



# GRANT INFORMATION FOR APPLICANTS (GIFA 2)

This document is intended to provide grant guidance for the following OhioMHAS grant funded programs

- Advocacy
- Access Success II
- Housing
- PATH
- TASC
- Drug Court
- SAMI
- Best Practices
- Criminal Justice
- SMI
- Race To The Top
- Resident Training
- CABHI
- MOMS
- Forensic
- Opiate Advocacy

## SFY 2016

**Ohio Department of Mental Health & Addiction Services (OhioMHAS)  
SFY 2016 Grant Information for Applicants (GIFA 2)**

**Mission**

The mission of the Ohio Department of Mental Health and Addiction Services (OhioMHAS) is to provide statewide leadership of a high-quality mental health and addiction prevention, treatment and recovery system that is effective and valued by all Ohioans.

**Vision**

OhioMHAS will be a national leader in implementing a comprehensive, accessible, and quality-focused system of addiction and mental health care and wellness for all Ohio citizens.

**Introduction**

The State Fiscal Year (SFY) 2016 Grant Information for Applicants (GIFA) provides applicants for continuation grants with the requirements for the SFY 2016 grant application and sets forth the process by which grant applications will be submitted and reviewed. The SFY 2016 grant application will cover a one-year period, from July 1, 2015 through June 30, 2016.

**Availability of Funding**

Funding will depend on the availability of the state and federal funds for SFY 2016. Granted amounts will be provided in the Notice of Sub-Award (NOSA) for each individual award. In the event that state and/or federal funds are modified during the SFY 2016, the Department will provide information for any budget modifications to the NOSA amount as soon as practicable after a change in availability of funds.

**Eligible Applicants**

Applications will be accepted only from public and private non-profit organizations that are **currently** funded to provide one or more of the following services: Mental Health and Substance Abuse prevention projects, and treatment services.

**Grant Application Process**

For the SFY 2016 applications, **all currently funded grantees** must submit their applications electronically via the Online Grant Application (OLGA) system, or Proving Ohio's Prevention Success (POPS) system. If your project will be a first time submission in either of these systems, please contact your project lead for guidance if needed. Project lead contact information is located on the Project Lead contact sheet, or your prior year NOSA. The SFY 2016 GIFA Grant Application process begins Tuesday, June 30, 2015. The deadline for submission is 5:00PM Friday, July 31, 2015.

**Technical Assistance**

Technical assistance is available for the Grant Application Process. Contact your project lead for programmatic guidance, or the Grants Coordinator for fiscal or business related

questions. Please see the attached Contact list for the appropriate program and fiscal contacts. For system related program (OLGA or POPS) questions or concerns, contact the Help Desk at [mhahelpdesk@mha.ohio.gov](mailto:mhahelpdesk@mha.ohio.gov). A live webinar will be recorded, and available for review.

**Submission Deadline**

All the components of the funding application must be completed and received at OhioMHAS by 5:00 P.M. on Friday, July 31, 2015 in order to meet the requirements for submission.

Once a Funding Application is complete and approved by OhioMHAS, an SFY 2016 NOSA will be released.

**Restrictions**

Grant funds may not be used for: inpatient services cash payments to recipients of services, financial assistance to any entity other than a public or nonprofit entity, vehicle purchase, capital improvement, construction, research, prohibited lobbying activities, professional or credentialing fees, (unless otherwise preapproved), licenses, fines, penalties, match for other federal funds, or to supplant existing funds for staff or programs. Vehicle lease is permissible with pre-approval from OhioMHAS prior to signing the lease agreement.

**Special Requirements**

Special requirements will be indicated in the application for specific program areas, if applicable.

**Grant Review and Receipt Schedule**

To be considered for funding, applicants must complete and submit the application via the required method by 5:00 P.M. on July 31, 2015. **Any application submitted after 5:00 P.M. on July 31, 2015 will not be accepted.** No hard copies or facsimile copies of applications will be accepted.

Review and Receipt Schedule: the proposed timeline is as follows:

Schedule	Process
June 30, 2015	Notice to the Field Proposed Grant Awards & Grant Process Begins for Applicants
July 31, 2015	Grant Applications Electronic Submission to OhioMHAS via OLGA or POPS as Instructed by 5:00 P.M.
July 2015	OhioMHAS Internal Application Review process begins
August 7, 2015	ADAMHS/CMH/ADAS Boards Review/Comment Form due to OhioMHAS program lead by 5:00PM
July 1, 2015	2016 NOSAs transmitted to approved applicants and respective Boards.
July 1, 2015	SFY 2016 Funding Period Begins
July 9, 2015	Q&A session on the SFY 2016 application submission process

**ADAMHS/ADAS/CMH Board Comments**

Boards will be notified of all grants proposed to be awarded in their service districts. Pass – Thru funded applicants must print and provide a copy of their Prevention, Treatment and MH Funding Applications to the Board by the close of business (5:00PM) on August 7,

2015. The Board **may** then submit the Board Review/Comment form to OhioMHAS by the close of business (5:00 PM) on August 7, 2015 to program lead associated with the grant. Program lead contacts can be found on the included list.

## **Webinar**

**A recorded Webinar will be available beginning July 1, 2015.** This webinar will provide applicants who are new to the Online Grants Application (OLGA) system information on the SFY 2016 grant application submission process. This webinar will benefit OhioMHAS applicants, as well as any staff new to the process, and will be available on the OhioMHAS website by going to: [www.mha.ohio.gov](http://www.mha.ohio.gov), then go to “Grant Support,” and “Grant Guidance.”

## **Q&A session**

A Q&A session will be available on Thursday, July 9, from 10:00 am – 11:30 am. This session will be available to all grantees, and will provide an opportunity to ask questions, and receive guidance on the SFY 2016 application submission process. To register for this Q&A session, please visit the OhioMHAS website at [www.mha.ohio.gov](http://www.mha.ohio.gov), then go to “Grant Support,” and “Grant Guidance.”

## **Grant Application Review and Approval**

All grant applications will be reviewed by OhioMHAS for completeness and compliance with guidelines. OhioMHAS will approve the Application or return for edits. Once any required changes have been made, the applicant will submit the revised application to OhioMHAS.

A NOSA will be released for approved applications.

## **Reporting Requirements**

As authorized in Ohio Revised Code Section 5119.61, OhioMHAS will collect information and data from grantees. This information and data is outlined in the Reporting Requirements which will be distributed with all NOSAs. These Reporting Requirements also will be available on the OhioMHAS website. Reporting requirements, such as expenditure reports and progress reports, will be reviewed by OhioMHAS Staff. Failure to comply with Reporting Requirements will result in further action by OhioMHAS.

## **Attachments:**

The following attachments are available at the OhioMHAS website which can be found by going to: [www.mha.ohio.gov](http://www.mha.ohio.gov), then go to “Grant Support,” and “Grant Guidance.”

- Project Lead Contact Sheet
- Board Review Comment Form
- Prevention Continuum of Care Taxonomy
- Grant Budget Line Item Policies
- OhioMHAS Indirect Cost Rate Rule
- OLGA application process PowerPoint