



MEMORANDUM

Date: February 2, 2022

To: Subrecipient agencies

From: Dyane Gogan Turner
Bureau of Maternal, Child and Family Health
Ohio Department of Health *DGT*

Subject: Services for Youth Experiencing Homelessness and Pregnant Youth Experiencing Homelessness
(HY23) 7/01/22-6/30/23

The Ohio Department of Health (ODH), Bureau of Maternal, Child and Family Health announces the availability of grant funds.

All electronic applications and attachments are due by 4:00 p.m., March 14, 2022. Applications received after the due date will not be considered for funding. Faxed, hand-delivered or mailed applications will not be accepted.

Electronic application components must be submitted via the on-line Grants Management Information System (GMIS). For new staff requiring GMIS access, you must successfully complete GMIS training offered by ODH.

Any award made through this program is contingent upon the availability of funds for this purpose. The subrecipient agency must be prepared to support the costs of operating the program until receipt of grant payments.

Submission of the **continuation application** constitutes acknowledgment and acceptance of ODH Grants Administration Policies and Procedures (OGAPP) Manual rules, policy and procedure updates posted on the GMIS Bulletin Board, and any other program-specific requirements as outlined in the competitive Solicitation. Reference the competitive Solicitation for more information. The competitive Solicitation for this grant program can be found on the ODH website [(insert hyperlink)]. Allotments will be established in GMIS by ODH. Please refer to the GMIS bulletin board for current allotment percentage.

If you have questions, please contact Sara Haig at 614-728-2957 or e-mail at sara.haig@odh.ohio.gov.

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I. CONTINUATION FUNDING APPLICATION GUIDANCE

100% Deliverable Funding

A. Policy and Procedures: The Continuation Funding Application consists of three parts: Program Updates (if applicable), Program Budget and Budget Narrative, and Other Required Attachments.

Submission of the continuation application constitutes acknowledgment and acceptance of ODH GAPP (OGAPP) manual rules and any other program-specific requirements as outlined in the competitive Solicitation. This Solicitation pertains to budget period: 07/01/2022-06/30/2023 of the total project period, 07/01/2020-06/30/2023. Reference the competitive Solicitation for more information.

All budget justifications must include the following language and be signed by the agency head listed in GMIS. Please refer to the budget justification examples listed on the GMIS bulletin board.

- Subrecipient understands and agrees that it must follow the federal cost principle that applies to its type of organization (2 CFR, Part 225; 2 CFR, Part 220; or, 2 CFR, Part 230).
- Subrecipient's budgeted costs are reasonable, allowable and allocable under OGAPP and federal rules and regulations.
- The OGAPP and the rules and regulations have been read and are understood.
- Subrecipient understands and agrees that costs may be disallowed if deemed unallowable or in violation of OGAPP and federal rules and regulations.
- The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to subawards and are prepared to establish the necessary inter-institutional agreements consistent with those policies.
- Subrecipient agrees and understands that costs incurred in the fulfillment of the Deliverables must be allowable under OGAPP and federal rules and regulations to qualify for reimbursement.

B. Number of Grants and Funds Available: The Targeted Services for Youth Experiencing Homelessness and Pregnant Youth Experiencing Homelessness Grant Program is funded by General Revenue Funds (GRF), 440-672. For the SFY23 budget period (07/01/22 – 06/30/23), up to seven (7) grants may be awarded for a total amount of \$1,828,000. Grant amounts will range from \$128,795 to \$302,501. Eligible agencies that may apply for continuation grant funding are as follows:

Subrecipient	SFY23 Funding
Integrated Services for Behavioral Health	\$302,501
Center for Healthy Families	\$128,795
Homeless Families Foundation	\$186,700
Community Action Agency of Columbiana County	\$302,501
YMCA of Greater Cleveland	\$302,501
Summit County Health Department	\$302,501

Community Action Agency of Fairfield County/Lancaster	\$302,501

*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.*

Formatting Requirements for Attachments:

- Properly label each item of the application packet (ex. budget narrative, program narrative).
- Each section should use 1.5 spacing with one-inch margins.
- Program and budget narratives must be submitted in portrait orientation and fit on 8 ½ x 11 paper when printed.
- Number all pages (print on one side only). Place agency name and GMIS number on each page.
- Use a 12 point font.
- Forms must be completed and submitted in the format provided by ODH.

C. Qualified Applicants:

The following criteria must be met for grant applications to be eligible for review:

1. Applicant does not owe funds in excess of \$1,000 to the ODH.
2. Applicant has not been certified to the Attorney General's (AG's) office.
3. Applicant has submitted application and all required attachments by **4:00 p.m. on Monday [insert date.]**

II. PROGRAM UPDATES:

Program should review the Evidence of Health Equity Strategies Checklist in Appendix C when drafting the program narrative, objectives, and workplan.

- A. Program Progress Report:** 1) **Attach the program progress report for the current grant period. If the program progress report is not scheduled to be submitted before the application due date, then it must be submitted with the application.**
- B. Program Narrative:** Complete and submit a narrative statement (do not exceed [5] pages) which explains any changes to program scope, personnel, partnerships with agencies or organizations, or other information the subrecipient wishes to share for continuation funding. The narrative should identify staff who will participate in the Community of Practice (see description of deliverable 8.)
- C. Objectives and Work Plan:** Complete and submit a short summary of any changes in the Specific, Measurable, Achievable, Results-Oriented, and Time-Based (SMART) objectives and submit an updated work plan. Reference the competitive Solicitation for information. This should be based on a review of the Progress Plans submitted to date. Provide a brief report addressing elements of each objective and activity, including current status (met, ongoing or unmet); major findings; and barriers and how barriers were addressed.
- D. Documentation and Progress on Health Equity and Disparity Reduction Activities:**
Please provide detailed updates on the goals, objectives and deliverables specified in the Competitive Solicitation relating to health equity. This information must be supported by data. Continuation Solicitations should prepare a summary of activities completed, during the previous funding period, to outreach to the priority populations and / or neighborhoods specified in their plan.

E. Program Budget: Prior to completion of the budget section, reference the competitive Solicitation for unallowable costs and review criteria.

- 1. Budget Narrative:** Provide a budget justification narrative outlining how the deliverable will be met. (A budget justification example can be found on GMIS).

For your convenience, a budget justification narrative example is available at

<https://odhgateway.odh.ohio.gov/gmis/forms/AttachmentForm.aspx?id=595863>

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.

- 2. 2023 Budget via GMIS:** Complete requested budget information as follows:

- **Other Direct Costs:** Submit a budget for this section and the necessary form(s) to support costs for the period 7/1/22 to 6/30/23.

The applicant shall retain all original fully executed contracts on file.

- **Compliance:** Answer each question on this form. Completion of the form ensures your agency's compliance with the administrative standards of ODH and federal grants.

- 3. 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;
2. To disseminate factually incorrect or deceitful information;
3. Consulting fees for salaried program personnel to perform activities related to grant objectives;
4. Bad debts of any kind;
5. Contributions to a contingency fund;
6. Entertainment;
7. Fines and penalties;
8. Membership fees — unless related to the program and approved by ODH;
9. Interest or other financial payments (including but not limited to bank fees);
10. Contributions made by program personnel;

11. Costs to rent equipment or space owned by the funded agency;
12. Inpatient services;
13. The purchase or improvement of land; the purchase, construction, or permanent improvement of any building;
14. Satisfying any requirement for the expenditure of non-federal funds as a condition for the receipt of federal funds;
15. Payments to any person for influencing or attempting to influence members of Congress or the Ohio General Assembly in connection with awarding of grants;
16. *[Include any additional program specific unallowable costs per CFDA, program regulations and directives or state law specifications.]*

Subrecipients will not receive payment from ODH grant funds used for prohibited purposes. ODH has the right to recover funds paid to subrecipients for purposes later discovered to be prohibited. Please refer to the OGAPP manual for additional information.

F. Other Application Requirements:

Program Specific Attachments: N/A

a. Other Required Documentation:

- Subrecipients are required to maintain their current supplier information in the State of Ohio Supplier Portal. This information includes, but is not limited to, Electronic Funds Transfer (EFT), 1099 Form and current address.

This information is maintained on the following website: <http://supplier.ohio.gov/>.

Note: Subrecipients future payments will be held if the agency receives a paper check due to the EFT information not being properly maintained in the supplier portal.

- **Audit:** Subrecipient agencies are responsible for submitting an audit report. Once an audit is completed, a copy must be sent to ODH via audits@odh.ohio.gov. Reference the GMIS Bulletin Board for more information.

- **Civil Rights Review Questionnaire — EEO Survey:** The Civil Rights Review Questionnaire (EEO) Survey is a part of the Application Section of GMIS. Subrecipients must complete the questionnaire as part of the application process. This questionnaire is submitted automatically with each application via the Internet.
- **Assurances Certification:** Each subrecipient must acknowledge the Assurances (Federal and State Assurances for Sub-grantees) form in GMIS. The Assurances 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. Review the form and then press the “Complete” button. By submission of an application, the subrecipient agency agrees by electronic acknowledgment to the financial standards of conduct as stated therein.
- **Federal Funding Accountability and Transparency Act (FFATA):** All applicants applying for ODH grant funds are required to complete the FFATA reporting form in GMIS. Applicants must ensure that the information contained in SAM.gov, DUN & Bradstreet and the FFATA reporting form match. ODH will hold all payments if an applicant’s information does not successfully upload into the federal system.

All applicants for ODH grants are required to obtain a Data Universal Number System (DUNS), register in SAM.gov and submit the information in the grant application. For information about the DUNS, go to www.dnb.com. For information about System for Award Management (SAM) go to <https://beta.sam.gov/>.

Information on Federal Spending Transparency can be located at www.usaspending.gov or the Office of Management and Budget’s website for Federal Spending Transparency at <https://www.whitehouse.gov/>.

(Required by all applicants, the FFATA form is located on the GMIS Application page and must be completed in order to submit the application.)

- **For Non-Profit Organizations Only:**
 1. **Liability Coverage:** Liability coverage is required for all non-profit agencies. Non-profit organizations must submit documentation validating current liability coverage. Attach the current Certificate of Insurance Liability in GMIS.
 2. **Non-Profit Organization Status:** Non-profit organizations must submit documentation validating current status. If changed, attach in GMIS the Internal Revenue Services (IRS) letter approving non-tax exempt status.

G. Human Trafficking:

Human trafficking is defined by the use of force, fraud, or coercion to compel victims into performing labor or commercial sex acts. Populations at increased risk include but are not limited to lesbian-gay-bisexual-transgender-questioning individuals, individuals with disabilities, undocumented immigrants, runaway and homeless youth, temporary guest-workers and low-income individuals.

The ODH is committed to the elimination of human trafficking in Ohio. If applicable to the subrecipient program, ODH will give priority consideration to those subrecipients who can demonstrate the following:

- a. Victims of human trafficking are included in your agency’s target population that may include, but are not limited to the following:
 - 1. Populations at increased risk
 - 2. Mental health population
 - 3. Homeless population
- b. Agency promotes the expansion of services to identify and serve those affected by human trafficking.

Applicable to Services for Youth Experiencing Homelessness

H. Post Submission Requirements: Continuation applicants are required to submit subrecipient program and expenditure reports.

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

Reports shall be submitted as follows:

- a. **Program Reports: Subrecipient Program Reports must be completed and submitted via GMIS** by the following dates. [Additional language is optional.] **Program reports that do not include required attachments (non-Internet submitted) will not be approved.** All program report attachments must clearly identify the authorized program name and grant number.

Program Reports Required No Program Reports Required

Subrecipient Monthly Program Performance Reports

Period	Report Due Date
July 1-31, 2022	August 10, 2022
August 1-31, 2022	September, 2022
September 1-30, 2022	October, 2022
October 1-31, 2022	November, 2022
November 1-30, 2022	December 10, 2022
December 1-31, 2022	January 10, 2023
January 1-31, 2023	February 10, 2023
February 1-28, 2023	March 10, 2023
March 1-31, 2023	April 10, 2023

April 1-30, 2023	May, 2023
May 1-31, 2023	June 10, 2023
June 1-30, 2023	July 10, 2023

Subrecipient Quarterly Program Performance Reports

Period	Report Due Date
July 1-September 30, 2022	October 10, 2022
October 1- December 31, 2022	January 10, 2023
January 1- March 31, 2023	April 10, 2023
April 1- June 30, 2023	July 10, 2023

- b. Subrecipient Reimbursement Expenditure Reports:** Subrecipient Monthly Expenditure Reports **must** be completed and submitted **via GMIS** by the following dates:

Period	Report Due Date
July 1-31, 2022	August 10, 2022
August 1-31, 2022	September, 2022
September 1-30, 2022	October, 2022
October 1-31, 2022	November, 2022
November 1-30, 2022	December 10, 2022
December 1-31, 2022	January 10, 2023
January 1-31, 2023	February 10, 2023
February 1-28, 2023	March 10, 2023
March 1-31, 2023	April 10, 2023
April 1-30, 2023	May, 2023
May 1-31, 2023	June 10, 2023
June 1-30, 2023	July 10, 2023

Subrecipient Quarterly Reimbursement Expenditure Reports **must** be completed and submitted **viaGMIS** by the following dates:

Period	Report Due Date
July 1-September 30, 2022	October 10, 2022
October 1- December 31, 2022	January 10, 2023
January 1- March 31, 2023	April 10, 2023
April 1- June 30, 2023	July 10, 2023

Note: Obligations not reported on the final monthly or 4th quarter expenditure report will not be considered for payment with the final expenditure report.

- c. Final Expenditure Reports:** A Subrecipient Final Expenditure Report reflecting total expenditures for the fiscal year must be completed and submitted **via GMIS** by 4:00 p.m. on or before **August 5, 2023**. The information contained in this report must reflect the program’s accounting records and supportive documentation. Any cash

balances must be returned with the Subrecipient Final Expense Report. The Subrecipient Final Expense Report serves as an invoice to return unused funds.

Submission of ALL Subrecipient Program and Expenditure Reports via the ODH's GMIS system indicates acceptance of OGAPP. Clicking the "Submit" or "Approve" button signifies your authorization of the submission as an agency official and constitutes your electronic acknowledgment and acceptance of OGAPP rules and regulations.

APPENDICES

- A. Continuation Solicitation Reimbursement Type Form
- B. B1 Deliverable — Objective Descriptions (if applicable)
- C. B2 Deliverable — Objective Allocations (if applicable)
- D. Evidence of Health Equity Strategies Checklist

Appendix A

Submission
Required

CONTINUATION SOLICITATION
REIMBURSEMENT TYPE FORM

See due date below

Ohio Department of Health
Bureau of Maternal, Child and
Family Health

ODH Program Title:

Services for Youth Experiencing
Homelessness or Pregnant Youth
Experiencing Homelessness (HY23)

Reimbursement Type (check one) Monthly **OR** Quarterly

(Please note that no changes to the reimbursement type can be made after the project number is created in GMIS. No waivers/appeals will be accepted.)

Please print:

Current Project Number _____

Applicant Agency/Organization _____

Applicant Agency Address _____

Agency Contact Person Name and Title _____

Telephone Number _____

E-mail Address _____

Agency Head (Print Name)

Agency Head (Signature)

Please note that the agency head listed above must match the agency head listed in GMIS. Unless a new agency, NOIAF's will not be accepted if name doesn't match what is listed in GMIS.

Due to ODH by February 9, 2022

Please email completed form to Karen Tinsley (karen.tinsley@odh.ohio.gov).

Appendix B1

Name of Subgrant Program: Services for Youth Experiencing Homelessness and Pregnant Youth Experiencing Homelessness

Budget Period: 7/1/22-6/30/23

of Deliverables: 8

Use Budget Justification Scenario #: 1

100% Deliverables

Deliverable 1: Participate in ODH-sponsored meetings or communications that require response.

Subrecipient will participate in 4 meetings or communications with ODH. This may include face-to-face meetings; conference calls; video conferences; or through requests from ODH for specific information. At least one of these meetings will include youth experiencing homelessness.

Up to \$4,000 is available per subrecipient during the budget period of 07/01/2022 – 06/30/2023 to support participation in these activities. Of this amount, a \$100 incentive per youth per meeting/communication shall be provided in the form of bus passes, gift cards, etc. (Cash may not be used as an incentive.)

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes participation in ODH-sponsored meetings; videoconferences; or requests for specific written information. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted.

Deliverable 2: Outreach to identify homeless youth and homeless youth who are pregnant.

By June 30, 2023, each subrecipient shall conduct activities to identify and find youth experiencing homelessness and particularly youth who are pregnant and also experiencing homelessness and engage them in services funded through this initiative. Outreach activities should be coordinated with local community partners and service agencies, including local school districts and county social service agencies.

The amount available for each subrecipient for this deliverable is listed in the table below, upon submission of either the monthly or quarterly program report that accompanies the monthly or quarterly expenditure report.

Subrecipient	SFY22 Deliverable 2 Funding
Integrated Behavioral Services	\$53,334
Center for Healthy Families	\$21,334
Homeless Families Foundation	\$32,000
Community Action Agency of Columbiana County	\$53,334
YWCA of Greater Cleveland	\$53,334
Summit County Health Department	\$53,334
Community Action Agency of Fairfield County/Lancaster	\$53,334

Documentation: 1) Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of youth experiencing homelessness identified during the reporting period and a narrative describing the outreach activities conducted during the reporting period, including innovative activities undertaken and any challenges or barriers to engaging youth experiencing homelessness. The Program Report should be posted in the

Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted.

Deliverable 3: Coordination or provision of and/or referral to housing services for youth.

By June 30, 2023, each subrecipient shall address housing needs for youth and pregnant youth (ages 14-24) who are homeless, through supporting housing costs or coordinating the referral of youths to a partner agency for housing. Subrecipients will ensure all services, whether provided on-site or through referral processes are delivered in a trauma-informed, culturally sensitive and appropriate manner that is respectful and responsive to a diverse population. Housing costs may include provision or subsidizing access to age and service-appropriate housing, rental and utility assistance, landlord remediation and retention, diversion and prevention that enables a youth to avoid becoming homeless, etc. Subrecipients should collaborate with the Children’s Services Agency in their area to determine if foster care placement is feasible for youth who are under 18 years of age.

The amount available for each subrecipient for this deliverable is listed in the table below, upon submission of either the monthly or quarterly program report that accompanies the monthly or quarterly expenditure report.

Subrecipient	SFY22 Deliverable 3 Funding
Integrated Behavioral Services	\$89,500
Center for Healthy Families	\$35,794
Homeless Families Foundation	\$53,700
Community Action Agency of Columbiana County	\$89,500
YWCA of Greater Cleveland	\$89,500
Summit County Health Department	\$89,500
Community Action Agency of Fairfield County/Lancaster	\$89,500

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of youth experiencing homelessness served in this deliverable during the reporting period, the types of services provided associated with providing housing, challenges in providing housing, and potential opportunities for innovation. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted.

Deliverable 4: Coordination or provision of, and/or referral to behavioral and physical health services for youth experiencing homelessness.

By June 30, 2023, each subrecipient shall coordinate, provide, financially support the costs of, and/or refer youth experiencing homelessness and pregnant youth experiencing homelessness to physical and behavioral health services. Subrecipients will ensure services, whether provided on-site or through referral processes are delivered in a trauma-informed, culturally sensitive, accessible and linguistically appropriate manner that is respectful and responsive to a diverse population. This may include staff time spent on referrals and providing assistance in accessing Medicaid programs; referrals to other programs such as WIC; prenatal programs; evidence-based home visiting for pregnant youth; transportation to/from appointments and follow-up; financial assistance (if applicable) for behavioral health and/or physical health services including prenatal and postpartum appointments and provision of on-site services by partner or contracted providers.

The amount available for each subrecipient for this deliverable is listed in the table below, upon submission of either the monthly or quarterly program report that accompanies the monthly or quarterly expenditure report.

Subrecipient	SFY22 Deliverable 4 Funding
Integrated Behavioral Services	\$75,000
Center for Healthy Families	\$30,000
Homeless Families Foundation	\$45,000
Community Action Agency of Columbiana County	\$75,000

YWCA of Greater Cleveland	\$75,000
Summit County Health Department	\$75,000
Community Action Agency of Fairfield County/Lancaster	\$75,000

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of youth experiencing homelessness served in this deliverable during the reporting period, the types of services provided; challenges and potential opportunities for innovation. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted.

Deliverable 5: Coordination or provision of, and/or referral to education and employment opportunities.

By June 30, 2023, each subrecipient shall coordinate, provide, financially support the costs for, and/or refer youth experiencing homelessness and pregnant youth experiencing homelessness to educational and workforce development opportunities and services. Subrecipients will ensure services, whether provided on-site or through referral processes are delivered in a trauma-informed, culturally sensitive, accessible and linguistically appropriate manner that is respectful and responsive to a diverse population. These services may include but are not limited to the provision of certified copies of birth certificates or state ID cards; linkages to secondary and post-secondary educational programs; special education programs; tutoring and homework support; preparation and registration cost for educational tests and certifications; linkages to youth workforce programs; soft skill development; career exploration; job search and placement; workplace training programs; childcare for parenting youth; etc.

The amount available for each subrecipient for this deliverable is listed in the table below, upon submission of either the monthly or quarterly program report that accompanies the monthly or quarterly expenditure report.

Subrecipient	SFY22 Deliverable 5 Funding
Integrated Behavioral Services	\$46,667
Center for Healthy Families	\$18,667
Homeless Families Foundation	\$28,000
Community Action Agency of Columbiana County	\$46,667
YWCA of Greater Cleveland	\$46,667
Summit County Health Department	\$46,667
Community Action Agency of Fairfield County/Lancaster	\$46,667

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of youth experiencing homelessness served in this deliverable during the reporting period, the types of services provided; challenges and potential opportunities for innovation. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted.

Deliverable 6: Fostering community and social connection

By June 30, 2023, each subrecipient shall facilitate the formation of permanent and meaningful community connections for youth experiencing homelessness and pregnant youth experiencing homelessness, including case management services. Subrecipients may directly provide services or may contract out or refer to community partners. Subrecipients will ensure services, whether provided on-site or through referral processes are delivered in a trauma-informed, culturally sensitive, accessible and linguistically appropriate manner that is respectful and responsive to a diverse population. Additional services may include positive social activities, conflict resolution, referrals to community and public resources, evidence-based home visiting, WIC, and parenting support groups for pregnant/parenting youth.

The amount available for each subrecipient for this deliverable is listed in the table below, upon submission of either the monthly or quarterly program report that accompanies the monthly or quarterly expenditure report.

Subrecipient	SFY22 Deliverable 6 Funding
Integrated Behavioral Services	\$25,000
Center for Healthy Families	\$10,000
Homeless Families Foundation	\$15,000
Community Action Agency of Columbiana County	\$25,000
YWCA of Greater Cleveland	\$25,000
Summit County Health Department	\$25,000
Community Action Agency of Fairfield County/Lancaster	\$25,000

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes at a minimum, the number of youth experiencing homelessness served in this deliverable during the reporting period, the types of services provided; challenges and potential opportunities for innovation. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted.

Deliverable 7: Data Collection

By June 30, 2023, each subrecipient shall report data to ODH at a minimum on a quarterly basis. The data will be reported using a data system that ODH specifies. Participation in this deliverable includes ensuring the subrecipient agency has the equipment and software to report data, participates in training on the data reporting system and reports data at a minimum of quarterly. Data elements may include, but are not limited to demographic data (e.g. race, ethnicity, , disability status, age), services provided, geographic location of services provided and youth served, etc. The requirements for the data reporting will be provided by ODH when Notices of Award are made.

Up to \$5,000 is available for each subrecipient for participating in training and subsequent quarterly data reporting for the grant period.

Documentation: Participation in trainings and submission of the data report in the format specified by ODH.

Deliverable 8: Participation in Community of Practice

By June 30, 2023, each subrecipient will participate in a Community of Practice (CoP). Each subrecipient agency will identify 1-3 staff members to participate. The CoP will meet monthly for trainings, networking and/or technical assistance. The topics covered in the CoP will include best practices related to serving youth experiencing homelessness, including trauma-informed care, social determinants of health, youth/community engagement, and others. This group will be led by ODH and ODH-contracted agency, Coalition on Homelessness and Housing in Ohio (COHHIO). Staff can include project director, case managers or direct services staff.

Up to \$4,000 is available for each subrecipient for participation in CoP.

Documentation: Submission of a Program Report accompanying the Expenditure Report (either monthly or quarterly) that describes participation in CoP activities. The Program Report should be posted in the Program Report section of GMIS at the same time the corresponding Expenditure Report is submitted.

ODH Evidence of Health Equity Strategies Checklist

This checklist should be used to support planning, implementation, and evaluation of equitable strategies to reduce disparities and overcome social determinants of health. This checklist is a guide to establish a baseline criterion that all projects funded by ODH to support alignment with established priorities to achieve optimal health for all Ohioans.

Health Disparities, Health Inequities, Social Determinants of Health & Health Equity

Racial and ethnic minorities, those living in rural communities, people with disabilities, the LGBTQ community and Ohio's economically disadvantaged residents do not have the same opportunities as other groups to achieve and sustain optimal health. Health disparities occur when these groups experience more disease, death or disability beyond what would normally be expected based on their relative size of the population. Health disparities are often characterized by such measures as disproportionate incidence, prevalence and/or mortality rates of diseases or health conditions. Health is largely determined by where people live, learn, work, play, and age. Health disparities are unnatural and occur because of low socioeconomic status, race/ethnicity, sexual orientation, gender, disability status, geographic location or some combination of these factors. Those most impacted by health disparities also tend to have less access to resources like healthy food, safe housing, quality education, safe neighborhoods and freedom from racism and other forms of discrimination. These are referred to as **social determinants of health (SDOH)**. SDOH are a root cause of health disparities. The systematic nature of health disparities is considered unjust and is referred to as **health inequities**. The ability of everyone to have the same opportunity to achieve the best health possible is referred to as **health equity**. Programs that incorporate social determinants into the planning and implementation of interventions will greatly contribute to advancing health equity.

The ODH is committed to the elimination of health disparities and achieving health equity for all Ohioans. The items below are requirements for all applicants to ensure health equity is embedded within all components of the application (e.g., Goals, Program Narrative, and Objectives.)

- 1) Identify specific groups who experience a disproportionate burden of disease, health condition or health outcome targeted by this solicitation. See Ohio's State Health Assessment Ohio's health data. <https://odh.ohio.gov/wps/portal/gov/odh/explore-data-and-stats/interactive-applications/2019-online-state-health-assessment>
- 2) [Identify geographic reference points \(i.e., census tracts, census block groups or zip codes\) to specify where program activities are focused.](#)
- 3) Use direct or indirect feedback from the prioritized population, community, group, or community agency to identify specific social and environmental conditions (social determinants of health) associated with health disparities and health inequities.
- 4) Identify measurable health equity targets that demonstrate reducing disparities and improving health equity are critical goals to be achieved through program activities. This information must also be supported by data. For guidance on methodology to establish equity targets, review [2030 Target Setting Methodologies for Objectives in Healthy People 2030](#).
- 5) Outline specific evaluation strategies to measure the impact of program activities on decreasing and/or

eliminating health disparities and health inequities.

The following are best practices toward eliminating disparities and achieving health equity and are not required, but highly encouraged.

- 1) Link proposed activities to health equity strategies identified in local, state or national planning documents. These documents include, but are not limited to strategies, goals and objectives outlined in [Healthy People 2030](#), the [State Health Improvement Plan \(SHIP\)](#) and local Community Health Assessments .
 - State Health Improvement Plan - <https://odh.ohio.gov/wps/portal/gov/odh/about-us/sha-ship>
 - Healthy People 2030 - <https://health.gov/healthypeople>
- 2) Develop staffing plans where board members, leadership and program staff reflect the race, ethnicity, background, and/or culture of the population being served.
- 3) Identify up- and downstream approaches to address social determinants of health and reduce disparities. Upstream factors like food, housing and income insecurity that focus on addressing social determinants of health decrease barriers and improve supports that provide opportunity for people to achieve their full health potential. Downstream approaches focus on providing equitable access to care and services to reduce the negative impact of social determinants on health outcomes.
- 4) Establish non-traditional partnerships among different sectors of the community (e.g., faith-based organizations, local industries, businesses, universities, businesses, healthcare) that can provide valuable insight, new perspective, and more effective ways to achieve program goals. Non-traditional partners create opportunity to collaborate across sectors and may serve as a new source of support for the program.