



MEMORANDUM

Date: 07/28/2025

To: Subrecipient agencies

From: Jennifer Voit, Bureau of Health Improvement and Wellness
Ohio Department of Health

Subject: Sexual Assault Services Program, Fiscal Year 2026 (01/01/2026 to
12/31/2026), SA2026

The Ohio Department of Health (ODH), Bureau of Health Improvement and Wellness announces the availability of grant funds.

All electronic applications and attachments are due by **4 p.m. on 09/02/2025**. 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 Portal (GMISP). For new staff requiring GMIS access, you must have your primary user set up a secondary user account. Training materials can be found: <https://odh.ohio.gov/about-us/funding-opportunities/resources>.

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 Administrative Policies and Procedures (OGAPP) manual rules, ODH policy and procedure updates posted on the GMISP bulletin board, all federal, state, and local laws and ordinances, 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 at <https://odh.ohio.gov/about-us/funding-opportunities/resources/competitive-solicitation-proposals-archive-section> (go to 2025).

If you have questions, please contact Corina Klies, Public Health Consultant, via email at corina.klies@odh.ohio.gov.

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I. CONTINUATION FUNDING APPLICATION GUIDANCE

X Base Only Funding ___ Base and 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.

An application for an Ohio Department of Health (ODH) grant consists of several required components including utilizing the Grants Management Information System Portal (GMISP) <https://odh.ohio.gov/about-us/funding-opportunities/resources/ofa-gmis>. All the required components of a specific application must be completed and submitted by the application due date. **If any of the required components are not submitted by the due date, the application will not be considered for review.**

Submission of the continuation application constitutes acknowledgment and acceptance of ODH GAPP (OGAPP) manual rules, all state, federal, and local laws, and any other program-specific requirements as outlined in the competitive Solicitation. This Solicitation pertains to budget period 01/01/2026 to 12/31/2026 of the total project period 01/01/2025 to 12/31/2026. Reference the competitive solicitation for more information.

- 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).
- Subrecipient's budgeted costs are reasonable, allowable and allocable under ODH policies and procedures, and federal, state, and local laws, ordinances, rules and regulations.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of ODH policies and procedures, and federal, state, and local laws, ordinances, rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of ODH policy regarding 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 ODH policies and procedures, and federal, state, and local laws, ordinances, rules and regulations to qualify for reimbursement.
- Subrecipient agrees and understand that it must follow the applicable United States Department of Justice award conditions listed in the GMIS Portal section on Terms and Conditions.

B. Number of Grants and Funds Available: Funding to support the Sexual Assault Services Program subgrant program is derived from Federal sources. Up to \$1,082,778.00 from the U.S. Department of Justice is available to be awarded to 9 awardees. Eligible agencies may apply for a maximum award of \$150,000.00.

No grant award will be issued for less than **\$30,000.00**. 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 through the GMISP.
- Number all pages. Place agency name and GMISP number on each page.
- Use a 12-point Calibri font.
- Forms must be completed and submitted in the format provided by ODH through the GMISP.

D. Qualified Applicants:

Not for Profit; County Agency; City Agency

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

1. The Applicant does not owe funds to ODH and has repaid any funds due with 45 days of the invoice date.
2. Applicant has not been certified to the Attorney General's (AG's) office.
3. Applicant has submitted an application and all required attachments by **4 p.m. on 09/02/2025**.

II. PROGRAM UPDATES:

The applicant should review the Evidence of Strategies to reduce Disparities Checklist in Appendix B when drafting the program narrative, objectives, and workplan.

A. Program Progress Report: 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. For SA25 grant recipients, your up-to-date program report in GMIS meets this requirement, no additional attachment is needed.

B. Program Narrative: Complete and submit a narrative statement (do not exceed 10 pages) which explains any changes to program scope, personnel, partnerships with agencies or organizations, or other information the subrecipient wishes to share for continuation funding.

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. Applicants are to utilize the workplan template.

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

A cost share or applicant share is not required by this program. Do not include a cost share or applicant share in the application. Only the narrative may be used to identify additional funding information from other resources.

1. 2026 Budget via GMISP: Complete requested budget information as follows:

- **Personnel, Other Direct Costs, Equipment and Contracts Sections:** Submit a new budget to support costs for the period 01/01/2026 to 12/31/2026. Funds may be used to support personnel, staff training, travel (see OBM website) <https://obm.ohio.gov/wps/portal/gov/obm/areas-of-interest/agency-overview/obm-travel-rule/obm-travel-rule>, and supplies directly related to planning, organizing, and conducting the initiative/program/activity described in this announcement. Itemize, in the Equipment Section, all equipment (minimum \$1,000 unit cost value) to be purchased with grant funds.

Any personnel listed in the budget must complete daily timesheets. Time and Effort reporting must be completed if staff are charged to multiple funding sources.

The applicant shall retain all original fully executed contracts on file. All contracts must be signed and dated by all parties prior to any services being rendered and must be attached to the Agency files in GMISP. The submitted contract must be approved by ODH before contractual expenditures are authorized.

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

2. 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 (unless allowable by the grant).
14. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds.
15. Travel and meals over the current state rates (see OBM website: <http://obm.ohio.gov/TravelRule/default.aspx> for the most recent Mileage Reimbursement memo.)
16. Costs related to out-of-state travel, unless otherwise approved by ODH, and described in the budget narrative.
17. Training longer than one week in duration, unless otherwise approved by ODH.
18. Contracts for compensation with advisory board members.
19. Grant-related equipment costs greater than \$1,000, unless justified in the budget narrative and approved by ODH.
20. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants.
21. Promotional Items.
22. Office Furniture (including but not limited to desks, chairs, file cabinets) unless otherwise stated.
23. Client Incentives.

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.

Indirect (Facilities and Administration): Subrecipients may select one of three options that apply. These options are available in GMISP.

- Use the indirect cost rate included in the agency's Indirect Cost Rate Agreement as negotiated with and approved by the cognizant federal funder. If the applicant chooses this option, then the agreement must be submitted in GMISP as an attachment to the application.
- If the subrecipient has not executed a federally approved Indirect Cost Rate Agreement, the subrecipient may elect to charge a de minimis rate of modified total direct costs (MTDC) which may be used indefinitely.
- Base the budget solely upon direct costs.

For further information please see Chapter 2 Section B2.11 of OGAPP.

E. Other Application Requirements:

Program Specific Attachments: Complete and submit the following attachments.

Project Narrative

Complete and submit a narrative statement (do not exceed 10 pages) which explains any changes to program scope, personnel, partnerships with agencies or organizations, or other information the subrecipient wishes to share for continuation funding. All applicants should, at minimum, include a statement that the 2025 workplan has been reviewed and either no changes are proposed, or thoroughly explain any changes necessary. All applicants should include in this section that the agency has solicited feedback from the communities of focus applicant is serving that supports why changes are being made or why the current plan is sufficient.

For any planned changes, this should be a very short list of changes you plan from the current year in your training, community engagement and direct services work. List only changes here. For substantial changes, such as reaching out to a new population, be sure to document here the reason for reaching the new population, including the content listed in the Competitive Solicitation for your selected population. For other changes, refer to the competitive solicitation and/or check with your program consultant for needed documentation of the change. You will be providing additional information about each of these three areas of work in the next section.

Objectives and Work Plan: Complete and submit a short summary of any changes in the Specific, Measurable, Achievable, Results-Oriented, Time-Based (SMART). This should be based on a review of the Progress Plans submitted to date. The updated work plan should be in the form of the Excel document, found in "additional files" For this continuation year, your timeline will be incorporated into each item listed in the Excel document - carefully read Cell A throughout the document; a separate timeline is not requested.

For the additional information requested in this section, continue the narrative document that starts with the Program Narrative listed above (B) by responding to the following:

1. Category #1: Training - For all training, provide a short narrative of current status (met, ongoing, or unmet), major findings, and barriers and how barriers were addressed. Refer to your current excel workplan and for each item you report on, provide the above information. This can be in a table format if you prefer.
2. Category #2: Community Engagement - Affirm that community engagement activities are informed by community of focus feedback. For all community engagement, provide a short narrative of current status (met, ongoing, or unmet), major findings, and barriers and how barriers were addressed. Refer to your current excel workplan and for each item you report on, provide the above information. This can be in a table format if you prefer.
3. Category #3: Direct Services - Direct services refer to activities that will be reported in the annual federal report. DO NOT INCLUDE NON-SASP WORK. For all direct services, provide a short narrative of current status (met, ongoing, or unmet), major findings, and barriers and how barriers were addressed. You don't need to itemize each type of service, report overall on services for survivors including extent of need and ability to respond to requested services.

* Documentation and Progress on Health Equity and Disparity Reduction 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 should prepare a summary of activities completed during the previous funding period, to outreach to the priority populations and/or neighborhoods specified in their plan.

Workplan

Excel Workplan/Program Reporting Form, found in the GMIS Portal "additional files" is a required component of the application. All attachments must be completed and submitted electronically. All attachments must clearly identify the authorized program name and GMISP project number.

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. Reference the GMISP 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 online automatically with each application.
- **Assurances Certification:** Each subrecipient must acknowledge the Assurances (Federal and State Assurances for Sub-grantees) form in GMISP. 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 new applicants applying for ODH grant funds are required to complete the FFATA reporting form in GMISP as well as enter their Unique Entity ID (UEI) on their agency’s details page in GMISP. 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 register in SAM.gov and submit the information in the grant application. For information about System for Award Management (SAM) and Federal Funding Accountability and Transparency Act, go to: <https://sam.gov/fsrs>.

- **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.

III. **Human Trafficking:** Human trafficking is defined by the use of force, fraud, or coercion to compel victims into performing labor or commercial sex acts. Populations at increased risk include but are not limited to, gender, individuals with disabilities, undocumented immigrants, runaway and homeless youth, temporary guest-workers, and low-income individuals.

ODH is committed to the addressing 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 that may include, but are not limited to the following:
 1. Populations at increased risk

2. Mental health population
3. Homeless population
- b. Agencies that promote the expansion of services to identify and serve those affected by human trafficking.

☒ **Applicable** ☐ **Not Applicable to Sexual Assault Services Program**

IV. 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 GMISP by the following dates. 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**

Period	Report Due Date
January 1-31, 2026	February 10, 2026
February 1-28, 2026	March 10, 2026
March 1-31, 2026	April 10, 2026
April 1-30, 2026	May 10, 2026
May 1-31, 2026	June 10, 2026
June 1-30, 2026	July 10, 2026
July 1-31, 2026	August 10, 2026
August 1-31, 2026	September 10, 2026
September 1-30, 2026	October 10, 2026
October 1-31, 2026	November 10, 2026
November 1-30, 2026	December 10, 2026
December 1-31, 2026	January 10, 2027

- b. **Subrecipient Reimbursement Expenditure Reports:** Subrecipient monthly expenditure reports **must** be completed and submitted **via GMISP** by the following dates:

Period	Report Due Date
January 1-31, 2026	February 10, 2026
February 1-28, 2026	March 10, 2026
March 1-31, 2026	April 10, 2026
April 1-30, 2026	May 10, 2026
May 1-31, 2026	June 10, 2026
June 1-30, 2026	July 10, 2026
July 1-31, 2026	August 10, 2026
August 1-31, 2026	September 10, 2026
September 1-30, 2026	October 10, 2026
October 1-31, 2026	November 10, 2026
November 1-30, 2026	December 10, 2026
December 1-31, 2026	January 10, 2027

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

Period	Report Due Date
January 1 - March 31, 2026	April 10, 2026
April 1 - June 30, 2026	July 10, 2026
July 1 - September 30, 2026	October 10, 2026
October 1 - December 31, 2026	January 10, 2027

Note: Obligations not reported on the final monthly or fourth 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 GMISP** by 4 p.m. on or before 02/05/2027. 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, which serves as an invoice to return unused funds.

Submission of ALL Subrecipient program and expenditure reports via the ODH's GMISP system indicates acceptance of OGAPP. Clicking the "Submit" or "Approve" button constitutes your authorization of the submission as an agency official and serves as your electronic acknowledgment and acceptance of OGAPP rules and regulations.

III APPENDICES

- A. A1. Deliverable — Objective Descriptions (if applicable)
- A2. Deliverable — Objective Allocations (if applicable)
- B. Evidence of Health Disparity Strategies Checklist

Additional Appendix documents can be found in GMISP under the Solicitation’s ‘Additional Files’ section.

Appendix A

Name of Subgrant Program: Sexual Assault Services
Program
Budget Period: 01/01/2026 to 12/31/2026
of Deliverables: Not applicable

Deliverable — Objective:

Appendix B

ODH Evidence of Health Disparity Strategies Checklist

This checklist should be used to support planning, implementation, and evaluation of strategies to reduce disparities and overcome social determinants of health. This checklist is a guide to establish a baseline criterion that all projects funded by ODH to support alignment with established priorities to achieve optimal health for all Ohioans.

Health Disparities and Social Determinants of Health

Health disparities occur when groups experience more disease, death, or disability beyond what would normally be expected based on their relative size of the population. Health disparities are often characterized by such measures as disproportionate incidence, prevalence and/or mortality rates of diseases or health conditions. Health is largely determined by where people live, learn, work, play, and age. Health disparities are unnatural and occur because of low socioeconomic status, race/ethnicity, sexual orientation, gender, disability status, geographic location, or some combination of these factors. Those most impacted by health disparities also tend to have less access to resources like healthy food, safe housing, quality education, safe neighborhoods and freedom from forms of discrimination. These are referred to as **social determinants of health (SDOH)**. SDOH are a root cause of health disparities. The ability of everyone to have the same opportunity to achieve the best possible health is important to eradicate disparate outcomes. Programs that incorporate social determinants into the planning and implementation of interventions will greatly contribute to advancing optimal health for all Ohioans.

ODH is committed to addressing health disparities and promoting optimal health for all Ohioans. The items below are requirements for all applicants' strategies to reduce health disparities are embedded within all components of the application (e.g., Goals, Program Narrative, and Objectives.)

- Identify specific groups who experience a disproportionate burden of disease, health condition or health outcome targeted by this solicitation. See Ohio's State Health Assessment Ohio's health data. <https://odh.ohio.gov/wps/portal/gov/odh/explore-data-and-stats/interactive-applications/2019-online-state-health-assessment>
- Identify geographic reference points (i.e., census tracts, census block groups or zip codes) to specify where program activities are focused.

- Use direct or indirect feedback from the prioritized population, community, group, or community agency to identify specific social and environmental conditions (social determinants of health) associated with health disparities. For guidance on methodology to establish equity targets, review [2030 Target Setting Methodologies for Objectives in Healthy People 2030](#).
- Identify measurable health disparities targets that demonstrate reducing disparities and improving the health of target populations are critical goals to be achieved through program activities. This information must also be supported by data.

The following are best practices aimed at addressing health disparities and achieving healthy living. They are not required but highly encouraged to use.

- 1) Link proposed activities to reduce health disparities identified in local, state, or national planning documents. These documents include, but are not limited to strategies, goals and objectives outlined in the [State Health Improvement Plan \(SHIP\)](#) and local Community Health Assessments.
- 2) Develop staffing plans where board members, leadership and program staff proportionally represent the population being served.
- 3) Identify up- and downstream approaches to address health determinants and reduce disparities. Upstream factors like food, housing and income insecurity that focus on addressing health determinants decrease barriers and improve supports that provide opportunities for people to achieve their full health potential. Downstream approaches focus on providing access to care and services to reduce the negative impact of social determinants on health outcomes.
- 4) Establish non-traditional partnerships among different sectors of the community (e.g., faith-based organizations, community organizations, businesses, universities, healthcare) that can provide valuable insight, new perspective, and more effective ways to achieve program goals. Non-traditional partners create opportunities to collaborate across sectors and may serve as a new source of support for the program.