



Menu of Supports Funding Opportunity Good Grants Applicant Instructions Pathway 3

Ohio Children's Alliance
State Fiscal Year 2025 Grant Cycle



Menu of Supports | Good Grants Applicant Instructions

Pathway 3: Transition of Youth Residing in a PCSA or in Hospitals

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.

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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.

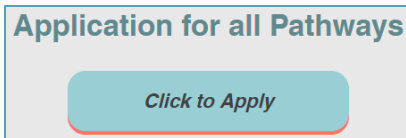
For Pathway 3, a **licensed Residential Provider or Foster Care Agency** is applying for funding for placement of a youth who has been admitted **within the past 7 days** to one of the applicant agency’s residential facilities, foster care homes, or group homes, AND who

- Resided in a PCSA for greater than 24 hours and the PCSA has struggled to find a suitable placement setting, or
- Resided in a hospital or emergency department for a medical or psychiatric reason for greater than 24 hours and is ready for discharge, and the PCSA has struggled to find a suitable placement setting.

The applicant is a representative of the licensed Residential Provider or Foster Care Agency who will complete and monitor the application process.

If your agency admits more than one youth as part of this funding opportunity, you will need to submit an application for *each* youth and you must use the same Good Grants account to submit your applications.

1. Go to the Alliance’s [Menu of Supports webpage](#)
2. Click the link for the Alliance Good Grants platform: “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.
 - The Alliance will not send SMS texts.
- e. Select Complete registration
6. You'll be taken to your Good Grants Application Page

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

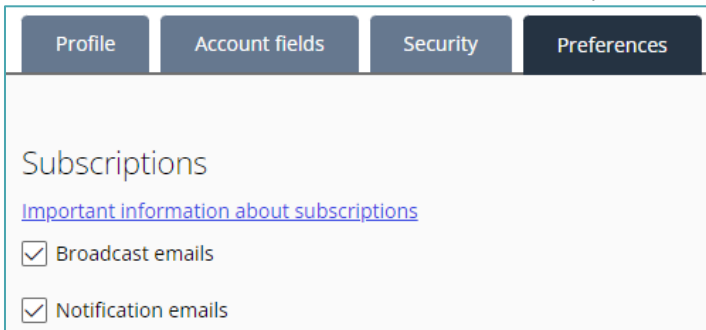
To return to your Good Grants Applications Page, click on “Apply” in the top banner or on “Applications” in the left side menu.

TIP #1: Make Sure You Get Email Notifications!

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

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:

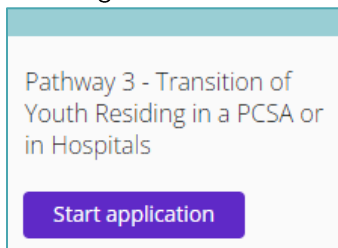
- no-reply@app.goodgrants.com
- sender@app.goodgrants.com

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

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 3 – Transition of Youth Residing in a PCSA or in Hospitals



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.

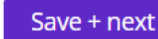
Additional notes for select fields on this tab:

- **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 where the youth has been admitted on the (next) Placement 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 Name of Facility or Group Home (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 

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. Placement Information tab

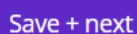
On this tab, enter information for the residential facility or group home where the youth has been admitted OR the foster care agency location that placed this youth.

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

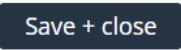
Additional notes for select fields on this tab:

- **Placement Type:** After you select the appropriate placement type from the drop-down list, a text box will appear requiring the name of the facility or group home or the name of the foster care agency location that accepted the youth.

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

A purple rectangular button with the text "Save + next" in white.

Saves your progress and moves you on to the Custody Information tab

A dark grey rectangular button with the text "Save + close" in white.

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](#))

A green rectangular button with the text "Check eligibility" in white. A red diagonal line is drawn over the button from the top-left to the bottom-right.

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. Custody Information tab

On this tab, enter information related to the youth's custody.

This information is being collected only for the purpose of informing the PCSA Caseworker of their required action on your application.

This application is considered confidential and will not be shared beyond the Alliance, ODCY, and the PCSA Caseworker.

When you submit your application, an email will be sent to the PCSA Caseworker to confirm your responses to the eligibility questions on the next tab.

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

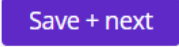
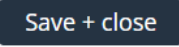

Additional notes for select fields on this tab:

- **Name of PCSA Caseworker:** This is the youth's county caseworker.
- **Business Email Address of PCSA Caseworker:** The business email address of the PCSA Caseworker must be their email address at their PCSA.

Entering the correct business email address of the PCSA Caseworker is vitally important because an email will be sent to the PCSA Caseworker at this address alerting them of their required action to confirm your responses to the eligibility questions.

The PCSA Caseworker must complete their required action on this application within 14 days of the placement date.

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

	Saves your progress and moves you on to the Eligibility tab
	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)
	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 .

D. Eligibility tab

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

To be eligible for funding:

1) the youth must have been admitted to your agency within the 7 days prior to submission of this application

AND

2) the PCSA Caseworker must complete their required action within 14 days of the placement date.

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](#))

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 Information 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.

E. Funding Information tab

Carefully review the information at the top of the tab.

In particular, review the documentation that is required to receive the 2nd payment (if you are awarded 1st payment). You are required to check a box to acknowledge the 2nd payment documentation requirements.

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](#)”

F. 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.

1. Required Action by the PCSA Caseworker

As noted above, when you submit your application, the PCSA Caseworker will receive an email notification at the business email address that you provided on the Custody Information tab.

The email notification to the PCSA Caseworker provides them with a link to your application in Good Grants to confirm your responses to the eligibility questions.

In that email notification, the PCSA Caseworker is also notified that they must complete their required action on this application within 14 days of the placement date.

2. **STRONGLY RECOMMENDED: Reach out to the PCSA Caseworker!**

In the email notification you receive when you submit your application, we **strongly recommend** that you reach out to the PCSA Caseworker to notify them that they should have received an email notification from the Ohio Children's Alliance (email address: sender@app.goodgrants.com) with instructions on completing their required action on your application.

You will be notified via email when the PCSA Caseworker has completed their required action. If you have not received the notification that the PCSA Caseworker has completed their required action, we recommend you reach out to the PCSA Caseworker again.

The Alliance will not send additional reminders to the PCSA Caseworker – it is your responsibility to provide the correct email address for the PCSA Caseworker and reach out to them if they have not completed their required action.

Once the PCSA Caseworker's required action has been completed, the application determination decision will be communicated with you via email within five (5) business days.

Note that the PCSA Caseworker will also be notified via email if you are approved for funding.

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 Ohio Children’s 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:

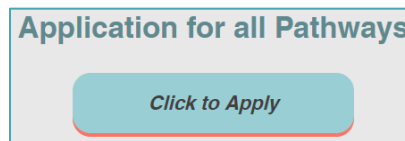
- 1) Review the eligibility criteria in the [Ongoing Call for Applications](#) on the [Menu of Supports webpage](#)
- 2) Reply to the denial email within 30 calendar days of receipt
- 3) To receive a copy of your appeal email, enter your email address in the Cc: field
- 4) Provide a detailed explanation of why you think the “Reason(s) for denial” indicated in the denial email are incorrect:
 - Be as specific as possible
 - Do not include any personal information about the 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’s [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:

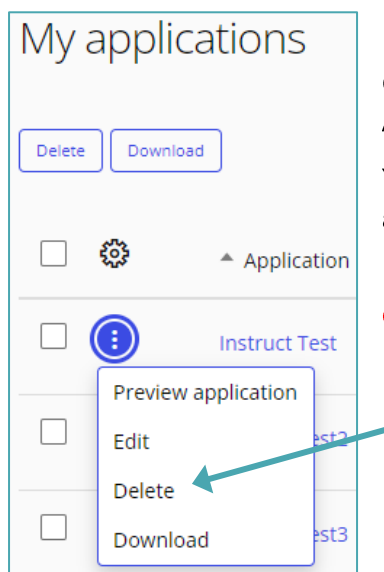


4. Enter your password and click Log in
5. You will be taken to your Applications Page
6. Click on the application name (in blue) of the application you wish to continue

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.



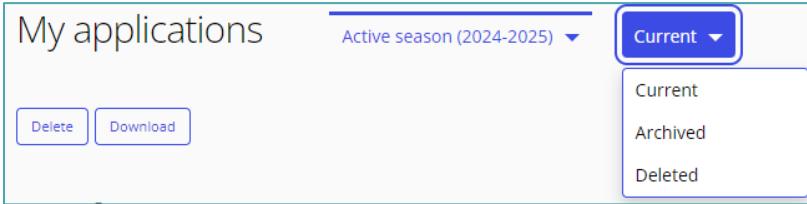
Click on the kebab (3 vertical dots) menu to the left of the Application Name and select “Delete.”

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

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

(continued on next page)

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 applications.

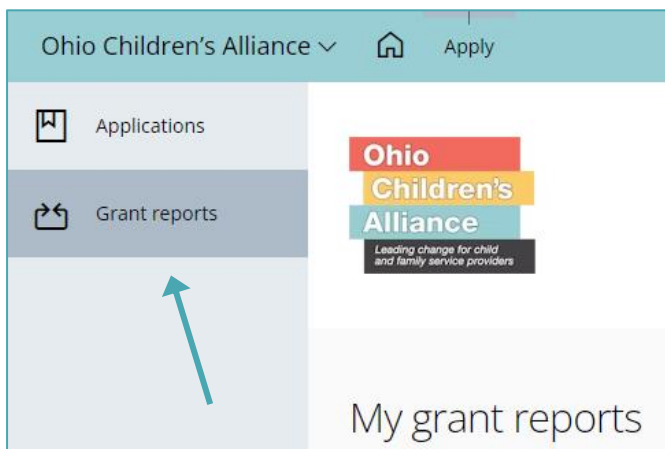


V. Quarterly Grant Reports

If your application is approved for funding, your agency is required to submit Quarterly Grant Reports during the funding period for Pathway 3: Transition of Youth Residing in a PCSA or in Hospitals. 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:

Grant report status
Overdue
Scheduled
Submitted

A. Pathway 3: Grant Report Details

For the Pathway 3 - Transition of Youth Residing in a PCSA or in Hospitals funding opportunity, the quarterly grant reports will ask for the following information:

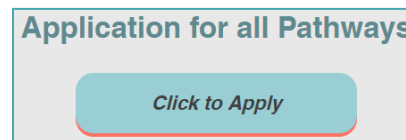
- Number of youth admitted (placed), including their age, gender, placing county (PCSA), setting they were previously in, and length of stay
- Number of referrals received for youth meeting Pathway 3 criteria and the outcome (accepted/denied/pending)
- Best practices and lessons learned as a result of 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:



 A white rectangular form with a thin blue border. At the top, it says "Log in or create an account". Below that, the word "Email" is followed by a white input field with a thin grey border. At the bottom of the form is a purple button with the word "Continue" in white.

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:

 A white rectangular form with a thin blue border. At the top, it says "Log in or create an account". Below that, the word "Email" is followed by a white input field with a thin grey border. At the bottom of the form is a purple button with the word "Continue" in white.

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)

Password
Must be at least 12 characters, including a number, an upper-case and a lower-case letter and a special character.

Only required if you wish to change your password.

Password confirmation

If you have provided a password above, please confirm by re-entering it again.

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

