STATE OF WYOMING

WYOMING DEPARTMENT OF HEALTH

BEHAVIORAL HEALTH DIVISION

MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES SECTION

REQUEST FOR APPLICATION

**Projects for Assistance to Transition from Homelessness (PATH) Grant**

PROPOSAL DUE DATE AND TIME

Thursday, March 7th, 2024

5:00 PM MST

Emailed to Agency Contact

AGENCY CONTACT

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Grants and Programs Unit

Behavioral Health Division

Wyoming Department of Health

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# **GUIDANCE**

The following contains information about the guidance necessary to complete the request for application.

## DESCRIPTION

The Wyoming Department of Health is requesting a request for application (RFA) in regards to the Projects for Assistance to Transition from Homelessness (PATH) Grant through the Substance Abuse and Mental Health Services Administration (SAMHSA). The Behavioral Health Division (Agency) oversees the PATH grant.

The PATH Grant is a part of the Stewart B. McKinney Homeless Assistance Amendments Act of 1990 (P.L. 101.645), and was reauthorized under Section 521 of the Public Health Services (PHS) Act, (42 U.S.C § 290cc-21) as amended, and Section 9004 of the 21st Century Cures Act (P.L. 114-255).

PATH’s goal is to assist individuals who are at imminent risk or are experiencing homelessness and have a serious mental illness or co-occurring substance use disorder(s) (COD). The services provided link the individuals in need to mainstream and other supportive services to help secure safe and stable housing, improve health, and overall encourage a self-directed purposeful life.

## ELIGIBLE APPLICANTS

Only Wyoming non-profit organizations, local or county governments, and tribal entities may apply. Applicants must provide any updates to the entities Unique Entity Identifier (UEI) number and Certificate of Good Standing from the Wyoming Secretary of State or any updated letter from the County stating governmental status is required.

## FUNDING

Overall one hundred four thousand, six hundred dollars ($104,600.00) are available in total for this grant program. With a minimum requirement of three dollars ($3.00) federal funds to one dollar ($1.00) matching fund requirement. The number of applications funded and amounts awarded will be based upon requests received, based on county population. Note large counties consist of sixty thousand (60,000) residents or more, while small counties consist of under sixty thousand (60,000) residents.

The Projects for Assistance in Transition from Homelessness (PATH) Grant, Assistance Listing Number (ALN) 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 (HHS). The PATH program provides states and territories with funds for specific community-based services provided to persons with serious mental illness and co-occurring substance use disorder(s) (COD) who are homeless or at imminent risk of becoming homeless.

TIMELINE

|  |  |  |
| --- | --- | --- |
| **Event Description** | **Date** | **Time (Mountain Time)** |
| RFA Release Date | February 14, 2024 | N/A |
| RFA Submission Through Email to bhd.grants@wyo.gov  | March 7, 2024 | 11:59 PM |
| Additional Information Gathered, if necessary  | March 2024 | N/A |
| Tentative Award Date | April 2024 | N/A |
| Tentative Work Begin Date | September 1, 2024 | N/A |

## HOW THIS APPLICATION WORKS

Applications will be accepted until Thursday, March 7, 2024 at 11:59 PM MST. The successful applicant(s) will be awarded up to August 31, 2025 with no guarantee of continued funding. Only completed applications will be considered. Be sure to read the instructions carefully.

The Wyoming Department of Health, Behavioral Health Division (Agency) will convene a team of reviewers familiar with the PATH Grant. An applicant or party with a conflict of interest will not be selected as a reviewer. The evaluation will be based on the demonstrated capabilities of the applicant in relation to the needs as set forth in this application. The merits of each proposal will be evaluated individually according to the proposal objective scoring criteria described in this document. The Agency reserves the right to accept or reject any proposal, and to waive any minor irregularities in the proposals.

Applicants shall receive written notice as to whether the application has been approved to be awarded entirely, partially, or has not been awarded. Funded applicants will begin the contract process with the Agency. All funded services must be completed within the term of a Contract. Payment for services is through reimbursement upon receipt and approval of a monthly invoice. There is no guarantee of continued funding. Grant agreements will be executed between the Agency and the grantee awarded funds through application.

## 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 will be limited and must be expended annually and the match must be expended annually.

Match funds must be available before the executed contract date by proof of budget or cash-on-hand. If an extension of the contract is granted, Match Funds must be available before the amendment or new contract by proof of budget or cash-on-hand.

## REQUIREMENTS

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 in compliance with The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 45 CFR Part 200/45 CFR Part 75[[1]](#footnote-1).

New Grantees will be expected to be fully staffed in respects to the PATH program and start serving the minimum number of participants beginning with the second contract month from the contract execution date or effective date, whichever is later.

### 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](https://pathpdx.samhsa.gov/) (PATH PDX) reporting website, regardless of continuation of contract status.
3. Reporting monthly is encouraged in the PATH PDX system, and at minimum, a semi-annual report will be required in the PATH PDX system.
4. Monthly Data provided with the Invoice:
	1. Number of Intensive Case Management clients served;
	2. Number of individuals housed within 30 days;
	3. Staff hours with direct client Case Management and Outreach;
	4. Reported dollar amount for leveraged resources;
	5. SOAR applications submitted and in [Online Application Tracking](https://soartrack.samhsa.gov/login.php) (OAT) system;
	6. Number of PATH enrolled individuals;
	7. Number of individuals who have been permanently housed for 30+ days;
	8. Number of individuals who have been permanently housed for 6+ months;
	9. Number of individuals and any dollar amount for those who have transitioned out of PATH and into other permanent housing;
	10. Number of individuals who received match funds with appropriate housing per funding stream;
	11. Number of individuals who received one-time rent to prevent eviction per funding stream;
	12. Number of individuals who received security deposits per funding stream;
	13. Number of individuals who received leveraged rent payments per funding stream; and
	14. Monthly narrative updates to include advancements, progresses, achievement; concerns, challenges, and issues; plans moving forward; changes in staffing; and general comments.

## UNALLOWABLE EXPENDITURES AND USE OF FUNDING

The following services are unallowable costs to the PATH grant:

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

## Allowed expenditures for path and path match funds

PATH Federal Funds and PATH Match funds may be used for specific PATH personnel costs. These costs must include validate via formal job descriptions, time sheets, expenditure sheets, and output/outcome accomplishments. All fringe benefits must be broken out and:

**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 take action that helps them become housed.

Outreach is limited to these three tasks:

* 1. Street outreach in locations where people who are literally homeless sleep or stay
	2. Outreach to locations where people who are experiencing homelessness frequent (i.e., shelters, jails, churches, drop-in centers, soup kitchens, library)
	3. 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
1. **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 do not enroll, these assessments count as PATH Case Management.
2. **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.
	1. 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.
	2. 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/>.
	3. 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.
	4. 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.
	5. Coordinate/refer/warm hand-off to services in a way that helps the person obtain access to and participate in other services.
	6. Assist with gaining a representative payee and/or guardian.
	7. Obtain the resources, tools, and assistance to become/remain housed.
	8. Referrals to and utilization of primary health services, job training, educational services and housing services.
	9. Assist PATH participants to obtain and coordinate social and maintenance services and natural supports:
		1. Related to daily living
		2. Personal financial planning
		3. Utilization of transportation services
		4. Prevocational and vocational services
		5. Housing services and maintaining housing
		6. 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 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 backed 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.

*Allowable 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 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 backed with appropriate receipts or documentation.

*Allowable 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 and the PATH Match 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.

**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 and be used for 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:

* 1. Rental application fees;
	2. Modest furniture and furnishings;
	3. Modest moving expenses; and
	4. 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, 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

* 1. 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.
	2. In most cases, security deposits should be limited to those people who need and take advantage of ongoing PATH case management.
	3. 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 time. These funds should be used rarely and with discretion.

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

### 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. 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.

# **APPLICATION**

Please provide the below information in a written electronic format (Word, PDF, etc.) as PART I to be emailed for submission by Thursday, March 7, 2024 at 11:59:00 PM to bhd.grants@wyo.gov. PART II is in Microsoft Excel format and is the RFA PATH Intended Use Plan (IUP) Budget Application, which must be submitted with PART I in order to be considered.

## COVER PAGE

Please provide the following information:

1. Proposer’s legal name, address, and contact information;
2. Name, title, and contact information of the individual authorized to negotiate contract terms;
3. Name, title, and contact information of the individual/s to be included as signors;
4. Unique Entity Identifier (UEI)

## APPLICATION AND BUDGET NARRATIVES

In PART I RFA PATH APPLICATION, please provide a detailed narrative in response to the requested information found below. Using PART II RFA PATH IUP BUDGET APPLICATION, provide a detailed budget to describe how funding will be allocated.

The following is directly from the SAMHSA PATH Grant Application from 2023. Please provide a response for each of the narrative requests.

**Local Provider Description** – Provide a brief description of the provider organization receiving PATH funds, including name, type of organization, region served, and the amount of PATH funds the organization will receive.

**Collaboration with HUD Continuum of Care (CoC) Program** – Describe the organization’s participation with local HUD Continuum of Care (CoC) recipient(s) and other local planning activities and program coordination initiatives, such as coordinated entry activities. If the organization is not currently working with the Continuum(s) of Care, briefly explain the approaches to be taken by the organization to collaborate with the CoC(s) in the areas where PATH operates.

**Collaboration with Local Community Organizations** – Provide a brief description of partnerships and activities with local community organizations that provide key services (e.g., outreach teams, primary health, mental health, substance use disorder, housing, employment) to PATH-eligible clients, and describe the coordination of activities and policies with those organizations. Provide specific information about how coordination with other outreach teams will be achieved.

**Service Provision** – Describe the organization’s plan to provide coordinated and comprehensive services to PATH-eligible clients, including:

How the services to be provided using PATH funds will align with PATH goals and maximize serving the most vulnerable adults who are literally and chronically homeless, including those with serious mental illness who are veterans and experiencing homelessness, to obtain housing and mental/substance use disorder treatment services and community recovery supports necessary to assure success in long-term housing;

Any gaps that exist in the current service systems;

A brief description of the current services available to clients who have both a serious mental illness and a substance use disorder; and

A brief description of how PATH eligibility is determined, when enrollment occurs, and how eligibility is documented for PATH enrolled clients.

**Data**– Describe the provider’s participation in HMIS and describe plans for continued training and how providers will support new staff. For any providers not fully participating in HMIS, please describe plans to complete HMIS implementation.

**Housing** – Indicate the strategies that will be used for making suitable housing available for PATH clients (i.e., indicate the type of housing provided and the name of the agency).

**Staff Information** – Describe how staff providing services to the population of focus will be sensitive to age, gender, disability, lesbian, gay, bisexual, and transgender, racial/ethnic, and differences of clients. Describe the extent to which staff receive periodic training in cultural competence and health disparities. How many staff are SOAR certified and how many will be SOAR certified during the contract year?

**Client Information** – Describe the demographics of the client population, the projected number of adult clients to be contacted and enrolled, and the percentage of adult clients to be served using PATH funds who are literally homeless.

**Consumer Involvement** – Describe how individuals who experience homelessness and have serious mental illnesses, and family members will be meaningfully involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. For example, indicate whether individuals who are PATH-eligible are employed as staff or volunteers or serve on governing or formal advisory boards.

**Budget Narrative** – Provide a full and detailed budget narrative that includes the local-area provider’s use of PATH funds.

## SUSTAINABILITY

This funding may be offered through 2025 by SAMHSA. Based on the possibility of future funds, please provide a detailed description on how your efforts may be continued.

If the funding turns out to be a one-time only award, provide a detailed description on how your efforts may be independently sustained in the future after this one-time funding ends.

## 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.

Annual:

Reportable annual timelines for this Contract are September 1, 2024, or Effective Date, whichever is later, through August 31, 2025. For second year contracts, the reportable annual timelines for the contract are September 1, 2025, or Effective Date, whichever is later, through August 31, 2026.

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 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:

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.

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. Individuals enrolled 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.

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. Subrecipients 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. Subrecipient shall use 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 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.

Manual:

The Manual in reference is the PATH Provider Manual which can be found <https://health.wyo.gov/behavioralhealth/mhsa/path-wyo/> under PATH Provider Manual. Updates to the manual will be notified through email to contracted providers and be found on the listed website above. The manual and all future versions will be referenced in the contracts as part of the Statement of Work.

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 intravenous drug users, pregnant women, intravenous drug users, Parenting Women, and Veterans.

Re-Enrollment/Re-Engagement:

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

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.

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 Contract are September 1, 2024, or Effective Date, whichever is later, through November 30, 2024; December 1, 2024 through February 28, 2025; March 1, 2025 through May 31, 2025; June 1, 2025 through August 31, 2025. For second year contracts reportable quarters for the Contract are September 1, 2025, or Effective Date, whichever is later, through November 30, 2025; December 1, 2026 through February 28, 2026; March 1, 2026 through May 31, 2026; June 1, 2026 through August 31, 2026.

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.

## 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:

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**

|  |  |
| --- | --- |
| Cover Page | 25 |
| PART I Application and Budget Narratives | 300 |
| Part II RFA PATH IUP Budget Application | 175 |
| **Total Points Possible** | 500 |

1. http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\_main\_02.tpl [↑](#footnote-ref-1)