# Menu of Supports Funding Opportunity
## Good Grants Applicant Instructions Pathway 1

Ohio Children's Alliance

State Fiscal Year 2025 Grant Cycle

**Ohio Children's Alliance**
Leading change for child and family service providers

**Ohio**
Department of Children & Youth

# Menu of Supports | Good Grants Applicant Instructions
# Pathway 1 - Increased Utilization of Residential and Group Homes

The Ohio Children's Alliance (Alliance) has elected to use Good Grants, a grant portal, to manage the Menu of Supports Funding Opportunity.

Please follow these instructions to set up an account in Good Grants and submit and manage your application(s).

## Contents

*CTRL + Click on a topic below to go directly to that page.*

# I.      Getting Started in Good Grants

## A.      Create an Account in Good Grants

To apply for any of the Menu of Supports Funding Opportunities, an applicant must create an account in Good Grants.

> For Pathway 1, a **Residential Agency** is applying to reopen a bed(s) in one of its residential facilities or group homes. The <u>applicant</u> is a representative of the Residential Agency who will complete and monitor the application process.
>
> If your agency operates multiple facilities/group homes and proposes to reopen beds in more than one of its facilities/group homes, you will need to submit an application for *each* facility and you must use the same Good Grants account to submit your applications.

1. Go to the Alliance's <u>Menu of Supports webpage</u>

2. Click the link for the Alliance Good Grants platform: "Click to Apply"

**Application for all Pathways**

> **Click to Apply**

3. On the Alliance Good Grants home page, enter the applicant's email address in the "Log in or create an account" box and select Continue.
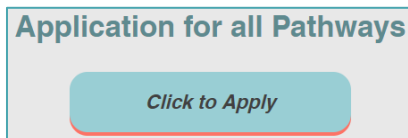
> Log in or create an account
> Email
>
> [                    ]
>
> Continue

> ALL CORRESPONDENCE related to this application will be sent to the email address you enter when creating your account.

4. Enter the 6-digit security verification code sent to the email address you provided.

5. In the "Register" box:

   a. Enter the applicant's First name and Last name
   b. Choose a password that complies with the requirements
   c. Read and agree to the Good Grants policies (check the box)
   d. Agree to receive emails from the Alliance (check the box)
      - You must agree to receive email notifications to be considered for funding.
      - The Alliance will only send email notifications directly related to your application(s).
      - The Alliance will not send SMS texts.
   e. Select Complete registration

6. You'll be taken to your Good Grants Application Page

## TIP #1: Make Sure You Get Email Notifications!

The Alliance will only send email notifications that are directly related to your application(s).

Make sure that you are set up to receive notifications
1. Click on your name on the top right corner of the Good Grants page
2. Choose Profile
3. In the Preferences tab, make sure both email options are checked and click Save:
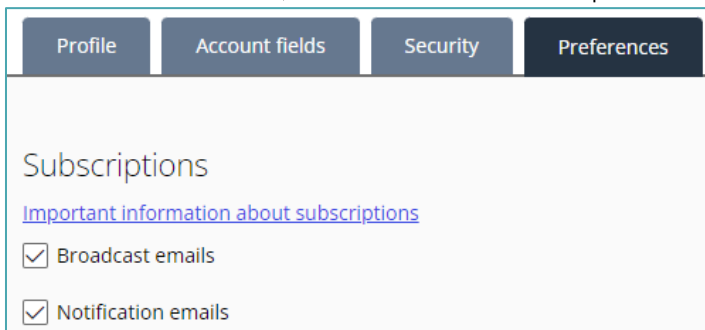


4. The Alliance does not plan to use SMS notifications.

Keep Good Grants notification emails out of your spam folder
Notification emails may be sent from:
- no-reply@app.goodgrants.com
- sender@app.goodgrants.com

Please add these email addresses to your approved or safe sender list in your email platform.

## B.    Your Good Grants Applications Page

Your Good Grants Applications Page includes:

- Links to information about the application process, including eligibility requirements and deadlines
- Start application buttons
- A list of your applications, including where they are in the process

To return to your Good Grants Applications Page, click on "Apply" in the top banner or on "Applications" in the left side menu.

## II. Submitting an Application

If you have any questions about the application process including deadlines and eligibility requirements, please refer to the **Ongoing Call for Applications** on the Menu of Supports webpage.

From your Applications Page, select "Start application" for Pathway 1 – Increased Utilization of Residential and Group Homes

Pathway 1 - Increased Utilization of Residential and Group Homes

**Start application**
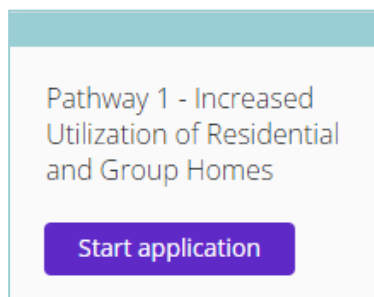
### A. Start Here tab

Carefully review the information at the top of the tab.

Enter the required information. Most of the fields are self-explanatory; helpful hints are provided to the right of certain fields.

Additional notes for select fields on this tab:

- **Category:** already selected – leave as is

- **Application Name:** enter the **official** name of the AGENCY completing the application (for example, "Homes for Kids, Inc").

  For agencies with multiple residential facilities or group homes, you will enter the name of the facility/group home for which you are proposing to reopen beds on the (next) Facility Information tab.

  We understand that for applicants that operate a single residential facility or group home, the name of the agency and the facility/group home may be the same. In that case, you may enter the same name in both the Application Name and Facility Name (on the next tab) fields.

- At the bottom of the tab, there are required fields to complete so that **IF your agency's application is approved,** we have the name and email address of the authorized agency representatives who will receive notification to 1) sign the subgrant agreement and 2) provide the agency's bank details for payment.

When you are ready, click     **Save + next**

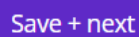You will be able to return to this tab if you need to modify any entries.

> NOTE: If you try to move on in a Good Grants application (using the Save + next, Check eligibility, or Submit application buttons), but you haven't made entries in all of the required fields, Good Grants will highlight the empty required fields in RED and will not permit you to continue until they are completed.

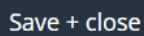## B.    Facility Information tab

On this tab, enter information for the facility where your agency is proposing to reopen beds.

Enter the required information. Most of the fields are self-explanatory; helpful hints are provided to the right of certain fields.

At the bottom of the tab, the action buttons work as follows:

| | |
|---|---|
| **Save + next** | Saves your progress and moves you on to the Eligibility tab |
| **Save + close** | If you are <u>not</u> ready to complete your application, click this button and you can return to complete it at another time. This will take you back to your Good Grants Application Page. The status of the application will be "In progress." (see Returning to Complete an Application) |
| **Check eligibility** | Do **NOT** click this now since you have not yet responded to the questions on the Eligibility tab. If you click it by mistake, you will see a red banner with a notice to complete the fields on the Eligibility tab which will be highlighted in RED. |

## C.    Eligibility tab

Carefully review the information at the top of the tab about this **initial eligibility** process.

Enter the required information. Most of the fields are self-explanatory; helpful hints are provided to the right of certain fields.

At the bottom of the tab, the action buttons work as follows:

| | |
|---|---|
| **Save + next** | Takes you back to the Start Here tab if you need to return to the beginning of your application |
| **Save + close** | If you are <u>not</u> ready to complete your application, click this button and you can return to complete it at another time. This will take you back to your Good Grants Application Page. The status of the application will be "In progress." (see Returning to Complete an Application) |
| **Check eligibility** | If you have responded to the eligibility questions, now is the time to click "Check eligibility" |

> **Initial Eligibility**
>
> You will immediately learn whether your application meets the initial eligibility requirements. You will either see:
>
> - a page in Good Grants that indicates the application is NOT eligible based on the answers you provided
>   OR
> - a popup box that indicates the application has met initial eligibility

If your application has met initial eligibility, click **Confirm** in the popup box. Note that you are not guaranteed funding by meeting the initial eligibility requirements.

The Funding Request tab will appear.

If your application is NOT eligible, click "Return to my applications." From your "My applications" list, you can click on the name of the application (in blue) to review your responses. Please also review **Ongoing Call for Applications** on the Menu of Supports webpage for more information about eligibility.

If you find that you made a mistake in your entries, you can delete the ineligible application and submit a new one. (See Deleting an Ineligible Application)

Note that you are not able to edit an application that is ineligible.

You will also receive an email notification that your application is ineligible.

D.    Funding Request tab

Carefully review the information at the top of the tab.

Enter the required information. Most of the fields are self-explanatory; helpful hints are provided to the right of certain fields.

At the bottom of the tab, the action buttons work as follows:

| | |
|---|---|
| Save + next | Takes you back to the Start Here tab if you need to return to the beginning of your application |
| Save + close | If you are not ready to complete your application, click this button and you can return to complete it at another time. This will take you back to your Good Grants Application Page. The status of the application will be "In progress." (see Returning to Complete an Application) |
| Preview | If you are finished, you may review your responses by clicking Preview (or by clicking on each of the tabs). |
| Submit application | When you are satisfied with your responses, click Submit application! |
| | You will see a page in Good Grants that indicates your application has been submitted! Click "Return to my applications" |

E.    Application Submission Next Steps

From the "My applications" list on your Good Grants Applications Page, you will see that the application has the Status of "Submitted." Applications cannot be edited after submission.

You can click on the PDF icon to view, download, and/or print a copy of your application.

You will also receive an email notification that your application has been submitted.

For Pathway 1: Increased Utilization of Residential and Group Homes, the Alliance will communicate the application determination decision via email within five (5) business days.

## III.    Appealing a Denied Application

An applicant may appeal the decision resulting from the application review process within 30 calendar days of the date of the decision notification to the applicant.

The Alliance will provide an appeal decision within 15 business days of the receipt of the appeal. All decisions on submitted appeals are considered final.

### A.    Reply to a Denial Email

To begin the appeals process, an applicant must reply to the denial email within 30 calendar days indicating they wish to appeal and specifying the reason/explanation. Appeals received after 30 days of the decision notification being rendered to the applicant will not be considered.

**Things to know about denial emails:**

- are sent from the Alliance (email address: sender@app.goodgrants.com)

- will indicate "**Reason(s) for denial**" for your application

- will include instructions if you disagree with the decision and wish to appeal

- will have a "Reply To" email address of menuofsupports@ohiochildrensalliance.org where the Alliance will receive the appeal email

**Required Steps to Appeal:**

1) Review the eligibility criteria in the **Ongoing Call for Applications** on the Menu of Supports webpage

2) Reply to the denial email within 30 calendar days of receipt

3) To receive a copy of your appeal email, enter your email address in the Cc: field

4) Provide a detailed explanation of why you think the "Reason(s) for denial" indicated in the denial email are incorrect:

     o   Be as specific as possible

     o   Do not include personal information about any youth

## IV.    More Good Grants Application Tips

### A.    Returning to Complete an Application

If you decided to save a partially completed application (that was not already deemed ineligible) and you now wish to complete it, login to the Alliance Good Grants Platform:

1. Go to the Alliance Menu of Supports webpage

2. Click on the link to the Alliance Good Grants platform: "Click to Apply"

**Application for all Pathways**

**Click to Apply**

3. On the Alliance Good Grants home page, enter your login email in the "Log in or create an account" box and click Continue:

Log in or create an account
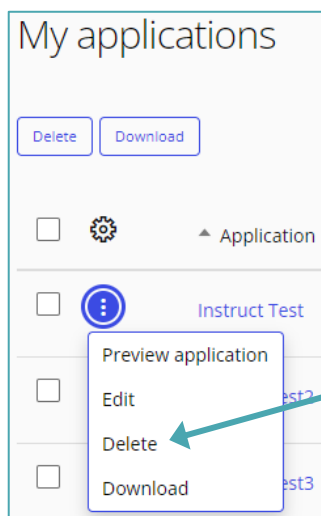
Email
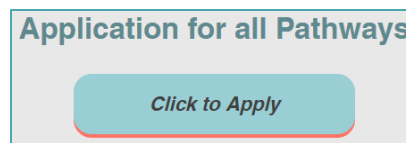
Continue

4. Enter your password and click Log in

5. You will be taken to your Applications Page

6. Click on the application name (in blue) of the application you wish to continue

### B.    Deleting an Ineligible Application

**We recommend that you only delete applications with an Eligibility status of "Ineligible."**

From your "My applications" list, identify the ineligible application you wish to delete.

My applications

Delete    Download

⚙    ▲ Application

ⓘ    Instruct Test

Preview application
Edit                    st2
Delete
Download            st3

Click on the kebab (3 vertical dots) menu to the left of the Application Name and select "Delete."

You will be asked to confirm that you want to delete the application.

Ineligible applications may be deleted by the Alliance after 30 days.

Any deleted applications will appear in your deleted list which you can view by selecting "Deleted" in the filter next to the "My applications" header. Best practice is to keep that filter on "Current" to view your current application(s).
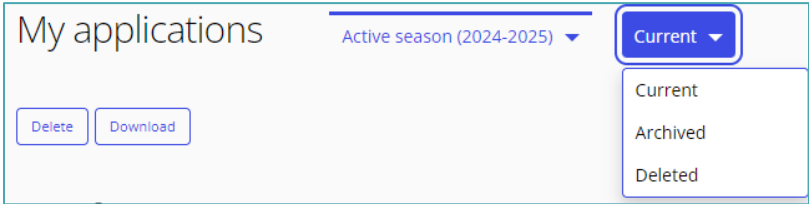
# V.    Quarterly Grant Reports

If your application is approved for funding, your agency is required to submit Quarterly Grant Reports during the funding period for Pathway 1: Increased Utilization of Residential and Group Homes. On the Eligibility tab of the application and in your subgrant agreement, you agreed to provide these Quarterly Reports.

Agencies awarded funding will receive email reminders with a link to complete the grant report when quarterly reporting is due.

When a Grant Report is assigned to your agency, "Grant reports" is added as an item on the left side menu of your Good Grants account.
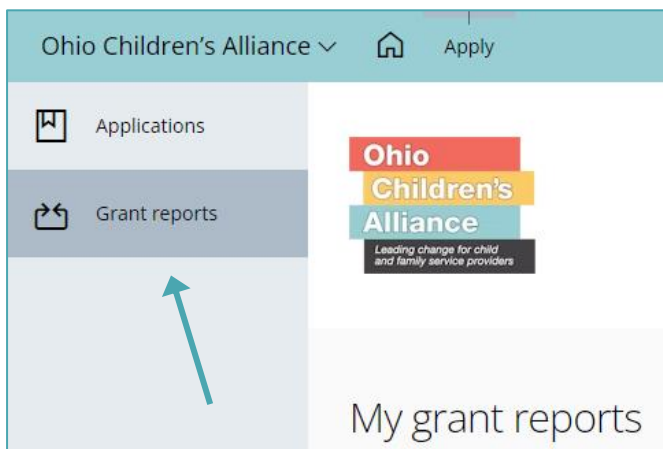


"My grant reports" provides a list of all grant reports assigned to your agency.

There are three "Grant report status" options:



## A.    Pathway 1: Grant Report Details

For the Pathway 1 - Increased Utilization of Residential and Group Homes funding opportunity, the quarterly grant reports will ask for the following information:
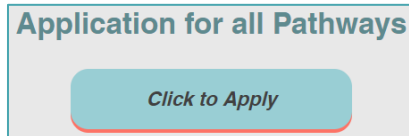
- Number of youth accepted into each reopened bed, including their age, gender, and placing county (Public Children Service Agency (PCSA))

- Number of youth admitted into each reopened bed, including their age, gender, placing county (PCSA), and length of stay

- Title and number of staff positions in which your facility has experienced turnover

- How these funds were utilized

- Best practices and lessons learned as a result of the funding

Report submission instructions will be provided to awarded applicants.

# APPENDIX A: Good Grant Account Tips

## Logging into your Good Grants Account

1.  Go to the Alliance Menu of Supports webpage

2.  Click on the link to the Alliance Good Grants platform "Click to Apply"

3.  On the Alliance Good Grants home page, enter your login email in the "Log in or create an account" box and click Continue:

    **Application for all Pathways**

    **Click to Apply**

    Log in or create an account
    Email

    Continue

4.  Enter your password and click Log in

5.  You will be taken to your Applications Page

## Troubleshooting using "Forgot Password" or Updating your Password

If you're having trouble signing in to Good Grants, you can reset your password:

1.  Go to the Alliance's Menu of Supports webpage

2.  Click on the link to the Alliance Good Grants platform

3.  On the Alliance Good Grants home page, enter your login email in the "Log in or create an account" box and click Continue:

    Log in or create an account
    Email

    Continue

4.  On the next page that appears, click "Forgot password"

5.  Enter your login email address (if it is not already entered) and click Send

6.  A 6-digit code will be sent to your email address (this link will expire after two hours and can only be used once) ** Remember to check your spam folder if you haven't received the email

7.  Enter the 6-digit code in Good Grants

8.  A BLUE banner on your Good Grants Applications Page provides the link to your "profile page" where you can create a new password. Click that link.

9.  In the Profile tab, enter your new password in the Password and Password confirmation fields (see screenshot on next page)

If you are still having problems, please contact: menuofsupports@ohiochildrensalliance.org with the subject GOOD GRANTS LOGIN PROBLEM.

If you know your password but wish to update it, log in to Good Grants and:

1. Click on your name on the top right corner of the Good Grants page

2. Choose Profile and perform step 9 above.

NOTE that the password fields are supposed to be blank in the Profile tab so that we cannot see your password (it does not mean that you don't have a password). These fields are for updating your password.

## Logging Out of Good Grants

When you have completed your work, it's best practice to log out of Good Grants. Click on your name on the top right corner of the Good Grants page; select 'Logout' at the bottom of the pull-down that appears.

## Technical Support

For technical support, please contact menuofsupports@ohiochildrensalliance.org