

III-7. Reports and Project Control.

Applicants should describe their ability to provide required reports listed in this section and describe how they will collect, prepare, and provide the requested information in the timeline defined in the description. Applicants should include sample reports or report templates with their application.

A. Monthly Progress Report. A monthly progress report covering activities, problems, and recommendations. The selected Applicant shall key this report to the work plan the selected Applicant provided with its application, as amended or approved by the Issuing Office. The selected Applicant shall provide the monthly report by the 2nd Monday of each month and include the following in each report:

- 1. Outreach.** The selected Applicant shall submit to OMHSAS an Outreach Submission that details the services provided in the prior month. At a minimum, the selected Applicant shall include in the Monthly Outreach Submission: community partner outreach activities completed, the current status of engaged partners, referral pathway and MFP coordination activities completed, and distribution and use of OMHSAS-approved eligibility and referral materials.
- 2. Community Partner Organization Agreements.** The selected Applicant shall submit a monthly progress report to OMHSAS detailing the status of community partner organization agreements and related services provided in the prior month. The selected Applicant shall identify the monthly progress for all proposed community partner organizations and provide copies of completed evaluations and executed written agreements to OMHSAS.
- 3. Training.** The selected Applicant shall prepare and submit a monthly progress report to OMHSAS detailing the training services provided in the prior month. The selected Applicant shall include in the report all identified training needs, processes of development, and any training conducted.
- 4. FWL Management.** The selected Applicant shall prepare and provide a monthly report to OMHSAS summarizing the project management activities provided in the prior month.

Applicant Response

B. Periodic Reports

- 1. Program Standards, Criteria, and Implementation Framework.** Within 60 calendar days after the grant Effective Date, the selected Applicant shall, in collaboration with OMHSAS, develop all criteria, processes, tools, templates, guidance materials, and related procedures in accordance with **PART III-5, Section A** and shall submit them to OMHSAS for review and written approval prior to use or implementation.
- 2. Fairweather Lodge Location Assessments.** Within 30 days after completion of an assessment, the selected Applicant shall provide an Assessment Report to OMHSAS. The selected Applicant shall document in the report the potential Lodge location suitability assessment and recommendation for a viable Lodge.
- 3. Lodge Sustainability Development.** The selected Applicant shall collaborate with each community partner organization to prepare a financial sustainability plan, including a five-year operating budget and long-term funding opportunities for each newly established Fairweather Lodge, and submit a copy of the plan to OMHSAS within 30 days after completion.

Applicant Response