

**Cooperative Agreement to Benefit Homeless Individuals (CABHI)
November 18, 2015
Meeting Minutes**

CABHI Enhancement Budget – Mei

- ❖ Mei received the revised budget from Lucas and Stark counties for CABHI Enhancement grant. If any grantee needs to have a revision on the budget, please verify with your own Fiscal Department to make sure the revised budgets have been submitted to Mei and Deb.
- ❖ The submitted budget from grantees might not be the same as the approved budget to SAMHSA. If a grantee does not submit a revised budget, the Notice of Sub-award (NOSA) will be based on the approved budget by OhioMHAS.
- ❖ Hamilton County will schedule a phone conference with Mei and Deb about budget revisions.
- ❖ Montgomery County also submitted a revised budget.
- ❖ Deb will send out an email about budget revisions as not every grantee is represented at the table.

Original CABHI Grant Budget – Mei

- ❖ Mei received the carryover requests from Hamilton, Montgomery and Summit Counties. Franklin County indicated a carryover request was also submitted.
- ❖ Roma confirmed that the carryover money can be used to purchase tablets.
- ❖ Mei will review the year-2 Budget for the 5 original CABHI grantees.

GPRA – Scott

- ❖ Scott will send out a list of clients that their GPRA reassessments will be due.
- ❖ In term of separating year-1 vs year-2 enrollees, Scott uses GPRA assessment submission dates by grantees to make the determination.
- ❖ Scott showed grantees an online data collection system that grantees can use temporarily as the Federal CDP system is not available at this point and time. Scott will grant the access to the data collection staff. If any grantees have hired new CTI workers recently, please send your new staff's contact information to Scott.
- ❖ OhioMHAS staff will enter the received paper GPRA assessments.
- ❖ If a client is done with the program, please send an email to Scott so he can discharge that client. It would be helpful if CTI Specialists can do discharge interviews and send final GPRA to Scott.

Q&A

- ❖ Deb confirms it is okay to send the actual/clinical report and financial report separately, just let her know.
 - ❖ Grantees need to submit the separate reports for the Original CABHI Grant and CABHI Enhancement Grant.
 - ❖ Franklin County asked if their add-ons on the Excel spreadsheet are okay – approved.
 - ❖ Roma checked if new staff have been hired for the 3 new CABHI Enhancement programs. Franklin County Board and Stark County Board can't move forward until they have NOSA. The providers have created job descriptions.
 - ❖ If CTI Specialists have been hired or are ready to be hired, please contact Cathy Alexander for training.
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