

GMIS Portal Notice of Award Job Aid



**Department of
Health**

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Icon Key



Caution



Tip



Link

1.0 View Notice of Award

This Section Is Intended For: Primary Users

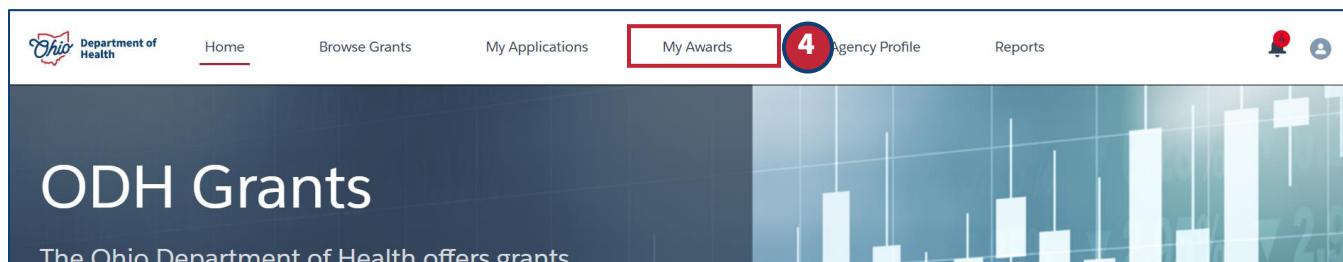
To view a Notice of Award, first log into the GMIS portal.



Award notifications are sent via email.

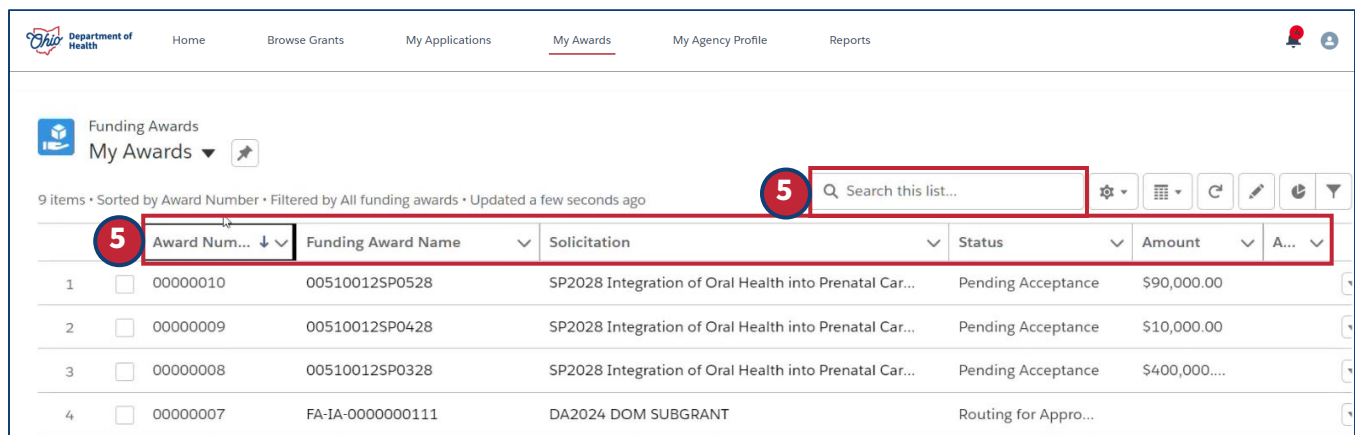
All award notifications will first be sent via email and contain award details as well as details regarding the solicitation. However, all awards can also be accessed through the 'My Awards' tab in the GMIS portal.

1. Enter OHID.
2. Enter Password when setting up your OHID.
3. Select 'Log in'



4. Select 'My Awards'.

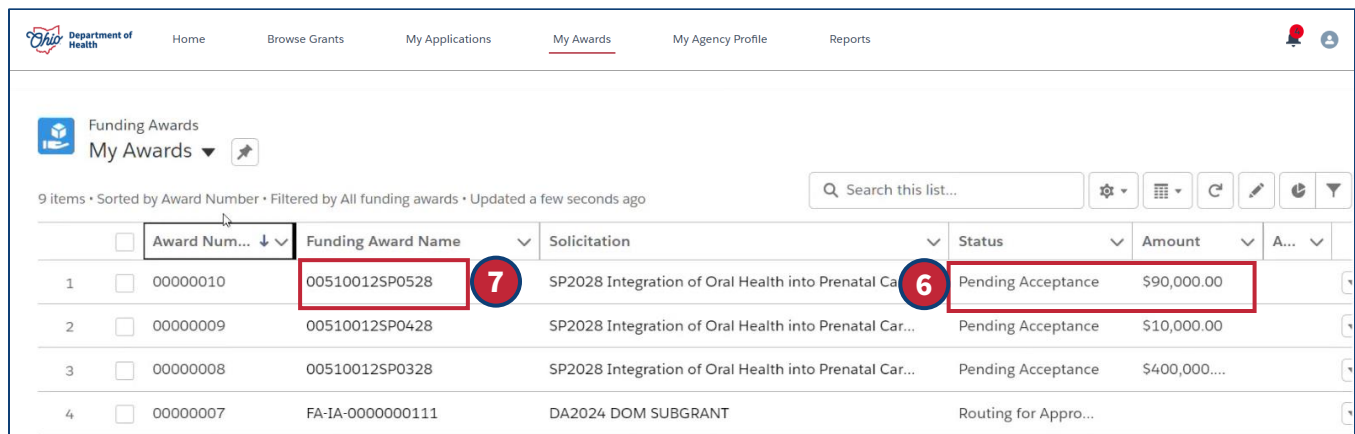
1.0 View Notice of Award (continued)



9 items • Sorted by Award Number • Filtered by All funding awards • Updated a few seconds ago

	<input type="checkbox"/>	Award Num... ↓	Funding Award Name	Solicitation	Status	Amount	A...
1	<input type="checkbox"/>	00000010	00510012SP0528	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$90,000.00	
2	<input type="checkbox"/>	00000009	00510012SP0428	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$10,000.00	
3	<input type="checkbox"/>	00000008	00510012SP0328	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$400,000....	
4	<input type="checkbox"/>	00000007	FA-IA-0000000111	DA2024 DOM SUBGRANT	Routing for Appro...		

5. Search for the Award either through the Search Bar or using the navigation tabs to filter for desired award information.



9 items • Sorted by Award Number • Filtered by All funding awards • Updated a few seconds ago

	<input type="checkbox"/>	Award Num... ↓	Funding Award Name	Solicitation	Status	Amount	A...
1	<input type="checkbox"/>	00000010	00510012SP0528	SP2028 Integration of Oral Health into Prenatal Ca	Pending Acceptance	\$90,000.00	
2	<input type="checkbox"/>	00000009	00510012SP0428	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$10,000.00	
3	<input type="checkbox"/>	00000008	00510012SP0328	SP2028 Integration of Oral Health into Prenatal Car...	Pending Acceptance	\$400,000....	
4	<input type="checkbox"/>	00000007	FA-IA-0000000111	DA2024 DOM SUBGRANT	Routing for Appro...		



New Awards that are in Pending Acceptance status.

If you have received an award for a grant, the status will automatically be 'Pending Acceptance'. Other statuses may be seen for a grant, such as: Draft, Routing for Approval, Pending Acceptance, Funded, Not Funded, Closed, and Withdrawn.

6. View the Award Status and Amount Information.
7. Select the Funding Award Name for additional details.

1.0 View Notice of Award (continued)

Department of Health

Home Browse Grants My Applications **My Awards** My Agency Profile Reports

Funding Award 00510012SP0528 [Accept / Decline NOA](#) [Withdrawal](#)

Programmatic Contact Person: Joe Barnard Subrecipient: Athens County Health Department Amount: \$90,000.00 Status: Pending Acceptance

8 Details Workplan Budget Expense Reports Progress Reports Deliverables Tasks **9** Files

Funding Award Name	Owner Name
00510012SP0528	
Solicitation	Amount
SP2028 Integration of Oral Health into Prenatal Care Program	\$90,000.00

8. View details about the award, and application information, as needed.

9. Select the 'Files' tab.

Department of Health

Home Browse Grants My Applications **My Awards** My Agency Profile Reports

Funding Award 00220014QR0124 [Accept / Decline NOA](#) [Withdrawal](#)

Programmatic Contact Person: Ben Low Subrecipient: Ohio QA Test 7 Amount: \$15,000.00 Status: Pending Acceptance

Details Workplan Budget Expense Reports Progress Reports Deliverables Tasks **Files**

Files (1) [Add Files](#)

Title	Owner	Last Modified	Size
NOA 8.21.2024 10		8/21/2024, 2:23 PM	51KB

[View All](#)

10. View the Notice of Award PDF.

This is the conclusion of **1.0 View Notice of Award**.

2.0 Accept or Decline an Award

This Section Is Intended For: Primary Users



Primary Users Must Manually Accept/Decline Awards

Historically, users did not have to specify acceptance of awards, and awards were automatically accepted. Primary Users must now accept or decline awards in the GMIS Portal.

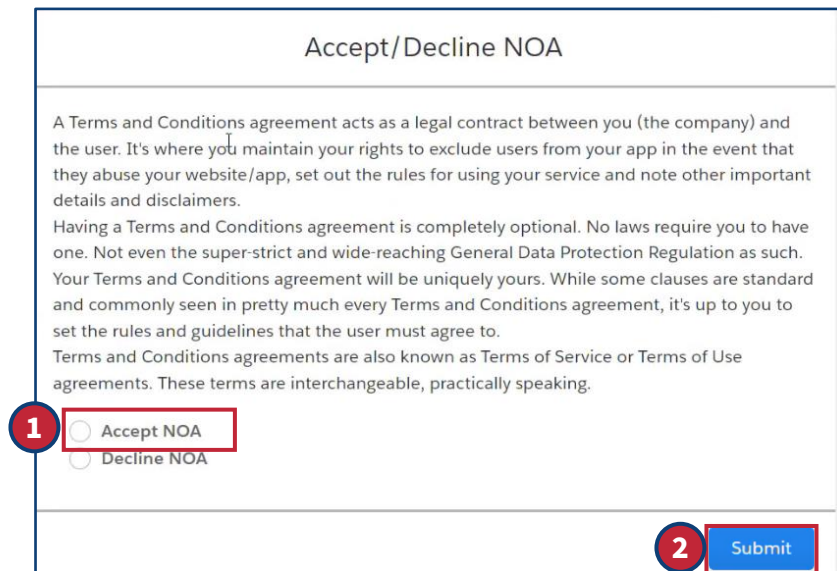
After properly reviewing all award information:

1. Select 'Accept / Decline NOA' button.

2. Review the Terms and Conditions carefully and fully.
 - If Accepting Award, jump to **Section 2.1 Accept Award**.
 - If Declining Award, jump to **Section 2.2 Decline Award**.

2.0 Accept or Decline an Award (continued)

2.1 Accept Award



Accept/Decline NOA

A Terms and Conditions agreement acts as a legal contract between you (the company) and the user. It's where you maintain your rights to exclude users from your app in the event that they abuse your website/app, set out the rules for using your service and note other important details and disclaimers.

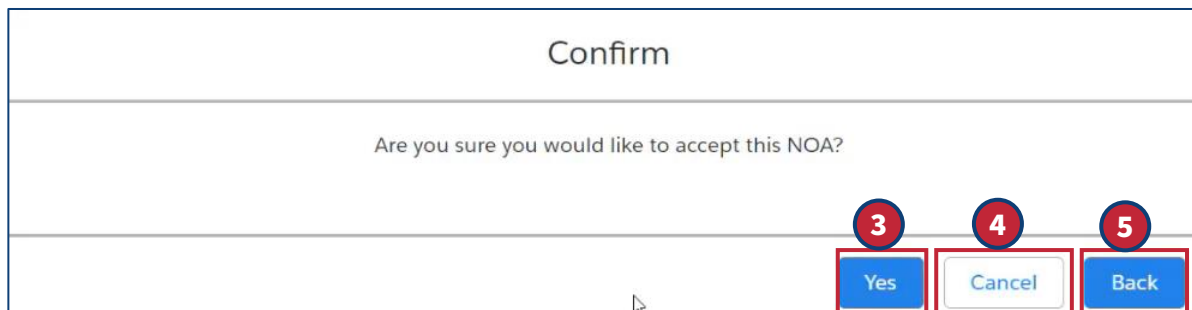
Having a Terms and Conditions agreement is completely optional. No laws require you to have one. Not even the super-strict and wide-reaching General Data Protection Regulation as such. Your Terms and Conditions agreement will be uniquely yours. While some clauses are standard and commonly seen in pretty much every Terms and Conditions agreement, it's up to you to set the rules and guidelines that the user must agree to.

Terms and Conditions agreements are also known as Terms of Service or Terms of Use agreements. These terms are interchangeable, practically speaking.

☐ Accept NOA

☐ Decline NOA

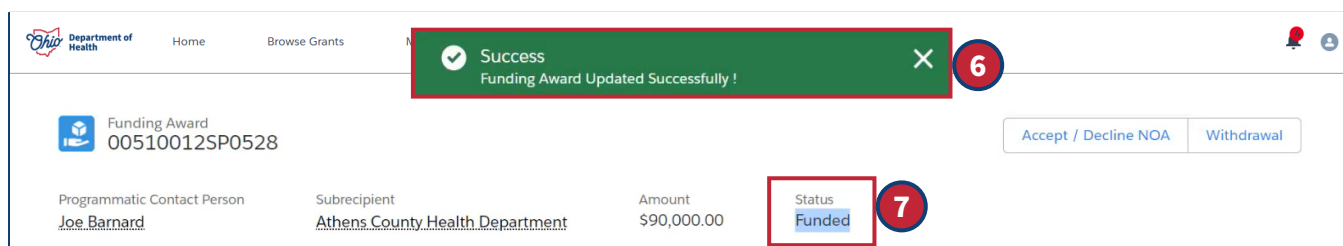
1. Select 'Accept NOA' button.
2. Select 'Submit' button.



Confirm

Are you sure you would like to accept this NOA?

3. Select 'Yes' to confirm acceptance of NOA.
4. Select 'Cancel' to cancel acceptance of NOA. This will close out of the popup screen.
5. Select 'Back' to return to the Terms and Conditions screen.



Success
Funding Award Updated Successfully !

Funding Award
00510012SP0528

Programmatic Contact Person
Joe Barnard

Subrecipient
Athens County Health Department

Amount
\$90,000.00

Status
Funded

6. View the Funding Award success message.
7. View the Status adjustment to 'Funded'.

This is the conclusion of **2.1 Accept Award**.

2.0 Accept or Decline an Award (continued)

2.2 Decline Award

Accept/Decline NOA

A Terms and Conditions agreement acts as a legal contract between you (the company) and the user. It's where you maintain your rights to exclude users from your app in the event that they abuse your website/app, set out the rules for using your service and note other important details and disclaimers.

Having a Terms and Conditions agreement is completely optional. No laws require you to have one. Not even the super-strict and wide-reaching General Data Protection Regulation as such. Your Terms and Conditions agreement will be uniquely yours. While some clauses are standard and commonly seen in pretty much every Terms and Conditions agreement, it's up to you to set the rules and guidelines that the user must agree to.

Terms and Conditions agreements are also known as Terms of Service or Terms of Use agreements. These terms are interchangeable, practically speaking.

☐ Accept NOA
☐ Decline NOA

1. Select 'Decline NOA' button.
2. Select 'Submit' button.

Confirm

Are you sure you would like to decline this NOA?

3. Select 'Yes' to confirm decline of NOA.
4. Select 'Cancel' to cancel decline of NOA. This will close out of the pop-up.
5. Select 'Back' to return to the Terms and Conditions screen.

Home Browse Grants

Success
 Funding Award Updated Successfully !

Funding Award
 00510012SP0528

Programmatic Contact Person: Joe Barnard
 Subrecipient: Athens County Health Department
 Amount: \$90,000.00
 Status: **Not Funded**

6. View the Funding Award success message.
7. View the Status adjustment to 'Not Funded'. The subrecipients cannot take any action on the Funding Award.

This is the conclusion of **2.2 Decline Award**.

This is the conclusion of **2.0 Accept or Decline an Award**.

3.0 Complete Budget Revisions

This Section Is Intended For: Primary Users, Secondary Users

If the Amount awarded is different than what was in the original budget on the application, the subrecipient must complete a budget revision. To check to see if there is a discrepancy between what was requested and what was awarded review the funding award:

Funding Award 00510012SP0428

Programmatic Contact Person: Joe Barnard

Subrecipient: Athens County Health Department

Amount: \$125,000.00

Status: Funded

Details Workp **1 Budget** Expense Reports Progress Reports Deliverables Tasks Files

Funding Award Budget

New Budget Revision

Budget Name	Status	Period Start Date	Period End Date	Amount
FA-Budget - 00510012SP0428	Active	Jul 9, 2024	Aug 10, 2024	\$150,000.00

1. Select the 'Budget' tab on the Funding Award.
2. View the originally requested Budget Amount.
3. View the awarded Budget Amount.



When do you need to complete a Budget Revision?

In the screenshot above, the subrecipient agency requested \$150,000.00 during their application process. However, they were only awarded \$125,000.00 by ODH. A budget revision must be completed to have the requested amount and awarded amounts be the same value.

If a Budget Revision is requested by ODH, details for the revision will be found in the 'Tasks' tab on the funding award.

Funding Award 00510012SP0428

Programmatic Contact Person: Joe Barnard

Subrecipient: Athens County Health Department

Amount: \$125,000.00

Status: Funded

Details Workplan Budget Expense Reports Progress Reports Deliverables **4 Tasks** Files

Grant Tasks (1)

1 item • Updated 8 minutes ago

Subject	Name	Record Type	Status	Action Required by Date
5 Budget Revision	GT-0040	Special Condition	Open	7/31/2024

4. Select the 'Tasks' tab.
5. Select the Budget Revision grant task.

3.0 Complete Budget Revisions (continued)

Grant Task
GT-0040

Individual Application

IA-0000000133

Subject

Budget Revision

Unit

Program

Special Condition Type

Budget Revision

Information

Subject

Budget Revision

Individual Application

IA-0000000133

Unit

Program

Date Applied

9/3/2024

Line Item

All

Action Required by Date

7/31/2024

Status

Open

Funding Award

00510012SP0428

Special Condition Type

Budget Revision

Budget Category

Personnel; Other Direct Costs; Equipment; Contract

Other Description

Action to be taken

Submit a budget revision so the active budget matches the Funding Award amount.

Files (0)

Add Files

Title	Owner	Last M...	Size
-------	-------	-----------	------

6. Review Information section of the task, paying particular attention to 'Action Required by Date' and 'Action to be taken' sections.

To initiate the Budget Revision:

7. Select the Funding Award number.

Funding Award
00510012SP0428

Accept / Decline NOA

Withdrawal

Programmatic Contact Person

Joe Barnard

Subrecipient

Athens County Health Department

Amount

\$125,000.00

Status

Funded

Details

Workplan

Budget

Expense Reports

Progress Reports

Deliverables

Tasks

Files

Funding Award Budget

New Budget Revision

Budget Name	Status	Period Start Date	Period End Date	Amount
FA-Budget - 00510012SP0428	Active	Jul 9, 2024	Aug 10, 2024	\$150,000.00

8. Select the 'Budget' Tab on the Funding Award.

9. Select 'New Budget Revision'.

3.0 Complete Budget Revisions (continued)

The Budget Record will open.

Summary Personnel Other Direct Costs Equipment Contracts Deliverables	
Category	Total Budgeted Amount
Personnel	\$76,500
Other Direct Costs	\$25,500
Equipment	\$35,000
Contracts	\$13,000
Deliverables	\$0
Indirect Costs	\$0
Total Amount	\$150,000

Back

There are a few important navigation tips for accessing and editing a Budget that will be utilized throughout the remainder of this job aid. Budget Records are structured differently depending on the type of grant – the Subrecipient Summary view contains the same expense report tabs that have been previously seen in the application.

- **Deliverable-Based Grants:** only contain Summary and Deliverables tabs.
- **Reimbursement-Based Grants:** contain Summary, Personnel, Other Direct Costs, Equipment, and Contracts tabs.
- **Hybrid-Based Grants:** contain Summary, Personnel, Other Direct Costs, Equipment, Contracts and Deliverables tabs.

Each tab of the budget has several of the same capabilities. At the top of the tab, 3 buttons will display.

Summary	Personnel	Other Direct Costs	Equipment	Contracts	Deliverables

Download Template Upload Template Add Row

10. 'Download Template' Button: This downloads an Excel template file that can be completed and then re-uploaded. It will contain all budget line-items for the tab.

11. 'Upload Template' Button: This allows the user to upload the completed Excel template file, containing all budget line-items.

12. 'Add Row' Button: If the user would like to enter each budget line item manually instead of uploading a budget Excel spreadsheet, they can select Add Row and enter the required information manually for a line item.

3.0 Complete Budget Revisions (continued)

When inputting a line item for a budget, the buttons may vary depending on how the line item was opened:

Save & Edit Previous

13 Cancel

14 Save & Close

15 Save & Edit Next

13. 'Cancel' Button: This cancels the input of the budget line item.

14. 'Save & Close' Button: This saves the budget line item and closes the input screen.

15. 'Save & Edit Next' Button: This saves the budget line item and goes to the next budget line item to edit.

Cancel

Save & Close

16 Save & Add More

16. 'Save & Add More' Button: This saves the budget line item and adds a row to input a new budget line item.

Employee	Function/Title	Activity	Program Sal...	Fringe Rate	Program Fri...	Total Progra...	Indirect Allo...	17	18
Joe Barnard	Benefit Navig...	Activity123	\$15,000	10%	\$1,500	\$16,500			

17. Pencil Icon: Select to edit a budget line item.

18. Trash Icon: Select to delete a budget line item.



Questions on how to edit specific budget category information?

Please reference the *GMIS Portal Application Submission Job Aid*. As stated previously, the budget record matches what was filled out in the original application. The Application Job Aid features in depth instructions for completing each budget category tab and line-item entries.

Proceed through the budget record and edit budget line items within any budget category to revise the budget. Repeat as needed for additional line items or categories until the budget revision is complete.

3.0 Complete Budget Revisions (continued)

3.1 Submit the Budget Revision

Once the line item(s) have been appropriately adjusted to reflect the awarded budget, it is time to submit.

Category	Total Budgeted Amount
Personnel	\$76,500
Other Direct Costs	\$25,500
Equipment	\$35,000
Contracts	\$13,000
Deliverables	\$0
Indirect Costs	\$0
Total Amount	\$125,000.00

Back

1. Select the 'Summary' tab in the budget record.
2. Verify the budget category totals and confirm Total Amount value.

* Comments

* Revision Type
Select an Option

Back Submit

3. Enter Comments. Be sure to describe the change(s) made in the budget revision.
4. Select the Revision Type from the list of values.
 - Budget Revision:** Select if the budget revision was assigned to you by ODH. This is when the amount requested is being revised to match the amount rewarded. In other words, this is used when any budget category totals are being changed.
 - Budget Revision – Reallocation:** Select if the budget reallocation was assigned to you by ODH. This is when the amount requested is being revised to match the amount awarded, in circumstances that additional funding is awarded or reduced.
 - Budget Adjustment:** This is when the amount requested is NOT being revised. Utilize this to change any line items within a budget category, but the overall budget category total is not being changed.
5. Select 'Submit'.

3.0 Complete Budget Revisions (continued)

3.1 Submit the Budget Revision (continued)

Funding Award
00510012SP0428

Accept / Decline NOA
Withdrawal

Programmatic Contact Person
Joe Barnard

Subrecipient
Athens County Health Department

Amount
\$125,000.00

Status
Funded

Details
Workplan
Budget
Expense Reports
Progress Reports
Deliverables
Tasks
Files

Funding Award Budget
New Budget Revision

Budget Name	Status	Period Start Date	Period End Date	Amount
FA-Budget - 00510012SP0428	Active	Jul 9, 2024	Aug 10, 2024	\$150,000.00
Budget - 00510012SP0428	6 Routing for Approval	Jul 9, 2024	Aug 10, 2024	\$125,000.00

6. Review the Budget Revision Status as 'Routing for Approval'.

Funding Award
00510012SP0428

Accept / Decline NOA
Withdrawal

Programmatic Contact Person
Joe Barnard

Subrecipient
Athens County Health Department

Amount
\$125,000.00

Status
Funded

Details
Workplan
Budget
Expense Reports
Progress Reports
Deliverables
7 **Tasks**
Files

Grant Tasks (1)

1 item • Updated a few seconds ago

Subject	Name	Record Type	Status	Action Required by Date
1 Budget Revision	GT-0040	Special Condition	8 Completed	7/31/2024

View All

7. Select the 'Tasks' tab.

8. Review the Status of the Budget Revision task requested by ODH as 'Completed'.

This is the conclusion of **3.1 Submit the Budget Revision**.

3.0 Complete Budget Revisions (continued)

3.2 Budget Approval

Once submitted, ODH staff will immediately be alerted of the Subrecipient Budget pending approval. Once the Budget has been reviewed, finalized, and approved by ODH – the status will update to ‘Completed-Approved’ on the Funding Award.

The screenshot displays the 'Funding Award' page for award 00510012SP0428. The 'Status' is 'Funded'. The 'Programmatic Contact Person' is Joe Barnard, and the 'Subrecipient' is Athens County Health Department. The 'Amount' is \$125,000.00. The 'Tasks' tab is selected, showing a table with one item: 'Budget Revision' (GT-0040, Special Condition) with a status of 'Completed-Approved'. A red box highlights the 'Completed-Approved' status, and a red circle with the number '1' points to it. A 'View All' link is at the bottom right.

Subject	Name	Record Type	Status	Action Required by Date
1 Budget Revision	GT-0040	Special Condition	Completed-Approved	7/31/2024

1. View the Status as ‘Completed-Approved’.

This is the conclusion of **3.2 Budget Approval**.

3.3 Budget Rejection & Resubmission

In some circumstances, a budget revision may be rejected by ODH. ODH may communicate any changes through Chatter, and request updates to be made to the budget revision.

The screenshot displays the 'Funding Award' page for award 00510012SP0428. The 'Status' is 'Funded'. The 'Programmatic Contact Person' is Joe Barnard, and the 'Subrecipient' is Athens County Health Department. The 'Amount' is \$125,000.00. The 'Tasks' tab is selected, showing a table with one item: 'Budget Revision' (GT-0040, Special Condition) with a status of 'Rejected'. A red box highlights the 'Rejected' status, and a red circle with the number '1' points to it. A second red circle with the number '2' points to the dropdown arrow next to the status. A 'View All' link is at the bottom right.

Subject	Name	Record Type	Status	Action Required by Date
1 Budget Revision	GT-0040	Special Condition	Rejected	7/31/2024

1. View the Status as ‘Rejected’.
2. Select ‘Edit’ to begin the revision process.

The subrecipient will then have to complete the edits and re-submit the report, through the same process outlined in sections **3.0 Complete Budget Revisions** and **3.1 Submit a Budget Revision**.

This is the conclusion of **3.3 Budget Rejection & Resubmission**.

3.0 Complete Budget Revisions (continued)

3.4 Equipment Waiver

If there is a request to purchase equipment following the first 6 months of the grant, the Subrecipients will be required to submit an equipment waiver. Equipment waivers can be found on the budget.

Funding Award
00510012SP0428

Programmatic Contact Person: Joe Barnard
Subrecipient: Athens County Health Department
Amount: \$125,000.00
Status: Funded

Details Work **1 Budget** Expense Reports Progress Reports Deliverables Tasks Files

Funding Award Budget [New Budget Revision](#)

Budget Name	Status	Period Start Date	Period End Date	Amount
2 Budget - 00510012SP0428	Active	Jul 9, 2024	Aug 10, 2024	\$125,000.00
FA-Budget - 00510012SP0428	Inactive	Jul 9, 2024	Aug 10, 2024	\$150,000.00

1. Select the 'Budget' tab on the Funding Award.
2. Select the name of the active budget.

Summary Personnel Other Direct **3 Equipment** Contracts Deliverables

Description	Activity	Quantity	Unit Price	Amount	Indirect Allow...	Narrative
Camera	Activity123	1	5000	\$5,000		test 4 Submit Waiver
Copier	Activity123	1	15000	\$15,000		test Submit Waiver

[Back](#)

3. Select the 'Equipment' tab.
4. Select 'Submit Waiver' for the equipment line item you wish to add a waiver for.

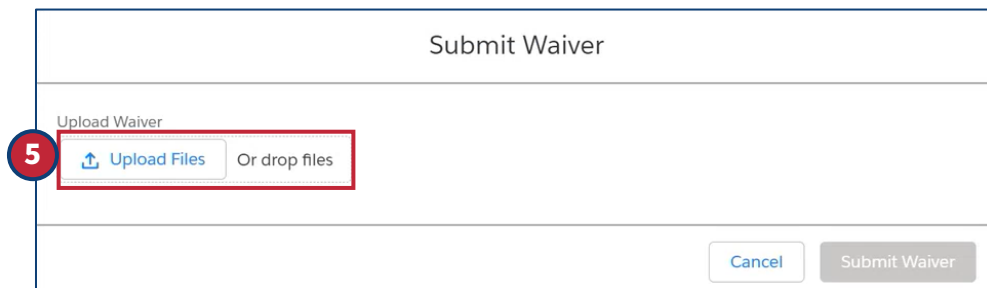


What needs to be included in an Equipment Waiver?

While there is not a formal template for an Equipment Waiver, your request must include the item name, quantity, unit cost, and the reason why the equipment is needed.

3.0 Complete Budget Revisions (continued)

3.4 Equipment Waiver (continued)



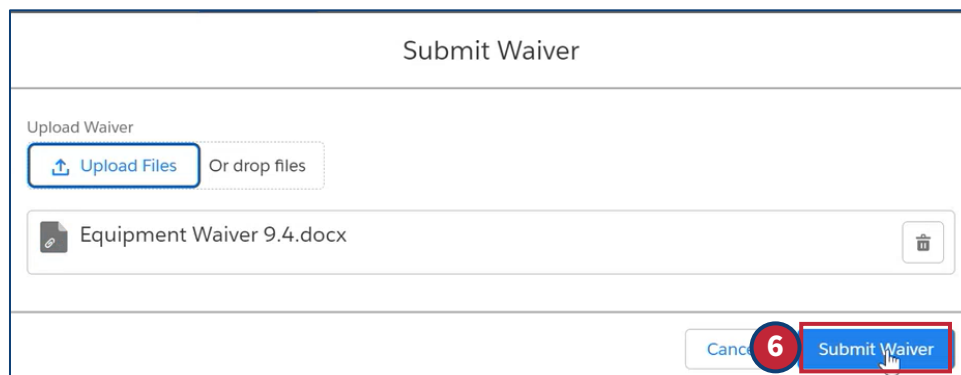
Submit Waiver

Upload Waiver

5 [Upload Files](#) Or drop files

[Cancel](#) [Submit Waiver](#)

5. Select 'Upload Files' or drag and drop a file to the box.



Submit Waiver

Upload Waiver

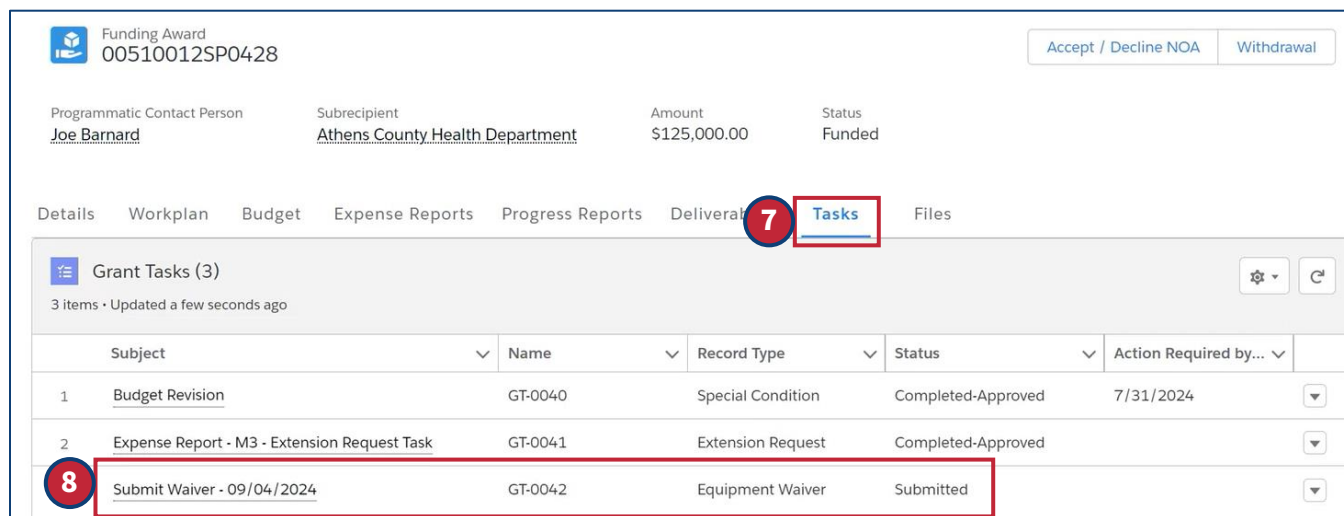
[Upload Files](#) Or drop files

Equipment Waiver 9.4.docx

[Cancel](#) 6 [Submit Waiver](#)

6. Select 'Submit Waiver'.

The waiver request will be submitted and can be seen as an open Task on the Funding Award. To view:



Funding Award
00510012SP0428

[Accept / Decline NOA](#) [Withdrawal](#)

Programmatic Contact Person: [Joe Barnard](#) Subrecipient: [Athens County Health Department](#) Amount: \$125,000.00 Status: Funded

Details Workplan Budget Expense Reports Progress Reports Deliverables 7 [Tasks](#) Files

Grant Tasks (3)
3 items · Updated a few seconds ago

	Subject	Name	Record Type	Status	Action Required by...
1	Budget Revision	GT-0040	Special Condition	Completed-Approved	7/31/2024
2	Expense Report - M3 - Extension Request Task	GT-0041	Extension Request	Completed-Approved	
8	Submit Waiver - 09/04/2024	GT-0042	Equipment Waiver	Submitted	

7. Select the 'Tasks' tab on the Funding Award.

8. View the Grant Task for the waiver, including its name and status.

If ODH approves the waiver, the status will be updated from 'Submitted' to 'Completed-Approved.' If ODH rejects the waiver, the status will be updated to 'Rejected'.

This is the conclusion of **3.4 Equipment Waiver**.

This is the conclusion of **3.0 Complete Budget Revisions**.

4.0 Complete Workplan Revisions

This Section Is Intended For: Primary Users, Secondary Users

If the solicitation required a Workplan, the Workplan will be accessible on the Funding Award. This is so Agency Users can keep track of the goals, objectives, and activities outlined in their initial application.



Need a refresher on what a Workplan is?

Please review the *GMIS Portal Application Submission Job Aid*. The Workplan submitted on the application will match the Workplan on the Funding Award in the GMIS Portal.

4.1 View the Workplan

Funding Award
00510012SP2725

Accept / Decline NOA Request Withdrawal

Programmatic Contact Person: Joe Barnard
Subrecipient: Athens County Health Department
Amount: \$1,000.00
Status: Funded

De **1** Workplan Budget Expense Reports Progress Reports Deliverables Tasks Files

New Workplan Revision

2	Workplan	Description	Status	3
	FA-1A-0000000221 Workplan	New Workplan Description	Active	

1. Select 'Workplan' tab.
2. Review Workplan overview information, including the Workplan name, description, and status.
3. Select the Pencil Icon for more Workplan information.



What are Workplan Goals vs. Objectives vs. Activities?

Goals, objectives, and activities work in a nested tree. A Goal is the overarching category. An Objective falls underneath a Goal. An Activity falls underneath an Objective and is an action you plan to carry out to fulfill the objective.

Sample Goal: By September 30, 2025, establish SNAP/EBT acceptance at the local farmers' market in priority community increasing fresh produce sales by 30% among residents living in xx census tract.

Sample Objective: Convene a Farmers' Market Subcommittee representative of both community organizations and residents.

Sample Activity: Recruit potential members through email, social media advertisements, and community events.

Example Workplan

Goal 1

Objective 1

Activity 1

Activity 2

Objective 2

Activity 3

4.0 Complete Workplan Revisions (continued)

4.1 View the Workplan (continued)

012SP2725

Accept / Decline NOA

7

Revise Workplan

4

✓ FA-IA-0000000221 Workplan

Name: FA-IA-0000000221 Workplan

Status: Active

Description: New Workplan Description

Revision Overview:

5

✓ FA-Improve oral health and hygiene outcomes for underserved population

Description: To improve oral health and hygiene outcomes for underserved populations within the county by increasing access to preventive dental services, education, and community outreach.

SMARTIE: true

6

> FA-Increase Access to Preventive Dental Services

> FA-Enhance Oral Health Education and Awareness

Edit Workplan

Edit Goal

- Review the Workplan Overview section. This contains the Workplan name, status, and description that was created for the entire Workplan.
- Select the arrow to expand the Workplan and view details underneath.
- Continue to select arrows to expand view of other goals, objectives, and activities, as needed.
- Select the 'X' icon in the top right corner to exit out of the Workplan view and return to the Funding Award screen.

This is the conclusion of **4.1 View the Workplan**.

4.2 Workplan Revisions

In some circumstances, ODH may request a revision to the Workplan to modify an Agency's goals, objectives, or activities. To view the request:

Funding Award

00510012SP2725

Accept / Decline NOA

Request Withdrawal

Programmatic Contact Person: Joe Barnard

Subrecipient: Athens County Health Department

Amount: \$1,000.00

Status: Funded

Details Workplan Budget Expense Reports Progress Reports Deliverables 1 Tasks Files

Grant Tasks (1)

1 item • Updated a few seconds ago

Subject	Name	Record Type	Status	Action Required by Date
1 Workplan Revisions	GT-0101	Special Condition	Open	

2

- Select the 'Tasks' tab on the Funding Award.
- Select the 'Workplan Revisions' name.

4.0 Complete Workplan Revisions (continued)

4.2 Workplan Revisions (continued)

The screenshot shows the 'Grant Task GT-0101' page. The 'Subject' is 'Workplan Revisions'. The 'Status' is 'Open'. The 'Funding Award' number '00510012SP2725' is highlighted with a red box and a blue circle labeled '5'. The 'Information' section is highlighted with a red box and a blue circle labeled '3'. The 'Chatter' section on the right is highlighted with a red box and a blue circle labeled '4'. The 'Chatter' section includes a 'Post' field, a 'Share an update...' button, and a 'Share' button. The 'Sort by' dropdown is set to 'Most Recent Activity'.

3. Review the Information section for details about the requested Workplan revision.
4. Utilize the Chatter functionality to communicate with ODH and share any questions or comments about the Workplan revision, if needed.

To initiate the Workplan revision from this screen:

5. Select the Funding Award number.

The screenshot shows the 'Funding Award 00510012SP2725' page. The 'Programmatic Contact Person' is 'Joe Barnard'. The 'Subrecipient' is 'Athens County Health Department'. The 'Amount' is '\$1,000.00'. The 'Status' is 'Funded'. The 'Workplan' tab is highlighted with a red box and a blue circle labeled '6'. The 'New Workplan Revision' button is highlighted with a red box and a blue circle labeled '7'. The 'Workplan' table has columns for 'Workplan', 'Description', and 'Status'. The first row shows '1 FA-IA-0000000221 Workplan' with a description of 'New Workplan Description' and a status of 'Active'.

6. Select the 'Workplan' tab.
7. Select 'New Workplan Revision' button.



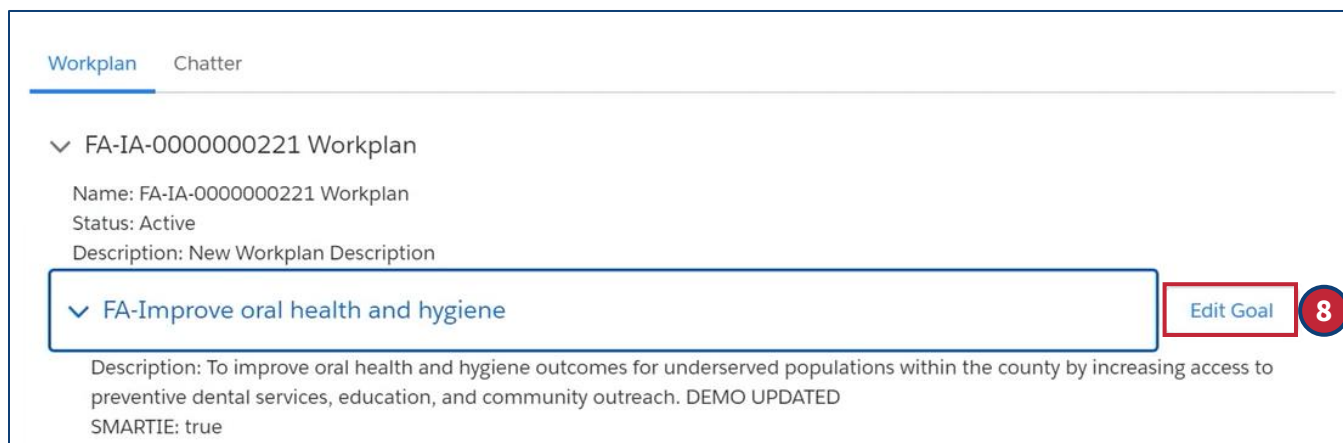
Workplan revisions can be requested by ODH or initiated by Agency Users!

In some circumstances, ODH may request a Workplan revision. However, if an Agency wants to modify a goal, objective, or activity during their grant lifecycle, they can also independently initiate a Workplan revision. This process also begins by selecting the 'New Workplan Revision' button.

4.0 Complete Workplan Revisions (continued)

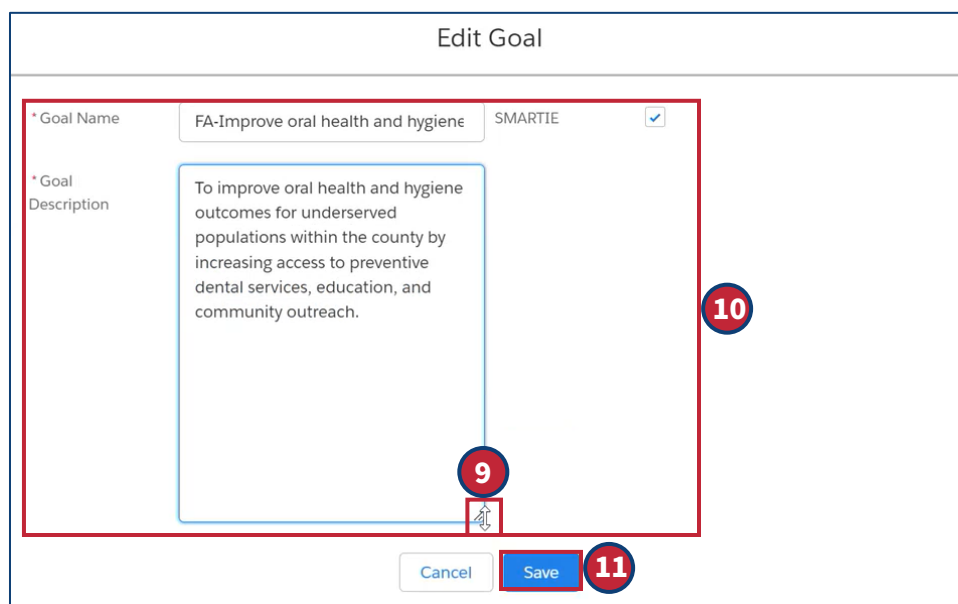
4.2 Workplan Revisions (continued)

To revise a **Goal**:



The screenshot shows the 'Workplan Chatter' interface. Under the 'Workplan' tab, a workplan titled 'FA-IA-0000000221 Workplan' is listed with status 'Active' and description 'New Workplan Description'. Below this, a goal titled 'FA-Improve oral health and hygiene' is highlighted. To the right of the goal title is an 'Edit Goal' button, which is circled in red with a red circle containing the number 8. Below the goal title, the description reads: 'Description: To improve oral health and hygiene outcomes for underserved populations within the county by increasing access to preventive dental services, education, and community outreach. DEMO UPDATED' and 'SMARTIE: true'.

8. Select 'Edit Goal'.



The screenshot shows the 'Edit Goal' form. It has a title bar 'Edit Goal'. Inside, there are three main sections: 'Goal Name' with the text 'FA-Improve oral health and hygiene' and a 'SMARTIE' checkbox which is checked; 'Goal Description' with a text area containing the description 'To improve oral health and hygiene outcomes for underserved populations within the county by increasing access to preventive dental services, education, and community outreach.'; and a bottom section with 'Cancel' and 'Save' buttons. Numbered callouts are present: a red circle with '9' points to the bottom right corner of the text area; a red circle with '10' points to the 'SMARTIE' checkbox; and a red circle with '11' points to the 'Save' button.

9. Select and drag the bottom right corner of the text box to make larger or smaller, if applicable.

10. Edit the contents of the Goal Name, Goal Description, and/or SMARTIE checkbox.



What is SMARTIE?

This checkbox should be selected if the goal is **S**pecific, **M**easurable, **A**chievable, **R**ealistic, **T**imebound, **I**nclusive, and **E**quitable.

11. Select 'Save'.

4.0 Complete Workplan Revisions (continued)

4.2 Workplan Revisions (continued)

To revise an **Objective**:

FA-IA-0000000221 Workplan

Name: FA-IA-0000000221 Workplan
Status: Active
Description: New Workplan Description
Revision Overview:

FA-Improve oral health and hygiene

Description: To improve oral health and hygiene outcomes for underserved populations within the county by increasing access to preventive dental services, education, and community outreach. DEMO UPDATED
SMARTIE: true

FA-Increase Access to Preventive Dental Services

Description: Increase Access to Preventive Dental Services by completing the activities related to improve overall oral health and hygiene.
Key Indicator: Key indicator is number of prevention centers and clinic
External Partner:

Edit Objective 12

Activity Name	Proposed Star...	Proposed Co...	Key Personnel	Plan to Evalua...
FA-Activity 1.2: Org...	Nov 30, 2024	Feb 27, 2025	Local schools and ...	Total number of ev...

12. Select 'Edit Objective'.

Edit Objective

* Goal: FA-Improve oral health and hygiene

* Objective Name: FA-Increase Access to Preventive Dental Services

Key Indicator: Key indicator is number of prevention centers and clinics

* Objective Description: Increase Access to Preventive Dental Services by completing the activities related to improve overall oral health and hygiene.

Key External Partner:

Due Date: Feb 28, 2025

13 **14** **15**

Cancel Save

13. Select and drag the bottom right corner of the text box to make larger or smaller, if applicable.

14. Edit the contents of the Objective Name, Key Indicator, Objective Description, Key External Partner, and/or Due Date.

15. Select 'Save'.

4.0 Complete Workplan Revisions (continued)

4.2 Workplan Revisions (continued)

To revise an **Activity**:

FA-IA-0000000221 Workplan

Name: FA-IA-0000000221 Workplan
Status: Active
Description: New Workplan Description
Revision Overview:

FA-Improve oral health and hygiene

Description: To improve oral health and hygiene outcomes for underserved populations within the county by increasing access to preventive dental services, education, and community outreach. DEMO UPDATED
SMARTIE: true

FA-Increase Access to Preventive Dental Services

Description: Increase Access to Preventive Dental Services by completing the activities related to improve overall oral health and hygiene.
Key Indicator: Key indicator is number of prevention centers and clinic
External Partner:

Activity Name	Proposed Star...	Proposed Co...	Key Personnel	Plan to Evalua...	
FA-Activity 1.2: Org...	Nov 30, 2024	Feb 27, 2025	Local schools and ...	Total number of ev...	

16. Select the Pencil Icon to the right of the Activity.

Edit Activity

* Objective

FA-Increase Access to Preventive Dental

* Activity Name

FA-Activity 1.2: Organize quarterly dental screening

* Proposed Start Date

Dec 1, 2024

* Key Personnel

Local schools and community centers

* Proposed Completion Date

Feb 28, 2025

Plan to Evaluate Activity

Total number of events completed in local schools and event centers

Cancel

Save

17. Select and drag the bottom right corner of the text box to make larger or smaller, if applicable.

18. Edit the contents of Activity Name, Proposed Start Date, Proposed Completion Date, Key Personnel, and/or Plan to Evaluate Activity.

19. Select 'Save'.

4.0 Complete Workplan Revisions (continued)

4.2 Workplan Revisions (continued)

Once the subrecipient has made all the necessary changes on the Workplan, they can submit the Workplan revision to ODH for approval.

FA-Enhance Oral Health Education and Awareness

Description: Enhance Oral Health Education and Awareness through multiple channels in the community. [Edit Objective](#)

Key Indicator:

External Partner:

Activity Name	Proposed Star...	Proposed Co...	Key Personnel	Plan to Evalua...	
FA-Activity 2.2: Lau...	Jan 31, 2025	Jun 29, 2025	Marketing Manager	Number of interac...	
FA-Activity 2.1: Dev...	Dec 31, 2024	May 30, 2025	Local Schools	Key documents de...	

[Cancel](#) [Submit](#)

20. Select 'Submit'.

Department of Health Home Browse Grants

Success
Workplan sent for approval

Funding Award
00510012SP2725

Programmatic Contact Person: [Joe Barnard](#)

Subrecipient: [Athens County Health Department](#)

Amount: \$1,000.00

Status: Funded

Accept / Decline NOA Request Withdrawal

Details **Workplan** Budget Expense Reports Progress Reports Deliverables Tasks Files

[New Workplan Revision](#)

Workplan	Description	Status	
1 FA-IA-0000000221 Workplan	New Workplan Description	Active	
2 FA-IA-0000000221 Workplan	New Workplan Description	Pending Approval	

21. View the Success message confirming submission.

22. View the new Workplan status as 'Pending Approval'.

If ODH approves the Workplan, the new Workplan status will change to 'Active' and any old Workplan status will change to 'Inactive'. This new Workplan is eligible for progress reporting.

This is the conclusion of **4.2 Workplan Revisions**.

This is the conclusion of **4.0 Complete Workplan Revisions**.

5.0 Withdraw a Funding Award

This Section Is Intended For: Primary Users, Secondary Users

Funding Awards can be withdrawn at any point within the grant lifecycle. Start by navigating to the Funding Award you would like to withdraw. Follow instructions in **1.0 View Funding Award** if needed.

Funding Award 00220011SS0125

Accept / Decline NOA Request Withdrawal **1**

Programmatic Contact Person: Ben Low
Subrecipient: Ohio QA Test 7
Amount:
Status: Funded

Details Workplan Budget Expense Reports Progress Reports Deliverables Tasks Files Forms

Funding Award Name: 00220011SS0125
Solicitation: SS2025 Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Solicitation
Budget Period Start Date: 6/1/2024
Owner Name:
Status: Funded
Amount:
Budget Period End Date: 5/31/2025

1. Once in the Funding Award, select 'Request Withdrawal'.

Withdraw Funding Award

2 ☒ agree to withdraw this Funding Award by checking this box:

Save **3**

2. Select the checkbox agreeing to the conditions.
3. Select 'Save'.

Funding Award 00220011BA0124

Accept / Decline NOA Withdrawal

Programmatic Contact Person: Ben Low
Subrecipient: Ohio QA Test 7
Amount: \$15,000.00
Status: Funded

Details Workplan Budget Expense Reports Progress Reports Deliverables Tasks Files

Expense Report

Name	Period Start Date	Period End Date	Status	Due Date	Description
Expense Report - M1	08/20/2024	09/19/2024	Approved	08/30/2024, 04:00 PM	Month 1 Edit
Expense Report - M2	09/20/2024	10/19/2024	Approved	11/05/2024, 04:00 PM	Month 2 Edit
Expense Report - M3	10/20/2024	11/19/2024	Approved	12/05/2024, 04:00 PM	Month 3 Edit
Expense Report - M4	11/20/2024	12/19/2024	Approved	01/05/2025, 04:00 PM	Month 4 Edit
Expense Report - M5	12/20/2024	01/19/2025	Approved	02/05/2025, 04:00 PM	Month 5 Edit
Expense Report - M6	01/20/2025	02/19/2025	Approved	03/05/2025, 04:00 PM	Month 6 Edit
Expense Report - M7	02/20/2025	03/19/2025	Cancelled	04/05/2025, 04:00 PM	Month 7 Edit
Expense Report - M8	03/20/2025	04/19/2025	Cancelled	05/05/2025, 04:00 PM	Month 8 Edit
Expense Report - M9	04/20/2025	05/19/2025	Cancelled	06/05/2025, 04:00 PM	Month 9 Edit
Expense Report - M10	05/20/2025	06/19/2025	Cancelled	07/05/2025, 04:00 PM	Month 10 Edit
Expense Report - M11	06/20/2025	07/19/2025	Cancelled	08/05/2025, 04:00 PM	Month 11 Edit
Expense Report - M12	07/20/2025	08/20/2025	Cancelled	09/05/2025, 04:00 PM	Month 12 Edit
Expense Report - Final	08/20/2024	08/20/2025	Draft	09/05/2025, 04:00 PM	Final Edit

Once the status is Withdrawn, all unsubmitted Progress Reports, Expense Reports and Deliverables will be updated to Canceled.



You still need to submit your Final Expense and Progress Reports!
Make sure to do so by the due date.

This is the conclusion of **5.0 Withdraw a Funding Award**.

6.0 Complete Added Forms

This Section Is Intended For: Primary Users, Secondary Users

Throughout the lifecycle of the grant, ODH may add additional forms for completion to your grant. Your Agency will be notified when new forms are added to a grant for completion. Start by navigating to the Funding Award. Follow instructions in **1.0 View Funding Award** if needed.

Funding Award
00510012DN0225

Accept / Decline NOA Request Withdrawal

Programmatic Contact Person: Elizabeth Augustini
Subrecipient: Athens County Health Department
Amount: \$75,000.00
Status: Funded

Details Workplan Budget Expense Reports Progress Reports Deliverables Tasks Files **Forms** **1**

Forms

Name	Status	Form Type	Description
Sex Trafficking End of Grant Assessment	Draft	Dynamic	Complete the Sex Trafficking assessment form.

Edit **2**

Need help? Access our training resources here.

1. Once in the Funding Award, select the 'Forms' tab.
2. Select 'Edit' on the Form you want to complete.

Submit Form

100

Did you provide services to new victims of trafficking during the reporting period? If no, skip to question 5. *

☒ Yes
☐ No

Of the total number of victims of trafficking served how many were new individuals who received services from your organization for the first time during the reporting period? *

☐ Yes
☒ No

Total number of new potential and/or confirmed victims of sex trafficking during the reporting period. *

10

Submit **4**

3. Complete the Form. *Please note, your Form questions will be different than the above screenshot.*
4. Select 'Submit'.

Once submitted, the status of the Form will change to *Submitted*.

This is the conclusion of **6.0 Complete Added Forms**.