

OHIO DEPARTMENT OF HEALTH

246 North High Street
Post Office Box 118
Columbus, Ohio 43216-0118

Telephone: (614) 466-3543
www.odh.state.oh.us



BOB TAFT
Governor

J. NICK BAIRD, M.D.
Director of Health

Date: May 13, 2005

To: Prospective Indoor Radon Program Applicants

From: Deborah L. Arms, RN, Ph.D., Chief
Division of Prevention
Ohio Department of Health

Subject: **Notice of Availability of Funds**

Competitive Grant Applications for State Fiscal Year 2006
Indoor Radon Program (October 1, 2005 through September 30, 2006)

The Ohio Department of Health (ODH), **Division of Prevention, Bureau of Radiation Protection**, announces the availability of grant funds to support Initiative 1, **Radon outreach activities**, and Initiative 2, **Maintenance of a Radon database and radon website**. The Request for Proposals (RFP) will provide you guidance in completing the online application for the FY06 competitive program period. **Proposals are due Monday, July 18, 2005 for the funding period of October 1, 2005 through September 30, 2006. Late applications will not be accepted.**

Introduction/Background

The Ohio Department of Health (ODH), Division of Prevention, Bureau of Radiation Protection (BRP), announces the availability of grant funds to support activities for the Indoor Radon Program. Data indicates that one out of two Ohio homes have elevated radon levels. Radon has been identified as the second leading cause of lung cancer, with about 22,000 deaths due to radon induced lung cancer in the United States each year.

All interested parties must submit a **Notice of Intent to Apply for Funding** (NOIAF) form, no later than **Monday, June 20, 2005** to be eligible to apply for funding (attached to the RFP). Upon receipt of your completed NOIAF, ODH will:

- a. Create the grant application account for your organization¹. This account number will allow you to submit an application via the Internet using the Grants Management Information System (GMIS). All grant applications must be submitted via the Internet using the GMIS.
- b. Assess your organizations' GMIS training needs (as indicated on the completed *Notice of Intent to Apply for Funding* form) and contact you regarding those needs. GMIS training is mandatory if your organization has never been trained on

GMIS.

Once ODH receives your completed *Notice of Intent to Apply for Funding* form, creates the grant application account for your organization, and finalizes all GMIS training requirements, you may proceed with the application process as outlined in the RFP.

The RFP will provide detailed information about the background, intent and scope of the grant, policy, procedures, performance expectations, and general information and requirements associated with the administration of the grant.

Please contact Elizabeth James, HPIII/ Radon Program Coordinator, at (614) 644-2727, by e-mail at ejames@odh.ohio.gov, or by fax at (614) 466-0381, if you have any questions regarding this application.

Mail the original and two (2) copies of the material not electronically filed to:

**Ohio Department of Health
Grants Administration
Central Master Files, 4th Floor
246 N. High Street
Columbus, OH 43215**

ⁱ Organizations with previous GMIS training will automatically receive a grant application account number upon receipt of a completed Notice of Intent to Apply for Funding form.



ALL APPLICATIONS MUST BE SUBMITTED VIA THE INTERNET

OHIO DEPARTMENT OF HEALTH

DIVISION OF
Prevention

BUREAU OF
Radiation Protection

Indoor Radon Program
REQUEST FOR PROPOSALS (RFP)
FOR
FISCAL YEAR 2006
(10/01/2005 – 09/30/2006)

Local Public Applicant Agencies
Non-Profit Applicants

COMPETITIVE GRANT APPLICATION INFORMATION

Table of Contents

I APPLICATION SUMMARY and GUIDANCE

- A. Policy and Procedure1
- B. Application Name.....1
- C. Purpose.....1
- D. Qualified Applicants.....2
- E. Service Area2
- F. Number of Grants and Funds Available.....2
- G. Due Date.....2
- H. Authorization.....2
- I. Goals.....2
- J. Program Period and Budget Period6
- K. Local Health Districts Improvement Standards.....6
- L. Public Health Impact Statement6
- M. Appropriation Contingency.....7
- N. Programmatic, Technical Assistance & Authorization for Internet Submission 7
- O. Acknowledgment.....7
- P. Late Applications7
- Q. Successful Applicants.....7
- R. Unsuccessful Applicants7
- S. Review Criteria7
- T. Freedom of Information Act.....8
- U. Ownership Copyright8
- V. Reporting Requirements.....8
- W. Special Condition(s).....9
- X. Unallowable Costs.....10
- Y. Audit.....10
- Z. Submission of Application11

II. APPLICATION REQUIREMENTS AND FORMAT

- A. Application Information13
- B. Annual Assurances13
- C. Budget13
- D. Budget Certification14
- E. Program Narrative14
- F. Attachments.....15
- G. Electronic Funds Transfer (EFT) Form15
- H. Internal Revenue Service (IRS) W-9 Form.....15
- I. Public Health Impact Statement Summary.....15
- J. Public Health Impact/Response Statement15
- K. Liability Coverage.....15
- L. Non-Profit Organization Status15
- M. Attachments as Required by Program15

III ATTACHMENTS

- Attachment #1. Instructions for Submitting Attachments via GMIS
- Attachment #2. Instructions for Submitting Program Reports via GMIS
- Attachment #3. Application Review Form

I. APPLICATION SUMMARY and GUIDANCE

An application for an ODH grant consists of a number of required parts – an electronic component submitted via an Internet Website (**which is sent with electronic acknowledgment in lieu of signature page**), various paper forms and attachments. All the required parts of a specific application must be completed and submitted by the application due date. **Any required part that is not submitted on time will result in the entire application not being considered for review.**

The application summary information is provided to assist your agency in identifying funding criteria:

A. Policy and Procedure: Uniform administration of all ODH grants is governed by the Ohio Department of Health Grants Administration Policies and Procedures Manual (GAPP). This manual must be followed to assure adherence to the rules, regulations and procedures for preparation of all Subgrantee applications. The GAPP manual is available on the ODH website <http://www.odh.ohio.gov> (Click on “About ODH,” click on “ODH Grants” and then click on “GAPP Manual.”)

B. Application Name: Indoor Radon Program

C. Purpose: The Ohio Department of Health (ODH) has identified radon as a health concern in Ohio and incorporated radon reduction strategies into Ohio’s “Healthy Ohioans. Healthy Communities” plan. A goal for the state indoor radon program is to achieve public awareness of the health hazards of radon in at least 40% of the population in the State. In addition, a goal is to test and, where necessary, reduce the radon concentrations to less than 4 Pico curies per liter (pCi/l) of air in 10% of the homes in the State. There are two initiatives.

1. To help meet these goals, sub-grants will be awarded to: provide scientific information to the public; outreach to minority and low income groups of the population; provide technical assistance for testing and reduction of radon in residences and test public schools and follow-up with radon abatement strategies. The subgrantee will also encourage building officials to establish healthy indoor air quality through incorporation of radon resistant construction techniques into residential building codes and new school construction plans, as well as to train real estate agents to encourage radon testing as a part of real estate transactions and encourage the building industry to build radon-resistant homes.

Available data identifies 13 zip code areas within the state that have highly elevated radon levels. These include areas in Allen, Clark, Columbiana, Franklin, Greene, Harrison, Knox, Licking, Mahoning, Richland, and Tuscarawas Counties. Subgrantee applicants that address the radon problems in these areas are encouraged to apply and will be given higher priority for funding.

2. To help meet these goals, a subgrant will be awarded to a college or University to:
 - Maintain an interactive World Wide Web site on radon in Ohio.
 - Collect data and analyze to extend the Ohio Radon Information System (ORIS) database.
 - Prepare a report of radon data by zip code.
 - Continue to collect data on radon in Ohio drinking water and include on the web site.
 - Update a database of radon data on schools tested, by county and school district, with data provided by ODH.
 - Use GIS software to improve presentation of radon data at the county level and by

zip code.

- Continue to manage radon measurement and mitigation data provided by ODH.
Prepare quarterly reports of measurement and mitigation activity.

D. Qualified Applicants: Eligible applicants for initiative #1 include county, city, or local health agencies and other non-profit organizations. Applicants are encouraged to include partnerships with other county and city health departments and/or non-profit organizations. The eligible applicants for initiative #2 are Colleges and Universities. Individuals, national organizations and other state agencies are ineligible for funding under this grant. The subgrantee must show 50% of the total budget in matching funds (dollar for dollar matching). Agencies must attend or document in writing prior attendance at GMIS training and must have the capacity to accept an electronic funds transfer (EFT).

E. Service Area: Applicant to provide services within its own county and any other counties specified in its proposal for initiative #1.

The ODH Radon Information System Web Site (radon.utoledo.edu) shall contain information applicable to Ohio for initiative #2.

F. Number of Grants and Funds Available: For initiative #1 up to nine grants may be awarded for a total amount of \$166,500.00. Eligible agencies may apply for up to \$50,000.

For initiative #2, one grant may be awarded for a total amount of \$32,000.

No grant award will be issued for less than \$15,000. The minimum amount is exclusive of any required matching amounts and represents only ODH funds granted. Applications submitted for less than the minimum amount will not be considered for review

G. Due Date: Applications including any mailed forms and required attachments are due by Monday, July 18, 2005. Attachments and any mailed forms will be considered to be "on time" if they are post marked or received on or before the established due date.

Applications including any mailed forms and required attachments are due by Monday, July 18, 2005. Attachments and any mailed forms will be considered to be "on time" if they are post marked or received on or before the established due date.

Contact Elizabeth James by e-mail at ejames@odh.ohio.gov or by phone at (614) 644-2727 or (800) 523-4439 with any questions.

H. Authorization: Authorization of funds for this purpose is contained in (Federal) USPL Section 306 Toxic Substances Control Act 15 USC CFDA #66.032. Included in the grant from the U.S. Environmental Protection Agency (USEPA) to ODH are funds to provide subgrants to local health departments for the localization of the indoor radon program

I. Goals: Funds are awarded to the ODH by the USEPA to address:

- Radon resistant new residential construction
- Outreach to minority and low income groups
- Testing of schools for radon
- Radon training
- Response to citizen inquiries and concerns, consultative services and distribution of information about radon
- Public information, presentations, seminars, exhibits and speakers about radon

- Radon in homes and other buildings
- Collection of radon data for Ohio and its Internet availability
- Licensing of those supplying radon services to the public, inspection and response to complaints
- Radon in drinking water issues

The Ohio Department of Health, in turn, awards subgrants to support programs to accomplish:

Initiative #1

- **Radon resistant new residential and school construction and application in the local building codes:**

To bring healthy indoor air quality to new buildings through preventive measures, such as, incorporating radon resistant construction techniques into the building codes, and encouraging the building and real estate industries to apply radon-reduction techniques. Activities may include the following:

- * Provide information, presentations and training to the building code officials, building architects, real estate and building construction industry personnel.
- * Serve on school construction design review committees for local school construction planning.
- * Provide rebates on septic system permits to builders who incorporate radon resistant new construction in new homes.
- * Provide radon resistant new construction materials kits to builders.
- * Provide seals of approval on construction drawings that incorporate radon resistant new construction features in new homes and schools.
- * Develop methods to accurately count the number of houses built with RRNC features.

- **Outreach to minority and low income groups:**

An objective of the indoor radon program is outreach to minority and low income groups by providing the technical assistance for testing and reduction of radon in existing residential homes. **(Excluding direct mitigation of homes using grant funds or match.)**

- **Testing schools for radon:**

School testing programs must follow the protocols established by the USEPA. Required activities should include, but not be limited to the following:

- * Identify schools eligible for testing in your region. Eligible locations are permanent structures that are occupied for any grade K-12 educational activities on a routine basis throughout the year and have a listed telephone number. Buildings previously tested for radon during the past three years, including testing performed by or for USEPA, ODH, or another government agency are not eligible.
- * Contact local school districts or other appropriate officials for schools that have not already been tested.
- * Place, retrieve and analyze or send the detectors to the laboratory for analysis. Perform any follow-up testing indicated, including use of alpha track detectors when the schoolroom results are 4 or more pCi/l but less than 10 pCi/l. **Testing**

must be performed by an Ohio Licensed Radon Tester. (For the ODH Radon Licensing Program Rules and Regulations, please refer to the Ohio Administrative Code Sections 3701-69-01 through 3701-69-09.)

- * Purchase of radon detectors in numbers adequate to comply with current USEPA protocols for radon testing in schools, including quality assurance and quality control requirements. (Use duplicates, controls and spikes.)
- * **The subgrantee shall provide school test results (laboratory reports) and special recommendations to ODH where the letter reporting the results and recommendations to the school district will be prepared.**

- **Radon Training**

Required activities include but are not limited to the following:

- * Identify staff in need of radon measurement or mitigation training. Eligible staff are only those individuals employed by the local agencies awarded the regional grant, and who are working directly toward completion of the grant objectives.
- * Coordinate training times and locations and arrange for training through the ODH or Midwest Universities Radon Consortium (MURC) (or other training program subject to ODH approval).
- * Conduct training with a training program approved by ODH.

- **Public Information**

Activities include but are not limited to the following:

- * Purchase of displays and/or models
- * Printing and distribution of literature
- * Media campaigns
- * Develop information on extent of radon concentrations within the region
- * Other public information outreach efforts
- * Materials for presentations, seminars, exhibits and speeches, including the rental of furniture and exhibit space

Schedules of all displays, presentations, workshops, and meetings shall be provided to ODH at least two weeks in advance for ODH to have an option to attend/participate in those activities.

- **Radon in homes and buildings**

Required activities include but are not limited to the following:

- * Identify eligible radon testing locations within the geographical limits of the State of Ohio and your jurisdiction. Testing locations should be distributed throughout the region. The eligible locations are permanent structures that are privately owned and occupied by the homeowner, and rental homes with the permission of the owner, including condominiums, town homes, duplexes, and mobile homes with permanent foundations or airtight skirting. They should have at least one floor at or below ground level. **(Be aware that any person, other than the homeowner, performing radon testing must be licensed by the Ohio Department of Health before conducting such testing.)**

- * Purchase radon detection devices in numbers adequate to provide both testing reliability and quality assurance following protocols established by the USEPA. (Use duplicates, controls and spikes)
- * Homes selected shall not have been included in other radon testing performed by or for the USEPA, ODH or any other government agency and have not had mitigation work performed that has reduced the radon levels in the structure.
- * Contact the homeowner or responsible party at the proposed testing locations. **ONLY PROPERTY OWNERS MAY GIVE PERMISSION FOR PLACEMENT OF DETECTORS.**
- * Place and recover detectors using current USEPA protocols and the State of Ohio Regulations and return the detectors to laboratories for analysis.
- * Be able and available to answer questions and address problems with regard to the testing. Provide follow-up contact for reporting of results and to answer questions after testing is completed.
- * Provide radon test kits to homeowners who wish to test their own homes.

- Provide training to real estate personnel

Provide training to real estate personnel to encourage testing for radon in real estate transactions. An individual certified to provide CEU's to the students should provide training.

Note: This appears to be most successful when coordinated with the local Board of Realtors. Such coordination may be required for the approval of CEU's for attending Realtors.

- Radon in Drinking Water

The USEPA plans to issue final limits for radon in drinking water in late 2000 have been delayed. The proposed rule will provide alternative measures for controlling the exposure to people. A provision is expected to require intensive public participation in developing the program to be used by the State to meet the implementation approach selected by the State. Radon and health programs at the county level are encouraged to become familiar with the final rule and participate in any public meetings held in their county.

Initiative #2

Maintenance of a radon database for Ohio and its Internet availability

The University of Toledo, Department of Civil Engineering, has prepared, under SIRG 7, SIRG 8, SIRG 9, SIRG 10, SIRG 11, SIRG 12, SIRG 13, SIRG 14, and SIRG 15 subgrants, data and a web site that provides information regarding health effects from radon and provides radon measurement data by U.S. postal zip code.

In order to make the radon data more available to the public the grantee has developed an interactive World Wide Web site on radon in Ohio (<http://radio.utoledo.edu>). The data and other relevant material are placed on the web site currently maintained by the University of Toledo. Software used for the web site was chosen to enable the contents of the web page

to be viewed by the user without his/her being required to purchase additional software. The web site includes connections to other useful related sites on the Internet. The radon web site is easy to use, colorful and of a user-friendly layout. The information included is interesting, current, educational, and accurate to allow the greatest number of Ohio residents to learn about radon.

The existence and contents of the radon web site is currently advertised on the Internet and through the University of Toledo's public information office. Press releases require prior approval by ODH. A disclaimer is included on the initial page of the radon web site clearly limiting the legal liability of the developers, the University of Toledo, and the ODH.

The maintenance of the web site will include efforts among the following (in order of priority):

- The radon data included in the database shall be updated at least annually to include data obtained from radon measurement laboratories.
- Prepare annual updating of radon data by zip code. This will be included as an update to the web page.
- Update a sub data base of radon data on schools tested by name and location, with data provided by ODH, and place this data into the web site.
- Data on radon concentrations in Ohio drinking water will be included as available.
- Use GIS software to better analyze and present the radon data by zip code for each county.
- Using radon testing and mitigation data provided by ODH, prepare quarterly summaries of this information. Provide security to the data so that other than its release to ODH personnel, only statistical summaries of the data will be released to the public. ODH personnel will be available to provide guidance on the information to be included in these summaries during the development of this data management program.

A representative of each subgrantee shall attend an annual meeting, usually scheduled for April, to receive program guidance and exchange information with other subgrantees

J. Program Period and Budget Period: The program and budget period for this application is October 1, 2005 through September 30, 2006.

K. Local Health Districts Improvement Standards: This grant program will address the Local Health Districts Improvement Goal(s) 3701-36-06, "Assure a Safe and Healthy Environment Standard(s) 3701-36-06-05, Environmental Health Education is provided to the community and is regularly evaluated". The Local Health District Improvement Standards are available on the ODH web-site <http://www.odh.ohio.gov>. (Click on "Local Health Districts" then "Local Health Districts Improvement Standards," Then click "Local Health District Improvement Goals/Standards/Measures.")

L. Public Health Impact Statement: All applicant agencies that are not local health districts must communicate with local health districts regarding the impact of the proposed grant activities on the Local Health Districts Improvement Standards.

1. *Public Health Impact Statement Summary* - Applicant agencies are required to submit a summary of the program to local health districts prior to submitting the grant application to ODH. The program summary, not to exceed one page, must include:

- (1) The Local Health District Improvement Standard(s) to be addressed by grant activities;

- (2) A description of the target population to be served;
- (3) A summary of the services to be provided or activities to be conducted; and,
- (4) A plan to coordinate and share information with appropriate local health districts.

The Applicant must submit the above summary as part of their grant application to ODH. This will document that a written summary of the proposed activities was provided to the local health districts with a request for their support and/or comment about the activities as they relate to the Local Health Districts Improvement Standards.

2. Public Health Impact Statement of Support - Include with the grant application a statement of support from the local health districts, if available. If a statement of support from the local health districts is not obtained, indicate that when the program summary is submitted with the grant application. If an applicant agency has a regional and/or statewide focus, a statement of support must be submitted from at least one local health district, if available.

M. Appropriation Contingency: Any award made through this program is contingent upon the availability of funds for this purpose.

N. Programmatic, Technical Assistance and Authorization for Internet Submission:
Please contact Elizabeth James by e-mail at ejames@odh.ohio.gov or by phone at (614) 644-2727 or (800) 523 4439.

For competitive RFPs ONLY: Applicant must attend or must document, in writing, prior attendance at Grants Management Information System (GMIS) training in order to receive authorization for Internet submission.

O. Acknowledgment: An electronic mail (e-mail) message will be sent to the valid e-mail address of the program director listed in the applicant agency's "Application Information Page" acknowledging ODH system receipt of the Internet submission.

P. Late Applications: Applications are dated the time of actual submission via the Internet, or are automatically submitted on the application due date. Any required forms and required any attachments will be considered to be "on time" and reviewable if they are postmarked or received on or before the established application due date of Monday, July 18, 2005. For complete instructions on submitting attachments electronically via GMIS see Attachment 1, page 19

Applicants should request a legibly dated postmark, or obtain a legibly dated receipt from the U.S. Postal Service, or a commercial carrier. Private metered postmarks shall **not** be acceptable as proof of timely mailing. Applicants can hand-deliver attachments to ODH, Grants Administration, Central Master Files; but they must be delivered by 4:00 p.m. on the application due date. FAX attachments will not be accepted. **GMIS applications and required application attachments received late will not be considered for review.**

Q. Successful Applicants: Successful applicants will receive official notification in the form of a "Notice of Award" (NOA). The NOA, issued under the signature of the Director of Health, allows for expenditure of grant funds.

R. Unsuccessful Applicants: Within 30 days after a decision to disapprove or not fund a grant application for a given program period, written notification, issued under the signature of the Director of Health, or his designee shall be sent to the unsuccessful applicant.

S. Review Criteria: All proposals will be judged on the quality, clarity and completeness of

the application. Applications will be judged according to the extent to which the proposal:

1. Contributes to the advancement and/or improvement of the health of Ohioans;
2. Is responsive to policy concerns and program objectives of the initiative/ program/ activity for which grant dollars are being made available;
3. Is well executed and is capable of attaining program objectives;
4. Describes specific objectives, activities, milestones and outcomes with respect to time-lines and resources;
5. Estimates reasonable cost to the Ohio Department of Health, considering the anticipated results;
6. Demonstrates that program personnel are well qualified by training and/or experience for their roles in the program and the applicant organization has adequate facilities and personnel;
7. Provides an evaluation plan, including a design for determining program success;
8. Is responsive to the special concerns and program priorities specified in the request for proposal; and,
9. Has demonstrated acceptable past performance.

Applications will be evaluated based on criteria listed on the Application Review Form, Attachment 2, page 21

The Ohio Department of Health will make the final determination and selection of successful/unsuccessful applicants and reserves the right to reject any or all applications for any given request for proposals. There will be no appeal of the Department's decision.

T. Freedom of Information Act: The Freedom of Information Act and the associated Public Information Regulations (45 CFR Part 5) of the U. S. Department of Health and Human Services require the release of certain information regarding grants requested by any member of the public. The intended use of the information will not be a criterion for release. Grant applications and grant-related reports are generally available for inspection and copying except that information considered to be an unwarranted invasion of personal privacy will not be disclosed. For specific guidance on the availability of information, refer to 45 CFR Part 5.

U. Ownership Copyright: Any work produced under this grant will be the property of the Ohio Department of Health/Federal Government. The Department's ownership will include copyright. The content of any material developed under this grant **must** be approved in advance by the awarding office of the Ohio Department of Health. All material(s) must clearly state:

Funded by Ohio Department of Health/Federal Government
Bureau Bureau of Radiation Protection
Program Indoor Radon Program

V. Reporting Requirements: Successful applicants are required to submit subgrantee program and expenditure reports. Reports must adhere to the Ohio Department of Health, Grants Administration Policies and Procedures (GAPP) Manual. Reports must be received before the Department will release any additional funds.

Note: Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of your agency flexibility status and/or further payments.

Submit reports as follows:

1. **Program Reports:** Subgrantee Program Reports **must** be completed and submitted **via the Internet** by the following dates: January 30, 2006, April 30, 2006, July 30, 2006, October 30, 2006. Additional required attachments associated with a Program Report may be sent electronically associated with an email. Any paper non-Internet compatible report attachments must be submitted to Central Master Files by the specific report due date.

Submission of Subgrantee Program Reports via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of this submission as an agency official and constitutes your electronic acknowledgement and acceptance of GAPP rules and regulations.

2. **Subgrantee Program Expenditure Reports:** Subgrantee Program Expenditure Reports **must** be completed and submitted **via the Internet** by the following dates: January 15, 2006, April 15, 2006, July 15, 2006, October 15, 2006. ***Submission of Subgrantee Program Expenditure Reports via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations.***

3. **Final Expense Reports:** A Subgrantee Final Expense Report reflecting total expenditures for the fiscal year must be completed and submitted **via the Internet** within 45 days after the end of the budget period by November 15, 2006. The information contained in this report must reflect the program's accounting records and supportive documentation. Any cash balances must be returned with the Subgrantee Final Expense Report. The Subgrantee Final Expense Report serves as invoice to return unused funds.

Submission of the Subgrantee Final Expense Report via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations.

4. **Inventory Report:** A listing of all equipment purchased in whole or in part with **current** grant funds (Equipment Section of the approved budget) must be submitted via the Internet as part of the Subgrantee Final Expense Report. At least once every two years, inventory must be physically inspected by the subgrantee. Equipment purchased with ODH grant funds must be tagged as property of ODH for inventory control. Such equipment may be required to be returned to ODH at the end of the grant program period.

- W. **Special Condition(s):** Responses to all special conditions **must be submitted via the Internet within 30 days of receipt of the first quarter payment.** A Special Conditions link is available on the Welcome screen for viewing and responding to special conditions. This link is viewable only after the issuance of the subgrantee's first payment. The 30-day time period, in which the subgrantee must respond to special conditions, will begin when the link is viewable. Failure to submit satisfactory responses to the special conditions or a plan describing how those special conditions will be satisfied will result in the withholding of

any further payments until satisfied.

Submission of response to grant special conditions via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations.

X. Unallowable Costs: Funds **may not** be used for the following:

1. To advance political or religious points of view, or for fund raising or lobbying, but must be used solely for the purpose as specified in this announcement;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fee for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Lump sum indirect or administrative costs;
6. Contributions to a contingency fund;
7. Entertainment;
8. Fines and penalties;
9. Membership fees -- unless related to the program and approved by ODH;
10. Interest or other financial payments;
11. Contributions made by program personnel;
12. Costs to rent equipment or space owned by the funded agency;
13. Inpatient services;
14. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;
15. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
16. Travel and meals over the current state rates (see OBM Website <http://www.obm.ohio.gov/mppr/travel.asp>);
17. All costs related to out-of-state travel, unless otherwise approved by ODH, and described in the budget narrative;
18. Training longer than one week in duration, unless otherwise approved by ODH;
19. Contracts, for compensation, with advisory board members;
20. Grant-related equipment costs greater than \$300, unless justified and approved by ODH;
21. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants; and

Use of grant funds for prohibited purposes will result in the loss or recovery of those funds.

Y. Audit: An independent audit must be completed no later than nine months after the end of the agency's fiscal year.

Subgrantees that have an agency fiscal year that ends on or after January 1, 2004 which expend \$500,000 or more in Federal awards in its fiscal year are required to have a single audit (\$300,000 for fiscal years ending on or before December 31, 2003). The fair share of the cost of the single audit is an allowable cost to Federal awards provided that the audit was conducted in accordance with the requirements of OMB Circular A-133.

Subgrantees that have an agency fiscal year that ends on or after January 1, 2004 which expend less than the \$500,000 threshold require a financial audit conducted in accordance

with Generally Accepted Government Auditing Standards (\$300,000 for fiscal years ending on or before December 31, 2003). The financial audit is not an allowable cost to the program.

Once the audit is completed, a copy must be sent to the ODH, Grants Administration, Central Master Files address within 30 days. Reference GAPP Chapter 100, Section 108 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations for additional audit requirements.

Z. Submission of Application:

The Internet application submission must consist of the following:

**Complete
& Submit
Via
Internet**

1. Application Information
2. Assurances
3. Budget
 - Cover Page
 - Personnel
 - Other Direct Costs
 - Equipment
 - Contracts
 - Confirmation of Contractual Agreements
 - Section D
 - Summary
4. Budget Certification
5. Program Narrative
6. Attachments as required by Program-NONE

An original and one (1) copy of the following forms, available on the Internet, must be completed, printed, signed in blue ink with original signatures and mailed to the address listed below:

**Comple
e,
Sign &
Mail To
ODH**

1. Electronic Funds Transfer (EFT) Form. **(Required if new agency, thereafter only if banking information has changed)**
2. IRS W-9 Form **(Required if new agency, thereafter only if changed)**

Two (2) copies of the following documents must be mailed to the address listed below:

**Copy &
Mail To
ODH**

1. Public Health Impact Statement **(for competitive cycle only; for continuation, only if changed)**
2. Statement of Support from the Local Health Districts **(for competitive cycle only; for continuation, only if changed)**
3. Liability Coverage **(Non-Profit Organizations only; for competitive cycle only; for continuation, only if changed)**
4. Evidence of Non-Profit Status **(Non-Profit Organizations only; for competitive cycle only; for continuation, only if changed)**

One (1) copy of the following documents must be mailed to the address listed below:

1. Current Independent Audit (latest completed organizational fiscal period; **only if not previously submitted**)
2. An original and one copy of **Attachments** (non-Internet compatible) as required by Program-None

**Complete
Copy &
Mail To
ODH**

**Ohio Department of Health
Grants Administration**

**Central Master Files, 4th Floor
246 N. High Street
Columbus, Ohio 43215**

II. APPLICATION REQUIREMENTS AND FORMAT

To access the on-line Grants Management Information System (GMIS), enter the GMIS site address: <http://gap.odh.state.oh.us> and enter the 11-digit program number provided by your program contact, which serves as your username when you log in. Do not submit the grant application until all appropriate sections have been completed and saved. For additional instructions, please refer to the information available on each individual screen through the on-line GMIS System's User Manual.

All applications must be submitted via the Internet. Submission of all parts of the grant application via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Checking the Acknowledge Button signifies your authorization of this submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations in lieu of an executed Signature Page document

- A. Application Information:** Information on the applicant agency and its administrative staff must be accurately completed in its entirety. Include e-mail addresses for receipt of acknowledgements. This information will serve as the basis for necessary communication between the agency and the ODH.
- B. Annual Assurances:** Each subgrantee must submit the "Federal and State Assurances for Subgrantees" form. This form is submitted automatically with each application via the Internet.
- C. Budget:** Prior to completion of the budget section, please review page 10 of the RFP for unallowable costs.

A match of 50% is required by this program. This match amount **must** be included in the applicant share column of the Budget Summary page with a match plan in the narrative.

1. Cover Page: Provide a detailed narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs. Describe the specific functions of the personnel, consultants, and collaborators. Explain and justify equipment, travel, (including any plans for out-of-state travel), supplies and training costs. If you have joint costs refer to GAPP Chapter 100, Section 103 and Section D (9) of the application for additional information.

2. Personnel, Other Direct Costs, Equipment, Contracts & Confirmation of Contractual Agreement (CCA) Form(s): Submit a budget with these sections and form(s) completed as necessary to support costs for the period October 1, 2005 to September 30, 2006.

Funds may be used to support personnel, their training, travel (see OBM Website <http://www.obm.ohio.gov/mppr/travel.asp>) and supplies directly related to planning, organizing, and conducting the Initiative/program activity described in this announcement.

Where appropriate, retain all contracts on file. The contracts should not be sent to ODH. A completed "Confirmation of Contractual Agreement" (CCA) form must be submitted via the Internet for each contract. The submitted CCA must be approved by ODH before contractual expenditures are authorized.

Submission of the "Confirmation of Contractual Agreement" (CCA) via the Ohio

Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgement and acceptance of GAPP rules and regulations.

Where appropriate, itemize all equipment (**minimum \$300.00 unit cost value**) to be purchased with grant funds in the Equipment Section

3. Section D: Answer each question on this form as accurately as possible. Completion of the form ensures your agency's compliance with the administrative standards of ODH and federal grants.

4. Budget Summary: Enter information about the funding sources, budget categories and forecasted cash needs for the program. Distribution should reflect the best estimate of need by quarter. Failure to complete this section will cause delays in receipt of grant funds.

D. Budget Certification: The Budget Certification sets forth standards of financial conduct relevant to receipt of grant funds and is provided for informational purposes. The listing is not all-inclusive and any omission of other statutes does not mean such statutes are not assimilated under this certification. Complete the form by entering the State and Congressional Districts. By clicking the Acknowledge box when submitting an application, the subgrantee agency agrees by electronic acknowledgment to the financial standards of conduct as stated therein.

E. Program Narrative: Identify the target population, services and programs to be offered and what agency or agencies will provide those services. Describe the public health problems that the program will address.

1. Executive Summary: Identify the target population, services and programs to be offered and what agency or agencies will provide those services. Describe the public health problems that the program will address

2. Description of Applicant Agency/Documentation of Eligibility/Personnel: Briefly discuss the applicant agency's eligibility to apply. Summarize the agency's structure as it relates to this program and, as the lead agency, how it will manage the program. Note any personnel or equipment deficiencies that will need to be addressed in order to carry out this grant. Describe plans for hiring and training, as necessary. Delineate all personnel who will be directly involved in program activities. Include the relationship between program staff members, staff members of the applicant agency, and other partners and agencies that will be working on this program. Include position descriptions for these staff.

3. Problem/Need: Identify and describe the local health status concern that will be addressed by the program, do not restate national and state data. The specific health status concerns that the program intends to address may be stated in terms of health status (e.g. morbidity and/or mortality) or health system (e.g., accessibility, availability, affordability, appropriateness of health services) indicators. The indicators should be measurable in order to serve as baseline data upon which the evaluation will be based. Clearly identify the target population. Include a description of other agencies/organizations also addressing this problem/need.

4. Methodology: In a narrative, identify the program goals, objectives, and activities. Indicate how they will be evaluated to determine the level of success of the program. Complete a program activities timeline to identify program objectives and activities and the start and completion dates for each.

- F. Attachment(s):** Attachments are documents deemed necessary to the application that are not a part of the GMIS system. Attachments will be sent via GMIS as a file as part of an email utilizing the GMIS Send/Record Comments link. Attachments sent electronically must be transmitted by the application due date. Attachments that are non-Internet compatible must be postmarked or received on or before the application due date. An original and the required number of copies of non-Internet compatible attachments must be mailed to the ODH, Grants Administration Central Master Files address on or before (Due Date). All attachments must clearly identify the authorized program name and program number. A minimum of one original and two copies of these materials are required.
- G. Electronic Funds Transfer (EFT) Form:** Print in PDF format and mail to ODH, Grants Administration, Central Master Files address. The completed EFT form **must be** dated and signed, in blue ink, with original signatures. Submit the original and one (1) copy. **(Required only if new agency, thereafter only when banking information has changed.)**
- H. Internal Revenue Service (IRS) W-9 Form:** Print in PDF format and mail to ODH, Grants Administration, Central Master Files address. The completed IRS W-9 form **must be** dated and signed, in blue ink, with original signatures. Submit the original and one (1) copy. **(Required if new agency, thereafter only when tax or agency address information has changed.)**
- I. Public Health Impact Statement Summary:** Submit two (2) copies of a one-page program summary regarding the impact to proposed grant activities on the Local Health Districts Improvement Standards **(for competitive cycle only; for continuation, only if changed)**.
- J. Public Health Impact Response/Statement:** Submit two (2) copies of the response/statement(s) of support from the local health district(s) to your agency's communication regarding the impact of the proposed grant activities on the Local Health Districts Improvement Standards. If a statement of support from the local health district is not available, indicate that and submit a copy of the program summary your agency forwarded to the local health district(s) **(for competitive cycle only; for continuation, only if changed)**.
- K. Liability Coverage:** Liability coverage is required for all non-profit agencies. Non-profit organizations **must** submit documentation validating current liability coverage. Submit two (2) copies of the Certificate of Insurance Liability **(Non-Profit Organizations only; for competitive cycle only; for continuation, only if changed)**.
- L. Non-Profit Organization Status:** Non-profit organizations **must** submit documentation validating current status. Submit two (2) copies of the Internal Revenue Services (IRS) letter approving your 501(c)(3) exempt status **(Non-Profit Organizations only; for competitive cycle only; for continuation, only if changed)**.
- M. Attachments as Required by Program:** None

III. ATTACHMENTS

- (1) Instructions for Submitting Attachments via GMIS
- (2) Submitting Program Reports via GMIS
- (3) Application Review form attached

Attachment #1

Instructions for Submitting Attachments via GMIS

1. Complete the Word document "FY06 RFP Attach" then save the document to your computer's hard drive using "FY06 *Your Agency's Name* RFP Attachment" as a file name.
2. After submission of your FY06 grant application through GMIS, go to the GMIS Welcome screen and click on "**Send-Record Comments.**"
3. An e-mail message box will come up. Scroll down to the **Add New Comments** section. Type in a message indicating that you are submitting your FY06 grant attachments.
4. Next to the Attachment box, click on the **Browse** button.
5. Find your saved attachment (FY06 *Your Agency's Name* RFP Attachment) document on your hard drive.
6. Double click on the file name and the file name will appear in the Attachment box on the **Add New Comments** screen.
7. Click on **Add New Comments** screen at the bottom of the page.
8. You should get a message that says "Please wait Sending E-mail." This may take a few minutes.
9. This should be followed by a message that says, "Email sent successfully!"
10. If no other attachments are needed, click on **CLOSE**. If other attachments are needed, return to step #1 and begin the process again.

If you have any questions or problems, please contact Elizabeth James, Radon Program Leader at 614-644-2727 or by email at ejames@odh.ohio.gov.

Attachment #2

Submitting Program Reports via GMIS

1. Log on to your GMIS account.
2. You will see the Welcome screen.
3. Choose the **Program Report** option.
4. Select the appropriate **Available Report Period**.
5. Click the **Get Information** button.
6. The screen will display the **Subgrantee Program Report** form. This form will display three boxes with questions and text boxes. In the first text box, **I. Comparison of actual accomplishments to the objectives required by the Request for Proposals (RFP)** type a response which indicates that you are submitting the program report with this report (for example, "Program Quarterly Activity Reports for second quarter FY06 are being submitted on 4/30/06.") You do not need to enter a message in all of the text boxes, just the first one.
7. Scroll down to the bottom and click on **Save Changes**.
8. Then click on **Add Attachments**.
9. An e-mail message box will come up. Scroll down to the **Add New Comments** section. Type in a message indicating that you are submitting your program report.
10. Next to the Attachment box, click on the **Browse** button.
11. Find your saved program report document on your hard drive.
12. Double click on the file name and the file name will appear in the Attachment box on the Add New Comments screen.
13. Click the **Add Comments** button at the bottom of the page.
14. You should get a message that says "Please wait. Sending E-mail. This may take a few minutes."
15. This should be followed by message that says "E-mail Sent Successfully!"
16. If you wish to send another attachment (with optional forms), click on the box that says "Send Another E-mail" and attach your document to this e-mail.
17. If no other attachments are needed, click on **Close**.
18. You should then be back at the **Subgrantee Program Report** screen. Go to the bottom of this page and click on **Save Changes**. Then click on the **Submit Program Report** button. You should get a message box that says "The Program Report has been successfully Submitted!"
19. You are then finished.

If you have any questions or problems, please contact Elizabeth James Radon Program Leader at 614-644-2727 or by email at ejames@odh.ohio.gov.

ATTACHMENT #3

Application Review Form

WORK PLAN EVALUATION

Evaluation Item	Value	Yes	No	Comments	Award Points
Well-written Work Plan	5				
Feasible – planned accomplishments and milestones with reference to time and resources	10				
Clear Work Plan (a) Objectives/purpose	5				
(b) Strategy/methodology	10				
Address issue of very high radon areas	25				
Contribute to advancement and/or improvement of health	5				
Contribute to accomplish SIRG 14 goals	5				
If well executed, will achieve project objectives	5				
Cost to ODH reasonable considering the anticipated result	5				
Experienced project personnel	5				
Trained project personnel	5				
Evaluation plan includes measurable quality and quantity of work	10				
Responsive to special concerns and program priorities	5				

ATTACHMENT #3 (Continued)

FINANCIAL SECTION EVALUATION

Evaluation Item	Value	Yes	No	Comments	Award Points
Matching funds available	20				
Expenses projected are acceptable	15				
Personnel allocated are justified	5				
Personnel allocated correspond to the Personnel Section in the special Project Application	5				
Travel expenses are realistic and justified	5				
Additional information/supporting documentation	10				

SPECIAL PROJECT APPLICATION EVALUATION

Evaluation Item	Value	Yes	No	Comments	Award Points
1. Completeness (A). All forms submitted	5				
(B). All forms properly completed	5				
2. Clarity and quality (A). Work Plan includes summary	5				
(B). Work plan purpose/objectives/goals and priorities	5				
(C). Each Work Plan includes budget details	10				
(D). Budget details correspond with budget details in Special Project Form Financial Section	5				