
Mike DeWine
GOVERNOR

Rep. Emilia Sykes
CHAIRPERSON



COMMISSION ON MINORITY HEALTH

77 South High Street, 18th Floor, Columbus, Ohio 43215
Phone: (614) 466-4000
Fax: (614) 752-9049
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Email: minhealth@ocmh.state.oh.us

ACKNOWLEDGMENT OF TERMS Minority Health Month Grants

Project Number: MHM 23-61
Project Name: Minority Health Month 2023
Agency Name: Columbus Public Health
Address: 240 Parsons Avenue
Columbus, Ohio 43215
Phone Number: 614-645-7417
Executive Director: Dr. Mysheika Roberts
Amount of Award: \$8,500.00
Grant Time Period: From: November 18, 2022 To: April 30, 2023

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) All expenditures must be based upon the budget that is approved by the Commission;
- e) Expenditures will be reimbursed upon submission of the required program and expenditure reports as well as supporting documents. All documentation is due to the Commission, in the MHGM system, no later than 15 days after the end of the grant period (**May 15, 2023**).
- f) Agency will be held to expenditures according to the approved budget and approved distribution;
- g) Reimbursement for incentives will be based on documented numbers served. Documentation consists of but is not limited to copies of event registration, or sign-in/attendance sheets.
- h) All Commission funded activities must be free and open to the public and must be advertised as such. 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;
- i) **Submit all media publications, i.e., TV, radio and newspaper ads, T-shirts, flyers and/or brochures to the Commission for pre-approval. The Commission must be acknowledged at all funded program activities and/or on all printed materials by using the following citation: "Funded by the Ohio Commission on Minority Health"**
- j) Signed Acknowledgement of Terms, budget, and special terms and conditions noted below must be submitted to the Commission, in the MHGM system, no later than **December 16, 2022**.
- k) Grantee must comply with all special conditions related to fiscal and program areas, noted on page 2, Section II.
- l) Certification that the agency is not totally dependent on Commission funds as indicated by the completed budget forms showing 20% funds are received from other sources.
- m) An Acknowledgement of Terms (AOT) signed by the director of the commission shall activate the grant per ORC 3704-2-07(A).

- n) Grantee must implement a satisfaction survey for each Minority Health Month (MHM) event and provide a summary in the final report, which must be submitted in the MHGM System.
- o) Grantee must provide documentation of participation through MHGM submission of sign in forms to include a last name, race/ethnicity, zip code and gender. Please note all other information must be redacted on the sign in form and submitted with the final report, in MHGM.

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 as revised and is subject to your acceptance of the terms described herein.

To acknowledge this agreement, to accept the grant and receive funds, please download, respond to program and fiscal special conditions, sign and upload this Acknowledgment of Terms and responses to all special conditions into the MHGM system by the required deadline. The Commission will provide a signed copy for your files.

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

II. SPECIAL CONDITIONS

The following is a list of requirements which need to be submitted, in MHGM, to the Commission by **December 16, 2022**. The grantee will revise the programmatic and/or budgetary aspects of the grant to comply with the following special conditions:

Program Special Conditions:

In a word document titled Program Special Conditions- please upload responses to the items below in the MHGM system.

- 1. Grantee will confirm the dates and times of their scheduled events for the statewide calendar.
 - a. **If there are NO CHANGES** to the planned events that were outlined on the activity sheets submitted with the grant: Grantee will print out their activity sheets and **write CONFIRMED** at the top of the activity sheets and sign and date and upload in the MHGM system.
 - b. **If there are CANCELLATIONS:** If the event has been cancelled, the grantee will write **CANCELLED** and sign and date and upload in the MHGM system.
 - c. **If the event has been CHANGED:** Grantee will submit a new activity sheet and list any changes for the date, time, location or activity and upload the new activity sheet in the MHGM system.
- 2. Agency needs to provide locations if the events are not virtual.
- 3. Provide specific method(s) by which activities will be advertised and promoted. Please upload this plan in a word document to the MHGM system.

Fiscal Special Conditions:

Within your grant application in the MHGS, provide the below corrections to the budget and budget narrative. Do not submit as a word document, unless otherwise noted.

- 1. Agency will review budget up to \$8,500.00
- 2. Agency reported no invasive procedures however, there will be blood sugar screenings which require drawing blood.
- 3. Incentives exceed 10% of budget, this must be reduced to \$850.00.
Please Note: Agency can coordinate with the OCMH to obtain sanitizers and other incentives.

III. REQUIRED GRANT ACTIVITY

- A. The grantee will submit written reports with documentation to the Commission, in the MHGM system, as per the following schedule:
1. Special conditions must be addressed in writing, and submitted in the MHGM system, on or before **December 16, 2022**.
 2. All grantees must confirm that the activities will be held on the days, dates and times outlined on the Confirmation of Activity sheets that were submitted with the grants. If there are no changes the grantee must indicate NO CHANGES in the header and upload the document. If there are changes the grantee must submit a new confirmation of activity form in MHGM with the required changes. This must be uploaded in the due, in MHGM, on or before **December 16, 2022**.
 3. **Final program narrative and fiscal reports are due**, in MHGM, on or before **May 15, 2023**.
 4. Final reports should NOT contain any photographs or document uploads that contain the full name of participants. Grantees are expected to redact (white out) any personal health identifiers (social security numbers, names, addresses, telephone numbers, etc.).
 5. Consent forms must be obtained to use identifying photographs.
 6. Grantees are expected to maintain confidentiality on all medical screening data.
 7. In the event of cancellations, time, date or location changes, the grantee must provide the changes to the Commission immediately or as soon as the grantee becomes aware of the need for such changes.
 8. Please be advised that if a MHM date, time or location changes after the MHM calendar has been distributed and posted, it is the responsibility of the grantee to inform the community of said change well in advance of the MHM event.
- B. Event visits will be scheduled as deemed necessary by the Commission.
- C. Evaluations - All Grantees are required to administer a satisfaction survey for **each** event. Grantees are expected to include raw data from the survey collected to include, but not be limited to county of residence, gender, race/ethnicity, and narrative which summarizes data collected. The survey results must be submitted in MHGM with the final report.

IV. 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 grants 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, art work, 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 art work, negatives plates, story books, reprinted materials, or proofs.

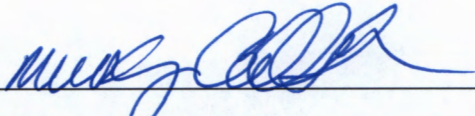
During the grant period or any time thereafter, if the grantee organization, author or third party is granted permission by the Commission to obtain a copyright, trademark or patent on any materials or ideas, which are the result of the grant project, the Commission reserves the royalty-free license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

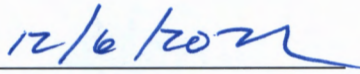
Once the grant period has ended, the grantee organization agrees that any profit or compensation made from the sale of materials or dissemination of information that was prepared or designed with grant money will be used for the continuation of the grant project only.

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.

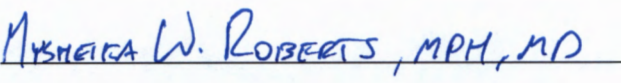
For the Grantee:



Agency Executive Director



Date



Print the Executive Director's Name

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

Date

To: The Ohio Commission on Minority Health
From: Columbus Public Health (Center for Public Health Innovation)
RE: MHM 23-61 (Program and Fiscal Special Conditions)

Program Special Conditions

Grantee will confirm the dates and times of their scheduled events for the statewide calendar.

- **If there are NO CHANGES** to the planned events that were outlined on the activity sheets submitted with the grant: Grantee will print out their activity sheets and **write CONFIRMED** at the top of the activity sheets and sign and date and upload in the MHGM system.
- **If there are CANCELLATIONS:** If the event has been cancelled, the grantee will write CANCELLED and sign and date and upload in the MHGM system.
- **If the event has been CHANGED:** Grantee will submit a new activity sheet and list any changes for the date, time, location or activity and upload the new activity sheet in the MHGM system.

Revised Proposed Event Forms will be provided and uploaded within the MGM system and serve as confirmation for the statewide calendar.

Agency needs to provide locations if the events are not virtual.

The local office of minority health will be conducting a total of 3 virtual events during Minority Health Month 2023.

- Kicking off Minority Health Month in April 2023, the Local Office will coordinate a panel discussion providing data and updates focused on social determinants of health, racism, health literacy and inequality. This will be a virtual event utilizing the ZOOM or WebEx platform.
- The Local Office will also coordinate a total of 2 workshops designed to engage the community in dialogue about communities as it relates to cultural norms, beliefs, and the impact on health. These workshops will also be virtual utilizing the ZOOM or WebEx platform. The local office plan to serve a total of 200 people during MHM 2023.

Provide specific method(s) by which activities will be advertised and promoted. Please upload this plan in a word document to the MHGM system.

The information below will be uploaded in a word document to the MGM system

Advertising and Promotion Plan

Advertising will be conducted through several outlets and in multiple languages to reflect the populations served by the Local Office of Minority Health. This will include:

- The creation of activity fliers, calendar of events, and office accomplishments
- Email distribution listings
- Internal Department Listserves
- Minority Health Advisory Committee
 - a subcommittee focused on minority health month will be established

The development of materials, and presentations to agencies will all be used as advertising for minority health month. The local office will also be utilizing billboard advertising to promote MHM initiatives that will be included in throughout the city of Columbus.

Fiscal Special Conditions

Within your grant application in the MHGS, provide the below corrections to the budget and budget narrative. Do not submit as a word document, unless otherwise noted.

- Agency will review budget up to \$8,500.00
- Agency reported no invasive procedures however, there will be blood sugar screenings which require drawing blood.
- Incentives exceed 10% of budget, this must be reduced to \$850.00.

Please Note: Agency can coordinate with the OCMH to obtain sanitizers and other incentives.

Agency has revised budget up to \$8,500.00 by adding a contractual service for billboard advertising.

Agency has uploaded new invasive procedure form outlining blood sugar screenings to be conducted at Minority Health Month events, upon availability of staffing.

Agency has revised incentive budget to reduce cost to \$850.00. The remaining budget will be moved to the contractual expense for billboard advertising.



RYAN E. JOHNSON, MPH

DIRECTOR, OFFICE OF MINORITY HEALTH
CENTER FOR PUBLIC HEALTH INNOVATION
614-645-7335

rejohnson@columbus.gov

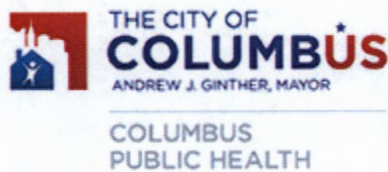
<http://publichealth.columbus.gov/minority-health>



JON CREGO

MANAGEMENT ANALYST I

P: 614.645.6263 | JDCrego@columbus.gov



To: The Ohio Commission on Minority Health
From: Columbus Public Health (Center for Public Health Innovation)
RE: MHM 23-61 (Advertising and Promotion Plan)

Provide specific method(s) by which activities will be advertised and promoted. Please upload this plan in a word document to the MHGM system.

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