

Demonstration Grant FY16-17 Program/Fiscal Frequently Asked Questions

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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.
 - 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](http://www.irs.gov/Charities-&-Non-Profits/Charitable-Organizations/Exemption-Requirements-Section-501(c)(3)-Organizations)
3. **What is the deadline for submitting the 2016 Demonstration Grant Request for Proposal?**
 - All applications must be received in our offices by 5:00 p.m., January 30, 2015. Any application or supporting documentation received after that date and time will be returned without review.
4. **Can my application be postmarked?**
 - No, applications are due **in** the Commission office on or before 5:00 p.m., January 30, 2015.
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 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

8. **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.

9. **We would like to provide refreshments. Is this an allowable cost?**
 - No. 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.

10. **If awarded, can our minority health month events take place in another month?**
 - No. All events must occur during April FY 2016 and April of FY 2017 of each year.

11. **If funded, can our minority health month events occur on the same date?**
 - No. All events must occur on two separate days.

12. **What does "free and open to the public" mean?**
 - Commission funds come from public tax dollars. Therefore, all events must be free of charge and open to the public.

13. **Can we obtain a copy of the PowerPoint from the Technical Assistance Session?**
 - Yes. The PowerPoint of the webinar is available on our website at www.mih.ohio.gov, under the Grant Opportunities tab, within the Biennial Grants section.

14. **What about "faith-based" organizations?**
 - Faith based organizations that are 501(C)(3) are eligible to apply for funding.

15. **What is the expected number of participants for each program year to be competitive?**
 - The number of participants should be proportionate with the amount of funding requested, and the degree to which the program staff can adequately have a meaningful impact on positive health behavior and health outcomes.

16. **What is the expected size of the Management Board of the project, and is it to function as an all volunteer steering committee, or a governing board with established bylaws, meeting dates and times?**
 - The expected size of the management board is up to the applicant agency. The function of the management board is that of a voluntary body that meets at agreed upon times/dates between the management board and the applicant agency. The board provides community support and input with regard to program planning, implementation, evaluation, and program modification. The board may have established by laws at the discretion of the application agency.

17. **On the bottom of page three, the RFP states that all grants must contain a lifestyle modification component to include diet, exercise and screenings. Does this pertain only to the grants which address heart disease and cancer?**
 - No. All grants funded under this RFP must address lifestyle modification components. While diet, exercise and screenings are examples of types of lifestyle modification for

Type 2 Diabetes, heart disease or cancer. Infant mortality lifestyle changes must be included in program plans as well. Those lifestyle changes may include but not be limited to, establishing pre-natal care in the first trimester of a woman's pregnancy, the importance of following the care plan provided by the pregnant mother's physician, or even smoking cessation; all of which are lifestyle changes that help prevent infant mortality.

18. **Page five of the RFP describes the proposal format. What is the total page limit? Must narrative be single or double spaced?**
 - The total page limit is 30 pages. The narrative must be single spaced.
19. **Page 6 indicates that the “agency must include a board resolution on agency letterhead approving submission of the application.” What would this entail for a public agency?**
 - Each applicant agency must submit a letter, on agency letterhead, from the governing board of their agency. The letter must document that the board is aware of the agency's submission of a 2016-17 Ohio Commission on Minority Health Demonstration Grant. The letter should be signed in blue ink, by the Board Chair.
20. **The RFP indicates that the agency must describe how the “target population will be involved in the administration and execution of the grant.” Can the Commission provide examples?**
 - Examples of including the target population in the administration and execution of the grant may include but not be limited to the presence of the target population on the agency's governing board, hiring staff from the local community in which the agency resides, or including community member input and leadership positions in program design, implementation and evaluation.
21. **Are REEP evaluators available for consultation with applicants at this time, even though applicants would not be in a position to compensate them?**
 - At the time of the application, the applicant must select a REEP approved evaluator from the list of approved REEP evaluators on the Commission's website. It is the responsibility of each applicant to contact an approved evaluator to determine whether or not the evaluator is available to work on the grant, if awarded.
22. **When focusing on infant mortality reduction, should applicants align with the Governor's new infant mortality initiative, i.e. directing managed health care organizations serving Medicaid recipients to automatically connect pregnant women and babies in hot spot communities with high-risk care management benefits; and connecting at-risk moms with group care for expecting mothers in targeted communities?**
 - The Commission is interested in funding infant mortality projects which are innovative, culturally sensitive and specific in their approach toward reduction of the incidence and severity of those diseases or conditions which are responsible for excess morbidity and mortality in minority populations within this funding opportunity. It is up to each applicant agency to determine which approach it takes to address this RFP.
23. **Will the webinars be recorded and posted for later viewing?**
 - Yes. However, due to the size of the webinar file, the Commission is unable to post the webinar with sound. Therefore, the webinar slides are posted on the website under

the “Grant Opportunities” tab. Scroll down to the Demonstration Grant Opportunity to find the link for the webinar slides.

24. **Page 6 of the RFP states, “Complete the Receipt of Acceptance, assurances and compliance forms, W-9, and Vendor Forms. All forms must have original signature in blue ink. Include a copy of 501(c)(3) status, most recent audit report and board resolution. Agency must include a board resolution on agency letterhead approving the submission of the application. The resolution must be signed in blue ink. (Not included in the page count). Does this mean all of the previously mentioned documents are not included in the page count or just the Board Resolution?**
- The following documents do not count toward the 30 page proposal limit: Receipt of Acceptance, assurances, compliance forms, W-9, vendor forms, the agency’s copy of its IRS 501(c)(3) status letter, one copy of the most recent audit report, and the board resolution on agency letterhead approving the submission of the application.
25. **Does the 2-page Project Application count toward the limit?**
- Yes, the two page Project Application counts toward the 30 page limit.
26. **Do job descriptions, contracts, staff resumes, and letters of support as requested in the Proposal Narrative count toward the limit?**
- No, job descriptions, contracts, staff resumes, and letters of support as requested in the Proposal Narrative **do not** count toward the limit.
27. **Do all the budget pages – personnel and fringe benefits, non-personnel, justification, periodic distribution of Commission funds, administrative compliance, board composition, and employee composition forms count toward the limit?**
- Yes, all the budget pages – personnel and fringe benefits, non-personnel, justification, periodic distribution of Commission funds, administrative compliance, board composition, and employee composition forms count toward the limit.
28. **Is the entire page limit for the proposal (narrative, budget, forms, etc.) 30 pages? Or is this the page limit for the grant narrative?**
- The Commission recommends that Demonstration proposals are a maximum of 30 pages. The 30 pages include the Proposal Narrative, all budget forms and their corresponding attached “additional sheets”, if needed. Only the following documents **do not** count toward the recommended 30 page proposal limit: Receipt of Acceptance, assurances, compliance forms, W-9, vendor forms, agency copy of IRS 501(c)(3) status letter, copy of most recent audit report, and the agency’s board resolution.
29. **Since we already have an infant mortality initiative that is city-wide would we be eligible for funding since we can’t expand our service area beyond the city of Cleveland and are already funded to impact the outcomes contained in the evaluation guidance and the directions indicate that funding can’t be utilized to supplement existing programs?**
- As per the FY 16-17 Demonstration RFP, “...organizations applying for the sole purpose of acquiring funds to supplement existing programs without any plan for enlarging their scope of work,” are ineligible for funding consideration. This eligibility requirement is in reference to scope of work, not service area. Therefore, if your

agency cannot enlarge its scope of work for your currently funded project, your project is not eligible for Commission funding for the FY 16-17 Demonstration Grant.

30. **Given that our agency has a governing board, why is it necessary to create another “board”? I’m familiar with projects creating an advisory committee but not another Board.**
- As per the RFP, the applicant agency can create another advisory board for this project and ensure it is represented by the racial and ethnic group you are targeting.
31. **I am applying for a demonstration grant to support infant mortality and I cannot find the list of REEP evaluators on the website anywhere. Can you direct me where to go?**
- The approved list of REEP evaluators can be found in a link on our home page. Once you reach the Commission home page at www.mih.ohio.gov, scroll down to the bottom of the first page. Look in the box, on your left, entitled “Current Grantees”. You will see the link for REEP approved evaluators here.
32. **Does the Commission support local government agencies (a local public health department)?**
- Local public health departments are eligible apply.
33. **For the Project Action Plan table are applicants able to use a 10-point font for the text in the table or must a 12-point font be used?**
- As per the RFP, applications must be typed in Times New Roman or a similar font and must be 12 point in size.
34. **I am working to pull together our Board Composition information; however, our institution does not maintain information on age and race/ethnicity. Can our application be submitted and reviewed without this information?**
- No. As per the Demonstration grant RFP, on page 2, within Eligibility requirements, applicants must, “...develop and establish a management board for the administration of the grant, composed of proportionate representation of the population to be served and submit the Board Composition form with the grant application.
35. **We are working on our Board Resolution requirement. According the bylaws and regulations of our institution, our President has the authority and is responsible for the administration of our institution and all of its activities and departments. He is authorized to act as the duly authorized representative of the Board of directors and serve as its agent in all matters in which the Board has not formally designated another person. Is it acceptable to the Commission to receive a notarized statement for the President explaining the information listed above?**
- Yes, it is acceptable to the Commission to receive a notarized statement for the President, on letterhead explaining the information listed above.
36. **As per bullet three, page two, are we required to establish an additional board or can the existing board we have the organization suffice? If so would it be fine to establish a new board by the end of the first quarter.**
- As per the RFP applicants must develop and establish a management board for the administration of the grant, composed of proportionate representation of the population to be served and submit the Board Composition form with the grant application.

37. **Can we attach an additional form for the project plan versus typing in that actual plan the space is minimal?**
- Please use the project plan form. Check the Attached Sheets box, and use additional sheets if necessary.
38. **As part of our Board Composition we plan to include client representatives. As this project has not yet begun, we do not have clients in the program at this time. Should we indicate this position on the roster with a “to be determined?”**
- Yes. As per the RFP applicants must develop and establish a management board for the administration of the grant, composed of proportionate representation of the population to be served and submit the Board Composition form with the grant application.
39. **As in Section II, item B. Equipment, equipment is about purchased items specified. However, the narrative states rental (rental only). Please clarify where purchased equipment is to be placed.**
- Commission funding may only support the rental/lease of equipment. As per the RFP, purchasing of equipment is not an allowable expense. Leasing/rental of any of the items on the sample equipment list may be considered. The rate per month and the number of months for leasing/rental should be stated.
40. **Do we need to include the agency name at the bottom of each document including the documents that have to be added, such as resumes and job descriptions?**
- Yes, include the agency name at the bottom of each document including the documents that have to be added, such as resumes and job descriptions.
41. **Regarding page count, do the resumes and letters of support count toward the total 30 pages?**
- No, resumes and letters of support do not count toward the 30 page limit.

Fiscal:

1. **Is there a maximum funding amount that an agency can apply for?**
- The maximum amount an agency may apply for is \$70,000 per fiscal year.
2. **If at least 20% of project funds are received from sources other than OCMH grants, can sources be in-kind rather than cash contribution or is the Commission looking for annual budgets of about \$87,000?**
- As per the RFP, funding will be available for a maximum of \$70,000 per grant award. Each funded project will be required to demonstrate 20% of project funds *requested* are received from sources other than grants awarded by the Commission on Minority Health. The 20% can be cash or in-kind.
- For example: If an applicant requests \$70,000 from the Commission, the applicant must demonstrate that 20% or \$14,000 of the requested amount is cash or in-kind, and from a source other than the Commission.
3. **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.
4. **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.
5. **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:
 - Mileage reimbursement for agency staff. Staff mileage may be charged under the Administrative portion of the grant only. For example: Mileage for SLE grantees to attend the 2016 MHM event in Columbus, Ohio.
6. **Can the 20% match be in-kind contributions?**
- As per the FY 16-17 Demonstration RFP, the 20% of applicant funds that must be from sources other than the Commission should not be considered as only cash match funds. Applicant agencies must document, “...that at least twenty percent of applicant funds and/or resources are received from sources other than grants awarded by the Commission on Minority Health.” Those funds or resources are allowed to be in-kind. However, you must document and value the amount in budget forms and in the budget narrative.
7. **Can you please tell me if the allowed 15% administrative cost is inclusive or exclusive of the \$70,000 we are allowed to request per year? For example:**
Inclusive: \$60,869 directs + \$9,131 in indirects = \$70,000
Exclusive: \$70,000 directs + \$10,500 in indirects = \$80,500
- The 15% administrative cost is inclusive of the \$70,000 requested per year.
8. **Section II A. Travel states, State estimated miles that will be traveled and the rate at which payment would be made, not to exceed the federal rate of \$.52 cents per mile. The current federal rate for 2015 is \$.575 cents per mile. What is the correct reimbursement rate for mileage allowed for this grant?**
- The correct mileage reimbursement is the state rate of \$.52 per mile. Agency’s can only charge the federal rate if that’s the agency’s approved rate.
9. **Are we required to establish a separate banking account to accommodate the dollars associated with this grant?**
- A separate bank account can be established or the agency must be able to identify Commission funding by a different funding code.