



WELLNESS GRANT 2025 Application

Please submit all required 2025 Wellness Grant documents to MyBenefits@SacCounty.gov no later than **April 11, 2025** -->
Deadline extended to April 25, 2025.

The completed application includes:

2025 Wellness Grant Application (page 1)
"Culture of Health" Facility Assessment worksheet for all eligible Work Units/Offices (pages 2-4)
Department Wellness Plan for focusing on specific health-related areas (pages 5-7)
2025 Wellness Grant Sample Budget for spending the grant money (\$1,500-\$3,000 based on size) on employee wellness programs (page 8)
Review of Appendices A & B (pages 9 and 10)

1. **Department:** _____

2. **Employee Count:** _____

3. **Work Units/Offices:**

Check here if Department has only one Work Unit. Write your Work Unit in Line A below.

If multiple Work or Business Units/Offices, indicate each Work or Business Unit(s)/Offices covered by this Wellness Plan and complete Facility Assessment on next page for each unit.

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

4. **Department Wellness Champion:** _____

Signature: _____

Email/Phone: _____

5. **Department/Division Manager:** _____

Signature: _____

Questions about the application? Email Dayna Gowan, County of Sacramento Wellness Program Consultant, at dgowan@keenan.com.

Facility Assessment 2024-2025

Provide the results of your Department/Division Facility Assessment. Mark the boxes for each item present at each Work Unit or Business Unit. Tally the total of items present for each Work Unit/Office and fill in below. If only one Work Unit or Office, use Column A to tally your checkmarks.

Organizational Commitment (4)	Work Units or Offices					
	A	B	C	D	E	F
Department will have at least one designated Department Wellness Champion						
Department has encouraged at least 1 Wellness Activity or team participation in a Wellness Activity during the previous calendar year						
Department has established processes for distributing wellness program information						
Other Organizational Commitment Action						
Other, briefly explain:						

Physical Work Environment (6)	Work Units or Offices					
	A	B	C	D	E	F
A fully equipped break room (access to a microwave, refrigerator, sink, table/chairs) is conveniently located for employees and appropriately sized to the available workforce at Work Unit						
Vending Machines at Department or Work Unit offer 50% healthier choices (N/A = Checkmark) -- See Appendix B on page 10 for more details <ul style="list-style-type: none"> If Work Unit does not have a vending machine, please check the box Does not apply to machines in common areas of county buildings or to vending machines located in leased property where county is one of several tenants in the building. If N/A applies, please check the box 						
Signage encouraging Health and Wellness Activities (healthy eating, physical activity, stress management) at Work Unit, please check box <ul style="list-style-type: none"> If county is one of several tenants in leased building, signage is encouraged, but not required, please check the box If Work Unit is on ground floor or in a single-story building, please check the box 						
Bike racks and/or storage are in or near building at Work Location						
There is outdoor seating at Work Location						
Department intranet and/or bulletin boards at Work Unit provide information and education about: <ul style="list-style-type: none"> Organizational policies and programs that promote health and wellbeing and work-life balance; Work-life balance programs and services (ex. EAP, VTO, flex-time, tele-work); Wellness programs and services 						
Other Physical Work Environment Attribute						
Other, briefly explain:						

	Work Units or Offices					
Access to Healthy Food (5)	A	B	C	D	E	F
Candy, snacks, and beverages that do not meet nutrition standards are removed from public counters, lobby areas, unattended conference, meeting rooms and break rooms at Work Unit/Office						
There is a designated area(s) for employees to share food, out of public view at Work Unit/Office						
Department-purchased food and beverages for training and meetings offer healthy choices. Pre-packaged food and beverages meet 50% healthier standards. No regular or sugar-added beverages are permitted (See Appendix B on page 10.)						
Healthy alternatives to holiday and seasonal candies and sweets are encouraged in common areas at Work Unit/Office						
Other healthy food access action						
Other, briefly explain:						

	Work Units or Offices					
Physical Activity/Low Impact Movement (4)	A	B	C	D	E	F
At least one wellness activity included physical activity during the previous calendar year at Work Unit/Office (ex. Department sponsored walk)						
Regular stretch breaks are scheduled/organized for meetings and trainings lasting more than 1 hour						
Managers at Work Unit/Office has scheduled at least three walking meetings during recent three-month period (ADA exemptions apply)						
Other physical activity action						
Other, briefly explain:						

	Work Units or Offices					
Mental Wellbeing/Work-Life Balance (3)	A	B	C	D	E	F
At least one wellness activity included stress management/mental well-being during the previous calendar year at Work Unit/Office						
Information and education about the importance of daily work breaks is posted on Department bulletin boards and/or Wellness bulletin boards at Work Unit/Office						
Other Mental Wellbeing or Work-Life Balance action						
Other, briefly explain:						

	Work Units or Offices					
Tobacco-Free Lifestyle (3)	A	B	C	D	E	F
There is clearly posted No Smoking signage at the building entrance and/or Department entrance at Work Unit						
Department prohibits smoking on County property at Work Unit/Office						
Other Tobacco-free action						
Other, briefly explain:						

Employee Engagement, Education, Training (4)	Work Units or Offices					
	A	B	C	D	E	F
At least one of the following Wellness Services was offered at the Work Unit/Office during the previous fiscal year: <ul style="list-style-type: none"> Wellness Training/Class Biometric Screening (Please reach out to your Benefits Department for more information). Employee Flu Shot Clinic Department Wellness Bulletin Board updated at least four times during the fiscal year 						
Supervisors/Managers encourage employees to attend County-sponsored training and events, within Departmental guidelines						
Department employees at Work Unit/Office can flex their workday to attend Wellness programs and activities on personal time						
Other Employee Engagement, Education, Training activity supporting employee health, wellbeing, and work-life during the previous fiscal year						
Other, briefly explain:						

Total Score

Tally up the total items present for each Work Unit or Business Unit/Office below. This assessment is designed to show you areas that you can improve in order to create a culture of health within your department.

- A high score in a certain area means you may have some wellness programs, offerings or services already in place or you have a high readiness to put a wellness program, offering or service in place.
- A low score in a certain area means there is room for improvement in that area in order to make a positive impact on employee well-being.

Total	Work Units or Offices					
	A	B	C	D	E	F
Organizational Commitment						
Physical Work Environment						
Access to Healthy Food						
Physical Activity/Low Impact Movement						
Mental Wellbeing/Work-Life Balance						
Tobacco-Free Lifestyle						
Employee Engagement, Education, Training						

Department Wellness Plan

Describe generally how you propose to use the Wellness Grant monies in your Department, at the Work Units/Offices identified in #Q3. Please outline one or more defined activities under each of the three sections listed below.

Overweight/Obesity and Diabetes are the two most prevalent health risks currently among County employees. Departments are encouraged to select activities as part of their Wellness Plan that will make a positive impact in these two areas.

Departments are also encouraged to focus on emotional well-being activities that can help employees' physical, mental, social, and emotional health.

In this section, you do not have to place a dollar value on the proposed activity or item. It is, however, important for the Grant Review Committee to know what your top priorities for funding are. This is your section to let the Grant Review Committee know how you plan to address important health areas with the grant funds.

Consider projects or activities that are "possible and doable."

- It is a project or activity that employees at the identified Work Unit(s)/Office(s) (from Question 3) can experience and enjoy
- It can be completed by June 30, 2026
- It doesn't require significant contingencies in order for it to be completed
- It can be fully funded by the Wellness Grant or, if not, the department is willing to fund all excess costs or get external funding

Department Wellness Plan 2025

Name of Department/Division: _____

Section 1: Employees See, Feel and Experience Wellness during the Workday

The Benefits Office encourages your Department to consider supporting activities that accomplish two or more of the following:

- Increases access to healthy food
- Incorporates low impact physical activity and movement into the workday
- Creates opportunities to relax, refresh and refocus
- Increases health awareness
- Incentivizes participation in County Wellness Screenings, Wellness Challenges, or Department sponsored wellness activities

Briefly outline your Work Plan for Section 1. (Limit 1,000 characters)

Section 2: The Physical Work Environment supports healthy habits at work

The Benefits Office encourages your Department to consider supporting one of more of the following Culture of Health items that is listed on the comprehensive COH Facility Assessment. Or you can make other changes that would improve the physical work environment at the identified Work Unit(s)/Offices.

- Wellness Bulletin Boards posted and updated at least quarterly
- Holiday candies/sweets discouraged (Healthy Breakroom Project Initiative & Healthy Meeting Initiative)
- Smoking on County property prohibited
- Other (describe below)

Briefly outline your Work Plan for Section 2. (Limit 1,000 characters)

Section 3: We strive for healthy work practices and an organization that supports employee emotional well-being and work-life balance.

The Benefits Office encourages your Department to consider supporting one or more of the following Culture of Health items from the full COH Facility Assessment. Or you can undertake other efforts that create healthier work practices and/or offer a more supportive work environment at the identified Work Unit(s)/Offices.

- Department Wellness Committee established and meets regularly
- Managers conduct 3+ walking meetings every quarter, if applicable
- >50% Department participation in Wellness Screening
- Conduct "Take your Workbreak" department-specific campaign at all Work Units/Offices
- Department policies regarding alternate work schedules are established/updated/promoted to staff
- Department permits use of County time to participate in wellness activities
- Other (describe below)

Briefly outline your Work Plan for Section 3. (Limit 1,000 Characters)

Continue Department Wellness Plan on next page.

Section 4: Other items

For new departments applying for the grant for the first time, please list plans for any other Wellness programs, events and resources that you did not list in the other sections. This is your section to provide more rationale why your Department should receive the grant. Please provide any other details that you think the Grant Review Committee should know when selecting the grant recipients.

For Departments who received the 2023 or 2024 Wellness Grant and are applying again, please describe how you plan to use the 2025 funds compared to how you used them in the previous grant period. Examples of questions to answer include (but are not limited to):

- What health issues do you plan to target and focus on in 2025?
- What do you hope to improve in 2025 with a second year grant?
- What did you learn in the 2023/2024 grant program that you can use to improve your use of grant funds with the 2025 grant program?
- What was your engagement in 2023/2024? And how do you plan to increase engagement and participation?
- Other (describe below)

Please note: This Department Grant Program is funded through the County of Sacramento Wellness Program, coordinated by the Department of Personnel Services - Employee Benefits Office, to help start department wellness programs. As the program is successful in your department, departments should be seeking funding from their budgets to continue and maintain the program. The Grant Program is designed to be a "seed grant" and not meant to fund departments' wellness programs every year. Because of this, departments who have received the grant in the past may not be awarded or may be awarded a reduced amount.

Briefly describe any other items for Section 4. (Limit 1,500 Characters)

2025 Wellness Grant: Sample Budget

Describe all wellness activities that you plan to spend grant funds on if you receive the grant. We understand that you may not know exact pricing, but please provide an estimate on how much you plan to spend on each item. We can help you secure vendors and get the best pricing available. Also, please provide estimated number of participants for each program (if applicable).

Wellness Funding for Department sizes:

- Under 100 employees in the Department = \$1,500 grant
- 101-499 employees in the Department = \$2,000 grant
- Over 500 employees in the Department = \$3,000 grant

Please note again: This Department Grant Program is designed to be a "seed grant" and not meant to fund departments' wellness programs every year. Because of this, departments who have received the grant in the past may not be awarded or may be awarded a reduced amount. As the program is successful in your department, departments should be seeking funding from their budgets to continue and maintain the program.

When filling out the Sample Budget, start with items that will make the largest impact and/or will cost the most and then work your way down the budget. Examples of wellness programs include, but are not limited to, biometric screenings, health risk assessments, incentives, wellness challenges, on-site presentations, low-impact on-site fitness classes (by attending on-site fitness classes, you agree to assume full responsibility for any potential injuries and understand that you should not push beyond your limits), on-site cooking demonstrations, etc.

See Appendix A for ideas, suggestions, and examples of costs.

Department: _____

Wellness Champion: _____ Date: _____

Activity	Date(s)	# of participants
		Cost \$
		Cost \$
		Cost \$
		Cost \$
		Cost \$

Appendix A

Examples Of Wellness Programs Your Department Could Implement with Grant Money, If Accepted

These are some ideas and estimates of pricing. You can certainly implement other wellness programs, and we can discuss those ideas with you.

Please note: The Risk Management and Workers' Compensation offices both discourage any exercise equipment or exercise classes in the workplace as there is risk of injury. Please ensure your proposal is reviewed by your department head so that they may evaluate the risk. If these activities are supported, we highly encourage lower risk options. What does that look like? High-risk activities are high impact, high intensity, and/or require coordination, such as free weights, treadmills, ellipticals, exercise classes such as Zumba or Cross Fit, and sports. Low-risk activities are low impact, low intensity, and/or use slow thoughtful movement like walking, stretching, yoga, Tai Chi, Qigong, yoga, Pilates, resistance bands, and chair/seated exercise.

Staff must be trained in the safe use of any equipment (exercise, kitchen, etc.) brought into the workplace. Use the product's manual and safety information as your guide. You also will need to have a plan for how to keep equipment clean and maintained according to manufacturer guidelines.

- Flu Shots – \$35-\$40/shot
- Low Impact Fitness Classes (see note above):
 - Online and on-site classes: \$175-\$275/class (Yoga, Pilates, and meditation)
 - On-site classes - depend on local vendors' pricing
- Wellness Webinars and Classes:
 - 25-minute virtual class - \$350/class
 - 45-minute virtual class - \$575/class
 - Online Cooking Demo (45 minutes) - \$250-\$500/session
- Run to Feed the Hungry Team (please note: The County usually provides some discounts off the individual race registration, but if your Department wants to create a team, then you could use grant funds to pay for the team participation)
 - \$50/adult
- FruitGuys – healthy fruit and produce and snack boxes delivered to your Department (could set up for one time or a series of deliveries/orders)
 - \$50-\$200 per box, depending on size
 - [Check out FruitGuys offerings here](#)
- Wellness Incentives
 - KP Brand Store: <https://kaiserpermanente.corpmerchandise.com/>
 - Gift Cards and e-gift cards
 - Fitbits, Instant Pots, Nutribullets, Air Fryers (could be ordered on Amazon)

Beverage and Food Nutrition Standards

Beverage Standards:

- Water, including carbonated water (no added caloric sweeteners)
- Coffee or tea with no added caloric sweeteners (if condiments are provided, sugars and sugar substitutes may be provided and milk/creamer products, such as whole or 2% milk, that have less fat than cream)
- Fat-free or 1% low-fat dairy milk or calcium- and vitamin-D-fortified soy milk with less than 200 calories per container
- 100% fruit juice or fruit juice combined with water or carbonated water (limited to a maximum of 12-ounce container; no added caloric sweeteners)
- 100% vegetable juice (limited to a maximum of 12-ounce container, no added caloric sweeteners, and ≤ 200 milligrams of sodium per container)
- Low-calorie beverages that are ≤ 40 calories per container

Food Standards:

- No more than 200 calories per package
- No more than 35% calories from fat
 - Exception: packages that contain 100% nuts or seeds
 - Example: no more than 7 grams of fat for a 200-calorie snack
- No more than 10% calories from saturated fat
 - Exception: packages that contain 100% nuts or seeds
 - Example: no more than 2 grams of fat for a 200-calorie snack
- 0 grams trans fat
- No more than 35% of calories from total sugars and a maximum of no more than 10 grams of total sugars in the product
 - Exception: fruits and vegetables that do not contain added sweeteners or fats; and yogurt that contains no more than 30 grams of total sugars per 8-ounce container
- No more than 200 mg of sodium per package

Standards developed by National Alliance for Nutrition & Activity:

<https://cspinet.org/sites/default/files/attachment/draftbeveragefoodstandards.pdf>