



STATE OF WYOMING
 DEPARTMENT OF HEALTH
 BEHAVIORAL HEALTH DIVISION
 MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES
 122 W. 25TH STREET, HERSCHLER BUILDING 2 WEST, SUITE B
 CHEYENNE, WYOMING 82002

Request for Application (RFA)

Projects for Assistance in Transition from Homelessness (PATH) Grant

Part I: Guidance

Program funding cycles: September 1, 2022 – August 31, 2023;
 September 1, 2023 - August 31, 2024

Funding Award Period: September 1, 2022 – August 31, 2023;
 September 1, 2023 - August 31, 2024

Application must be submitted electronically by midnight (12 a.m.) Mountain Standard Time (MST) on **Sunday, February 27, 2022** to Megan Norfolk at megan.norfolk1@wyo.gov.

For more information please email or call (307) 777-7903 (toll free at 1-800-535-4006). Questions regarding the application must be submitted in writing to the above contact, **no later than Monday, February 14, 2022**.

THERE ARE THREE PARTS TO THIS RFA:

Part I: Guidance (This document)

Part II: Application and Part III: Budget Application, found here:
<https://health.wyo.gov/mhsa/grants/>

Application Deadline	Applications must be submitted electronically by Sunday, February 27, 2022 by Midnight (12 a.m.) MST.
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Submission of this application certifies that the information provided is true and correct and that the organization’s Board of Directors and the organization’s Director have authorized application submission. Should a contract be awarded, additional information will be provided. For more information please email megan.norfolk1@wyo.gov or call (307) 777-7903 (toll free 1-800-535-4006).

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 to receive federal funding. A Certificate of Good Standing from the Wyoming Secretary of State or a letter from the County stating governmental status is also required. Due to increased interest from non-contracted entities, this application will be considered competitive.

Program Overview

The Projects for Assistance in Transition from Homelessness (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, Assistance Listing Number (ALN) 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 U.S. Department of Health and Human Services (DHHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS). The PATH program allocates funds to states and territories for specific community-based services to be provided to persons with serious mental illness who are experiencing homelessness or at imminent risk of becoming homeless.

The SAMHSA Substance Abuse Prevention and Treatment Block Grant (SABG), ALN No. 93.959, supports individuals impacted by COVID-19 in need of housing and SABG funds may be included under this application. Restrictions do apply, SABG funds must be used only for housing specific for individuals experiencing or at imminent risk of becoming homeless and has been directly impacted by COVID-19. These funds are available for a limited time of a one (1) year contract period.

Other funding may be available, based on approval and availability. If awarded additional funds, all awarded providers will receive appropriate and proportional funds upon notice.

Funding Information

Please see Appendix B. Required Services and Allowable Expenses 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:

County Population Size	PATH Federal Funds (Or other state funds)	Other Funds Substance Abuse Prevention and Treatment (SABG) COVID-19 Housing	Total Grant Funds	Your Local Match*	Total budget (Grant + Match) 12 months
< 70,000	\$48,000	\$6,666.67	\$54,666.67	\$16,000	\$70,666.67
> 70,000	\$75,500	\$6,666.67	\$82,166.67	\$25,166.67	\$107,333.34

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

Funding period: September 1 – August 31 (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 an annual (one year) contract to award selected applicants of this Request for Application. A possibility for a continuation into a second year will be dependent upon availability of funding, along with progress on meeting project goals and objectives, timely submission of all data and reports, and compliance with terms and conditions of the contract.
- This guidance and the application in no way constitute a promise of funding or contract.
- If funds remain after final award, funds 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) for a ratio of 3:1 of expended federal **PATH funds**, including PATH housing 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 are limited and must be expended annually. Match must also be expended annually.

The anticipated non-federal match amounts are at least sixteen thousand dollars (\$16,000.00) annually for awarded applicants serving counties with a population of less than seventy thousand (70,000) persons and twenty-five thousand, one hundred sixty-six dollars and sixty-seven cents (\$25,166.67) for awarded applicants serving counties with a population greater than seventy thousand (70,000) persons.

Match funds must be available before September 1, 2022 and annually (proof by budget or cash-on-hand). If an extension of the contract is granted, Match Funds must be available before September 1, 2023 (proof by budget or cash-on-hand).

Expectations of Awarded Applicants

The Behavioral Health Division's (Division) expectations for reporting and evaluation are as follows:

1. Allow the Division to conduct at least one (1) formal on-site or virtual 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 15th day of each month following the previous month of service. These documents will include a summary of outputs and/or outcomes accomplished during the month, along with a breakdown of funds spent.
3. Complete a final annual report and confirmation, due no later than September 15th of each funded year, submitted electronically. This report must include a full accounting of all funds by budget category.
4. Submit all PATH outreach encounters and PATH enrollee encounters into the PATH module of the HMIS (Homeless Management Information System) within three (3) days of each encounter. The HMIS reports must be submitted monthly with the required invoice. The HMIS will self-populate the PATH annual report (Path Data Exchange or PDX), therefore it is of the utmost importance for the HMIS to be 100% accurate and 100% on time.
5. Mid-year and annual data reports will be generated using the web-based PDX format as prescribed by the Substance Abuse and Mental Health Services Administration (SAMHSA). Providers are required to validate the accuracy of reported data via the PDX. Generally, the annual PDX report is due in December. The Division will review and request justification on lines with a difference of ten percent (10%) or more before allowing the PDX report to be submitted to SAMHSA.

Important Dates

Request for application released	Monday, January 31, 2022
Questions for application deadline	Friday, February 14, 2022
Applications due	Sunday, February 27, 2022
Notification of expected award(s)	Friday, April 1, 2022
Anticipated program funding start date (Pending receipt of funds)	Thursday, September 1, 2022

APPENDIX A

DEFINITIONS

Administrative Expenses (Indirect Costs):

No more than four percent (4%) of PATH Federal payments may be expended for administrative expenses, also known as indirect costs, regarding payment. Subrecipient may not use Substance Abuse Prevention and Treatment Block Grant funds in accordance with Coronavirus Response and Relief 2021 [PL 11-260] for Administrative Expenses (Indirect Costs).

Annual:

Reportable annual timelines for the successful Contract are September 1, 2022, or Contract Effective Date, whichever is later, through August 31, 2023. For second year contracts, the reportable annual timelines for the successful Contract are September 1, 2023, or Contract Effective Date, whichever is later, through August 31, 2024.

At Risk of Homelessness:

Includes individuals and families who:

1. Have an annual income below 30 percent of median family income for the area, as determined by HUD, **and**
2. Do not have sufficient resources or support networks, immediately available to prevent them from moving to an emergency shelter or place not meant for habitation, **and**
3. Exhibit one or more risk factors of homelessness, including recent housing instability or exiting a publicly funded institution or system of care such as foster care or a mental health facility.

Best Practices:

Training and support are essential to enable PATH staff members to perform the highest quality of work and may include utilization of the following PATH best practices:

1. Crisis and suicide prevention;
2. Critical time intervention;
3. Cultural and linguistic competency;
4. Effective outreach and engagement;
5. Housing First;
6. Peer specialist and recovery coaching;
7. Person-centered thinking;
8. Recovery and recovery support;
9. Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI), Outreach, Access, and Recovery (SOAR); and
10. Trauma-informed care.

Case management:

Case management generally takes place face-to-face and is customized to the needs and wishes of each individual participant. PATH case management assists participants, as appropriate, to plan and obtain the following:

1. Housing in the community, community mental health and substance abuse treatment, primary healthcare, recovery services, and other resources.
2. Services relating to obtaining and maintaining housing include daily living activities, peer support, personal financial planning, transportation, habilitation and rehabilitation, prevocational and vocational training, and housing.
3. Income support services, and income support including housing assistance, food stamps, supplemental security income benefits, payee services, and such other services and resources as may be appropriate.
4. PATH Case Management is expected to include no less than one (1) hour each week of interactive activity with each person enrolled in PATH.

Case management, Intensive:

Intensive case management is conducted with individuals needing significant face-to-face interaction, often daily and generally no less than weekly, for one (1) or more months until the individual is well-established in their housing.

Chronically Homeless:

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 (1) serious mental disorder and a substance use disorder, where the mental disorder and substance use disorder can be diagnosed independently of each other.

Coronavirus Disease (COVID-19):

An infectious disease caused by a large family of viruses called coronaviruses, particularly the novel coronavirus (SARS-CoV-2); a type of common virus that infects humans, typically leading to an upper respiratory infection. Several different types of human coronavirus have been identified.

Deliberate Interactive Assessment:

Includes the formal process and form where the PATH provider works directly with the person experiencing homelessness to see if the person qualifies for PATH. This may be done “on the streets” or in-office.

Eligibility:

Individuals who receive assistance and services under the Contract must be adults who are: a) homeless or at imminent risk of homelessness; and b) experiencing an SMI or COD. PATH prioritizes the most vulnerable individuals who are literally and chronically homeless, including veterans. An enrolled individual may be referred to as a PATH participant.

Engagement:

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

Emergency Rental Assistance Program (ERAP):

A program to assist with rent, maintaining safe housing and avoiding evictions, and utility bills for individuals and families struggling financially due to COVID-19 pandemic. The program for individuals who do not meet the required populations of the PATH, MHBG, and SABG is housed within the Wyoming Department of Family Services (DFS).

Experiencing Homelessness

1. An individual or family who lacks a fixed, regular, and adequate nighttime residence, such as those living in emergency shelters, transitional housing, or places not meant for habitation, **or**
2. An individual or family who will imminently lose their primary nighttime residence (within 14 days), provided that no subsequent housing has been identified and the individual/family lacks support networks or resources needed to obtain housing, **or**
3. Unaccompanied youth under 25 years of age, or families with children and youth who qualify under other Federal statutes, such as the Runaway and Homeless Youth Act, have not had a lease or ownership interest in a housing unit in the last 60 or more days, have had two or more moves in the last 60 days, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment, **or**
4. An individual or family who is fleeing or attempting to flee domestic violence, has no other residence, and lacks the resources or support networks to obtain other permanent housing.

Homeless:

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.

Homeless, Individual:

As defined in the Public Health Services Act, Section 330(h)(5)(A), an individual who lacks housing (without regard to whether the individual is a member of a family), including an individual whose primary residence during the night is a supervised public or private facility that provides temporary living accommodations, and an individual who is a resident in transitional housing. For PATH the term “homeless individual” 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.”

Homeless Management Information System (HMIS):

The HMIS is an internet-based information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and individuals at risk of homelessness. Successful grantees must ensure usage of the most up-to-date HMIS Data Standards and HMIS Programming Specification versions. The HMIS is managed through a separate contract by the Wyoming Department of Family Services on behalf of the Wyoming Homeless Collaborative.

Housing Expenditures:

The purpose of providing housing supports and housing expenditures is to leverage other resources that assist PATH participants in getting housed quickly and keeping them housed. Housing paid via the Contract must be permanent housing in the community, such as apartments or houses.

PATH Allowed Housing Expenditures:

PATH housing expenditures are limited to twenty percent (20%) of the total federal PATH expenditures. PATH federal funds and PATH match housing expenditures are limited to the following:

1. Matching PATH participants with appropriate housing situations: Expenditures made on behalf of PATH participants to meet the cost of establishing a household. These may include items such as rental application fees, furniture and furnishings, and moving expenses; small reasonable expenditures to satisfy outstanding consumer debts identified in rental application credit checks that would otherwise preclude successfully securing immediately available housing. Rarely, these funds should be used as a small portion of rent in order to leverage other resources. This subsection does not include security deposits, one-time rental payments, or regular rent payments. Subrecipient shall use with discretion.
 - a. 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 eliminate health or safety hazards. One example is a wheelchair ramp. Subrecipient shall use with discretion.

- b. One-time rental payments to prevent eviction: One-time rental payments made for PATH participants who are at imminent risk of eviction without assistance and who qualify for this service on the basis of income or need. Any individual or family may only receive this assistance one (1) time and may not receive this assistance if rent has been paid previously by the Subrecipient through any source of funds. Funding shall be used with discretion.
- c. Security deposits: Provision of funds for PATH participants 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.

Housing First:

An approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation.

Imminent Risk of Becoming Homeless:

Commonly includes one (1) or more of the following criteria: doubled-up living arrangements where the adult's name is not on a lease, living in a condemned building without a place to move, having arrears in rent or utility payments which has resulted in probable eviction, receiving an eviction notice without a place to move, living in temporary or transitional housing carrying time limits, or being discharged from a healthcare or criminal justice institution without a place to live.

Outreach:

Outreach includes face-to-face interaction with individuals who are homeless and are experiencing SMI. Outreach is conducted in places where people experiencing homelessness sleep or frequent. Outreach requires regular and multiple contacts to build a trusting relationship and engage people eligible for PATH services.

Parenting Women:

Women with dependent children.

Priority Populations:

For mental health treatment: children and adolescents with Serious Emotional Disturbance (SED), adults with Serious Mental Illness (SMI), and veterans; for substance use disorder treatment, in order of priority: pregnant persons who inject drugs, pregnant women, persons who inject drugs, parenting women, and veterans.

Re-Enrollment/Re-Engagement:

Required if a previously enrolled PATH participant has not received any PATH services for ninety (90) days or more.

Serious Mental Illness (SMI):

Refers to adults, eighteen (18) years of age or older, 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.

Screening:

Screening, also known as PATH initial assessment, is the intentional interaction and in-person process in which the PATH case manager and prospective PATH participant determine eligibility for PATH, and if the PATH program can address the individual's needs. Screening may be called "date of engagement" in HMIS.

Substance Abuse and Mental Health Services Administration (SAMHSA):

The federal funding agency of the PATH Grant and Substance Abuse Prevention and Treatment Block Grant.

Substance Abuse Prevention and Treatment Block Grant (SABG), in accordance with the Coronavirus Response and Relief Supplement Appropriations Act 2021 [P.L. 116-260]:

SABG program's objective is to support subrecipients in carrying out plans for providing comprehensive substance abuse treatment services. The Coronavirus Response and Relief Supplement Appropriations Act 2021 [P.L. 116-260] is a SAMHSA program intended to assist in response to the COVID-19 pandemic, which allows the funds to be used for targeted housing costs. SABG funds may only be used on housing expenditures, following the guidance below under case management, and training in respect to the SABG objective. SABG expenditures may not be used for personnel, staff travel and associated fees, operational expenses, indirect costs, or outreach and health expenses.

Substance Use Disorder (SUD):

Occurs when the recurrent use of alcohol, drugs, or both causes clinically significant impairment, including health problems, disability, and failure to meet major responsibilities at work, school, or home.

Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI), Outreach, Access, and Recovery (SOAR):

The SOAR is an evidence based practice model for applying for social security benefits.

Social Security Administration (SSA):

The SSA is an independent agency of the federal government that administers social security, a social insurance program consisting of retirement, disability, and survivor's benefits.

Quarterly:

Reportable quarters for the successful Contract are:

September 1, 2022, or Contract Effective Date, whichever is later, through November 30, 2022;

December 1, 2022 through February 28, 2023;
March 1, 2023 through May 31, 2023;
June 1, 2023 through August 31, 2023.

Reportable quarters for the successful second year Contract are:

September 1, 2023, or Contract Effective Date, whichever is later, through November 30, 2023;
December 1, 2023 through February 28, 2024;
March 1, 2024 through May 31, 2024;
June 1, 2024 through August 31, 2024.

Unallowable Cost:

An unallowable cost is specified by law or regulation, federal cost principles, or a term and condition of an award that may not be reimbursed under a grant or cooperative agreement.

Veteran:

A person who has served in the uniformed services (Army, Navy, Air Force, Marines, Coast Guard or Public Health Service Commissioned Corps) and includes both combat and non-combat veterans.

Appendix B

Service Requirements and Allowable Expenditures

PATH invoices will be paid monthly based on approved and specific expenditure breakout totals, receipts, and among various output and outcomes data.

Supported Activities for PATH include:

- Outreach
- Screening and diagnostic treatment
- Habilitation and rehabilitation
- Community mental health
- Substance use disorders treatment
- Referrals for primary health care, job training, educational services, and housing
- Housing services as specified in Section 522(b)(10) of the Public Health Service Act

Please ensure documentation and receipts are saved and retained in compliance with The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for [D]HHS Awards, 45 CFR Part 200/45 CFR Part 75¹.

New Grantees will be expected to remain fully staffed and start serving the minimum number of participants beginning with the second contract month (October, 2022).

Reporting Requirements:

1. A complete and accurate HMIS monthly report is required upon submission of the invoice.
2. End of the year reports must be completed through the PATH Data Exchange reporting website, regardless of continuation of contract status.
3. Monthly Data provided with the Invoice:
 - a. Number of Intensive Case Management clients served;
 - b. Number of individuals housed within 30 days;
 - c. Staff hours with direct client Case Management and Outreach;
 - d. Reported dollar amount for leveraged resources;
 - e. SOAR applications submitted and in Online Application Tracking (OAT) system;
 - f. Number of PATH enrolled individuals;
 - g. Number of individuals who have been permanently housed for 30+ days;
 - h. Number of individuals who have been permanently housed for 6+ months;
 - i. Number of individuals and any dollar amount for those who have transitioned out of PATH and into other permanent housing;
 - j. Number of individuals who received matching with appropriate housing per funding stream;
 - k. Number of individuals who received one-time rent to prevent eviction per funding stream;
 - l. Number of individuals who received security deposits per funding stream;

¹ http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- m. Number of individuals who received leveraged rent payments per funding stream; and
- n. Monthly narrative updates to include advancements, progresses, achievement; concerns, challenges, and issues; plans moving forward; changes in staffing; and general comments.

Unallowable Expenditures of the PATH Grant:

The following services are unallowable costs to the PATH Grant:

1. Housing services do not exceed more than 20 percent (20%) of the total allocated PATH Grant awarded to the provider.
2. Payments will not be expended to:
 - a. Support emergency shelters or construction of housing facilities;
 - b. Inpatient psychiatric treatment costs or inpatient substance use disorder treatment costs;
 - c. Cash payments to intended recipients of mental health or substance use disorder treatment costs.
3. Indirect costs do not exceed more than 4 percent (4%) of the total allocated PATH Grant awarded to the provider.

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 no programs dependent on the applications received.

Preference will be given to applicants with:

1. Infrastructure to support the Grant;
2. Experience in outreach to persons who are homeless;
3. Historic service to people who are impoverished and/or experiencing mental illness and/or substance use disorder;
4. Agencies who employ persons with lived experience with SMI, SUD, Co-Occurring Disorders, and/or homelessness.

Scoring Rubric

Organizational Capacity and Readiness	20
PATH Services	20
Collaboration and Communication	20
Evidence-Based Practices/Programs	15
Data and Reporting	15
Budget	10
Total Points Possible	100

Appendix D

Budget Outline

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

	Federal PATH	Match	Allowable / Restrictions
Personnel and Other Operational Costs must not exceed 85% of total PATH and 85% of total Match funds			
Personnel Expenses			
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	
Operational Expenses			
Office Expenses	≤\$4,000	Allowed costs	Allowed costs
Travel, Training, and Fees			
Staff Travel and Training including local mileage	≤\$4,000		Allowed cost
Training for Community			

Outreach/Health			
Direct Services including: Screening and diagnostic services; client transportation; Client outreach supplies (i.e. hygiene kits)			
Continuum of Care (CoC), HMIS, other dues and licenses			
Housing			
Ongoing rent (usually not to exceed 6 months)	Not allowed		Restrictions apply for both the PATH Grant and the SABG COVID-19 Housing funds.
First/last month rent/deposits	PATH housing must not exceed the 20% allocation of total PATH funds per the population guidelines.	SABG COVID-19 Housing funds: <\$6,667.00	
Other necessary and allowable housing expenses (see below)			
Undefined and indirect costs	Maximum of 4% of PATH funds	Maximum of 4% of Match funds	Maximum of 4% of each

Allowed expenditures for PATH and PATH Match funds

Personnel Costs

PATH Federal Funds and PATH Match 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 (3) 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

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:

1. Coordinate with agencies that serve veterans and ensure that veterans who have SMI and are homeless are prioritized in the PATH Grant.
2. Help your agency utilize its capacity and reputation to ensure that services not provided by PATH are readily available to PATH participants; advance community policies and practices that contribute to eliminating homelessness.
3. Coordinate with your community to ensure a coordination of services and housing options for people who experience homelessness. This includes close partnership with Section 8 voucher agencies and other sources of affordable housing.
4. Coordinate with mental health and substance use treatment and recovery agencies to ensure that PATH participants have affordable and prioritized access to respective services.
5. Participate in staff training about or related to PATH especially to advance the use of helpful practices
6. Provide training to community partners on PATH or PATH related topics.
7. Provide training to persons who are experiencing homelessness which could include topics such as communication, de-escalation, stress management, budgeting, self-determination, etc.

PATH Program Personnel Other

5% of PATH funds and may be set aside for these expenses. You may exceed the set aside amount from other sources or from your non-federal match.

1. **PATH required** reporting; data analysis and other activities that improve service delivery; general program management; staff meetings; and similar activities. Work directly with your fiscal staff to ensure fiscal issues align with PATH requirements and that all funds are expended. Provide mentorship for and participate with other PATH programs and state staff to advance the utilization of PATH practices and helpful policies. Ensure that previous PATH participants are involved in meaningful ways towards eliminating homelessness. Assist with applying for funding that supports the PATH mission.

Travel, Training, and Fees

PATH Federal Funds and PATH Match 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 supported with appropriate receipts or documentation. Travel costs must be for the direct benefit of the program and must follow federal pre-approval, cost and receipt requirements.

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

1. Staff travel and training (actual expenses)
2. Local mileage
3. Training for community with pre-approval of the Division (actual expenses)
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 (2) statewide Continuum of Care (CoC) meetings.

Operational Expenses

PATH Federal Funds and PATH Match 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 supported 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.

Housing for PATH Participants:

PATH Federal Funds, PATH Match, and SABG COVID-19 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 supported 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.

No more than 20% of the allocated funds per population guideline 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. Funding must be used with discretion.

These may include items such as:

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

If you have questions about an item not listed, such as cleaning supplies, please ask the Division. Cleaning supplies are not an allowable expense.

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.

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.

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 (1) time. These funds should be used rarely and with discretion.

Note: Adequate documentation required and kept on file that the person cannot afford the payment, i.e. participation in SNAP, receiving SSDI, etc. Use with discretion.

SABG COVID-19 Funds must be expended following Wyoming DFS' ERAP guidelines for eligibility and must have a substance use disorder and/or co-occurring disorder.

Rent Expenses for PATH Participants:

Only SABG COVID-19 Housing 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 have a substance use disorder and/or co-occurring disorder, and 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. Follow Wyoming DFS' ERAP guidelines for eligibility.

These are short-term solutions. The PATH program must document due diligence in the file showing identification of alternative 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 six (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. It is critical for participation as fully as possible in the HMIS Coordinated Entry project which prioritizes other housing supports for the people served through the PATH Grant;
- 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/>

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.