OhioMHAS SFY 2015
Guidance Information for Applicants
“The GIFA”
Webinar
BACKGROUND

In July of 2013, the former ODADAS and ODMH consolidated to form one new agency:

Ohio Department of Mental Health and Addiction Services

OhioMHAS
The mission of LeanOhio is to make government services in Ohio simpler, faster, better, and less costly using continuous improvement methods such as Lean and Six Sigma to cut red tape, remove inefficiencies, improve customer service, and achieve measurable results.

• OhioMHAS engaged the LeanOhio improvement process to assist OhioMHAS with the integration of multiple funding processes into one process recognizing that the formerly two separate state departments (ODMH and ODADAS) had multiple web based applications, guidance documents, and budget processes.
LEANOhio Kaizen Process Improvement

Kaizen Team Members: OhioMHAS staff and other stakeholders including boards, providers and advocates.

Grantees, Boards, Advocates
Karen Lindberg
Dr. Carole Harvey
Craig Comedy
Steve Carrel
Donna Conley
Lori Criss
Michael Jenks
Angela Ottman
Felicia Sherman

OhioMHAS Staff
Michael Ullerup
Shemane Marsh
Tammy Payton
Jackie Doodley
Kraig Knudsen
Johanna Pickett
Rosaland Gatewood-Tye
Mary Kyle
Deborah Nixon-Hughes
Drew Palminter
LeanOhio Goals

- A target date of July 1, 2015 was set for the Integrated system.
- Create a single process for grant administration for SFY 15
- Reduce steps and errors in the process

Ongoing Kaizen Benefits

- Improves ease of use for customers
- Decreases errors
- Faster turnaround of applications
### Scorecard

<table>
<thead>
<tr>
<th>Measure</th>
<th>Current Level</th>
<th>NEW</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Steps</td>
<td>117 / 122</td>
<td>41</td>
<td>65-66%</td>
</tr>
<tr>
<td>Decision Points</td>
<td>12 / 17</td>
<td>8</td>
<td>33-53%</td>
</tr>
<tr>
<td>Handoffs</td>
<td>20</td>
<td>11</td>
<td>45%</td>
</tr>
<tr>
<td>Loopbacks</td>
<td>10</td>
<td>5</td>
<td>50%</td>
</tr>
<tr>
<td>Delays</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead</td>
<td>112 / 285</td>
<td>55-66</td>
<td>51-81%</td>
</tr>
</tbody>
</table>

 Improvement Summary

Current Key Issues
- Multiple Grant Systems housing multiple applications with diverse requirements
- Too many staff/providers doing the same tasks differently
- Confusion on point of contact for current program information

How We Improved
- Single Grant System with standardized requirements
- Defined roles and responsibilities
- Communications/training plans developed to reduce confusion

Simpler, Faster, Better, Less Costly.
Results for SFY 2015 : Phase I

- A single grant guidance document.
- A single Agreements and Assurances document.
- Alignment of Budget and Narrative documents.
- Alignment of Mental Health and addiction projects.
Applications have been cloned/pre-populated for both addiction and MH grants

SFY 2014 addiction applications were cloned and are pre-populated in OLGA and POPS as SFY 2015 applications.

Information provided via a single webinar for all grants
What remains the same?

- Project Leads remain the same for most grants.

- Applicants who applied in OLGA and POPS in SFY 2014 will update the application and other required documents in those systems in SFY 2015.

- Mental Health applicants will utilize a paper process for SFY 2015.
OhioMHAS Substance Abuse Prevention funded projects that applied in Proving Ohio Prevention Success (POPS) and Online Grant Application (OLGA) systems in SFY 2014, will apply in those systems in SFY 2015.

Funded projects need to resubmit budget information in the new format and each page must be saved.
• Most Mental Health funded projects who submitted applications and associated documents as attachments to e-mails will continue to send them as e-mail attachments to Project Leads in SFY 2015, just like SFY 2014.

• Project Leads will e-mail the SFY 2015 Application with pre-populated information and other associated documents to Mental Health applicants. Applicants will review and update information and submit to Project Leads.

• The previous Budget Narrative and Fiscal Report form has been replaced with the Budget Narrative and Fiscal Forms used by all other Addiction Grantees.
OhioMHAS Mental Health Funded Projects

• Mental Health Ex-offender funded projects will pilot a web based application in the OLGA System. For questions please contact: 
Tony.Johnson@mha.ohio.gov
OhioMHAS will not “automatically push out” any grant funds in SFY 2015 prior to project leads review.

Project Leads will review the application and associated documents to ensure projects are on target with projected goals and objectives jointly set by the grantee and project lead to ensure accountability of funding.

A webinar is scheduled for June 3, 2014 at 1:00 PM on updated Performance Measurement Worksheets and Report Forms.
OhioMHAS Contacts

- If you have questions about your grant or the application process, please contact your Project Lead.


- For additional questions or clarification please e-mail: [fundingapplication15@mha.ohio.gov](mailto:fundingapplication15@mha.ohio.gov)
The Grant Information for Applicants (GIFA):

- Describes eligible applicants and the grant process including timelines, deadlines, reporting requirements and revised budget information.
- Addiction applicants must submit a hard copy of the application to the local board for review. This does not apply to statewide advocacy and programming and direct funded applicants. However, the board review form does not have to be sent to OhioMHAS.
- Applicants will apply using the same system they used in SFY 2014.
Grant related Agreements and Assurances can be found at:

www.mha.ohio.gov

Go to Funding/Grants/Grant Guidance under SFY 2015 Grant Documents
Webinar Recording and Other Resources

- After May 21st, the recorded Webinar, FAQs, Grant Information for Applicants, and other attachments will be posted on OhioMHAS Grant Web page at: http://mha.ohio.gov/Default.aspx?tabid=500

- Project Leads will be available for technical assistance at anytime during the application process.
## OhioMHAS Grant Application Process

### Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Process:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May 2014</strong></td>
<td>Pending: SFY 2015 Grant Award Notice</td>
</tr>
<tr>
<td><strong>May 21, 2014</strong></td>
<td>Webinar is available and Grant Process Begins for Applicants</td>
</tr>
<tr>
<td><strong>June 10, 2014</strong></td>
<td>Grant Applications/Electronic Submissions due to OhioMHAS by 5:00 P.M.</td>
</tr>
<tr>
<td><strong>June 13 - 27, 2014</strong></td>
<td>Review and Feedback by OhioMHAS Project Leads</td>
</tr>
<tr>
<td><strong>June 20, 2014</strong></td>
<td>ADAMHS/CMHB/ADAS Boards Review Form is completed at the board’s discretion. Comments are due to OhioMHAS by 5:00PM</td>
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<tr>
<td><strong>June 30, 2014</strong></td>
<td>SFY 2015 Notice of Sub Awards (NOSA) transmitted to approved applicants and respective Board.</td>
</tr>
<tr>
<td><strong>July 1, 2014</strong></td>
<td>SFY 2015 Funding Period Begins</td>
</tr>
</tbody>
</table>
Creating an Ohio MHAS User Account

- Navigate to https://prod.ada.ohio.gov/registrar/
- Follow on-screen instructions
- Username and email address must not already be registered
- Detailed instruction guide provided
- Account approval process
Logging Into POPS or OLGA

Ohio Department of Mental Health & Addiction Services

OhioMHAS Application Login

Non-OhioMHAS Employees

Username: [blank]
Password: [blank]
Forgot your Password?
Login

OhioMHAS Employees

Login

Click here if you currently do not have an account but would like to create one.

http://prod.ada.ohio.gov
Logging Into POPS or OLGA

- [https://prod.ada.ohio.gov/](https://prod.ada.ohio.gov/)
- Login using the credentials you registered
- Select “Production” as your environment
- Answer “Secret Question”
- Select the applicable system (OLGA or POPS)
Michele Sherman
Grants Administration Manager
Michele.Sherman@mha.ohio.gov

Johanna Burgess-Pickett
Grants Coordinator
Johanna.Pickett@mha.ohio.gov
Ohio Department of Mental Health and Addiction Services  
SFY 2015 Budget/Expenditure Form

Implementing Agency:  
Grant Program Area:  
Budget Period:  
State Grant #:  

For OHiOMIHAS Internal Use Only

<table>
<thead>
<tr>
<th>A. Budget Categories</th>
<th>B. OhioMIHAS Funds</th>
<th>C. Other Funds</th>
<th>D. Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category I: Personnel Costs</td>
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</tr>
<tr>
<td>A1. Personnel</td>
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<tr>
<td>A2. Fringe Benefits</td>
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</tr>
<tr>
<td>Category II: Non-Personnel Costs</td>
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<tr>
<td>A3. Consultants</td>
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<td>0</td>
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<tr>
<td>A4. Subscriptions &amp; Publications</td>
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<td>0</td>
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<tr>
<td>A5. Supplies</td>
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</tr>
<tr>
<td>A6. Printing/Copying</td>
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</tr>
<tr>
<td>A7. Rent/Lease Expenses</td>
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<tr>
<td>A8. Phone/Utilities</td>
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<tr>
<td>A9. Maintenance/Repair</td>
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<td>0</td>
</tr>
<tr>
<td>A10. Rentals</td>
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<td>0</td>
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<tr>
<td>A11. Insurance</td>
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<tr>
<td>Category III: Motor Vehicle/Travel/Food/Conference</td>
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<tr>
<td>A12. Motor Vehicle</td>
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<tr>
<td>A13. Travel</td>
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<tr>
<td>A14. Food</td>
<td>0</td>
<td>0</td>
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<tr>
<td>A15. Conference/Training/Registration</td>
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<td>Category IV: Equipment/Furniture</td>
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<tr>
<td>A16. Equipment/Computer</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>A17. Furniture</td>
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<td>0</td>
</tr>
<tr>
<td>E. Totals</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
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</table>

When this form is completed as an expenditure report the person submitting must print or type name and sign the document.

Prepared By:  
Fiscal Signature:  
Date:  

*Prior written approval must be obtained from OHiOMIHAS before incurring costs that exceed a 10% change between Budget Categories or any change to Category IV.
Budget Narrative Instructions

• Identify the agency name and program title at the beginning of the Budget Narrative.

• For each identified funding source, explain funding time frames and any applicable restrictions, anticipated client fees and in-kind sources for each grant.

• Provide justification on how each line item of the budget was calculated.

• If “Other Funds” have been identified in the Line Item Budget, they must be explained on the budget narrative.
Budget Narrative Definitions - can be found on the OhioMHAS website at [www.mha.ohio.gov](http://www.mha.ohio.gov) under Funding/Grants/Grant Guidance/SFY 2015 Grant Documents.

OhioMHAS Travel Rule Guideline - State of Ohio mileage reimbursement rate cannot exceed $ .52. For overnight and per diem rates, please refer to [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

Make sure to check for accuracy. Ensure the budget and budget narrative balance individually and to each other.
• OhioMHAS plans to begin distribution of SFY 2015 Notice of Sub Awards (NOSA) July 1, 2014, provided all components of the application are complete and found acceptable.

• Note: The award is contingent upon expected funding by the State and Federal Government.
SFY 2015 Reporting Requirements Document will be e-mailed with your SFY 2015 NOSA and will be available on the OhioMHAS website: www.mha.ohio.gov

Go to Funding/Grants/Grant Guidance/Grant Reporting Forms/SFY 2015 Grant Reporting Forms
• Funding depends on the availability of state and federal funds for State Fiscal Year 2015.

• Should funding be reduced, the amount of funds available for the grant may be reduced or terminated per written notice to the applicant by OhioMHAS.

• Applicants can apply for no more than the final amount awarded during SFY 2014.
Distribution of SFY 2015 Funds

Funding Distribution

Beginning in SFY 2015 *all grant funds* will be drawn down from the Funding Request System.

State Funds - State Funds will be available for drawdown on a quarterly basis.

Non-SAPT Funds - Non-SAPT funds will be available for drawdown on a reimbursement basis.

SAPT Funds - SAPT funds will be available for drawdown as they are received by the Department.
Distribution of SFY 2015 Funds

Draw-Down Process
• All funds are to be requested through the web-based draw-down system, available at https://prod.ada.ohio.gov/
• Boards request funds for pass-through dollars
• Grantee requests funds for direct funded dollars

Accessing the Application
• Board fiscal agents should already have access
• New users should register an account.
• For users who already have an account, they can request access to the Draw-Down system through the MHAS help desk or through the User Management system.
Refer to the Funding Request User Guide first if you have questions regarding usage of the system. The guide is available on the MHAS public website at [www.mha.ohio.gov](http://www.mha.ohio.gov). Look under Funding >> Grants >> Grant Guidance >> SFY 2015 Grant Documents

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<table>
<thead>
<tr>
<th>FOR</th>
<th>CONTACT</th>
</tr>
</thead>
</table>
| Application support and assistance in completing and submitting request forms | Mary Kyle at (614) 466-6144 or mary.kyle@mha.ohio.gov  
Nikki DeCamp at (614)-644-8422 or nikki.decamp@mha.ohio.gov |
| Help with creating an account                                       | Johanna Burgess-Pickett at (614) 644-8448 or johanna.pickett@mha.ohio.gov |
| Technical problems with the site (error messages, etc)              | MHA Help Desk at helpdesk@mha.ohio.gov |
• All funded projects are required to report performance on grant projects.
• MH funded projects and a select number of volunteer SA providers will be asked to participate in piloting a new Performance Measurement Worksheet.
• All other grantees' reporting requirements will remain the same.
• The Office of Quality, Planning, and Research will work with project leads and grantees to provide technical assistance on performance measurement when indicated.
Questions?
Thank You

OhioMHAS Staff