



Wyoming  
Department  
of Health

Behavioral Health Division

**Wyoming Department of Health  
Behavioral Health Division  
Request for Application (RFA)**

**Part I: Guidance**

***Projects for Assistance in Transition from Homelessness  
(PATH)***

Program funding cycle: September 1, 2020 – August 31, 2021

**Application must be submitted electronically by midnight (12 a.m.) on  
Monday, April 27, 2020**

to Megan Norfolk at [megan.norfolk1@wyo.gov](mailto:megan.norfolk1@wyo.gov)

For information please email or call (307) 777-7903 (toll free 1-800-535-4006).

Questions regarding the application must be submitted in writing to [megan.norfolk1@wyo.gov](mailto:megan.norfolk1@wyo.gov)  
before April 15, 2020. Responses to questions will be provided online before April 23, 2020  
here: <http://health.wyo.gov/PATH-wyo>

**THERE ARE TWO PARTS TO THIS RFA:**

**Part I: Guidance**  
(This document)

**Part II: Application**, which can be found here: <https://health.wyo.gov/mhsa/grants/>

**Wyoming Department of Health  
Behavioral Health Division, Mental Health and Substance Abuse Services Section  
Projects for Assistance in Transition from Homelessness (PATH)**

**Funding Period: September 1, 2020 – August 31, 2021**

<b>Application Deadline</b>	<b>Applications must be submitted electronically by Monday, April 27, 2020 by Midnight (12 a.m.) Mountain Time.</b>
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**Who can apply**

Only Wyoming non-profit organizations, local or county governments, and tribal entities may apply. Applicants must provide a Data Universal Numbering System (DUNS) number or a Unique Entity Identifier (UEI) number. Non-profit organizations selected for a potential contract will need to provide a Certificate of Good Standing from the Wyoming Secretary of State.

**Program Overview**

The PATH program is designed to support the delivery of specific services with a particular emphasis on assisting: (a) adults most in need of services, and (b) services which are not supported by mainstream mental health programs.

See Appendix B for Required Services and Allowable Expenses.

**Service Scope**

PATH funds may be used only as specified and only for adults who: (a) have serious mental illnesses and may also have co-occurring substance use disorders, and/or (b) are literally homeless.

See Appendix B for Required Services and Allowable Expenses.

**Sources of Funds**

The Projects for Assistance in Transition from Homelessness (PATH) Grant, Catalogue of Federal Domestic Assistance (CFDA) No. 93.150, is authorized via Section 521 et seq. of the Public Health Service (PHS) Act. The funding is made available to states by the Substance Abuse and Mental Services Administration (SAMHSA), Center for Mental Health Services (CMHS) Department of Health and Human Services Administration (DHHS). The PATH program provides states and territories with funds for specific community-based services provided to persons with serious mental illness who are homeless or at imminent risk of becoming homeless.

The Community Mental Health Block Grant (MHBG), CFDA No. 93.958, funds for Wyoming support the community outreach and health components of this Grant. These funds are also from SAMHSA. Restrictions do apply, Grant must supplement funds, not supplant.

Wyoming State General Funds.

**Funding Information**

Please see Appendix B. Required Services and Allowable Expenses of this document for more information about allowable budget items, budget breakdown, and other funding information.

**Anticipated total Project Funding Review**

A fully funded program is anticipated to be funded at the amounts, below:

<b>County Population Size</b>	<b>PATH Federal Funds (Or other state funds)</b>	<b>Other Funds Mental Health Block Grant</b>	<b>Total Grant Funds</b>	<b>Your Local Match*</b>	<b>Total budget (Grant + match) 12 months</b>

< 70,000	\$48,000	\$20,000	\$68,000	\$16,000	\$84,000
> 70,000	\$75,500	\$20,000	\$95,500	\$25,167	\$120,667

\*Match funds may not be federal funds or funds used to match other grants.

Funding period: September 1, 2020– August 31, 2021 (**12 months**)

- The federal funds for this program are awarded to the Wyoming Department of Health on an annual basis with no guarantee of continued funding. The Wyoming Department of Health may offer a biennial (two-year) contract to awarded applicants of this Request for Application. Continuation into a second year will be dependent upon availability of funding and progress on meeting project goals and objectives, timely submission of all data and reports, and compliance with all terms and conditions of the contract.
- This guidance and the application are not a promise of funding or contract.
- After awarding, if funds remain, they will be redistributed to all awarded applicants proportionally.

### **Cost Sharing and Match Requirements**

Cost sharing is required as specified in Section 523 (a) of the PHS Act for the PATH portion of funds. Each award grantee must match directly or through donations from public or private entities non-federal contributions toward such costs in an amount that is not less than one dollar (\$1) for each three dollars (\$3) (3:1) of expended federal **PATH funds**. Required non-federal contributions may be in cash or fairly evaluated in kind including operations, plant, equipment, or services. Amounts provided by the federal government, or services assisted or subsidized to any significant extent by the federal government, shall not be included when determining the amount of such non-federal contributions. PATH funds will be limited and must be expended annually and the match must also be expended annually.

The anticipated non-federal match amounts are sixteen thousand dollars (\$16,000.00) **annually** for awarded applicants serving counties with populations less than seventy thousand (70,000) in population and twenty-five thousand, one hundred sixty-seven dollars (\$25,167.00) for awarded applicants serving counties with populations greater than seventy thousand (70,000) in population.

Match funds must be available before September 1, 2020 annually (proof by budget or cash-on-hand). If an extension of the contract is granted, Match Funds must be available before September 1, 2021 (proof by budget or cash-on-hand).

### **Expectations of Awarded Applicants**

Following are the Behavioral Health Division’s (Division) expectations for reporting and evaluation.

1. Allow the Division to conduct at least one (1) formal site visit during each fiscal year. The Division will provide the Site Visit Protocol and attempt to make arrangements for the site visit at least forty-five (45) days in advance.

2. Electronically submitted monthly invoice and summary reports are due to the Division by the 15<sup>th</sup> of each month following the previous month of service. These documents will include a summary of outputs and/or outcomes accomplished during the month. See Appendix B, Service Requirements and Allowable Expenditures.
3. Complete a final annual report, due no later than September 15th, of each funded year, and must be submitted electronically. This report will include a full accounting of all funds by budget category.

Submit all PATH outreach encounters and PATH enrollee encounters into the PATH module of the HMIS (Homeless Management Information System) within five (5) days of each encounter. The HMIS will self-populate the PATH annual report (Path Data Exchange or PDX), therefore important for the HMIS to be 100% accurate and 100% on time.

4. Mid-year and annual data reports will be generated using the web-based PDX format as prescribed by the Substance Abuse Mental Health Services Administration (SAMHSA). Providers are required to validate the accuracy of the numbers reported via the PDX. Generally, the annual PDX report is due in December.

**Important Dates**

Request for application released	Tuesday, March 31, 2020
Applications due	Monday, April 27, 2020
Notification of expected award(s)	Friday, May 8, 2020
Anticipated program funding start date (Pending receipt of funds)	September 1, 2020

**APPENDIX A**

**DEFINITIONS**

***Chronically Homeless*** is a residential status for individuals with a substance use disorder, mental disorder, or co-occurring substance use and mental disorder who have either been continuously homeless for a year or more or have had at least four (4) episodes of homelessness in the past three (3) years.

***Co-occurring Serious Mental Illness and Substance Use Disorder*** as used in this announcement generally refers to individuals who have at least one serious mental disorder and a substance use

disorder, where the mental disorder and substance use disorder can be diagnosed independently of each other.

***Deliberate interactive assessment*** includes the formal process and form where the PATH provider works directly with the person who is homeless to see if the person qualifies for PATH. This may be done “on the streets” or in-office.

***Engagement officially begins*** with the deliberate interactive assessment between the participant and PATH staff to see if the person may qualify for PATH.

***Re-Enrollment/Re-Engagement*** is required if a previously enrolled PATH participant has not received any PATH services for 90 or more days.

***Homeless*** is a residential status for a person who lacks a fixed, regular, adequate night-time residence, including persons whose primary night-time residence is a supervised public or private shelter designed to provide temporary living accommodations; a time-limited/nonpermanent transitional housing arrangement provided by a mental health or substance use treatment service provider; or a public or private facility not designed for, or ordinarily used as a regular sleeping accommodation. For PATH the term “homeless” is further defined as “a person sleeping in a place not meant for human habitation (e.g., living on the streets), in emergency homeless shelters (including domestic violence shelters), or formal transitional housing.”

***Outreach Services*** – See Appendix B. Required Services and Allowable Expenses, below.

***PATH Case Management*** – See Appendix B. Required Services and Allowable Expenses, below. PATH Case Management is expected to include no less than one hour each week of interactive activity with each person enrolled in PATH.

***Serious Mental Illness*** – Adults (ages 18 or over) with a diagnosable mental disorder of such severity and duration as to result in functional impairment that substantially interferes with or limits major life activities.

## Appendix B

### Service Requirements and Allowable Expenditures

PATH invoices will be paid monthly based on specific output and outcomes and actual housing expenses.

Please consult the document “Reimbursement Request Guidance for PATH” to ensure that your agency saves documentation and receipts in compliance with The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR Part 200/45 CFR Part 75<sup>1</sup>. The document can be found here: <https://health.wyo.gov/path-wyo/>

**These, and potentially other, the items will be reported every month. A complete and accurate HMIS monthly report may be used to report most of this information.**

#### *This month*

- Total number of PATH staff hours actually worked
- Number of persons outreached
- Number of PATH staff hours outreach services
- Number of initial assessments
- Number of new PATH enrollees
- Total number of PATH participants who received PATH Case Management
- Number of staff PATH Case Management hours
- Information about funds expended for allowable housing costs
- Number of SOAR applications submitted and approved
- Information about PATH participants who achieved other ways to pay ongoing housing costs
- Number of participants who left the program for any reason/dis-enrolled
- Number of participants housed
- Information about participant engagement in treatment services

- Number of PATH participants housed over time
- Number of PATH participants housed for 30 days, 90 days, and 6 months

- Training titles and dates provided to community partners
- Training titles and dates for PATH staff
- Accomplishments of other agreed upon objectives

**New Grantees** will be expected to be fully staffed and start serving the minimum number of participants beginning with the second contract month (October, 2020).

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<sup>1</sup> [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

## Appendix C

### Application Scoring Matrix

#### Application Review and Selection Process

Each application will be reviewed to determine accurate completion. Applications shall include all components as outlined and formatted within the application document (RFA). Using the point values assigned to each item in the application, a review committee will evaluate the application using the following rubric. The Division reserves the right to fund one program, multiple programs, or none of the applications received.

Preference will be given to agencies with: a) infrastructure to support the Grant, b) experience in outreach to persons who are homeless, c) historic service to people who are impoverished and/or experiencing mental illness and/or substance use disorder, d) historic priority for people of Native American descent, e) agencies that employ persons with SMI and/or SUD and/or homelessness histories.

#### Scoring Rubric

Organizational Capacity and Readiness	30
PATH Services	20
Collaboration and Communication	20
Evidence-Based Practices/Programs	10
Data and Reporting	10
Budget	10
<b>Total Points Possible</b>	<b>100</b>

#### *Budget Outline*

Actual budgets will be negotiated with successful applicants. Here is an outline of allowable expenses. See below for more information.

	<b>Federal PATH</b>	<b>Match</b>	<b>Other Federal and State Funds</b>
<b>Personnel and Other Operational Costs must Not Exceed 85% of total PATH and 85% of total Match funds</b>			
<b>Personnel Expenses</b>			
Outreach and PATH Case Management	>60% of Personnel Costs		Allowed costs
Coordination	Remainder of Personnel Costs		
PATH Program Personnel Other (5%)	5% of PATH federal funds	Allowed costs	
<b>Operational Expenses</b>			
Office Expenses	<\$4,000	Allowed costs	Allowable only under State General Funds
<b>Travel, Training, and Fees</b>			
Staff Travel and Training including local mileage	<\$4,000		Allowable only under State General Funds
Training for Community			
<b>Outreach/Health</b>			
Direct Services			
<b>Housing</b>			
Ongoing rent (usually not to exceed 6 months)	Not allowed		



First/last month rent/deposits	\$8,700-\$11,600	\$2,900 or more	Allowable only under State General Funds
Other necessary and allowable housing expenses (see below)			
Undefined and indirect costs	4% of PATH funds	4% of Match funds	4% of each

**Allowed expenditures for PATH, PATH Match, and Other Federal Funds.**

**A. Personnel and Fringe Benefit Costs**

PATH Federal Funds, PATH Match, and Mental Health Block Grant, and State General funds may be used for specific PATH personnel costs. These costs must be backed via formal job descriptions, time sheets, and output/outcome accomplishments.

*PATH funded staff should direct twenty-four (24) or more hours each week (60% or more of time) to Outreach and Health Services and PATH Case Management:*

1. **Outreach Services** must meet or exceed the target numbers for each month regardless of source of funds. Outreach services must result in the target numbers of Interactive Assessments (beginning of engagement). The function of outreach services is to meet people who are homeless where they are, connect with them where they are, form relationships, and action that helps them become housed.

Outreach is limited to these three tasks:

- a. Street outreach in locations where people who are literally homeless sleep or stay
  - b. Outreach to locations where people who are experiencing homelessness frequent (i.e. shelters, jails, churches, drop-in centers, soup kitchens, library)
  - c. Outreach when called to connect with a PATH qualified person who is homeless and at risk of an emergency detention or being jailed or emergently detained or jailed
2. **Interactive Assessments:** Engagement officially begins with the deliberate interactive assessment between the participant and PATH staff to see if the person may qualify for PATH. The target numbers must be met each month. While provided before PATH enrollment and to people who don't enroll, these assessments count as PATH Case Management.
  3. **PATH Case Management** is limited to and must include all of these functions, must meet or exceed the target numbers for each month, and must be done in a way that results in PATH participants becoming and staying housed. PATH Case Management is usually done

interactively with the PATH participant. The goal is to enroll people who need, at least for a short term, ongoing PATH Case Management.

- a. Apply for and then acquire income support, housing assistance, food stamps, Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), veteran's benefits, Medicaid, Medicare, healthcare, etc.
- b. Complete and submit SSI/SSDI Outreach, Access, and Recovery (SOAR) applications; Acquire materials needed for the SOAR application and access other resources (i.e. birth certificates). Acquire SOAR certification through completion of the SOAR online class found at <https://soarworks.prainc.com/>.
- c. Work with client and service providers to coordinate plans, resources and services to ensure the person becomes/stays housed. This includes helping the participant obtain a reliable source of funding for ongoing housing expenses.
- d. Help PATH participants self-determine and plan their mental health and/or substance use treatment and recovery and review the plan with each participant regularly. Assist participants to gain access to and utilize community mental health and substance use disorder treatment services. Note: PATH funds may not be used for these services.
- e. Coordinate/refer/warm hand-off to services in a way that helps the person obtain access to and participate in other services.
- f. Assist with gaining a representative payee and/or guardian.
- g. Obtain the resources, tools, and assistance to become/remain housed.
- h. Referrals to and utilization of primary health services, job training, educational services and housing services.
- i. Assist PATH participants to obtain and coordinate social and maintenance services and natural supports:
  - i. Related to daily living
  - ii. Personal financial planning
  - iii. Utilization of transportation services
  - iv. Prevocational and vocational services
  - v. Housing services and maintaining housing
  - vi. Habilitation and rehabilitation

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**PATH**

**Coordination:**

**Total personnel costs from PATH federal and Match should be less than sixteen (16) hours a week (less than 40% of time) to the following tasks:**



4. Training for PATH participants directly related to PATH Case Management (i.e. how to balance a checkbook, how to read a lease, tenant rights and expectations)

All PATH funded staff are required to attend at least two statewide Continuum of Care (CoC) meetings.

**C. Operational Expenses:**

PATH Federal Funds, PATH Match, and State General Funds may be used for the following expenses. These costs must be utilized only for PATH, will be invoiced based on actual expenses, and must be backed with appropriate receipts or documentation.

*Up to \$4,000 of federal PATH funds may be set aside for the following “Office Expenses.” Match funds may be expended for these expenses.*

1. Supplies costing less than five thousand dollars (\$5,000) and usually disposable such as paper, pens, staples, bags, printer cartridges, postage etc.
2. Office space calculated based on the Full Time Equivalent (FTE) employees who work on the Grant vs the total FTEs
3. Phone, cell, and internet expenses
4. Insurances calculated at the PATH program’s fair share
5. Copying and printing
6. Reasonable and customary costs of processing PATH personnel records and payments made on behalf of PATH participants via the Grant
7. Client transportation which must be limited to small amounts such as for bus tokens
8. CoC dues and HMIS dues/licenses, etc.

**D. Operational Office Expenses:**

PATH Federal Funds, PATH Match, Mental Health Block Grant, and State General Funds may be used for the following expenses. These costs must be utilized only for PATH, will be invoiced based on actual expenses, and must be backed with appropriate receipts or documentation.

**E. Housing for PATH Participants:**

PATH Federal Funds, PATH Match, and State General Funds may be used only for the following housing expenses. These costs must be utilized only for the direct benefit of PATH participants, will be invoiced based on actual expenses, and must be backed with appropriate receipts or documentation. Please see the guidance here for more information:

Note that no housing funds from the PATH Grant may be paid to the PATH provider. For example, using these funds to house a participant in property that you own or manage is prohibited.

***At least \$8,700 and less than \$11,600 of federal PATH funds may be used for these expenses. Match funds may be expended for these expenses but must exceed \$2,900+ of the Match funds. Matching PATH eligible individuals with appropriate housing situations***

Necessary expenditures made on behalf of PATH-enrolled individuals to meet the costs, other than security deposits and rental payments, of establishing a household. Please use it with discretion.

These may include items such as:

- a. Rental application fees
- b. Modest furniture and furnishings
- c. Modest moving expenses
- d. Small reasonable expenditures to satisfy outstanding consumer debts identified in rental application credit checks that would otherwise preclude successfully securing immediately available housing

**1. *Minor renovation***

Services or resources provided to make essential repairs to a housing unit in order to provide or improve access to the unit and/or eliminate health or safety hazards. Use with discretion.

**2. *Security deposits***

- a. Provision of funds for PATH-enrolled individuals who are in the process of acquiring rental housing but do not have the assets to pay the first and last month's rent or other security deposits required to move into housing.
- b. In most cases, security deposits should be limited to those people who need and take advantage of ongoing PATH case management.
- c. Any returned deposits must be returned to the local PATH program and may be used for any future PATH allowable housing costs.

**3. *Very rarely: One-time rental payments to prevent eviction***

One-time rental payments made for PATH-enrolled individuals who cannot afford to make the payments themselves, who are at risk of eviction without assistance, and qualify for this service on the basis of income or need. Any person/family may only receive this assistance one time. These funds should be used rarely and with discretion.

Note: You need to acquire documentation that the person cannot afford the payment. i.e. participation in SNAP, receives SSDI, etc. Use with discretion. MHBG funds cannot be used for this purpose.

**F. *Rent Expenses for PATH Participants:***

***Only State General funds may be used for this expense.***

### ***Rental payments while waiting for permanent financial solutions***

Short-term rental payments made for PATH enrolled individuals who cannot afford to make the payments, or all of the payments, themselves and who qualify for this service on the basis of income or need.

Note: Documentation stating the person cannot afford the payment is required.

These are short-term solutions. The PATH program must document due diligence in the file showing how they found other ways to have the rent paid in light of all other expenses, income, benefits, and other programs.

### ***Housing Minimum Expectations:***

Housing funds expended are intended to:

- Leverage resources to quickly house people who have a serious mental illness and a history of homelessness
- Be combined with PATH Case Management to help PATH participants stay housed at least 6 months
- Be combined with PATH Case Management to help PATH participants acquire supports that will result in a permanent housing and well-being
- Coordinate with your entire community and utilize creative long-term solutions. Please participate as fully as possible in the HMIS Coordinated Entry project which prioritizes other housing supports for the people served through the PATH Grant. This is critical.
- A standard lease agreement to housing is required.
- The PATH participant must be listed as the tenant on any lease, must sign the lease as the tenant, and must adhere to the same lease requirements as other tenants at the property.
- The tenant is ultimately responsible for all rents and housing expenses. PATH providers are not to sign for any ongoing obligations.
- While well-being and permanent housing are the goals, participating in PATH does not require participation in mental health or substance use disorder services, sobriety, or other barriers not generally required of tenants at the rented property. These and other services are entirely voluntary.
- If there are other community or agency resources, please use them first. The PATH agency is not required or expected to pay rent or housing costs.
- The funds from this Grant are to be used short-term, usually no more than six (6) months. The PATH agency must demonstrate diligence in obtaining other long-term sources of funding.
- Housing funds from this Grant may not be paid to the PATH agency.
- More information about best practices can be found here: <https://endhomelessness.org/ending-homelessness/solutions/>

### ***G. Indirect Costs:***

A 4% *de minimus* indirect cost may be charged to PATH and local match funds actually expended. These funds do not need to be accounted for and should be used to cover organizational expenses that are not directly related to the implementation of the Grant.