified in the latest certification year.		1	1	5	8	15	Provide a list of the most recent year of Certified Healthy Early Childhood Programs awardees in the community.

** Cities located in counties served by the TSET Healthy Living Program are encouraged to work with their local TSET Healthy Living Representative on policy language. See the TSET website: tset.ok.gov/content/healthy-communities-incentive-grants. Cities without a Healthy Living Representative should contact Connie Befort for assistance and guidance at connieb@tset.ok.gov.*

LOCAL GOVERNMENT WORKPLACE WELLNESS POLICY

Best and promising policies and practices for a city workplace include a tobacco-free environment, access to healthy and nutritious foods, and physical activity for the benefit of employees.

- Wellness Policy elements required at the Bronze, Silver and Gold levels are tailored by the number of city employees.
  - 1-10 Employees
  - 11-25 Employees
  - 26-100 Employees
  - 100+ Employees

- The wellness policy for a city workplace has been tailored from the Local Government Workplace Wellness Policy used by the TSET Healthy Living Program.

- The wellness policy is editable and customizable for each city.

- The wellness policy and practice will be reviewed and classified as one of following: Bronze, Silver, or Gold based on the number of best practice elements included in the policy, as well as the strength of policy implementation and specific action toward wellness the local government has taken in the community. These, along with the population size of the city, determine the level of funding for which a city is eligible.

- As a city applies for the next level of funding, their policies, as well as practices, will be verified by TSET staff.

- Cities achieving wellness policy at the Gold level in their first attempt will be subject to a review of the policy implementation practices by TSET staff within one year of funding.

POLICY GUIDANCE & TAILORING

- For all levels of city employees, all tobacco-free policy elements must be met.

- Cities with 10 or less full-time employees will have the option to meet one or more of the nutrition policy elements 1-9 by offering healthy snacks pantry to employees or designating one or more of the nine elements as "non-applicable" when there is no feasible way for an element to be addressed.

- Cities will also have the flexibility of marking several physical activity policy elements (elements 9, 11 and 12) as "non-applicable" if an element cannot be reasonably accommodated in one way or another.

LOCAL GOVERNMENT WORKPLACE PLACE WELLNESS POLICY ELEMENTS

TOBACCO

Policy must prohibit the use of combustible, vapor, and all other tobacco products.

Prohibition applies to:

1. Prohibition applies to Municipal Property (provide separate policy ratings for indoor and outdoor property).

   Indoor property

   Outdoor property (including parks and recreational areas)

2. Prohibition applies during all hours of employment.

3. Prohibition applies to every employee.

4. Prohibition applies to all municipally-owned or leased vehicles at all times.

5. Prohibition applies to employees' personal vehicles during all hours of employment while on municipal property.

Tobacco Cessation Support Services Offered by the Municipality

6. Provide tobacco cessation information, resources, and/or support.

7. Provide insurance benefits and access to the following types of assistance with no prior authorization or out-of-pocket cost to the employee:

   Cover group, individual, and phone counseling, with a minimum of 4 counseling sessions of at least 10 minutes each per attempt, and 2 quit attempts per year.

   Cover all seven Food and Drug Administration (FDA) approved cessation aids.

8. Communicate and promote the available tobacco cessation benefits and insurance coverage for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

Implementation, Support and Enforcement

9. Signs about this policy will be posted at entrances to all buildings on Municipal Property.

10. Enforcement plan.

NUTRITION

Foods and beverages sold or offered in the workplace must meet these guidelines.

Snack Pantry (1 – 9)

1. 100% of foods contain 0 grams of trans fat per serving.

2. 100% of snack foods contain no more than 230 mg of sodium per serving (excluding refrigerated meals). 100% of individual meal items contain no more than 480 mg of sodium per serving.

3. 100% of individual meal items contain no more than 230 mg of sodium per serving (excluding refrigerated meals.)

4. 75% of packaged foods contain no more than 200 calories per package, no more than 10% of total calories from saturated fat, and no more than 35% of total calories from sugar (excluding nuts and seeds without added fats, oils, or sweeteners, and fruits or vegetables without added caloric sweeteners).

5. 75% of beverages contain no more than 40 calories per serving (excluding 100% fruit juice and unsweetened milk).

6. 100% of milk and milk products will be unsweetened and non-fat or low-fat (1%).

7. 100% of juice will be unsweetened and 100% juice.

8. 100% of vegetable juice will contain no more than 230mg of sodium per serving.

9. 100% of foods are cooked without frying (i.e., steaming, grilling, roasting, broiling, baking, poaching, sautéing).

10. Make cool drinking water available throughout the day at no cost.

11. Provide employees with access to a refrigerator, microwave, and sink with a water faucet.

12. Encourage employees to bring healthy foods to special occasions such as events, birthdays and retirement parties, or celebrate with non-food items.

13. Provide a quiet, private area that may be used by employees to express breast milk. This area will have an electrical outlet and will not be a bathroom.

14. Provide nutritional information on foods and beverages sold and offered in the workplace.

15. Identify healthy food and beverage menu items with signs, symbols, and/or colors.

16. Offer smaller portion sizes.

17. Promote the purchase of healthy foods and beverages through practices such as pricing strategies or posting fliers, or using other communication tools.

18. Provide nutrition education through activities such as seminars, workshops, classes, meetings and newsletters.

19. Host, sponsor, or promote a farmers market on or near Municipal Property that is open to community members.

PHYSICAL ACTIVITY

1. Provide employees with at least 30 minutes of paid physical activity break time in addition to their regularly scheduled meal breaks.
2. Incorporate 10-minute physical activity breaks into every hour of sedentary meetings, trainings, and other workplace gatherings.
3. Promote short activity breaks throughout the workday.
4. Promote walking meetings.
5. Provide flexible work arrangements to accommodate paid physical activity breaks.
6. Promote stairwell use, if applicable, throughout the workday by making stairs accessible, appealing and posting motivational signs.
7. Use posters, pamphlets and other forms of communication to promote physical activity.
8. Promote employee participation in physical activity by creating exercise clubs or groups and sponsoring employee sports teams.
9. Provide an on-site fitness facility.
10. Provide access to an on-site changing room or locker rooms with a shower.
11. Provide employees and their families with access to an off-site fitness facility, including but not limited to, purchasing corporate memberships as part of the employee's benefit package, subsidizing membership expenses or negotiating a discounted rate.
12. Provide safe and secure bicycle parking for employees and visitors to city workplaces.
13. Provide information about local resources and facilities, such as events, walking trails, community parks, and recreational facilities.
14. Promote physical activity through activities such as seminars, workshops, classes, newsletters, and meetings.

COMMUNITY ACTIONS TAKEN TO IMPROVE THE HEALTH AND WELLNESS ENVIRONMENT

Community actions required at the Bronze, Silver and Gold levels are tailored for cities of rural, small, medium, large and OKC/Tulsa size.

Rural communities (up to population 4,299) have the option of selecting 3 of the 5 community actions in the Bronze level and 4 of the 5 in the Silver level.

Examples of community actions to achieve an environment of wellness include the following:

- Local educational institutions (including primary, secondary, career/vocational and higher education) have adopted policies ensuring "24/7" tobacco, alcohol and drug free properties.
- Community farmers markets, corner stores and grocery stores accept (WIC) Women, Infants and Children, (SNAP) Supplemental Nutrition Assistance Program and Senior Nutrition Vouchers.
- Community has a minimum number of partners (e.g., businesses, congregations, etc.), through the Certified Healthy Oklahoma Program, based on community size, that were certified in the last certification year.
- City has adopted and implemented enforceable policies, ordinances or legal codes that encourage children and their families to walk, bike and roll to school (i.e. Active Walking School Bus, Safe Routes to School or Bike to School programs).

Ordinances/Policies

- Smoking and tobacco use indoor and outdoor ordinances for all city-owned/operated property
- All primary, secondary and higher educational institutions in the community are tobacco free
- Zoning or business permit procedures to restrict the number of locations or density of tobacco and vapor outlets and retailers
- Zoning or land use policies regarding community gardens and farmers markets
- Complete Streets, pedestrian, bicycle, parks trail guidelines (Complete Streets, Master Plans)
- Policies or legal codes to encourage active walking school bus, safe routes to school, bike to school, city evaluates routes, traffic enforcement, etc.

The following are examples of actions taken by communities in an effort to improve the local health and wellness environment for their citizens:

- Nutrition and access to healthy food improvements by establishing community gardens and farmers markets
- Physical activity improvements by providing additional playground equipment and splash pads/swimming pools in parks
- Built environment/transportation improvements by creating walking trails, crosswalks, bike trails and bike lanes
- Health services promotion through public information on tobacco cessation
- Promoting health and wellness by encouraging community participation in Certified Healthy Programs

TSET HEALTHY INCENTIVE PROGRAM COMMUNITIES

CONTACT INFORMATION:

CONNIE BEFORT

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