Minority Health Month
Program/Fiscal
Frequently Asked Questions

You may email Commission Program Staff at: Karen.Keller@mih.ohio.gov or Fiscal Staff at: Venita.O'Bannon@mih.ohio.gov if additional information is needed.

Program:

1. **Who is eligible to apply for this grant program?**
   - Public or private organizations which have a 501(c)(3) designation at the time of application, as well as state or county organizations such as local health departments.
   - An agency who demonstrates at least 20% of project funds are received from sources other than grants awarded by the Commission on Minority Health.
   - Providers who serve in close-proximity to economically disadvantaged minority communities or who 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.
   - http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501(c)(3)-Organizations

3. **What is the deadline for submitting the 2015 Minority Health Month (MHM) Request for Proposal?**
   - The deadline is July 29, 2015 by 5:00pm.

4. **Can my application be postmarked?**
   - No, applications are due **in** the Commission office on or before July 29, 2014 at 5:00pm.

5. **I am submitting the application on behalf of my church. Who do I list as 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 professional that has the knowledge and expertise to provide such services.

7. **Why do we need to have a sign-in sheet at the MHM events?**
   - Sign-in sheets help verify the number of participants attending your event.

8. **Why do we need to collect demographic information for health screenings?**
   - Accounts for the number of individuals screened
   - Provides data regarding how the health of various minority populations are impacted more or less than others based on race/ethnicity, income, educational attainment, access to quality health care, etc.
   - Allows for follow up with participants who have abnormal screening results

9. **Who is responsible for collecting the demographic information?**
   - The applicant agency. It is the applicant agency's responsibility to work closely with health care providers that will be providing health screenings. The applicant agency must ensure providers are collecting demographic data on a data collection forms.

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 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. If I use a personal trainer, does this individual have to be associated with a business?
   - No, this person can be an "individual certified personal trainer". Please submit their resume at the time you submit the grant.

13. **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.

14. **Can our events take place in another month?**
   - No. All events must occur during April 2015.

14. **Can our two events occur on the same date?**
   - No. All events must occur on two separate days.

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, email or US Mail by the due date specified. If there are no changes you can send the original activity sheet with "no changes" indicated at the top of the page. Awarded grantees must complete the activity sheet in its entirety; as this information will be placed in the statewide MHM calendar.

16. **What if the activities for our event change?**
   - Changes to the proposed activity must be submitted in writing to the Commission ASAP, and before the change is implemented. Once an event is approved to change, by the Commission in writing (email or US Mail), grantees must:
   - Notify the Commission on how grant staff 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, program 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 still occur 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, prior to incurring any costs and well in advance of April. The exceptions are flyers, handouts and promotional items. Mock ups of these items will be acceptable for pre-approval. All marketing materials 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 of product endorsement. This would also include political campaigning of any kind.

21. **What does "free and open to the public" mean 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?**
    - Faith based organizations that are 501(C)(3) are eligible to apply for funding,

Fiscal:

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1. **Is there a maximum funding amount that an agency can apply for?**
    - The maximum amount an agency may apply for is $2,500.00.

2. **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 requests that you utilize speakers from your community. The Commission will not reimburse for out-of-state speakers.

3. **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.

4. **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.

5. **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)

6. **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.

7. **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.

8. **Will the Commission reimburse for incentives and door prizes**.
   - Yes. Incentives and/or door prizes may not exceed $200.00. (Example: cookbooks 100 x $1.00 = $100.00 and gift certificates 10 x $10.00 = $100.00)

9. **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.).

10. **How do we get reimbursed for our activities?**
    - Final reports are due 15 days after your last event. 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.

11. **Do I have to resubmit the W-9 or vendor forms if I have previously received Commission funding?**
    - You will only have to resubmit the W-9 or Vendor Registration Form if your agency information has changed.

12. **Can exercise bands be purchased as incentives?**
    - Yes

13. **I work for an agency that has received a previous grant from the Commission. Upon review of the RFP, the Vendor Document in the application states that, "The following form must be submitted ONLY if you have never received Commission funding." Is that just for the Vendor Document information or all of the forms?**
    - This statement refers to the Vendor Document only.

14. **What is the mileage reimbursement rate for an agency vehicle in the State of Ohio?**
    - The mileage reimbursement rate for the State of Ohio is $.52.
    - Please note - The grant will reimburse for:
      - MHM participants to attend the MHM event via public transportation, (bus passes and/or taxi's)
      - Mileage reimbursement for agency vehicles to transport program participants
      - Mileage reimbursement for agency staff. Staff mileage may be charged under the Administrative portion of the grant only.