

## I. State Information

### State Information

#### Plan Year

Federal Fiscal Year 2024

#### State Identification Numbers

Unique Entity ID JP1QRJYYJG73

EIN/TIN 83-0208667

#### I. State Agency to be the Grantee for the PATH Grant

Agency Name Wyoming Department of Health

Organizational Unit Behavioral Health Division

Mailing Address 122 West 25th Street Herschler Building 2 West, Suite B

City Cheyenne

Zip Code 82002

#### II. Authorized Representative for the PATH Grant

First Name Matthew

Last Name Petry

Agency Name Wyoming Department of Health, Behavioral Health Division

Mailing Address 122 West 25th Street Herschler Building 2 West, Suite B

City Cheyenne

Zip Code 82002

Telephone 307-777-6494

Fax 307-777-5849

Email Address matt.petry1@wyo.gov

#### III. Expenditure Period

From 9/1/2024

To 8/31/2025

#### IV. Date Submitted

NOTE: this field will be automatically populated when the application is submitted.

Submission Date 3/12/2024 1:18:05 PM

Revision Date 3/12/2024 1:18:19 PM

#### V. Contact Person Responsible for Application Submission

First Name Erica

Last Name Mathews

Telephone (307) 777-3364

Fax (307) 777-5849

Email Address erica.mathews1@wyo.gov

**Footnotes:**

\*\*\* EIN / TIN is 83-0208667A4; the application did not allow the letter to be included \*\*\*

Current Secondary:

First Name: Megan

Last Name: Norfolk

Telephone: (307) 777-7903

Email: megan.norfolk1@wyo.gov

Upcoming New PATH State Coordinator Lead:

First Name: Alicia

Last Name: Johnson

Telephone: (307) 777-5980

Email: alicia.johnson@wyo.gov

Upcoming New PATH Secondary State Coordinator:

First Name: Autumn

Last Name: Monfre

Telephone: (307) 777-3362

Email: autumn.monfre@wyo.gov

2022.04.18\_Governor's Delegation of Authority can be found in attachments.

# I. State Information

## Assurances - Non-Construction Programs

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standard or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standard for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §5794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetland pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C.

§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

#### **HHS Assurances of Compliance (HHS 690)**

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE DISCRIMINATION ACT OF 1975, AND SECTION 1557 OF THE AFFORDABLE CARE ACT

The Applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts, property, discounts or other Federal financial assistance from the U.S. Department of Health and Human Services.

THE APPLICANT HEREBY AGREES THAT IT WILL COMPLY WITH:

1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
2. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act and the Regulation, no otherwise qualified individual with a disability in the United States shall, solely by reason of her or his disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
3. Title IX of the Education Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department.
5. Section 1557 of the Affordable Care Act (Pub. L. 111-148), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 92), to the end that, in accordance with Section 1557 and the Regulation, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any health program or activity for which the Applicant receives Federal financial assistance from the Department.

The Applicant agrees that compliance with this assurance constitutes a condition of continued receipt of Federal financial assistance, and that it is binding upon the Applicant, its successors, transferees and assignees for the period during which such assistance is provided. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. The Applicant further recognizes and agrees that the United States shall have the right to seek judicial enforcement of this assurance.

The grantee, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to sub-recipients in accordance with 45 CFR ? 75.351-75.352, Subrecipient monitoring and management.

---

Name

Stefan Johansson



Title

Director

Organization

Wyoming Department of Health

Signature:

Date:

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

Title

Director

Organization

Wyoming Department of Health

Signature:



Date:

3/6/24

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

# I. State Information

## Certifications

### 1. Certification Regarding Debarment and Suspension

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 2 CFR part 180, and its principals:

- a. Agrees to comply with 2 CFR Part 180, Subpart C by administering each lower tier subaward or contract that exceeds \$25,000 as a "covered transaction" and verify each lower tier participant of a "covered transaction" under the award is not presently debarred or otherwise disqualified from participation in this federally assisted project by:
  - a. Checking the Exclusion Extract located on the System for Award Management (SAM) at <http://sam.gov>
  - b. Collecting a certification statement similar to paragraph (a)
  - c. Inserting a clause or condition in the covered transaction with the lower tier contract

### 2. Certification Regarding Drug-Free Workplace Requirements

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free workplace in accordance with 2 CFR Part 182by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's work-place and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing an ongoing drug-free awareness program to inform employees about--
  1. The dangers of drug abuse in the workplace;
  2. The grantee's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- d. Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
  1. Abide by the terms of the statement; and
  2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted?
  1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### 3. Certifications Regarding Lobbying

Per 45 CFR 75.215, Recipients are subject to the restrictions on lobbying as set forth in 45 CFR part 93. Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non- appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs. The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering

into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### 4. Certification Regarding Program Fraud Civil Remedies Act (PFCRA) (31 U.S.C ? 3801- 3812)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

#### 5. Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, daycare, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

---

Name

Stefan Johansson

Title

Director

Organization

Wyoming Department of Health

---

Signature:

Date:

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
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The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

Name

Stefan Johansson

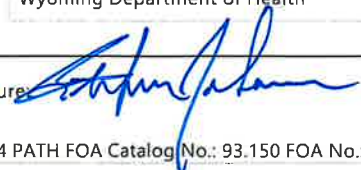
Title

Director

Organization

Wyoming Department of Health

Signature



Date:

3/6/24

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

Footnotes:

# I. State Information

## Funding Agreement

### FISCAL YEAR 2024

#### PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH) AGREEMENT

I hereby certify that the State/Territory of Wyoming agrees to the following:

**Section 522(a).** Amounts received under the PATH Formula Grant Program will be expended solely for making grants to political subdivisions of the State, and to nonprofit private entities (including community-based veterans organizations and other community organizations) for the purpose of providing the services specified in Section 522(b) to individuals who:

- Are suffering from serious mental illness; or
- Are suffering from serious mental illness and from a substance use disorder; and
- Are homeless or at imminent risk of becoming homeless.

**Section 522(b).** Entities receiving grants under the PATH Formula Grant Program will expend funds for the following services:

- Outreach;
- Screening and diagnostic treatment;
- Habilitation and rehabilitation;
- Community mental health;
- Alcohol or drug treatment;
- Staff training, including the training of individuals who work in shelters, mental health clinics, substance abuse programs, and other sites where homeless individuals require services;
- Case management services, including:
  - Preparing a plan for the provision of community mental health services to the eligible homeless individual involved, and reviewing such plan not less than once every 3 months;
  - Providing assistance in obtaining and coordinating social and maintenance services for the eligible homeless individuals, including services relating to daily living activities, personal financial planning, transportation services, and habilitation and rehabilitation services, prevocational and vocational services, and housing;
  - Providing assistance to the eligible homeless individual in obtaining income support services, including housing assistance, food stamps, and supplemental security income benefits;
  - Referring the eligible homeless individual for such other services as may be appropriate; and
  - Providing representative payee services in accordance with Section 1631(a) (2) of the Social Security Act if the eligible homeless individual is receiving aid under Title XVI of such act and if the applicant is designated by the Secretary to provide such services.
- Supportive and supervisory services in residential settings;
- Referrals for primary health services, job training, education services and relevant housing services;
- Housing services [subject to Section 522(h)(1)] including:
  - Minor renovation, expansion, and repair of housing;
  - Planning of housing;
  - Technical assistance in applying for housing assistance;
  - Improving the coordination of housing services;
  - Security deposits;
  - The costs associated with matching eligible homeless individuals with appropriate housing situations;
  - One-time rental payments to prevent eviction; and
- Other appropriate services, as determined by the Secretary.

**Section 522(c).** The State will make grants pursuant to Section 522(a) only to entities that have the capacity to provide, directly through arrangements, the services specified in Section 522(b), including coordinating the provision of services in order to meet the needs of eligible homeless individuals who are both mentally ill and suffering from a substance abuse disorder.

**Section 522(d).** In making grants to entities pursuant to Section 522(a), the State will give special consideration to entities with a demonstrated effectiveness in serving homeless veterans.

**Section 522(e).** The state agrees that grants pursuant to Section 522(a) will not be made to any entity that:

- Has a policy of excluding individuals from mental health services due to the existence or suspicion of a substance use disorder; or
- Has a policy of excluding individuals from substance use services due to the existence or suspicion of mental illness.

**Section 522(f).** Not more than four (4) percent of the payments received under the PATH Formula Grant Program will be expended for administrative expenses regarding the payments.

**Section 522(h).** The State agrees that not more than 20 percent of the payments will be expended for housing services under section 522(b)(10); and the payments will not be expended for the following:

- To support emergency shelters or construction of housing facilities;
- For inpatient psychiatric treatment costs or inpatient substance use treatment costs; or
- To make cash payments to intended recipients of mental health or substance use services.

**Section 523(a).** The State will make available, directly or through donations from public or private entities, non-Federal contributions toward such costs in an amount that is not less than \$1 for each \$3 of funds provided in such payments. The amount of non-Federal contributions shall be determined in accordance with Section 523(b).

**Section 523(c).** The State will not require the entities to which grants are provided pursuant to Section 522(a) to provide non-Federal contributions in excess of the non-Federal contributions described in Section 523(a).

**Section 526.** The State has attached hereto a Statement that does the following:

- Identifies existing programs providing services and housing to eligible homeless individuals and gaps in the delivery systems of such programs;
- Includes a plan for providing services and housing to eligible homeless individuals, which:
  - Describes the coordinated and comprehensive means of providing services and housing to homeless individuals; and
  - Includes documentation that suitable housing for eligible homeless individuals will accompany the provision of services to such individuals;
- Describes the source of the non-Federal contributions described in Section 523;
- Contains assurances that the non-Federal contributions described in Section 523 will be available at the beginning of the grant period;
- Describes any voucher system that may be used to carry out this part; and
- Contains such other information or assurances as the Secretary may reasonably require.

**Section 527(a)(1), (2), and (3).** The State has attached hereto a description of the intended use of PATH Formula grant amounts for which the State is applying. This description shall:

- Identify the geographic areas within the State in which the greatest numbers of homeless individuals with a need for mental health, substance use, and housing services are located; and
- Provide information relating to the program and activities to be supported and services to be provided, including information relating to coordinating such programs and activities with any similar programs and activities of public and private entities.

**Section 527(a)(4).** The description of intended use for the fiscal year of the amounts for which the State is applying will be revised throughout the year as may be necessary to reflect substantial changes in the programs and activities assisted by the State pursuant to the PATH Formula Grant Program.

**Section 527(b).** In developing and carrying out the description required in Section 527(a), the State will provide public notice with respect to the description (including any revisions) and such opportunities as may be necessary to provide interested clients, such as family members, consumers and mental health, substance use, and housing agencies, an opportunity to present comments and recommendations with respect to the description.

**Section 527(c)(1)(2).** The services to be provided pursuant to the description of the intended use required in Section 527(a), have been considered in the preparation of, have been included in, and are consistent with the State Plan for Comprehensive Community Mental Health Services under P.L. 102-321.

**Section 528(a).** The State will, by January 31, 2025, prepare and submit a report providing such information as is necessary for the following:

- To secure a record and description of the purposes for which amounts received under the PATH Formula Grant Program were expended during fiscal year 2024 and of the recipients of such amounts; and
- To determine whether such amounts were expended in accordance with the provisions of Part C – PATH.

**Section 528(b).** The State further agrees that it will make copies of the reports described in Section 528(a) available for public inspection.

**Section 529.** Payments may not be made unless the State agreements are made through certification from the chief executive officer of the State.

**Charitable Choice Provisions:**

The State will comply, as applicable, with the Substance Abuse and Mental Health Services Administration's (SAMHSA) Charitable Choice statutes codified at sections 581-584 and 1955 of the Public Health Service Act (42 U.S.C. §§290kk, et seq., and 300x-65) and their governing regulations at 42 C.F.R. part 54 and 54a respectively.



Governor/Designee Name

Title

Organization

Signature:

Date:

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2


**Footnotes:**

Governor/Designee Name

Title

Organization

Signature:



Date:

3/6/24

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

I. State Information

Disclosure of Lobbying Activities

Are there lobbying activities pursuant to 31 U.S.C. 1352 to be disclosed? Yes ☐ No ☒

To View Standard Form LLL, Click the link below (This form is OPTIONAL).

[Standard Form LLL \(click here\)](#)

Name: Stefan Johansson  
Title: Director  
Organization: Wyoming Department of Health

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
mm/dd/yyyy

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**  
Disclosure of Lobbying Activities signature can be found in attachments.  
2022.04.18\_Governor's Delegation of Authority can be found in attachments.

## I. State Information

### Disclosure of Lobbying Activities

Are there lobbying activities pursuant to 31 U.S.C. 1352 to be disclosed? Yes ☐ No ☒

To View Standard Form LLL, Click the link below (This form is OPTIONAL).

[Standard Form LLL \(click here\)](#)

Name: Stefan Johansson

Title: Director

Organization: Wyoming Department of Health

Signature: 

Date Signed: 3/6/24  
mm/dd/yyyy

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

## I. State Information

### State PATH Regions

Name	Description	Actions
Basin	The Basin region is comprised of four counties lying centrally along the northern border of Wyoming. Big Horn County has a population of approximately 11,855 with 3,137.96 square miles. Hot Springs County has a population of approximately 4,588 with 2,004.43 square miles. Park County has a population of approximately 30,518 with 6,942.04 square miles. Washakie County has a population of approximately 7,719 with 2,238.68 square miles.	
Central	The central region is comprised of four counties that run through the middle of the state. The four counties and their population and size are Converse: 13,672 (4,255 sq. mi.), Fremont: 39,472 (9,184 sq. mi.), Natrona: 79,601 (5,341 sq. mi.), Niobrara: 2,380 (2,626 sq. mi.). The Wind River Indian Reservation (WRIR) 25,933 (3,053 sq. mi.) is included in Fremont County statistics.	
Northeast	The northeast region is comprised of five counties across the northeastern corner of Wyoming. Campbell County has a population of approximately 47,026 with 4,802.71 square miles. Crook County has a population of approximately 7,181 with 2,854.41 square miles. Johnson County has a population of approximately 8,447 with 4,154.15 square miles. Sheridan County has a population of approximately 30,921 with 2,523.99 square miles.	
Southeast	The southeast region is comprised of five counties located in the southeast corner of the state. The five counties, their population and size are Albany: 38,031 (4,274 sq. mi.), Carbon: 14,649 (7,898 sq. mi.), Goshen: 12,537 (2,225 sq. mi.), Laramie: 100,863 (2,686 sq. mi.), Platte: 8,699 (2,084 sq. mi.). A PATH provider is located in Laramie County.	
Southwest	The southwest region is comprised of five counties located in the southwest corner of the state. This region is large in size, including Yellowstone National Park. The five counties, their population and size are Lincoln: 20,153 (4,076 sq. mi.), Sublette: 8,697 (4,887 sq. mi.), Sweetwater: 41,614 (10,427 sq. mi.), Teton: 23,575 (3,995 sq. mi.), and Uinta: 20,635 (2,081 sq. mi.). A PATH provider is located in Sweetwater County.	
Statewide	Population estimates as of July 1, 2023 (V2023) from US Census Bureau. Statewide is comprised off all regions and the counties, estimating approximately 584,057 residents. Occupying 97,089 square miles of mountains, rolling plains, and barren desert. Approximately 68.98% of the population is consider rural by USDA Economic Research Services/U.S. Department of Agriculture. The two largest towns in Wyoming are Cheyenne (approximate population 64,610) and Casper (approximate population 58,543).	

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

#### Footnotes:

## II. Executive Summary

### 1. State Summary Narrative

Narrative Question:

Provide an overview of the state's PATH program with key points that are expanded upon in the State Level Sections of WebBGAS.

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

**II. Executive Summary**  
**1. Wyoming - State Summary Narrative**

**Provide an overview of the state's PATH program with key points that are expanded upon in the State Level Sections of WebBGAS.**

<b>Organization</b>	<b>Type of Organization</b>	<b>County Served</b>	<b>PATH Amount</b>	<b>Matching Funds</b>	<b>Match Source</b>
Wyoming Department of Health, Behavioral Health Division	State Government	Statewide	\$5,000.00	\$1,666.66	State General Funds
<b>Total</b>			\$5,000.00	\$1,666.66	

The Wyoming Department of Health, Behavioral Health Division (Division) request funds for travel, training, fees, supplies, and indirect costs.

The Annual Conference cost estimates are based on the National Alliance to End Homelessness (NAEH) Conference in March 2024 in San Francisco, California. The funds for the Conference are held in anticipation of the next NAEH or SAMHSA recommended PATH Conference.

In-State travel is reserved for a site visit to one of the two awarded subgrantees. The on-site visit will be held in Rock Springs, Wyoming. The two-day travel for this on-site visit would incur first and last day Meals and Incidentals (M&IE), State vehicle usage and fuel, and lodging for one night using the standard Wyoming rate found on the U.S. General Services Administration Per Diem Rates. In the instance a state-owned vehicle is unavailable, the personal use vehicle mileage reimbursement is based on city to city, not location address, and the approved reimbursement rate per mile by the Wyoming Governor.

The Division also requests generalized supplies for the office and functionality within the PATH program.

The Division released a Request for Application (RFA) mid-January 2024 with three responses. Two were previous PATH Subrecipients, and the third proposal did not meet the PATH program requirements. Two of the received submissions will be awarded. The remaining available funds will be released in a second round RFA statewide for the remaining amount, found in the 'Contractual (State)' category. The state will reach out to the PATH State Project Officer to initiate the revision request upon determination.

**II. Executive Summary**  
**1. Wyoming - State Summary Narrative**

The Division requests 4% of indirect costs per the maximum allowable. The Wyoming Department of Health generally requests 21.5% of grants in 100, 200, and 400 series. Please see the attachment titled “102-Fiscal and Program Managers” on the Indirect Cost Recovery topic.

The Division does not request funds for state-level personnel, fringe benefits, and housing.

The Wyoming Legislature convened for the 2024 Budget Session on Monday, February 12, 2024. The Legislature will determine the Wyoming budget for the next biennium based on recommendations from Wyoming Governor Gordon.



**II. Executive Summary**  
**1. Wyoming - State Summary Narrative**

**Provide an overview of the state's PATH program with key points that are expanded upon in the State Level Sections of WebBGAS.**

Organization	Type of Organization	County Served	PATH Amount	Matching Funds	Match Source
Wyoming Department of Health, Behavioral Health Division	State Government	Statewide	\$12,000.00	\$4,000.00	State General Funds
<b>Total</b>			\$12,000.00	\$4,000.00	

Line Item Detail	Federal Dollars	Match Dollars	Total Dollars	Comment
Personnel	\$9,533.09	\$3,006.54	\$12,539.63	Secondary PATH Coordinator Position
Annual PATH Conference	\$1,700.67	\$850.33	\$2,551.00	Out of State Travel for a PATH-related Conference / Training
In State Travel	\$286.24	\$143.13	\$429.37	Site Visit: Cheyenne, WY to Rock Springs, WY
Office: Supplies	\$0.00	\$0.00	\$0.00	General Office Supplies to complete the range of duties including copying/printing grant and contracts.
Indirect Costs (4%)	\$480.00	\$0.00	\$480.00	Indirect Cost Maximum is 4%
<b>Total</b>	\$12,000.00	\$4,000.00	\$16,000.00	

The Wyoming Department of Health, Behavioral Health Division (Division) requests funds for personnel, travel, training, fees, and indirect costs.

Due to budget changes, the Division requests personnel funds to maintain the secondary PATH Coordinator position. The secondary PATH Coordinator position is currently temporary and contracted.

## **II. Executive Summary**

### **1. Wyoming - State Summary Narrative**

The Annual Conference estimates are based on the National Alliance to End Homelessness (NAEH) Conference in March 2024 at San Francisco, California conference (currently sold out). The Division will recommend that one FTE travel to attend a national homelessness conference.

In-state travel is reserved for a site visit to one (1) of the two (2) awarded subgrantees. The location would be in Rock Springs, Wyoming. Determination of a two (2) day trip would result in first and last Meals and Incidentals (M&IE), mileage reimbursement, and lodging for one (1) night using the standard Wyoming rate found on the U.S. General Services Administration Per Diem Rates. Mileage reimbursement is based on city-to-city, not location address, and also on the approved reimbursement rate per mile by the Wyoming Governor.

The Division released a Request for Application (RFA) in mid-January 2024 with three (3) responses, two (2) previous PATH Subrecipients, and one (1) of the proposals that did not meet the PATH program requirements. Two (2) of the received submissions will be awarded. The two applicants were Recover Wyoming and Sweetwater Family Resource Center.

A secondary round of the RFA was released statewide for the remaining amount, found in the 'Contractual (State)' category. The revision request is to update this section. Two more organizations, both previous PATH providers, applied and will be awarded. Their IUPs will be included in the revision request. The two additional applicants are [Friends of] Community Action Partnership of Natrona County and Youth Emergency Services, Inc.

The Division requests 4% of indirect costs per the maximum allowable. The Wyoming Department of Health generally requests 21.5% of grants in 100, 200, and 400 series. Please see the attachment titled "101-Fiscal and Program Managers" on the Indirect Cost Recovery topic.

The Division does not request funds for fringe benefits, equipment, supplies, and housing (State related).

## II. Executive Summary

### 2. State Budget

Planning Period From 9/1/2024 to 8/31/2025

**A budget and budget narrative that includes the state's use of PATH funds are required. The budget can be entered directly into WebBGAS, or you can upload the budget as an attachment. The Budget Narrative is a separate document that must be uploaded as an Attachment. It must provide a justification for the basis of each proposed cost in the budget and how that cost was calculated. The proposed costs must be reasonable, allowable, allocable, and necessary for the supported activity.**

\* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments			
a. Personnel	\$ 9,533	\$ 3,007	\$ 12,540	PATH Coordinator Position			
Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Other (Describe in Comments)	52,089.66	25.00 %	0.18	9,533.09	3,006.54	12,539.63	PATH Coordinator Position
Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments		
b. Fringe Benefits	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	No funds will be requested at this time for fringe benefits.		
Category	Federal Dollars	Matched Dollars	Total Dollars	Comments			
c. Travel	\$ 1,986.91	\$ 993.46	\$ 2,980.37	Travel will be for Conference and/or In-State Travel.			
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments			
Annual PATH Conference	\$ 1,700.67	\$ 850.33	\$ 2,551.00	Registration \$775.00 M&IE \$241.50 3 night hotel \$297.00 Ground Travel to DIA \$187.50 Shuttle/Taxi: \$50.00 Airfare: \$1000.00 Overall Total: \$2,551.00			
Mileage Reimbursement	\$ 155.91	\$ 77.96	\$ 233.87	State-owned vehicle reservation and fuel costs are estimated using mileage reimbursement rate of \$0.455/mile.			
Per Diem	\$ 130.33	\$ 65.17	\$ 195.50	Using the GSA website for 2024 rates at <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&amp;fiscal_year=2024&amp;state=WY&amp;city=&amp;zip=">https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-results?action=perdiems_report&amp;fiscal_year=2024&amp;state=WY&amp;city=&amp;zip=</a> M&IE for two days at the standard Wyoming rate (first / last day = \$88.50) Lodging for one night at the standard Wyoming rate is \$107.			
d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	No Data Available			
e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	General office supplies.			
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments			
Office: Supplies	\$ 0.00	\$ 0.00	\$ 0.00	Generalized supplies (printer paper, desk items, etc). Office supplies, copies, postage, and other general supplies needed for general operations of the project.			
f1. Contractual (IUPs)	\$ 288,000.00	\$ 96,000.00	\$ 384,000.00				
f2. Contractual (State)	\$ 0.00	\$ 0.00	\$ 0.00	Revision Request Corrected IUP totals can be found in the IUP Remaining Amount Available from first round of Request for Application (RFA) submissions.			
No Data Available							
Category	Percentage	Federal Dollars	Matched Dollars	Total Dollars	Comments		
g1. Housing (IUPs)	13.88%	\$ 41,630.00	\$ 20,666.67	\$ 62,296.67			

PATH housing costs are limited to 20% and can only be PATH allowable costs. Personnel who are considered to be a housing cost should be entered here and not included in the Personnel line item. For questions, call your Program Officer.

g2. Housing (State)		\$	0.00	\$	0.00	\$	0.00	The state does not provide direct housing services.
No Data Available								
Category		Federal Dollars		Matched Dollars		Total Dollars		Comments
h. Construction (non-allowable)								
i. Other		\$	0.00	\$	0.00	\$	0.00	No funds under "other" are requested at this time.
No Data Available								
j. Total Direct Charges (Sum of a-i minus g1)		\$	299,520.00	\$	100,000.00	\$	399,520.00	
Category		Federal Dollars *		Matched Dollars *		Total Dollars		Comments
k. Indirect Costs (Administrative Costs)		\$	480.00	\$	0.00	\$	480.00	The State of Wyoming has a 21.5% indirect rate. Due to the cap at 4%, the overall total for the State will be 4%.
l. Grand Total (Sum of j and k)		\$	300,000.00	\$	100,000.00	\$	400,000.00	
Allocation of Federal PATH Funds		\$	300,000	\$	100,000	\$	400,000	

Source(s) of Match Dollars for State Funds:  
State general funds will be used.



401 Hathaway Building • Cheyenne, WY 82002  
Phone (307) 777-7656 • 1-866-571-0944  
Fax (307) 777-7439 • www.health.wyo.gov



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Stefan Johansson  
Interim Director


Mark Gordon  
Governor

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## MEMORANDUM

Date: January 20, 2022

To: Fiscal Managers and Program Managers  
Wyoming Department of Health

From: Eric McVicker, C.P.A., Chief Financial Officer, Fiscal Services  
Wyoming Department of Health 

Subject: Indirect Cost Recovery

Ref: EM-2022-102

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This memo is in reference as to how the Wyoming Department of Health recovers indirect costs related to federal grants. The process is clarified below.

The U. S. Department of Health and Human Services approved our plan for recovering indirect costs as they relate to federal grants as of August 29, 2018. Our plan was submitted on an actual cost basis. This means Fiscal Services will calculate the actual costs that are considered indirect costs by definition and charge those costs to each grant based upon the grant expenditures. Fiscal Services performs this process quarterly.

For State Fiscal Year 2022, we estimate the actual percentage of indirect costs will again be 21.5%. For grant budgeting purposes, you should calculate indirect costs at 21.5%. As a guideline, you should calculate the indirect costs on the budget amounts for 100, 200, and 400 series expenditures, less equipment purchases charged to 0240-0259.

Please note some grants limit the percentage that can be collected for indirect costs. If your grant has such a restriction, use the grant specific percentage in preparing the budget for the grant application.

Please contact Allen Nuss, Budget Officer, or Debbie Vizina, Grants and General Accounting Manager, with Fiscal Services, if you have any questions.

c: Deanna Larson, CPM, Budget Analyst, Fiscal Services  
Allen Nuss, Budget Officer, Fiscal Services  
Craig Spradlin, Financial Services Manager, Fiscal Services  
Debbie Vizina, CGMS, Grants and General Accounting Manager, Fiscal Services

**Footnotes:**

II. Executive Summary

3. Intended Use Plans

Expenditure Period Start Date: 09/01/2024                      Expenditure Period End Date: 08/31/2025

The state can either enter all the IUPs and associated budgets as in prior years, or they may allow IUP users to enter their own information into WebBGAS. For more information on allowing IUP users to enter their own details, please see the tutorial under the Training Tab in WebBGAS that instructs states and IUP providers on this new process.

Primary IUP Provider	Provider Type	Geographic Service Area	Allocations	Matching Funds	Estimated # to Contact	Estimated # to Enroll	# Trained in SOAR	# Assisted through SOAR
Community Action Partnership of Natrona County	Social service agency	Central	\$54,965.44	\$18,321.82	50	40	2	10
Recover Wyoming	Other (please specify)	Southeast	\$128,250.00	\$42,750.00	150	125	2	5
Sweetwater Family Resource Center	Social service agency	Southwest	\$58,650.00	\$19,550.00	31	31	2	10
Youth Emergency Services, Inc.	Social service agency	Northeast	\$46,134.56	\$15,378.18	58	29	6	0
Grand Total			\$288,000.00	\$96,000.00	289	225	12	25

\* IUP with sub-IUPs

**Footnotes:**

The Division released an Request for Application (RFA) mid-January 2024 with three (3) responses, two (2) previous PATH Subrecipients, and one (1) of the proposals did not meet the PATH program requirements. Two (2) of the received submissions will be awarded. The remaining available funds will be released in a second round RFA statewide for the remaining amount, found in the 'Contractual (State)' category. The state will reach out to the PATH State Project Officer to initiate the revision request upon determination.

Youth Emergency Services Inc aka YES House did not apply in the initial RFA; YES House is a current provider.

II. Executive Summary

Intended Use Plans

**Community Action Partnership of Natrona County**  
606 South David Street  
Casper, WY 82601  
**Contact:** Kelly Wessels  
**Email Address:** kwessels@capnc.org

**Provider Type:** Social service agency  
**PDX ID:** WY-014  
**State Provider ID:**  
**Contact Phone #:** 3072320124



- **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 CoC Program** – HUD's **Continuum of Care (CoC) Program** is designed to promote communitywide commitment to the goal of ending homelessness by providing funding for efforts by nonprofit providers and State and local governments and promoting access to mainstream programs by homeless individuals and families. Describe the organization's participation with local HUD 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 CoC(s), 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 care, mental health, substance use, 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 COD, 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 a COD; and
  - A brief description of how PATH eligibility is determined, when enrollment occurs, and how eligibility is documented for PATH enrolled clients.
- **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.
- **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 illness, and their 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 budget and budget narrative that includes the local-area provider's use of PATH funds.

**RFA Proposal - Projects for Assistance to Transition from Homelessness  
(PATH) Grant on behalf of**

**COMMUNITY ACTION PARTNERSHIP OF NATRONA COUNTY**



**Location Contact Information:**

606 South David Street, Casper Wyoming 82601

(307) 232-0124 [www.capnc.org](http://www.capnc.org)

**Contact/Signor Information:**

Kelly Diana Wessels, Executive Director

[kwessels@capnc.org](mailto:kwessels@capnc.org) (307) 232-0124

**UEI # JK6BTE64HNJ4**

## **PART 1 RFA Response**

### **Local Provider Description –**

For over 35 years, Community Action Partnership of Natrona County (CAPNC) has focused on removing barriers and creating solutions to serve individuals and households impacted by poverty, including the unhoused and unsheltered. As the designated Community Action Agency (CAA) addressing our impoverished neighbors accessibility to services, CAPNC focuses on strategies that are person-centered, equitable and address the physical and mental health needs of individuals, in collaboration with other providers and partners throughout the community. Known for innovation, CAPNC holds a leadership role in our local System Intercept Model (SIM) group and are developing multi-disciplinary teams within this partner network to further increase efficiencies and effectiveness for more sustainable outcomes for populations reflective of potential PATH-eligible participation. Our connectivity includes our responsiveness on behalf of local municipality's, the City of Casper and Natrona County Government. Our targeted efforts to address the needs of the highly impacted, chronically ill and homeless populations are based on community wide needs assessments, outreach data collection and leading deployment of the annual Point In Time Count effort. Our service delivery platform includes mobile outreach, rapid rehousing, homeless prevention, primary care/mobile clinic triage, behavioral health services, emergency rental assistance, permanent supportive housing units, tenant education, financial literacy/money management and SSI/SSDI assistance by a SOAR trained representative. We practice a collaborative case management model and seek opportunities to co-case manage with our partners to apply interventions and solutions as a team, with participant leading choice and commitment. At present we are addressing the needs of approx. 2500 to 3000 unduplicated individuals post-Covid. Our proposal for PATH funding in the amount of \$54,572.00 is designed to make encounters with PATH-eligible individuals more robust and increase capacity for sustainable outcomes. Our match funding is sourced from investments by the Natrona Collective Health Trust, City of Casper and Natrona County Government.

### **Collaboration with HUD Continuum of Care (CoC) Program –**

CAPNC has been a longstanding member of Wyoming-500 CoC. CAPNC is also a recipient of permanent supportive housing (PSH) grantee funds through the CoC annual application that are case managed through a Housing First lens. While limited in number, the units provide a safe, secure and stable environment for the period necessary until individuals receive Section 8 vouchers, or achieve a level of self sufficiency that supports independent living apart from agency assistance. In addition, CAPNC is the lead for our service area in coordinating the annual Point in Time Count. Last January 25<sup>th</sup>, 2024, CAPNC led over 27 different partners to count unsheltered, sheltered and precariously housed individuals in order to establish consistent methodology in homeless data collection. Forty three (43) Literally Homeless individuals were located and surveyed, which was an 82% increase in identification of street homeless persons over the previous year (8 were counted in FY23). The agency Executive Director has over 25 years in

HUD/CoC work and has regular and consistent meeting with local and regional HUD leadership.

### Collaboration with Local Community Organizations –

Partner organization	Partner Provides
Health Care for the Homeless (HCH)	Primary healthcare; behavioral health care; access to pharmaceutical treatment with consistency; Medical treatment and mental health services with Ph.D. students of Psychology and Rx; mobile clinic provides street medicine in outreach efforts and triage
Central WY Counseling Center (CWCC)	In-patient and out-patient treatment for substance use disorders; psychiatric and counseling for mental health services; medication management
Interfaith of Natrona County	Assistance with ID's, birth certificates
Salvation Army	Financial assistance when available
Casper Natrona County Health Dept (CNCHD)	STI testing; HIV support; immunizations; some wound care
Dept Family Services	Access to public benefit support (SNAP, Medicaid)
WY Food Bank of the Rockies	Food through numerous food pantries and Midwest
Wyoming Family Practice/UW Medical Residency	Access to specialist care on sliding scale; pharmaceutical support; covers in hospital oversight for HCH patients
City of Casper Law Enforcement	Referrals; field support to avoid detention on participants
Central WY Rescue Mission	Shelter when available
Rescued Treasures	Clothing vouchers
Kind Grounds (United Methodist Church)	Day center support for target population; food, personal care supplies
VOA/SSVF	Veteran services, homeless veteran resources
AARP/SCSEP	Potential supportive employment for 50+ individuals

### Service Provision –

CAPNC has been directly providing outreach, case management, and housing supports for over 20 years. Our Community Case Navigation Manager conducts street outreach throughout the week, every week. Her activities are paired to align with PATH requirements and will include our new process under Situation Table, a new tool of convening key providers weekly around the unhoused high utilizers with chronic crisis conditions to expedite care outcomes and prevent individuals from falling through system cracks. Our case management services are comprehensive, including Coordinated Entry when warranted. With every intake, staff gather a complete history for every individual to the extent that the client is willing to provide information, with releases to other service providers to obtain further detail on needs, previous efforts and barriers. A comprehensive plan to address immediate, mid-range, and long term goals is discussed with participant, leaning in to the choices the individual feel most confident in pursuing. This activity will continue with the PATH grant and the PATH goals and requirements will be incorporated into the case

management process. Our focus on homeless prevention and rapid rehousing work aligns with primary goals of PATH. We evaluate each individual's situation to determine what level of housing is required and then actively work within our agency, as well as with community partners to quickly address the housing situation. This includes referrals to Casper Housing Authority, contacts with Seton House, Central Wyoming Rescue Mission, and Interfaith, as well as contacts with local landlords. Based on all information each client's plan will migrate to staffing, potentially to the multidisciplinary team level, in order to affirm, amend or adjust plan action steps. This process will be adjusted to align with PATH if needed.

CAPNC, as a part of the SIM Housing group have identified gaps in the following areas to contribute to the decline of the unhoused with SMI's:

- Lack of low barrier shelter or transitional beds, particularly for those who are experiencing impacts from mental illness impacts and where the environment does not support their special, auditory or visual needs to perceive safety;

- Lack of units that are accessible and/or adaptive other physically abled individuals;

- Lack of housing units to support re-entry individuals post incarceration, with behavioral health supports;

CAPNC, along with the SIM group are seeking to develop, purchase, rehab and/or lease structures to increase housing unit stock for PATH-eligible and others experiencing difficulty in securing housing.

Aside from our expertise in housing and poverty interventions, we offer a primary care clinic for target population. Healthcare for the Homeless 19 years ago. Because we serve a high risk population, our clinic has made mental health a primary focus of the healthcare model. In order to address this need, our health clinic provides on-site mental health counseling, as well as access to mental health medications. We provide prescription assistance by partnering with pharmaceutical companies to provide low cost medications, operating a 340(b) dispensary for low cost medications, as well as working with other providers. Our Medical Director and FNP's are focused on integrative care with our Behavioral Health Coordinator. We also work closely with Central Wyoming Community Health Center and University of Wyoming Family Practice when we cannot provide a service. All of these services will be integrated into our PATH program.

To determine eligibility we would rely on utilization of PATH guidelines and manual, and integrate eligibility intake along with our other intake processes to streamline and minimize further impacts. Encounters or referrals that indicate individual possesses SMI, substance abuse, are homeless or at imminent risk, currently are staying in shelter or in places not meant for habitability would be assessed for PATH. We strive for a trauma informed care practice in office, and therefore create processes and systems around ways to reduce trauma experienced by disclosure of past impacts. Enrollment occurs when eligibility has been confirmed and in alignment with grant requirements. The forms,

processes and data entry required will record in hard file as well as electronic record, from point of introduction to full enrollment in PATH program.

#### **Data –**

CAPNC has invested in long term staff, known for their expertise in HMIS, systems data collection and compliance. In 2023 CAPNC established a Compliance and Data Integrity Manager staff member, an individual who ensures data collection is clean, timely, monitors targets/outcomes and represents the actions contributed in our service platform. This staff person also manages our HMIS license, training and coordinated entry. Our Operations Manager, with over a decade of coordinated system entry experience, including previous PATH program reporting, also provides structural training for clinic, case management and client advocate staff. We currently have 9 trained staff who hold HMIS licenses across human service office and primary care clinic locations.

#### **Housing –**

CAPNC currently master leases 7 units of PSH and has previously worked PATH programming as a part of our service model. The agency provides scatter site rental assistance, security deposits and homeless prevention services across Natrona County through our vast roster of rental property owners. Because we have a strong relationship with private landlords, Property Management companies and the Public Housing Authority, we are often sought after for helping connect individuals in need of housing to current openings. Our experience in Housing First practices, PSH case management and coordinated co-case management with community partners makes us well suited to addressing placement of PATH clients in housing. To bolster our relationships, CAPNC became a certified Ready 2 Rent tenant education provider, and regularly conducts training marketed homeless and unstably housed individuals (who also may be PATH-eligible) to increase potential of securing housing in a tight market and become successful renters. This 6 week curriculum is delivered in a manner that minimizes barriers in literacy and classes are currently provided in office and at our Dept of Corrections Detention Center. The course covers personal and financial education, rental history rehabilitation, barriers due to past criminal behaviors or deficient credit, and rights/responsibilities in tenancy. CAPNC works with Self Help, Seton House, Wyoming Rescue Mission and several sober living houses, all who provide some form of transitional housing within their scopes. CAPNC is currently working through the SIM group Housing Committee to develop additional PSH units, as well as congregate living spaces with supportive services onsite.

#### **Staff Information –**

Our agency is committed to health equity practices and have established regular and consistent training in Unconscious Bias and other topics related to Diversity, Equity, Inclusion and Justice (DEI-J). CAPNC oversees Healthcare for the Homeless (HCH), a federally qualified health center (FQHC), that has established official certification as a Patient Centered Medical Home (PCMH). Our Board of Directors approved Equity Statement supports equitable access care/services and we include lived expertise across the spectrum to ensure consideration on what would serve best, by those who are

experiencing need. Our Executive Director is certified in Critical Time Intervention, an evidence based practice addressing critical transitions for individuals with behavioral health crisis.

At present CAPNC has 1 SOAR certified staff who at present is managing 8 applications in process. Our goal is to have 2 more certified by end of 2025. Our Board Chair is also certified SOAR, which provides additional insight when planning and setting program initiatives.

#### **Client Information –**

CAPNC intends to have contacts in excess 60 individuals, with at least half representing Literally Homeless status. We project to enroll up to 40 individuals in some part of PATH service through 2025. Client demographics are found consistently through three elements: (1) existing Coordinated Entry log, (2) Individual Weekly Outreach and (3) Bi-weekly Structured Site Outreach. This is in addition to those who may be found in our CAP-60 data system which we log at minimum, all client contacts. A vast majority of Coordinated Entry individuals score over a 10, which is a threshold for PSH needs and are in significant need of trauma informed care. Secondly, through individual weekly outreach we visit across the service area know on locations where individuals congregate, such as detention center discharge, fields, parking lots, public library, etc. in order to address immediate needs and facilitate engagement for addressing homelessness. Lastly, we have found that to address those most impacted by behavioral health and homeless, we have been leading Structured Site Outreach with a variety of community partners. We set locations, spread invitations across community and coordinate across service continuum in a singular location, every other week. As a result, a 3 day a week day center was developed with the United Methodist Church, Salvation Army, Collective Health Trust and CAPNC/Healthcare for the Homeless. This day center, called Kind Grounds, is an interactive site that allows service providers to engage, support and case plan collectively with individuals, in a more effective manner. Other results to this outreach is the deployment of a Community Case Manager/Navigator satellite in the CPANC office who works across intervention network to address the needs of high utilizers of crisis care, and an increase in expedited routes to substance abuse assessments and detox. While 2/3 of individuals are male, female and non-binary representation is growing quickly. Unhoused elders bring chronic health conditions based on aging, as well as those resulting from trauma from homelessness, and often have extreme accessibility barriers. Recently we have had a significant influx of unhoused individual's surface, who are amputees. While they also suffer from chronic behavioral health conditions in addition to their physical barriers, their inability to navigate the housing market is dramatic. Due to age of local affordable housing stock, it is less likely held to ADA standards, making these individuals even more vulnerable.

#### **Consumer Involvement –**

Client-led and patient-centered care both embody the same principles, they provide the space for the individual(s) who are experiencing homelessness and have serious mental illnesses (SMI) to direct what they need from providers based on resource choices

available. Family members are encouraged to participate in supportive and meaningful ways when this is the desire and direction the client wishes. In order to promote independence and self-sufficiency, our model encourages actions that demonstrate self-determination in goal setting. Understanding that each step toward stabilization is different, the pace to which goals are pursued are matched to the individual. Focus is placed on collaboration with client, identifying motivation and external supports to facilitate consistent engagement. PATH-eligible individuals are encouraged to participate in health care advisory board, and a previously PATH-eligible individual serves on our tripartite board. In addition, CAPNC volunteers with lived experience that may be PATH eligible, serve on site and have created an organic learning space for in understanding barriers among the houseless. Individuals will be encouraged to share lived expertise further to help develop program over grant period and provide guidance when deploying new initiatives with staff. Eventually the agency would like to create and subsidize opportunities for Peer Support certification if individuals with lived experience are interested in pursuing this valued competency.

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

Budget Item Description	PATH Amount	Match Amount	Budget Narrative
(A) Personnel			
Community Case Manager	\$16,375.00	\$15,500.00	1.0FTE Community Case Manager leading client navigation services, conducts eligibility, conducts intensive case management; engages multidisciplinary teams for client support/action; facilitates collaboration among providers for client outcomes; enlist partners, stakeholders and landlords to participate in rapid-rehousing efforts, stabilization (60% on PATH)
Case Manager	\$11,960.00		1.0 FTE SOARS certified case manager/client advocate; addresses SSI/SSD applications and appeals; performs outreach services at behavioral health sites, mobile clinic, re-entry sites, etc. (25% on PATH)
Operations Manager	\$5,823.00	\$5,500.00	1.0FT Ops Mgr has past reporting and case management experience in PATH to provide coaching support and mentoring; will be completing reports and helping with case navigation support (5% on PATH)
(C) Travel			
Local Mileage	\$1,500.00		Travel outreach mileage reimbursement for staff at federal rate (.67 per mile) approx. 2200 miles annually



Out of State Travel	\$3,500.00		Attendance support for CCM & SOAR CM May 2024 National Healthcare for the Homeless Conference (Phoenix AZ)
	\$500.00		Tenant education “Ready 2 Rent” class materials for participants
(E) Supplies			
Client Outreach Supplies/Hygiene kits/Misc.	\$3,500.00		Hygiene kits for street outreach; wound kits, emergency supplies/food/water in outreach; homeless supplies for emergency use
General Office Supplies	\$1,000.00		General office supplies to support intake, eligibility, build client files, manage communication, forms and perform documentation for successful outreach logs
(G) Housing			
Rental Application Fees	\$500.00	\$500.00	Basic application fees for rental units (typical range is \$45 to \$265, depending on property/unit applied for)
Necessary Minor Renovation	\$500.00	\$500.00	Accessibility needs for physically impaired participants
Security Deposits	\$4,000.00	\$1,500.00	Security deposit to secure rental unit for rapid-rehousing of participants (6-9 participants)
One time Eviction prevention	\$4,000.00	\$1,850.00	One time rental payment to avoid eviction IF unavoidable and stay is secured for at min. 30 days after back rent is received (6-9 participants)
(K) Indirect Costs			
Administrative cost	\$1,414.00		Covers fiscal payments, administrative oversight of grant; board reporting on grant progress
Totals	\$54,572.00	\$25,350.00	
	100%	139.36%	

The state can either enter all the IUPs and associated budgets as in prior years, or they may allow IUP users to enter their own information into WebBGAS. For more information on allowing IUP users to enter their own details, please see the tutorial under the Training Tab in WebBGAS that instructs states and IUP providers on this new process.

\* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
a. Personnel	\$ 34,158	\$ 12,767	\$ 46,925	

Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Case Manager	65,500.00	50.00 %	0.25	16,375.00	7,266.82	23,641.82	PATH Lead, responsible for service delivery and grant activities
Case Manager	47,840.00	25.00 %	0.25	11,960.00	0.00	11,960.00	Certified SOAR case manager, performs client advocacy duties on site, conducts outreach, etc.
Other (Describe in Comments)	58,239.96	5.00 %	0.10	5,823.00	5,500.00	11,323.00	Case management support, supervision, and grant strategy guidance

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
b. Fringe Benefits	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
c. Travel	\$ 5,500.00	\$ 0.00	\$ 5,500.00	

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Annual PATH Conference	\$ 3,500.00	\$ 0.00	\$ 3,500.00	Out of State training for PATH conference (national homeless conference)
Mileage Reimbursement	\$ 1,500.00	\$ 0.00	\$ 1,500.00	Local Mileage for outreach/ SOAR efforts
Other (Describe in Comments)	\$ 500.00	\$ 0.00	\$ 500.00	Tenant education classes delivered by agency for PATH participants

d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	
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No Data Available

e. Supplies	\$ 4,500.00	\$ 0.00	\$ 4,500.00	
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Client: Outreach Supplies/Hygiene kits/Misc.	\$ 3,500.00	\$ 0.00	\$ 3,500.00	
Office: Supplies	\$ 1,000.00	\$ 0.00	\$ 1,000.00	General Office supplies, direct bill

f. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	
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No Data Available

g. Housing	\$ 9,000.00	\$ 4,350.00	\$ 13,350.00	
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Other (Describe in Comments)	\$ 9,000.00	\$ 4,350.00	\$ 13,350.00	PATH Housing including application fees, minor renovations, security deposits, one time eviction prevention rent and short term and leveraged rent expenses

h. Construction (non-allowable)				
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i. Other	\$ 393.44	\$ 1,205.00	\$ 1,598.44	
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Staffing: Other (Describe in Comments)	\$ 393.44	\$ 1,205.00	\$ 1,598.44	2% of Budget for HMIS salary, licenses, CoC fees, etc.

j. Total Direct Charges (Sum of a-i)	\$ 53,551.44	\$ 18,321.82	\$ 71,873.26	
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Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
k. Indirect Costs (Administrative Costs)	\$ 1,414.00	\$ 0.00	\$ 1,414.00	Administrative support

l. Grand Total (Sum of j and k)	\$ 54,965.44	\$ 18,321.82	\$ 73,287.26	
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Source(s) of Match Dollars for State Funds:  
Natrona Collective Health Trust: City of Casper, Natrona County  
Estimated Number of Persons to be Contacted:

50 Estimated Number of Persons to be Enrolled:

40

Estimated Number of Persons to be Contacted who are Literally Homeless:

30



## Part II. RFA PATH IUP Budget Application



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 II: RFA PATH IUP Budget Application

Program Funding Cycles: September 1, 2024 - August 31, 2025; September 1, 2025 - August 31, 2026

Funding Award Periods: September 1, 2024 - August 31, 2025; September 1, 2025 - August 31, 2026

Application must be submitted electronically by Thursday, March 7, 2024 at 11:59:00 PM MST to the Wyoming Department of Health, Behavioral Health Division, Mental Health and Substance Use Services, Grants and Programs Unit at [bhd.grants@wyo.gov](mailto:bhd.grants@wyo.gov).

For more information please email [bhd.grants@wyo.gov](mailto:bhd.grants@wyo.gov) 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 February 29, 2024

THERE ARE TWO PARTS TO THIS RFA:

Part II: RFA PATH IUP Budget Application (This document)

Part I: Guidance and Application, found here: <https://health.wyo.gov/mhsa/grants/>

### Application Deadline

Applications must be submitted electronically by **Thursday, March 7, 2024 at 11:59:00 PM MST**

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 [bhd.grants@wyo.gov](mailto:bhd.grants@wyo.gov) or call (307) 777-6494 (toll free 1-800-535-4006).

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1 of 3

**PART II. RFA PATH IUP Budget Application**  
**Due Date: Thursday, March 7, 2024 at 11:59:00 PM MST**

PART II. RFA PATH IUP Budget Application								Instruction
		Organization Name:		Community Action Partnership Natrona				PATH Local Match dollars can go over the 3:1 ratio, and must not be under the 3:1 ratio. Due to the probable chance the local match total will be above the 3:1 ratio, the local match will not be included in the
		RFA Amount Requested:		\$54,965.44				
		Minimum 3:1 Match		\$18,321.81				
a. Personnel								
	Position Title	Annual Salary	% of Time Spent of PATH	PATH - Funded FTE	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Funding
Position 1	Community Case Manager	\$65,500.00	50.00%	0.25	\$16,375.00	\$15,500.00	\$31,875.00	Community Case Manager/Navigator Lead for PATH, responsible for service delivery, grant activities
Position 2	Case Manager	\$47,840.00	25.00%	0.25	\$11,960.00		\$11,960.00	Case Manager, certified in SOAR, performs client advocacy duties on site, at outreach locations, detention center, behavioral health centers and other ocations with participants
Position 3	Operations Manager	\$58,239.96	5.00%	0.05	\$5,823.00	\$5,500.00	\$11,323.00	Case Mgmt support, supervision, grant strategy guidance
Totals					\$34,158.00	\$21,000.00	\$55,158.00	
Maximum 85% Personnel Allowed					\$46,720.62			
b. Fringe Benefits (not allowed)								
c. Travel								
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding	
	Local Mileage		\$1,500.00			\$1,500.00	Local mileage incurred in outreach/SOAR efforts	
	In-State Travel Expenses					\$0.00		
	Out-of-State Travel Expenses		\$3,500.00			\$3,500.00	Out of state training (national homeless conference for staff on grant)	
	Training for Community and/or Clients		\$500.00			\$500.00	Tenant education classes delivered by agency for participants	
Totals					\$5,500.00	\$0.00	\$5,500.00	
d. Equipment								
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding	
	Provide Item Detail					\$0.00		
	Provide Item Detail					\$0.00		
	Provide Item Detail					\$0.00		
	Provide Item Detail					\$0.00		
Totals					\$0.00	\$0.00	\$0.00	
e. Supplies								
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding	
	Client: Outreach Supplies/Hygiene Kits/Misc.		\$3,500.00			\$3,500.00	Hygiene kits/general outreach supplies for clients	
	Office: Supplies		\$1,000.00			\$1,000.00	General office supplies, direct bill	
	Provide Item Detail					\$0.00		
	Provide Item Detail					\$0.00		
Totals					\$4,500.00	\$0.00	\$4,500.00	
f1 and f2. Contractual (not applicable)								
g1. Housing								
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding	
	Matching with housing, such as: (1) rental		\$500.00		\$500.00	\$1,000.00	Rental unit appliction fees	
	Necessary Minor Renovation (No structural		\$500.00		\$500.00	\$1,000.00	Assecibility/grab bars etc. for disabled cleints	
	Security Deposits		\$4,000.00		\$1,500.00	\$5,500.00	Standard rental unit security deposit for prospective renters	
	RARELY One-time Eviction Prevention Rent		\$4,000.00		\$1,850.00	\$5,850.00	Utilization is for remedy of arrears in rent that will dismiss eviction and re-stabilize housing (only if absolutluy necessary and only once per indiv)	
	RARELY Short Term and Leveraged Rent					\$0.00		
Totals					\$9,000.00	\$4,350.00	\$13,350.00	
Maximum 20% Housing Allowed:					\$10,993.09			
h. Construction (not allowed)								
i. Other								
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding	
	HMIS 2% Required Set Aside Amount		\$393.44		\$1,205.00	\$1,598.44	HMIS Required 2% for HMIS Admin & 1 license	
	Provide Item Detail					\$0.00		

PART II. RFA PATH IUP Budget Application  
Due Date: **Thursday, March 7, 2024 at 11:59:00 PM MST**

	Provide Item Detail			\$0.00		purchase / cost are allowable. Comments must be included, including approved email within the subject line from the Behavioral Health Division.
	Provide Item Detail			\$0.00		
	Totals	\$393.44	\$1,205.00	\$1,598.44		
j. Total Direct Charges (sum of a to i minus g1)						
		PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding	Instruction
		\$44,551.44	\$22,205.00	\$66,756.44		
	Totals	\$44,551.44	\$22,205.00	\$66,756.44		Automatic calculation of above categories minus the housing total.

k. Indirect Costs (Administrative Costs)						
		PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding	Instruction
		\$1,414.00		\$1,414.00	Administrative support	
	Totals	\$1,414.00	\$0.00	\$1,414.00		Indirect costs can be used to cover any costs supporting multiple functions. The federal PATH grant restricts indirect to no more than four percent (4%) to be applied.
	Maximum 4% Indirect Costs Allowed	\$2,198.62				
l. Grant Total (Sum of j and k)						
		PATH-Funded Salary	Match Dollars	Total Dollars	Comments	Instruction
	Totals	\$54,965.44	\$26,555.00	\$81,520.44		Automatic calculation of above categories including the housing total.
	Percentage	100.00%	144.94%	111.23%		
	Remaining	\$0.00	-\$8,233.19			

Standard Information					Instruction
PATH Grant County(ies) Covering	Natrona County				Provide the names of the county or counties the organization covers.
PATH Grant County(ies) Total Population	79,601				Using the US Census Bureau Quick Facts data, what is the total population of the county or counties the organization covers? <a href="https://www.census.gov/quickfacts/fact/table/WY">https://www.census.gov/quickfacts/fact/table/WY</a>
Please identify which population matches the organization's coverage:		Large Population is over 60,000			

Provide the Source(s) of Match	Natrona Collective Health Trust; City of Casper; Natrona County				
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Estimated Number of Persons to be Contacted in 2025 Contract:	50
Estimated Number of Persons to be Contacted who are Literally Homeless in 2025	30
Estimated Number of Persons to be Enrolled:	40
Number of Staff Trained in SOAR in Grant Year Ended during the 2025 Contract	2
Number of PATH-funded Consumers Assisted Through SOAR:	10

Does this organization have experience with HMIS?	Yes
Does this organization have the HMIS License; or ability to obtain the HMIS License?	Yes
Does this organization have experience with SAMHSA related grants?	Yes
Is the person submitting this application the contact person for reporting?	No

I certify that the above is correct and accurate. The above may be used for the Intended Use Plan requirement of the PATH Grant application, mini-application, and future contract(s). The estimated number of persons may be used as goals in the contract(s) and any reporting features

Signature \_\_\_\_\_

Printed Name of the Signee: \_\_\_\_\_  
Signee's Title: \_\_\_\_\_  
Signature Date: \_\_\_\_\_  
Signee's Contact - Email and Phone: \_\_\_\_\_

Printed Name of Contract Contact: \_\_\_\_\_  
Contract Contact Title: \_\_\_\_\_  
Contract Contact - Email and Phone: \_\_\_\_\_

Footnotes:

The Division released an Request for Application (RFA) mid-January 2024 with three (3) responses, two (2) previous PATH Subrecipients, and one (1) of the proposals did not meet the PATH program requirements. Two (2) of the received submissions will be awarded. The remaining available funds will be released in a second round RFA statewide for the remaining amount, found in the 'Contractual (State)' category. The state will reach out to the PATH State Project Officer to initiate the revision request upon determination. Youth Emergency Services Inc aka YES House did not apply in the initial RFA; YES House is a current provider.

II. Executive Summary

Intended Use Plans

<b>Recover Wyoming</b> 122 West Lincolnway Cheyenne, WY 82001 <b>Contact:</b> Dawn Cranmore <b>Email Address:</b> dawn.cranmore@recoverwyoming.org	<b>Provider Type:</b> Other (please specify) <b>PDX ID:</b> WY-012 <b>State Provider ID:</b> <b>Contact Phone #:</b> 307-421-7261
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**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 CoC Program** – HUD's **Continuum of Care (CoC) Program** is designed to promote communitywide commitment to the goal of ending homelessness by providing funding for efforts by nonprofit providers and State and local governments and promoting access to mainstream programs by homeless individuals and families. Describe the organization's participation with local HUD 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 CoC(s), 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 care, mental health, substance use, 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 COD, 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 a COD; and
- ⦿ A brief description of how PATH eligibility is determined, when enrollment occurs, and how eligibility is documented for PATH enrolled clients.

**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.

**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 illness, and their 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 budget and budget narrative that includes the local-area provider's use of PATH funds.

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

Request for Application

### **RECOVER WYOMING**

1017 E Lincolnway

Cheyenne, WY 82001

Phone- (307) 421-7261

Fax- (307) 222-0281

Unique Entity ID-C473NTBQEFA4

### **AGENCY CONTACTS**

Dawn Cranmore, PATH Program Coordinator

[dawn.cranmore@recoverwyoming.org](mailto:dawn.cranmore@recoverwyoming.org)

Lana Mahoney, Executive Director

[lanamahoney@recoverwyoming.org](mailto:lanamahoney@recoverwyoming.org)

### **SIGNOR**

Melinda Godwin, Board Chair, Recover Wyoming

[melinda@olsenlegalgroup.com](mailto:melinda@olsenlegalgroup.com)

(307) 349-9823



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

## Request for Application

**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.

Recover Wyoming is a non-profit 501(c)3 organization and is Wyoming's only federally recognized Recovery Community Organization. Recover Wyoming's mission is to increase the occurrence and quality of long-term recovery from substance use disorder across Wyoming communities through education, advocacy, training, and peer recovery support services. Our organization has been a recipient of the PATH grant since 2014 and it has been an integral part of our programming since. Recover Wyoming is requesting **\$130,000.00** in PATH funds for fiscal year 2025. The PATH Program will serve residents only in Laramie County, Wyoming.

**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.

Recover Wyoming's PATH Program Coordinator attended the annual in-person CoC/Wyoming Homeless Collaborative meeting in Casper on June 29, 2023, and will attend any future meetings as scheduled. Additionally, Dawn Cranmore attends the Data Quality Committee quarterly meetings with Bobbie Neilson from HMIS and other community partners throughout Wyoming. This committee monitors data to make sure HUD regulations are being met in HMIS. The PATH Program Coordinator and PATH Case Manager also attend monthly Laramie County Housing Action Team meetings to collaborate with community partners to identify gaps and opportunities.

**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.

**Primary Health** – Recover Wyoming partners with Healthworks, an income-based primary healthcare service and FQHC, by providing referrals for qualifying services. Community Action of Laramie County's Crossroads Clinic and mobile clinic also provides primary care and serves primarily persons experiencing homelessness. RW also provides referrals for

services through the Behavioral Health Clinic at Cheyenne Regional Medical Center and UW Family Practice.

**Mental Health and SUD Services** – Partnerships for these services include referrals and warm hand-offs to Volunteers of America, Crossroads, Openings LLC, Specialty Counseling, and numerous additional private counseling offices.

**Transportation** – RW collaborates with Cheyenne Transit Program to provide local transportation when available.

**Recovery Services** – Access to recovery support and services is an integral part of RW's services and programming. Matching the client's needs and wishes for recovery support is an effective way to help them maintain their recovery in the manner the client chooses. Those pathways may be through a 12 Step Fellowship, Smart Recovery, a faith-based group such as Celebrate Recovery, on-line recovery support, RW Bridges to Recovery meetings and other pathways to recovery.

**Food/Food Subsidies**- RW partners with Needs, Inc. through assistance in applying for food boxes, clothing, and household needs. Additional partnerships include St. Joseph's Food Bank, Community Action's Christmas, and Thanksgiving food boxes. Other referrals for meals include St. Mary's lunch program, and Salvation Army's meals.

**Financial Assistance**-RW will link PATH participants to Bethel Ministries, VOA (Quality of Life funds), Safe House, and The Salvation Army for assistance, if appropriate. We also connect program participants to the Department of Family Services for those individuals who might qualify for POWER payments.

**Employment Assistance**- The state office of Workforce Development is available to assist persons seeking employment in addition to other agencies which provide temporary employment, such as People Ready. PATH Staff also works closely with Climb Wyoming and Dads Make a Difference, to help with job training and career development.

**Wyoming 211**- Recover Wyoming is part of the pilot program for CommuniCare, the Community Information Exchange (CIE) through Wyoming 211. This will allow our organization to make and receive referrals electronically between our organization and other community partners to ensure our participants receive the assistance they need, providing more effective, coordinated, care.

**United Way of Laramie County- Health Collab**- Recover Wyoming works with the United Way Health Collab partners to ensure the health and other needs of shared program participants are being met through information-sharing, collaboration, referrals, and shared community events. The collab includes partners such as Meals on Wheels, HealthWorks, Wyoming 211, CASA of Laramie County, and Safe Harbor.

**Habitat for Humanity Laramie County**- Recover Wyoming works in collaboration with Habitat for Humanity's Fresh Start program to connect qualifying program participants to

vouchers to assist with furniture and other household needs once they obtain permanent housing.

**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;**

Recover Wyoming’s PATH Program services will directly align with the mission of PATH to serve persons who are experiencing homelessness or in imminent danger of becoming homeless, and who have been diagnosed with a serious mental illness. Approximately 40% of the people who arrive at the doors of the recovery center meet the criteria for PATH services and the goals. The RW PATH Case Managers will provide street level and targeted outreach in Laramie County, perform appropriate intake procedures for screening into PATH, provide case management, complete SOAR services as needed, set and update goals with participants, provide an array of referrals and communication with other community services, and assist with locating housing as outlined in the PATH guidance documents. Recover Wyoming has successfully implemented the PATH program from 2014-2024 and we are known to provide effective services to people experiencing homelessness by agencies throughout the county.

#### **Gaps that exist in the current service systems:**

The SAMHSA Homeless Resource Center states an estimated 30% of persons experiencing chronic homelessness also experience mental health issues and that 50% of the same group have a co-occurring mental illness and substance use disorder. These findings correlate closely with the population served by Recover Wyoming. The services provided by the RW PATH Program and the unique RW recovery support programs will aid in filling the gap for persons who experience both homelessness and substance use disorders. Affordable housing continues to be a gap and the lack of other providers in our area. Mental Health/Substance use treatment facilities are another large gap in Laramie County.

#### **Brief description of the current services available to clients who have both a serious mental illness and a substance use disorder:**

Based on the needs of the client, Recover Wyoming also provides extensive referral services for persons experiencing co-occurring issues. They include referrals and warm hand-offs to Volunteers of America for SUD treatment and mental health counseling, including medication services, a detoxification center and crisis intervention; Community Action/Crossroads, for mental health evaluations and treatment. Health Works (FQHC), who can provide out-patient SUD treatment, medication assisted services, and mental health services; behavioral health treatment and crisis services at Cheyenne Regional

Medical Center are also available to RW clients. Volunteers of America also have crisis beds available for persons who need a safe place to stay during crisis stabilization.

**Brief description of how PATH eligibility is determined, when enrollment occurs, and how eligibility is documented for PATH enrolled clients:**

PATH Case Managers will complete the RW PATH Program's Needs Assessment/Screening and Enrollment documents and Individual Goal Plan with each of the potential PATH clients. Eligibility and enrollment will be determined and documented with SMI diagnosis, required housing documentation, and signed release of information. Eligibility will be documented both in HMIS and in the case notes for each participant. Case Management will be provided at either the Recovery Center, or in the community (whichever location is preferred by the PATH participant). The PATH Case Managers will meet with clients as often as needed when the client becomes enrolled, and then at least monthly to review goals set, create new ones if needed, and update client files and information. This is accomplished in person or via telephone.

**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.

Recover Wyoming's current PATH Case Managers have been trained by Bobbie Nielson and Dawn Dillinger, HMIS Program Managers for Wyoming. RW is currently fully utilizing HMIS for all current PATH clients and individuals that do not qualify for PATH services. PATH Program Coordinator, Dawn Cranmore, and PATH Case Manager, Johnna Dieters, have trained and participated in all HMIS or PATH trainings and will continue as more training becomes available. PATH Coordinator will continue to support new PATH staff in training, guidance, and oversight. RW continues to stay below the maximum of (5) days for data entry. Dawn Cranmore is currently a participant in the monthly Data Quality Committee calls that monitor and advises HMIS users throughout Wyoming to ensure HUD requirements are being met.

As of February 12, 2018, PATH Case Managers are active participants in HMIS Coordinated Entry and attend the weekly required meetings with other organizations throughout Wyoming. We continue to collaborate with other local community partners to advocate for their participation in HMIS Coordinated Entry so that we might better assist people in this community.

**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).

RW PATH staff will strive to maintain partnerships with landlords and property management companies who have collaborated with RW on housing efforts in the past. Historically housing provided by these partnerships have been scattered sites and were not subsidized. We have found that some units are based on income and are affordable for participants with restricted income sources. The relationships with these individual landlords and agencies are valuable and we will continue to collaborate and communicate

effectively to maintain these partnerships. RW PATH staff plans to continue outreaching property management companies and other private landlords to potentially gain new, additional, opportunities for housing. This may involve meeting in person to describe the PATH program, its purpose, benefits to both the PATH participant and landlord, and the added support that PATH case management will provide future tenants. Hopefully, these outreach efforts will result in new partnerships in the community, opening the doors for additional housing opportunities for PATH participants. Finally, in the past, PATH staff were unsuccessful in obtaining housing vouchers from Cheyenne Housing Authority (CHA) to use for the PATH Program, but we continue to advocate for collaboration with CHA.

**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.

RW staff have received specialized training in Cultural Competencies and Health Disparities including populations in the Black, Indigenous, and People of Color (BIPOC), and lesbian, gay, bisexual, transgender, and queer or questioning (LGBTQ). Staff will continue to engage and participate in trainings as they become available on diverse cultural beliefs and practices that are culturally and linguistically appropriate. We will be intentional in the development of our services to meet the needs of and be sensitive to all diverse populations.

**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.

RW's PATH Program client population consists of people experiencing homelessness and people suffering from mental health and/or substance use disorders. We serve adult men and women ages 18 years and older. The client population seen in our PATH program aligns with the general client demographics seen with all of our organization's programming. See the table below for a breakdown of our previous year's demographics. The 2023 data is consistent with the demographics expected for FY 25.

Demographics Based on 2023 Calendar Year-HMIS Data

Persons Served During Period	147
Number with Active Enrolled PATH Status	133
# Personal Literally Homeless	48 (36%)
# Persons Assisted with Security Deposits	39
# Persons Assisted with Eviction Prevention	13
Female	56 (42%)

Male	77 (58%)
Other gender categories	0 (0%)
Age 18-30	26 (19 %)
Age 31-50	69 (52%)
Age 51- older	38 (29%)

Based on previous data, we project PATH staff will contact approximately 150 individuals with 125 being eligible and enrolled in PATH services. We project approximately 35% of enrolled individuals will be literally homeless. While we serve both men and women, we often see a slightly greater population of male clients. We did not serve anyone transgender, questioning or no single gender on our last contract. Our participants vary in race with our greatest projected populations being Caucasian (70%), African American (10%).

**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.

As a Recovery Community Organization (RCO), consumers (MH and SA) are the cornerstone of this organization. All RCO's are required to be peer-led and managed and focus on the empowerment of consumers. Consumers are at the very heart of RW and are included in program planning and implementation, decision making, setting service goals, program evaluation, volunteering and providing services. The RW Board of Directors is comprised 100% of persons in recovery or family members of persons in recovery and 50% also identify as mental health consumers. RW staff is comprised 100% of people in recovery, 25% have experienced homelessness and 75% identify as mental health consumers. The goal for consumer involvement for this year is to continue the PATH Client Perception of Care Interview. The PATH staff have created an interview tool with questions about the following: feeling comfortable during the PATH intake process, their feelings of engagement as a PATH client; was the RW environment supportive of their needs; and was the PATH staff welcoming and understanding of the client's needs. The feedback and outcomes from the tool have been valuable to RW as we continue to enhance the perception of care and best meet the needs of our program participants.

**Budget Narrative** – Provide a budget narrative that includes the local-area provider's use of PATH funds:

Recover Wyoming requested a total of \$130,000.00 for federal PATH Funds. This also includes \$43,333.33 toward agency PATH Match. Recover Wyoming's source for match dollars will come from general unrestricted funds (savings).

The funds requested will support PATH-funded staff and will focus on providing screening services, street outreach, case management, and limited financial support for people experiencing homelessness or at imminent risk of homelessness. The limited financial support for program participants includes a focus on providing assistance with security deposits to obtain safe, permanent housing, as well as limited funds for eviction prevention for those in imminent danger.

Funds for supplies will cover office supplies and other operational expenses such as grant supplies, a contribution toward office rent, phone/cell/internet, copying/printing, etc. This will also cover fees and dues for HMIS, CoC, and other licenses and memberships. Finally, a portion of supply funds will go directly toward target street outreach efforts including hygiene kits, etc.

The training/travel funds allow the PATH Coordinator and PATH Case Manager to travel within the state to attend CoC meetings, attend meetings within the community, network with other community providers, and to provide street outreach services to the unhoused population. This category also supports attendance and travel to a national conference (as approved by the division) to provide continuing education to PATH staff, to become familiar with current trends in the field, and become up to date on best practices and relevant evidence-based practices.

The state can either enter all the IUPs and associated budgets as in prior years, or they may allow IUP users to enter their own information into WebBGAS. For more information on allowing IUP users to enter their own details, please see the tutorial under the Training Tab in WebBGAS that instructs states and IUP providers on this new process.

\* Indicates a required field

Category				Federal Dollars	Matched Dollars	Total Dollars	Comments
a. Personnel				\$ 86,260	\$ 21,290	\$ 107,550	Three PATH positions.
Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Case Manager	26,000.00	50.00 %	0.79	20,416.66	5,721.98	26,138.64	Funding for part time PATH Case Manager. PATH case management, outreach, and other PATH specific duties.
PATH Administrator	11,500.00	10.00 %	0.64	7,350.00	4,067.70	11,417.70	PATH Administrator oversees both positions and program.
Other (Describe in Comments)	69,000.00	100.00 %	0.85	58,493.34	11,500.00	69,993.34	The one FTE PATH Coordinator is responsible for direct client contact and day-to-day PATH tasks.
Category	Percentage			Federal Dollars *	Matched Dollars *	Total Dollars	Comments
b. Fringe Benefits				0.00%	\$ 0.00	\$ 0.00	\$ 0.00 N/A
Category				Federal Dollars	Matched Dollars	Total Dollars	Comments
c. Travel				\$ 4,000.00	\$ 1,716.66	\$ 5,716.66	In and Out of State Requested
Line Item Detail *				Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Annual PATH Conference				\$ 3,000.00	\$ 1,000.00	\$ 4,000.00	Out of state travel as approved by the Agency for two (2) positions (Coordinator and Case Manager) to attend national training related to PATH program during contract period.
Mileage Reimbursement				\$ 350.00	\$ 166.66	\$ 516.66	Local Mileage - Community meetings, street outreach mileage, etc.
Other (Describe in Comments)				\$ 500.00	\$ 500.00	\$ 1,000.00	In state travel expenses for CoC and other meetings, etc.
Other (Describe in Comments)				\$ 150.00	\$ 50.00	\$ 200.00	Training for Community and/or Clients; Funding to provide training for PATH clients, such as WRAP and more.
d. Equipment				\$ 1,500.00	\$ 500.00	\$ 2,000.00	Printer Lease
Line Item Detail *				Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Printer Lease/Purchase				\$ 1,500.00	\$ 500.00	\$ 2,000.00	Monthly lease for printer, portion of which is used by the PATH Program
e. Supplies				\$ 4,000.00	\$ 9,721.99	\$ 13,721.99	
Line Item Detail *				Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Client: Outreach Supplies/Hygiene kits/Misc.				\$ 400.00	\$ 466.66	\$ 866.66	General outreach supplies, including: screening and diagnostic services, client transportation, CoC, HMIS, other dues and licenses, client outreach supplies, and other (pre-approved).
Office: Supplies				\$ 3,089.33	\$ 9,000.00	\$ 12,089.33	General office supplies includes: grant supplies, office rent, staff phone, cell, internet, copying/printing, and other.
Client: Other Supplies (Describe in Comments)				\$ 510.67	\$ 255.33	\$ 766.00	HMIS fees, Licenses, CoC dues, etc.
f. Contractual				\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available							
g. Housing				\$ 25,650.00	\$ 8,666.67	\$ 34,316.67	
Line Item Detail *				Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Other (Describe in Comments)				\$ 25,650.00	\$ 8,666.67	\$ 34,316.67	PATH allowed housing costs include necessary minor renovation, security deposits, one-time eviction prevention rent, short term leveraged rent expenses, and matching with housing: rental application, modest furnishing, moving expenses, satisfy debt that keeps from being able to rent. Application/background check fees, deposits to assist PATH clients obtain safe and permanent housing, and funds to assist persons in imminent danger to prevent eviction.
h. Construction (non-allowable)							



i. Other	\$	1,710.00	\$	855.00	\$	2,565.00	
Line Item Detail *	Federal Dollars *		Matched Dollars *		Total Dollars		Comments
Office: Other (Describe in Comments)	\$	1,710.00	\$	855.00	\$	2,565.00	2% of total budget for HMIS Manager
j. Total Direct Charges (Sum of a-i)	\$	123,120.00	\$	42,750.00	\$	165,870.00	
Category	Federal Dollars *		Matched Dollars *		Total Dollars		Comments
k. Indirect Costs (Administrative Costs)	\$	5,130.00	\$	0.00	\$	5,130.00	De minimus 4% indirect costs
l. Grand Total (Sum of j and k)	\$	128,250.00	\$	42,750.00	\$	171,000.00	

Source(s) of Match Dollars for State Funds:

Cash match from organizational fundraising, undesignated donations by individuals and corporations, and in-kind match.

Estimated Number of Persons to be Contacted:150Estimated Number of Persons to be Enrolled:125

Estimated Number of Persons to be Contacted who are Literally Homeless:43

Number staff trained in SOAR in grant year ending in 2023:2Number of PATH-funded consumers assisted through SOAR:5

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**PART II. RFA PATH IUP Budget Application**  
**Due Date: Sunday, February 4, 2024 at 11:59:00 PM MST**

PART II. RFA PATH IUP Budget Application								Instruction
Organization Name:		Recover Wyoming		RFA Amount Requested:		\$128,250.00		PATH Local Match dollars can go over the 3:1 ratio, and must not be under the 3:1 ratio. Due to the probable chance the local match total will be above the 3:1 ratio, the local match will not be included.
Minimum 3:1 Match						\$42,750.00		
<b>a. Personnel</b>								
Position	Position Title	Annual Salary	% of Time Spent of PATH	PATH - Funded FTE	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Funding
Position 1	PATH Coordinator	\$69,000.00	100.00%	1	\$58,493.34	\$11,506.66	\$69,999.99	Funding for full time PATH Coordinator
Position 2	PATH Case Manager	\$26,000.00	50.00%	0.66	\$20,416.66	\$5,583.34	\$26,000.00	Funding for part time PATH Case Manager
Position 3	PATH Administrator	\$11,500.00	10.00%	0.2	\$7,350.00	\$4,150.00	\$11,417.70	Funding for PATH Administrator
Totals					\$86,260.00	\$21,240.00	\$107,500.00	
Maximum 85% Personnel Allowed					\$109,012.50			
<b>b. Fringe Benefits (not allowed)</b>								
<b>c. Travel</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding			
	Local Mileage	\$150.00	\$166.66	\$316.66	Mileage- community meetings, street outreach mileage, etc.			
	In-State Travel Expenses	\$500.00	\$500.00	\$1,000.00	CoC and other meetings, etc.			
	Out-of-State Travel Expenses	\$3,000.00	\$1,000.00	\$4,000.00	Funding for Coordinator & Case Manager to attend agency approved national training during contract period			
	Training for Community and/or Clients	\$150.00	\$50.00	\$200.00	Funding to provide training for PATH clients, such as WRAP, etc.			
Totals					\$4,800.00	\$1,716.66	\$6,516.66	
<b>d. Equipment</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding			
	Printer Lease	\$1,500.00	\$500.00	\$2,000.00	Monthly lease for printer, portion of which used by PATH program			
	Provide Item Detail	\$0.00	\$0.00	\$0.00	N/A			
	Provide Item Detail	\$0.00	\$0.00	\$0.00	N/A			
	Provide Item Detail	\$0.00	\$0.00	\$0.00	N/A			
Totals					\$1,500.00	\$500.00	\$2,000.00	
<b>e. Supplies</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding			
	Client Outreach Supplies/Office Kits/Misc	\$400.00	\$466.66	\$866.66	Misc outreach supplies			
	Office Supplies	\$1,089.33	\$9,000.00	\$12,089.33	Grant supplies, office rent, phone/cell/internet, copying/printing, etc.			
	HMIS, CoC, other dues and licenses	\$516.67	\$258.33	\$775.00	HMIS fees 2 people, CoC dues, etc.			
	Provide Item Detail	\$0.00	\$0.00	\$0.00	N/A			
Totals					\$4,000.00	\$9,725.00	\$13,725.00	
<b>f1 and f2. Contractual (not applicable)</b>								
<b>g1. Housing</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding			
	Matching with housing, such as: (1) rental	\$500.00	\$200.00	\$700.00	Application/background check fees			
	Necessary Minor Renovation (No structural)	\$0.00	\$0.00	\$0.00	N/A			
	Security Deposits	\$21,000.00	\$7,000.00	\$28,000.00	Deposits to assist PATH clients obtain safe, permanent housing			
	RARELY One-time Eviction Prevention Rent	\$4,150.00	\$1,466.67	\$5,616.67	Funds to assist persons in imminent danger to prevent eviction			
	RARELY Short Term and Leveraged Rent	\$0.00	\$0.00	\$0.00	N/A			
Totals					\$25,650.00	\$8,666.67	\$34,316.67	
Maximum 20% Housing Allowed:					\$25,650.00			
<b>h. Construction (not allowed)</b>								
<b>i. Other</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding			
	2% of Budget for HMIS Manager Salary	\$1,710.00	\$855.00	\$2,565.00	2% of total budget for HMIS Manager			
	Provide Item Detail	\$0.00	\$0.00	\$0.00	N/A			
	Provide Item Detail	\$0.00	\$0.00	\$0.00	N/A			
	Provide Item Detail	\$0.00	\$0.00	\$0.00	N/A			
Totals					\$1,710.00	\$855.00	\$2,565.00	
<b>j. Total Direct Charges (sum of a to i minus g1)</b>								
	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding				
	\$97,470.00	\$34,083.33	\$131,553.33	Direct- PATH funded & match				
Totals					\$97,470.00	\$34,083.33	\$131,553.33	
<b>k. Indirect Costs (Administrative Costs)</b>								
	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding				
	\$5,130.00	\$0.00	\$5,130.00	Indirect				
	\$5,130.00	\$0.00	\$5,130.00					
Totals					\$5,130.00	\$0.00	\$5,130.00	
Maximum 4% Indirect Costs Allowed					\$5,130.00			
<b>l. Grant Total (Sum of j and k)</b>								
	PATH-Funded Salary	Match Dollars	Total Dollars	Comments				
	\$128,250.00	\$42,750.00	\$171,000.00					
	100.00%	100.00%	100.00%					
	\$0.00	\$0.00	\$0.00					
Totals					\$128,250.00	\$42,750.00	\$171,000.00	
Percentage					100.00%	100.00%	100.00%	
Remaining					\$0.00	\$0.00	\$0.00	

Standard Information		Instruction
PATH Grant County(ies) Covering		Provide the names of the county or counties the organization is covering.
PATH Grant County(ies) Total Population		Using the US Census Bureau Quick Facts data, what is the total population of the county or counties the organization covers? <a href="https://www.census.gov/quickfacts/fact/table/WY">https://www.census.gov/quickfacts/fact/table/WY</a>
Please identify which population matches the organization's coverage:		
Large Population is over 60,000		Small Population is under 60,000

Provide the Source(s) of Match: Our source for match dollars will come from general unrestricted funds (savings)

Estimated Number of Persons to be Contacted in 2025 Contract:	150
Estimated Number of Persons to be Contacted who are Literally Homeless in 2025	43
Estimated Number of Persons to be Enrolled:	125
Number of Staff Trained in SOAR in Grant Year Ended during the 2025 Contract	2
Number of PATH-funded Consumers Assisted Through SOAR:	5

Does this organization have experience with HMIS?	Yes No
Does this organization have the HMIS License, or ability to obtain the HMIS License?	Yes No
Does this organization have experience with SAMHSA related grants?	Yes No
Is the person submitting this application the contact person for reporting?	Yes No

I certify that the above is correct and accurate. The above may be used for the Intended Use Plan requirement of the PATH Grant application, mini-application, and future contract(s). The estimated number of persons may be used as goals in the contract(s) and any reporting.

Signature: Lana Mahoney  
 Printed Name of the Signee: Lana Mahoney  
 Signee's Title: Executive Director  
 Signature Date: 4/15/24

Signee's Contact - Email and Phone

lanamahoney@recoverywyo.org  
(307) 421-7261

Printed Name of Contract Contact

Dawn Cranmore

Contract Contact Title

PATH PROGRAM COORDINATOR

Contract Contact - Email and Phone

dawn.cranmore@recoverywyo.org 307-421-7261

Footnotes:

The Division released an Request for Application (RFA) mid-January 2024 with three (3) responses, two (2) previous PATH Subrecipients, and one (1) of the proposals did not meet the PATH program requirements. Two (2) of the received submissions will be awarded. The remaining available funds will be released in a second round RFA statewide for the remaining amount, found in the 'Contractual (State)' category. The state will reach out to the PATH State Project Officer to initiate the revision request upon determination. Youth Emergency Services Inc aka YES House did not apply in the initial RFA; YES House is a current provider.

II. Executive Summary

Intended Use Plans

<b>Sweetwater Family Resource Center</b>	<b>Provider Type:</b> Social service agency
649 North Front St. Unit A	<b>PDX ID:</b> WY-015
Rock Springs, WY 82901	<b>State Provider ID:</b>
<b>Contact:</b> Shari West	<b>Contact Phone #:</b> 307-362-6549
<b>Email Address:</b> westshari59@gmail.com	

**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 CoC Program** – HUD's **Continuum of Care (CoC) Program** is designed to promote communitywide commitment to the goal of ending homelessness by providing funding for efforts by nonprofit providers and State and local governments and promoting access to mainstream programs by homeless individuals and families. Describe the organization's participation with local HUD 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 CoC(s), 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 care, mental health, substance use, 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 COD, 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 a COD; and
- ⦿ A brief description of how PATH eligibility is determined, when enrollment occurs, and how eligibility is documented for PATH enrolled clients.

**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.

**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 illness, and their 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 budget and budget narrative that includes the local-area provider's use of PATH funds.



SWEETWATER FAMILY RESOURCE CENTER  
649 N. Front St. Unit A & B, Rock Springs, Wyoming 82901 307-362-6549  
350 Mansface Green River, WY 82935 307-874-3791

### PART 1-PATH Grant Application Cover Page

1. Proposer:  
Sweetwater Family Resource Center  
649 N. Front St Unit A  
Rock Springs, WY 82901  
307-362-6549
2. Authorized to negotiate contract terms:  
Shari West, Executive Director, [westshari59@gmail.com](mailto:westshari59@gmail.com)  
307-362-6549 ext 1
3. No other signers
4. UEI: KALMV7PFEYG8

### PART I RFA PATH APPLICATION

**Local Provider Description:** The Sweetwater Family Resource Center is a 501c3 charitable non-profit organization incorporated in the State of Wyoming and serves Sweetwater County.

Following a Housing First Model, we do not require people experiencing homelessness to address their problems before they can access housing, including behavioral health problems, or graduating through a series of services programs. Our organizations supportive services are offered to assist with housing stability and individual well-being. We strive to use a harm reduction approach to help reduce barriers to obtaining or maintaining permanent housing.

We value diversity, equity and inclusion.

The PATH grant, works hand in hand with our agency philosophy in providing homeless individuals with serious mental illness assistance to obtain housing. The PATH program also provides intense Case Management to connect those who qualify with community mental health services and other resources to improve their situation.

We are excited for our new partnership with Project Hope. This program helps school aged children and their families obtain or remain in housing. We also refer to the local school which provides counseling and in home visits to ensure every child is getting their best chance at success.

Anticipated PATH funding \$60,400.00

**Collaboration with HUD Continuum of Care (CoC) Program:** Shari West is a board member of the Wyoming CoC and attends all meetings and Sweetwater Family Resource Center is a member of the Wyoming CoC.

**Collaboration with Local Community Organizations:** Sweetwater Family Resource Center is partnered with United Way, Salvation Army, Sweetwater County, City of Green River, City of Rock Springs, Parents as Teachers, WRAP around services, Sweetwater school districts #1 and #2, Local law enforcement, Local fire department, Sweetwater County Food Bank, Local churches, Loaves and Fishes Soup Kitchen, DFS, WFS and Veteran Services.

Sweetwater Family Resource Center reaches out to all organizations we partner with to provide the best coordination of services for our PATH clients. Clients face many different barriers to becoming housed and receiving mental health services, so one size does not fit all. We tailor our partnerships to promote the well-being of our clients and utilize all resources available that may help them to be self-sufficient.

**Service Provision:** Sweetwater Family Resource Center specializes in reaching, engaging, and advocating for those who are most vulnerable, and deliver critical services that mainstream mental health programs may not provide. SFRC plans to use PATH funds to conduct outreach to local homeless clients with SMI. We will also use the funds to assist those who are housing insecure to maintain their homes. We will coordinate PATH services with other grant funds to provide deposits and rental assistance to obtain or maintain housing. Our goal is long-term housing for all PATH clients.

We will also provide utility assistance if needed. Our SOAR trained staff will complete an SSI/SSDI application to promote self-sufficiency to maintaining housing.

We refer all PATH clients to local mental health providers and those services available through telehealth.

We also refer and coordinate with veteran's services if needed, to assure success in long-term housing for veterans.

**Gaps in services:** In Sweetwater County there is only one residential mental health service provider. The beds are limited and usually the state mental hospital gets any available beds. The program is extremely hard to get into. For those needing outpatient treatment, the process to complete an intake is convoluted and cumbersome for the client with SMI to navigate. While we make every effort to assist in completing this process with the client, going to multiple appointments is not always possible.

Clients with SMI are reluctant to receive mental health services of any kind, due to poor past experiences.

Transportation to mental health providers is another issue. Most lack the means to get to appointments and evaluations. There is virtually no public transportation in Sweetwater County and the one provider has limited hours and has to be scheduled well in advance.

If often takes time to build a relationship of trust with the client. Once trust is established, gathering all needed documents is challenging and time consuming. Just locating the client for further information can take weeks.

Available services that we provide to clients with a SMI and COD include but are not limited to: Case management, gathering SSI/SSDI information and application processing through SOAR for the client.

Housing services to help the client obtain or maintain housing. Homeless backpack program, with basic necessities. Referral to other community partners. Onsite pantry containing clothing and food.

PATH eligibility is determined by first contact with a client and asking the housing status of the client and determining if the client has a SMI with or without a co-occurring substance use disorder. If homeless or at risk of homelessness, client is entered into HMIS PATH SO. We prioritize those who are literally and chronically homeless. Eligibility is determined by provider agency staff observations and assessments. Staff completes a formal process and form to evaluate whether the client qualifies for PATH. Making sure the client is experiencing homelessness or at imminent risk of homelessness, and experiencing a SMI or co-occurring disorder. Engagement begins with the official assessment between the client and PATH staff to evaluate whether or not the client qualifies for PATH. All documents and assessments are uploaded into HMIS to provide documentation for enrolled clients.

**Data:** Our organization collects Universal Data Elements on every client at entry, updates and exit. Project Specific Data Elements are collected on PATH funded projects.

Homeless persons are entered into Wyoming's Coordinated Entry to allocate funds and resources as effectively as possible and ensure easily accessible services to all homeless persons. Staff attends weekly Coordinated Entry meetings.

Yearly training is provided by HMIS and all staff participate.

**Housing:** We work with local landlords and property management companies to secure housing for clients. There is not a lot of affordable housing in Sweetwater County. The lack of housing for those on a fixed or low income is a major concern for Sweetwater County and its residents. Rock Springs Housing authority does not prioritize homeless individuals or families. We are having conversation with the local governments to try to find solutions to this issue.

**Staff Information:** PATH staff just completed Standards of Quality for Family Strengthening & Support. Sweetwater Family Resource Center has policies in place to enforce diversity, equity and inclusion. Staff will continue to receive all applicable trainings to focus on the most vulnerable in our population. 2 staff members including 1 PATH staff are trained and certified in NARCAN administration.

**Client Information:** Sweetwater County has a population of 41,614.  
93.9% are white,  
69.7% are over the age of 18.



There are 19,274 housing units.

12.4% live in poverty.

We project to contact and enroll 31 clients into PATH case management.

PATH funds will be used to serve clients who are literally homeless. Project to house 10 literally homeless clients.

**Consumer Involvement:** We currently have homeless representation on our governing board. Clients' complete evaluations which include asking them for input on services and shortcoming in staff and programs.

**Budget Narrative:**

Our agency has 1 full time staff who works PATH exclusively whose salary is \$ 46,000.00 per year. Our PATH coordinator works with participants directly through street outreach and supportive services to meet PATH goals and serve the homeless population.

The agency Director uses PATH 10% of her full salary to complete reports, invoicing, grant writing and expedite expenses. Her salary is \$60,000 per year.

Local Mileage for out-reach \$200.00 to connect with PATH participants. \$200.00 will be matching funds.

Out-reach and hygiene supplies for clients \$ 500.00 for back packs with hygiene and other supplies to ensure the participants are as warm as possible and have some basic necessities. \$200.00 will be matching funds

PATH share of Office Supplies \$ 4,000.00 This includes, portion of utilities and office rent, general office supplies, Path share of phone and internet costs. \$10,000.00 will be matching funds.

Housing cost to include: rental application fees, furniture and furnishings. \$2,000.00 most homeless participants move into empty housing units and do not even have a bed to sleep on. We will use all cost saving measures when spending these funds to help as many participants as possible. \$ 1,000.00 will be matching funds.

Security Deposits \$1,800.00 to pay security deposits for participants to secure housing. 1<sup>st</sup> months' rent and other expenses will be paid with \$1,800.00 in matching funds

One-time rental assistance \$900.00 for emergency rental payment to prevent eviction. \$900.00 will be matching funds. Admin \$ 2,000.00.00 to cover other expenses that cannot be separated out for PATH specifics. \$ 4,000.00 will be match funds.



The state can either enter all the IUPs and associated budgets as in prior years, or they may allow IUP users to enter their own information into WebBGAS. For more information on allowing IUP users to enter their own details, please see the tutorial under the Training Tab in WebBGAS that instructs states and IUP providers on this new process.

\* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
a. Personnel	\$ 49,852	\$ 8,000	\$ 57,852	Two (2) PATH Employees

Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Case Manager	46,000.00	100.00 %	0.98	45,000.00	0.00	45,000.00	The PATH case manager provides the required services and overall day-to-day management of the PATH grant; sole role.
PATH Administrator	75,000.00	10.00 %	0.06	4,852.00	8,000.00	12,852.00	PATH administration including administrative duties, reporting, expenses, invoicing, and grant writing.

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
b. Fringe Benefits	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	N/A

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
c. Travel	\$ 0.00	\$ 200.00	\$ 200.00	

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Mileage Reimbursement	\$ 0.00	\$ 200.00	\$ 200.00	Specifically to use for outreach services and connect with PATH participants

d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

e. Supplies	\$ 4,952.00	\$ 5,350.00	\$ 10,302.00	
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Office: Supplies	\$ 3,013.00	\$ 5,000.00	\$ 8,013.00	General office supplies includes: grant supplies, office rent, staff phone, cell, internet, copying/printing, and other.
Client: Other Supplies (Describe in Comments)	\$ 1,939.00	\$ 350.00	\$ 2,289.00	2% of the budget for HMIS Manager, licenses, etc.

f. Contractual	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

g. Housing	\$ 1,500.00	\$ 6,000.00	\$ 7,500.00	
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Other (Describe in Comments)	\$ 1,500.00	\$ 6,000.00	\$ 7,500.00	PATH allowed housing costs include necessary minor renovation, security deposits, one-time eviction prevention rent, short term leveraged rent expenses, and matching with housing: rental application, modest furnishing, moving expenses, satisfy debt that keeps from being able to rent.

h. Construction (non-allowable)				
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i. Other	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

j. Total Direct Charges (Sum of a-i)	\$ 56,304.00	\$ 19,550.00	\$ 75,854.00	
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Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
k. Indirect Costs (Administrative Costs)	\$ 2,346.00	\$ 0.00	\$ 2,346.00	4% indirect costs.
l. Grand Total (Sum of j and k)	\$ 58,650.00	\$ 19,550.00	\$ 78,200.00	

## Part II. RFA PATH IUP Budget Application



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 II: RFA PATH IUP Budget Application

Program Funding Cycles: September 1, 2024 - August 31, 2025; September 1, 2025 - August 31, 2026

Funding Award Periods: September 1, 2024 - August 31, 2025; September 1, 2025 - August 31, 2026

Application must be submitted electronically by Sunday, February 4, 2024 at 11:59:00 PM MST to the Wyoming Department of Health, Behavioral Health Division, Mental Health and Substance Use Services, Grants and Programs Unit at [bhd.grants@wyo.gov](mailto:bhd.grants@wyo.gov).

For more information please email [bhd.grants@wyo.gov](mailto:bhd.grants@wyo.gov) 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 Wednesday, January 31, 2024.

THERE ARE TWO PARTS TO THIS RFA:

Part II: RFA PATH IUP Budget Application (This document)

Part I: Guidance and Application, found here: <https://health.wyo.gov/mhsa/grants/>

### Application Deadline

Applications must be submitted electronically by **Sunday, February 4, 2024 at 11:59:00 PM MST.**

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 [bhd.grants@wyo.gov](mailto:bhd.grants@wyo.gov) or call (307) 777-6494 (toll free 1-800-535-4006).

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1 of 3

**PART II. RFA PATH IUP Budget Application**  
**Due Date: Sunday, February 4, 2024 at 11:59:00 PM MST**

PART II. RFA PATH IUP Budget Application									Instruction
		Organization Name:		Sweetwater Family Resource Center					PATH Local Match dollars can go over the 3:1 ratio, and must not be under the 3:1 ratio. Due to the probable chance the local match total will be above the 3:1 ratio, the local match will not be included in the
		RFA Amount Requested:		\$58,650.00					
		Minimum 3:1 Match		\$19,550.00					
a. Personnel									
	Position Title	Annual Salary	% of Time Spent of PATH	PATH - Funded FTE	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Funding	Instruction
Position 1	PATH coordinator/case manager	\$46,000.00	100.00%	1	\$45,000.00	\$0.00	\$45,000.00	Full time Case Manager that only works PATH	Recommendation: Start with the Housing, then the Office Supplies, then the Travel/Training to determine the amount remaining for Personnel and Case Management. Reminder should not be more than 85% of the Federal dollars.
Position 2	Executive Director	\$75,000.00	10.00%	0.1	\$4,852.00	\$8,000.00	\$12,852.00	Director administrative duties reporting, expenses and invoicing, grant writing	
Position 3							\$0.00		
Totals					\$49,852.00	\$8,000.00	\$57,852.00		
Maximum 85% Personnel Allowed					\$49,852.50				
b. Fringe Benefits (not allowed)									
c. Travel									
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction
	Local Mileage		\$0.00		\$200.00	\$200.00	to connect with PATH participants		Funds requested in the travel, training, and fee category must be directly related to the grant or for grant funded staff only. For "Other" check the guidance or contact the Behavioral Health Division to see if the expense is allowable.
	In-State Travel Expenses		\$0.00		\$0.00	\$0.00			
	Out-of-State Travel Expenses		\$0.00		\$0.00	\$0.00			
	Training for Community and/or Clients		\$0.00		\$0.00	\$0.00			
Totals			\$0.00		\$200.00	\$200.00			
d. Equipment									
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction
	Provide Item Detail		\$0.00		\$0.00	\$0.00			Funds requested in the equipment category must be directly related to the grant or the grant funded staff only. Equipment such as phones and laptops for clients are unallowable. Please contact the Behavioral Health Division to see if the expenses is allowable.
	Provide Item Detail		\$0.00		\$0.00	\$0.00			
	Provide Item Detail		\$0.00		\$0.00	\$0.00			
	Provide Item Detail		\$0.00		\$0.00	\$0.00			
Totals			\$0.00		\$0.00	\$0.00			
e. Supplies									
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction
	Client: Outreach Supplies/Hygiene Kits/Misc.		\$0.00		\$0.00	\$0.00			Outreach and health expenses must be directly related to the activities of the grant. Operational expenses must be directly related to the grant. Any expenses that are used by multiple funding sources shall be applied to indirect. For "Other" check the guidance or contact the Behavioral Health Division to see if the expense is allowable.
	Office: Supplies		\$3,013.00		\$5,000.00	\$8,013.00	This includes, portion of utilities and office rent, general office supplies, Path share of phone and internet costs.		
	HMIS		\$1,939.00		\$350.00	\$2,289.00	2% of total grant for HMIS expenses. PATH coordinator license and \$125.00 for Executive Director license		
	Provide Item Detail		\$0.00		\$0.00	\$0.00			
Totals			\$4,952.00		\$5,350.00	\$10,302.00			
f1 and f2. Contractual (not applicable)									
g1. Housing									
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction
	Matching with housing, such as: (1) rental		\$0.00		\$3,000.00	\$3,000.00	Will be paid out of other grants		The federal PATH grant restricts funds to no more than twenty percent (20%) to be expended for eligible housing services.
	Necessary Minor Renovation (No structural		\$0.00		\$0.00	\$0.00			
	Security Deposits		\$1,500.00		\$0.00	\$1,500.00			
	RARELY One-time Eviction Prevention Rent		\$0.00		\$3,000.00	\$3,000.00	Will be paid out of other grants		
	RARELY Short Term and Leveraged Rent		\$0.00		\$0.00	\$0.00			
Totals			\$1,500.00		\$6,000.00	\$7,500.00			
Maximum 20% Housing Allowed:			\$11,730.00						
h. Construction (not allowed)									
i. Other									
	Line Item Detail		PATH-Funded Salary		Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction
	Provide Item Detail		\$0.00		\$0.00	\$0.00			Funds requested in other need to have prior approval and conversation with the Behavioral Health Division to ensure the purchase / cost are allowable. Comments must be included, including approved email within the subject line from the Behavioral Health Division.
	Provide Item Detail		\$0.00		\$0.00	\$0.00			
	Provide Item Detail		\$0.00		\$0.00	\$0.00			
	Provide Item Detail		\$0.00		\$0.00	\$0.00			
Totals			\$0.00		\$0.00	\$0.00			
j. Total Direct Charges (sum of a to i minus g1)									

**PART II. RFA PATH IUP Budget Application**  
**Due Date: Sunday, February 4, 2024 at 11:59:00 PM MST**

	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding	Instruction
	\$54,804.00	\$13,550.00	\$68,354.00		Automatic calculation of above categories minus the housing total.
Totals	\$54,804.00	\$13,550.00	\$68,354.00		

k. Indirect Costs (Administrative Costs)					
	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding	Instruction
	\$2,346.00	\$0.00	\$2,346.00	cover other expenses that cannot be separated out for PATH specifics.	Indirect costs can be used to cover any costs supporting multiple functions. The federal PATH grant restricts indirect to no more than four percent (4%) to be applied.
Totals	\$2,346.00	\$0.00	\$2,346.00		
Maximum 4% Indirect Costs Allowed	\$2,346.00				

l. Grant Total (Sum of j and k)					
	PATH-Funded Salary	Match Dollars	Total Dollars	Comments	Instruction
Totals	\$58,650.00	\$19,550.00	\$78,200.00		Automatic calculation of above categories including the housing total.
Percentage	100.00%	100.00%	100.00%		
Remaining	\$0.00	\$0.00			

Standard Information		Instruction
PATH Grant County(ies) Covering	Sweetwater County	Provide the names of the county or counties the organization covers.
PATH Grant County(ies) Total Population	41,614	Using the US Census Bureau Quick Facts data, what is the total population of the county or counties the organization covers? <a href="https://www.census.gov/quickfacts/fact/table/WY">https://www.census.gov/quickfacts/fact/table/WY</a>
Please identify which population matches the organization's coverage:		Small Population is under 60,000

Provide the Source(s) of Match	Sweetwater County, Salvation Army, and United Way grant funds
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Estimated Number of Persons to be Contacted in 2025 Contract:	31
Estimated Number of Persons to be Contacted who are Literally Homeless in 2025	10
Estimated Number of Persons to be Enrolled:	31
Number of Staff Trained in SOAR in Grant Year Ended during the 2025 Contract	2
Number of PATH-funded Consumers Assisted Through SOAR:	10

Does this organization have experience with HMIS?	Yes
Does this organization have the HMIS License; or ability to obtain the HMIS License?	Yes
Does this organization have experience with SAMHSA related grants?	Yes
Is the person submitting this application the contact person for reporting?	Yes

I certify that the above is correct and accurate. The above may be used for the Intended Use Plan requirement of the PATH Grant application, mini-application, and future contract(s). The estimated number of persons may be used as goals in the contract(s) and any reporting features

Shari West

Signature \_\_\_\_\_

Printed Name of the Signee: Shari West  
Signee's Title: Executive Director  
Signature Date: Monday, April 8, 2024  
Signee's Contact - Email and Phone: westshari59@gmail.com 307-362-6549 ext 1

Printed Name of Contract Contact: Shari West  
Contract Contact Title: Executive Director  
Contract Contact - Email and Phone: westshari59@gmail.com 307-362-6549 ext 1

Footnotes:

The Division released an Request for Application (RFA) mid-January 2024 with three (3) responses, two (2) previous PATH Subrecipients, and one (1) of the proposals did not meet the PATH program requirements. Two (2) of the received submissions will be awarded. The remaining available funds will be released in a second round RFA statewide for the remaining amount, found in the 'Contractual (State)' category. The state will reach out to the PATH State Project Officer to initiate the revision request upon determination. Youth Emergency Services Inc aka YES House did not apply in the initial RFA; YES House is a current provider.

II. Executive Summary

Intended Use Plans

<b>Youth Emergency Services, Inc.</b> 905 North Gurley Avenue Gillette, WY 82716 <b>Contact:</b> Tatyana Walker <b>Email Address:</b> TWalker@yeshouse.org	<b>Provider Type:</b> Social service agency <b>PDX ID:</b> WY-016 <b>State Provider ID:</b> <b>Contact Phone #:</b> (307) 686-0669
--	---

**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 CoC Program** – HUD's **Continuum of Care (CoC) Program** is designed to promote communitywide commitment to the goal of ending homelessness by providing funding for efforts by nonprofit providers and State and local governments and promoting access to mainstream programs by homeless individuals and families. Describe the organization's participation with local HUD 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 CoC(s), 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 care, mental health, substance use, 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 COD, 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 a COD; and
- ⦿ A brief description of how PATH eligibility is determined, when enrollment occurs, and how eligibility is documented for PATH enrolled clients.

**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.

**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 illness, and their 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 budget and budget narrative that includes the local-area provider's use of PATH funds.

P.O. Box 2151  
905 North Gurley Ave.  
Gillette, WY 82716



307-686-0669  
Fax: 307-686-2121

**Legal Name:** Youth Emergency Services, Inc. (Y.E.S. House)

**Address:** 905 North Gurley Ave, Gillette, WY 82716

**EIN:** 8300230126

**Contact Information:**

**Phone Number:** (307) 686-0669

**Fax Number:** (307) 686-2121

**Authorized Individual:** Ryan Anderson  
Executive Director  
(307) 686-0669 ext. 1001

**Individual Signors:**  
Ryan Anderson, Executive Director, (307) 686-0669 ext. 1001

**Contract Contact:**  
Scott Brastrup, Community Programs Director, (307) 686-0669 ext. 1005

**Unique Entity Identified (UEI):** HA95PCA4D2L4





**A. Local Provider Description**

Youth Emergency Services, Inc. (Y.E.S. House) is a nonprofit human-services organization which enacts and promotes its mission statement, “Empowering youth and families to achieve lifelong success.” The Y.E.S. House provides thirteen (13) different programs for children and young adults throughout Northeast Wyoming and has continued to work to grow in practical, realistic, and impactful ways. The Y.E.S. House has been operating in northeastern Wyoming to implement innovative and effective programs for nearly fifty (50) years since its establishment in 1976. In the beginning, the Y.E.S. House began the Crisis Shelter for homeless and runaway youths which has expanded to additional services to limit the potential of Wyoming youths slipping back into homelessness and reducing recidivism rates.

While Wyoming is very rural, especially in the areas near Gillette, the Y.E.S. House has experience working with a great wealth of people of differing backgrounds and beliefs. Throughout its history, the Y.E.S. House has worked with those of varying different cultures and beliefs, traumas and experiences which has effectively aided them to transition to healthy roles and paths for their future. This has also helped the Y.E.S. House grow with deeper understanding of not only its immediate area, but of those surrounding it to better serve its community and Wyoming as a whole. Through its years of active service, the Y.E.S. House has also formed effective partnerships such as with employment providers, educational institutions, and health service providers for the benefit of homeless young people.

The Y.E.S. House has a growing and strong relationship throughout Northeast Wyoming and within the state because of its quality programs and management. The nonprofit is capable of hiring staff which is retained and works to hire from within whenever possible. While there has been some turnover the previous few years due to such issues as retirement, key people have been replaced by others who have been in the company for years, growing from the bottom up and who understand the direction and the ways of the Y.E.S. House in the areas of their profession.

PATH Funds the organization will receive: \$104,600.00

**B. Collaboration with HUD Continuum of Care (CoC) Program**

The Y.E.S. House works closely with HUD and Council of Community Services to provide Section 8 housing, run the Soup Kitchen and Emergency Shelter. The agency also works closely with Gillette Abuse Refuge – a domestic violence shelter and reaches out to homeless domestic violence victims.



### **C. Collaboration with Local Community Organizations**

The Y.E.S. House works closely with HUD and Council of Community Services to provide Section 8 housing, run the Soup Kitchen and Emergency Shelter. The agency also works closely with Gillette Abuse Refuge Foundation – a domestic violence shelter and reaches out to homeless domestic violence victims.

The Y.E.S. House works with and partners with many to provide an opportunity for young people to reach stability and build a positive life. By working with the Council of Community Services in the past, the Y.E.S. House and collaborating within the community, this work has dramatically reduced the number of detained individuals with serious health issues and has provided positive benefits throughout the area.

Additionally, the Y.E.S. House collaborates with the courts, the local detention center, Campbell County Attorney's office, housing programs, Department of Vocational Rehabilitation (DVR), Workforce Center, mental health/substance abuse advisors, and health care providers to ensure the PATH young adults receive the services they require. The entities work together to find alternative living arrangements to prevent the detainment of a person with mental health issues. Community mental health providers also work with the Y.E.S. House to ensure that high-risk individuals receive proper treatment and involuntary hospitalizations are minimized.

Case managers visit the local detention center to build relationships with clients as they are reentering the community or even when they have further incarceration. The detention staff have worked closely with PATH staff to ensure that those vulnerable young people have housing options and active support upon their discharge to reduce recidivism rates. There is regular work being done to find housing options for young adults who have nowhere to go upon leaving the centers and to help build strong futures for themselves and, incidentally, northeastern Wyoming.

Many PATH eligible people with criminal backgrounds need broad ranges of services to become integrated within society. Staff members work to develop individual case plans for each person, which can be tailored to their needs and their motives for success. PATH young adults are provided with Service-Learning opportunities monthly so they learn the importance of serving others and giving back to their community which can provide them purpose and so they can see the growth and the results of the efforts with which they put into the program and their community. Gaining employment and stable housing are often primary goals for PATH clients while life skills groups provide support and education which aid clients to integrate back into society, providing a deeper sense of community with other individuals in similar situations while building support networks. Clients with criminal or negative histories often feel more cohesion in social settings when there is less judgement and there is more focus on support systems and skill building practices.





Strong partnerships are the primary reason the Y.E.S. House can do so much in its very rural area. The Y.E.S. House is in regular collaboration or seeking regular collaboration with local entities which further aid the Y.E.S. House's mission to provide services to young people and entities which can help them reshape their lives in positive ways.

A few partner organizations the Y.E.S. House has collaborated with are the Council of Community Services, Gillette Workforce Center, Campbell County School District (for those young adults still in school at ages 18-19), Gillette College, Brook Street Apartment, and the Department of Family Services.

With the Council of Community Services, there are coordinated referrals and efforts of outreach to homeless individuals in Campbell County. PATH gains greater availability of resources and services and the opportunity for low-cost permanent supportive housing. The coordination activities work to serve together on state and local social services committees such as the CARE Board among other programs.

The Gillette Workforce Center collaboration works to provide job experiences to young, homeless people. PATH participants can gain work experience, acquiring new abilities and skills which they can use in the workforce.

The Campbell County School District partnership aids CCSD to help young people to finish high school either through the Y.E.S. House or other alternatives. PATH participants then obtain academic and financial assistance as necessary to graduate from high school. There also exist MOUs between the Y.E.S. House and CCSD which state the responsibilities of both entities in servicing the mentioned students.

The partnership with Gillette College aides students interested in pursuing a post-secondary education. Through this collaboration, there is an opportunity for the youth to receive high school equivalent education with the potential of receiving financial assistance to go to college. The coordination works because Y.E.S. House Case Managers work with college instructors to help the subjects prepare and pass important exams and sign up for college classes.

The partnership with Brookstreet allows the Y.E.S. House to place clients into more stable housing units. This then permits the clients to have a place of their own and the Y.E.S. House can assist in negotiating rental agreements.

Department of Family Services (DFS) is an important collaboration where DFS communities with the Y.E.S. House when youths are released from state custody and a collaborative support team is constructed. PATH participants then gain a safety net for young adults aged 18 and 19 by connecting them to independent living support staff which may prevent young people from being released into the streets. Collaboratively, the Y.E.S. House Case Managers work with



DFS in creating support and independent living plans which can help young adults succeed in their new environment.

#### **D. Service Provision**

##### **a. Alignment with PATH Goals**

The Y.E.S. House focuses its outreach and case management on young people aged 18-24 who are homeless, chronically homeless and may have serious mental illnesses. Working with this demographic, the Y.E.S. House has further refined its methods through its long history. The Y.E.S. House conducts outreach programs which connect young people to important information they can use. Important materials, such as hygiene equipment, are also provided to the homeless youth.

Additionally, intensive case management is provided based on the needs of each young person. The Y.E.S. House case managers work with young people to connect them with the services and resources they need to succeed. If they're in need of counseling, substance use intervention, treatment services, or other needs, the program can either provide such services or refers young people to other providers.

The PATH case managers work with young people to help them identify careers and develop plans for success and achieve them if possible. The agency partners with the state employment services and private businesses to assist young people with career exploration, internships, vocational training, job placement and retention. The partnerships with the Workforce Center and Department of Vocational Rehabilitation have been beneficial to the clients in utilizing services and programs under the Workforce innovation and Opportunity Act as well as reducing barriers for youth with significant mental illnesses and other barriers to obtaining employment. Young people are learning computer skills, participating in mock interviews, and resume writing classes.

The Y.E.S. House works with young people to obtain a high school diploma and provides preparation for post-secondary training and education. To encourage program graduates to pursue post-secondary or vocational education, the Y.E.S. House offers a scholarship program to pay for their tuition, books, computers, notebooks, and other materials. Case managers are trained in intensive case management using evidence-based practices such as Motivational Interviewing. The team works with young people to help identify support networks and grow them within the community through established connections. This is an essential foundation for clients to obtain and sustain their housing opportunities long-term. Case managers lead weekly independent living sessions to assist young people with building self-sustaining life skills.





**b. Gaps that exist in the current service systems:**

The agency's biggest challenge continues to be finding affordable, permanent housing for PATH eligible young people if they choose the option of permanent residency. The average monthly rent in Gillette for any room is insurmountably high for most people with the market rate ranging from \$799 up to \$963. This is coupled with limited options. Many resources are required to help clients with high rent, deposits, utility bills and basic essentials.

As the area is very rural, a lack of a public transit system is another problem which exacerbates the issues. The very limited other options rely on expensive taxi or taxi-like systems which are all but unreachable even to those who aren't homeless. The Y.E.S. House has attempted to fix these problems in the past with vehicle purchases while local businesses have donated bicycles in the past for clients to use.

Gillette itself is also a very expensive community. As it is a boomtown, it has the effects of one based on the cyclical nature of energy prices as it is known as the energy capital of the nation. Either way the market goes, those homeless young adults are at the bottom either having to deal with insufficient wages compared to the highly paid energy employees which inflates prices or a depressed economy where lower wage jobs aren't nearly as in demand. This is why apprenticeships and working with young adults and youths in a variety of ways is so important, not only to adjust to the economic winds but also to help them build employment skills and have positive results on their resumes.

**c. A brief description of the current services available to clients who have both an SMI and SUD.**

Young people with disorders which are occurring at the same time have access to the Women's Resource Center and the Council of Community Services. The latter provides food, shelter, and transitional and permanent housing options to eligible individuals. Campbell County Health provides psychiatric units, psychological and psychiatric assessments and counseling. The Y.E.S. House also works with Gillette Abuse Refuge Foundation, a domestic violence shelter, and reaches out to domestic violence victims who are homeless. The Y.E.S. House works closely with the local hospital's behavioral health department and private counseling firms to offer additional services when appropriate.

**d. PATH eligibility, Enrollment and Documentation:**

The Y.E.S. House uses the TAY-VISPDAT assessment to assess the risk of the youth experiencing homelessness. In addition to this, medical documentation serves as



verification. This is provided after screening but before PATH enrollment to ensure their eligibility based on SMI.

#### **E. Data**

Wyoming PATH providers use the HMIS PATH model. It is a requirement of all PATH providers to enter every PATH encounter within five business days and to enter all HMIS information with 100% accuracy and 100% completion.

Wyoming PATH is utilizing HMIS for PATH services. The Y.E.S. House currently holds 8 HMIS licenses and utilizes the system to report on services/clients served through the PATH funding. Staff are trained in HMIS and the agency is committed to continuing to train new, appropriate staff when they're onboarded. PATH staff are required to enter client's information within five days of each encounter and be 100% accurate in their data entry.

#### **F. Housing**

The Y.E.S. House utilizes a Housing First approach, and a scattered apartment model PATH and other funds are utilized to leverage other resources with the goal to quickly and permanently house participants. As mentioned previously, Y.E.S. House operates Brookstreet which allows young people with poor credit history or no credit history to rent apartments if they are a Y.E.S. House client. They then work with case managers to maintain steady permanent housing for as long as is appropriate.

#### **G. Staff Information**

Wyoming PATH utilizes the National Standards of Culturally and Linguistically Appropriate Services (CLAS) in Health and Health Care.

Scott Brastrup is the Community Programs Director for the Y.E.S. House. He has been employed with the Y.E.S. House since July 2023. Scott is a retired police officer where he over saw several federal grant funded programs. He was also a detective who specialized in child victim crimes and was a forensic interviewer of children. He worked very closely with the Department of Family Services. During his time as a police officer and detective he interacted with many troubled youths that were diagnosed with mental disorders. He also worked with youth that suffered from chemical dependency, prior trauma, and homelessness. He provided direction to these youths and young adults on where they can receive services. After retirement, Scott worked for an agency that helped house homeless veterans through federal grant funding. Not only did Scott help with housing, he worked with the veterans and their families to file and receive veteran benefits and state benefits, employment, and he provided financial education to these families for budgeting.





Tara Trenholm-Giertych is the Program Coordinator for the Transitional Living Program. Tara has worked at the Y.E.S. House for four and a half years. She comes from a program designed to work with children under the age of 21 that had significant mental illness. Tara worked in that program for 3 years. She was also employed in the school district as a substitute teacher and in SPEAD programming. At the Y.E.S. House, Tara started as a case manager providing services through the Transitional Living Program. She became SOAR certified in her first month of employment and has worked with youth through PATH since that time. About 6 months after becoming employed at the Y.E.S. House, she became an assistant coordinator. Tara operated to assist the coordinator with maintaining files, audits, and helping case managers with their clients while maintaining her own case load. After doing that for 6 months Tara was promoted to the coordinator position. Tara's responsibility now includes supervising 9 support staff in case management, monthly reporting, and maintaining clients in the program. Tara also serves on the Continuum of Care Program (COC). This program partners with other agencies around the state to write the NOFO for the state and to help others relate to youth homelessness and services that can be provided around the state. Tara also helps and provides information on the Point in Time (PIT) to provide data driven accuracy in reporting homelessness across Wyoming.

Y.E.S. House is obligated by contract: "The Subrecipient shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, et seq.), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, et seq., and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Contract."

## **H. Client Information**

The client information served via PATH Case Management (enrolled) in the Fiscal Year of 2023 is a total of 47. By race/ethnicity there were 40 White, 9 Two or more races, 7 Hispanic/Latino, 5 Native American/Alaska Native, 3 Black/African-American and 1 Asian/Pacific Islander. By Gender there are 25 Female, 18 Male and 4 Transgender. And by Economic Status those who lack medical insurance number 16 total and those who lack an income source at the time of intake total 19.

## **I. Consumer Involvement**

Youth developed a Coordinated Community Plan to end youth homelessness in the northeast Wyoming region. In the past the Y.E.S. House had developed apprenticeship opportunities that are meaningful to young adults. Another strategy was to train employers in Trauma-Informed Care and Adverse Childhood Experiences (ACEs) so that employers have a better understanding of struggles that young people are faced with on a daily basis.



## **J. Budget Narrative**

The Transitional Living Program currently employs a coordinator, a YHDP manager, and 8 staff that work as case managers. The \$71,607 will be utilized to fund these positions as they work with the PATH youth. The \$3,200 budgeted for In-State Travel Expenses will be applied to expenses incurred while attending in-state conferences and trainings designed to aid homeless youth. The \$10,213 will be utilized to cover the rent of the office, staff phones, and copy/printing. The office provides a place to meet with PATH youth and applicants. We also understand that youth concerns are not restricted to only during business hours. The case managers are on call since there are times outside of regular business hours that PATH youth need to speak with a case manager. We also understand the importance of communication and utilize letters, signs, posters, and other printed materials to help communicate with PATH youth. Similar printed materials will be distributed as we meet with homeless youth and distribute hygiene kits and other outreach items (\$1,470). Other written material will be utilized to help the PATH youth write their resume and practice filling out application. It is from these educational approaches that we will help them apply for work and transport them (\$780) to and from dropping off applications and job interviews. We also participate in HMIS and currently maintain 8 licenses. We are budgeting \$3,300 towards HMIS administration costs and License Fees to support 2 licenses. Since this is a housing program, we will use \$10,500 towards rental applications, security deposits, and one-time eviction protections rent. We are also budgeting \$3,500 for indirect costs.

## **K. Sustainability**

We appreciate a chance that this funding may be continued after 2025, however, we also recognize that the future is not written or determined. We believe strongly in having a positive impact on not only youth in our community but also in helping the homeless youth and young adults. It is because of this passion and determination that, even with some changes to the program, we will not turn our backs on the homeless youth. We will utilize and apply donations, both in kind and monetary, along with the City of Gillette 1% tax to sustain this program in the event that the funding ends in 2025 and no future grant funding can be secured.

The state can either enter all the IUPs and associated budgets as in prior years, or they may allow IUP users to enter their own information into WebBGAS. For more information on allowing IUP users to enter their own details, please see the tutorial under the Training Tab in WebBGAS that instructs states and IUP providers on this new process.

\* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments			
a. Personnel	\$ 31,372	\$ 10,346	\$ 41,717				
Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Case Manager	36,759.10	22.00 %	0.15	5,419.08	2,397.00	7,816.08	The PATH Case Manager is responsible for case management tasks for the PATH grant.
PATH Administrator	74,000.00	3.00 %	0.29	21,646.32	6,694.65	28,340.97	Project Director, Project oversight for the PATH grant including direct client contact, project administration, and fiscal.
Other (Describe in Comments)	112,373.33	15.00 %	0.04	4,306.11	1,254.19	5,560.30	Combined outreach and PATH case management on behalf of the PATH grant.
Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments		
b. Fringe Benefits	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	benefits 10.74%		
Category	Federal Dollars	Matched Dollars	Total Dollars	Comments			
c. Travel	\$ 1,384.01	\$ 195.64	\$ 1,579.65				
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments			
Other (Describe in Comments)	\$ 1,384.01	\$ 195.64	\$ 1,579.65	In state travel including PATH meetings, CoC, and other.			
d. Equipment	\$ 4,873.04	\$ 2,642.62	\$ 7,515.66				
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments			
Printer Lease/Purchase	\$ 323.04	\$ 259.62	\$ 582.66				
Other (Describe in Comments)	\$ 3,350.00	\$ 1,183.00	\$ 4,533.00	Office rent			
Other (Describe in Comments)	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	Staff Phone			
e. Supplies	\$ 1,786.00	\$ 420.09	\$ 2,206.09				
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments			
Client: Outreach Supplies/Hygiene kits/Misc.	\$ 512.00	\$ 96.09	\$ 608.09	Outreach supplies for PATH for direct participant use. General outreach supplies, including: screening and diagnostic services, client transportation, CoC, HMIS, other dues and licenses, client outreach supplies, and other (pre-approved).			
Office: Supplies	\$ 0.00	\$ 0.00	\$ 0.00	General office supplies			
Client: Other Supplies (Describe in Comments)	\$ 923.00	\$ 236.00	\$ 1,159.00	2% of budget for HMIS Manager, licenses, etc.			
Client: Other Supplies (Describe in Comments)	\$ 351.00	\$ 88.00	\$ 439.00	Transporting PATH clients for school and job seeking			
f. Contractual	\$ 0.00	\$ 0.00	\$ 0.00				
No Data Available							
g. Housing	\$ 5,480.00	\$ 1,650.00	\$ 7,130.00				
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments			
Other (Describe in Comments)	\$ 5,480.00	\$ 1,650.00	\$ 7,130.00	Housing is limited to PATH approved categories and will primarily be used for security deposits and one time rent to prevent imminent eviction. Y.E.S. House will utilize other (non-match) funds for other housing expenditures. PATH allowed housing costs include necessary minor renovation, security deposits, one-time eviction prevention rent, short term leveraged rent expenses, and matching with housing: rental application, modest furnishing, moving expenses, satisfy debt that keeps from being able to rent.			
h. Construction (non-allowable)							
i. Other	\$ 0.00	\$ 0.00	\$ 0.00				
No Data Available							

j. Total Direct Charges (Sum of a-i)	\$	44,894.56	\$	15,254.19	\$	60,148.75	
Category	Federal Dollars *		Matched Dollars *		Total Dollars		Comments
k. Indirect Costs (Administrative Costs)	\$	1,240.00	\$	123.99	\$	1,363.99	
l. Grand Total (Sum of j and k)	\$	46,134.56	\$	15,378.18	\$	61,512.74	

Source(s) of Match Dollars for State Funds:						
Cash match from City of Gillette 1% Tax.						
Estimated Number of Persons to be Contacted:	58	Estimated Number of Persons to be Enrolled:				29
Estimated Number of Persons to be Contacted who are Literally Homeless:	33					
Number staff trained in SOAR in grant year ending in 2023:	6	Number of PATH-funded consumers assisted through SOAR:				0
FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2						



**PART II. RFA PATH IUP Budget Application**  
**Due Date: Thursday, March 7, 2024 at 11:59:00 PM MST**

PART II. RFA PATH IUP Budget Application								Instruction
		Organization Name:		Youth Emergency Services, Inc.				PATH Local Match dollars can go over the 3:1 ratio, and must not be under the 3:1 ratio. Due to the probable chance the local match total will be above the 3:1 ratio, the local match will not be included in the
		RFA Amount Requested:		\$46,134.56				
		Minimum 3:1 Match		\$15,378.19				
<b>a. Personnel</b>								
	Position Title	Annual Salary	% of Time Spent of PATH	PATH - Funded FTE	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Funding
Position 1	Lead Case Mgr				\$5,419.08	\$2,397.00	\$7,816.08	
Position 2	Direct Client Staff				\$21,646.32	\$6,694.65	\$28,340.97	
Position 3	Other - Staff				\$4,306.11	\$1,254.19	\$5,560.30	
Totals					\$31,371.51	\$10,345.84	\$41,717.35	
Maximum 85% Personnel Allowed					\$39,214.38			
<b>b. Fringe Benefits (not allowed)</b>								
<b>c. Travel</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction	
	Local Mileage			\$0.00				
	In-State Travel Expenses	\$1,384.01	\$195.64	\$1,579.65	For attendance of state conferences and trainings		Funds requested in the travel, training, and fee category must be directly related to the grant or for grant funded staff only. For "Other" check the guidance or contact the Behavioral Health Division to see if the expense is allowable.	
	Out-of-State Travel Expenses			\$0.00				
	Training for Community and/or Clients			\$0.00				
Totals		\$1,384.01	\$195.64	\$1,579.65				
<b>d. Equipment</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction	
	Office Rent	\$3,350.00	\$1,183.00	\$4,533.00				
	Staff Phone	\$1,200.00	\$1,200.00	\$2,400.00	The case managers are on-call		Funds requested in the equipment category must be directly related to the grant or the grant funded staff only. Equipment such as phones and laptops for clients are unallowable. Please contact the Behavioral Health Division to see if the expenses is allowable.	
	Copy/Printing	\$323.04	\$259.62	\$582.66	Printing/Copying documents and reports			
	Provide Item Detail			\$0.00				
Totals		\$4,873.04	\$2,642.62	\$7,515.66				
<b>e. Supplies</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction	
	Client: Outreach Supplies/Hygiene Kits/Misc.	\$512.00	\$96.09	\$608.09	Supplies for homeless outreach including hygiene kits		Outreach and health expenses must be directly related to the activities of the grant.	
	Office: Supplies			\$0.00				
	Client Transport	\$351.00	\$88.00	\$439.00	Transporting clients for school and job seeking		Operational expenses must be directly related to the grant. Any expenses that are used by multiple funding sources shall be applied to indirect.	
	HMIS Admin Cost & License Fees	\$923.00	\$236.00	\$1,159.00	10 Licenses are funded through other HMIS grants.			
Totals		\$1,786.00	\$420.09	\$2,206.09				
<b>f1 and f2. Contractual (not applicable)</b>								
<b>g1. Housing</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction	
	Matching with housing, such as: (1) rental	\$2,580.00	\$750.00	\$3,330.00				
	Necessary Minor Renovation (No structural			\$0.00				
	Security Deposits	\$2,400.00	\$750.00	\$3,150.00				
	RARELY One-time Eviction Prevention Rent	\$500.00	\$150.00	\$650.00				
	RARELY Short Term and Leveraged Rent			\$0.00				
Totals		\$5,480.00	\$1,650.00	\$7,130.00			The federal PATH grant restricts funds to no more than twenty percent (20%) to be expended for eligible housing services.	
Maximum 20% Housing Allowed:		\$9,226.91						
<b>h. Construction (not allowed)</b>								
<b>i. Other</b>								
	Line Item Detail	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction	
	Provide Item Detail			\$0.00			Funds requested in other need to have prior approval and conversation with the Behavioral Health Division to ensure the purchase / cost are allowable. Comments must be included, including approved email within the subject line from the Behavioral Health Division.	
	Provide Item Detail			\$0.00				
	Provide Item Detail			\$0.00				
	Provide Item Detail			\$0.00				
Totals		\$0.00	\$0.00	\$0.00				
<b>j. Total Direct Charges (sum of a to i minus g1)</b>								
		PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding		Instruction	
		\$39,414.56	\$13,604.19	\$53,018.75				
Totals		\$39,414.56	\$13,604.19	\$53,018.75			Automatic calculation of above categories minus the housing total.	

**PART II. RFA PATH IUP Budget Application**  
**Due Date: Thursday, March 7, 2024 at 11:59:00 PM MST**

k. Indirect Costs (Administrative Costs)					
	PATH-Funded Salary	Match Dollars	Total Dollars	Brief Explanation of Use of Funding	Instruction
	\$1,240.00	\$123.99	\$1,363.99		Indirect costs can be used to cover any costs supporting multiple functions. The federal PATH grant restricts indirect to no more than four percent (4%) to be applied.
<i>Totals</i>	<i>\$1,240.00</i>	<i>\$123.99</i>	<i>\$1,363.99</i>		
<i>Maximum 4% Indirect Costs Allowed</i>	<i>\$1,845.38</i>				
l. Grant Total (Sum of j and k)					
	PATH-Funded Salary	Match Dollars	Total Dollars	Comments	Instruction
<i>Totals</i>	<i>\$46,134.56</i>	<i>\$15,378.18</i>	<i>\$61,512.74</i>		Automatic calculation of above categories including the housing total.
<i>Percentage</i>	<i>100.00%</i>	<i>100.00%</i>	<i>100.00%</i>		
<i>Remaining</i>	<i>\$0.00</i>	<i>\$0.00</i>			

Standard Information					Instruction
PATH Grant County(ies) Covering	123.99				Provide the names of the county or counties the organization covers.
PATH Grant County(ies) Total Population	Current year 2024, it is estimated that Campbell County's population is about 47,058 which is a small population under 60,000 residents.				Using the US Census Bureau Quick Facts data, what is the total population of the county or counties the organization covers? <a href="https://www.census.gov/quickfacts/fact/table/WY">https://www.census.gov/quickfacts/fact/table/WY</a>
Please identify which population matches the organization's coverage:		Large Population is over 60,000	Small Population is under 60,000		

Provide the Source(s) of Match	The source of Match comes from donations and fund raising in addition to funding from the City of Gillette 1% tax.
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Estimated Number of Persons to be Contacted in 2025 Contract:	58
Estimated Number of Persons to be Contacted who are Literally Homeless in 2025	33
Estimated Number of Persons to be Enrolled:	29
Number of Staff Trained in SOAR in Grant Year Ended during the 2025 Contract	6
Number of PATH-funded Consumers Assisted Through SOAR:	0

Does this organization have experience with HMIS?	Yes
Does this organization have the HMIS License; or ability to obtain the HMIS License?	Yes
Does this organization have experience with SAMHSA related grants?	Yes
Is the person submitting this application the contact person for reporting?	No

I certify that the above is correct and accurate. The above may be used for the Intended Use Plan requirement of the PATH Grant application, mini-application, and future contract(s). The estimated number of persons may be used as goals in the contract(s) and any reporting features

  
 Signature

Printed Name of the Signee: Ryan Anderson  
 Signee's Title: Executive Director  
 Signature Date: Tuesday, April 16, 2024  
 Signee's Contact - Email and Phone: randerson@yeshouse.org 307-686-0669 x1001

Printed Name of Contract Contact: Scott Brastrup  
 Contract Contact Title: Community Programs Director  
 Contract Contact - Email and Phone: sbrastrup@yeshouse.org 307-686-0669 x1005

**Footnotes:**

The Division released an Request for Application (RFA) mid-January 2024 with three (3) responses, two (2) previous PATH Subrecipients, and one (1) of the proposals did not meet the PATH program requirements. Two (2) of the received submissions will be awarded. The remaining available funds will be released in a second round RFA statewide for the remaining amount, found in the 'Contractual (State)' category. The state will reach out to the PATH State Project Officer to initiate the revision request upon determination.

Youth Emergency Services Inc aka YES House did not apply in the initial RFA; YES House is a current provider.

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III. State Level Information

A. Operational Definitions

Term	Definition
Individual Experiencing Homelessness:	<p>Previously known as 'Homeless Individual'. Definition includes reference to the Public Health Services Act, Section 330(h)(5)(A).</p> <p>An individual whose primary residence during the night may not be suited for human habitation; a temporary living accommodation including public and private facilities (i.e., emergency homeless and domestic violence shelters); or transitional housing.</p>
Imminent Risk of Becoming Homeless:	<p>An individual at risk of homelessness may be in the following situation(s) with no future housing arrangements planned:</p> <ul style="list-style-type: none"><li>• Living with another individual and not listed as a tenant/owner/responsible party member;</li><li>• Living in a condemned building;</li><li>• Received an eviction notice or has not paid rent or utilities which may result in eviction notice;</li><li>• Living in a time limited temporary or transitional facility; or</li><li>• Discharged from a healthcare or criminal justice institution.</li></ul>
Serious Mental Illness (SMI):	<p>Adults with SMI refers to persons age 18 and over; who 1) currently meet or at any time during the past year has met criteria for a mental disorder – including within developmental and cultural contexts – as specified within a recognized diagnostic classification system (e.g., most recent editions of DSM, ICD, etc.), and 2) display functional impairment, as determined by a standardized measure that impedes progress towards recovery and substantially interferes with or limits the person’s role or functioning in family, school, employment, relationships, or community activities.</p>
Co-occurring Disorders (COD):	<p>An individual who has an identified independent diagnosis of at least one serious mental illness and a substance use disorder.</p>

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**Footnotes:**

### III. State Level Information

#### B. Collaboration

Narrative Question:

Describe how the state will implement a collaborative relationship with the department/office responsible for providing housing to qualifying residents. Describe how PATH funds supporting care and treatment for individuals experiencing homelessness or individuals with serious mental illness who are marginally housed will be served such that there is coordination of service provision to address needs impacted by SMI and provision of permanent housing for those being served with grant funds is prioritized and assured.

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**Footnotes:**



## **B. Collaboration:**

**Describe how the state will implement a collaborative relationship with the department/office responsible for providing housing to qualifying residents. Describe how PATH funds supporting care and treatment for individuals experiencing homelessness or individuals with serious mental illness who are marginally housed will be served such that there is coordination of service provision to address needs impacted by SMI and provision of permanent housing for those being served with grant funds is prioritized and assured.**

PATH Grant Subrecipients shall provide allowable services with goals to reduce or eliminate homelessness, assist participants in becoming and staying housed, and provide services not supported by mainstream mental health programs to individuals with serious mental illness (SMI) or co-occurring SMI and substance use disorders who are experiencing homelessness or at imminent risk of becoming homeless.

Awarded PATH Subrecipients will be contracted and held to the standards within the contract, as negotiated and determined between the two parties, including invoicing and reporting.

Housing is not contingent upon receiving PATH services. However, case management services are offered as a way to establish long-term resources. Individuals are not required to be in treatment in order to keep their housing or receive PATH services.

PATH Subrecipients are expected to be active within the Wyoming Homeless Collaborative's Point in Time Count (PIT) to conduct the annual count of homeless people in a single night, as required by the U.S. Department of Housing and Urban Development (HUD) for Continuum of Care (CoC). This collaboration coordinates community resources to maximize the opportunity for individuals to stay housed.

The state has provided suggestions and encouragement for PATH Subrecipients to work with their local mental health and substance abuse treatment provider, who may also be a subrecipient of Community Mental Health and Substance Abuse Prevention and Treatment Block Grant (Block Grants). Block Grant subrecipient treatment providers utilize business and clinical practices supporting high-quality and cost-effective services. PATH participants may receive these services at very low to no cost. Funds from the Block Grants provide a large portion of treatment funding as long as the individual meets eligibility requirements. Output and outcome trends, including housing and employment status, can impact funding, programming decisions, and system of care planning.

Further information on local collaboration can be found in each PATH Subrecipient's budget narrative submissions.

The Wyoming Department of Health, Behavioral Health Division has initiated a collaboration effort with the Wyoming Department of Family Services and will continue to pursue the collaboration.

### III. State Level Information

#### C. Veterans

Narrative Question:

Describe how the state gives consideration in awarding PATH funds to entities with demonstrated effectiveness in serving veterans experiencing homelessness.

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**Footnotes:**

### **C. Veterans:**

**Describe how the state gives consideration in awarding PATH funds to entities with demonstrated effectiveness in serving veterans experiencing homelessness.**

Wyoming has not received response for the request for application (RFA) from specific veteran focused organizations with full intent and effectiveness in serving veterans experiencing homeless. Wyoming Department of Health, Behavioral Health Division has an expectation of all PATH Subrecipients serving adults to serve veterans experiencing homelessness or at an imminent risk of homelessness. Wyoming PATH Subrecipients are encouraged to seek and maintain partnerships and collaboration with veteran's hospitals, outpatient and outreach centers, benefit centers including housing supports, the Healthcare for Homeless Veterans program, Supportive Services for Veteran's Families program, and Vet Centers.

The goal to identify veterans who are experiencing homelessness, and quickly unite these individuals with services to assist them in becoming and staying housed is continuous. PATH Case Management is offered to veterans and will be provided to veteran participants as long as necessary.



### III. State Level Information

#### D. Alignment with PATH Goals

Narrative Question:

Describe how the services to be provided using PATH funds will target outreach and case management as priority services; including serving the most vulnerable adults who are **literally** and **chronically** homeless, and to individuals with a history of incarceration.

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

#### **D. Alignment with PATH Goals:**

**Describe how the services to be provided using PATH funds will target outreach and case management as priority services; including serving the most vulnerable adults who are literally and chronically homeless, and to individuals with a history of incarceration.**

During the Request for Application (RFA) process, the Wyoming Department of Health, Behavioral Health Division (Agency) requests the estimated number of individuals the applicant is intending to reach during the next contract year. The RFAs applicants submit will be reviewed and scored before offers are expressed.

Wyoming PATH Subrecipients are expected to interact in outreach services and engage with individuals who experience homelessness or are chronically homeless, regardless of a known or unknown mental health diagnosis.

Wyoming PATH Subrecipients are required, through contract, to ensure PATH allowable activities are conducted, as outreach services and engagement in case management is highly important.

Outreach is a service required by Subrecipient providers to travel and visit individuals who are literally homeless and those experiencing homelessness in frequent homeless areas. Each Subrecipient has set targets for the number of persons to be outreached. Outreach personnel utilize tools of engagement to build the trust and rapport of individuals who are homeless, in hopes of leading those individuals to assessment opportunities, including assessing needs for mental health, substance use, and other health services.

Once an individual's eligibility for PATH-funded services is established and the individual enrolls in a Subrecipient PATH program, case management services are rendered. Target numbers for PATH enrolled and housed individuals are also set in each provider Contract and Statement of Work. PATH service priority is reserved for individuals who have histories of chronic homelessness and those in situations placing them at increased vulnerability. Case managers utilize evidence-based practice skills, such as motivational interviewing. Case management services play an integral part in assisting the individual to stay connected to community services that enhance recovery outcomes.

The definition of 'Outreach' includes face-to-face interaction with individuals who are experiencing homelessness and 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.

### III. State Level Information

#### E. Alignment with State Comprehensive Mental Health Services Plan

Narrative Question:

Describe how the services to be provided using PATH funds are consistent with the State Comprehensive Mental Health Services Plans.

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**Footnotes:**

### **E. Alignment with State Comprehensive Mental Health Services Plan:**

#### **Describe how the services to be provided using PATH funds are consistent with the State Comprehensive Mental Health Services Plans.**

The PATH Grant and the corresponding goals align with Wyoming's focus on providing access to mental health and substance abuse disorder services to individuals with the most critical needs. Wyoming comprehensive mental health services plans have a shared mission to respond to the behavioral health needs of Wyoming residents by developing and overseeing a quality integrated continuum of care that is customer-focused, collaborative, evidenced-based and outcomes driven. PATH services help address a gap in the continuum of care by identifying potential participants who may not otherwise take part in other Wyoming mental health and substance use services through outreach.

PATH Subrecipients are encouraged to collaborate and have a working relationship with the community mental health and substance use treatment providers. Output and outcome trends, including housing and employment status, can impact funding, programming decisions, and system of care planning. Treatment providers receive the Community Mental Health and/or the Substance Abuse Prevention, Treatment and Recover Services Block Grant; where the treatment providers utilize business and clinical practices supporting high-quality and cost-effective services. PATH participants may receive treatment services for little or no cost.

During the 2021 General Session of the Wyoming Legislature, House Enrolled Act No. 56 was passed and signed by the Governor. This legislation specifies and prioritizes persons to receive state-funded mental health and substance use disorder treatment services. The legislation directs the Wyoming Department of Health (Agency) to prioritize the contracted community behavioral health centers for state-funded services. Redesign efforts started in summer 2021 and the work will continue until the prescribed implementation date of July 1, 2024.

### III. State Level Information

#### F. Process for Providing Public Notice

Narrative Question:

Describe the process for providing public notice to allow interested parties (e.g., family members; individuals who are PATH-eligible; mental health, substance use disorder, and housing agencies; the general public) to review the proposed use of PATH funds including any subsequent revisions to the application. Describe opportunities for these parties to present comments and recommendations prior to submission of the state PATH application to SAMHSA.

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**Footnotes:**

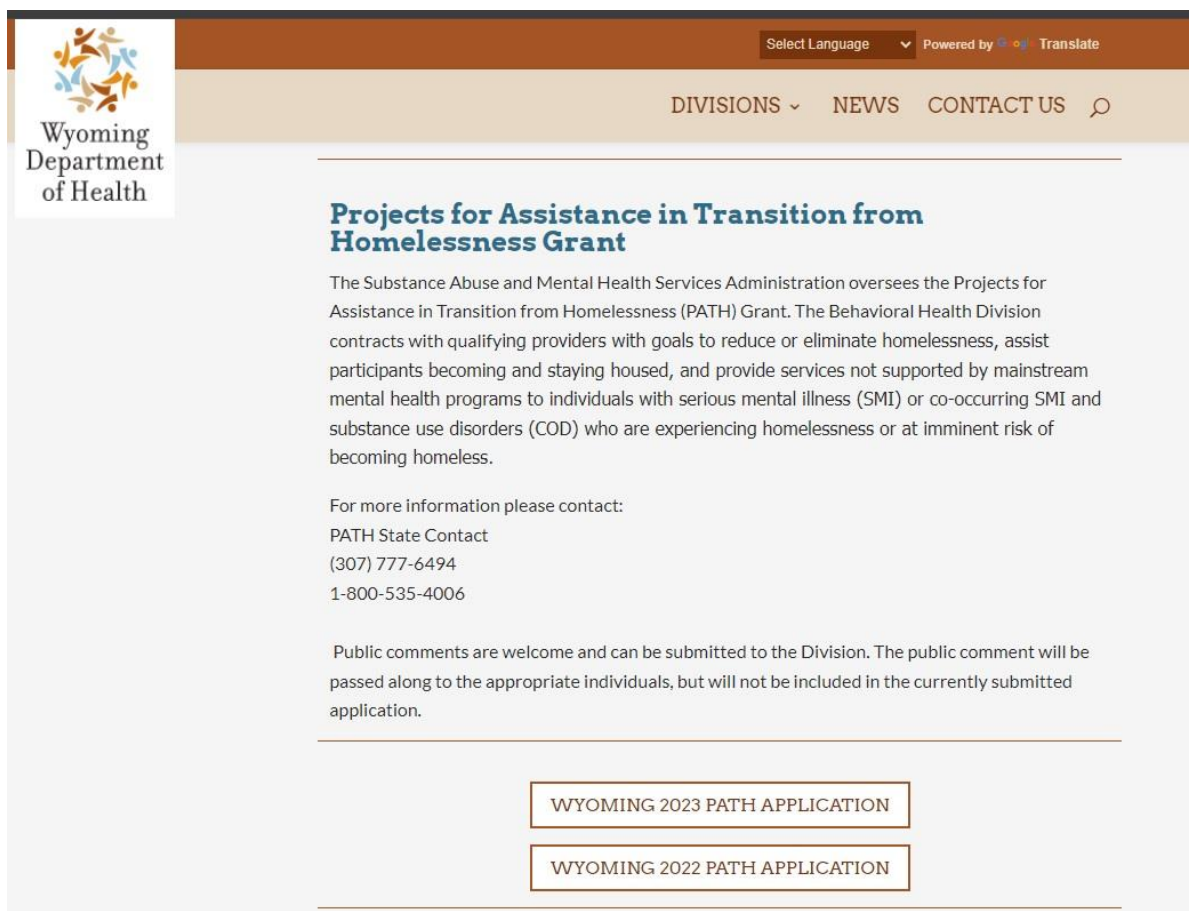
## **F. Process for Providing Public Notice:**

**Describe the process for providing public notice to allow interested parties (e.g., family members; individuals who are PATH-eligible; mental health, substance use disorder, and housing agencies; the general public) to review the proposed use of PATH funds including any subsequent revisions to the application. Describe opportunities for these parties to present comments and recommendations prior to submission of the state PATH application to SAMHSA.**

The Wyoming Department of Health, Behavioral Health Division (Division) posts the draft PATH Grant application and mini-application on the Division web page. Contacting the Division for further questions, comments, and suggestions are encouraged. The Division recently was able to obtain a generalized email address and it will be provided in the next update to the website. The public is welcome to submit mental health and substance use grant related inquiries to the [bhd.grants@wyo.gov](mailto:bhd.grants@wyo.gov) email address.

The website URL is: <https://health.wyo.gov/behavioralhealth/mhsa/about-us/grants/>

An example of the web page is below:



### III. State Level Information

#### G. Programmatic and Financial Oversight

Narrative Question:

Describe how the state will provide necessary programmatic and financial oversight of PATH-supported providers, such as site visits, evaluation of performance goals, audits, etc. In cases where the state provides funds through intermediary organizations (i.e., county agencies, regional behavioral health authorities), describe how these organizations will monitor the use of PATH funds.

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**Footnotes:**

### **G. Programmatic and Financial Oversight:**

**Describe how the state will provide necessary programmatic and financial oversight of PATH-supported providers, such as site visits, evaluation of performance goals, audits, etc. In cases where the state provides funds through intermediary organizations (i.e., county agencies, regional behavioral health authorities), describe how these organizations will monitor the use of PATH funds.**

The Wyoming Department of Health, Behavioral Health Division (Division) provides programmatic and fiscal oversight of the PATH Subrecipients through virtual or in-person site reviews, desk audits, and a review of submitted reporting. At a minimum, an annual virtual or in-person site review will be conducted, generally in the Spring or Summer months, by the State PATH Program Coordinator(s) who utilizes the onsite review material developed and provided by the Wyoming Department of Health Federal Grants Team, and any other necessary Department and Division requirements. Grantees are provided timely feedback, and are provided time to make corrections, if necessary.

The Awarded PATH Subrecipient's monthly invoices and reports gather data components such as the number of individuals served. The monthly invoices and reports also include the number of individuals housed and continue to be housed, utilization of the Supplemental Security Income (SSI) / Social Security Disability Insurance (SSDI) Outreach, Access, and Recovery (SOAR) for continued financial support, updates and challenges to the program, and outcome measures. Contract invoices and fiscal documents track fiscal information, including the 3:1 match, the 20% maximum for housing, 4% indirect costs, and the amount of funds expended.

Site visit reviews and desk audits focus on programmatic issues including short-term and long-term planning, problem-solving, outreach issues, use of best practices, examples from other communities, and training needs. Site reviews include a review of contract compliance, consistency with PATH rules and regulations, staff interviews, meetings with consumers, fiscal review, and participant record reviews. The participant records review includes a review of the case management details, individualized plans, and financial records for each individual participant. Virtual site reviews are also used to identify possible technical assistance needs, including problem-solving for systemic issues. Technical assistance from the Division is available throughout the contract cycle.

The State PATH Program Coordinators' responsibility is to ensure PATH services are integrated with other services funded by the Division and providing a seamless continuum of care.

The Division utilizes a culture of performance management. Performance improvement for Subrecipient providers is advanced through continuous monitoring of data and other information received from providers and the development of performance improvement plans, as necessary, to ensure contract deliverables and program objectives are met.



### III. State Level Information

#### H. Selection of PATH Local-Area Providers

Narrative Question:

Describe the method(s) used to allocate PATH funds to areas and providers with the greatest number of individuals who experience homelessness with serious mental illnesses or co-occurring substance use disorders (i.e., through annual competitions, distribution by formula, data driven or other means).

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**Footnotes:**

## **H. Selection of PATH Local-Area Providers:**

**Describe the method(s) used to allocate PATH funds to areas and providers with the greatest number of individuals who experience homelessness with serious mental illnesses or co-occurring substance use disorders (i.e., through annual competitions, distribution by formula, data driven or other means).**

Due to Wyoming's low population overall, of the 23 counties in Wyoming, the two largest populated counties contain over 60,000 individuals per county, and the remaining 21 counties contain less than 60,000 individuals per county. The maximum amount of large population organizations awarded is two, the maximum amount of small populations organizations awarded is three, including the Wind River Indian Reservation.

The method to allocate PATH funds is through an annual, competitive Request for Application (RFA) process, disseminated by the Wyoming Department of Health, Behavioral Health Division (Division). The RFA notice email is distributed to all previous Subrecipients and to additional individuals inquiring about the future funding opportunity. The notice will be posted on the Division's web page at <https://health.wyo.gov/behavioralhealth/mhsa/about-us/grants/>.

The allocation within the RFA is split between large and small Population classifications respectfully. Large populations receive higher amount of funds and the smaller populations receive fewer funds. The funding for each of the large and small populations depends on the number of responses the Division receives upon the due date of the RFA.

If funds are available after receiving and reviewing RFA applications, a redistribution of remaining funds and determination of the population formula will occur and a new RFA may be released. Determination of how much each Subrecipient will be awarded will be based on the PATH applicant's abilities to meet the local match requirement.

For the upcoming Federal Fiscal Year 2025, the Division received three PATH applications. Two applications were previous PATH Subrecipients who have familiarity with providing services to individuals experiencing homelessness and who have a serious mental illness or co-occurring substance use disorder. The third organization's submission did not align with the PATH program functions or service abilities. The Division proposes funding the two previous applicants with PATH funds. PATH funds will be distributed among the two Subrecipients, one for small population coverage and one for large population coverage. The RFA will be re-released for the remaining funds, and determination will be made after the submission of this PATH Grant application. The Division will contact the SAMHSA State Project Officer for a revision request upon determination.

The funds used in the contracts are strictly PATH Grant funds with a match requirement.

### III. State Level Information

#### I. Location of Individuals with Serious Mental Illnesses or Co-Occurring Disorders who are Experiencing Homelessness

Narrative Question:

Indicate the number of individuals with SMI/COD experiencing homelessness by each region or geographic area of the entire state. Indicate how the numbers were derived and where the selected providers are located on a map.

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

## **I. Location of Individuals with Serious Mental Illnesses who are Experiencing Homelessness:**

**Indicate the number of individuals with SMI/COD experiencing homelessness by each region or geographic area of the entire state. Indicate how the numbers were derived and where the selected providers are located on a map.**

Wyoming has a population of approximately 584,057<sup>1</sup> individuals (population estimates of July 1, 2023 (V2023)). With a land area of 97,088.76 sq. miles, there are approximately 5.9 people per square mile. Wyoming has 23 counties.

Using SAMHSA's Behavioral Health Barometer, Wyoming, Volume 6<sup>2</sup>, pages 32 through 35 (aka 38 through 41), the annual percentage of individuals with serious mental illness average prevalence is 5.4% or approximately 24,000 people. The average prevalence for any mental illness is 37.5% or approximately 37,000 individuals. While the Wyoming Department of Health, HealthStat statistics indicate there were 10,319 people actually served in outpatient treatment services related to mental health, and 5,697 individuals with an SMI diagnosis served in outpatient treatment services related to mental health in 2022<sup>3</sup>. The below chart is from the Wyoming Behavioral Health Management System (BHMS), previously known as the Wyoming Client Information System (WCIS). The below information is from fiscal year 2023 on access to care for SMI clients under mental health outpatient services.

Region	Access to Care – Mental Health Outpatient – SMI Clients
Basin	437
Northeast	529
West	1,211
Central	471
Southeast	447
Statewide	3,095

The Wyoming Department of Health, Behavioral Health Division (Division), released a Request for Application (RFA) mid-January. Two providers were awarded funds, and the RFA will be released again to attract any further interest into the PATH Grant funds, as there is still funding available. The next RFA scoring and determination will result in a revision request from the Division to the state's SAMHSA State Project Officer to update the narratives and budget pieces, as the scoring will not be ready until after the submission of the Grant.

The first Wyoming Point in Time (PIT) count was conducted in 2014 and has continued annually. The challenges of conducting the PIT count include the very rural and frontier nature of the State,

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<sup>1</sup> Wyoming Census – Based off Census, July 1, 2022 (V2022)

<https://www.census.gov/quickfacts/fact/table/WY/PST045221>

<sup>2</sup> Behavioral Health Barometer: Wyoming, Volume 6:

[https://www.samhsa.gov/data/sites/default/files/reports/rpt32867/Wyoming-BH-Barometer\\_Volume6.pdf](https://www.samhsa.gov/data/sites/default/files/reports/rpt32867/Wyoming-BH-Barometer_Volume6.pdf)

<sup>3</sup> HealthStat-2022 Final Report: <https://health.wyo.gov/wp-content/uploads/2023/02/HealthStat-2022-Final-Report.pdf>

few service providers in many parts of the State, and a small number of organizations directly involved with homelessness work, including recruiting individuals and organizations within these communities to organize and conduct the count with the Wyoming Homeless Collaborative. The PATH Subrecipient Providers are expected to participate in the PIT count each year.

### Wyoming Point in Time Count Numbers<sup>4</sup>

Total Households and Persons Count of Sheltered and Unsheltered								
2015	2016	2017	2018	2019 <sup>5</sup>	2020 <sup>6</sup>	2021 <sup>7</sup>	2022 <sup>8</sup>	2023 <sup>9</sup>
<b>794</b>	<b>857</b>	<b>545</b>	<b>639*</b>	<b>548</b>	<b>612</b>	<b>405**</b>	<b>648</b>	<b>532</b>

\* In 2018, the collected count of individuals totaled 639, but data collection methods only accounted for unsheltered individuals per county. The State counted a total of 200 unsheltered individuals and 440 sheltered individuals.

\*\* Due to COVID-19, unsheltered individuals were not included in 2021.

Based on the Institute for Community Alliances 2023 PIT Summary Dashboard, the goal from 2022 to 2023 was to reduce sheltered homelessness and based on the data gathered, sheltered homelessness decreased by 19%. The other goal was to reduce unsheltered homelessness persons from 2022 to 2023, and the goal was met by having a 9% decrease.

The following map indicates where the two Subrecipients are located and the list of regions to be served.



PATH Subrecipient Providers are labeled with a star.

Region	PATH Provider
Basin	No
Northeast	No
West	Yes
Central	No
Southeast	Yes

<sup>4</sup> Source: Note: numbers vary by location and year based on factors including those described above. This chart for years between 2015 and 2017 includes all persons experiencing homelessness, both sheltered and non-sheltered, located on a single day in Wyoming through the PIT count.

<sup>5</sup> Wyoming Homeless Collaborative, Wyoming Point in Time, 2019 Point in Time Wyoming Statewide CoC: <https://www.wycoc.org/sites/wyomingwhc/files/PIT%202019.pdf>

Institute for Community Alliances; <https://icalliances.org/wy-pit-dashboard>.

<sup>6</sup> Wyoming Homeless Collaborative, Wyoming Point in Time, 2020 Point in Time Wyoming Statewide CoC: <https://www.wycoc.org/sites/wyomingwhc/files/PIT%202020.pdf>

<sup>7</sup> Wyoming Homeless Collaborative, Wyoming Point in Time, 2021 Point in Time Wyoming Statewide CoC: <https://www.wycoc.org/sites/wyomingwhc/files/PIT%202021.pdf>

<sup>8</sup> Wyoming Homeless Collaborative, Wyoming Point in Time, 2022 Point in Time Wyoming Statewide CoC: <https://www.wycoc.org/sites/wyomingwhc/files/PIT%202022.pdf>

<sup>9</sup> Institute for Community Alliances, PIT Overview, 2023 PIT Snapshot: <https://icalliances.org/wy-pit-dashboard>

### III. State Level Information

#### J. Matching Funds

Narrative Question:

Describe the sources of the required PATH match contributions and provide assurances that these contributions will be available at the beginning of the grant period.

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**Footnotes:**

## **J. Matching Funds:**

**Describe the sources of the required PATH match contributions and provide assurances that these contributions will be available at the beginning of the grant period.**

<b>Entity</b>	<b>Match Contributions</b>	<b>Match Amount*</b>
<b>Recover Wyoming</b>	Cash match from general unrestricted (savings) funds through organizational fundraising, undesignated donations by individuals and corporations, and in-kind match.	\$ 43,333.33
<b>Sweetwater Family Resource Center</b>	Cash match will be provided by Sweetwater County grant funds and Salvation Army grant funds.	\$ 20,133.33
<i>A Request for Application (RFA) will be released for additional applicants to request the PATH funds with a requirement of 3:1 match. The Agency will communicate with the SAMHSA State Project Officer the additional applicant(s) to the PATH program upon review and determination of the RFA responses.</i>		\$ 34,866.68
<b>Wyoming Department of Health, Behavioral Health Division</b>	State General Fund.	\$ 1,666.66
<b>Total Match Funds</b>	<b>\$ 100,000.00</b>	

\*Match amounts listed above are based on provider applications and are subject to change as a result of negotiations prior to execution of the contracts.

The two PATH Subrecipient providers are required through State contracts to ensure that match funds are available by September 1, before contract start dates. PATH Subrecipient providers are also required to provide monthly accounting of PATH match expenditures throughout their contract terms.

A Request for Application (RFA) will be released for additional applicants to request the PATH funds with a requirement of 3:1 match. The Agency will communicate with the SAMHSA State Project Officer the additional applicant(s) to the PATH program upon review and determination of the RFA responses. The anticipated deadline of the final decision will be June 2024.

## **J. Matching Funds:**

**Describe the sources of the required PATH match contributions and provide assurances that these contributions will be available at the beginning of the grant period.**

<b>Entity</b>	<b>Match Contributions</b>	<b>Match Amount*</b>
<b>Recover Wyoming</b>	Cash match from general unrestricted (savings) funds through organizational fundraising, undesignated donations by individuals and corporations, and in-kind match.	\$ 43,333.33
<b>Sweetwater Family Resource Center</b>	Cash match will be provided by Sweetwater County grant funds and Salvation Army grant funds.	\$ 20,133.33
<i>A Request for Application (RFA) will be released for additional applicants to request the PATH funds with a requirement of 3:1 match. The Agency will communicate with the SAMHSA State Project Officer the additional applicant(s) to the PATH program upon review and determination of the RFA responses.</i>		\$ 34,866.68
<b>Wyoming Department of Health, Behavioral Health Division</b>	State General Fund.	\$ 1,666.66
<b>Total Match Funds</b>	<b>\$ 100,000.00</b>	

\*Match amounts listed above are based on provider applications and are subject to change as a result of negotiations prior to execution of the contracts.

The two PATH Subrecipient providers are required through State contracts to ensure that match funds are available by September 1, before contract start dates. PATH Subrecipient providers are also required to provide monthly accounting of PATH match expenditures throughout their contract terms.

A Request for Application (RFA) will be released for additional applicants to request the PATH funds with a requirement of 3:1 match. The Agency will communicate with the SAMHSA State Project Officer the additional applicant(s) to the PATH program upon review and determination of the RFA responses. The anticipated deadline of the final decision will be June 2024.



### III. State Level Information

#### K. Other Designated Fundings

Narrative Question:

Indicate whether the mental health block grant, substance use prevention, treatment, and recovery services block grant, or general revenue funds are designated specifically for serving eligible individuals.

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**Footnotes:**

**K. Other Designated Funding:**

**Indicate whether the mental health block grant, substance use prevention, treatment, and recovery services block grant, or general revenue funds are designated specifically for serving eligible individuals.**

The Wyoming Department of Health, Behavioral Health Division does not have any additional funds nor will have additional or other designated funding to the PATH Subrecipients. There will be no Community Mental Health Block Grant, Substance Use Prevention, Treatment, and Recovery Services Block Grant, or any other supplemental funding for serving eligible individuals.

State General Funds will be used for the State Budget match requirement.

### III. State Level Information

#### L. Data

Narrative Question:

Describe the state/territories' and providers' participation in HMIS and describe plans for continued training and how the state will support new local-area providers. For any providers not fully participating in HMIS, please include a transition plan with an accompanying timeline for collecting all PATH data in HMIS.

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**Footnotes:**

## **L. Data:**

**Describe the state/territories' and providers' participation in HMIS and describe plans for continued training and how the state will support new local-area providers. For any providers not fully participating in HMIS, please include a transition plan with an accompanying timeline for collecting all PATH data in HMIS.**

The HMIS lead agency, Institute for Community Alliance (ICA), employs a full-time equivalent HMIS Manager in Wyoming. The Wyoming Department of Health, Behavioral Health Division (Division) requests PATH Subrecipient's monthly HMIS data within the submitted invoice. ICA is responsive to questions, requests, and provides technical assistance and support for all PATH Subrecipients. The Division provides contact information to new local-area PATH Subrecipients and ICA to establish an introduction and collaboration between the two organizations. Upon request for mediation, the Division will work with the HMIS Manager and the PATH Subrecipients.

All PATH Subrecipient providers are required to utilize HMIS to record outreach, encounters, referrals, PATH case management, housing placement, and all other necessary data points. Providers are asked to provide semi-annual data in PDX to ensure accuracy. Several PATH providers have mentioned issues with pulling data from the HMIS to the PDX Reports, and continuously work with ICA to address the issues. PATH Subrecipient providers will receive new and continued training, as requested.

Any SAMHSA related training in regards to the WEB BGAS or use of the PATH PDX System are disseminated to PATH Subrecipients by the Division. PATH Subrecipients are encourage to reach out to the State PATH Coordinator if there are any questions not addressed during the presentation.

Transitional plans for unregistered HMIS providers will become licensed and have the system running before the start of the contract around September each year.

### III. State Level Information

#### M. Supplemental Security Income/Social Security Disability Insurance (SSI/SSDI) Outreach, Access, Recovery (SOAR)

Narrative Question:

Describe how the state encourages provider staff to be trained in SOAR. Indicate the number of PATH providers who have at least one trained SOAR staff. If the state does not use SOAR, describe state efforts to ensure client applications for mainstream benefits are completed, reviewed, and a determination made in a timely manner.

FY 2024 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

### **M. SSI/SSDI Outreach, Access and Recovery (SOAR):**

**Describe how the state encourages provider staff to be trained in SOAR. Indicate the number of PATH providers who have at least one trained SOAR staff. If the state does not use SOAR, describe state efforts to ensure client applications for mainstream benefits are completed, reviewed, and a determination made in a timely manner.**

The Behavioral Health Division (Division) supports the statewide SSI/SSDI Outreach, Access, and Recovery (SOAR) initiative by offering the time and expertise of an internal Lead SOAR Specialist for PATH Subrecipients. The Division currently has a temporary State SOAR Lead, and is in the process of training a new State SOAR Lead.

Through Division requirements, PATH Subrecipients are required to have a minimum of one staff person certified in the use of SOAR. SOAR-trained staff promote the use of SOAR through other community service providers to help ensure all individuals who are homeless in their community have access to this service. The use of SOAR will continue to be included as a requirement in contracts with PATH Subrecipient providers.

Recover Wyoming has two currently certified SOAR staff member and anticipates one additional staff member to be certified in SOAR. A total of two certified SOAR staff.

Sweetwater Family Resource Center has one currently certified SOAR staff, and anticipate one staff member to be certified in SOAR. A total of two certified SOAR staff.

Overall, a total of three certified SOAR staff is anticipated in regards to the PATH Grant.

A Request for Application (RFA) will be released for additional applicants to request the PATH funds with a requirement of one staff member being SOAR certified at the start of the contract. The Agency will communicate with the SAMHSA State Project Officer regarding additional applicant(s) to the PATH program upon review and determination of RFA responses. The anticipated deadline of the final decision will be June 2024.

### III. State Level Information

#### N. PATH Eligibility and Enrollment

Narrative Question:

Describe how PATH eligibility is determined, when enrollment occurs, and how eligibility is documented.

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**Footnotes:**

## **N. PATH Eligibility and Enrollment:**

**Describe how PATH eligibility is determined, when enrollment occurs, and how eligibility is documented.**

To be eligible to receive PATH services, an individual must meet the standard conditions of 1) experiencing homelessness or at imminent risk of homelessness; and 2) have a serious mental illness, with or without co-occurring substance use disorder. PATH providers prioritize those who are literally and chronically homeless. Wyoming PATH Subrecipients (i.e., outreach worker, community partner, a partner in Wyoming's coordinated entry process, or PATH Subrecipient staff) can conduct and utilize appropriate screening tools for the program.

Eligibility is determined by the awarded PATH Subrecipient's PATH program staff observations and assessments. Defined, the eligibility piece is open to individuals who receive PATH-funded assistance and services who must be adults who are 1) experiencing homelessness or at imminent risk of homelessness, and 2) experiencing a SMI or co-occurring disorder. An enrolled individual is a PATH participant. Eligibility is documented in the Homeless Management Information System following the guidance, rules, and obligations as required.



PATH Reported Activities

Charitable Choice for PATH

Does your state use PATH funds to fund religiously-affiliated providers to provide substance use treatment services? Yes No

If "Yes" is selected please list providers in text box below and complete the rest of the table

Expenditure Period Start Date: Expenditure Period End Date:

Notice to Program Beneficiaries - Check all that apply

- ☐ Used model notice provided in final regulation.
- ☐ Used notice developed by State (please attach a copy to the Report).
- ☐ State has disseminated notice to religious organizations that are providers.
- ☐ State requires these religious organizations to give notice to all potential beneficiaries.

Referrals to Alternative Services - Check all that apply

- ☐ State has developed specific referral system for this requirement.
- ☐ State has incorporated this requirement into existing referral system(s).
- ☐ SAMHSA's Treatment Facility Locator is used to help identify providers.
- ☐ Other networks and information systems are used to help identify providers.
- ☐ State maintains record of referrals made by religious organizations that are providers.
- ☐  Enter total number of referrals necessitated by religious objection to other substance abuse providers ("alternative providers"), as defined above, made in previous fiscal year. Provide total only; no information on specific referrals required.

Brief description (one paragraph) of any training for local governments and faith-based and community organizations on these requirements.

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Footnotes:

No substance use treatment services are provided by PATH subrecipients.



April 18, 2022

Miriam E. Delphin-Rittmon, Ph.D.  
Assistant Secretary from Mental Health and Substance Use  
Substance Abuse and Mental Health Services Administration  
5600 Fishers Lane  
Rockville, MD 20857

Re: Projects for Assistance in Transition from Homelessness Formula Grant

Dear Dr. Delphin-Rittmon:

This delegation of authority has been requested by the Wyoming Department of Health, Behavioral Health Division, Mental Health and Substance Abuse Services Section. The purpose of this delegation is in regard to the Projects for Assistance in Transition from Homelessness (PATH) Formula Grant application, which pursuant to Section 529 of the Public Health Services Act, requiring each funding agreement is made through certification from the Chief Executive Officer of the applying state.

I hereby delegate authority to Stefan Johansson, Director of the Wyoming Department of Health, or anyone officially acting in this role in the instance of a vacancy, to execute funding agreements and certification, provide assurances of compliance to the Assistant Secretary of the Substance Abuse and Mental Health Services Administration, and to perform similar acts relevant to the administration of the PATH Formula Grant. This delegation of authority shall remain in place as long as I am Governor or until such time it is rescinded in writing.

Sincerely,

Mark Gordon  
Governor of Wyoming

MG:SJ:M:jg:kh

cc: Stefan Johansson, Director, Wyoming Department of Health  
Megan Norfolk, State Planner, Behavioral Health Division, Department of Health  
Matthew Petry, MPA, Senior Administrator, Behavioral Health Division, Department of Health