Ohio Family and Children First

Grant Funding Management System

Allocation Application Process Q&A Document

1. The GFMS Allocation Application DOES NOT REPLACE the OCBF Application process or the FCSS required forms for funding. GFMS is in addition to our normal application processes and is strictly intended to set grantees up for yearly funding and to ensure OhioMHAS is in compliance with federal reporting requirements.

2. When registering for a user name and password please put the contact info for the user that is registering (this doesn't need to be your Administrative Agent and can be a delegate).

3. Also during the External User Registration process, make sure you are selecting your county FCFC from the field "Find My Organization", DO NOT create a new organization. If you create a new organization during the External User Registration process it will cause a problem when you attempt to create an Allocation Application. When you get to the Allocation Face Sheet there will be nothing in the "Organization" dropdown field to select. If this occurs you will need to contact Tammy Payton to get this error corrected.

4. Can more than one person create and account and view the application? Yes! They will need to create a user name and make sure they select the County FCFC as the organization.

5. When completing the Allocation Application make sure you are entering the information based on your Administrative Agents structure **NOT** the Family and Children First Council's structure (for example: on the Allocation Federal Requirements page you will enter the AAs info and if your AA receives more than $25,000,000 in federal funds you must enter 1-5 additional Executives).

6. The Allocation Assurance page requires you to **_electronically agree_** to the OhioMHAS Assurance document. The Assurance document can be printed. In my earlier emails I stated that the Assurances and Signature page were two different documents. However, I discovered that for now they are one and the same document. Legal has not approved a one page signature page like we had in POPS, so the Assurances document is the same as the Signature page. Sorry for confusion.

7. On the Allocation Face Sheet, the Location and mailing address were preloaded by our IT department with the AAs address. However, IT staff made several errors when loading the address so some County FCFCs will see their AAs address and some will see the AAs agency name. GFMS support staff are working to correct this error and will be updating the system so the AAs address is in that field and not the agency name. Note: this will also affect the address on the Allocation Organization Screen (next page), since all the addresses are tied together.

8. The Dashboard is not working properly and the patch will take a while to work. To view a pending allocation application that has not been submitted click on the 'My Applications" tab and then select "Search My Applications".