

Minority Health Grants Management (MHGM) System

Minority Health Month - Frequently Asked Questions (FAQs) As of 8.2.19

Effective June 2019 all applications for FY20 Minority Health Month grants must be entered in the MHGM system. All final reports will also be entered in that system.

We strongly encourage you to watch the MHGM System training video and the MHM Technical Assistance video and read the RFP and have the MHGM Applicant User Guide with you before starting the application.

In order to access the MHGM System training, you will need to go to our website at www.mih.ohio.gov. Go to the Home Page, then to Grant Opportunities and scroll down to Minority Health Month and click on the appropriate link to obtain the MHGM training video and technical assistance video. It is our goal to make the application and reporting process easier for our community partners.

For MHGM technical assistance (page loading errors, system generated error messages, etc.) please contact Reina Sims at minhealth@mih.ohio.gov. Then enter, "MHGM System Technical Assistance Question" in the subject line in the subject line, type your question and include a screenshot of the issue to include the URL, in the body of your email.

For Minority Health Month grant RFP questions, please email your questions to the aforementioned email address. All questions will be answered within 1 – 2 business days.

Please note submission of the TA questions and the time allotted to their response, does not change or extend grant due dates. For all grant due dates, please visit our website at www.mih.ohio.org, and go to the Grant Opportunities page. From there, scroll down to the specific grant to which you are applying.

Thank you! Commission Staff

Program Questions

1. **Please note that the Commission has re-released the 2020 MHM RFP. To access the re-released RFP, please visit our website at www.mih.ohio.gov. Once there, please go to our Grant Opportunities page and scroll down to the MHM RFP Section. Thank you!**

2. **Our organization is attempting to complete its application submission through the MIH Portal as instructed. On the first screen, all information has been completed that is allowable.**

We are unable to progress to the next screen (page2) because of the requirement that a 'project area' be identified. This is to be done through a drop box selection, however there is NO option for us to elect from.

- It appears that you may have selected the wrong application fiscal year. Please select fiscal year 2020 and the project area drop down will populate.

3. **I am unable to get into the system. Once I log in, it indicates my session will expire, when I hit close, it takes me back to the log in page again. I log back in and it repeat the same thing. I have tried several times, please advise.**

- It sounds as if you may be using an Apple product. Unfortunately, The MHGM System is not presently compatible with Apple products using the Safari browser. Incompatibility issues are currently in the process of being rectified. In the interest of time, as the grant deadlines will not be altered, please use a PC to register for and navigate in the MHGM system.

4. **I am wondering what the due date is for the Minority Health Month grant submissions.**
 - Please be advised that as per the RFP cover letter, and page 9 of the RFP, the due date for submission of the Fiscal Year 2020 Minority Health Month Grant is 11:59pm on Monday, July 22, 2019.

5. **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, as well as state or county organizations such as local health departments.
 - 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.

6. **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)

7. **Can we mail in the application**
 - No. All applications must be submitted in the new Minority Health Grants Management System and are due on July 22, 2019 at 11:59 pm as indicated in the RFP.

8. **Why do we need to have a sign-in sheet at the MHM events?**
 - Sign-in sheets help verify the number of participants attending your event.

9. **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

10. **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 form.

11. **Our agency is planning a cooking demonstration at one of our events. Do we need to hire a Registered Dietitian/Licensed Dietitian (RD/LD)?**
 - Yes. All cooking demonstrations must be developed and supervised by an RD/LD.

12. **We would like to provide refreshments, are we still required to have a Dietician?**
 - Per the Governor's Executive Order 2007-09S, "refreshments" are not reimbursable under this grant. This is not an approved expense. The agency may accept donations that will cover the cost of refreshments.

13. **The first page on the application is asking for a Project Area but in the drop down there is nothing in the box to select?**

- Please ensure that the state fiscal year you have selected in FY20. Using FY19 will prevent the project area from displaying a drop-down list.

14. Do I have to complete the Project Action Plan section, this was not a required section of the grant last year?

- Yes. The Project Action plan is a required section of the Minority Health Month Grant application. Please refer to pages 28-32 on instructions on how to complete the Project Action Plan.

15. In the Minority Health Month grant application, the Project Documentation page indicates that MHM Activity Sheet is a required documents. I can't locate this on form on the website.

This MHM Activity Sheet is referred to as the Proposed Event form in the RFP and on the Website. The Proposed Event form can be located on the Commission Website at www.mih.ohio.gov

- a. Go to the Home page
- b. Scroll down to Current Grantees
- c. Click on Grantee Forms
- d. Scroll down to the Minority Health Month Section
- e. Click on Proposed event form
- f. Complete one for each activity you are planning for Minority Health Month
- g. Upload all event forms in Program Documentation page in the MHGM online system.

16. Can our events take place in another month?

- No. All events must occur during April.

17. Can our two events occur on the same date?

- No. The two required events must occur on two separate days.

18. I'm not receiving emails from the system as noted in the Applicant User Guide. What do I do?

- Please ensure that your IT group or staff are aware that the MHGM system will provide you with confirmation emails from the following email address:
DoNotReply@ocmh.ohio.gov

You will need to inform them of this so that this address is not blocked and will allow you to receive our emails notices from the MHGM system.

Fiscal Questions

1. Are we required to obtain signatures from the Director and the Fiscal Lead for this grant application?

- Yes. Applicants must go to the Signature page in the online grant application and click

on download, obtain the appropriate signatures on the form and then upload the signed form in the Project Documentation Section of the online application.

2. **Is there a maximum funding amount that an agency can apply for?**
 - The maximum amount an agency may apply for is \$2,500.00.
3. **What is the limit for speaker fees?**
 - There is no limitation on speaker fees. Costs should be reasonable, and topics need to relate to the program activities. The Commission requests that you utilize speakers from your community. The Commission will not reimburse for out-of-state speakers.
4. **Can a speaker's honorarium be paid with a gift card?**
 - No. The agency must follow your internal policies and procedures for paying a vendor and/or contractor.
5. **Can we charge a rental fee if an event is conducted at our agency?**
 - No. The Commission will not reimburse for rental of an agency's own space.
6. **What is a cost per unit?**
 - The cost per unit provides the actual costs of an item multiplied by the number of items purchased. (Example: 10 pencils x \$.10 = \$1.00)
7. **Can you provide an example of cost per unit for health screenings?**
 - Screening costs should be inclusive (nurse hours, supplies, etc.) Example: Four Nurses from the Northern Ohio Trauma Center will provide 120 cholesterol and triglyceride screenings @ \$12.00 per test = \$1,440.00.
8. **What if we estimate supplies for 100 screenings and only 20 people are screened?**
 - The Commission will reimburse for the actual number of screenings performed.
9. **Will the Commission reimburse for incentives and door prizes.**
 - Yes. Incentives and/or door prizes may not exceed \$250.00. (Example: cookbooks 100 x \$1.50 = \$150.00 and gift certificates 10 x \$10.00 = \$100.00)
10. **What type of incentives can be purchase with Commission funds?**
 - Incentives should be related to health wellness products (i.e. low-fat cookbooks, jump ropes, walking videos, journals, etc.).
11. **How do we get reimbursed for our activities?**
 - Final reports are due 15 days after your last event. You should upload copies of REDACTED (identifying information removed), checks, sign- in sheets, health screening demographic forms, copies of receipts. Please note that receipts should support your approved budget and only contain items purchased for your event. Expenditures not approved on your budget will not be reimbursed.

Furthermore, only submit copies of invoiced receipts and checks. Do not submit original documents.
12. **Do I have to resubmit the W-9 forms if I have previously received Commission funding?**
 - You must upload a signed W-9 form even if you have previously received Commission

funding. Please ensure the W-9 has a recent original signature and date.

13. **We are hosting a health fair this year. If we were to include dentists to provide checkups, can we be reimbursed for costs?**
 - Yes, dentists can be reimbursed for providing screenings and would be listed as consultants.
14. **Who can be charged to the personnel section of the grant?**
 - Only persons employed by your agency can be charged under the personnel section of the grant.
15. **Can employees be charged to personnel and administrative costs?**
 - The same employee cannot be charged under both personnel and administrative costs.
16. **Where are contracts and consultants listed in the budget?**
 - All contracts and consultants must be listed under the supply/contract area of the budget.
17. **Do we have to have a match for this grant?**
 - All Commission funded grants must show that 20% of its funds and or resources are received from sources other than grants awarded by the Commission on Minority Health.