



ALL APPLICATIONS MUST BE SUBMITTED VIA THE INTERNET

OHIO DEPARTMENT OF HEALTH

**DIVISION OF
PREVENTION**

**BUREAU OF
HEALTH PROMOTION AND RISK REDUCTION**

**LIFE SKILLS TRAINING PROGRAM
REQUEST FOR PROPOSALS (RFP)
FOR
FISCAL YEAR 2007
(06/30/06 – 06/29/07)**

**Local Public Applicant Agencies
Non-Profit Applicants**

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I. APPLICATION SUMMARY and GUIDANCE

An application for an ODH grant consists of a number of required parts – an electronic component submitted via an Internet Website (**which is sent with electronic acknowledgment in lieu of signature page**), various paper forms and attachments. All the required parts of a specific application must be completed and submitted by the application due date. **Any required part that is not submitted on time will result in the entire application not being considered for review.**

The application summary information is provided to assist your agency in identifying funding criteria:

A. Policy and Procedure: Uniform administration of all ODH grants is governed by the Ohio Department of Health Grants Administration Policies and Procedures Manual (GAPP). This manual must be followed to assure adherence to the rules, regulations and procedures for preparation of all Subgrantee applications. The GAPP manual is available on the ODH web-site <http://www.odh.ohio.gov> (Click on “About ODH,” click on “ODH Grants” and then click on “GAPP Manual.”)

B. Application Name: Life Skills Training Program

C. Purpose: The purpose of this grant is to provide funding to a center that will provide Training opportunities for Ohio’s teachers in the middle/junior high school and the upper elementary school *Life Skills Training* (LST) curricula. LST is a science-based curriculum that has been shown to be effective in reducing tobacco, alcohol, and drug use by as much as 87%. LST was developed by Dr. Gilbert J. Botvin, an internationally known expert on drug abuse prevention, is a Professor of Public Health and Psychiatry at Cornell University Medical School, and Director of Cornell’s Institute for Prevention Research. LST is based on the latest scientific evidence of what causes drug abuse and how to best prevent it. The primary goals of the LST program are to teach prevention-related information, promote anti-drug norms, teach drug refusal skills, and to foster the development of personal self-management skills and general social skills. In addition to preventing substance use and abuse, there is a section on violence prevention. These curricula provide the information and skills that young people need to prevent the initiation of these high risk behaviors.

LST has been recommended by the Centers for Disease Control and Prevention, the U.S. Department of Education, the U.S. Center for Substance Abuse Prevention, the National Institute on Drug Abuse, the American Medical Association, the American Psychological Association, the U.S. Department of Justice, and the White House Office on Drug Policy.

- ♦ **Background:** Tobacco use is the number one preventable cause of morbidity and mortality in the United States and in Ohio. The annual death toll from tobacco use is approximately 440,000 in the U.S. and 19,000 in Ohio. In 2004, 15.7 percent of Ohio middle school students reported that they have used some form of tobacco in the past 30 days. The average age of initiation of cigarette use is between 12 and 13 years of age, thus it is important to teach students before they reach high school, not only about the dangers of tobacco use, but ways to resist the pressures by peers, adults, and the advertisements produced for the tobacco industry. LST combines coaching and practice with peer interactions and provider intervention. The program strengthens student abilities in three critical areas: 1) Drug resistance skills; 2) Personal self-management skills; and 3) General social

skills.

The successful applicant will develop a comprehensive plan for training teachers in LST, helping schools integrate LST into their school curriculum, and providing support and technical assistance to assure the integrity and success of the curriculum within the school trained. The applicant will also stress the importance of the DASH Guidelines for School Health Programs to Prevent Tobacco Use and Addition, particularly the Recommendation that all school facilities be tobacco-free. The applicant will provide trained trainers, advertise and promote the curricula to schools, review and accept appropriate proposals from schools to train at least 70 school personnel by the end of June 2007 and at least 70 individuals between June 2007 and June 2008. The applicant will visit each school and observe the teacher present the curriculum, provide “sharing days” in years two and three at which time trained personnel will meet to share their experiences, learn to overcome barriers, and learn better ways to implement the curriculum in keeping with the evaluation findings.

D. Qualified Applicants: Only ON TASC, Inc., the currently funded agency under the Life Skills Training Program is eligible to apply. The applicant must have demonstrated acceptable performance standards during the previous grant period.

E. Service Area: The State of Ohio

F. Number of Grants and Funds Available: One grant may be awarded for a total amount of \$55,000.

No grant award will be issued for less than \$30,000. 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

G. Due Date: Applications, including any mailed forms and required attachments are due on **Monday, April 10, 2006**. Attachments and any mailed forms will be considered to be “on time” if they are post marked or received on or before the established due date. Contact Jan Stine, Program Administrator at (614) 728-2957 or by e-mail at jan.stine@odh.ohio.gov with any questions.

H. Authorization: Authorization of funds for this purpose is contained in the Catalog of Federal Domestic Assistance (CFDA) Number 93.283.

I. Goals: To increase the number of schools in Ohio that provide evidence-based tobacco-use prevention education as part of a comprehensive program to reduce tobacco use by young people.

J. Program Period and Budget Period: The program period began March 1, 2005 and will end June 29, 2008. The budget period for the application is June 30, 2006 through June 29, 2007.

K. Local Health Districts Improvement Standards: This grant program will address the Local Health Districts Improvement Goal 4, “Promoting Healthy Lifestyles,” Standard 4.3 “Prevention, health promotion, early intervention, and outreach services are provided directly or through contracts or partnerships.”. The Local Health District Improvement Standards are available on the ODH web-site <http://www.odh.ohio.gov>. (Click on “Local Health Districts” then “Local Health Districts Improvement Standards,” Then click “Local Health District Improvement

Goals/Standards/Measures.”)

L. Public Health Impact Statement: All applicant agencies that are not local health districts must communicate with local health districts regarding the impact of the proposed grant activities on the Local Health Districts Improvement Standards.

1. Public Health Impact Statement Summary - Applicant agencies are required to submit a summary of the program to local health districts prior to submitting the grant application to ODH. The program summary, not to exceed one page, must include:

- (1) The Local Health District Improvement Standard(s) to be addressed by grant activities;
- (2) A description of the target population to be served;
- (3) A summary of the services to be provided or activities to be conducted; and,
- (4) A plan to coordinate and share information with appropriate local health districts.

M. Appropriation Contingency: Any award made through this program is contingent upon the availability of funds for this purpose.

N. Programmatic, Technical Assistance and Authorization for Internet Submission: Please contact Jan Stine, Program Administrator at (614) 728-2957 pr by e-mail at jan.stine@odh.ohio.gov.

O. Acknowledgment: An electronic mail (e-mail) message will be sent to the valid e-mail address of the program director listed in the applicant agency’s “Application Information Page” acknowledging ODH system receipt of the Internet submission.

P. Late Applications: Applications are dated the time of actual submission via the Internet, or are automatically submitted on the application due date. Any required forms and required any attachments will be considered to be "on time" and reviewable if they are postmarked or received on or before the established application due date of **Monday, April 10, 2006**.

Applicants should request a legibly dated postmark, or obtain a legibly dated receipt from the U.S. Postal Service, or a commercial carrier. Private metered postmarks shall **not** be acceptable as proof of timely mailing. Applicants can hand-deliver attachments to ODH, Grants Administration, Central Master Files; but they must be delivered by 4:00 p.m. on the application due date. FAX attachments will not be accepted. **GMIS applications and required application attachments received late will not be considered for review.**

Q. Successful Applicants: Successful applicants will receive official notification in the form of a “Notice of Award” (NOA). The NOA, issued under the signature of the Director of Health, allows for expenditure of grant funds.

R. Unsuccessful Applicants: Within 30 days after a decision to disapprove or not fund a grant application for a given program period, written notification, issued under the signature of the Director of Health, or his designee shall be sent to the unsuccessful applicant.

S. Review Criteria: All proposals will be judged on the quality, clarity and completeness of the application.

Applications will be judged according to the extent to which the proposal:

1. Contributes to the advancement and/or improvement of the health of Ohioans;
2. Is responsive to policy concerns and program objectives of the initiative/program/ activity for which grant dollars are being made available;
3. Is well executed and is capable of attaining program objectives;
4. Describes specific objectives, activities, milestones and outcomes with respect to time-lines and resources;
5. Estimates reasonable cost to the Ohio Department of Health, considering the anticipated results;
6. Demonstrates that program personnel are well qualified by training and/or experience for their roles in the program and the applicant organization has adequate facilities and personnel;
7. Provides an evaluation plan, including a design for determining program success;
8. Is responsive to the special concerns and program priorities specified in the request for proposal; and,
9. Has demonstrated acceptable past performance.

The Ohio Department of Health will make the final determination and selection of successful/unsuccessful applicants and reserves the right to reject any or all applications for any given request for proposals. There will be no appeal of the Department's decision.

T. Freedom of Information Act: The Freedom of Information Act and the associated Public Information Regulations (45 CFR Part 5) of the U. S. Department of Health and Human Services require the release of certain information regarding grants requested by any member of the public. The intended use of the information will not be a criterion for release. Grant applications and grant-related reports are generally available for inspection and copying except that information considered to be an unwarranted invasion of personal privacy will not be disclosed. For specific guidance on the availability of information, refer to 45 CFR Part 5.

U. Ownership Copyright: Any work produced under this grant will be the property of the Ohio Department of Health/Federal Government. The Department's ownership will include copyright. The content of any material developed under this grant **must** be approved in advance by the awarding office of the Ohio Department of Health. All material(s) must clearly state:

Funded by Ohio Department of Health, Bureau of Health Promotion and Risk Reduction,
Tobacco Risk Reduction Program and the Centers for Disease Control and Prevention
Federal Government

V. Reporting Requirements: Successful applicants are required to submit subgrantee program and expenditure reports. Reports must adhere to the Ohio Department of Health, Grants Administration Policies and Procedures (GAPP) Manual. Reports must be received before the Department will release any additional funds.

Note: Failure to assure quality of reporting such as submitting incomplete and/or late program or expenditure reports will jeopardize the receipt of your agency flexibility status and/or further payments.

Submit reports as follows:

- 1. Program Reports:** Subgrantee Program Reports **must** be completed and submitted **via the Internet** by the following dates: October 16, 2006, January 15, 2007, April 16, 2007, and July 16, 2007. Additional required attachments associated with a Program Report may be sent electronically associated with an email. Any paper non-Internet compatible report attachments must be submitted to Central Master Files by the specific report due date.

Submission of Subgrantee Program Reports via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of this submission as an agency official and constitutes your electronic acknowledgement and acceptance of GAPP rules and regulations.

- 2. Subgrantee Program Expenditure Reports:** Subgrantee Program Expenditure Reports **must** be completed and submitted **via the Internet** by the following dates:

Quarter 1 (6/30/06 – 9/30/06) report due by October 15, 2006

Quarter 2 (10/1/06 – 12/31/06) report due by January 15, 2007

Quarter 3 (1/1/07 – 3/31/07) report due by April 15, 2007

Quarter 4 (4/1/07 – 6/29/07) report due by July 15, 2007

Submission of Subgrantee Program Expenditure Reports via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgement and acceptance of GAPP rules and regulations.

- 3. Final Expense Reports:** A Subgrantee Final Expense Report reflecting total expenditures for the fiscal year must be completed and submitted **via the Internet** within 45 days after the end of the budget period by August 15, 2007. The information contained in this report must reflect the program's accounting records and supportive documentation. Any cash balances must be returned with the Subgrantee Final Expense Report. The Subgrantee Final Expense Report serves as invoice to return unused funds.

Submission of the Subgrantee Final Expense Report via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgement and acceptance of GAPP rules and regulations.

- 4. Inventory Report:** A listing of all equipment purchased in whole or in part with **current** grant funds (Equipment Section of the approved budget) must be submitted via the Internet as part of the Subgrantee Final Expense Report. At least once every two years, inventory must be physically inspected by the subgrantee. Equipment purchased with ODH grant funds must be tagged as property of ODH for inventory control. Such equipment may be required to be returned to ODH at the end of the grant program period.

- W. Special Condition(s):** Responses to all special conditions **must be submitted via the Internet within 30 days of receipt of the first quarter payment.** A Special Conditions link is available on the Welcome screen for viewing and responding to special conditions. This link is viewable only

after the issuance of the subgrantee's first payment. The 30-day time period, in which the subgrantee must respond to special conditions, will begin when the link is viewable. Failure to submit satisfactory responses to the special conditions or a plan describing how those special conditions will be satisfied will result in the withholding of any further payments until satisfied.

Submission of response to grant special conditions via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the "submit" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations.

X. 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, but must be used solely for the purpose as specified in this announcement;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fee for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Lump sum indirect or administrative costs;
6. Contributions to a contingency fund;
7. Entertainment;
8. Fines and penalties;
9. Membership fees -- unless related to the program and approved by ODH;
10. Interest or other financial payments;
11. Contributions made by program personnel;
12. Costs to rent equipment or space owned by the funded agency;
13. Inpatient services;
14. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;
15. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
16. Travel and meals over the current state rates (see OBM Website <http://www.obm.ohio.gov/mppr/travel.asp>);
17. All costs related to out-of-state travel, unless otherwise approved by ODH, and described in the budget narrative;
18. Training longer than one week in duration, unless otherwise approved by ODH;
19. Contracts, for compensation, with advisory board members;
20. Grant-related equipment costs greater than \$300, unless justified and approved by ODH;
21. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants; and
22. Food or beverages.

Use of grant funds for prohibited purposes will result in the loss or recovery of those funds.

Y. Audit: An independent audit must be completed no later than nine months after the end of the agency's fiscal year.

Subgrantees that have an agency fiscal year that ends on or after January 1, 2004 which expend

\$500,000 or more in Federal awards in its fiscal year are required to have a single audit (\$300,000 for fiscal years ending on or before December 31, 2003). The fair share of the cost of the single audit is an allowable cost to Federal awards provided that the audit was conducted in accordance with the requirements of OMB Circular A-133.

Subgrantees that have an agency fiscal year that ends on or after January 1, 2004 which expend less than the \$500,000 threshold require a financial audit conducted in accordance with Generally Accepted Government Auditing Standards (\$300,000 for fiscal years ending on or before December 31, 2003). The financial audit is not an allowable cost to the program.

Once the audit is completed, a copy must be sent to the ODH, Grants Administration, Central Master Files address within 30 days. Reference GAPP Chapter 100, Section 108 and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations for additional audit requirements.

Z. Submission of Application:

The Internet application submission must consist of the following:

**Complete
& Submit
Via Internet**

1. Application Information
2. Assurances
3. Budget
 - Cover Page
 - Personnel
 - Other Direct Costs
 - Equipment
 - Contracts
 - Confirmation of Contractual Agreements
 - Section D
 - Summary
4. Budget Certification
5. Program Narrative
6. Attachments as required by Program – Workplan

An original and one (1) copy of the following forms, available on the Internet, must be completed, printed, signed in blue ink with original signatures and mailed to the address listed below:

**Complete,
Sign &
Mail To
ODH**

1. Electronic Funds Transfer (EFT) Form. **(Required if new agency, thereafter only if banking information has changed)**
2. IRS W-9 Form **(Required if new agency, thereafter only if changed)**

Two (2) copies of the following documents must be mailed to the address listed below:

**Copy &
Mail To
ODH**

1. Public Health Impact Statement **(for competitive cycle only; for continuation, only if changed)**
2. Statement of Support from the Local Health Districts **(for competitive cycle only; for continuation, only if changed)**
3. Liability Coverage **(Non-Profit Organizations only; for competitive cycle only; for continuation, only if changed)**
4. Evidence of Non-Profit Status **(Non-Profit Organizations only; for competitive cycle only; for continuation, only if changed)**

One (1) copy of the following documents must be mailed to the address listed below:

**Complete
Copy &
Mail To
ODH**

1. Current Independent Audit (latest completed organizational fiscal period; **only if not previously submitted**)
2. An original and two (2) copies of **Attachments** (non-Internet compatible) as required by Program – None

**Ohio Department of Health
Grants Administration
Central Master Files, 4th Floor
246 N. High Street
Columbus, Ohio 43215**

II. APPLICATION REQUIREMENTS AND FORMAT

To access the on-line Grants Management Information System (GMIS), enter the GMIS site address: <http://gap.odh.state.oh.us> and enter the 11-digit program number provided by your program contact, which serves as your username when you log in. Do not submit the grant application until all appropriate sections have been completed and saved. For additional instructions, please refer to the information available on each individual screen through the on-line GMIS System's User Manual.

All applications must be submitted via the Internet. Submission of all parts of the grant application via the Ohio Department of Health's GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Checking the Acknowledge Button signifies your authorization of this submission as an agency official and constitutes your electronic acknowledgment and acceptance of GAPP rules and regulations in lieu of an executed Signature Page document

- A. Application Information:** Information on the applicant agency and its administrative staff must be accurately completed in its entirety. Include e-mail addresses for receipt of acknowledgements. This information will serve as the basis for necessary communication between the agency and the ODH.
- B. Annual Assurances:** Each subgrantee must submit the "Federal and State Assurances for Subgrantees" form. This form is submitted automatically with each application via the Internet.
- C. Budget:** Prior to completion of the budget section, please review page six (6) of the RFP for unallowable costs.

Match or Applicant Share is not required by this program, do not include match or Applicant Share in the budget and/or the Applicant Share column of the Budget Summary. Only the narrative may be used to identify additional funding information from other resources.

1. Cover Page: Provide a detailed narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocability of the proposed costs. Describe the specific functions of the personnel, consultants, and collaborators. Explain and justify equipment, travel, (including any plans for out-of-state travel), supplies and training costs. If you have joint costs refer to GAPP Chapter 100, Section 103 and Section D(9) of the application for additional information.

2. Personnel, Other Direct Costs, Equipment, Contracts & Confirmation of Contractual Agreement (CCA) Form(s): Submit a budget with these sections and form(s) completed as necessary to support costs for the period June 30, 2006 to June 29, 2007. Funds may be used to support personnel, their training, travel (see OBM Website <http://www.obm.ohio.gov/mppr/travel.asp>) and supplies directly related to planning, organizing, and conducting the Initiative/program activity described in this announcement.

Where appropriate, retain all contracts on file. The contracts should not be sent to ODH. A completed "Confirmation of Contractual Agreement" (CCA) form must be submitted via the Internet for each contract. The submitted CCA must be approved by ODH before contractual expenditures are authorized.

Submission of the “Confirmation of Contractual Agreement” (CCA) via the Ohio Department of Health’s GMIS system indicates acceptance of ODH Grants Administration Policy and Procedure (GAPP). Clicking the “submit” button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgement and acceptance of GAPP rules and regulations.

Where appropriate, itemize all equipment (**minimum \$300.00 unit cost value**) to be purchased with grant funds in the Equipment Section.

3. Section D: Answer each question on this form as accurately as possible. Completion of the form ensures your agency’s compliance with the administrative standards of ODH and federal grants.

4. Budget Summary: Enter information about the funding sources, budget categories and forecasted cash needs for the program. Distribution should reflect the best estimate of need by quarter. Failure to complete this section will cause delays in receipt of grant funds.

D. Budget Certification: The Budget 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. Complete the form by entering the State and Congressional Districts. By clicking the Acknowledge box when submitting an application, the subgrantee agency agrees by electronic acknowledgment to the financial standards of conduct as stated therein.

E. Program Narrative: Complete the first three sections of the Program Narrative (Executive Summary, Description of Applicant Agency, and Problem/Need) only if major changes to your program or agency have occurred since you submitted your grant application for Fiscal Year 2005, such as major staff or program format changes. All applicants must submit the methodology section. Submit position descriptions and resumes of all staff, new and continuing.

1. Executive Summary: Identify the target population, services and programs to be offered and what agency or agencies will provide those services. Describe the public health problems that the program will address.

2. Description of Applicant Agency/Documentation of Eligibility/Personnel: Briefly discuss the applicant agency's eligibility to apply. Summarize the agency's structure as it relates to this program and, as the lead agency, how it will manage the program. Note any personnel or equipment deficiencies that will need to be addressed in order to carry out this grant. Describe plans for hiring and training, as necessary. Delineate all personnel who will be directly involved in program activities. Include the relationship between program staff members, staff members of the applicant agency, and other partners and agencies that will be working on this program. Include position descriptions for these staff.

3. Problem/Need: Identify and describe the local health status concern that will be addressed by the program, do not restate national and state data. The specific health status concerns that the program

intends to address may be stated in terms of health status (e.g. morbidity and/or mortality) or health system (e.g., accessibility, availability, affordability, appropriateness of health services) indicators. The indicators should be measurable in order to serve as baseline data upon which the evaluation will be based. Clearly identify the target population. Include a description of other agencies/organizations also addressing this problem/need.

4. Methodology: Using the form provided in the appendix, identify the program goals, objectives, and activities. Indicate how they will be evaluated to determine the level of success of the program. Complete a program activities timeline to identify program objectives and activities and the start and completion dates for each.

- F. Attachment(s):** Attachments are documents deemed necessary to the application that are not a part of the GMIS system. Attachments will be sent via GMIS as a file as part of an email utilizing the GMIS Send/Record Comments link. Attachments sent electronically must be transmitted by the application due date. Attachments that are non-Internet compatible must be postmarked or received on or before the application due date. An original and the required number of copies of non-Internet compatible attachments must be mailed to the ODH, Grants Administration Central Master Files address on or before April 10, 2006. All attachments must clearly identify the authorized program name and program number.
- G. Electronic Funds Transfer (EFT) Form:** Print in PDF format and mail to ODH, Grants Administration, Central Master Files address. The completed EFT form **must be** dated and signed, in blue ink, with original signatures. Submit the original and one (1) copy. **(Required only if new agency, thereafter only when banking information has changed.)**
- H. Internal Revenue Service (IRS) W-9 Form:** Print in PDF format and mail to ODH, Grants Administration, Central Master Files address. The completed IRS W-9 form **must be** dated and signed, in blue ink, with original signatures. Submit the original and one (1) copy. **(Required if new agency, thereafter only when tax or agency address information has changed.)**
- I. Public Health Impact Statement Summary:** Submit two (2) copies of a one-page program summary regarding the impact to proposed grant activities on the Local Health Districts Improvement Standards **(for competitive cycle only; for continuation, only if changed).**
- J. Public Health Impact Response/Statement:** Submit two (2) copies of the response/statement(s) of support from the local health district(s) to your agency's communication regarding the impact of the proposed grant activities on the Local Health Districts Improvement Standards. If a statement of support from the local health district is not available, indicate that and submit a copy of the program summary your agency forwarded to the local health district(s) **(for competitive cycle only; for continuation, only if changed).**
- K. Liability Coverage:** Liability coverage is required for all non-profit agencies. Non-profit organizations **must** submit documentation validating current liability coverage. Submit two (2) copies of the Certificate of Insurance Liability **(Non-Profit Organizations only; for competitive cycle only; for continuation, only if changed).**

L. Non-Profit Organization Status: Non-profit organizations **must** submit documentation validating current status. Submit two (2) copies of the Internal Revenue Services (IRS) letter approving your 501(c)(3) exempt status (**Non-Profit Organizations only; for competitive cycle only; for continuation, only if changed**).

M. Attachments as Required by Program: Submit the following via GMIS (see Attachment 1 for directions):

1. Completed Workplan form

III. ATTACHMENTS

- 1) Instructions for Submitting Attachments via GMIS
- 2) Instructions for Submitting Program Reports via GMIS
- 3) Workplan form

Attachment #1
Instructions for Submitting Attachments via GMIS

1. Complete your attachments as a Word document then save the document to your computer's hard drive using "FY07 *Your Agency's Name* RFP Attachment" as a file name.
2. After submission of your FY07 grant application through GMIS, go to the GMIS Welcome screen and click on "**Send – Record Comments**".
3. An e-mail message box will come up. Scroll down to the **Add New Comments** section. Type in a message indicating that you are submitting your FY)& grant attachments.
4. Next to the Attachment box, click on the **Browse** button.
5. Find your saved attachment (FY07 *Your Agency's Name* RFP Attachment) document on your hard drive.
6. Double click on the file name and the file name will appear in the Attachment box on the **Add New Comments** screen.
7. Click on Add New Comments screen at the bottom of the page.
8. You should get a message that says "Please wait sending e-mail". This may take a few minutes.
9. This should be followed by a message that says "E-mail sent successfully!"
10. If no other attachments are needed, click on **CLOSE**. If other attachments are needed, return to step #1 and begin the process again.

If you have any question or problems, please contact Jan Stine, Program Administrator at 614-728-2957 or by e-mail at jan.stine@odh.ohio.gov

Attachment #2

Instructions on Submitting Program Reports via GMIS

1. Log onto your GMIS account.
2. You will see the welcome screen.
3. Choose the Program Report option.
4. Select the appropriate Available Report Period.
5. Click the Get Information button.
6. The screen will display the Subgrantee Program Report form. This form will display three boxes with questions and text boxes. In the first text box, I. Comparison of actual accomplishments to the objectives requires by the Request for Proposals (RFP), type a response which indicates that you are submitting the program report with this report. (for example, "Program Quarterly Activity Reports for second quarter FY07 are being submitted on 4/12/07.") You do not need to enter a message in all of the text boxes, just the first one.
7. Scroll down to the bottom and click on Save Changes
8. Then click on Add Attachments
9. An e-mail message box will come up. Scroll down to the Add New Comments section. Type in a message indicating that you are submitting your program report.
10. Next to the Attachment box, click on the Browse button.
11. Find your saved program report on your hard drive.
12. Double click on the file name and the file name will appear in the Attachment box on the Add New Comments screen.
13. Click on the Add Comments button at the bottom of the page.
14. You should get a message that says "Please wait. Sending e-mail. This may take a few minutes."
15. This should be followed by a message that says "E-mail send successfully!"
16. If you wish to send another attachment (with optional forms), click on the box that says "Send Another E-Mail" and attach your document to this e-mail.
17. If no other attachments are needed, click on close.
18. You should then be back at the Subgrantee Program Report screen. Go to the bottom of this page and click on Save Changes. Then click on the Submit Program Report button. You should get a message box that says "The Program Report has been successfully submitted!"
19. You are then finished.

If you have any question or problems, please contact Jan Stine, Program Administrator at 614-728-2957 or by e-mail at jan.stine@odh.ohio.gov.

ATTACHMENT # 3 WORKPLAN

Program Goal: Increase the number of teachers trained in the Life Skills Training Curriculum							
SMART Objectives (Specific Measurable, Achievable, Relevant, Time-Framed) By June 29, 2008, at least 350 teachers will have been trained in the Life Skills Training Curriculum.							
Annual process objective(s): By June 29, 2007, at least ___# teachers will have been trained in the Life Skills Training Curriculum.							
KEY ACTIVITIES	Target Group	Lead Role	Time Line				Anticipated Outputs
			Q1	Q2	Q3	Q4	

You may make your own copy of this form for ease of transmission.