

Ohio Commission on Minority Health

Miscellaneous Supplemental Grant

FFY 23

State Opioid Response
“Reaching Our Own”

Community Outreach Grant



Ohio Commission
on Minority Health

Good Health Begins With You!®

Funding Period: March 28, 2023-September 29, 2023

Application Period: January 3, 2023-February 13, 2023

Miscellaneous Supplemental Funding

Background

The Commission funds Miscellaneous Supplemental (MGS) Grants based on the availability of funding. This fund is designed to sponsor health related activities that raise the visibility of the Commission and increase the focus of minority health disparities. These activities must reach and impact Ohioans from racial and ethnic populations. This source of funding is **not** designed to support ongoing, long-term programming.

The Ohio Commission on Minority Health, in collaboration with the Ohio Department of Mental Health and Addiction Services (OhioMHAS), announces the availability of funding for community-based educational events promoting awareness of or preventing substance use disorders and co-occurring conditions. This funding initiative is a part of the overall State Opiate Response effort.

In 2020, Black non-Hispanic males had the highest drug overdose death rate in Ohio compared with other sex and race/ethnicity groups. In 2019, the unintentional drug overdose death rate for Ohio's Black non-Hispanic population surpassed the rate for the white non-Hispanic population. From 2019 to 2020, the gap continued to widen as the death rate for the Black non-Hispanic population increased 29% to 55.2 deaths per 100,000 compared with a 24% increase among the white non-Hispanic population (46.8 deaths per 100,000).

Since 2017, Black non-Hispanic males have had the highest rate of unintentional drug overdose deaths compared with other sex and race/ethnicity groups. However, while the rate for Black non-Hispanic males was higher than white non-Hispanic males in 2017, their rates were nearly the same, with only a 1% difference. By 2020, this difference had widened to 26%. In 2020, the rates for Black non-Hispanic males and white non-Hispanic males were 81.3 and 62.8 deaths per 100,000, respectively. In 2019 the drug overdose death rate for Black non-Hispanic females was slightly lower than the rate for white non-Hispanic females. However, from 2019 to 2020, the overdose death rate for Black non-Hispanic females increased 33% and surpassed that of white non-Hispanic females (31.8 and 30.7 deaths per 100,000, respectively). Hispanic females have had the lowest drug overdose death rates for the years presented. However, from 2019 to 2020, they had the largest increase in rate (56%) from 8.1 deaths to 12.6 deaths per 100,000.¹

The Commission will consider grant submissions for the following 3 funding categories at the funding levels listed below. Note that eligible organizations may apply for more than one opportunity. However, organizations that apply for more than one funding opportunity will be responsible for completing a project action plan for each and will be required to provide a program quarterly report for each area.

1. Cultural and Linguistically appropriate local media campaigns raising awareness and reducing stigma about substance use disorders and co-occurring conditions (\$100,000 each)
2. Prevention education and outreach to individuals determined to be at-risk for substance use disorder and co-occurring conditions (\$50,000 each)
3. Community-based education workshop series raising awareness and reducing stigma about substance use disorders and co-occurring conditions (\$25,000 each)

¹ Ohio Department of Health Violence and Injury Prevention Section and Bureau of Vital Statistics

<[https://odh.ohio.gov/wps/wcm/connect/gov/aa1eb9be-9681-4853-aefd-](https://odh.ohio.gov/wps/wcm/connect/gov/aa1eb9be-9681-4853-aefd-9208110635dc/2020+Unintentional+Drug+Overdose+Annual+Report.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGK0N0JO00QO9DDDDM3000-aa1eb9be-9681-4853-aefd-9208110635dc-nU7cXBm)

9208110635dc/2020+Unintentional+Drug+Overdose+Annual+Report.pdf?MOD=AJPERES&CONVERT_TO=url&CACHEID=ROOTWORKSPACE.Z18_M1HGK0N0JO00QO9DDDDM3000-aa1eb9be-9681-4853-aefd-9208110635dc-nU7cXBm>

Please note, requests for funding must be submitted by the following deadline: **February 13, 2023.**

Eligibility

To receive consideration for funding, applicants must:

- Demonstrate that at least 20% of project funds are received from sources other than grants awarded by the Commission on Minority Health.
- Be a public or private organization which has a 501 (c)(3) at the time of application submission. (Must upload a copy of the IRS 501(c)(3) designation letter).
- Provide services in close proximity to minority communities or include minority communities in their stated service area.
- Applicants must meet all licensure and certification requirements of the State of Ohio; and
- Applicants must comply with all current and applicable laws, regulations, rules, and administrative guidelines of the Ohio Commission on Minority Health.

Applicants must not:

- Promote abstinence only treatment methods.
- Provide support to any individual or organization (either through hiring or contracting) that promotes or permits marijuana use for the purpose of treating substance use or mental health disorders; and
- Receive SOR funding for the same activities directly from any State agency including the Ohio Department of Mental Health and Addiction Services as well as any county behavioral health authority or local ADAMH board.

Submission Requirements

Eligible applicants must provide an overview of the proposed activity and address each bullet below, within MHGM. Application questions in MHGM will include but not be limited to:

- Agency will acknowledge that events must be free and open to the public.
- Applicant must implement an event satisfaction survey. Applicant must provide an overview of how the surveys will be distributed, collected, analyzed and how reports will be provided to the Commission. An example of a survey is found at the end of this document. Best results for virtual events are captured via click polls during the event.
- Applicants must collect data and provide quarterly reports on the demographic data in the non-GPRA reporting tool which is located at the end of this document. Best results for virtual events are captured via click polls during the event.
- Provide a brief introduction of the agency, the population it serves.
- Provide a copy of liability insurance certificate – this is a requirement of all applicants.
- Provide a marketing plan (i.e., specific method(s) to advertise and promote the initiative). Marketing materials must be approved by the Commission prior to dissemination. For reference, marketing examples of prior of events are included in the appendices for this announcement.
 - Applicants **MUST USE** the following funding statement on all marketing materials (to include print, radio, digital and others): ***“Funding for this project was made possible (in part) by the Ohio State Opiate Response (SOR) - 5H79TI083294-02 Grant from Health and Human Services and the Substance Abuse and Mental Health Services Administration in partnership with the Ohio Commission on Minority Health.”***
- Logos for the funding agencies should be included and will be provided upon request.

- Provide an overview of the process by which the collection of demographic data for each event and all participants to be served will be collected. This is best completed during virtual events via click polls. For media campaigns applicant will provide an estimated of reach by population, gender, race and ethnicity and other demographics outlined in the non-GPRA form located at the end of this document.
- Discuss the anticipated outcome that this endeavor will provide to the targeted communities. Grants must identify the targeted areas of their proposed activities.
- Applicants must provide resumes or curriculum vitae of qualified subject matter experts in the field of addiction who will inform the content of the events and become contracted speakers/presenters. These must be uploaded in the project documentation section of the application.
- Please note: The scholarship section is not applicable for this funding opportunity or funding categories: **Please write “N/A”**.
- Agencies should have segregation of duties when administering grant funds. Describe your policies regarding segregation of duties.
- List the requested amount of funding no more than the maximum amount per opportunity type.

Elements of Sustainability Addressed

- Choose “Alternative Funding” and explain how the agency would continue these activities in the future without this funding support.
- **Please refer to the MHGM system regarding the required documents that must be signed, dated, and uploaded.**
- **ATTENTION: The Grants Signature page must contain two signatures (one for the Director and one for the fiscal officer) prior to being uploaded.**

Proposal Review

Proposals from eligible entities, which are deemed complete, will be reviewed. If approved, proposals recommended for funding consideration will be required to respond to an Agreement of Terms and special conditions.

Grant Reporting

Miscellaneous Supplemental Grantees will be expected to complete the following in the MHGM system and at the link provided below:

- Funded organizations must complete the program and fiscal quarterly reports within the MHGM system following the reporting deadlines listed below.
- Enter data for each event in the OhioMHAS prevention data collection site here: <https://www.surveymonkey.com/r/PP6YYHZ>
- Collect and report on demographics of event participants to include race, ethnicity, gender, age, county, and zip code and other areas outlined in the non-GRPA reporting form at the end of this document.
- Collect and summarize on participant event satisfaction survey results. Survey questions must include questions regarding the speaker, topic of education/event, and questions regarding

changes in participant awareness, knowledge, and or behavior – Where appropriate.

Summarize event activities in detail to include the estimated number in attendance, counties served, challenges, and program successes.

Reporting deadlines are as follows:

- **Report #1 due July 10th, 2023, for the period of April 1, 2023-June 30, 2023**
- **Report #2 due October 10th, 2023, for the period of July 1, 2023-September 29, 2023**
- APPLICANTS MUST COMPLETE ENTER DATA prior to the report due date in the OhioMAS prevention data collection site located at:
<https://www.surveymonkey.com/r/PP6YYHZ>

Program Narrative Instructions

The primary purpose of this funding is to raise awareness of and prevent substance use disorders and co-occurring conditions among racial and ethnic populations.

Applicants may apply for one or more of the following three opportunities:

SOR Opportunity #1: Cultural and Linguistically appropriate media campaigns raising awareness and reducing stigma about substance use disorders and co-occurring conditions (\$100,000 each)

In the program narrative section, please address the following questions:

1. What media will be used to promote stigma reduction and awareness regarding substance use disorders?
2. How many impressions/views will the media campaign create?
3. Who is the intended audience? Provide demographic information.
4. What language(s) will the message be provided in?
5. How will the agency verify they have received input from the test market?
6. How will the agency collaborate with community level media like local newspapers, newsletters, radio, television, etc.?

All public-facing media should credit the funders (Ohio Commission on Minority Health, Ohio Department of Mental Health and Addiction Services and the Substance Abuse and Mental Health Services Administration State Opioid Response Grant).

All radio, tv, public messages and print media drafts must be approved by the Commission prior to printing.

- Please use the following funding statement on all marketing materials: “Funding for this project was made possible (in part) by the Ohio State Opiate Response (SOR) - 5H79TI083294-02 Grant from Health and Human Services and the Substance Abuse and Mental Health Services Administration.”
 - Logos for the funding agencies should be included and will be provided upon request.

Creating the Action Plan

Once applicants select this opportunity, the project action plan in the MHGM system will guide them through the required goals, objectives, approaches, and activities.

SOR Opportunity 1 Project Model: SOR Local Media Campaign

SOR Opportunity 1 Goal 1: Increase the perception of harm

- Objective 1: Develop awareness campaigns to address awareness and reduce stigma surrounding opiate use disorder (OUD) stimulant use disorder and co-occurring conditions among ethnic and racial minorities
- Objective 2: Execute developed campaigns
 - Approach 1: Create messages throughout the community via cultural and linguistically appropriate media
 - Approach 2: Disseminate messages throughout the community via cultural and linguistically appropriate media
 - Approach 3: Report on the number of impressions/views achieved
 - Activity: Conduct focus groups with members of the population for input and feedback and assessment their input
 - Activity: Collaborate with media vendors to develop creative messages aimed at promoting awareness and reducing stigma
 - Activity: Contract with community-based vendors capable of disseminating information to targeted population
 - Activity: Track number of Radio, social media ads, billboards, newspapers, and printed materials
 - Activity: Report on number of radio, social media ads, billboards, newspapers, and printed materials.

SOR Opportunity #2: Prevention education and outreach to individuals determined to be at-risk for substance use disorder and co-occurring conditions (\$50,000 each)

Eligible programs must provide an evidence-based approach to education and stigma reduction. Examples include:

- Community Reinforcement and Family Training (CRAFT)
- Celebrating Families
- Strengthening Families

Creating the Project Action Plan:

Once applicants select this opportunity, the project action plan in the MHGM system will guide them through the required goals, objectives, approaches, and activities.

- SOR Opportunity 2 Project Model: SOR Education and Outreach for At-Risk Individuals
 - SOR Opportunity 2 Goal 1: Increase Access and Capacity and provide prevention education and outreach to individuals determined to be at-risk for substance use disorders and co-occurring conditions
 - Objective 1: Identify and implement evidence-based approaches to prevention education and outreach
 - Approach: Choose the evidence-based prevention education appropriate for your staff and target audience
 - Activity: Train staff in the evidence-based prevention education
 - Activity: Conduct education session feedback and ensure that demographic information is captured as well as learning level.
 - Activity: Conduct satisfaction survey during education session and

obtain demographic data

SOR Opportunity #3: Community-based education series raising awareness and reducing stigma about substance use disorders and co-occurring conditions (\$25,000 each)

The applicant should plan and execute 4 separate community education events covering **at least 4** of the 8 topics below:

1. The effects of opiates on ethnic and racial minority populations
2. COVID-19 effects on behavioral health and substance use
3. Spotting substance use and risk factors in adolescents
4. Fentanyl awareness
5. Stimulant awareness
6. Treatment resources available in our community
7. Supporting loved ones touched by substance use disorders
8. Medication misuse

Applicants must provide an overview of the proposed events to include the time, date, location, targeted racial and ethnic population(s) that are impacted by disparities, the anticipated number to be directly served as well as event goals and objectives.

Implementation of an event satisfaction survey during **each** event is required. The survey must include questions regarding the Commission sponsored portion of the event to include but not be limited to questions regarding the speaker, topic of education/event, and questions regarding changes in participant awareness, knowledge, and or behavior – Where appropriate. See sample at the end of this request for proposals. This is best completed during virtual events via click polls and if in person prior to the completion of the event.

Collection of demographic data is required at each event, please refer to the non-GPRA reporting tool at the end of this document to set up required demographic polls.

A marketing plan must be provided (i.e., specific method(s) to advertise and promote the initiative). Marketing materials must be approved by the Commission prior to dissemination. For reference, marketing examples of prior of events are included in the appendices for this announcement.

Creating the Project Action Plan:

Once applicants select this opportunity, the project action plan in the MHGM system will guide them through the required goals, objectives, approaches, and activities.

- SOR Opportunity 3 Project Model: SOR Community-based Education Series
 - SOR Opportunity 3 Goal 1: Education – This goal is to support activities to promote awareness and reduce stigma surrounding substance use disorders and co-occurring conditions among ethnic and racial minorities
 - Objective 1: Identify 4 of the 8 topics to cover during the education series
 - Approach: Choose topics relevant to your community
 - Approach: Contract with community-based vendors capable of disseminating information to target population using cultural and linguistically appropriate methods
 - Reach members of racial and ethnic minority populations with education series
- *Collaborate with subject matter experts to develop a curriculum
*Identify method of delivery for education series

- *Use virtual platform to deliver education series
- *Conduct satisfaction survey during education series that captures demographic information as well as satisfaction level

Miscellaneous Grant Budget Instructions

A. Personnel and Fringe Benefits

Only those positions which are full time and/or part time employees with benefits are to be listed in this section of the budget. Do not list contractual personnel or consultants in this section. Administrative costs are not listed here. Provide the yearly salary and fringe benefits budgeted for each position listed. The amount should be consistent with similar positions in the agency based on Full-Time Equivalency (FTE). Provide the amount of the employee's salary and fringe benefits that will be funded by the Commission based on annual salary.

B. Travel

Travel costs are only permissible for speakers to and from the events and should be included in their contractual rate. No travel costs should be entered in this section of the budget.

C. Equipment

Equipment is any tangible item having a useful life of one year or more which is purchased in whole or in part with Commission funds. Non-allowable costs include, but are not limited to, the following under this grant:

- VCRs/accessories/DVD Players/accessories
- Portable cameras
- Televisions
- Computers
- Ink Cartridges
- Typewriters
- Furniture (*will provide state/federal salvage applications to successful grantees*)
- Vehicle purchases
- Reflotron machines
- Copiers
- Refrigerators
- Baby/infant seats, cribs, clothing, shoes
- Wii and other high-priced computer games.
- **Gift cards or Incentives are not allowable**
- **Food or beverages are not allowable**

Leasing/rental of any of this equipment may be considered. The rate per month and the number of months for leasing/rental should be stated. Leases may only be budgeted for the life of this grant (March 28, 2023 – September 29, 2023).

D. Supplies (Each item must have a cost per unit stated)

For purposes of Commission funds, supplies consist of expendable property items which have a useful product life of one year or less. Supplies include all tangible, expendable property other than equipment purchased with Commission funds.

Equipment priced less than \$100 (e.g., staples, scissors, wastebaskets, paper, and pens) is considered office supplies.

Consistent with the Governor's Executive Order 2007-09S, "refreshments" are not reimbursable under this grant. (See Commission website at www.mih.ohio.gov to review this EO.)

Printing: Costs may include typesetting, actual printing or photocopying of the material which is completed by a commercial printing company. Included also are costs for pamphlets, brochures, and flyers. Provide the unit cost.

Contracts: Agreements for all sub-contracts must be submitted with the following being addressed: scope of service, beginning/ending date, hourly rate and total number of contract hours and termination clause. (Must not exceed 10% of total award.)

Advertising: Specify the media and cost of advertisement (e.g., 3 ads at \$50.00 per ad).

Sponsorships: If conference sponsorships are offered, applicant must list the number of registration sponsorships and cost of each sponsorship.

E. Indirect costs: Total must not exceed 10% of the total direct costs. The following may be charged as indirect costs/services and must be itemized:

- 1) Administrative charges: salaries of support staff (administrators, secretaries, accountants). Provide the percentage of time on the project per line item.
- 2) Rental/space leasing: space rental is an allowable cost. Space for which rental fees will be paid must meet the following requirements:
 - a. The number of months and the rate at which payment will be made should be stated; Rent/Lease period cannot exceed the length of the grant (ending September 29, 2023)
 - b. When rent is shared among several programs, the amount charged to the Commission must not exceed the Commission's fair share. The agency must submit documentation of how the Commission's fair share was determined (e.g., if Commission-funded project uses 20% of the space, the Commission may be charged no more than 20% of the total rent).
 - c. Submit a copy of the lease which includes the building owner's name, location of the building, square footage, total amount of rent paid, terms of agreement, termination clause, signatures of lessee and lessor.
 - d. Approved rent is non-transferable from the original site to a new or relocated site.
- 3) Rent will not be approved for:
 - a. Space which is paid for by another state/federal program or private grant.
 - b. Space in buildings purchased with federal funds.
 - c. Space donated to the applicant agency.
 - d. Utilities: heat, water, electricity, etc.

Anticipated Periodic Distribution – Instructions

Transfer the amounts listed in Sections I and II for each line item, by year, to the column marked "TOTAL YEAR". Add the lines. The total should not exceed award.

The periodic distribution indicates how payments should be made if the grant is funded. The amounts

budgeted per period do not have to be equally distributed (anticipate start-up delays e.g., due to advertising for staff); however, the four quarterly payments must equal the amount requested.

OTHER SOURCES OF FUNDING:

- 20% of project funds must be received from sources other than the Commission'.
- Applicants must identify the source of their other funding to detail no less than 20% of the amount requested from the Commission.
- **Fundraising is prohibited under this grant.**
- *All services are free of charge and open to the public as well as the target population.*
- The budget narrative box must be completed for each line item in this budget.



**Ohio Commission
on Minority Health**

APPENDIX A – SATISFACTION SURVEY EXAMPLE

OHIO COMMISSION ON MINORITY HEALTH						
EVENT ATTENDEE SURVEY						
SATISFACTION SURVEY						
In evaluating your participation at the event, please rate the quality of the following:	Very Poor	Poor	Good	Very Good	Excellent	Comments
The information presented at this event was useful, important, and impacted racial and ethnic populations.	1	2	3	4	5	
Healthy behavior information was offered at the event that I can use or share with others.	1	2	3	4	5	
Access to the event (transportation, parking, virtual)	1	2	3	4	5	
Recruitment efforts (flyers, media announcements, emails, etc.)	1	2	3	4	5	
The organization of the event.	1	2	3	4	5	
The overall quality of the event.	1	2	3	4	5	
Which Aspect of the Event did you Like the <u>Most</u> ?						
Which Aspect of the Event did you Like the <u>Least</u> ?						





NON-GPRA Prevention Reporting Tool

The information listed below is required to be reported on by all funded organizations.

Data will be entered for each event prior to the reporting

deadline into the OhioMHAS prevention data collection site here: <https://www.surveymonkey.com/r/PP6YYHZ>

Funded organizations will use this form to develop the demographics that will be collected from participants in the services provided.

For Virtual events it is required to include the collection of this information via click polls during the event.

Funded agencies will be required to enter this information into the:

<https://www.surveymonkey.com/r/PP6YYHZ>

4. Describe the check or warrant processing system when paying employee salaries, employee travel reimbursement, vendors or contractors, to include: the titles of agency personnel involved in the process, the role of the project director and the forms used. These forms will become source documentation for accounting records.

5. Are controls used to assure that expenditures of project funds do not exceed budgeted line-item amounts?
 YES NO (If YES, please explain the system. If NO controls exist, explain controls to be implemented and include timetables.)

6. Is a separate project account maintained to identify expenditures of project funds (consisting of grant funds and project income)? YES NO

Please explain project accounting system. If a separate accountability of project expenditures is not maintained, enter plans to change present system in order to provide separate accountability and include timetables. Include explanation of accounting for in-kind applicant support.

Does the present accounting system provide current and accurate fiscal information to assure that expenditure reports will be submitted when due? YES NO

If the answer is "No," please explain changes to be made in the system to comply and include timetables.

Does the present accounting system provide for the project to return to the Commission on Minority Health the balance of unspent, unobligated grant funds and project income? YES NO

If the answer is "No," please explain changes to be made to the system to comply and include timetables.

7. Project expenditures are reported on (check one): a cash basis an accrual basis a modified accrual basis.

If a modified accrual system is used, please explain system.

If an accrual or modified accrual system is used, please explain agency's system for encumbering or obligating funds. (Describe forms used, flow of paper, and authorizing authorities.)

8. Are time/activity records maintained for project personnel to account for time spent on the project? YES NO

If not, describe how personnel costs are allocated to the project. (Include controls to avoid charges to various Federal and State projects.)

9. Are fringe benefits for this project the same as those for other agency employees? YES NO (If NO, please explain.)

10. Are there any agency non-personnel costs that are shared by project and non-project activities? YES NO

If yes, list them and explain how they are allocated to the project. If no, go to **Question #11**.

11. (A) Does the agency have an in-house billing system when providing goods and services to the project?
 YES NO

If yes, explain the intra-agency billing system detailing titles of individuals involved and forms used. If no, go to **Question #12**.

(B) Does an appointed project representative periodically review charges set by central stores to assure that charges to the project do not exceed cost of goods plus a reasonable amount to cover the costs of maintaining and operating a central stores organization? YES NO

If yes, please explain the review procedures, review frequency and documentation of such reviews that will be made available to the Ohio Commission on Minority Health. If the answer is no, please explain changes to be made to the system for compliance and include timetables.

12. Does the project incur travel costs? YES NO

If yes, describe the procedure used to determine the project travel costs incurred when using agency vehicles (include most recent costs when available) and briefly describe the project accounting system for such expenses (include a description of forms or form numbers used). If no, go to **Question #13**.

If a rate has been established for reimbursing employees when using their own vehicles, is the rate the same as that allowed for other agency employees? YES NO

If per diem is paid to employees on travel status, enter the agency's per diem policy. Include amounts authorized for lodging, subsistence and related travel items, and describe the accounting system and forms used for expenditures. **(NOTE: The rates and amounts listed for travel and per diem cannot exceed those allowed by the agency for non-grant activities. Any rates or amounts in excess of the amount authorized by the State for Commission employees will not be approved from grant funds.)**

13. Are project funds budgeted for equipment, supplies and contracts? YES NO (If No, please go to **Question #14**)

If yes, please explain agency's procurement policies and procedures for equipment, supplies, and contractual goods and services. Detail provisions that: assure free competition among suppliers; prevent agency officers or personnel having a personal interest in the selection from influencing the procurement; encourages procurement from minority-owned and/or operated organizations; and that assures compliance with the Copeland "Anti-Kick-Back Act" (1B USC as supplemented in the Department of Labor Regulations 41 CFR Part 60).

14. Is the project entering into any contracts for the procurement of goods and services? YES NO (If No, go to **Question #15**).

If YES, do contracts meet the following conditions?

- a. Definition of a sound and complete agreement YES NO
- b. Administrative remedies for violations YES NO
- c. Termination provisions YES NO

15. Agencies who apply for funding at \$25,000 or above are required to have had a fiscal audit by a certified public accountant.

- a. Has the agency had a fiscal audit? YES NO
If yes, please attach one (1) copy of the most recent audit with the original of this application.
Audit management letter date: _____ (Month Day, Year)

b. Is an audit of the agency anticipated during the coming year? YES NO

If yes, what individual(s) or organization is scheduled to perform the audit and what is the approximate date of completion?

16. If the applicant is a non-governmental agency, does it carry adequate fidelity bond coverage as indemnification against losses resulting from the fraud or lack of integrity, honesty or fidelity of one or more employees, officers, or other persons holding a position of trust? YES NO

If yes, attach a copy of the bonding agreement. If no, explain actions that will be taken to comply.