

Minority Health Month Program/Fiscal Frequently Asked Questions

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Program Questions

1. **Who is eligible to apply for this grant program?**
 - Be a public or private organization which has a 501(c)(3) at the time of application.
 - An agency who demonstrates at least 20% of project funds are received from sources other than grants awarded by the Commission on Minority Health.
 - Provide services in close-proximity to economically disadvantaged minority communities or include economically disadvantaged communities in their service area.
2. **What is a 501(c)(3)?**
 - An agency's federal tax-exempt status for private and private nonprofit agencies.
3. **What is the deadline for submitting the Request for Proposal?**
 - The deadline is **Monday, July 29, 2013 by 5:00pm.**
4. **Can my application be postmarked?**
 - No, your application is due on or before **Monday, July 29, 2013 at 5:00 pm**
5. **I am submitting the application on behalf of my church. Who do I list at the Executive Director?**
 - The church's Senior Pastor.
6. **Can you explain the phrase "medically and technically accurate"?**
 - If your agency proposes to provide health screenings but does not have the internal capacity or appropriate personnel, you will need to contract with healthcare agency and/or licensed professionals that have the knowledge and expertise to provide such services.
7. **Why do we need to have a sign-in sheet at the events?**
 - Sign-in sheets help verify the number of persons attending your event.
 - Please ensure that when you send in your final report that you remove the last names of the participants from all forms.
 - Also, the Commission cannot receive pictures of the show participants faces unless you have a release of information from the participants.
8. **Why do we need to collect demographic information for health screenings?**
 - Accounts for the number of individuals screened and provides any abnormal findings that will require follow-up care, etc.
9. **Who is responsible for collecting the demographic information?**
 - It is the agency's responsibility to work closely with the health care providers that will be providing health screenings and provide a sample demographic collection form for them to use.

10. **Why do we need to submit an “Invasive Procedure” form, when all health screenings will be provided by another source?**
- This form ensures that the organization providing the health screenings has the proper liability insurance coverage to conduct health screening services in the community.
11. **Our agency is planning a cooking demonstration at one of our events; do we need to hire a Registered Dietitian/Licensed Dietitian (RD/LD)?**
- Yes. All cooking demonstrations must be developed and supervised by an RD/LD.
12. **We would like to provide refreshments, are we still required to have a Dietician?**
- Per the Governor’s Executive Order 2007-09S, “refreshments” are not reimbursable under this grant. The agency may accept donations that will cover the cost of refreshments.
13. **Can our events take place in another month?**
- No. All events must occur during **April 2014.**
14. **Can our two events occur on the same date?**
- No. Your events must occur on two separate days in the month of **April 2014.**
15. **Are we required to confirm activities after our grant has been approved?**
- Yes. A confirmation of the activity sheet must be received in the office either by fax or mail by the due date specified. If there are no changes you can send the original activity sheet with “no changes” indicated. You must complete the activity sheet in its entirety; this is the information that will be placed on the statewide calendar.
16. **What if the activities for our event changes?**
- Changes to the proposed activity must be submitted in writing to the Commission ASAP. You must notify the Commission how you will notify the public of the change. All changes must be accepted and approved by the Commission in writing. Any change in the scope of the program would have to be approved by the Commission Board. The Commission meets quarterly; therefore, your changes would most likely not be approved in time for your event.
17. **What if we have changes to our event after we have confirmed?**
- Any changes made after the due date or after the calendar goes to print will need to have an alternate plan of notifying the public of the changes.
18. **What if my event has to be cancelled?**
- As soon as you know that an event has to be cancelled, you must notify the Commission immediately. If the event is able to be rescheduled, the new date must be in April. If the event is cancelled and not rescheduled, your agency may risk non-reimbursement for failing to comply with the conditions of the grant to hold two separate events.
19. **How early should we submit marketing materials for approval?**
- Marketing materials should be submitted for approval as soon as they are developed and well in advance of April. The exception is flyers, handouts and promotional items. These items do not have to be submitted for approval, however, all must have “*Funded by the Ohio Commission on Minority Health*” or the Commission seal on them in order to receive reimbursement.

- Materials such as training guides, cookbooks, calendars etc., must have pre-approval from the Commission before printing. Any material translated to another language must be sent to the Commission in English. If you are in doubt, call (614) 466-4000 and speak to someone on the program staff.
20. **Can we have vendors at our event(s) even if they agree not to sell anything?**
- No. The Commission and/or state of Ohio do not want to give the impression that we are endorsing products. This would also include political campaigning of any kind.
21. **What does it mean “free and open to the public” when I have limited space?**
- Commission funds come from public tax dollars therefore all events must be free of charge and open to the public.
22. **Can we obtain a copy of the PowerPoint from the Technical Assistance Session?**
- Yes. Both the PowerPoint and the recorded webinar are available on our website at www.mih.ohio.gov.
23. **What about “faith-based” organizations, can they apply?**
- Faith based organizations that are 501(C)(3) are eligible to apply for funding,

Fiscal:

1. Can our agency apply for more than one grant?
 - No. Only one application per 501c3 is permitted.
2. **Is there a maximum funding amount that an agency can apply for?**
 - The maximum amount an agency may apply for is **\$2,500.00**.
3. **What is the limit for speaker fees?**
 - There is no limitation on speaker fees. Costs should be reasonable and topics need to relate to the program activities. The Commission request that you utilize speakers from your community. The Commission will not reimburse for out-of-state speakers.
4. **Can a speaker’s honorarium be paid with a gift card?**
 - No. The agency must follow your internal policies and procedures for paying a vendor and/or contractors.
5. **Can we charge a rental fee if an event is conducted at our agency?**
 - No. The Commission will not reimburse for rental of an agency’s own space.
6. **What is a cost per unit?**
 - The cost per unit provides the actual costs of an item multiplied by the number of items purchased. (Example: 10 pencils x \$.10 = \$1.00)
7. **Can you provide an example of cost per unit for health screenings?**
 - Screening costs should be inclusive (nurse hours, supplies, etc.) Example: Four nurses from the Northern Ohio Trauma Center will provide 120 cholesterol and triglyceride screenings @ \$12.00 per test = \$1,440.00.

8. **What if we estimate supplies for 100 screenings and only 20 people are screened?**
- The Commission will reimburse for the actual number of screenings performed.
9. **Will the Commission reimburse for incentives and door prizes.**
- Yes. Incentives and/or door prizes may not exceed 10% of total grant award. If grantee is applying for \$2,000 then the maximum for incentives is \$200.00. (Example: cookbooks 100 x \$1.00 = \$100.00 and gift certificates 10 x \$10.00 = \$100.00)
10. **What type of incentives can be purchase with Commission funds?**
- Incentives should be related to health wellness products (i.e. low fat cookbooks, jump ropes, walking videos, journals, etc.).

11. How do we get reimbursed for our activities?

- You will need to submit a Final program and fiscal reports which are due on **MAY 15, 2014**.
- This due date and other reporting requirements will be included in the Agreement of Terms if you are awarded a grant.
- You should include copies of sign-in sheets, health screening demographic forms, copies of receipts.
- Please note that receipts should support your approved budget and only contain items purchased for your event. Expenditures not approved on your budget will not be reimbursed.

12. If an event, for example, anticipated participation or attendance of 100 people, yet only 50 attended, is the award (reimbursement) for the expenses to the applicant adjusted accordingly?

- Grant expenses related to the number of attendees such as Incentives, such as T-shirts will only be reimbursed based on the number of participants.

13. Can the funds that sponsors provide be used for the 20% required match?

- If you have a sponsor providing support for your event, you can use the amount of the contribution toward your 20% match.

14. What qualifies as an administrative cost?

- Administrative costs are related to the expenses to sponsor the minority health month events. These are permissible up to 10% of actual expenditures. Examples could be: Telephone, fax costs, copying costs.
- Unacceptable costs are identified in slides # 15 and 16 in the **2014 technical assistance webinar**. Food items are not acceptable administrative costs.