

**Mike DeWine**  
GOVERNOR

**Electra Paskett, PhD**  
CHAIRPERSON



## COMMISSION ON MINORITY HEALTH

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### ACKNOWLEDGMENT OF TERMS

#### Local Offices of Minority Health

**Project Number:** MIHL 24-01

**Project Name:** Columbus Local Office of Minority Health

**Agency Name:** Columbus Public Health

**Address:** 240 Parsons Avenue Columbus, OH 43215

**Phone Number:** (614) 646-6519

**Executive Director:** Dr. Mysheika Roberts, MPH

**Amount of Award:** \$52,500.00

**Budget Period:** From: July 1, 2023 To: June 30, 2024

This award is subject to and in consideration of the grantee's compliance with the terms and conditions incorporated either directly or by reference in the following:

- a) Grant award is contingent upon the availability of funds;
- b) The Ohio Revised Code 3701.78/Amended Substitute House Bill 171;
- c) The Commission on Minority Health "Grants Administrative Rules";
- d) Certification that the agency is not totally dependent on Commission funds;
- e) All expenditures must be based upon the budget that is approved by the Commission;
- f) Expenditures will be reimbursed upon submission of the required, quarterly program and expenditure reports and the supporting documents into the Minority Health Grants Management System (MHGM), that are due no later than 15 days after the end of the quarter;
- g) At least two on site visits to observe service delivery and review program, fiscal and supporting documents will be required;
- h) Submit all public facing and media publication drafts, i.e., TV, radio and newspaper ads, T-shirts, flyers and/or brochures to the Commission, via email, **for pre-approval and prior to incurring any expense**. Grantees must acknowledge the Commission funded program activities and/or printed materials by stating "Funded by the Ohio Commission on Minority Health";
- i) Agency must acknowledge Commission funded program on the Agency website by stating "Program funded by the Ohio Commission on Minority Health";
- j) Organization membership cannot be a prerequisite for services. Commission funds cannot be used to support agency fundraising events nor for the purchase of medication for participants;
- k) Grantee must comply with all special conditions related to fiscal and program areas;
- l) Signed Acknowledgement of Terms, budget revision, and special terms and conditions, noted in section 2 of this document, must be completed, and submitted to the Commission, in MHGM, no later **May 5, 2023**;
- m) All funded projects must participate in the Minority Health Month Expo in March 2022. If Commission funds are used for overnight stay, the grantee must setup its display table the day before the event. In addition, funded agencies are required to provide two minority health month events on two separate dates in April to include the submission of a final program report.
- n) All Commission funded activities must be free and open to the public;
- o) Grantees are required to select an evaluator from the list approved by the Research Evaluation Enhancement Project (REEP); The list is located on the Commission website homepage;

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- p) Grantees must comply with REEP program requirements established by the Ohio Commission on Minority Health; please see the Commission website at [www.mih.ohio.gov](http://www.mih.ohio.gov) for evaluation guidance. This includes the collection of mandatory clinical and evaluation measures;
- q) Recruitment and placement of project staff and contract staff must be complete by the end of the first quarter;
- r) Changes, if any, to the project staff and contract staff, must be communicated to the Commission immediately with a plan for replacement;
- s) Grantee must comply with **all required goals and objectives** in MHGM (formerly core competencies, process, and outcome objectives, respectively) and provide quarterly updates on progress within quarterly reports in the MHGM system;
- t) Grantee is required to attend OCMH Grantee Meetings and Trainings;
- u) All grantees must participate on monthly statewide MIHL calls on a standing date to be shared at a later time.
- v) Grantee must collect, and report on quarterly required clinical measures in MHGM system.
- w) An Acknowledgement of Terms (AOT) signed by the director of the commission shall activate the grant per ORC 3704-2-07(A).
- x) Grantee activities must be held in public locations which are accessible to the target population;
- y) Grantee must maintain participant files which should contain enrollment data, progress notes, referral information, and other program data as confidential, and files must be maintained in a locked file cabinet or secured electronic storage;
- z) **All grant recipients must have a fully executed Acknowledgement of Terms (AOT), to include signatures on the AOT as well as compliance with all identified program and all identified fiscal special conditions within 60 days of grant notice upon upload into MHGM system. The AOT will be provided to grant recipients after the awarding of the grant. Failure to meet this requirement will result in forfeiture of the grant;**
- aa) Agency will be held to quarterly expenditures according to the approved budget and approved distribution.
- bb) Budget revisions must be submitted in the MHGM System 45 days prior to the end of the quarter. No Exceptions.

## I. ACCEPTANCE OF GRANT

The grant to your organization from the Ohio Commission on Minority Health (Commission) is for the explicit purpose(s) described in the grant proposal and any approved revisions and is subject to your acceptance of the terms described herein.

To acknowledge this agreement, to accept the grant and receive the funds, please download sign, and upload the Acknowledgment of Terms, respond to additional information requests for program special conditions in a word document to upload into MHGM, and respond to program special conditions regarding the project action plan directly into MHGM and respond to fiscal special conditions directly into the budget section of the application in MHGM by the required deadline. The Commission will provide a signed copy for your files.

Please reference the grant number and title in all communications concerning this grant.

## II. SPECIAL CONDITIONS

The following is a list of requirements which must be submitted to the Commission, in MHGM, by **May 5, 2023**. The grantee will revise the programmatic and/or budgetary aspects of the grant to comply with the following special conditions:

### Program:

- **No Program Special Conditions Identified.**

### Fiscal:

- **No Fiscal Special Conditions Identified**

## REQUIRED GRANT ACTIVITY

- A. The grantee will furnish the Commission with documentation/written reports according to the following schedule:
1. Special conditions must be addressed in writing on or before **May 5, 2023**.
  2. Quarterly program narrative, quarterly expenditure, and evaluation reports are required. The quarterly reports are to be completed in the MHGM system. Quarterly reports are due on or before **October 16, 2023 (1<sup>st</sup> qtr.), January 15, 2024 (2<sup>nd</sup> qtr.), April 15, 2024 (3<sup>rd</sup> qtr.), and July 15, 2024 (4<sup>th</sup> qtr.)**.
  3. The Annual Report Questions are included in the Quarter 4 Program report and is due on **July 15, 2024**.
  4. The Biennial Report Questions are included in the Year 2 Quarter 4 Program report and is due on **July 15, 2025**.
  5. Grantee must complete and submit the quarterly, annual, or biennial report, in MHGM, on or before the established deadline as indicated in item 2, above.
  6. Reports should NOT contain any photographs or documents that contain the full name of participants. Grantees are expected to redact (white out or fully shade) any personal health identifiers such as social security numbers, full name, email address, home address, telephone, or cell phone numbers, etc.
  7. Consent forms must be obtained to use identifying photographs on agency marketing tools, social media, or other web-based mediums.
  8. Grantees are expected to maintain confidentiality on all medical screenings data.
  9. Grantee must submit their most recent audit by **October 31, 2024**.
- B. Site visits will be scheduled as deemed necessary by the Commission.
- C. Evaluation
1. The REEP approved evaluator must engage with the assigned REEP Panel Member for scheduling meetings.
  2. The Program Director must ensure that program evaluation reports are reviewed by assigned REEP Panel Member prior to submission. To ensure this occurs, the grantee should consistently communicate with the REEP program evaluator throughout each quarter and not just during the quarterly report submission process.
  3. The Program Director and REEP Evaluator will participate in face-to-face meetings, webinars, and/or conference calls with REEP Panel Members and OCMH Staff.
  4. Each quarterly evaluation report must contain a report on all goals and objectives for the quarter AS WELL AS year to date. This report must also include a plan of correction to address any goals or objectives that are not within 10% of meeting the objective for the quarter.

## III. GENERAL PROVISIONS

All grants are made in accordance with current and applicable laws, regulations, and rulings. Please read the following carefully:

**Public Announcements:** Announcements of the grant award may be made by the grantee unless otherwise indicated by the Commission. Grantees are expected to review the text of any announcements and plans for publicity with the program officer for this grant within two (2) weeks of the signing of the Acknowledgment of Terms. All subsequent public announcements, news features, publications or information concerning the grant program will indicate the Commission's participation in program funding. Please send a copy of any published accounts mentioning the project or the Commission to the Commission office. Grantee agrees to allow the Commission to use information provided in the proposal for press releases and other forms of public dissemination.

1. **Certification:**

- a) We certify to the best of our knowledge and believe that the information contained in the submitted application for funding is true and correct, that the document has been duly authorized by the governing body of the applicant and that the applicant will comply with the conditions contained in this agreement of terms. We understand that the use of grant funds provided by the Commission constitutes acceptance of the terms and conditions contained herein and in the notice of award.
- b) We certify that we are in compliance with Ohio Revised Code (O.R.C.) Section 9.24, as it 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 the award. By submitting a proposal, offeror warrants that it is not now, and will not become a subject of 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. Additionally, it is the policy of the Commission to not award a grant or contract to any offeror that is subject to unresolved findings, debts or monies owed to any other State or Federal governmental entity. By submitting a proposal, offeror warrants that it is not now, and will not become, subject to unresolved findings, debts, or monies owed to any State or Federal governmental entity, without notifying the Commission of such finding. Failure to comply with this requirement will be considered a violation of the terms and conditions of the grant or contract.
- c) We acknowledge that project records will be made available to State agents upon request for review or audit and will not be disposed of without written authorization from the Commission, and that a copy of all audits of project funds will be submitted to the Commission.
- d) By signing this AOT, we certify that the applicant agency is in compliance with:
  - (i) Title VI of the Civil Rights Act of 1964.
  - (ii) Section 504 of the Rehabilitation Act of 1973 and has submitted signed copies of these documents.

2. **Expenditure of Grant Funds:** This grant is for purposes stated in the approved grant application. The funds provided hereunder may be spent only in accordance with provisions of your funding request and budget as approved. The program is subject to modification only with the Commission's prior written approval. Funds will be disbursed to the grantee upon receipt of properly documented expenditures and the satisfactory compliance with special conditions.

- a) Any special conditions which apply to this grant, as listed, should be complied with as rapidly as feasible. These conditions may make the release of funds contingent on special requirements and future payments contingent upon demonstrated performance. In such cases, you may be required to submit adequate evidence of compliance with the conditions before the Commission may release funds. If you have questions about the special conditions, contact the program officer for the grant.
- b) No funds provided by the Commission may be used to participate in or intervene in any political campaign or to support any attempt to influence legislation through (i) an attempt to affect the opinion of the general public or any segment thereof, or (ii) communication with any member or employee of a legislative body, or with any government official or employee who may participate in the formulation of legislation, other than through making available the results of nonpartisan analysis, study and research.
- c) Expenses charged against this grant may not be incurred prior to the date on which the grant period begins or subsequent to its termination date and may be incurred only as necessary to carry out the purposes and activities of the approved program.
- d) The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.
- e) If the purpose of the grant or the use of the grant funds is changed, or if such purpose becomes impossible, unnecessary, or undesirable in the judgment of the Commission, or if the grantee should go out of existence, the grant or any part thereof may be recovered by the Commission.
- f) Funds granted as a result of this grant application are exclusive of any unauthorized federal funds and will not be used as matching requirements for federal grants.

- g) Funds granted as a result of this application are to be used for the purposes set forth therein and administered in compliance with the "Commission's Administrative Rules" and other applicable terms and conditions established by the Commission on Minority Health.
  - h) The project budget submitted with the grant application includes grant funds requested, applicant funds and in-kind contributions obligated to support the project and any anticipated income to be generated by the grant funds and applicant support. Further, any expenditure of grant funds, obligated applicant support, and project income will be included in the project budget or subsequent budget revisions will have prior written authorization from the Commission and will have separate accountability with supportive documentation.
3. **Notification of Change in Circumstances.** The grantee will notify the Commission within one week if any of the following occurs:
- a) A change in the IRS classification of the applicant organization.
  - b) Funds received from another donor would modify the anticipated use of Commission funds.
  - c) A change in the organization or its leadership that would negatively affect its capacity to carry out the intended goals of the grant award program.
4. **Reversion of Grant Funds:** Grantee will return to the Commission any unexpended funds at the close of the grant period. Funds also will be promptly returned if:
- a) The Commission determines that the grantee has not performed in accordance with the Acknowledgment of Terms or satisfied the specific conditions of the approved program and its supporting budget.
  - b) Grantee loses its exemption from federal income taxation under Section 501(C)(3) of the Internal Revenue Code of 1954, as amended.
  - c) In addition, the balance of any unspent grant funds and project income, and any expenditure of project funds not authorized by the Commission will be transferred to the Commission within thirty (30) days after termination of funding.
5. **Affirmative Action:** Grantee shall have a policy of nondiscrimination in employment for its employees, a policy of nondiscrimination concerning the use of funds which it distributes and a policy of affirmative action for its employees, a copy of such policy or policies should be furnished to the Commission.
6. **Copyrights, Trademarks and Patents:** A copyright, trademark, or patent, on any reports, materials, books, publications, artwork, story books or articles resulting from this grant, may only be obtained by the grantee organization, author or third party upon the express written permission of the Commission on Minority Health.

Original publications shall be immediately returned to the Commission upon completion of the funded project, whether produced or written by a grantee organization or by a third party. The grantee will provide the Commission with the negative of the original artwork at the conclusion of the funding cycle. The grantee organization shall assume the responsibility of returning the original publication to the Commission. Publication materials include, but are not limited to, original artwork, negatives plates, story books, reprinted materials, or proofs.

During the grant period or any time thereafter, if the grantee organization, author or third party is granted permission by the Commission to obtain a copyright, trademark or patent on any materials or ideas, which are the result of the grant project, the Commission reserves the royalty-free license to use such publications at any time.


7. **Compensation and/or Profits:** **The grantee organization hereby agrees that during the time period of the grant that all information, materials, lectures, exhibits or films will be provided to the public free of charge.** The grantee organization will work to provide the widest dissemination of these materials to the public.

Once the grant period has ended, the grantee organization agrees that any profit or compensation made from the sale of materials or dissemination of information that was prepared or designed with grant money will be used for the continuation of the grant project only.

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- 8. **Limit of Commitment:** Unless otherwise stipulated in writing, this grant is made with the understanding that the Commission has no obligation to provide other or additional support to the grantee.
- 9. **Audit:** *Any organization applying for funding at \$25,000 and above must have had a prior fiscal audit conducted by a certified public accountant before applying for funding. Further, the organization applying must upload the most recent fiscal audit management letter in the grants management system.* Grantee acknowledges that failure to comply with the audit requirement of the Commission may result in termination, suspension, retention by or reimbursement to the Commission of any grant dollars to be received and may jeopardize the award of any future grant funds from the Ohio Commission on Minority Health. Grantee must submit their agency most recent audit at the end of the funding period no later than *March 31, 2024*.
- 10. **Annual/Biennial Report:** The annual and biennial final report shall be submitted in the MHGM system and/or on forms provided by the Commission. The Annual and Biannual Report questions are in the Quarter 4 Program reports. Final reports should include a review of performance and activities over the course of the entire grant period and must be accompanied by a financial statement(s).

**For the Grantee:**

DocuSigned by:  
  
 \_\_\_\_\_  
 5631545F188F46E..., Executive Director  
 Agency Columbus Public Health

4/18/23  
 \_\_\_\_\_  
 Date

Mysheika W. Roberts, MD, MPH  
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 Print the Executive Director's Name

\_\_\_\_\_  
 Angela C. Dawson, Executive Director  
 Ohio Commission on Minority Health

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 Date