



**WORKWELL FUNDING OPPORTUNITY APPLICATION DEADLINE: FEBRUARY 28, 2025**

**WORKWELL FUNDING OPPORTUNITY**

|  |  |
| --- | --- |
| **Point of contact:** Enid Weiss, Worksite Wellness Coordinator**eweiss@bhssc.org**  | **Application Release:** February 1, 2025  |
| **Application Submission Deadline:** February 28, 2025  |
| **Funding available:** $2,000 | **Tentative Award Notification:**  Applications will receive notification of funding award by April 15, 2025. Payment will be disbursed by May 31, 2025. |
| **Number of anticipated awards:** 10 | **Project Period:** June 1, 2025 – May 31, 2026  |

Application link and supporting documents can be found at [Funding Opportunities - HealthySD.gov](https://healthysd.gov/fundingopportunities/)

*Applications that are incomplete or received after February 28, 2025, will not be considered for funding. For questions, please contact Enid Weiss, by email at* *mailto:eweiss@bhssc.org* *or by phone at 605.305.4522.*

**Background**

The South Dakota WorkWell Program has been providing worksite focused funding to organizations across South Dakota for over a decade. According to the Centers for Disease Control and Prevention (CDC), [workers in America today spend a large portion of their day at work](https://www.cdc.gov/workplace-health-promotion/php/model/index.html). Chronic disease such as heart disease and stroke, cancer, diabetes, obesity, and arthritis contribute to high medical costs and lost productivity. Many of these conditions are preventable or manageable. This is an opportunity for worksites to send a positive, supportive message and promote healthy lifestyles by preventing, reducing, and managing chronic disease through worksite environment and policy change.

**Purpose**

The purpose of this funding opportunity is to offer worksites the support needed to either establish a new wellness program or enhance an existing one. The funding will specifically aid in the implementation of sustainable health-related policies and environmental changes. This funding aims to promote sustainable long-term wellness initiatives that contribute to the overall health and wellbeing of employees, creating a supportive work environment for healthier lifestyles.

**Eligibility**

The WorkWell Funding Opportunity awards funds towards the development and implementation of interventions that support worksite wellness programs. Interventions should be designed to create environmental and policy changes or provide opportunities not already offered to employees related to preventing, reducing, and managing chronic disease and improving overall health and wellness. Funding should be used to focus on one or more interventions and create sustainability.

**WorkWell Interventions**

***Choose one or more of the following interventions:***

**Diabetes Interventions**

* [***National Diabetes Prevention Program***](http://goodandhealthysd.org/workplaces/policies/)

The National Diabetes Prevention Program is a CDC supported, evidence-based, year-long program, proven to help individuals reduce their risk of developing type 2 diabetes. Activities to support participation in a National DPP will reduce employees’ risk of developing diabetes.

 Employers can collaborate with National DPP programs in their community, provided by their health insurance plan, or a virtual program to provide a cohort to employees, free of charge. For a list of SD programs visit [www.undotherisk.com/find-a-program](http://www.undotherisk.com/find-a-program).

Funds can be used for, but are not limited to:

* Cover the costs for a National DPP available to all employees who qualify either through health plan or local program. More info on coverage available here: [Commercial Plans](https://coveragetoolkit.org/commercial-plans/)
* Pay for incentives to recruit and retain participants in the program.
* Make it easier for employees to participate in the National DPP lifestyle change program through flexible scheduling or by providing a space for health professionals to offer those services on site.
* Adjust work to help people at risk for diabetes to maintain healthy lifestyles, such as providing more frequent breaks or by having healthier choices in vending machines or in the cafeteria.
* Provide onsite/virtual education on eating healthy and how it affects blood sugar.
* Provide healthy food ONLY if part of a specific educational activity and can show sustainability. For example, conducting a taste test of healthy product alternatives is a reasonable request. Funds should not be used to purchase a meal for anyone (maximum of $250).
* Partner with community wellness centers to offer onsite/virtual health and well-being classes and/or physical activity classes/breaks.
* [***Diabetes Management & Support***](http://goodandhealthysd.org/workplaces/policies/)

People who receive formal diabetes education have a lower hemoglobin A1C and have a lower risk of diabetes-related health complications and depression. Diabetes education can save individuals time and money and enhances their quality of life. Employers can encourage employees with diabetes to participate in Diabetes Self-Management Education and Support (DSME). individuals to learn more about managing their diabetes by covering their time to learn management techniques and to cover the cost of Diabetes Self-Management Education and Support. DSME is usually a covered benefit with most health plans.

Funds can be used for, but are not limited to:

* Cover employees time and/or travel to participate in DSME (maximum allowed $100 per employee)
* Make it easier for employees to participate in DSMES through flexible scheduling or by providing a space for health professionals to offer those services on site.
* Adjust work to help people with diabetes maintain healthy blood sugar levels, such as providing more frequent breaks or healthier choices in vending [Commercial Players](https://coveragetoolkit.org/commercial-plans/) or in the cafeteria.
* Provide flexibility and/or incentives to employees who manage their diabetes by participating in DSME or other diabetes management appointments (i.e. eye or foot care). (Incentives cannot exceed 20% of budget)
* Promote diabetes education through videos that can be shared to help individuals ‘kickstart’ their diabetes education: [Diabetes Kickstart](https://www.cdc.gov/diabetes/diabetes-tv/diabetes-kickstart.html?CDC_AAref_Val=https://www.cdc.gov/diabetestv/diabetes-kickstart.html)
* Host a diabetes educator, nurse, or dietician to come and educate on nutrition, physical activity for employees with diabetes and prediabetes.

**Resources**

* [HALT: Health and Lifestyle Training](https://haltchronicdisease.org/)

## Nutrition Interventions

#### [**Healthier Foods and Beverages at Meetings and Presentations**](http://goodandhealthysd.org/workplaces/policies/)

#### Offering healthier food and beverage options at all business sponsored and/or coordinated meetings and presentations by categorizing them as GREEN, YELLOW, and RED based on the standards outlined in the [South Dakota Healthier Vending and Snack Bar Toolkit.](http://healthysd.gov/healthier-vending-snack-bar-toolkit/?left=415&big10=35) Additional activities such as competitions or challenges in the workplace that focus on the promotion of healthier eating such as eating more fruits and vegetables or drinking more water can be included.

* Funds can be used for, but are not limited to:
* Racks, stands, or other display equipment to showcase healthy items.
* Food ONLY if part of a specific educational activity. For example, conducting a taste test of healthy product alternatives is a reasonable request. Funds should not be used to purchase meals.
* Gardening tools/supplies.
* Other items involved in taste testing to educate employees on healthy options.
* Development and printing of additional marketing materials such as table tents, bulletin board materials, etc.
* Prizes/incentives for choosing green and yellow items.

#### [**Healthier Vending and Snack Bar**](http://goodandhealthysd.org/workplaces/policies/)

Incorporating healthier snack food and beverage items in vending machines and snack bars by categorizing them as GREEN, YELLOW, and RED based on the standards outlined in the [South Dakota Healthier Vending and Snack Bar Toolkit](http://healthysd.gov/healthier-vending-snack-bar-toolkit/?left=415&big10=35). Additional activities such as competitions or challenges in the workplace that focus on the promotion of healthier eating can be included.

Funds can be used for, but are not limited to:

* New vending machines.
* Glass front refrigerator/cooler.
* Racks, stands, or other display equipment to showcase healthy items at snack bars and cafeterias.
* Food ONLY if part of a specific educational activity. For example, conducting a taste test of healthy product alternatives is a reasonable request. Funds should not be used to purchase a meal for anyone.
* Other items involved in taste testing to educate employees on healthy options.
* Development and printing of additional marketing materials such as table tents, bulletin board materials, etc.
* Miscellaneous printing costs.
* Prizes/incentives for purchasing green and yellow items.

• Wayfinding signs to promote vending machines, snack bars, and/or cafeterias throughout your business.

* Presentations from nutritionists/dieticians.

**Resources**

#### **American Heart Association**

* [Healthy For Life](https://www.heart.org/en/healthy-living/company-collaboration/healthy-for-life?utm_source=hfl%20strategic%20partners&utm_medium=email&utm_campaign=healthy+for+%20life+strategic+partner)
* [Healthy Food and Beverages Toolkit](https://www.heart.org/en/about-us/-/media/Healthy-Living-Files/Foodscape/Healthy_Workplace_Food_and_Beverage_Toolkit.pdf)

#### [**Breastfeeding Support**](http://goodandhealthysd.org/workplaces/policies/)

Providing breastfeeding support to employees and customers by taking the SD Breastfeeding-Friendly Business Pledge and creating a breastfeeding-friendly environment (i.e. policy implementation, lactation space development or improvement, etc.…) in compliance with state and federal breastfeeding laws.

Funds can be used to create a new lactation space, improve an existing space, and/or come up with innovative, space-saving ideas to meet staff breastfeeding needs for employees primarily working outdoors and/or who frequently travel.

Funds can be used for, but are not limited to:

* Indoor Lactation Space: Door locks, privacy signs, privacy screens/partitions, a comfortable chair, table for a breast pump, multi-user breast pump, mini-refrigerator, microwave, clock, mirror, calming décor, and wastebasket.
* Mobile Lactation Space: Pop-up tent or outdoor shelter, breast pump battery pack, collapsible seating, and table to hold breast pump, hand sanitizer, and vehicle windshield cover.
* Communications: Schedule or sign-up sheet for the use of space, educational materials, and bulletin board. Promotional materials to inform staff and customers about lactation services and educational materials/lending library.

**Physical Activity Intervention**

#### **Worksite Physical Activity**

Encourage and provide support for employee physical activity.

The [Physical Activity Guidelines for Americans, 2nd Edition](https://health.gov/paguidelines/second-edition/pdf/Physical_Activity_Guidelines_2nd_edition.pdf) (Guidelines), recommends 150 minutes per week of moderate-intensity aerobic physical activity for adults, and 2 or more days per week of muscle-strengthening physical activity, working all major muscle groups. The [Move Your Way®](https://health.gov/our-work/nutrition-physical-activity/move-your-way-community-resources) campaign is the promotional campaign for the Guidelines. HealthySD has adapted the [Move Your Way® Community Playbook](https://healthysd.gov/move-your-way-south-dakota-playbook/) for South Dakota audiences.

Environmental and policy changes to support active employees are strongly encouraged for applicants, but are not limited to:

* Implement a WorkWell/Worksite Model Physical Activity Policy
* Install bike racks.
* Dedicate onsite space for employees to engage in physical activity.
* Map walking routes at worksites or to nearby destinations.
* Improve aesthetics to stairwells to encourage use.
* Point of Decision Prompts for Physical Activity

Other strategies to support and encourage physical activity:

* Walking challenges.
* Physical activity opportunities such as onsite or virtual health, well-being, and physical activity classes.
* Partnerships with local fitness centers for discounted memberships.
* Implement Move Your Way® South Dakota Playbook within worksite.
* Refer to [WorkWell Toolkit](https://goodandhealthysd.org/resources/workplace-wellness-toolkit/) – Physical Activity.

Funds can be used for expenses such as:

* bike racks.
* weather resistant signage.
* aesthetic improvements to exercise areas.
* small exercise equipment.
* rubber flooring or stairwell improvements.
* ergonomic equipment such as a standing workstation.

**Tobacco Intervention**

* ***[Tobacco-Free Business](http://goodandhealthysd.org/workplaces/policies/%22%20%5Ct%20%22_blank)***

The Tobacco-Free Business Model Policy provides a framework to protect and promote the health and well-being of business employees and visitors. The use of tobacco products by employees or visitors compromises the mission of providing a safe and healthy place to conduct business. The South Dakota Tobacco Control Program can provide signage to those updating or implementing a tobacco free policy. Additional activities, such as providing tobacco cessation to employees ([SD QuitLine](https://www.sdquitline.com/)) and making Quit Kits (small tools or resources to assist with quitting), can be included. The South Dakota Tobacco Control Program can also offer educational materials, trainings, and resources ([QuitTobaccoSd](https://quittobaccosd.com/)).

Funds can be used for, but are not limited to:

* Quit tobacco incentives (i.e., gym membership discounts).
* Replacing a smoke spot with wellness initiatives.

**Heart Disease & Stroke Intervention**

* [***AED Use and Training***](http://goodandhealthysd.org/workplaces/policies/)

The Worksite Automated External Defibrillator AED Model Policy was created for worksites to establish a process to support the proper management of an AED and training for employees.

Funds can be used for, but are not limited to:

* Selection and purchase of an AED.
* The American Heart Association encourages businesses and other organizations to develop a [Cardiac Emergency Response Plan](https://nam02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.heart.org%2Fcerp&data=05%7C02%7CEWeiss%40bhssc.org%7Ca5c564e15221454f5f1208dd14829f01%7C8c56b41f91c5435fbe884548e86b4a97%7C0%7C0%7C638689273455557471%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=sRZEeg2cCnQmaZeTcjx98VAxIn%2FM5sXqcRqSz7M0MoI%3D&reserved=0) (CERP), helping ensure the best opportunity for survival after a Sudden Cardiac Arrest.  Organizations receiving this grant can use the funds for activities such as purchasing/updating AEDs, facilitating Comprehensive CPR and AED training through professionally recognized, and/or other related activities. Organizations must commit to the development of a CERP and assume responsibility for maintenance of the AED going forward. Technical assistance may be available from the American Heart Association, local fire, EMS, or hospital partners, or through the Department of Health’s Cardiac Ready Community/Campus Program.
* Hypertension Monitoring and Control.  High blood pressure is a leading cause of preventable death in S. Dakota and a driver of tremendous health care spending for employers.  Grants can be used to help employees better know – and manage – their blood pressure numbers. Funding can be used to purchase [validated](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.com%2Fv3%2F__http%3A%2Fwww.validatebp.org%2F__%3B!!IQSCTYBSse9odmP7!PV_IjbcrrFB05Ym1FkZ32VhZzsSu5Q8pZqUeRZzFYnitnEq3upg-9AvqQjGJoh1CLkEKeQOt_LI6RTQ%24&data=05%7C02%7CEWeiss%40bhssc.org%7Ca5c564e15221454f5f1208dd14829f01%7C8c56b41f91c5435fbe884548e86b4a97%7C0%7C0%7C638689273455574117%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=p8MAh4Va9Ici2x6n9fegXUg%2FHtKQENipInP%2BGaiBbJU%3D&reserved=0), automated blood pressure monitors and facilitate education around the same. Organizations are encouraged to work with insurance companies, on or near site clinics, and/or local health care organizations to ensure those who learn they have high blood pressure or have additional questions can receive follow-up guidance from a medical professional. The American Heart Association’s [Check, Change, Control](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.heart.org%2Fen%2Fhealth-topics%2Fhigh-blood-pressure%2Ffind-high-blood-pressure-tools--resources%2Fcheck-change-icontroli-community-partner-resources&data=05%7C02%7CEWeiss%40bhssc.org%7Ca5c564e15221454f5f1208dd14829f01%7C8c56b41f91c5435fbe884548e86b4a97%7C0%7C0%7C638689273455588457%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=KX7OAwxb874XWZIFw2u9ounJHinpFcoS2ahXxDFSNJo%3D&reserved=0) resources can help with communication around high blood pressure.

**Mental Health**

*The interventions listed below can be used to strengthen your mental health initiative. However, you are also encouraged to seek other interventions not listed that would be most suitable for your worksite.*

* ***Mental Health Training:***

Provide training for employers and/or employees at the worksite. Provide presentations and training sessions for supervisors, leadership team, or management. For example, Mental Health First Aid trains the public on how to identify, understand, and respond to signs of mental illness. QPR (Question, Persuade, Refer) teaches staff how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. To learn more about other training opportunities available, visit the South Dakota [Suicide Prevention](https://www.sdsuicideprevention.org/action/training) webpage.

Funds can be used for, but are not limited to:

* Create policies that provide guidance to supervisors on mental health consultation and information and improve their skills to intervene or supervise an employee with mental health issues.
* Talk openly about mental health at staff meetings and encourage the use of Employee Assistance Programs or other mental health initiatives being offered.
* Have a dedicated mental health wellness champion to lead organizational efforts.
* Implement a crisis intervention and post-vention policy.
* Develop a partnership and a referral process with a local behavioral health facility.
	+ Stipend (10%) for Wellness Coordinator’s time.
	+ Provide mental health materials and messaging through various means (brochures, paycheck stuffers, intranet, listservs, posters, signs, or fact sheets).
	+ Encourage the use of mental health services provided by Employee Assistance Program (EAP), Helpline Center, 988, and other community resources.
	+ Offer stress reduction presentations on various topics, including conflict resolution, personal finance planning, managing multiple priorities, and self-care.
	+ Building renovations strictly for classes (yoga, meditation, mindfulness) or a stress-reduction room.
	+ Promotional & communication materials used on-site in break rooms etc.
* ***Mental Health Wellness Classes:***

Provide employees with various mental health wellness classes that allow them to integrate simple exercises into their daily lives. These classes can be in-person, virtual, or through phone apps (CALM, Headspace, Mindfulness app). Mindfulness, meditation, resiliency, self-care, or yoga classes enhance employee engagement, build resilience, manage stress, boost productivity, and increase overall wellbeing, happiness, and job satisfaction.

Funds can be used for, but are not limited to:

* + Make mental health self-assessment tools available to all employees.
	+ Provide teach-ins with mental health professionals to raise awareness and knowledge.
	+ Offer confidential screenings for depression, anxiety, post-traumatic stress, and substance abuse.
	+ Encouraging in-person or online peer-to-peer engagement and support.
	+ Offering onsite/virtual mental health-focused classes.
	+ Partnering with local businesses to help provide gift cards for relaxation and stress-reduction activities.

**Available Funding**

* Applicants may request up to $2,000.
* Up to 10 worksites may be funded but it is dependent upon the scope of applications submitted.
* Funding will be distributed in one initial payment before May 31, 2025.
* Payments will be provided by Black Hills Special Services Cooperative (BHSSC) on behalf of the WorkWell Program.

**Funding Parameters**

The WorkWell Funding Opportunity contract period is June 1, 2025 – May 31, 2026.

**Funding Restrictions**

* The purchase of stationary exercise equipment such as treadmills, stair-step machines, and/or other elliptical equipment.
* The purchase of computers, TVs, or video equipment.
* Other non-allowable expenses include indirect costs, one-on-one coaching, salaries, paid time off or meals**.**
* Direct services (such as patient care, personal health services, etc.).

**Application Guidelines**

The WorkWell Program will approve or deny applications, and all worksites will be notified.

* The maximum RFA award is $2,000 per applicant.
* Applicants must demonstrate how they will implement the interventions.
* **All sections must be completed to be considered for funding (documents below):**
1. Worksite Information
2. Statement of Need
3. WorkWell Intervention(s)
4. Budget
	* + Budget must include description of activity and associated cost, total funds requested by activity, incentive costs (not to exceed 10% of the total budget), facilitator stipend/administration costs (not to exceed 10% of the total budget), Food used for educational purposes and that show sustainability is allowable for the nutrition interventions (maximum amount allowed is $250), and grand total (not to exceed $2,000). If requesting funds for incentives and food, please describe specifics in the description of activity.
5. W-9 and Proof of Insurance.

**Scoring Criteria**

Funding will be awarded for interventions that strategically address health-related policies and environmental change related to preventing, reducing, and managing chronic disease. Complete applications meeting funding guidelines will be evaluated by the review committee. Final award decisions will be determined by the SD DOH. The entirety of the application will be considered with special emphasis placed on the intervention(s) proposal, sustainability plan, and budget justification.

Scoring will be based on the following content areas:

* Worksite Information
* Statement of Need
* Intervention(s)
* Realistic, appropriate, and detailed budget
* W-9 and Proof of Insurance

**Reporting Requirements**

* Submit the items listed below to eweiss@bhssc.org (templates will be provided).
	+ Quarterly reports (Jun-Aug 2025, Sept-Nov 2025, Dec-Feb 2025, Mar-May 2025)
	+ Success story (submitted no later than June 30, 2026).
	+ Submit Evaluation of Selected Intervention(s). Evaluate the implementation of the selected intervention(s) as well as the evaluation of employee impact.

**Award Requirements**

Complete selected intervention(s) during the funding period June 1, 2025-May 31, 2026.

**Technical Assistance**

WorkWell will:

* Provide resources, training, and support for the implementation of intervention(s).
* Provide one on-site or virtual visit to the workplace.

**Helpful Resources/Links**

* HealthySD website: <https://healthysd.gov/>
* Good and Healthy SD: <https://goodandhealthysd.org/>
* The [WorkWell Toolkit](https://goodandhealthysd.org/resources/workplace-wellness-toolkit/) is available as a guide for implementing health and wellness policy and environmental changes.
* South Dakota Suicide Prevention website: [Training | South Dakota Suicide Prevention](https://www.sdsuicideprevention.org/action/training)

**References**

Centers for Disease Control and Prevention. (2024, December 19) [CDC Workplace Health Model | Workplace Health | CDC](https://www.cdc.gov/workplace-health-promotion/php/model/index.html)

**Definitions**

**Health-related policies** are formal or informal written statements that are designed to protect or promote employee health.

**Environmental change** refers to the physical factors at the workplace or nearby that help protect and enhance employee health.

**Point of Contact**

|  |  |
| --- | --- |
|  | **Enid Weiss, BS****WORKSITE WELLNESS COORDINATOR**Email: eweiss@bhssc.org Phone: 605.305.4522PO Box 1840, Watertown, SD 57201[**Black Hills Special Services**](https://bhssc.org/) **Cooperative (**[**BHSSC**](https://bhssc.org/)**)****Better Learning · Better Lives** |

|  |
| --- |
| **WorkWell Funding Opportunity** |

|  |
| --- |
| 1. Worksite Information  |

Name of Worksite:

Size of Worksite:

Mailing Address: City: City: Zip Code:

Person of Contact: Phone: Email Address:

Person of Contact for Contract Signatures (if different than above):

Email Address:

W-9: Attach with application

Proof of Insurance: Attach with application

|  |
| --- |
| 2. Statement of Need |

**Please provide a statement of need that includes the following:**

Strong description of the worksite.

Why funding is needed.

Length of wellness program.

|  |
| --- |
| 3. WorkWell Intervention(s) June 1, 2025 – May 31, 2026 |

**WorkWell Intervention (select a minimum of one):**

¨ Diabetes

¨ Healthier Foods & Beverages at Meetings & Presentations

¨ Healthier Vending & Snack Bar

¨ Breastfeeding Support

¨ Worksite Physical Activity

¨ Tobacco-Free Business

¨ AED Use and Training

¨ Mental Health Training

|  |
| --- |
| Intervention(s): Please describe in detail the intervention(s) policies and/or environmental changes your worksite plans to implement, activities, timeline, wellness committee members involved, communication strategies and goals.  |

|  |
| --- |
| Sustainability Plan: Please describe the plan to sustain the intervention(s) implemented after the funding cycle. |

|  |
| --- |
| 4. Budget: Applicants may receive up to $2,000 in funding. The table is a guide for itemized description, justification and cost.  |
| **Intervention:** |  |  |
| Itemized Description: | Justification: | Cost: |
| **Intervention:** |  |  |
| Itemized Description: | Justification: | Cost: |
| **Intervention:** |  |  |
| Itemized Description: | Justification: | Cost: |
| Total request: |  | $ |

|  |
| --- |
| 5. Please provide W-9 and proof of insurance with application. |