Mike DeWine
GOVERNOR

Representative Emilia Sykes
CHAIRPERSON

COMMISSION ON MINORITY HEALTH

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RE: **Local Conversations 2022- Round 3 Funding level $15,000 –**

EXTENDED DUE DATE – May 27, 2022

Dear Local Conversation Community Partner:

The Commission on Minority Health announces the availability of $15,000 to support Local Conversations 2022 – Round 3.

In 2008, the Ohio Commission on Minority Health launched the "Local Conversations" Initiative which was funded by the U S Department of Health and Human Services (DHHS), Office of Minority Health (OMH). This initiated the strategy of the National Partnership for Action (NPA) to End Health Disparities to "mobilize and connect individuals and organizations across the country to create a Nation free of health disparities with quality health outcomes for all people."

In Ohio, your organization was an essential part of this strategy. You hosted or participated in an input process and assisted in the development of the Local Conversation for your area. As a result of your commitment to this effort, Ohio was a major contributor to the NPA "National Stakeholder Strategy for Health Equity," a national document representing the views, needs and recommendations of communities of color from coast to coast.

Your efforts to obtain the input from your community led to the historic development of OCMH's 18 "Local Conversations" reports representing Ohio. Your leadership and participation help ensure that the voice of the community was heard, documented, and reported. As a result, the OCMH's "Local Conversations," were released in July of 2011. As a follow up to the original local conversations which were essential in the development of the NPA National Stakeholder Strategy to Achieve Health Equity, the Commission provided another opportunity to ensure the voice of the community was reflected in the Round 2 Conversation efforts.

It is imperative that we continue to value the input of our communities and ensure opportunities to voice their concerns and identify strategic priorities regarding health disparities and equity efforts where they live, work and play.

The next step is the most important step! The release of the Round 3: "2022 Local Conversations – Health Equity: From Input to Action" funding opportunity. This funding level of $10,000 from the Ohio Commission on Minority Health will be supplemented by $5,000 in funding from the Ohio Department of Health – CDC Federal grant. This will provide communities an opportunity to review and update the previous efforts that identified community priorities to address health disparities and equity. The additional funding will allow an expanded focus on the significant impact of COVID-19 on racial and ethnic populations. This effort to provide a five-year update on community priorities to achieve health equity with a specific lens on COVID-19 and will continue to ensure opportunities for community level input in the development of solutions to eliminate health disparities and achieve equity. This effort will update the 2016 local conversations across Ohio.

In an effort to ensure grant application submission and grant reporting processes are more efficient, and to support the state of Ohio's paper reduction initiative, the OCMH has launched its electronic grants management system. Please note that we recommend using Google Chrome to access the MHGM system. Pre-recorded technical assistance sessions on how to access, register and complete a grant application as well as RFP technical assistance are available on the Commission website at www.mih.ohio.gov on the Grant Opportunities page.

All grant applications must be submitted in the MHGM system to be considered for funding. In addition, if selected for funding, approved applicants will also submit all quarterly, annual, fiscal and evaluation reports in the MHGM system.

We strongly encourage you to: 1) Read the Request for Proposal; 2) Read the MHGM Applicant User Guide; and 3) Listen to the pre-recorded MHGM system Technical Assistance session.

Given that this is a new system, we strongly advise that you allow sufficient time to allow any questions you may have to be submitted via email and responded to prior to the application deadline. Typically, responses are posted within 1-2 business days of receipt. Please send questions to minhealth@mih.ohio.gov.   Please note, technical assistance questions will not be answered over weekends prior to submission. Questions posed over each weekend prior to submission will be answered the next business day. Therefore, please submit questions in a timely manner, as described earlier. Staff are only permitted to answer questions via email during open rounds of funding. Please send questions via email to minhealth@mih.ohio.gov. Once answered, all questions and answers will be provided to the requester and also placed on the RFPs corresponding frequently asked questions document.

NOTE: This is not an open funding application and only organizations who have been identified for this continuation effort and have submitted an interest form will be able to apply. Please do not share this funding opportunity with other organizations.

Applicants for Local Conversation funding MUST select: Grant Type: Miscellaneous Grants/Supplemental (MGS) and Project Area: Local Conversation 2022 Health Equity: From Input to Action in the MHGM system.

We are requesting you follow the guidance listed below to submit your funding request to implement the 2022 Local Conversation. The application and all required documents must be submitted in the in the MHGM system on **Friday, May 27, 2022, by 11:59 pm.**

If you have questions, please do not hesitate to contact us at 614.466.4000. Angela Dawson Angela.Dawson@mih.ohio.gov   is the program contact person and Ms. Venita O'Bannon Venita.Obannon@mih.ohio.gov is the fiscal contact person.

To reference the previous 2016 Local Conversations, click on the link below and scroll down: https://mih.ohio.gov/Home/Local-Partnerships

We appreciate for your leadership and participation as we continue to provide a voice for our community health disparity priorities.

Sincerely,
Angela C. Dawson, Executive Director

2022 Local Conversation - Health Equity: From Input to Action
National Partnership for Action to End Health Disparities

Local Conversation Background

This effort was organized by the U.S. Department of Health and Human Services (DHHS), Office of Minority Health in 2008. National regional conversations were initiated to bring together local, state, tribal, regional, and federal experts, and practitioners from the private and public sectors to lay the foundation for a comprehensive, community-driven, sustained strategy.

Funding was provided by DHHS for states to initiate Local Conversations based on the National Partnership for Action to End Health Disparities (NPA.) Overall aims were to:

- **Illuminate the compelling issues that impact health outcomes;**
- **Identify action steps that partners can adopt and adapt for their target audiences;**
- **Seek out and highlight "promising" practices that help eliminate health disparities; and**
- **Promote tools, programs, and information sources for consumers, caregivers, and health providers.**

The NPA Strategic action areas:

- Increase awareness of health disparities;
- Strengthen leadership at all levels;
- Enhance patient-provider communication;
- Improve cultural and linguistic competency in delivering health services; and
- Coordinate and utilize data, research, and outcome evaluations more effectively.

The Ohio Commission on Minority Health decided to be as inclusive and broad based as possible in "listening" to the voices of Ohioans. Local Conversations were conducted in: Akron, Canton, Cincinnati, Cleveland, Columbus, Dayton, Lima, Lorain/Elyria, Mansfield, Portsmouth, Ravenna, Sandusky, Springfield, Steubenville, Toledo, and Youngstown. Selected organizations will conduct the a statewide focus for the Latino/Hispanic, Asian and Native American Indian and African American the Local Conversations.

Within these areas, the issue of health disparities was discussed, and the following question was posed: ***What local actions can be taken by private and public partners that would improve the effectiveness and efficiency of our collective efforts?*** This year's effort will also incorporate the impact of COVID-19 and on racial and ethnic populations and what efforts should be implemented to address this multifaceted issue.

These regional conversations across the Ohio and the nation resulted in the development of the NPA "National Stakeholder Strategy to Achieve Health Equity". These plans are available on our website at: http://minorityhealth.hhs.gov/npa/templates/content.aspx?lvl=1&lvlid=33&ID=286

Each "Local Conversation" developed a plan to address health disparities which addressed the core strategic actions objectives of the NPA. Each Local Conversation developed a five year follow up to

the original plans. These plans were initially released in 2011 and again in 2016 and are available on our website at http://www.mih.ohio.gov/LocalConversationReports.aspx

Our current effort is to update our Local Conversations every five years to ensure that we continue to listen to the voices of the communities across Ohio.

This update will include hosting meetings that will result in review of the existing "Local Conversation plan" and provide an update, modification, or revision to the plan.

The hosting of the 2022 Local Conversations - Round 3 will provide the opportunity to receive ongoing input to address the five-year update regarding disparities elimination efforts from among the urban, rural, and suburban populations to include how COVID-19 impacted health disparity community plans in each of the 19 communities across the state of Ohio. This initiative is meant to ensure:

- Timely, accurate, and effective communications about regional healthcare issues by reducing cultural and linguistic barriers;
- Foster collaborations among researchers, policy-makers, community members, communities, and service delivery systems to examine and shape policies;
- Identification of outreach activities to obtain input to solutions that address the needs of racial and ethnic populations as they relate to health disparities;
- Support community level local leaders to identify community-level priorities and community-inspired solutions;
- Added focus on the impact of COVID-19 on racial and ethnic populations and recommended strategies to address the need;
- Develop new, expand, and improve existing partnerships;
- Provide education input sessions on community driven strategies to achieve health equity;
- The Ohio Commission on Minority Health will initiate "Continuing the Conversation – Round 3" with the intent to provide funding support up to $15,000 to the initial organizations within the initial target areas "Local Conversation – Health Equity: From Input to Action - Round 3" will be conducted in: Akron, Canton, Cincinnati, Cleveland, Columbus, Dayton, Lima, Lorain/Elyria, Mansfield, Portsmouth, Ravenna, Sandusky, Steubenville, Toledo, and Youngstown.
- Specific organizations will be selected to conduct the Latino/Hispanic, Asian, Native American Indian and African American statewide Local Conversations; and
- The results of Local Conversation – Round 3 will be released in an updated report from each area. These reports will guide OCMH and local policy makers and private partners into the next decade.

Eligibility

The Commission identified the above listed cities for this continuation initiative.

The lead agency must meet the eligibility criteria set forth in the Ohio Administrative Code and House Bill 171:

- Be a public or private organization that has a 501 (c)(3);
- Demonstrate that at least 20% of agency funds are received from an entity other than funds awarded by the Ohio Commission on Minority Health; and
- Agency must meet all licensure and certification requirements of the State of Ohio.

The following are ineligible for funding consideration:

- Individuals;
- National organizations: local chapters or affiliates of national organizations may be eligible if they meet the definition of a "community-based health group;"
- Organizations applying for the sole purpose of acquiring funds to supplement existing programs without any plan for enlarging their scope of work; and
- Organizations in the process of creating or starting a "community-based health group" for the sole purpose of applying for grants from the Commission.

Funding

A funding level of $15,000 per initiative is available for the identified organization and targeted city/area. The grant award period is July 15, 2022 – February 28, 2023. Funds must be expended in accordance with the budget approved by OCMH.

Required Elements:

Required minimum expectations of Local Conversations:

1. Invite prior Local Conversation participants and expand the group with new members and partners;
2. Report on the number of new partnerships and the improved and expanded partnerships for this effort;
3. Inform the Ohio Commission on Minority Health of your upcoming activities you will host so we can assist in sending out notices through our list serv;
4. Major content areas for the update must be aligned with the NPA and COVID-19;
5. Host meetings, education sessions, focus groups, and or forums that can accommodate your communities. These meetings can be combined with your existing advisory groups and current meetings as long as the membership can expand to include prior participants, new partners and reflect the race and ethnicity of your community;
6. A review of the current Local Conversation. This must occur to provide an opportunity to modify and or expand based on the input of the Local Conversations Round 3 members. The purpose of this is to review the current Local Conversation by content areas such as policy recommendations to ensure it is up to date with current community area initiatives;
7. Expansion of the local conversation to include the impact of COVID 19 on racial and ethnic populations and recommendations for policy makers;
8. Utilize and/or coordinate facilitators/recorders to ensure all input is documented;
9. Grantees must collect general demographics for quarterly reporting and provide collect regular feedback in the form of surveys to participants and report results to the Commission (a sample is included at the end of this document);
10. Given the continued COVID-19 pandemic related issues, grantees are also encouraged to use virtual venues and find ways to accommodate those who have limited access to internet or tools needed to participate in virtual venues;
11. Funded organizations must include the Commission approved Local Conversation report on their agency website. In addition, they must encourage participating agencies to place the report on their website and assist in the electronic distribution of the report;

12. All meetings must be free to attend, in a public location that is a handicap assessable facility;
13. Interpreters must be available as needed;
14. **Submit to OCMH for approval,** a thoroughly written Local Conversation document specifying recommendations and pertinent content;
15. Provide an electronic version of the report in the required format by the established deadline;
16. Complete quarterly fiscal and program reports and regular updates on partnerships;
17. Maintain the format, and design of the initial Local Conversation documents;
18. Meet the submission deadline for the local conversation report.;
19. The OCMH will print Local Conversation and flyers and will create the design for the front cover;
20. The Round 3 Local Conversation report will contain links to the prior reports.
21. Provide an electronic version of the updated report in the required format by the established deadline date; and
22. Grantee must provide a funding attribution for OCMH for this project. The attribution must clearly state, "Funding for the 2022 Continuing the Conversation is provided by the Ohio Commission on Minority Health along with additional funding support from the Ohio Department of Health through a CDC Federal Grant" The deadline for the final report and the updated template will be noted in the Agreement of Terms (AOT) after funding decisions are made.

Statements for Inclusion
Auditor Statement

Ohio Revised Code (O.R.C.) Section 9.24, prohibits the State from awarding a contract to any offeror(s) against whom the Auditor of the State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, offeror warrants that it is not now, and will not become a subject to an "unresolved" finding for recovery under O.R.C. 9.24, prior to the award of any contract arising out of this RFP, without notifying the Commission of such finding.

Subject to availability of funds
Grant award is contingent upon the availability of funds.

Ohio Commission on Minority Health Miscellaneous Supplemental Grant

Good Health Begins With You! ®

Local Conversations Round 3
Health Equity: From Input to Action

Funding Period: July 15, 2022 – February 28, 2023

EXTENDED DUE DATE: May 27, 2022

<u>Miscellaneous Supplemental Funding</u>

Background

The Ohio Commission on Minority Health funds Miscellaneous Supplemental (MGS) Grants based on the availability of funding each year. This source of funding is **not** designed to support ongoing, long-term programming. Funding levels vary from year to year and will be based on the amount of funds available within each state or federal fiscal year. This fund is designed to support health related activities that raise the visibility of the Commission and increase the focus of minority health disparities and equity efforts.

Please note: the MGS grant application is used for multiple funding opportunities and the grantee must ensure that they are aligning their application with the specific project area to ensure access to the appropriate funding application.

Applicants for Local Conversation funding MUST select: Grant Type: Miscellaneous Grants/Supplemental (MGS) and Project Area: Local Conversation 2022 Health Equity: From Input to Action in the MHGM system.

<u>Application Deadlines</u>: There are different deadlines listed for different types of applications.

Local Conversation: Health Equity: From Input to Action: **Extended Deadline: May 27, 2022** (This is a continuation effort to specific agencies and is not open for competitive bid)

Eligibility

To receive consideration for funding, applicants must:

• Demonstrate at least 20% of project funds are received from sources other than grants awarded by the Ohio 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.

<u>Proposal Review</u>

Only proposals from eligible entities, which are deemed complete, will be reviewed.

Funded proposals will be required to respond to an Agreement of Terms along with program and fiscal Special Conditions, if any are identified.

Grant Reporting

After funding decisions are made, Miscellaneous Supplemental Grantees are expected to complete the following in MHGM by the established due dates: in the Agreement of Terms which will be sent after funding decisions are made:

- Submit a signed AOT
- Submit responses to program and fiscal special conditions, if needed;
- Submit program and fiscal quarterly reports by established deadlines;
- Collect and report on demographics of event participants to include race, ethnicity, gender, age, county, and zip code;
- Report the number of new and expanded and improved partnerships;
- Report on the number of education sessions, roundtable discussions and focus groups;
- Collect and summarize on participant satisfaction survey and input opportunities results;
- Collect community input and roundtable input;
- **Develop a Local Conversation report using the NPA framework and submit draft to OCMH for approval;**
- Event activities to include the number in attendance, counties served, challenges, and program successes;
- Evaluate the Local Conversation initiative; and
- Disseminate Commission approved Local Conversation Report.

Program Narrative Instructions

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

- Providing a brief introduction of the agency and the population it serves.

- Providing an overview of the proposed Local Conversation Initiative to include projected meeting dates, outreach efforts and input sessions to the local conversation report. Identify the targeted racial and ethnic population(s) are impacted by health disparities to include COVID-19. Provide the anticipated number to be engaged in these efforts as well as the goals you project to achieve. Only participants who directly participate in your even should be counted.

- Discussion of the anticipated outcome and/or quantifiable benefit this endeavor will provide to the targeted communities.

- A marketing plan (i.e., specific method(s) to advertise and promote the Local Conversation Initiative.

- Feedback surveys to obtain input to the sessions that will be provided. The survey must include questions to obtain input of the participants satisfaction, feedback on presentations and discussions and recommendations to the organization.

- Provide an overview of the process by which the collection of demographic data for your initiative and how the provision of this information will be encouraged.

- Please note, do not submit any personal health information or identifying information in your reports to the commission. We only want aggregate data such as age, race, ethnicity, gender, income levels, etc. from the populations to be served.

- Events and activities must be free and open to the public.

- Please note that the MGS application is used for multiple application types: Enter N/A on Sponsorship questions and Screening questions as they don't apply to this initiative.

- You must upload and submit a copy of your current 501(c)(3) determination letter with this application along with other required forms that must be signed by the appropriate staff person and have a current signature date.

- Please review the Project Documentation section in the MHGM system and provide signatures and current dates on all required documents.

Miscellaneous Grant Budget Instructions
Personnel and Fringe Benefits –
Instructions

Only those positions which provide direct client services are to be listed. 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.

NON-PERSONNEL – INSTRUCTIONS A.

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
- Television
- Computers
- Ink Cartridges
- Typewriters
- Furniture *(will provide state/federal salvage applications to successful grantees)*
- Vehicle purchases
- Reflotron machines
- Copiers Refrigerators
- Computer games
  Gift cards
- PPE (masks, gloves, cleaning
- supplies)
  Any Incentives or Vaccination Incentives
  Baby/infant seats, cribs, clothing,
  Food or beverages
  shoes Wii and other high-priced
  computer games.
  Gas cards

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.

B. **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.

C. Administrative/Indirect costs: **Total cost must not exceed 15% of the amount requested.**

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;
   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 in the MHGM system must be completed for each line item in order for this budget to be considered complete.

OHIO COMMISSION ON MINORITY

Local Conversation Meetings

ATTENDEE SATISFACTION SURVEY

In evaluating your participation at the event, please rate the quality of the following:	Very Poor	Poor	Good	Very Good	Excellent	Comments
Overview Update on progress of addressing community issues since last of the Local Conversation process was offered at the event.	1	2	3	4	5	
Objectives and next steps of next Local Conversation to include COVID impact were offered at the event.	1	2	3	4	5	
Access to the Local Conversation event (virtual access, transportation, parking, etc.)	1	2	3	4	5	
Recruitment efforts were sufficient for community participation (flyers, media announcements, emails, etc.)	1	2	3	4	5	
The Local Conversation event effectively captured community input.	1	2	3	4	5	
The overall organization and quality of the Local Conversation event.	1	2	3	4	5	
Which aspect of the Local Conversation event did you Like the Most?						
Which aspect of the Local Conversation event did you Like the Least?						

ADMINISTRATIVE COMPLIANCE

The Commission uses the information on this form to understand the applicant agency's internal policies and method of conducting business.

1. List all sources of agency funds.

2. List all sources of third-party funding.

3. Does the project's budget include documentation of 20% operational costs from sources other than the Commission?

    ☐ YES ☐ NO

    If project income IS NOT maintained in a separate account, enter plans and timetable for doing so. If project income IS maintained in a separate account, describe how project income is identified or allocated to the project.

    What actions will be taken if actual income is less than anticipated? (Explain where funds will be sought to replace deficit or which expenditures will be cut should no replacement funds be available.)

    If actual income is greater than anticipated, it is desired to:

    ☐ Re-budget additional funds to expand the project.
    ☐ Return the funds to the Commission within 30 days of the end of the project period.
    ☐ Other (explain)

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.