



## MEMORANDUM

Date: December 22, 2020

To: Subrecipient Agencies

From: Dyane Gogan Turner, Chief *DGT*  
Bureau of Maternal, Child & Family Health  
Ohio Department of Health

Subject: Targeted Services for Homeless Youths and Homeless Pregnant Youths (TH)  
July 01, 2021 – June 30, 2022

The Ohio Department of Health (ODH), Bureau of Maternal, Child and Family Health announces the availability of grant funds.

All electronic applications and attachments are due by 4:00 p.m., February 08, 2021. Applications received after the due date will not be considered for funding. Faxed, hand-delivered or mailed applications will not be accepted.

Electronic application components must be submitted via the on-line Grants Management Information System (GMIS). For new staff requiring GMIS access, you must successfully complete GMIS training offered by ODH.

**Any award made through this program is contingent upon the availability of funds for this purpose.** The subrecipient agency must be prepared to support the costs of operating the program until receipt of grant payments.

Submission of the **continuation application** constitutes acknowledgment and acceptance of ODH Grants Administration Policies and Procedures (OGAPP) Manual rules, policy and procedure updates posted on the GMIS Bulletin Board, and any other program-specific requirements as outlined in the competitive Solicitation. Reference the competitive Solicitation for more information. The competitive Solicitation for this grant program can be found on the ODH website <https://odh.ohio.gov/wps/portal/gov/odh/about-us/funding-opportunities/ODH-Grants/>. Allotments will be established in GMIS by ODH. Please refer to the GMIS bulletin board for current allotment percentage.

If you have questions, please contact Anna Starr at 614-995-5333 or by email at [Anna.Starr@odh.ohio.gov](mailto:Anna.Starr@odh.ohio.gov).

## *Table of Contents*

<b>I. <u>CONTINUATION FUNDING APPLICATION GUIDANCE</u></b>	
A. Policy and Procedure .....	2
B. Number of Grants and Funds Available .....	2
C. Formatting Requirement for Attachments .....	3
D. Qualified Applicants .....	3
<b>II. <u>PROGRAM UPDATES</u></b>	
A. Program Progress Report .....	3
B. Program Narrative .....	4
C. Objectives and Work Plans .....	4
D. Documentation & Progress on Health Disparity/Inequity Activities .....	4
E. Program Budget .....	5
F. Other Application Requirements .....	6
G. Human Trafficking .....	7
H. Post Submission Requirements .....	7
<b>III. <u>APPENDICES</u></b>	
A. Continuation Solicitation Reimbursement Type Form	
B1. Deliverable Descriptions	
B2. Deliverable Allocations	
C. Place Matters Documentation Template	

## CONTINUATION FUNDING APPLICATION GUIDANCE

### 100% Deliverable Funding

**A. Policy and Procedures:** The Continuation Funding Application consists of three parts: Program Updates (if applicable), Program Budget and Budget Narrative, and Other Required Attachments.

Submission of the continuation application constitutes acknowledgment and acceptance of ODH GAPP (OGAPP) manual rules and any other program-specific requirements as outlined in the competitive Solicitation. This Solicitation pertains to budget period: July 01, 2021- June 30, 2021 of the total project period, July 01, 2021 – June 30, 2023. Reference the competitive Solicitation for more information.

All budget justifications must include the following language and be signed by the agency head listed in GMIS. Please refer to the budget justification examples listed on the GMIS bulletin board.

- Subrecipient understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Sub-recipient's budgeted costs are reasonable, allowable and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.
- Subrecipient agrees and understands that costs incurred in the fulfillment of the Deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.

**B. Number of Grants and Funds Available:** The Targeted Services for Homeless Youths and Homeless Pregnant Youths Grant Program is funded by General Revenue Funds (GRF), 440-672. For the SFY22 budget period (07/01/21 – 06/30/22), up to six (6) grants may be awarded for a total amount of \$400,000. Grant amounts will range from \$66,611 to \$66,678. Eligible agencies that may apply for continuation grant funding are as follows:

Subrecipient	SFY22 Funding
City of Columbus Mayor's Office	\$66,678
Kaleidoscope Youth Center	\$66,611
Hospital Council of Northwest Ohio	\$66,678

Marion Goodwill Industries, Inc.	\$66,677
Family & Community Services, Inc.	\$66,678
Sojourners Care Network	\$66,678

*No grant award will be issued for less than **\$30,000**. The minimum amount is exclusive of any required matching amounts and represents only ODH funds granted. Applications submitted for less than the minimum amount will not be considered for review.*

### **C. Formatting Requirements for Attachments**

- Properly label each item of the application packet (ex. budget narrative, program narrative).
- Each section should use 1.5 spacing with one-inch margins.
- Program and budget narratives must be submitted in portrait orientation and fit on 8 ½ x 11 paper when printed.
- Number all pages (print on one side only). Place agency name and GMIS number on each page.
- Use a 12 point font.
- Forms must be completed and submitted in the format provided by ODH.

### **D. Qualified Applicants**

The following criteria must be met for grant applications to be eligible for review:

1. Applicant does not owe funds in excess of \$1,000 to the ODH.
2. Applicant is not certified to the Attorney General's (AG's) office.
3. Applicant has submitted application and all required attachments by **4:00 p.m. on Monday, February 08, 2021.**

## **II. PROGRAM UPDATES:**

- A. Program Progress Report: 1) Attach the program progress report for the current grant period. If the program progress report is not scheduled to be submitted before the application due date, then it must be submitted with the application.**

### **Targeted Services for Homeless Youths and Homeless Pregnant Youths Grant**

**Program Application Guidance:** *In accordance with the ODH Phase I and Phase II - Subgrant Flexibility Due to COVID-19 documents, posted on the GMIS Bulletin Board 03/16/2020 and 03/31/2020 respectively, a Program Progress Report is not required for the SFY 2022 grant year application.*

- B. Program Narrative:** Complete and submit a narrative statement which explains any changes to program scope, personnel, partnerships with agencies or organizations, or other information the subrecipient wishes to share for continuation funding.

**Targeted Services for Homeless Youths and Pregnant Homeless Youths Grant**

**Program Application Guidance:** *In accordance with the ODH Phase I and Phase II - Subgrant Flexibility Due to COVID-19 document, posted on the GMIS Bulletin Board 03/16/2020 and 03/31/2020 respectively, a Program Narrative is not required for the SFY 2022 grant year.*

- C. Objectives and Work Plan:** Complete and submit a short summary of any changes in the Specific, Measurable, Achievable, Results-Oriented, and Time-Based (SMART) objectives and submit an updated work plan. Reference the competitive Solicitation for information. This should be based on a review of the Progress Plans submitted to date. Provide a brief report addressing elements of each objective and activity, including current status (met, ongoing or unmet); major findings; and barriers and how barriers were addressed. ||

**Targeted Services for Homeless Youths and Homeless Pregnant Youths Grant**

**Program Application Guidance:** *In lieu of a short summary (as described above), the subrecipient is required to submit a budget justification that includes a description of how each deliverable will be accomplished.*

- D. Documentation & Progress on Health Disparity/Inequity Activities:** Please provide detailed updates on the goals, objectives and deliverables specified in the Competitive Solicitation relating to health equity. This information must be supported by data. Continuation Solicitations must also use the ***Place Matters Documentation Spreadsheet*** to document where (i.e., addresses, census tracts, census block groups or zip codes) health equity activities occurred during the previous funding period

**Targeted Services for Homeless Youths and Homeless Pregnant Youths Grant Program**

**Application Guidance:** In lieu of submitting completed Place Matters Information as part of the continuation application process, each subrecipient will be required to report data similar to that outlined in Appendix C Place Matters Template through a web-based REDCap data base throughout the program year (07/01/21 – 06/30/22), i.e., monthly or quarterly. Details, orientation and access instructions will be provided after the Notices of Grant Award are posted.

**E. Program Budget:** Prior to completion of the budget section, reference the competitive Solicitation for unallowable costs and review criteria.

1. **Budget Narrative:** Provide a budget justification narrative outlining how the deliverable will be met. (A budget justification example can be found on GMIS).

For your convenience, a budget justification narrative example is available at <https://odhgateway.odh.ohio.gov/gmis/forms/AttachmentForm.aspx?id=595863>

Match or Applicant Share is not required by this program. Do not include match or Applicant Share in the budget and/or the Applicant Share column of the Budget Summary. Only the narrative may be used to identify additional funding information from other resources.

2. **2022 Budget via GMIS:** Complete requested budget information as follows:

- **Other Direct Costs:** Submit a budget for this section and the necessary form(s) to support costs for the period 07/01/2021 to 06/30/2022.

The applicant shall retain all original fully executed contracts on file.

- **Compliance:** Answer each question on this form. Completion of the form ensures your agency's compliance with the administrative standards of ODH and federal grants.

3. **Unallowable Costs:** Funds **may not** be used for the following:

1. To advance political or religious points of view or for fund raising or lobbying;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fees for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Contributions to a contingency fund;
6. Entertainment;
7. Fines and penalties;
8. Membership fees -- unless related to the program and approved by ODH;
9. Interest or other financial payments (including but not limited to bank fees);
10. Contributions made by program personnel;
11. Costs to rent equipment or space owned by the funded agency;
12. Inpatient services;
13. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;
14. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
15. Payments to any person for influencing or attempting to influence members of

Congress or the Ohio General Assembly in connection with awarding of grants;

**Subrecipients will not receive payment from ODH grant funds used for prohibited purposes. ODH has the right to recover funds paid to subrecipients for purposes later discovered to be prohibited. Please refer to the OGAPP manual for additional information.**

## **F. Other Application Requirements: N/A**

### **a. Other Required Documentation:**

- Subrecipients are required to maintain their current supplier information in the State of Ohio Supplier Portal. This information includes, but is not limited to, Electronic Funds Transfer (EFT), 1099 Form and current address.

This information is maintained on the following website: <http://supplier.ohio.gov/>

Note: Subrecipients future payments will be held if the agency receives a paper check due to the EFT information not being properly maintained in the supplier portal.

- **Audit:** Subrecipient agencies are responsible for submitting an audit report. Once an audit is completed, a copy must be sent to ODH via [audits@odh.ohio.gov](mailto:audits@odh.ohio.gov). Reference the GMIS Bulletin Board for more information.
- **Civil Rights Review Questionnaire - EEO Survey:** The Civil Rights Review Questionnaire (EEO) Survey is a part of the Application Section of GMIS. Subrecipients must complete the questionnaire as part of the application process. This questionnaire is submitted automatically with each application via the Internet.
- **Assurances Certification:** Each subrecipient must acknowledge the Assurances (Federal and State Assurances for Sub-grantees) form in GMIS. The Assurances Certification sets forth standards of financial conduct relevant to receipt of grant funds and is provided for informational purposes. The listing is not all-inclusive and any omission of other statutes does not mean such statutes are not assimilated under this certification. Review the form and then press the “Complete” button. By submission of an application, the subrecipient agency agrees by electronic acknowledgment to the financial standards of conduct as stated therein.
- **Federal Funding Accountability and Transparency Act (FFATA):** All applicants applying for ODH grant funds are required to complete the FFATA reporting form in GMIS. Applicants must ensure that the information contained in SAM.gov, DUN & Bradstreet and the FFATA reporting form match. ODH will hold all payments if an applicant’s information does not successfully upload into the federal system.

All applicants for ODH grants are required to obtain a Data Universal Number System (DUNS), register in SAM.gov and submit the information in the grant application. For information about the DUNS, go to [www.dnb.com](http://www.dnb.com). For information about System for Award Management (SAM) go to <https://beta.sam.gov/>.

Information on Federal Spending Transparency can be located at [www.usaspending.gov](http://www.usaspending.gov) or the Office of Management and Budget's website for Federal Spending Transparency at <https://www.whitehouse.gov/>.

**(Required by all applicants, the FFATA form is located on the GMIS Application page and must be completed in order to submit the application.)**

• **For Non-Profit Organizations Only:**

1. **Liability Coverage:** Liability coverage is required for all non-profit agencies. Non-profit organizations must submit documentation validating current liability coverage. **Attach the current Certificate of Insurance Liability in GMIS.**
2. **Non-Profit Organization Status:** Non-profit organizations must submit documentation validating current status. If changed, attach in GMIS the Internal Revenue Services (IRS) letter approving non-tax exempt status.

**G. Human Trafficking:**

The ODH is committed to the elimination of human trafficking in Ohio. If applicable to the subrecipient program, ODH will give priority consideration to those subrecipients who can demonstrate the following:

- a. Victims of human trafficking are included in your agency's target population;
  1. At-risk population
  2. Mental health population
  3. Homeless population
- b. Agency promotes the expansion of services to identify and serve those affected by human trafficking.

☐ Applicable to Targeted Services for Homeless Youth

**H. Post Submission Requirements:** Continuation applicants are required to submit subrecipient program and expenditure reports.

***Note: Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of future agency payments.***

Reports shall be submitted as follows:

- a. **Program Reports: Subrecipient Program Reports must be completed and submitted via GMIS** by the following dates. [Program Reports must be completed and submitted to accompany Expenditure Reports. Program Reports should describe the activities related



to each deliverable during the reporting period.] **Program reports that do not include required attachments (non-Internet submitted) will not be approved.** All program report attachments must clearly identify the authorized program name and grant number.

☒ Program Reports Required      ☐ No Program Reports Required

**Subrecipient Monthly Program Performance Reports**

<b><i>Period</i></b>	<b><i>Report Due Date</i></b>
<i>July 1 – 31, 2021</i>	<i>August 10, 2021</i>
<i>August 1 – 31, 2021</i>	<i>September 10, 2021</i>
<i>September 1 – 30, 2021</i>	<i>October 10, 2021</i>
<i>October 1 – 31, 2021</i>	<i>November 10, 2021</i>
<i>November 1 – 30, 2021</i>	<i>December 10, 2021</i>
<i>December 1 – 31, 2021</i>	<i>January 10, 2022</i>
<i>January 1 – 31, 2022</i>	<i>February 10, 2022</i>
<i>February 1 – 28, 2022</i>	<i>March 10, 2022</i>
<i>March 1 – 31, 2022</i>	<i>April 10, 2022</i>
<i>April 1 – 30, 2022</i>	<i>May 10, 2022</i>
<i>May 1 – 31, 2022</i>	<i>June 10, 2022</i>
<i>June 1 – 30, 2022</i>	<i>July 10, 2022</i>

**Subrecipient Quarterly Program Performance Reports**

<b><i>Period</i></b>	<b><i>Report Due Date</i></b>
<i>July 1 - September 30, 2021</i>	<i>October 10, 2021</i>
<i>October 1 - December 31, 2021</i>	<i>January 10, 2022</i>
<i>January 1 - March 31, 2022</i>	<i>April 10, 2022</i>
<i>April 1 - June 30, 2022</i>	<i>July 10, 2022</i>

**b. Subrecipient Expenditure Reports:**

Subrecipient Monthly Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

<b><i>Period</i></b>	<b><i>Report Due Date</i></b>
<i>July 1 – 31, 2021</i>	<i>August 10, 2021</i>
<i>August 1 – 31, 2021</i>	<i>September 10, 2021</i>
<i>September 1 – 30, 2021</i>	<i>October 10, 2021</i>
<i>October 1 – 31, 2021</i>	<i>November 10, 2021</i>
<i>November 1 – 30, 2021</i>	<i>December 10, 2021</i>
<i>December 1 – 31, 2021</i>	<i>January 10, 2022</i>
<i>January 1 – 31, 2022</i>	<i>February 10, 2022</i>

<i>February 1 – 28, 2022</i>	<i>March 10, 2022</i>
<i>March 1 – 31, 2022</i>	<i>April 10, 2022</i>
<i>April 1 – 30, 2022</i>	<i>May 10, 2022</i>
<i>May 1 – 31, 2022</i>	<i>June 10, 2022</i>
<i>June 1 – 30, 2022</i>	<i>July 10, 2022</i>

Subrecipient Quarterly Reimbursement Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

<b><i>Period</i></b>	<b><i>Report Due Date</i></b>
<i>July 1 - September 30, 2021</i>	<i>October 10, 2021</i>
<i>October 1 - December 31, 2021</i>	<i>January 10, 2022</i>
<i>January 1 - March 31, 2022</i>	<i>April 10, 2022</i>
<i>April 1 - June 30, 2022</i>	<i>July 10, 2022</i>

*Note: Obligations not reported on the final monthly or 4<sup>th</sup> quarter expenditure report will not be considered for payment with the final expenditure report.*

- c. **Final Expenditure Reports:** A Subrecipient Final Expenditure Report reflecting total expenditures for the fiscal year must be completed and submitted **via GMIS** by 4:00 p.m. on or before August 05, 2022. The information contained in this report must reflect the program’s accounting records and supportive documentation. Any cash balances must be returned with the Subrecipient Final Expense Report. The Subrecipient Final Expense Report serves as an invoice to return unused funds.

***Submission of ALL Subrecipient Program and Expenditure Reports via the ODH’s GMIS system indicates acceptance of OGAPP. Clicking the “Submit” or “Approve” button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of OGAPP rules and regulations.***

## **APPENDICES**

- A. Continuation Solicitation Reimbursement Type Form
- B. B1 Deliverable – Objective Descriptions  
B2 Deliverable Allocations
- C. Place Matters Documentation Template



Mike DeWine, Governor  
Jon Husted, Lt. Governor

Stephanie McCloud, Director

CONTINUATION SOLICITATION  
REIMBURSEMENT TYPE FORM

Submission  
Required

Ohio Department of Health  
Bureau of Maternal, Child & Family Health

See due date below

ODH Program Title:

Targeted Services for Homeless Youths and Homeless Pregnant Youths (TH)

Reimbursement Type (check one) Monthly ☐ OR Quarterly ☐

(Please note that no changes to the reimbursement type can be made after the project number is created in GMIS. No waivers/appeals will be accepted.)

Please print:

Current Project Number \_\_\_\_\_

Applicant Agency/Organization \_\_\_\_\_

Applicant Agency Address \_\_\_\_\_  
\_\_\_\_\_

Agency Contact Person Name and Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-mail  
Address \_\_\_\_\_

Agency Head (Print Name)

Agency Head (Signature)

Please note that the agency head listed above must match the agency head listed in GMIS. Unless a new agency, NOIAF's will not be accepted if name doesn't match what is listed in GMIS.

Due to ODH by January 12, 2021

Please email completed form to Karen Tinsley ([karen.tinsley@odh.ohio.gov](mailto:karen.tinsley@odh.ohio.gov)).

**Name of Subgrant Program:** Targeted Services for Homeless Youths and Homeless Pregnant Youths (TH)

**Budget Period:** 07/01/2021 – 06/30/2022

**# of Deliverables:** 6

**Use Budget Justification Scenario#:** 1

## **100% Deliverables**

### **Deliverable 1: Participate in ODH-sponsored meetings or communications that require response.**

By June 30, 2022, each subrecipient will participate in 4 meetings or communications with ODH. This may include face-to-face meetings; conference calls; video conferences; or through requests from ODH for specific information.

Up to \$4,000 is available per subrecipient during the budget period of 07/01/2021 – 06/30/2022 to support participation in these activities. Of this amount, a \$100 incentive per youth per meeting/communication shall be provided in the form of bus passes, gift cards, etc. (Cash may not be used as an incentive.)

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes participation in ODH-sponsored meetings; videoconferences; or requests for specific written information. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted.

### **Deliverable 2: Outreach to identify homeless youth and homeless youth who are pregnant.**

By June 30, 2022, each subrecipient shall conduct activities to identify and find homeless youth and particularly homeless youth who are pregnant, and engage them in services funded through this initiative. Outreach activities should be coordinated with local community partners and service agencies, including local school districts and county social service agencies.

Up to \$6,000 is available per subrecipient during the budget period of 07/01/2021 - 06/30/2022 to conduct outreach activities to identify youth who are homeless and engage them in services.

Documentation: 1) Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of homeless youth identified during the reporting period and a narrative describing the outreach activities conducted during the reporting period, including innovative activities undertaken and any challenges or barriers to engaging homeless youth. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted. Additionally, specific data must be reported in a Place Matters database as directed by ODH.

**Deliverable 3: Coordination or provision of and/or referral to housing services for youth.**

By June 30, 2022, each subrecipient shall address housing needs for youth and pregnant youth (ages 14-24) who are homeless, through supporting housing costs or coordinating the referral of youths to a partner agency for housing. Subrecipients will ensure all services, whether provided on-site or through referral processes are delivered in a trauma-informed, culturally sensitive and appropriate manner that is respectful and responsive to a diverse population. Housing costs may include provision or subsidizing access to age and service-appropriate housing, rental and utility assistance, landlord remediation and retention, diversion and prevention that enables a youth to avoid becoming homeless, etc. Subrecipients should collaborate with the Children's Services Agency in their area to determine if foster care placement is feasible for youth who are under 18 years of age.

Subrecipients shall determine the amount of their request for this deliverable. In the budget and budget narrative, the subrecipient should include justification of why this amount is requested, and a description of the types of expenditures anticipated for this deliverable. The amount will be available to the subrecipient during the project period upon submission of a monthly/quarterly Program Report that accompanies the Expenditure Report for the reporting period.

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of homeless youth served in this deliverable during the reporting period, the types of services provided associated with providing housing, challenges in providing housing, and potential opportunities for innovation. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted. Additionally, specific data must be reported in a Place Matters database as directed by ODH.

**Deliverable 4: Coordination or provision of, and/or referral to behavioral and physical health services for homeless youth.**

By June 30, 2022, each subrecipient shall coordinate, provide, financially support the costs of, and/or refer homeless youth and homeless youth who are pregnant to physical and behavioral health services. Subrecipients will ensure services, whether provided on-site or through referral processes are delivered in a trauma-informed, culturally sensitive and appropriate manner that is respectful and responsive to a diverse population. This may include staff time spent on referrals and providing assistance in accessing Medicaid programs; referrals to other programs such as WIC; prenatal programs; evidence-based home visiting for pregnant youth; transportation to/from appointments and follow-up; financial assistance (if applicable) for behavioral health and/or physical health services including prenatal and postpartum appointments and provision of on-site services by partner or contracted providers.

Subrecipient shall determine the amount of their request for this deliverable. In the budget and

budget narrative, the subrecipient should include justification of why this amount is requested, and a description of the types of expenditures anticipated for this deliverable.

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of homeless youth served in this deliverable during the reporting period, the types of services provided; challenges and potential opportunities for innovation. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted. Additionally, specific data must be reported in a Place Matters database as directed by ODH.

**Deliverable 5: Coordination or provision of, and/or referral to education and employment opportunities.**

By June 30, 2022, each subrecipient shall coordinate, provide, financially support the costs for, and/or refer homeless youth and homeless pregnant youth to educational and workforce development opportunities and services. Subrecipients will ensure services, whether provided on-site or through referral processes are delivered in a trauma-informed, culturally sensitive and appropriate manner that is respectful and responsive to a diverse population. These services may include but are not limited to the provision of certified copies of birth certificates or state ID cards; linkages to secondary and post-secondary educational programs; special education programs; tutoring and homework support; preparation and registration cost for educational tests and certifications; linkages to youth workforce programs; soft skill development; career exploration; job search and placement; workplace training programs; childcare for parenting youth; etc.

Subrecipient shall determine the amount of their request for this deliverable. In the budget and budget narrative, the subrecipient should include justification of why this amount is requested, and a description of the types of expenditures anticipated for this deliverable.

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of homeless youth served in this deliverable during the reporting period, the types of services provided; challenges and potential opportunities for innovation. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted. Additionally, specific data must be reported in a Place Matters database as directed by ODH.

**Deliverable 6: Fostering community and social connection**

By June 30, 2022, each subrecipient shall facilitate the formation of permanent and meaningful community connections for homeless youths and homeless youths who are pregnant, including case management services. Subrecipients may directly provide services or may contract out or refer to community partners. Subrecipients will ensure services, whether provided on-site or through referral processes are delivered in a trauma-informed, culturally sensitive and appropriate manner that is respectful and responsive to a diverse population. Additional services may include positive social activities, conflict resolution, referrals to community and public resources, evidence-based home visiting, WIC, and parenting support groups for

pregnant/parenting youth.

Subrecipient shall determine the amount of their request for this deliverable. In the budget and budget narrative, the subrecipient should include justification of why this amount is requested, and a description of the types of expenditures anticipated for this deliverable.

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of homeless youth served in this deliverable during the reporting period, the types of services provided; challenges and potential opportunities for innovation. Additionally, specific data must be reported in a Place Matters database as directed by ODH. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted.

## X Deliverables Only

	Base	ications	Youth	sion of Housing	Health	ment	Connections	TOTAL
City of Columbus Mayor's Office	N/A	4,000	6,000	TBD	TBD	TBD	TBD	\$66,678
Kaleidoscope Youth Center	N/A	4,000	6,000	TBD	TBD	TBD	TBD	\$66,611
Hospital Council of Northwest Ohio	N/A	4,000	6,000	TBD	TBD	TBD	TBD	\$66,678
Marion Goodwill Industries, Inc.	N/A	4,000	6,000	TBD	TBD	TBD	TBD	\$66,677
Family & Community Services, Inc.	N/A	4,000	6,000	TBD	TBD	TBD	TBD	\$66,678
Sojourners Care Network	N/A	4,000	6,000	TBD	TBD	TBD	TBD	\$66,678



## Appendix C

# Place Matters Documentation Template

**County:** Your County

**Budget Period:**

**GMISID:**

**Agency Name:**

**Subgrant Program:**

[illegible]