

Funding Announcement:
Ohio Department of Mental Health and Addiction Services
Promoting Integration of Housing and Employment Supports
Mini-Grants
Fiscal Year 2015

Request for Proposal Number: **MHA15032**
Request for Proposal Issued: **August 26, 2014**
Request for Proposal Due: **September 24, 2014, by 4:00 p.m.**

NOTE: *This funding opportunity is available only to county alcohol, drug addiction, and mental health services (ADAMHS) and community mental health (CMH) boards.*

Ohio Mental Health and Addiction Services (OhioMHAS) believes that recovery supports, including permanent housing and integrated competitive employment, are critical in assisting individuals with a severe and persistent mental illness, with or without a co-occurring substance use disorder, on their paths of recovery. OhioMHAS has allocated \$350,000 from the FY15 Mental Health Block Grant budget to promote the integration of housing and employment services. OhioMHAS is seeking proposals from board areas for innovative projects that integrate employment services into housing services in an effort to increase the number of individuals who are employed and living in independent community settings.

I. Introduction of the Initiative

- “Permanent housing” is housing in a setting that does not dictate a time limit for the tenancy - length of stay is determined by the individual rather than a program. Units may be scattered sites, or within a larger housing complex, and are located in the community of the individuals’ choice. Services and supports are available when needed or desired, but are not mandatory if included in the housing. Supports can be on site or off site, depending on individual need and specific setting. Permanent housing may provide opportunities for rental subsidies that allow individuals to afford to live in housing of their choice.

The lack of safe and affordable housing is one of the most significant barriers to recovery for people living with mental illness, or mental illness and substance use disorders; a safe place to live is essential to recovery. Research has shown that permanent housing has positive effects on housing stability, employment, mental and physical health, and school attendance.

- “Competitive employment” is work in the competitive labor market that is performed on a full-time or part-time basis, in an integrated setting, and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without a disability.

Employment may also be an essential part of recovery for individuals with a severe and persistent illness, with or without a co-occurring substance use disorder. Gainful and meaningful employment can enhance a person's recovery by paying for the cost of living and providing a sense of pride and belonging. Work offers opportunities to connect with others socially. Unfortunately, the current rate of employment among people with mental illness is very low despite research evidence that strongly supports the critical impact that work plays in promoting recovery. Routes to competitive employment may include Individualized Placement and Support (IPS)/ Supported Employment.

- Permanent housing and competitive employment can be synergetic in promoting economic and emotional independence. Housing that incorporates employment as a value provides residents with opportunities to avoid isolation and provides additional resources for participation in community activities, such as means to acquire bus passes, dine out, and go to the movies, or to purchase items that can make their apartment feel more like home. Individuals who have permanent housing and meaningful activities use fewer high cost services such as emergency rooms and crisis services.

However, often times within our behavioral health system, recovery supports such as permanent housing and employment are siloed. Access to these supports is usually obtained through separate providers which have no cross-connection. OhioMHAS is working toward supporting the combination of systems that move housing and employment services to a shared strategy of helping individuals achieve independence as part of their recovery.

II. Purpose of Initiative

- This fiscal year, OhioMHAS will allocate approximately \$350,000 in MH block grant dollars to support Board areas in implementing new projects that incorporate permanent housing AND integrated competitive employment. OhioMHAS is seeking proposals from board areas for innovative projects that integrate employment and housing services in an effort to increase the number of individuals who are competitively employed and living in independent community settings in order to help individuals achieve an enhanced quality of life.
- **Targeted Population**
Individuals with a severe and persistent mental illness, with or without a concurrent substance use disorder, who may reside in or need/desire to obtain permanent housing and who are in need of /desire to obtain competitive employment.
- **Intended outcome:** Increase the number of individuals who obtain and retain permanent housing and competitive employment.

III. Eligible Applicants

Applicants must be Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) or Community Mental Health (CMH) Boards or combinations of ADAMHS/CMH Boards:

- Located in communities where there is capacity to assist consumers obtain integrated competitive employment of their choosing in their local community, and
- Located in communities that have permanent housing that has access to community amenities and housing support services (CPST, peer support and housing support staff) that promote community integration and stable housing.

Boards submitting a joint proposal must designate a single fiscal agent for the project.

IV. Funding

Proposed projects must include at least one employment activity and one housing activity from the list below. Additional activities not listed below may also be included in proposals.

- Ongoing Benefit Planning in relation to employment
- IPS and Supported Employment
- Financial support for employment needs, to include, but not limited to, transportation, clothing, and training
- Limited rental assistance (Board must demonstrate ability to sustain subsidies after funding period)
- Housing start-up costs, e.g. 1st/last month rent, utilities deposits, household items
- Ongoing delivery of peer services

Ineligible Uses of Funds:

- Rents, unless permanent subsidy source is demonstrated in proposal
- Employment that is not integrated and competitive
- Employment that violates the Employment First initiative
- Construction/renovation

Availability of Funds:

- The funding for the mini-grant is available from the time of the award (Approximately October 1, 2014) until June 30th, 2015.
- Applicants may apply for up to \$ 35,000 per Board area (e.g. joint proposal from three Board areas may request up to \$105,000).
- Funds are a one-time only award and will require a sustainability plan.
- Funds may not be used to supplant funding for existing programs or activities

V. Proposal Requirements

Proposal narrative must include responses to all of the following elements as they relate to the applicant's readiness to implement and sustain an integrated housing and employment project. Please include the element being addressed in your response.

1. Describe the project's target population.
2. Describe the capacity of your local community to provide integrated competitive employment for individuals re/entering the workforce.
3. Describe the capacity of your local community to support safe integrated stable housing.
4. Describe all proposed activities associated with integrating housing and employment services. Include at least one employment activity and one housing activity from the list in Section IV above, and describe or identify the services providers to be involved in the project.
5. How many individuals are anticipated to be served with these mini grant funds?:
 - Number of individuals intended to be served:
 - Number of individuals who will obtain housing:
 - Number of Individuals who will maintain and retain permanent housing:
 - Number in individuals that will obtain integrated competitive employment:
 - Number of individuals who obtain and retain integrated competitive employment:
6. Provide the project implementation plan including how integrated employment and housing service delivery will be integrated and enhanced. Include project guidelines, responsibilities, and timelines.
7. Describe your sustainability plan for continuing to provide integrated employment and housing services in your community after the funding period. If proposing to use funds for rent subsidies, please describe what source of funds will be utilized to continue providing subsidies for those individuals beyond the funding period.
8. Describe the Board(s) systems current collaborations around the targeted population with local homeless shelters, community physical healthcare centers, Social Security Administration, County Department of Job and Family Services, Public Housing Authorities, criminal justice system, housing providers, employment providers, or other community partners.
9. Describe the evaluation you will conduct for this project, including the data collection process and accompanying measures. Indicators can include, but are not limited to measures of process (# served, # of trainings, increase access to services, etc.), and intended project outcomes (increased community tenure, housing stability, etc.). All funded projects must include both process and outcome measures.

VI. Budget and Budget Narrative

In this section the Applicant should provide a project budget with financial components, including the following:

- Budget Form (use attached) and
- Budget Narrative (brief supporting description of major expenses and/or unusual items).
- Statement of assurance that these grant funds will not supplant current local, state, and federal funds for current service activities.

VII. Proposal Submission Process

- Proposal Due Date

The due date for the Proposals is **Wednesday, September 24, 2014**. Proposals must be received at OhioMHAS no later than 4:00 PM.

- Where to Send Proposal:

All proposals are to be submitted electronically by 4:00 p.m., **September 24, 2014** to the OhioMHAS fiscal portal at: OhioMHASBidOpportunity@mha.ohio.gov

- Method for Submission:

Proposals must be submitted electronically via e-mail to OhioMHASBidOpportunity@mha.ohio.gov by the deadline noted above. **Applicant must include RFP Number in the subject line of the email submission.** Incomplete or late submissions will not be considered. The risk of delay or failure of delivery rests with the applicant.

- Conditions of Submission:

Proposals must be submitted in MS Word format using a 12 point font and may not exceed 5 narrative pages, not including the budget and budget narrative and the cover sheet (outlined below). Proposals must meet all requirements set forth in this RFP.

1. A cover sheet that includes the following must accompany the proposal:

- Applicant's name(s)
- If a joint proposal, designate single fiscal agent
- Name and contact information for single point of contact authorized to discuss proposal
- Applicant's address(es)
- Applicant's phone number(s)
- Applicant's email address(es)
- Name and contact information for staff member authorized to discuss proposal

2. Responses to the Narrative Questions set forth in section V.

- **Questions/Inquiries:** Questions regarding the Request for Proposal must be sent via the State of Ohio Procurement Website <http://procure.ohio.gov/proc/viewWhatsNewSolicitations.asp> under the Request for Proposal "Submit Inquiry" no later than 4:00pm September 12, 2014. Questions and answers are expected to be posted within one business day. You may NOT contact any OhioMHAS staff member directly with questions regarding this RFP. Contacting staff directly could result in disqualification of a proposal.

VIII. Factors and Criteria for Evaluation of Proposals

- Evaluation criteria will include the scoring rubric found in Attachment A.
- Proposals that do not meet the required minimum standards will not be evaluated.

- Evaluation team will consist of OhioMHAS subject matter experts
- Selection process may include requests for clarification or negotiation (see below)

IX. Conditions:

OhioMHAS reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project or make an award for a shorter duration. OhioMHAS reserves the right to ask clarifying questions, issue conditional awards, negotiate an alternative project plan or scope and negotiate a best and final proposal with one or more applicant(s). OhioMHAS reserves the right to waive errors and omissions that do not materially affect the outcome of said proposal. Errors and omissions may result in lower evaluation scores or rejection of the proposal.

- Applicant will be solely responsible for reporting, withholding, and paying all employment related taxes, payments, and withholdings for his/her self and any personnel, including but not limited to: Federal, State, and local income taxes, social security, unemployment or disability deductions, withholdings, and payments.
- Awardees will be required to execute a standard OhioMHAS Agreement and Assurances form.
- Work to begin immediately upon notification

**Factors and Criteria for Evaluation of Applications
Attachment A**

The following Criteria and Scoring tool, along with Budget and Budget Narrative, will be utilized to evaluate proposals and make final determination for funding:

Minimum Standards

Required Components	Meets	Evaluation Criteria
• Applicant eligibility		Applicant is one or more ADAMHS/CMH Board(s)
• Budget & Narrative		Applicant submitted a budget and budget narrative

Technical Evaluation Criteria

Proposal Narrative	Weight	Rating	Score (WxR)
Description of Target Population	5		
Community’s Competitive Employment Capacity	5		
Community’s Housing Support Capacity	5		
Integrated Housing and Employment Services to be	45		

included in project			
Anticipated numbers of individuals to be served	10		
Implementation Plan	10		
Sustainability Plan	10		
Community Collaboration	7		
Evaluation Plan	3		
Totals	100		

Rating	Explanation
0	Does Not Meet. Proposal does not comply with the requirement and/or does not meet expectations for the criterion.
1	Weak. Proposal does not substantially meet the requirement and/or does not substantially meet expectations for the criterion.
2	Moderate. Proposal generally meets requirement, but is weak in meeting minimal expectations for the criterion.
3	Meets. Proposal meets the requirement, and meets expectations for the criterion.
4	Strong. Proposal meets the requirement and exceeds expectations for the criterion.
5	Greatly Exceeds. Proposal meets the requirement and significantly exceeds expectations for the criterion.

BUDGET NARRATIVE

Agency Name:

Program Title:

Program Area:

ANTICIPATED INCOME SOURCES DURING PROGRAM PERIOD:

A. **OHIOMHAS** – This is the amount awarded under... **\$0**

B. **Other Funds** – This amount represents the funding from **\$0**

C. **Other Funds** – This represents funding received from... **\$0**

Total Funding	\$0
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LINE ITEM BUDGET JUSTIFICATION:

A1. Personnel Position	Annual Salary	Level of Effort	OHIOMHAS Funds	Other Funds
	\$0	0 FTE	\$0	\$0
	\$0	0 FTE	\$0	\$0
	\$0	0 FTE	\$0	\$0
Total Personnel			OHIOMHAS Funds \$0	Other Funds \$0
<hr/>				
A2. Fringe Benefits			OHIOMHAS Funds	Other Funds
			\$0	\$0
Total Fringe Benefits			\$0	\$0
<hr/>				
A3. Consultants			OHIOMHAS Funds	Other Funds
			\$0	\$0
Total Consultants			\$0	\$0

A4. Subscriptions and Publications

	OHIOMHAS Funds	Other Funds
Total Subscriptions and Publications	\$0	\$0

A5. Supplies

	OHIOMHAS Funds	Other Funds
Total Supplies	\$0	\$0

A6. Printing/Copying

	OHIOMHAS Funds	Other Funds
Total Printing/Copying	\$0	\$0

A7. Rent/Lease Expenses

	OHIOMHAS Funds	Other Funds
Total Rent/Lease	\$0	\$0

A8. Phone/Utilities

	OHIOMHAS Funds	Other Funds
Total Phone/Utilities	\$0	\$0

A9. Maintenance/Repair

	OHIOMHAS Funds	Other Funds
Total Maintenance/Repair	\$0	\$0

A10. Rentals

	OHIOMHAS	Other
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Total Rentals	Funds	Funds
	\$0	\$0

A11. Insurance

	OHIOMHAS	Other
	Funds	Funds
Total Insurance	\$0	\$0

A12. Motor Vehicle

	OHIOMHAS	Other
	Funds	Funds
Total Motor Vehicle	\$0	\$0

A13. Travel

	OHIOMHAS	Other
	Funds	Funds
Total Travel	\$0	\$0

A14. Food

	OHIOMHAS	Other
	Funds	Funds
Total Food	\$0	\$0

A15. Conference/Training/Registration

	OHIOMHAS	Other
	Funds	Funds
Total Conference/Training/Registration	\$0	\$0

A16. Equipment/Computer

	OHIOMHAS	Other
	Funds	Funds
Total Equipment/Computer	\$0	\$0

A17. Furniture

	OHIOMHAS Funds	Other Funds
Total Furniture	\$0	\$0
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	OHIOMHAS Funds	Other Funds
Grand Total	\$0	\$0

***Prior written approval must be obtained from OhioMHAS before incurring costs that exceed a 10% change between Budget Categories or any change to Category IV.**

**Ohio Department of Mental Health and Addiction Services
SFY 2015 Budget/Expenditure Form**

Implementing Agency: _____

Grant Program Area: _____

Budget Period: _____

State Grant #: _____

<i>For OhioMHAS Internal Use Only</i>	
APPROVED BY _____	DATE _____

- Initial Application**
- Budget Revision***
- Expenditure Report**

A. Budget Categories:	B. OhioMHAS Funds	C. Other Funds	D. Total Funds
Category I: Personnel Costs			
A1. Personnel	\$0	\$0	\$0
A2. Fringe Benefits	0	0	0
Category II: Non-Personnel Costs			
A3. Consultants	0	0	0
A4. Subscriptions & Publications	0	0	0
A5. Supplies	0	0	0
A6. Printing/Copying	0	0	0
A7. Rent/Lease Expenses	0	0	0
A8. Phone/Utilities	0	0	0
A9. Maintenance/Repair	0	0	0
A10. Rentals	0	0	0
A11. Insurance	0	0	0
Category III: Motor Vehicle/Travel/Food/Conference			
A12. Motor Vehicle	0	0	0
A13. Travel	0	0	0
A14. Food	0	0	0
A15. Conference/Training/Registration	0	0	0
Category IV: Equipment/Furniture			
A16. Equipment/Computer	0	0	0
A17. Furniture	0	0	0
E. Totals	\$0	\$0	\$0

When this form is completed as an expenditure report the person submitting must print or type name and sign the document.
Prepared By: _____
Fiscal Signature: _____
Date: _____

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**Ohio Department of Mental Health and Addiction Services
SFY 2015 Budget/Expenditure Form**

Implementing Agency: _____

Grant Program Area: _____

Budget Period: _____

State Grant #: _____

<i>For OhioMHAS Internal Use Only</i>	
APPROVED BY _____	DATE _____

- Initial Application**
- Budget Revision***
- Expenditure Report**

A. Budget Categories:	B. OhioMHAS Funds	C. Other Funds	D. Total Funds
Category I: Personnel Costs			
A1. Personnel	\$0	\$0	\$0
A2. Fringe Benefits	0	0	0
Category II: Non-Personnel Costs			
A3. Consultants	0	0	0
A4. Subscriptions & Publications	0	0	0
A5. Supplies	0	0	0
A6. Printing/Copying	0	0	0
A7. Rent/Lease Expenses	0	0	0
A8. Phone/Utilities	0	0	0
A9. Maintenance/Repair	0	0	0
A10. Rentals	0	0	0
A11. Insurance	0	0	0
Category III: Motor Vehicle/Travel/Food/Conference			
A12. Motor Vehicle	0	0	0
A13. Travel	0	0	0
A14. Food	0	0	0
A15. Conference/Training/Registration	0	0	0
Category IV: Equipment/Furniture			
A16. Equipment/Computer	0	0	0
A17. Furniture	0	0	0
E. Totals	\$0	\$0	\$0

<p>When this form is completed as an expenditure report the person submitting must print or type name and sign the document.</p> <p>Prepared By: _____</p> <p>Fiscal Signature: _____</p> <p>Date: _____</p>

*Prior written approval must be obtained from OhioMHAS before incurring costs that exceed a 10% change between Budget Categories or any change to Category IV.

Ohio Department of Mental Health and Addiction Services

Grant Budget by Line Item Policies updated May 2015

Category	Definitions
A. Budget Categories	Specific categories containing budget line items that make up the total budget
A1. Personnel	Payments of salaries and wages, payroll and personnel charges made to or for employees on staff at the implementing agency.
A2. Fringe Benefits	Fringe benefits, medical/dental/vision benefits, supplements, retirement match, etc. for employees on staff at the implementing agency. Agency must provide rate as percentage of Personnel salaries or the specific cost for each benefit.
A3. Consultants	Payments for personal services rendered by companies and individuals not on payroll including professional fees, consultant fees, other purchased personal services and payments for temporary work furnished by private companies.
A4. Subscriptions & Publications	Purchases of or subscriptions to published materials for trainings/meetings, program participants, and staff.
A5. Supplies	All purchases of supplies and materials regardless of amount with the exception of food (see A14), fuel and motor vehicle supplies (see A12). This includes office supplies.
A6. Printing/Copying	Payments for printing or copying materials for general office use or for the distribution to clients/consumers.
A7. Rent/Lease Expenses	Payments associated with renting or leasing a facility for office space and/or space to hold regular grant related activities.
A8. Phone/Utilities	Payments for all utility services such as phones, cell phones, voicemail services, gas, electric and water for offices or facilities used for grant related activities (Payments for motor vehicle fuel must be listed under Motor Vehicle).
A9. Maintenance/Repair	Payments associated with the upkeep and maintenance of facilities, repairing office equipment, furniture, etc.
A10. Rentals	Costs for renting equipment and furniture, such as a copier or overhead projector.
A11. Insurance	Payments for car, office and /or business insurance. Health insurance must be listed under fringe benefits.
A12. Motor Vehicle	<p>Payments for a leased vehicle, fuel for motor vehicles, and the maintenance and repair of motor vehicles. (Payments to purchase a motor vehicle are <i>not</i> allowed.)</p> <p>The following information regarding the proposed vehicle leases must be provided to and approved by OhioMHAS prior to signing the lease agreement:</p> <ol style="list-style-type: none"> 1. Justification for the lease in relation to the program outcomes.

	<p>2. Lease details</p> <ul style="list-style-type: none"> • Name of dealership • Year, make and model of vehicle(s) • Length/term of lease agreement • Monthly lease payment <p>Annual mileage included in the lease agreement, and cost per mile for overage</p>
<p>A13. Travel</p>	<p>Payments associated with travel, including meals, lodging, and mileage. Travel, meals and lodging rates can not exceed the state of Ohio rates as set forth by the Ohio Office of Budget and Management in the Ohio Administrative Rule 126-1-02.</p> <p>Grantees are permitted to use funds for travel; however, the following rules apply:</p> <ul style="list-style-type: none"> •The agency will provide sufficient detail about the travel and associated costs. •Justification for the travel in relation to the grant program. •Travel reimbursed with OHIOMHAS funds should only be used for staff directly assigned to the grant funded program. •Mileage reimbursement must include the rate per mile and anticipated number of miles. The rate shall not exceed State of Ohio travel rates. •Maximum rates for lodging and per diems for meals and incidentals are set by location. These rates are available at www.gsa.gov/perdiem. •Provide a breakdown of the meal costs. Reimbursement for meals is authorized only when overnight lodging is required. If conference event includes or provides a meal, the staff shall not be reimbursed for that same meal in the per diem rate. • Overnight lodging may be reimbursed only when staff is traveling on official business and is either: (a) At a location greater than forty-five miles of both the staff residence and headquarters, or (b) At a location greater than thirty miles of both the staff's residence and headquarters for conference purposes. If lodging is at the conference site or a hotel identified in the conference registration materials as one of the conference hotels, it may be reimbursed at actual cost, provided such cost is reasonable as determined by the head of the agency. <p><u>Attending a Conference/Training</u></p> <ul style="list-style-type: none"> •Permissible conference related travel expenditures shall include mileage, lodging, conference registration, and per diem, and shall not exceed State of Ohio travel rates. •Conference should be directly applicable to the grant, i.e., UMADAOP, TASC, etc. •Conference/Training and related Travel expenses should include a detailed explanation of the conference/training that will be attended including: <ul style="list-style-type: none"> -content as it relates to the grant funded program. -conference/workshop speakers and their credentials

	<ul style="list-style-type: none"> -conference location -information regarding whether any meals are included with the registration fees -length of conference, etc. <p><u>Providing a Conference/Training</u></p> <ul style="list-style-type: none"> •Conference/Training related Travel expense charges should include a detailed explanation of the conference/training that will be provided including: <ul style="list-style-type: none"> -content as it relates to the grant funded program -conference location -length of conference, etc.
A14. Food	<p>Payments made for any food to be provided by grantee to the program participants at grant related meetings or events (meals for travel must be listed under travel).</p> <p>Food purchases are permissible for program participants if the purchase is justified in relation to the program plan and outcomes in the applicant's budget narrative.</p> <ul style="list-style-type: none"> •Residential treatment facilities may charge for the cost to provide meals to clients. •Meal reimbursement while in travel status must be listed under the Travel line item. <p><u>Providing a Conference/Training</u></p> <ul style="list-style-type: none"> •Agencies holding a conference/training may not exceed the State Travel Meal rate for the meals provided. •Conference/Training related Travel expense charges should include a detailed explanation of the conference/training that will be provided including: <ul style="list-style-type: none"> -content as it relates to the grant funded program -conference location -information regarding whether any meals are included with the registration fees -length of conference, etc.
A15. Conference/ Training/Registration	<p>Payments associated with the providing or attending a conference or training for grant related activities, not to include travel or meal costs.</p> <p>Grantees are permitted to use funds for Conference/ Training/Registration; however, the following rules apply:</p> <ul style="list-style-type: none"> •Conference should be directly applicable to the grant program area, i.e., UMADAOP, TASC, etc. •Permissible conference related travel expenditures shall include mileage, lodging, conference registration, and per diem and shall not exceed State of Ohio travel rates. These expenses must be listed in the Travel line item.

	<p><u>Attending a Conference/Training</u></p> <ul style="list-style-type: none"> • Conference/Training fees reimbursed with OHIOMHAS funds should only be used for staff directly assigned to the grant funded program. •Conference/Training/Registration line item must include a detailed explanation of the conference that will be attended including: <ul style="list-style-type: none"> -content as it relates to the program -availability of continuing education credits for attendees -conference location -registration fees -information regarding whether any meals are included with the registration fees -length of conference, etc. <p><u>Providing a Conference/Training</u></p> <ul style="list-style-type: none"> •Conference/Training/Registration expenses should include a detailed explanation of the conference/training that will be provided including: <ul style="list-style-type: none"> -content as it relates to the program -conference/workshop speakers and their credentials -availability of continuing education credits for attendees -conference location -registration fees -information regarding whether any meals are included with the registration fees -length of conference, etc.
A16. Equipment/ Computer	<p>Payments for the purchase of any new or used equipment and computers. Any use of funds for equipment, computers, or computer software must be justified in terms of the relationship of the purchase to the program or activity. Funds cannot be expended for equipment, computers or computer software until approved by the Department.</p>
A17. Furniture	<p>Payments for the purchase of any new or used furniture. Any use of funds for furniture must be justified in terms of the relationship of the purchase to the program or activity. Funds cannot be expended for furniture until approved by the Department.</p>
Other Funds	<p>Includes all funding sources (Board funds, other grant funds, fees, etc.) that contribute to the total budget for the grant program.</p> <p>Other funds used to support the grant funded program must be included in the Budget and Narrative but OhioMHAS does not have a required level of match or in kind services.</p>

Additional OhioMHAS Budget Information

Allowable Costs - Relevant budget expenditure definitions are described in Sub award Budget and Expenditure Report Definitions. All costs budgeted and claimed must comply with the assurances applicable to the particular Block Grant CFDA 93.958 and PATH CFDA 93.150.

Direct Costs - Costs that can be specifically identified with a particular cost objective or program and are charged directly as part of the cost of the program.

Administrative costs for a particular program should be budgeted as direct costs.

Direct costs must comply with assurances applicable to the particular grant/CFDA number.

Indirect/Administrative Costs - The costs of a Sub-Awardee not readily assigned to a particular program but are necessary to the operation of the agency and performance of the program. Actual indirect costs meeting the requirements specified below are allowed in amounts **up to ten percent (10%) of the total budget** for non-university organizations and up to **five percent (5%) of the total budget** for programs affiliated with colleges and universities. Under appropriate circumstances, upon application, ODMH may waive these limits for the budgeting and claiming of indirect costs.

Indirect costs must:

Be calculated according to the principles set forth in the applicable OMB Circular(s);

Be limited to those costs properly allocated to the particular program, and;

Comply with the assurances applicable to the particular grant/CFDA number.

Other information relating to Federal Cost Principles and Grant Administration Requirements may be found at the following web links:

OMB Circular A-21: Cost Principles for Educational Institutions (Revised 05/10/04)

http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a21.pdf

OMB Circular A-87: Cost Principles for State, Local, & Indian Tribal Governments

(Revised 05/10/2004) http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a87.pdf

OMB Circular A-102: Grants and Cooperative Agreements with State and Local Governments

(Rev. 10/07/94, Amended 08/29/97) http://www.whitehouse.gov/omb/circulars_a102

OMB Circular A-110: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals & Other Non-Profit Organizations

(Revised 11/19/93, Amended 9/30/99)

<http://www.whitehouse.gov/sites/default/files/omb/assets/omb/circulars/a110/2cfr215-0.pdf>

OMB Circular A-122: Cost Principles for Non-Profit Organizations (Revised 05/10/04)

http://www.whitehouse.gov/sites/default/files/omb/assets/omb/fedreg/2005/083105_a122.pdf

OMB Circular A-133: Audits of States, Local Governments, & Non-Profit Organizations

(Revised 06/27/03) http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf

CFR 31.2: Commercial Organizations

45 CFR 74: Subpart E Hospitals