
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**

SFY 2017 GIFA and Allocation Guidelines

The SFY 2017 Grant Information for Applicants (GIFA) and Allocation Guidelines information is 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

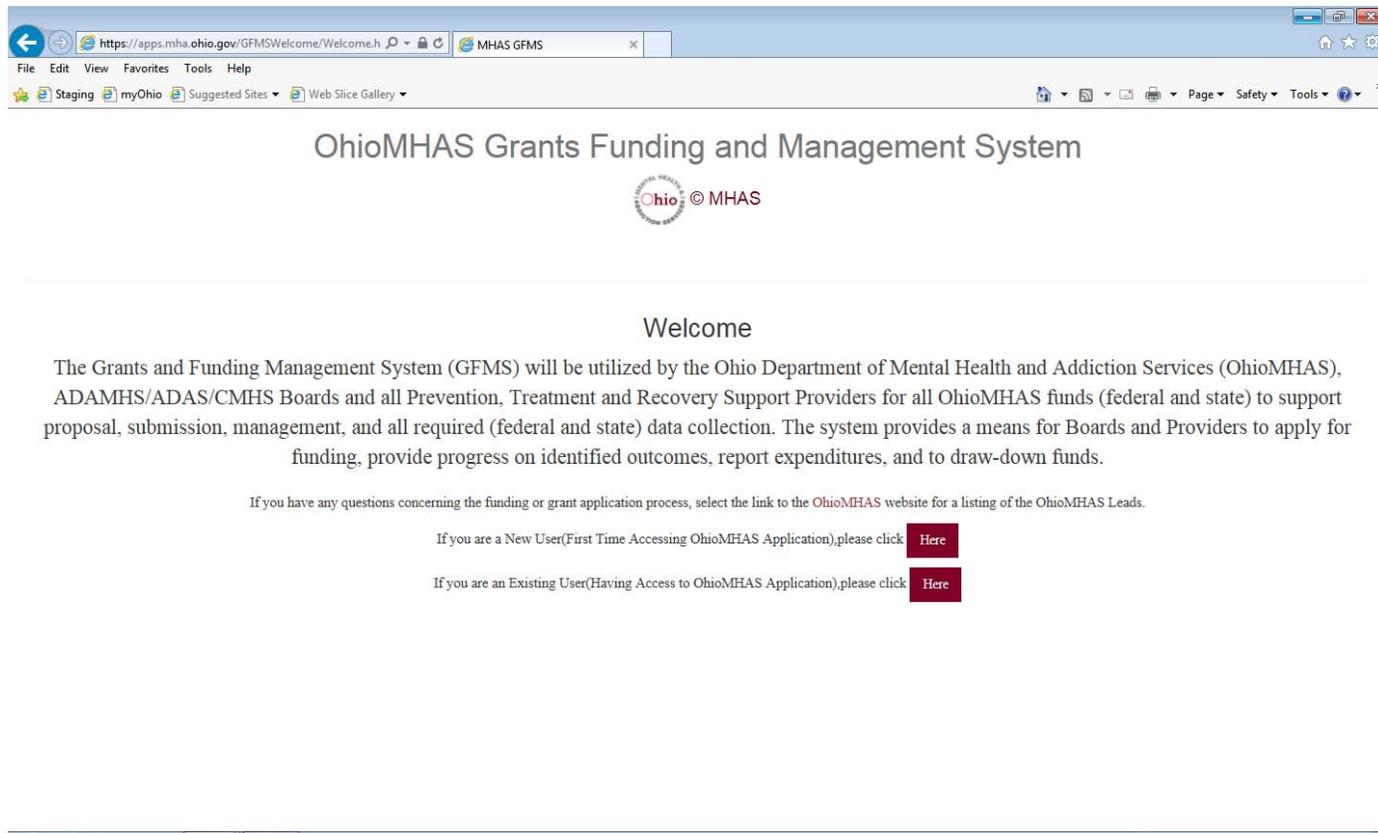
If you have questions about the grant or allocation application process, please contact your OhioMHAS Project Lead. In most cases this will be the primary person you have worked with in previous years.

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

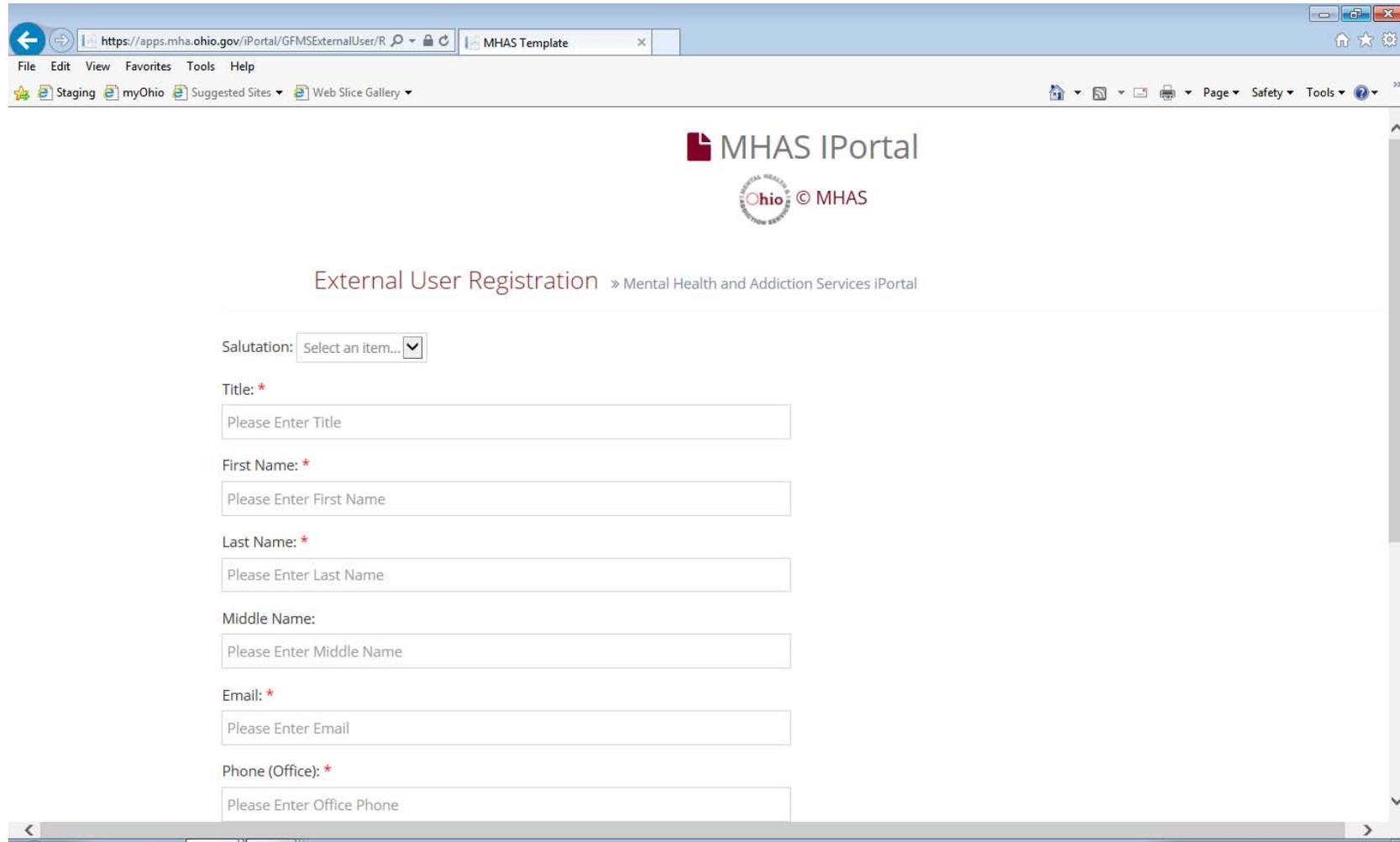
How to Obtain a New User Account

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 you are existing user of the POPS or OLGA 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.

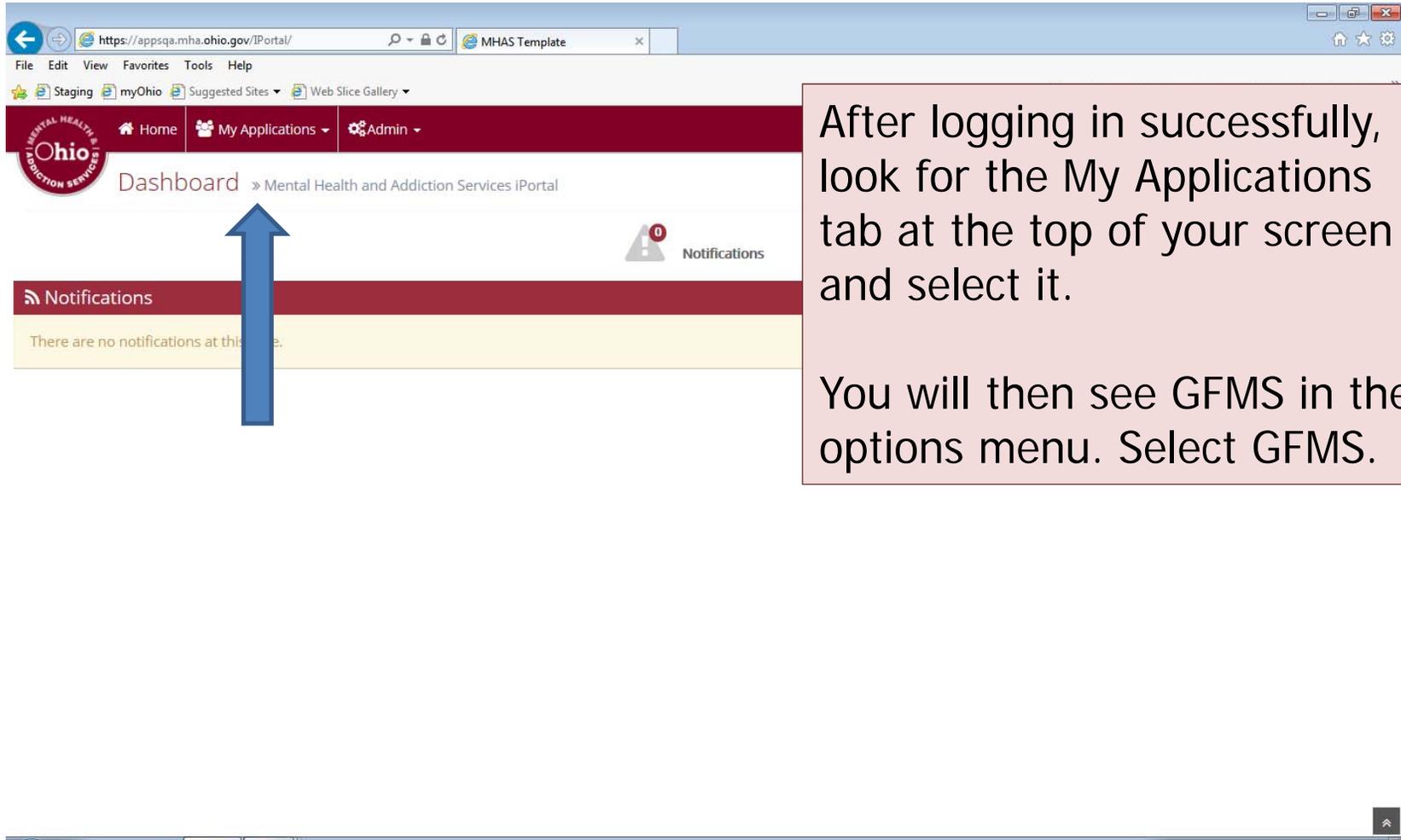
If you encounter technical issues related to Iportal, please contact the OhioMHAS HelpDesk at MHASHelpDesk@mha.ohio.gov.

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.

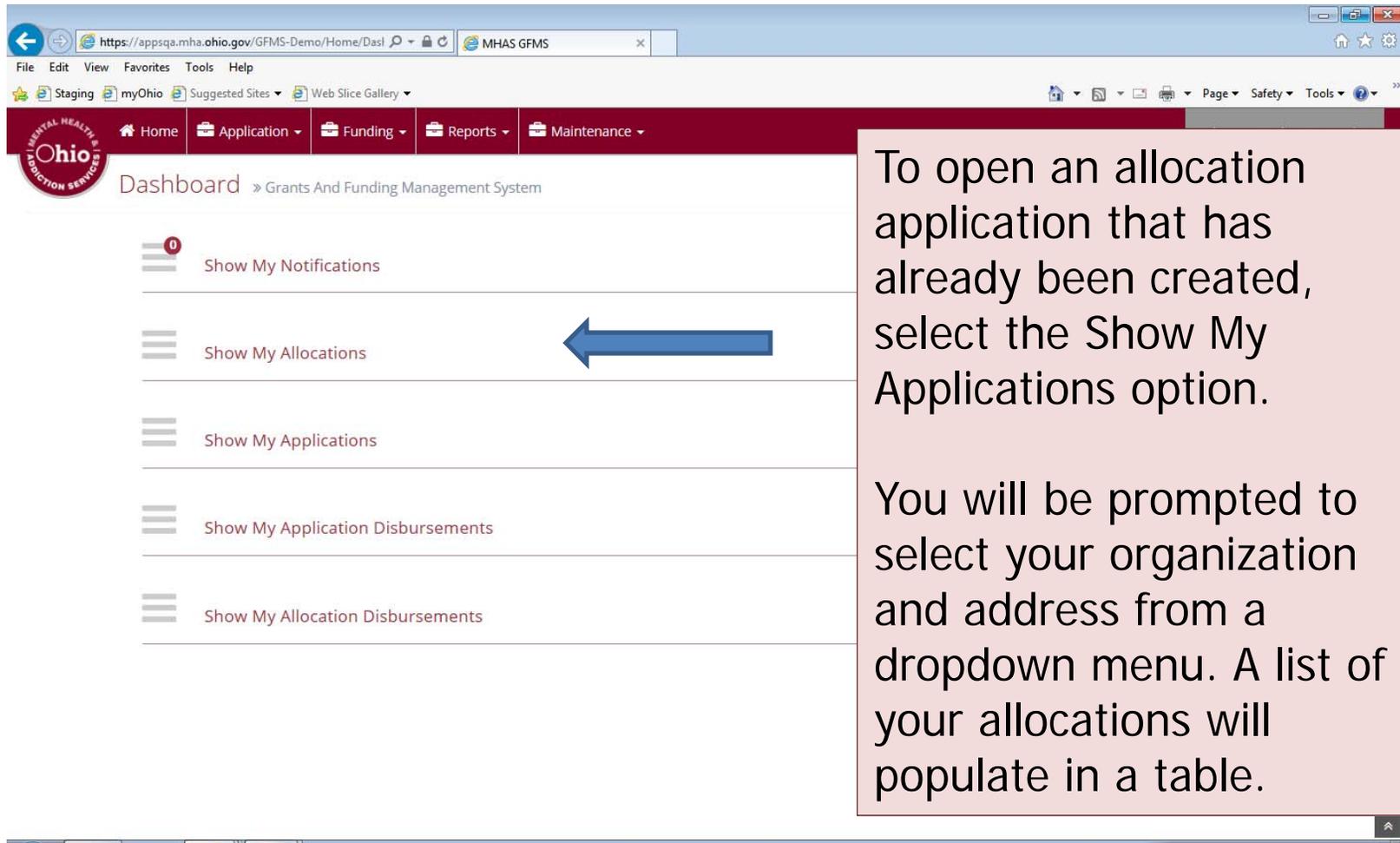
Viewing the Dashboard



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

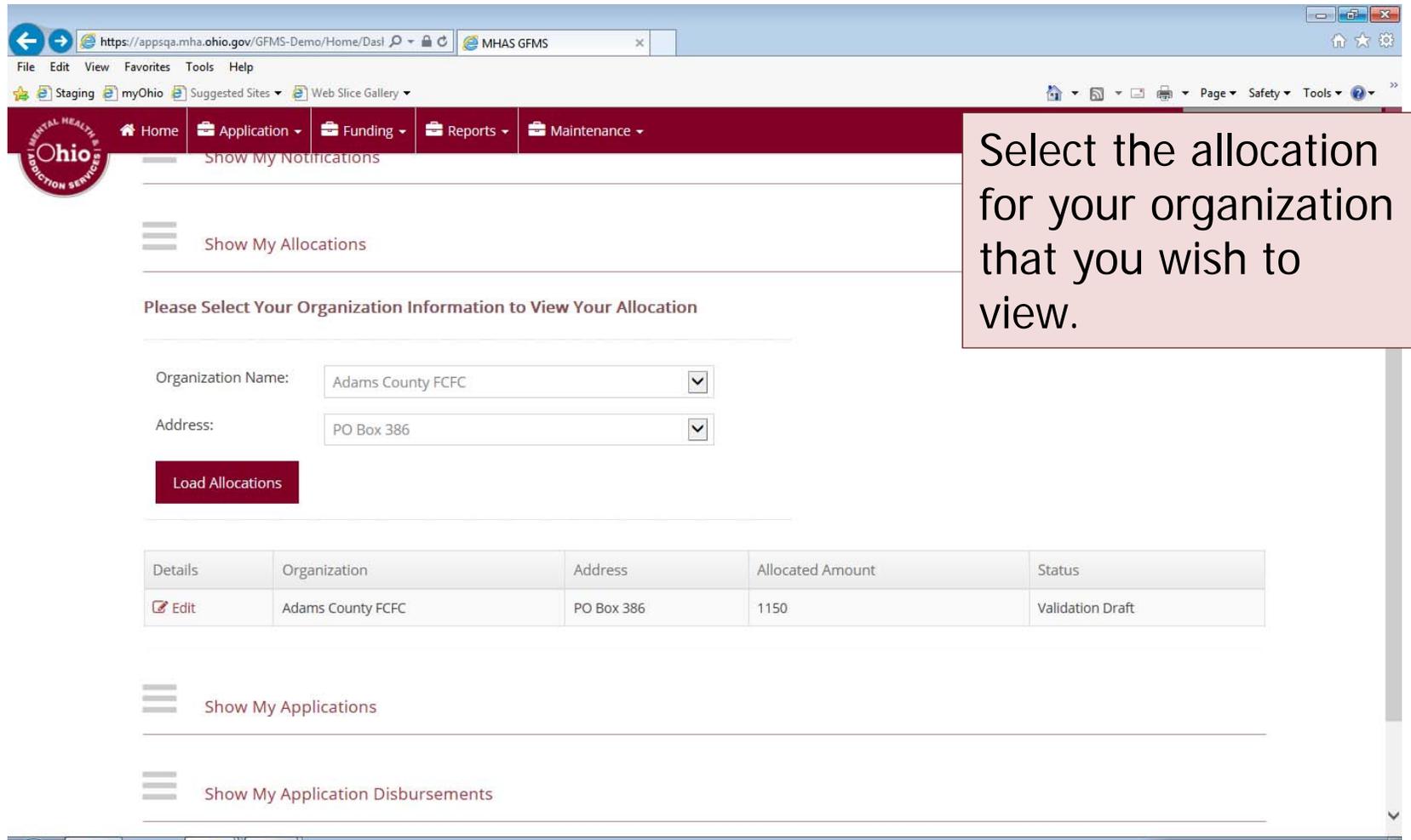


The screenshot shows a web browser window displaying the MHAS GFMS application. The browser address bar shows the URL <https://appsqa.mha.ohio.gov/GFMS-Demo/Home/Dash>. The application's navigation menu includes Home, Application, Funding, Reports, and Maintenance. The main content area is titled "Dashboard » Grants And Funding Management System" and contains a list of menu items: "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



https://appsqa.mha.ohio.gov/GFMS-Demo/Home/Dasi

MHAS GFMS

File Edit View Favorites Tools Help

Staging myOhio Suggested Sites Web Slice Gallery

Home Application Funding Reports Maintenance

Show My Notifications

Show My Allocations

Please Select Your Organization Information to View Your Allocation

Organization Name: Adams County FCFC

Address: PO Box 386

Load Allocations

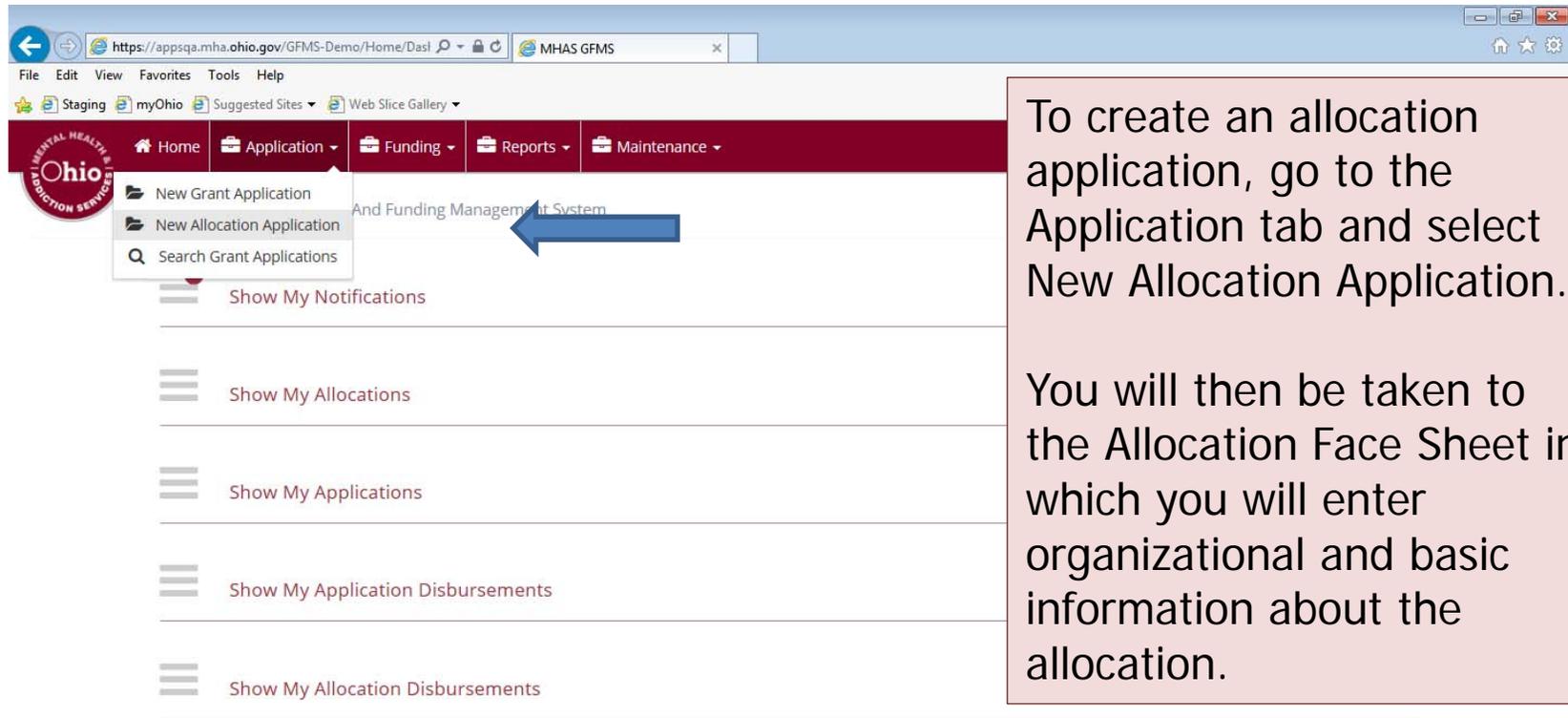
Details	Organization	Address	Allocated Amount	Status
<input checked="" type="checkbox"/> Edit	Adams County FCFC	PO Box 386	1150	Validation Draft

Show My Applications

Show My Application Disbursements

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

Create a New Allocation



The screenshot shows a web browser window with the URL <https://appsqa.mha.ohio.gov/GFMS-Demo/Home/Dasl>. The browser's address bar and menu bar are visible. The application's navigation menu is open, showing options: Home, Application, Funding, Reports, and Maintenance. The 'Application' dropdown menu is expanded, listing 'New Grant Application', 'New Allocation Application', and 'Search Grant Applications'. A blue arrow points to the 'New Allocation Application' option. Below the menu, there are several notification and status links, each with a hamburger menu icon: 'Show My Notifications', 'Show My Allocations', 'Show My Applications', 'Show My Application Disbursements', and 'Show My Allocation Disbursements'. A text box on the right provides instructions on how to create an allocation application.

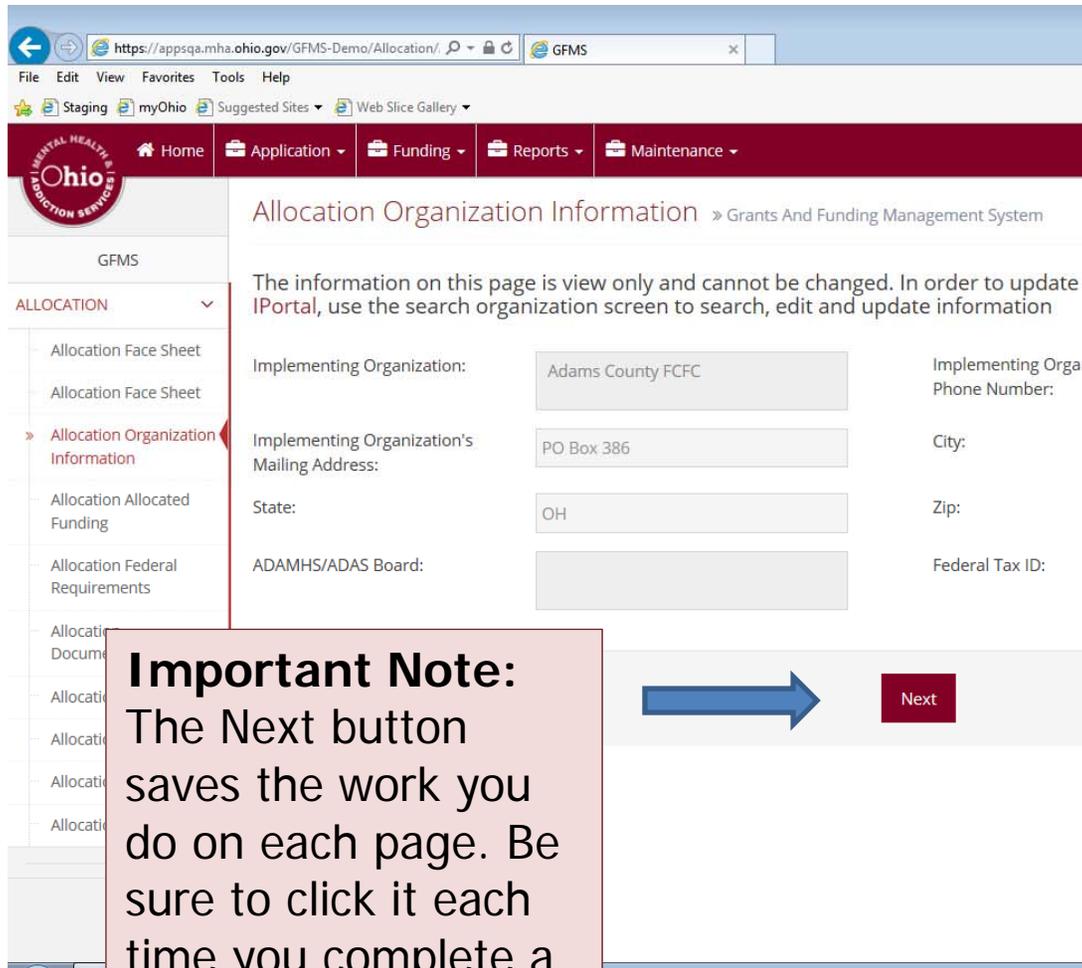
To create an allocation application, go to the Application tab and select New Allocation Application.

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

Allocation Face Sheet

The screenshot shows a web browser window with the URL <https://appsqa.mha.ohio.gov/GFMS-Demo/Allocation/>. The browser's address bar and menu bar are visible. The application interface features a dark red navigation bar with the Ohio MHAS logo and menu items: Home, Application, Funding, Reports, and Maintenance. Below the navigation bar, the page title is "Allocation Face Sheet" with a breadcrumb trail "» Grants And Funding Management System". The main content area contains three required fields, each marked with a red asterisk: "Organization: *", "Location Address: *", and "State Fiscal Year: *". Each field has a "Select..." dropdown menu. Below these fields is a dark red "Create" button. A light pink callout box on the right side of the screen contains the text: "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

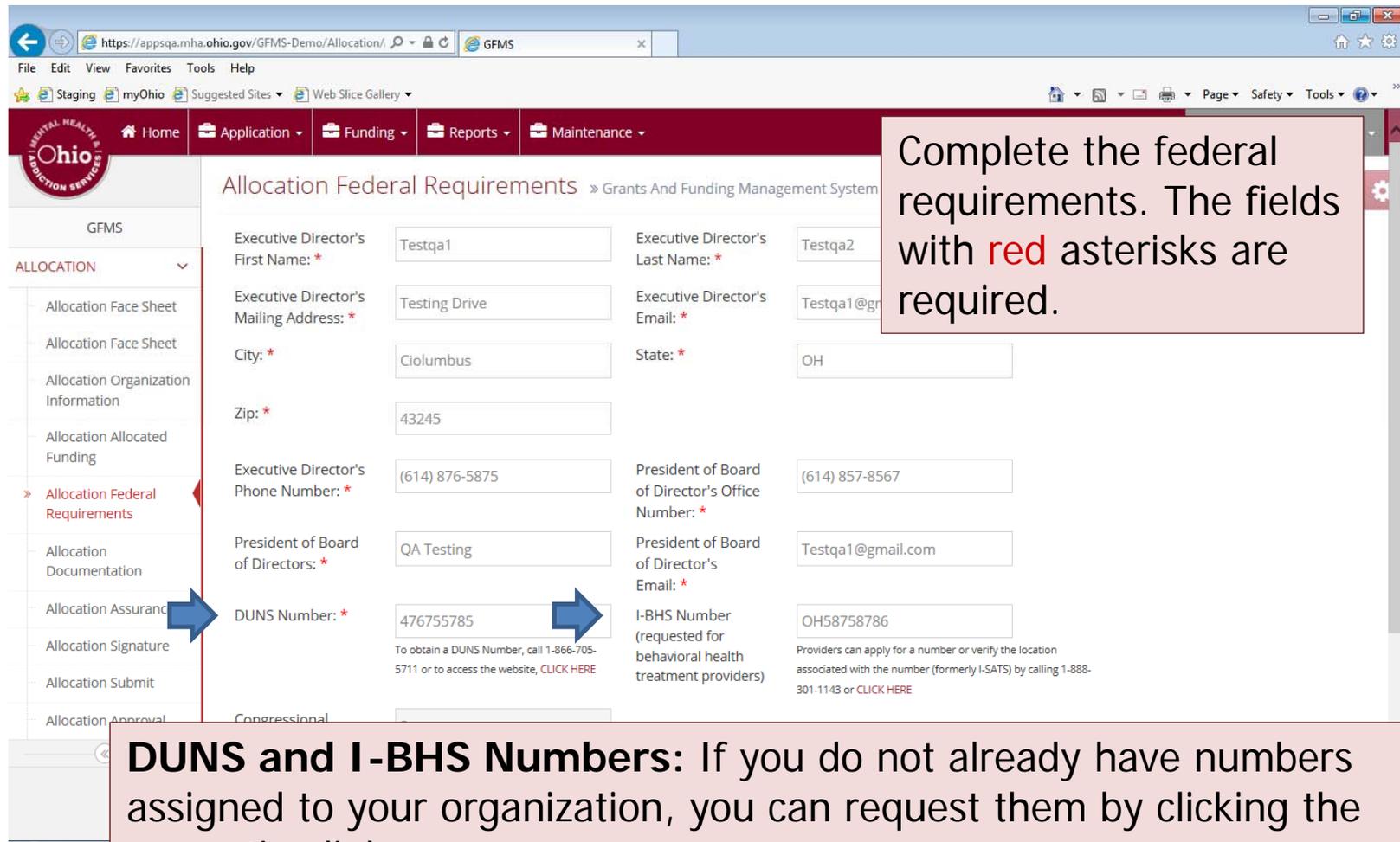
Allocation Allocated Funding » Grants And Funding Management System

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



Allocation Federal Requirements » Grants And Funding Management System

Executive Director's First Name: * Executive Director's Last Name: *

Executive Director's Mailing Address: * Executive Director's Email: *

City: * State: *

Zip: *

Executive Director's Phone Number: * President of Board of Director's Office Number: *

President of Board of Directors: * President of Board of Director's Email: *

DUNS Number: * I-BHS Number (requested for behavioral health treatment providers)

To obtain a DUNS Number, call 1-866-705-5711 or to access the website, [CLICK HERE](#)

Providers can apply for a number or verify the location associated with the number (formerly I-SATS) by calling 1-888-301-1143 or [CLICK HERE](#)

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"

43245

Executive Director's Phone Number: * (614) 876-5875

President of Board of Directors' Office Number: * (614) 85

President of Board of Directors: * QA Testing

President of Board of Directors' Email: * Testqa1

DUNS Number: * 476755785
To obtain a DUNS Number, call 1-866-705-5711 or to access the website, [CLICK HERE](#)

I-BHS Number (requested for behavioral health treatment providers) OH5875
Providers ca associated w 301-1143 or

Congressional District: * 2

Do you receive 80% or more of your annual gross revenue or \$25,000,000 or more from federal funding? * No

If Yes, please enter the top five Executive Officers and their income information.
 If you don't have five, list all your Executives. *

There are no Executive List at this time.

Next

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.

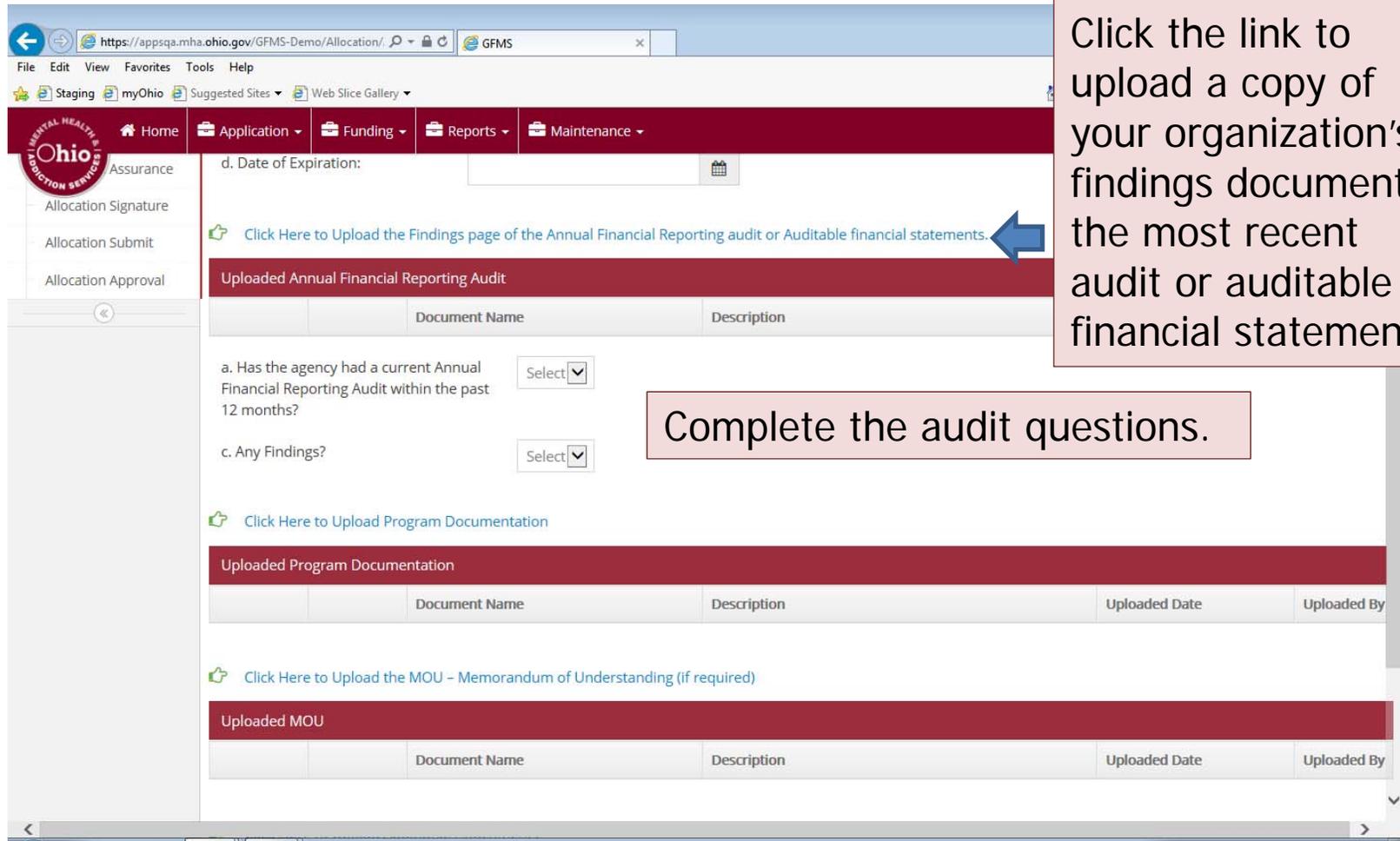
You may refer to the website <https://www.fsr.gov/> for more information on the FFATA legislation and Federal Office of Management and Budget guidance on executive compensation reporting.

Allocation Documentation

Click the link to upload a copy of your organization's proof of liability insurance. In most cases, this is a one-page document (Acord certificate).

Complete the Proof of Liability information.

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	

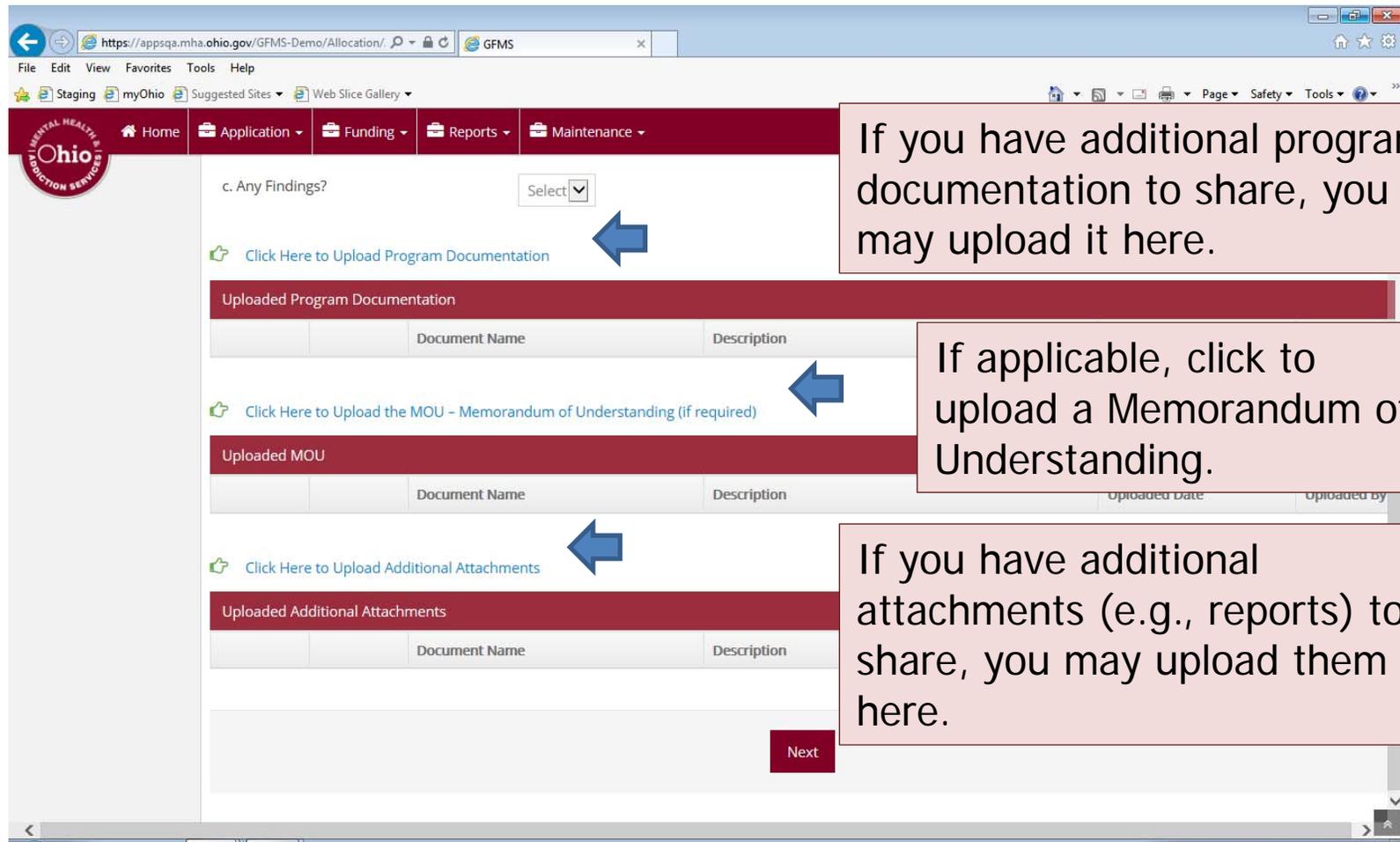
[Click Here to Upload the MOU - Memorandum of Understanding \(if required\)](#)

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

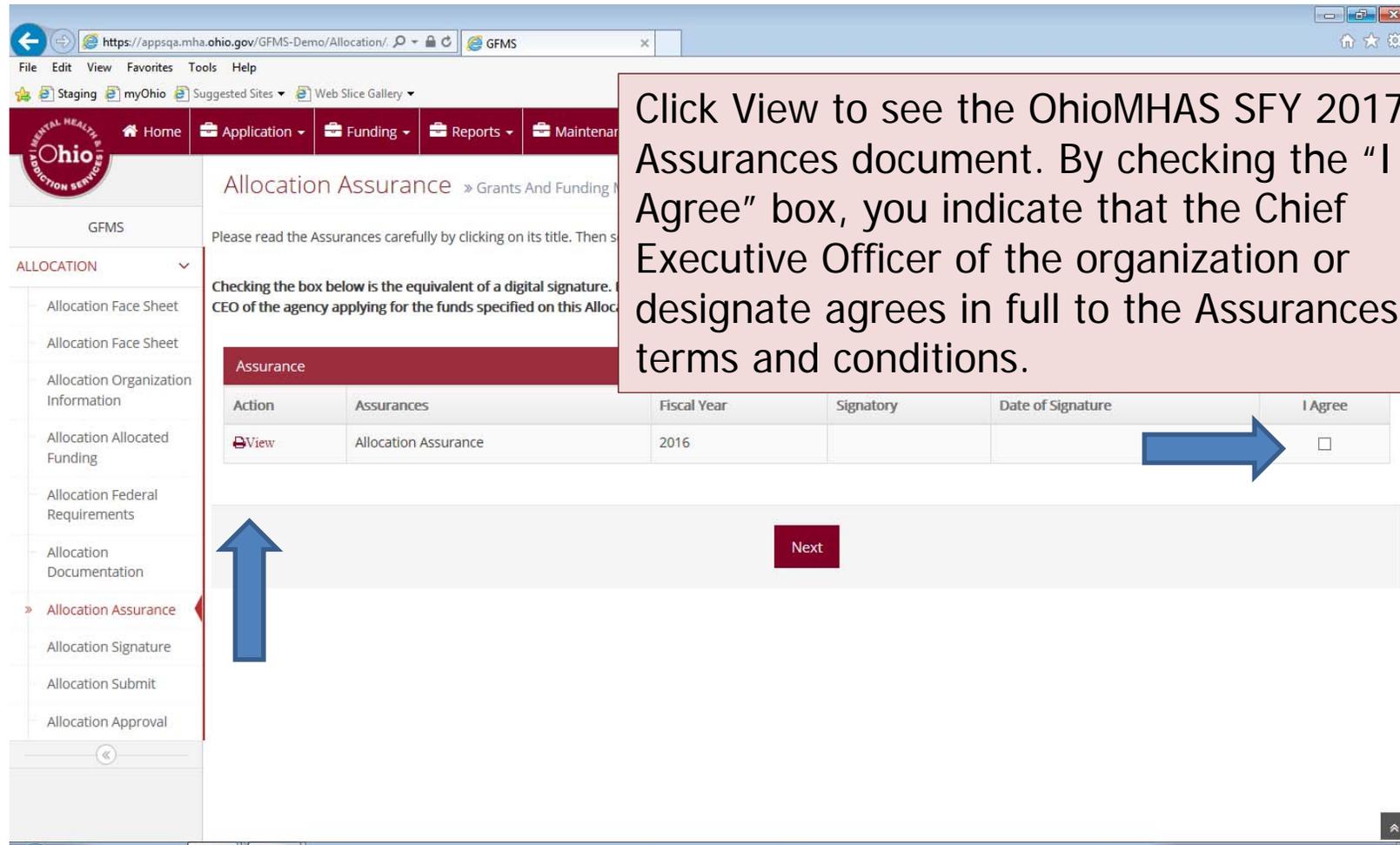


The screenshot shows a web browser window displaying the 'Allocation' page in the Ohio MHAS system. The page has a dark red header with navigation links: Home, Application, Funding, Reports, and Maintenance. The main content area is titled 'c. Any Findings?' and includes a 'Select' dropdown menu. Below this, there are three sections for uploading documents, each with a blue arrow pointing to a 'Click Here to Upload...' link:

- Uploaded Program Documentation:** A table with columns for 'Document Name' and 'Description'. A callout box states: "If you have additional program documentation to share, you may upload it here."
- Uploaded MOU:** A table with columns for 'Document Name', 'Description', 'Uploaded Date', and 'Uploaded By'. A callout box states: "If applicable, click to upload a Memorandum of Understanding."
- Uploaded Additional Attachments:** A table with columns for 'Document Name' and 'Description'. A callout box states: "If you have additional attachments (e.g., reports) to share, you may upload them here."

At the bottom of the page, there is a red 'Next' button.

Allocation Assurance

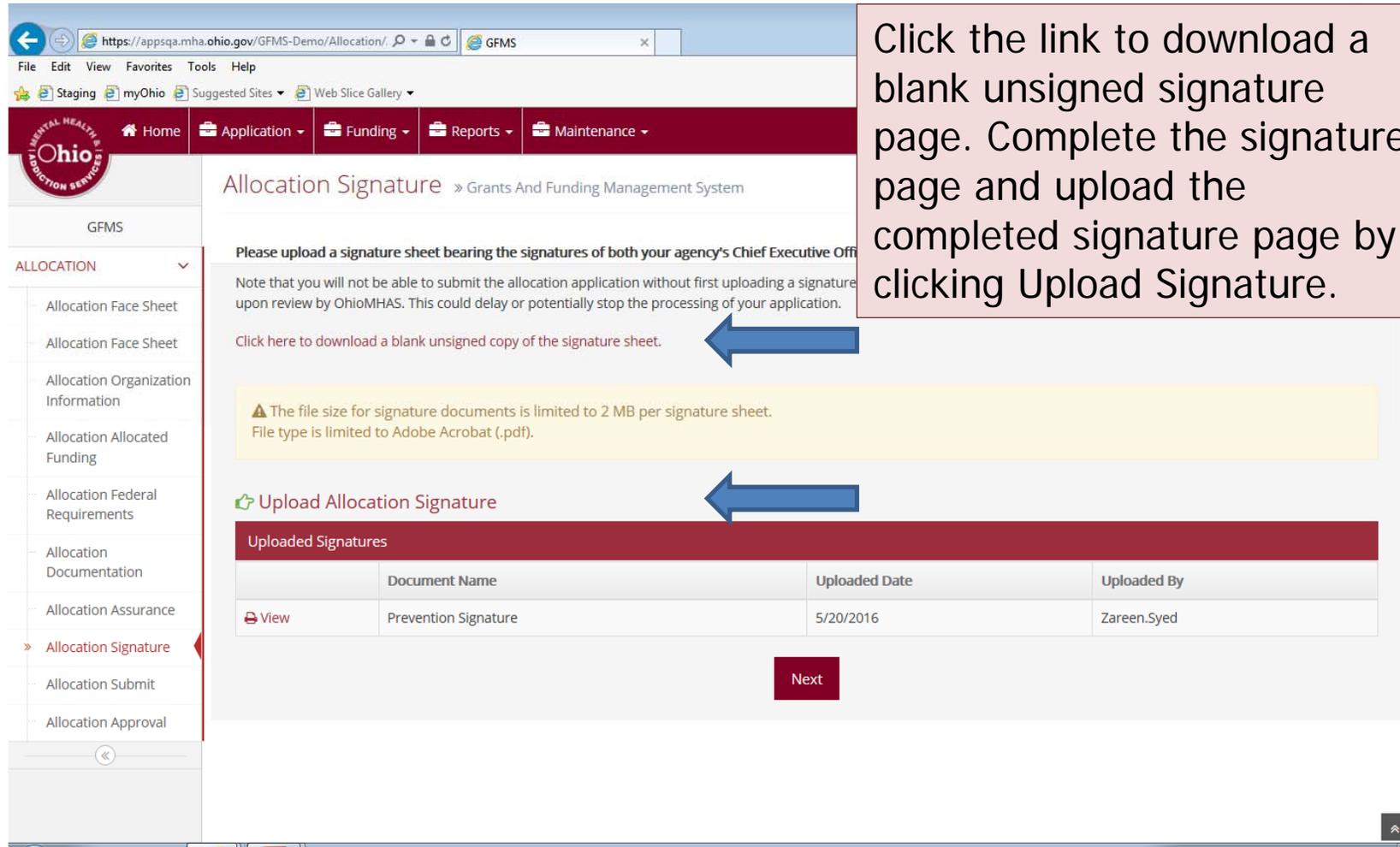


Click View to see the OhioMHAS SFY 2017 Assurances document. By checking the "I Agree" box, you indicate that the Chief Executive Officer of the organization or designate agrees in full to the Assurances terms and conditions.

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

Next

Allocation Signature



Allocation Signature » Grants And Funding Management System

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

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

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.