
Grants & Funding Management System (GFMS): Allocation Applications



ODADAS & ODMH Consolidation

BACKGROUND

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

**Ohio Department of Mental Health &
Addiction Services
OhioMHAS**

POPS, OLGA & Community Funding

- ODADAS and ODMH historically used several web applications or paper processes for awarding funds to Boards and providers (e.g., OLGA, POPS, Community Funding Database)
- Post-consolidation, OhioMHAS saw the opportunity to create an integrated web application for the combined agency: **GFMS**

GIFA and Allocation Guidelines

Grant Information for Applicants (GIFA) documents and Allocation Guidelines information are posted on the OhioMHAS website at:

<http://mha.ohio.gov/Default.aspx?tabid=147>

and

<http://mha.ohio.gov/Default.aspx?tabid=500>



OhioMHAS Project Lead Contact Information

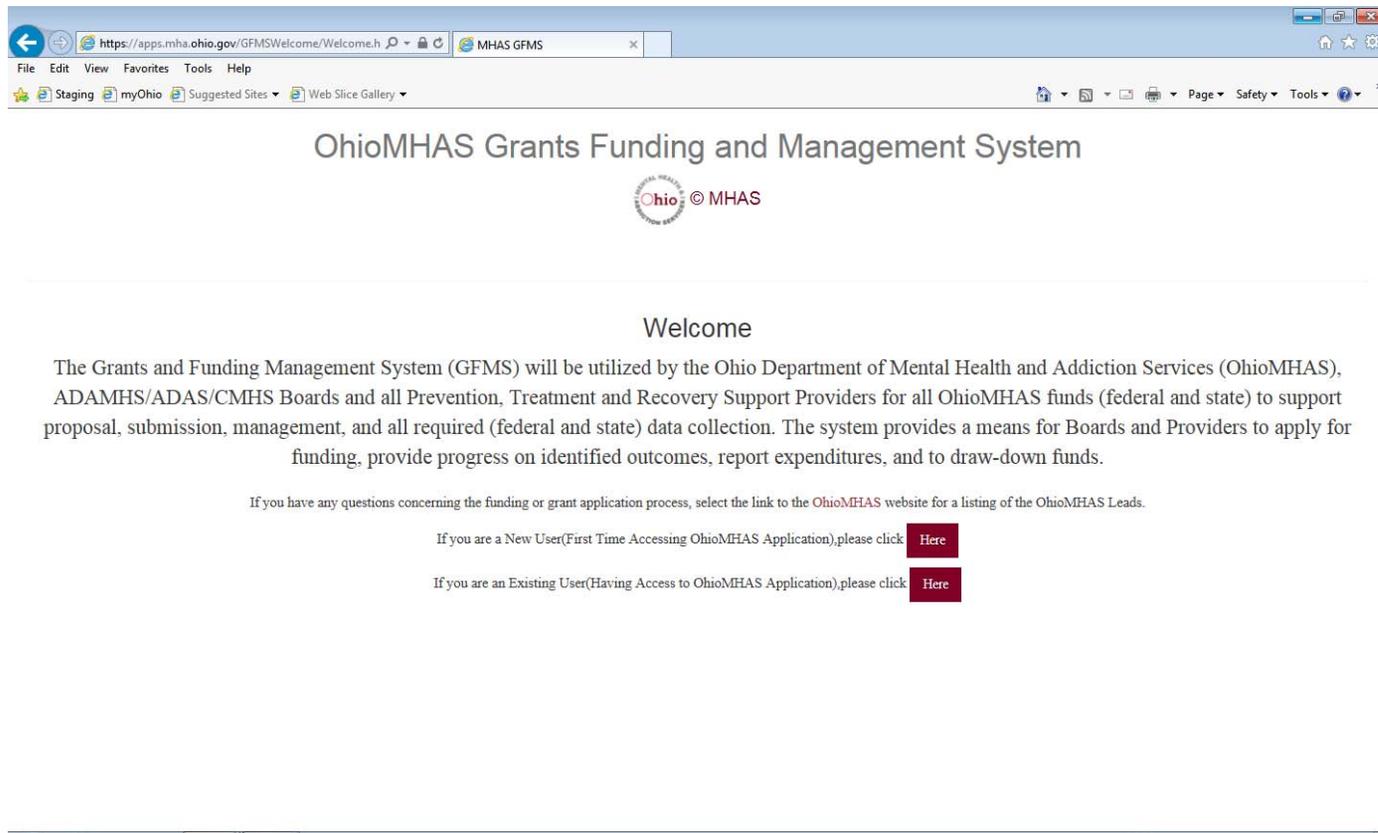
If you have questions about the grant or allocation application process, please contact your OhioMHAS Project Lead. In most cases this will be the primary person you have worked with in previous years.

Additional funding and Project Lead contact information is posted on the OhioMHAS website at: <http://mha.ohio.gov/Default.aspx?tabid=500>

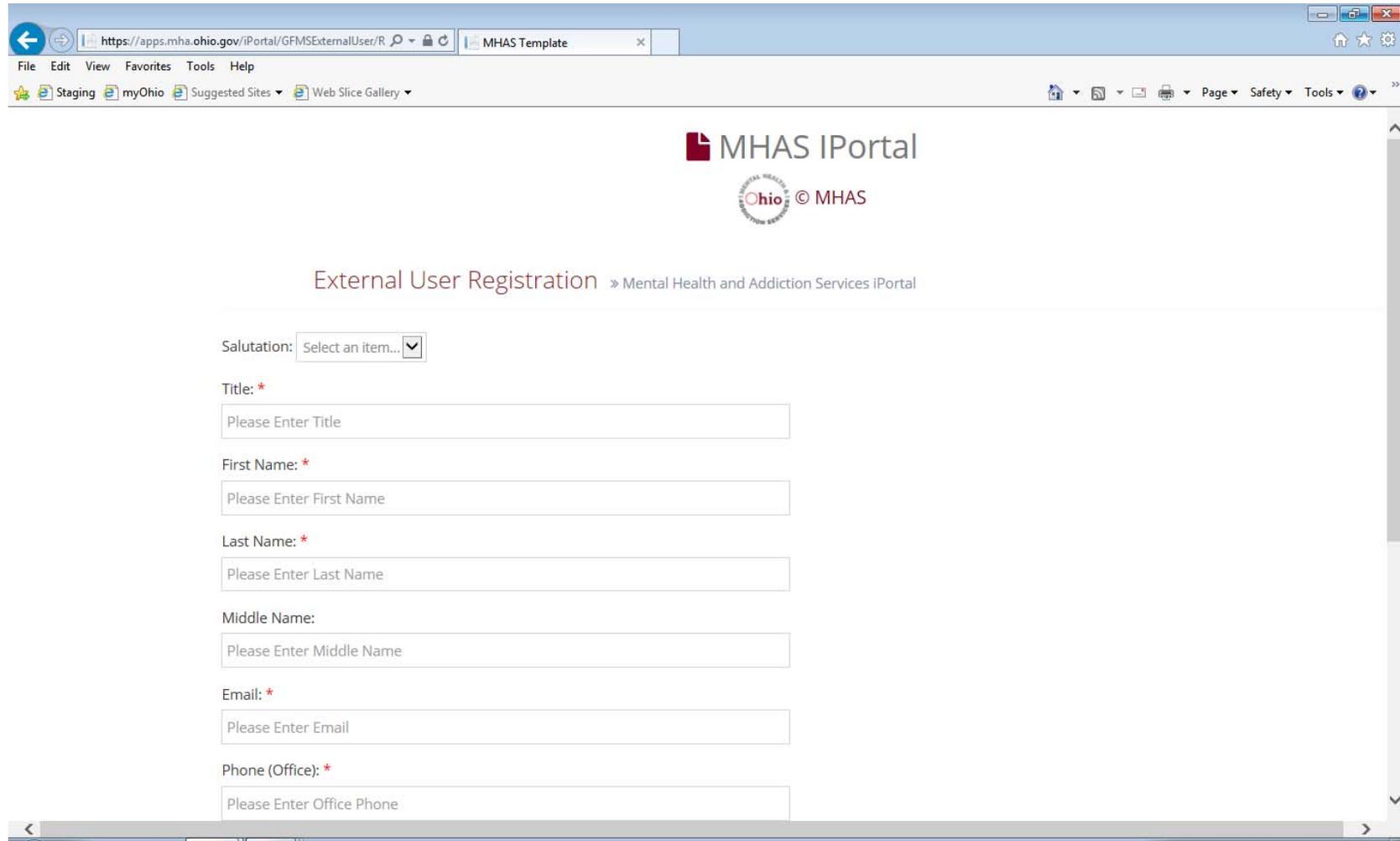
How to Obtain a New User Account

Open your web browser to:

<https://apps.mha.ohio.gov/GFMSWelcome/Welcome.html>



New User Registration in IPortal



The screenshot shows a web browser window with the URL <https://apps.mha.ohio.gov/iPortal/GFMSExternalUser/R>. The page title is "MHAS IPortal" and the logo for "Ohio MHAS" is visible. The main heading is "External User Registration » Mental Health and Addiction Services iPortal". The registration form includes the following fields:

- Salutation: Select an item... (dropdown menu)
- Title: * (text input field with placeholder "Please Enter Title")
- First Name: * (text input field with placeholder "Please Enter First Name")
- Last Name: * (text input field with placeholder "Please Enter Last Name")
- Middle Name: (text input field with placeholder "Please Enter Middle Name")
- Email: * (text input field with placeholder "Please Enter Email")
- Phone (Office): * (text input field with placeholder "Please Enter Office Phone")

Current User Log-In to IPortal

If in the past you were a user of the POPS or OLGA funding systems, please click on I forgot my password.

You will receive an email message at the email address that you associated with your POPS or OLGA account. You will be asked to set up a new password for to the Iportal to access GFMS.

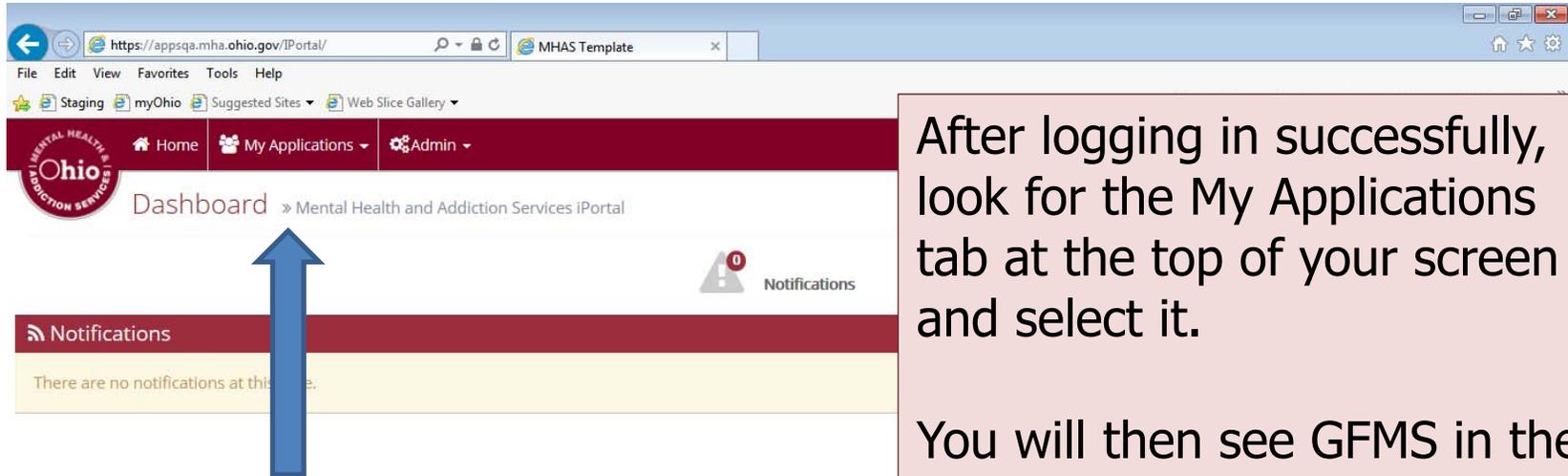
If you encounter technical issues related to Iportal, please contact the OhioMHAS HelpDesk at MHAHelpDesk@mha.ohio.gov.

Saving an in-progress application

If there are any incomplete required fields on any application pages, the following message will appear at the bottom of the page:

Validation errors were found. Fix them above or [CLICK HERE](#) to continue your application and come back to fix these changes later.

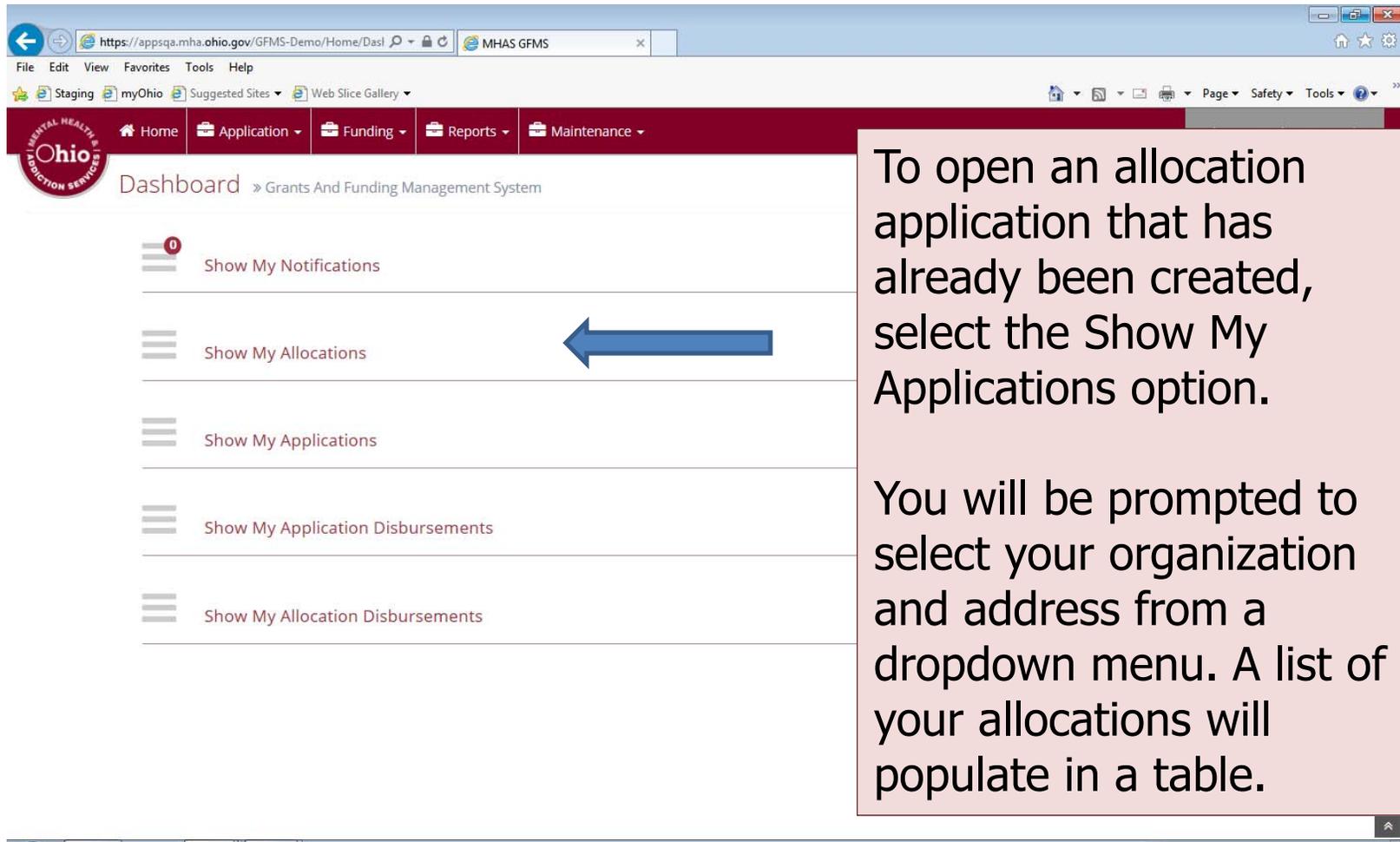
Viewing the Dashboard



After logging in successfully, look for the My Applications tab at the top of your screen and select it.

You will then see GFMS in the options menu. Select GFMS.

Open an application that has already been created



The screenshot shows a web browser window with the URL <https://appsqa.mha.ohio.gov/GFMS-Demo/Home/Dash>. The browser's address bar shows the page title "MHAS GFMS". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Staging", "myOhio", "Suggested Sites", and "Web Slice Gallery". The browser's status bar includes "Page", "Safety", and "Tools". The dashboard header includes the Ohio MHAS logo, a "Home" button, and dropdown menus for "Application", "Funding", "Reports", and "Maintenance". The dashboard content includes a "Dashboard" breadcrumb and a list of options: "Show My Notifications", "Show My Applications", "Show My Application Disbursements", and "Show My Allocation Disbursements". A blue arrow points to the "Show My Applications" option.

To open an allocation application that has already been created, select the Show My Applications option.

You will be prompted to select your organization and address from a dropdown menu. A list of your allocations will populate in a table.

Open an application that has already been created, con't

Select the allocation for your organization that you wish to view.

Please Select Your Organization Information to View Your Allocation

Organization Name:

Address:

Details	Organization	Address	Allocated Amount	Status
<input checked="" type="checkbox"/> Edit	Adams County FCFC	PO Box 386	1150	Validation Draft

Create a New Allocation

To create an allocation application, go to the Application tab and select New Allocation Application.

You will then be taken to the Allocation Face Sheet in which you will enter organizational and basic information about the allocation.

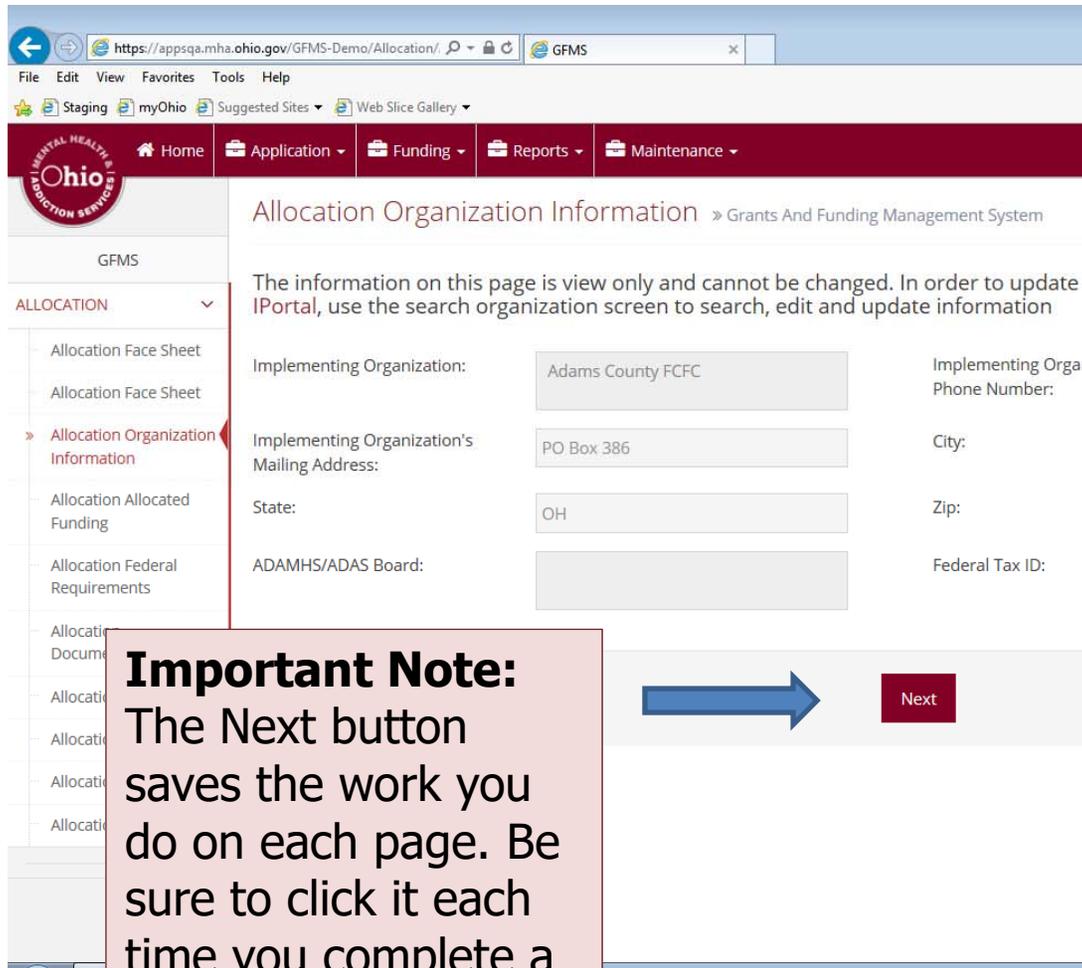
https://appsqa.mha.ohio.gov/GFMS-Demo/Application/CreateAllocation

Allocation Face Sheet

The screenshot shows a web browser window displaying the 'Allocation Face Sheet' page. The browser address bar shows the URL: <https://appsqa.mha.ohio.gov/GFMS-Demo/Allocation/>. The page title is 'Allocation Face Sheet > Grants And Funding Management System'. The main content area contains three required fields, each marked with a red asterisk: 'Organization: *' with a 'Select...' dropdown, 'Location Address: *' with a 'Select...' dropdown, and 'State Fiscal Year: *' with a 'Select...' dropdown menu. Below these fields is a red 'Create' button. The left sidebar shows the 'ALLOCATION' menu with 'Allocation Face Sheet' selected. The top navigation bar includes 'Home', 'Application', 'Funding', 'Reports', and 'Maintenance'.

Complete the Face Sheet. The fields with red asterisks throughout the application are required fields. Click Create.

Organization Information

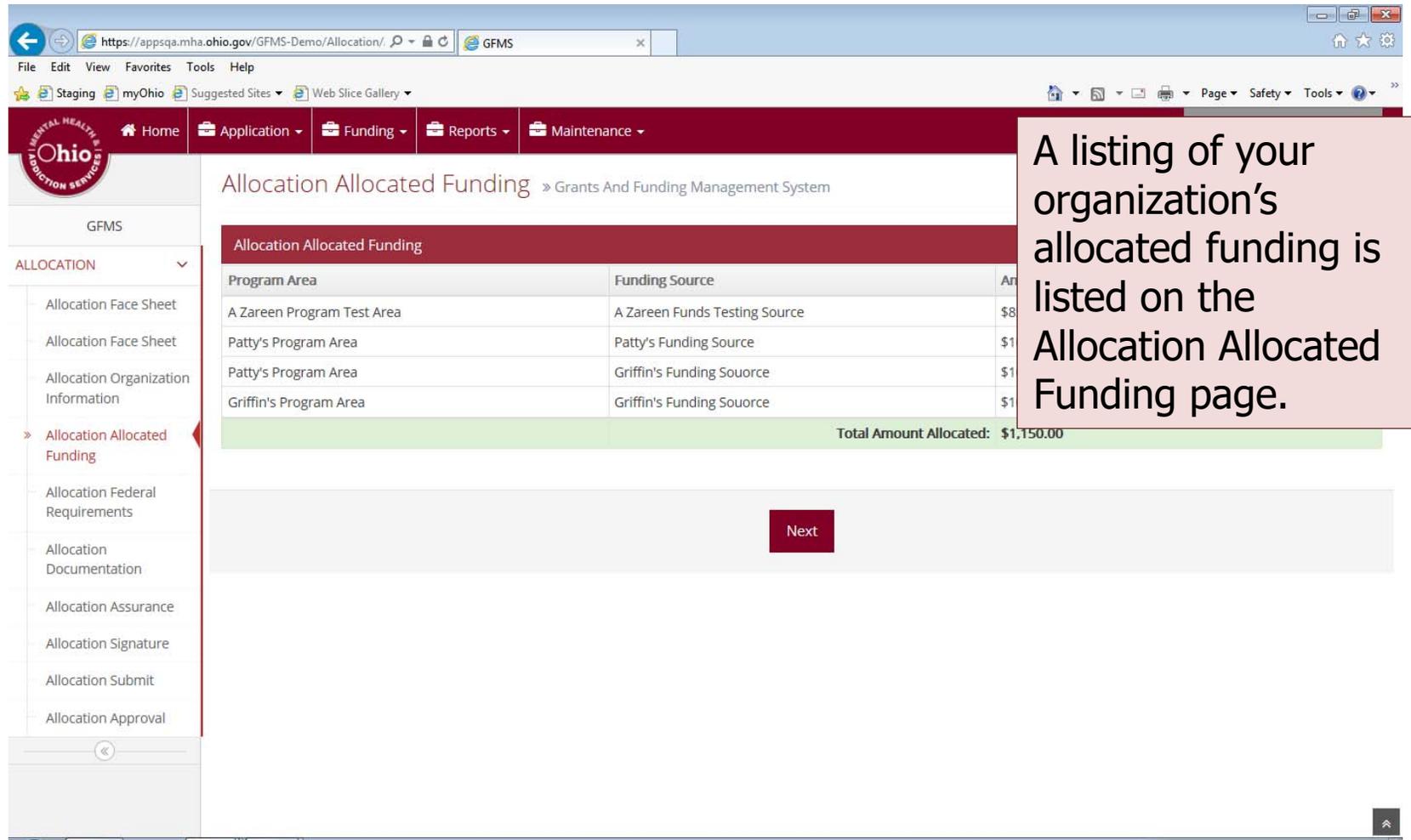


Important Note:
The Next button saves the work you do on each page. Be sure to click it each time you complete a page.

The organization information is pre-populated and view only mode. If updates need to be made to this page, login to the IPortal, search for your organization, and edit and update information accordingly.

If you encounter technical issues related to IPortal, please contact the OhioMHAS HelpDesk at MHAHelpDesk@mha.ohio.gov.

Allocated Funding



Allocation Allocated Funding » Grants And Funding Management System

Program Area	Funding Source	Amount
A Zareen Program Test Area	A Zareen Funds Testing Source	\$8
Patty's Program Area	Patty's Funding Source	\$1
Patty's Program Area	Griffin's Funding Source	\$1
Griffin's Program Area	Griffin's Funding Source	\$1
Total Amount Allocated:		\$1,150.00

Next

A listing of your organization's allocated funding is listed on the Allocation Allocated Funding page.

Allocation Federal Requirements

Complete the federal requirements. The fields with red asterisks are required.

DUNS and I-BHS Numbers: If you do not already have numbers assigned to your organization, you can request them by clicking the respective links.

Federal Requirements, con't: "FFATA"

The screenshot shows a web browser window displaying the Ohio MHAS application form. The browser address bar shows 'https://appsqa.mha.ohio.gov/GFMS-Demo/Allocation/'. The navigation menu includes 'Home', 'Application', 'Funding', 'Reports', and 'Maintenance'. The left sidebar lists various allocation-related options, with 'Allocation Federal Requirements' selected. The main form area contains several fields with red asterisks indicating required information:

- Executive Director's Phone Number: * (614) 876-5875
- President of Board of Directors: * QA Testing
- DUNS Number: * 476755785
- Congressional District: * 2
- President of Board of Director's Office Number: * (614) 85...
- President of Board of Director's Email: * Testqa1...
- I-BHS Number (requested for behavioral health treatment providers): * OH5875...

Below these fields, there is a question: "Do you receive 80% or more of your annual gross revenue or \$25,000,000 or more from federal funding? *". The answer is "No". A note below asks for the top five Executive Officers and their income information, with a message stating "There are no Executive List at this time." A "Next" button is visible at the bottom right of the form.

To comply with the Federal Funding Accountability & Transparency Act (FFATA), complete the section related to your organization's annual gross revenue. The fields with **red** asterisks are required.

You may refer to the website <https://www.fsrs.gov/> for more information on the FFATA legislation and Federal Office of Management and Budget guidance on executive compensation reporting.

Allocation Documentation

Allocation Documentation > Grants And Funding Management System

[Click Here to Upload the Proof of Liability page of the Insurance Policy to this section.](#)

Uploaded Proof of Liability		Document Name	Description
View	Delete	Test1	Testing1

a. Insurance Carrier:

b. Policy #:

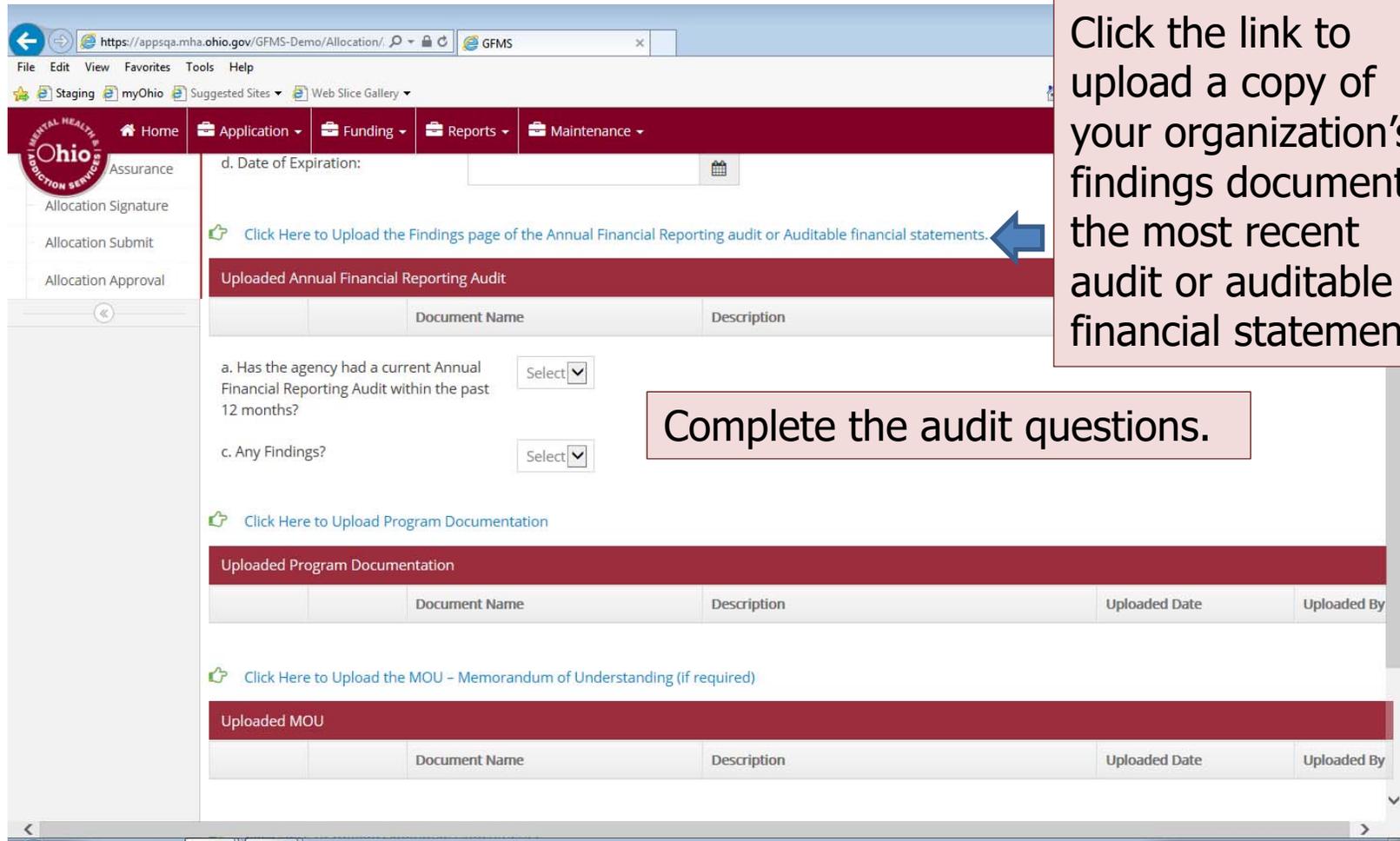
c. Insurance Amount: \$

d. Date of Expiration:

[Click Here to Upload the Findings page of the Annual Financial Reporting audit or Auditable financial statements.](#)

Uploaded Annual Financial Reporting Audit			
Document Name	Description	Uploaded Date	Uploaded By
a. Has the agency had a current Annual	Select		

Allocation Documentation, con't



[Click Here to Upload the Findings page of the Annual Financial Reporting audit or Auditable financial statements.](#)

Uploaded Annual Financial Reporting Audit	
Document Name	Description

a. Has the agency had a current Annual Financial Reporting Audit within the past 12 months?

c. Any Findings?

[Click Here to Upload Program Documentation](#)

Uploaded Program Documentation			
Document Name	Description	Uploaded Date	Uploaded By

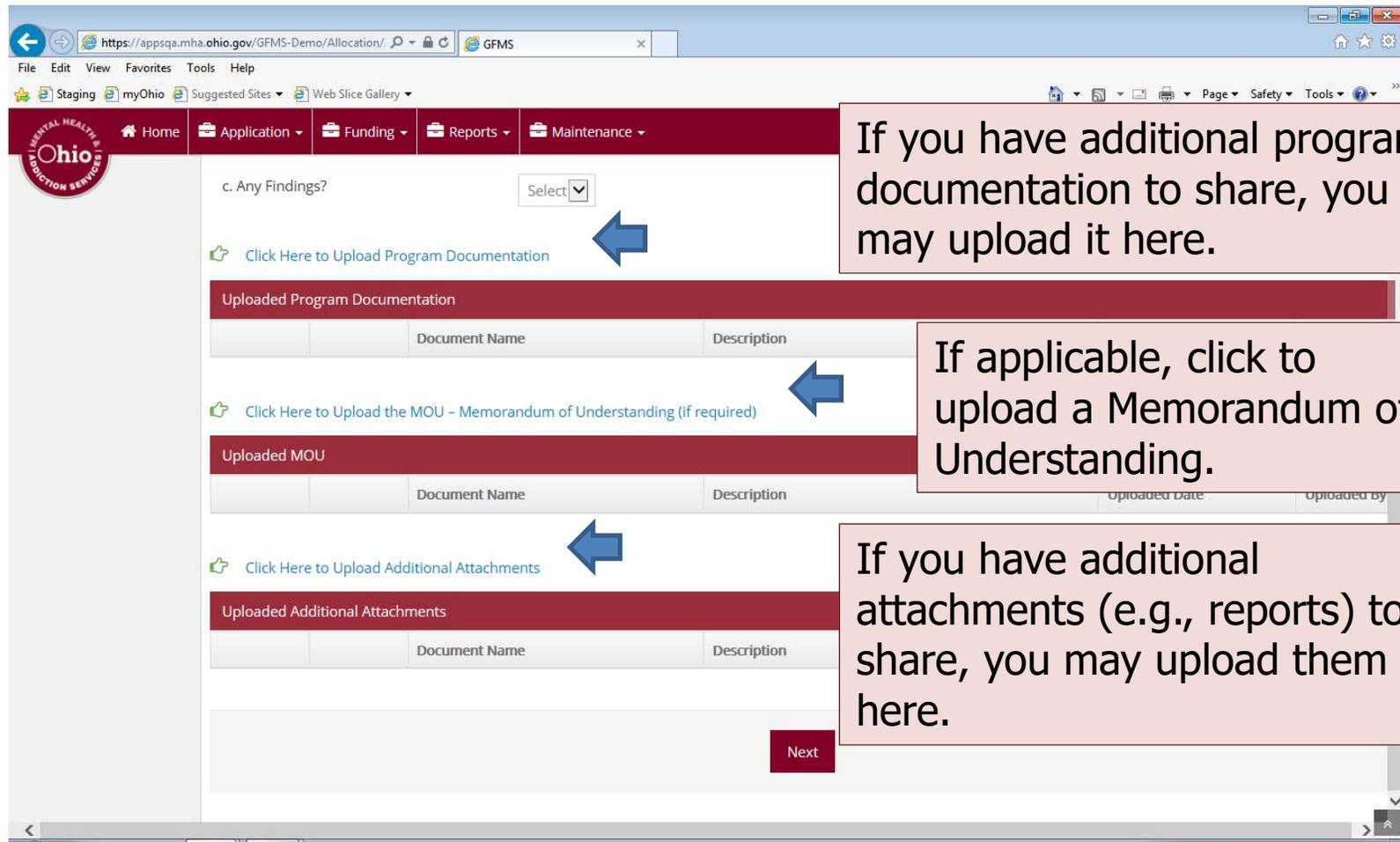
[Click Here to Upload the MOU - Memorandum of Understanding \(if required\)](#)

Uploaded MOU			
Document Name	Description	Uploaded Date	Uploaded By

Click the link to upload a copy of your organization's findings document of the most recent audit or auditable financial statements.

Complete the audit questions.

Allocation Documentation, con't



The screenshot shows a web application interface for Allocation Documentation. The browser address bar shows the URL: <https://appsqa.mha.ohio.gov/GFMS-Demo/Allocation/>. The application has a navigation menu with Home, Application, Funding, Reports, and Maintenance. The main content area includes a dropdown menu for 'c. Any Findings?' with a 'Select' button. Below this are three sections for uploading documents, each with a 'Click Here to Upload' link and a table for the uploaded items. Blue arrows point from callout boxes to these links.

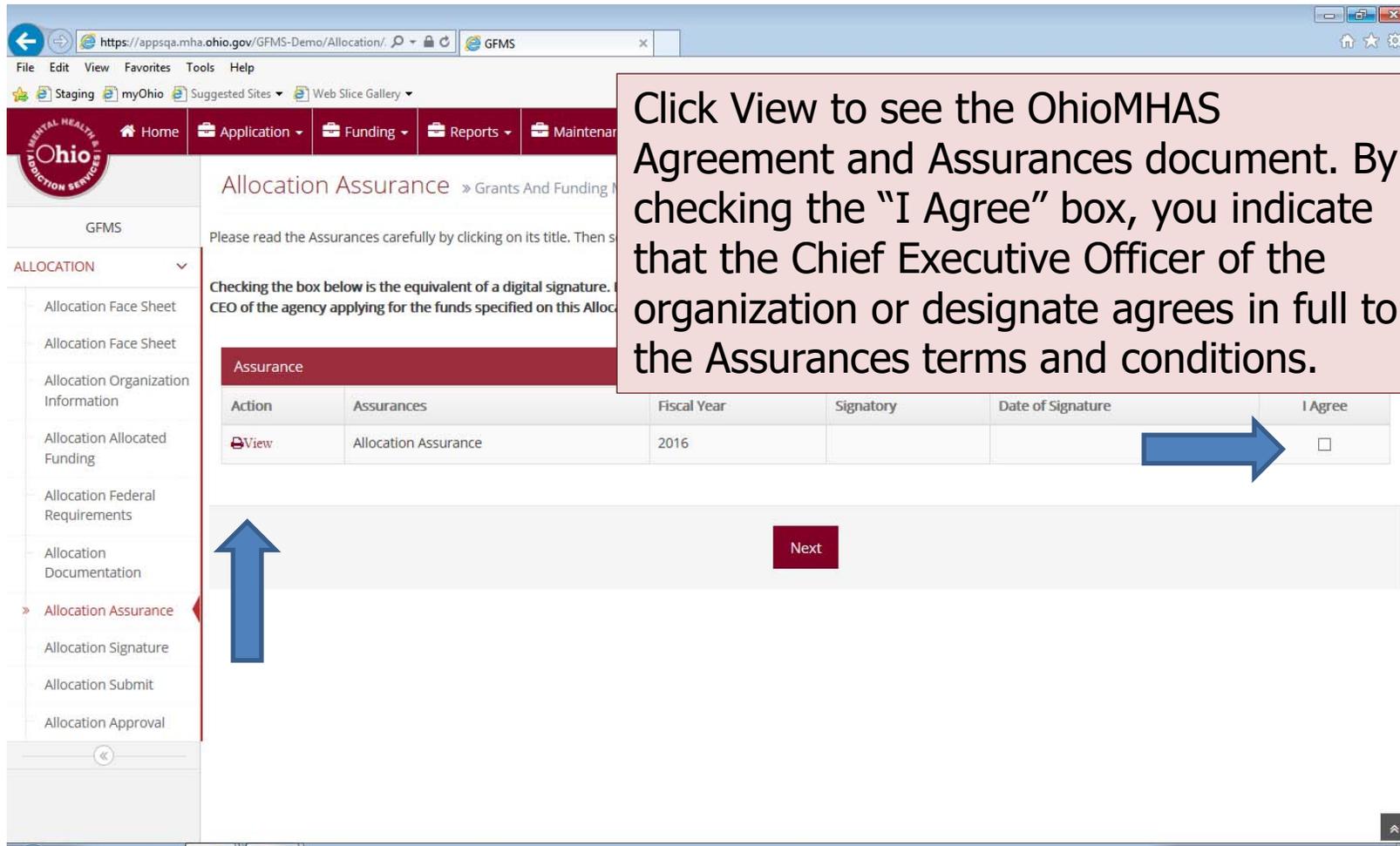
Callout 1: If you have additional program documentation to share, you may upload it here.

Callout 2: If applicable, click to upload a Memorandum of Understanding.

Callout 3: If you have additional attachments (e.g., reports) to share, you may upload them here.

At the bottom right of the application, there is a **Next** button.

Allocation Assurance



Click View to see the OhioMHAS Agreement and Assurances document. By checking the "I Agree" box, you indicate that the Chief Executive Officer of the organization or designate agrees in full to the Assurances terms and conditions.

Action	Assurances	Fiscal Year	Signatory	Date of Signature	I Agree
 View	Allocation Assurance	2016			<input type="checkbox"/>

Next

Allocation Signature

Click the link to download a blank unsigned signature page. Complete the signature page and upload the completed signature page by clicking Upload Signature.

Please upload a signature sheet bearing the signatures of both your agency's Chief Executive Officer and the Chief Financial Officer. Note that you will not be able to submit the allocation application without first uploading a signature sheet upon review by OhioMHAS. This could delay or potentially stop the processing of your application.

Click here to download a blank unsigned copy of the signature sheet.

⚠ The file size for signature documents is limited to 2 MB per signature sheet. File type is limited to Adobe Acrobat (.pdf).

📁 Upload Allocation Signature

Uploaded Signatures

	Document Name	Uploaded Date	Uploaded By
📄 View	Prevention Signature	5/20/2016	Zareen.Syed

Next

Allocation Submission

If all required sections of the application are complete, then you may submit the application to OhioMHAS.

If there are any incomplete required sections of the application, a list of incomplete items will appear on the page. You may go back at your convenience to the incomplete sections that require attention.

You may contact your OhioMHAS Project Lead at any time for assistance in submitting the application.