

# I. State Information

## State Information

### Plan Year

Federal Fiscal Year 2025

### State Identification Numbers

Unique Entity ID FYXTJT2PJ4Q1

EIN/TIN 55-6000810

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

Agency Name West Virginia Department of Human Services

Organizational Unit Office of the Secretary

Mailing Address One Davis Square, Suite 100 East Office of the Secretary

City Charleston

Zip Code 25301-1745

### II. Authorized Representative for the PATH Grant

First Name Alex

Last Name Alston

Agency Name West Virginia Department of Human Services

Mailing Address 350 Capitol Street, Room 350

City Charleston

Zip Code 25301

Telephone 304-352-5555

Fax 304-558-1008

Email Address Alex.W.Alston@wv.gov

### III. Expenditure Period

From 7/1/2025

To 6/30/2026

### IV. Date Submitted

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

Submission Date

Revision Date

### V. Contact Person Responsible for Application Submission

First Name Jason

Last Name Cook

Telephone 304-352-5571

Fax 304-558-1008

Email Address Jason.L.Cook@wv.gov

**Footnotes:**

# I. State Information

## Assurances - Non-Construction Programs

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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.**

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**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. §794), 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.

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Name

Alex J. Mayer

Title

Cabinet Secretary

Organization

West Virginia Department of Human Services

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Signature:

Date:

FY 2025 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 182b):

- 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.

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Name

Alex J. Mayer

Title

Cabinet Secretary

Organization

West Virginia Department of Human Services

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Signature:

Date:

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

# I. State Information

## Funding Agreement

### FISCAL YEAR 2025

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

I hereby certify that the State/Territory of West Virginia 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, 2026, 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 2025 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	Alex J. Mayer
Title	Cabinet Secretary
Organization	West Virginia Department of Human Services

Signature:

Date:

FY 2025 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 \(click here\)](#)

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Name: Alex J. Mayer

Title: Cabinet Secretary

Organization: West Virginia Department of Human Services

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Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

mm/dd/yyyy

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

# I. State Information

## State PATH Regions

Name	Description	Actions
Region 1	Brooke, Hancock, Marshall, Ohio, and Wetzel counties	
Region 2	Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton counties	
Region 3	Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt, and Wood counties	
Region 4	Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Marion, Monongalia, Preston, Randolph, Taylor, Tucker, and Upshur counties	
Region 5	Boone, Cabell, Clay, Kanawha, Lincoln, Logan, Mason, Mingo, Putnam and Wayne counties	
Region 6	Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers, Webster, and Wyoming counties	

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

## II. Executive Summary

### 1. State Summary Narrative

Narrative Question:

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

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

## **Executive Summary**

The Bureau for Behavioral Health (BBH) under the auspices of the West Virginia Department of Human Services (DoHS) is the federally designated State Authority and Single State Agency for mental health and substance use disorders. The primary role of the BBH is to provide leadership, oversight and coordination of policy, planning, development, funding, and monitoring of the public behavioral health system.

The principles that guide the work of BBH are aligned with SAMHSA in understanding that the evidence base behind behavioral health prevention and promotion, treatment, and recovery services continues to grow and promises better outcomes for people with or, at risk for, mental and substance use disorders. Partnerships and collaborations among public and private systems; as well as with individuals, families, agencies, and communities are essential components in systems of care surrounding each person.

The Projects for Assistance in Transition from Homelessness (PATH) program is a vital part of the system of care for adults experiencing homelessness in West Virginia. The state PATH program supports a variety of activities including the priority of street outreach and case management for individuals experiencing homelessness. The PATH program also promotes access to permanent housing and referral to mental health, substance abuse treatment, and healthcare services.

PATH grantees are located in areas of the State with the most need, based on the population of individuals experiencing homelessness. Supplemental state funding has enabled additional providers to be supported and has increased the activities of existing providers.

Organization	Provider Type	Federal PATH Funds Received	Area Served	Match Funds	Estimated Contacted	Estimated Enrolled	Primary Services Provided
Kanawha Valley Collective	Continuum of Care (CoC)	\$22,428	Region 5	\$14,877	175	90	Outreach Case Management Engagement and Referral Housing Services Other Allowable PATH Services
Greater Wheeling Coalition for the Homeless	Social Service Agency	\$42,662	Region 1	\$14,225	147	137	Outreach Case Management Engagement and Referral Housing Services Other Allowable PATH Services
Prestera Center	Community Mental Health Center	\$36,821	Region 5	\$14,688	45	45	Outreach Case Management Engagement and Referral Housing Services Other Allowable PATH Services
Raleigh County Community Action Association	Shelter or other temporary housing resource	\$50,930	Region 6	\$16,977	200	160	Outreach Case Management Engagement and Referral Housing Services Other Allowable PATH Services
West Virginia Coalition to End Homelessness	Continuum of Care (CoC)	\$120,252	Region 2 Region 4	\$71,453	225	190	Outreach Case Management Engagement and Referral Housing Services Other Allowable PATH Services
Westbrook Health Services	Community Mental Health Center	\$26,907	Region 3	\$8,969	225	170	Outreach Case Management Engagement and Referral Housing Services Other Allowable PATH Services

**West Virginia Executive Summary Table**

## II. Executive Summary

### 2. State Budget

Planning Period From 7/1/2025 to 6/30/2026

**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
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a. Personnel	\$ 0	\$ 0	\$ 0	<input type="text"/>
No Data Available				

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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b. Fringe Benefits	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	<input type="text"/>
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Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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c. Travel	\$ 0.00	\$ 0.00	\$ 0.00	<input type="text"/>
No Data Available				

d. Equipment	\$ 0.00	\$ 0.00	\$ 0.00	<input type="text"/>
No Data Available				

e. Supplies	\$ 0.00	\$ 0.00	\$ 0.00	<input type="text"/>
No Data Available				

f1. Contractual (IUPs)	\$ 300,000.00	\$ 141,189.53	\$ 441,189.53	<input type="text"/>
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f2. Contractual (State)	\$ 0.00	\$ 0.00	\$ 0.00	<input type="text"/>
No Data Available				

Category	Percentage	Federal Dollars	Matched Dollars	Total Dollars	Comments
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*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.*

g1. Housing (IUPs)	0.00%	\$ 0.00	\$ 0.00	\$ 0.00	<input type="text"/>
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g2. Housing (State)		\$ 0.00	\$ 0.00	\$ 0.00	<input type="text"/>
No Data Available					

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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h. Construction (non-allowable)				
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i. Other	\$ 0.00	\$ 0.00	\$ 0.00	<input type="text"/>
No Data Available				

j. Total Direct Charges (Sum of a-i minus g1)	\$ 300,000.00	\$ 141,189.53	\$ 441,189.53	
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Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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k. Indirect Costs (Administrative Costs)	\$ 0.00	\$ 0.00	\$ 0.00	<input type="text"/>
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l. Grand Total (Sum of j and k)	\$ 300,000.00	\$ 141,189.53	\$ 441,189.53	
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Allocation of Federal PATH Funds	\$ 300,000	\$ 100,000	\$ 400,000	
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Source(s) of Match Dollars for State Funds:

The source of matching funds vary by each provider. This is detailed in each Intended Use Plan (IUP)

**Footnotes:**

## II. Executive Summary

### 3. Intended Use Plans

Expenditure Period Start Date: **07/01/2025**

Expenditure Period End Date: **06/30/2026**

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
Kanawha Valley Collective	Other housing agency	Region 5	\$22,428.00	\$14,877.00	175	90	1	5
Greater Wheeling Coalition for the Homeless	Social service agency	Region 1	\$42,662.00	\$14,225.00	147	137	1	1
Pretera Mental Health Center	Community mental health center	Region 5	\$36,821.00	\$14,688.00	45	45	0	0
Raleigh County Community Action Association	Shelter or other temporary housing resource	Region 6	\$50,930.00	\$16,977.00	200	160	0	0
West Virginia Coalition to End Homelessness, Inc.	Other housing agency	Region 2	\$120,252.00	\$71,453.53	225	190	2	4
Westbrook Health Services	Community mental health center	Region 3	\$26,907.00	\$8,969.00	225	170	1	5
Grand Total			\$300,000.00	\$141,189.53	1,017	792	5	15

\* IUP with sub-IUPs

**Footnotes:**

## II. Executive Summary

### Intended Use Plans

**Kanawha Valley Collective**

1 United Way Square

Charleston, WV 25301

**Contact:** Traci Strickland

**Email Address:** tstrickland@kvccoc.org

**Provider Type:** Other housing agency

**PDX ID:**

**State Provider ID:**

**Contact Phone #:** 304-346-6638

- **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).
- **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.

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
<b>a. Personnel</b>	\$ 18,113	\$ 5,977	\$ 24,090	

Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Outreach worker	32,000.00	100.00 %	0.57	18,113.00	5,977.00	24,090.00	

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
<b>b. Fringe Benefits</b>	17.91%	\$ 4,315.00	\$ 1,424.00	\$ 5,739.00	

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>c. Travel</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>d. Equipment</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>e. Supplies</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>f. Contractual</b>	\$ 0.00	\$ 7,476.00	\$ 7,476.00	

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Other (Describe in Comments)	\$ 0.00	\$ 7,476.00	\$ 7,476.00	The Centralized Assessment Team (CAT) will provide in kind services as match for the PATH program. The value of the services will be \$7,476 to satisfy the 3:1 match requirement for the PATH program.

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>g. Housing</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>h. Construction (non-allowable)</b>				

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>i. Other</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>j. Total Direct Charges (Sum of a-i)</b>	\$ 22,428.00	\$ 14,877.00	\$ 37,305.00	

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>k. Indirect Costs (Administrative Costs)</b>	\$ 0.00	\$ 0.00	\$ 0.00	

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>l. Grand Total (Sum of j and k)</b>	\$ 22,428.00	\$ 14,877.00	\$ 37,305.00	

Source(s) of Match Dollars for State Funds:  
 The Centralized Assessment Team (CAT) will provide in kind services as match for the PATH program. The value of the services will be \$7,476 to satisfy the 3:1 match requirement for the PATH program.  
 Estimated Number of Persons to be Contacted: 175 Estimated Number of Persons to be Enrolled: 90  
 Estimated Number of Persons to be Contacted who are Literally Homeless: 175  
 Number staff trained in SOAR in grant year ending in 2024: 1 Number of PATH-funded consumers assisted through SOAR: 5  
 FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**KANAWHA VALLEY COLLECTIVE**  
**PATH BUDGET NARRATIVE**

A. Personnel - \$22,428

A – Personnel for this project by the Kanawha Valley Collective will consist of one full-time staff. The full-time PATH Specialist will be compensated with an annual salary of \$32,000 (\$15.38/hour) of which \$18,113 will be federally funded. This position will be an outreach-worker and provide outreach and engagement services for the PATH program.

B. Fringe Benefits –\$0

Fringe benefits are \$4315 at a rate of 17.91%

C. Travel – \$0

Staff travel is covered by other funding sources not federal in source or dedicated to matching funds.

D. Equipment - \$0

N/A

E. Supplies - \$0

Supplies for the PATH program are provided by the KVC in-kind and are not billed to the PATH program.

G. Other - \$0

H. Indirect Costs: \$0

No indirect costs are charged to federal PATH funds.

Match Narrative

- A. Personnel: \$5,977 of the PATH Outreach workers salary will be provided as match.
- B. Fringe: \$1424 are provided as match
- C. The Centralized Assessment Team (CAT) will provide in kind services as match for the PATH program. The value of the services will be \$7,476 to satisfy the 3:1 match requirement for the PATH program.

## II. Executive Summary

### Intended Use Plans

**Greater Wheeling Coalition for the Homeless**

84 Fifteenth Street  
Wheeling, WV 26003

**Contact:** Lisa Badia

**Email Address:** lbadia@wheelinghomeless.org

**Provider Type:** Social service agency

**PDX ID:** WV-014

**State Provider ID:**

**Contact Phone #:** 3042326105

- **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).
- **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.

## **Greater Wheeling Coalition for the Homeless Local Area Provider-Intended Use Plan**

- **Local Area Provider Description**

The Greater Wheeling Coalition for the Homeless (Coalition) is a 501(c)3 non-profit organization founded in 1987 in response to the 1983 West Virginia Supreme Court ruling, *Hodge vs. Ginsberg*, which declared all West Virginia's homeless must be provided emergency medical care, food, and housing. The Coalition serves people who are either at imminent risk or experiencing homelessness in the Northern Panhandle of West Virginia, comprised of Hancock, Brooke, Ohio, Marshall and Wetzel counties. For FY2025, the Coalition is requesting \$42,662 in federal PATH funding. The Coalition's mission has been to create lasting solutions to prevent and ultimately eliminate homelessness in the Northern Panhandle of West Virginia. Over the last three decades, the Coalition has developed 11 diverse supportive service and housing programs to align with this mission, offering outreach and engagement, diversion, referrals to emergency shelters, placement in agency-owned emergency shelter for families with children, agency-owned youth-dedicated Joint Transitional Housing – Rapid Re-Housing program, rental assistance program for Veterans and their families who are at imminent risk or experiencing homelessness, emergency housing assistance, and housing stabilization support services, including peer recovery support, community engagement, and an AimHire employment program.

- **Collaboration with HUD Continuum of Care (CoC) Program**

The Coalition founded the local Northern Panhandle Continuum of Care in 1995 and served as the Lead Agency from its inception until 2022. Since 1996, the Coalition has successfully applied to the US Department of Housing and Urban Development's (HUD) Continuum of Care (CoC) Program as part of the federal response to homelessness. The Coalition serves as an access point for the NPCoC's Coordinated Entry System (CE System), providing a standardized Intake assessment to determine individuals' and families' eligibility for all homeless services, specifically families with children, youth ages 18-24, and Veterans. The Coalition actively participates in the NPCoC's community planning efforts in various capacities. The Coalition has been a general member of the NPCoC since its inception in 1995 and attends all NPCoC general membership meetings with a written report submitted prior to each meeting. In 2024, the Coalition actively participated in the coordination of services through all regular NPCoC Provider Committee meetings, City of Wheeling Advocacy meetings, Re-Entry Alliance meetings, Emergency Assistance Collaboration calls, and the annual Point in Time Count. Coalition staff dedicated 55 hours to these efforts, in addition to over 40 hours as a member of the NPCoC's Written Standards of Care Committee and offered feedback and insight to Wheeling Encampment Planning Sessions hosted by the Community Foundation for the Ohio Valley. The Coalition also meets monthly with youth providers and VA Medical Center partners serving the geographic catchment area to discuss client cases and coordinate care. The Coalition served as the Homeless Management Information System (HMIS) Lead from 2001 to 2023 and was responsible for gathering data to assist in the preparation of submitting reports to federal, state, and local funding sources. These reports included the System Performance Measures (SPM) report, the Longitudinal System Analysis (LSA) report to Congress, and regular Annual Performance Reports (APRs) encompassing the progress of individual programs in meeting national goals and objectives serving the homeless.

population.

- **Collaboration with Local Community Organizations**

The Coalition has well-established relationships with community organizations that provide key services to PATH-eligible consumers, including healthcare resources (the Ohio County Health Department, Wheeling Health Right), mental health and substance abuse services (Northwood Health Systems, local psychiatric counselors), substance abuse counseling (Miracles Happen, Lazarus House), housing (Wheeling Public Housing Authority, Emergency Solutions Grant, Housing Opportunities for People with HIV/AIDS, Supportive Services for Veteran Families rapid re-housing and homelessness prevention programs, and Youth Homelessness Demonstration Program Joint Transitional Housing – Rapid Re-Housing), employment (AimHire, Workforce WV, local staffing companies), and other mainstream benefit resources (West Virginia Department of Human Services and Social Security benefit programs). As an access point of the CE System, the Coalition provides PATH consumers with a direct connection to these key services using a referral process at Intake. Each consumer who presents for Intake is provided a Community Resources Survey to complete. This survey assists case managers in making referrals and determining which resources are necessary for consumers to resolve their episodes of homelessness. Coalition staff conduct weekly outreach and connect with consumers, landlords, community partners, and employers to discuss the services and housing options available to the homeless population. The Coalition collaborates with other outreach teams in the NPCoC using a defined referral process. For example, one outreach team provides street outreach focused on medical care and refers people who are homeless to the Coalition to discuss housing programs and services. Coalition staff accept these referrals and connect with the individual to establish rapport and encourage them to present for Intake.

- **Service Provision**

The Coalition's plan to provide coordinated and comprehensive services to PATH-eligible consumers includes utilizing PATH funds to conduct street outreach, provide case management services, and connect PATH-eligible consumers to a variety of in-house supportive services and housing programs. By having a wide variety of supportive services and housing programs available in-house, from outreach and engagement to rental assistance and housing stabilization support services, the Coalition can ensure that PATH-eligible consumers receive comprehensive services tailored to their unique needs to resolve their homelessness.

Street outreach is conducted in an effort to identify and engage people who are literally or chronically homeless. Coalition staff will utilize PATH funds to conduct outreach using a four-pronged approach, connecting weekly with consumers, landlords, community partners, and employers. Street outreach activities for consumers include visiting local campsites and unsheltered locations to engage and develop rapport. The Coalition also connects with local drop-in centers, food pantries, and public libraries to identify days and times most frequented by the target population, allowing the Coalition to also connect with the unsheltered population in a neutral location. This frequent and intensive outreach aligns with PATH goals by enabling Coalition staff to build rapport and offer the most vulnerable homeless population with

connection to the needed homeless services and programs available through Intake.

Eligibility for the PATH program is determined at Intake. During Intake, case management staff assess consumers for PATH eligibility by completing the PATH/CES Screening form. This screening document asks a series of questions related to the consumer's mental health. If the consumer affirmatively answers to having mental health issues, the case manager continues to assess the consumer through the PATH Assessment in HMIS to determine full eligibility. Supporting documentation of the consumer's eligibility via the PATH Assessment is secured in the consumer's case file along with case notes documenting eligibility. Full enrollment into the PATH program can occur during street outreach or during Intake when the PATH Assessment is completed.

Once enrolled, the Coalition will provide case management services in alignment with PATH goals. Case management services include conducting an assessment for PATH services, developing an Individualized Service Plan (ISP) within seven days of Intake, providing consumers with referrals to community mental health and substance abuse programs for stability, and connection to housing through various in-house programs tailored to individual needs. Coalition staff are well-versed in the Housing First approach and prioritize the most vulnerable PATH consumers for housing using evidence-based practices and tools. The Self-Sufficiency Assessment Matrix (SSAM) objectively determines the most appropriate housing placement available.

Available housing programs through the Coalition include emergency shelter for families with children, Supportive Services for Veteran Families (SSVF) program for homeless or at-risk Veterans, and a youth-dedicated Joint Transitional Housing – Rapid Re-Housing program. The Coalition also offers housing stabilization support services, including a Community Engagement Specialist (CES) program, AimHire employment program, and peer recovery support services, which are discussed in detail throughout this proposal.

Persistent gaps in the current service system, which directly impact the ability to provide coordinated and comprehensive services to the target population, include a lack of adequate funding for existing facility operations and long-term funding for housing stabilization support services. While there is always funding available for acquisition, construction, and rehabilitation projects designed to create new shelter beds, continued funding for the operational costs of these facilities is rarely available yet equally pivotal in serving the target population long-term. The Coalition's emergency shelter program for families with children has filled a community-wide gap in available services for families with children and plays an integral role in the overall service system of the NPCoC by not only providing emergency shelter beds for families with children but also by adhering to HUD's Equal Access Rule by not separating adult couples based on their gender.

Financial support of short-term rapid re-housing programs for consumers with low or no income is also an effective way to improve access to affordable housing. These programs have been successful in helping low-income households secure private market housing, as evidenced through the Coalition's SSVF and youth-dedicated Rapid Re-Housing programs; however, such programs are only effective when affordable rental units are available in the local community.

While helping consumers work with local landlords to locate affordable rental units, Coalition staff have documented continually high housing costs that exceed fair market standards.

To be considered affordable, HUD determines that housing costs should account for no more than 30 percent of monthly expenses. High housing costs are challenging for the general homeless population, but PATH consumers unable to work due to disability face even more difficulty. Based on an average Supplemental Security Income (SSI) of \$967 a month, someone in Wheeling living on SSI could only afford \$291 in rent before exceeding affordability. This creates a monthly gap of \$495 between fair market standards for a one-bedroom apartment at \$786 and affordability for someone on SSI. Despite the barriers to accessing affordable housing units, the Coalition has made notable achievements in this area.

To elevate the success of any emergency shelter or housing program is to couple it with supportive services. HUD released a report from the Case Management Society of America and National Association of Social Workers, stating that caseload ratios for intensive case management should be 10-15 cases per case management. As of January 2025, the Coalition's caseload ratio is 60-70 cases/Case Manager. These intensive support services are required to successfully end a participant's housing crisis and connect them with support and resources that prevent future instability.

Over the last several years, funding for these necessary supportive services has dwindled, with a larger focus placed on programs targeted to opioid use disorder and medication-assisted treatment, grants of which the Coalition is frequently ineligible to apply. Continued cuts to such programs offering post-housing and intensive support services, as with the expiration of CABHI in 2016, directly impact the availability of services and the ability to offer an adequate level of positions to assist the target population. Since the grant's expiration in September 2019, the LICSW Clinical Lead position, which offered clinical-level therapy to enrolled consumers, was eliminated from the Coalition's budget as supplanting funds to continue the project long-term were not available. Furthermore, caseloads more than three to four times the average also impede the organization's ability to retain staff long-term and increase the length of time consumers wait between appointments. Coupled with the frequent inability to confirm appointments with consumers given the population's lack of consistent and reliable access to technology, the Coalition has documented an increase in missed appointments which has further increased wait times for appointments.

While renewals are not guaranteed year-to-year, the Coalition has secured funding to offer similar services that can support PATH consumers in achieving permanent housing. The Coalition was funded to operate a State Opioid Response: Housing Supports program, which offers consumers access to housing search and placement, case management, and peer recovery support services with the Coalition's Peer Recovery Support Specialist. To assist consumers in increasing their income to afford the cost of permanent housing, the Coalition offers qualifying consumers access to AimHire, an employment program that offers connection to employment, work-in-training opportunities, and employment-skills development. Consumers who don't qualify for AimHire are referred to local staffing companies and employment organizations, such as IC Staffing, Mancan Staffing, the National Council on Aging's (NCOA) work-in-training program, and Workforce WV. These referrals provide consumers with part-time hours

to develop a work history for future employment opportunities. The Coalition provides these referrals in tandem with case management services, which include providing consumers with Work Training to document the number of applications for employment submitted and notes regarding strengths and weaknesses in their efforts to obtain employment.

The current services and programs offered through the Coalition to consumers who have both a serious mental illness and a substance use disorder include the PATH program and the CES program. The Coalition's PATH program allows case management staff to conduct outreach and engage the most vulnerable homeless population in available services, develop an ISP with the consumer once they have presented for Intake, and provide appropriate referrals to behavioral health care as needed. Community Engagement Specialists are responsible for administering the CES program. CES is provided to ensure people with mental health issues and substance use disorders can maintain housing and reduce hospitalization through direct care. Community Engagement Specialists provide this direct care through assistance with transportation to medical appointments, monitoring of medication, routine socialization, and connection to all necessary community resources for housing stability. PATH-eligible consumers may be enrolled in CES at Intake or program placement.

The Coalition also has well-established relationships with several local organizations providing mental health treatment and outpatient services to consumers with both serious mental illness and substance use disorder. As an access point of the NPCoC CE System, the Coalition provides PATH-eligible consumers with referrals to these services, including Lazarus House and Mary Martha's House, which offers shelter and treatment for people in recovery; Northwood Health Systems, which provides day treatment, a First Step program, a community integration program, and an Intensive Outpatient Program (IOP) for people with addiction issues; YWCA's WIND program, a non-treatment recovery home with recovery integration services, and; Miracles Happen, a detoxification and residential treatment facility, which also provides an outpatient treatment programs and a relapse prevention group. The local NAMI drop-in center is also available to PATH consumers who have secured housing and provide mental health services. Between July 1, 2022 and June 30, 2023, offering these comprehensive services ensured 97% of PATH consumers were not involuntarily hospitalized for mental health or co-occurring substance use disorders, which exceeded the projected target of 75%.

- **Data**

The Coalition has participated in an HMIS since 2006 and joined the state-wide HMIS ServicePoint in 2014. The Coalition served as the NPCoC's HMIS Lead from the HMIS inception until 2023. The Coalition employs a Coordinator of Services and Information System responsible for assisting the agency in maintaining WV Statewide and NPCoC HMIS agreements, policies and procedures. This position is also responsible for entering client-level data, assisting end users with data quality issues, and completing all agency-level reporting. The Coalition utilizes a portion of the PATH grant for HMIS-associated staffing costs.

- **Housing**

The Coalition has implemented numerous strategies to ensure suitable housing is available for

PATH consumers, including the development of many diverse supportive service and housing programs, outreach and engagement efforts to local landlords, utilization of a housing-based assessment tool targeting the most appropriate housing placement, and funding to assist consumers with securing vital records to apply for housing. These efforts led to 45% of consumers exiting PATH to permanent housing during FY23, which exceeded the targeted goal of 25%. Beginning with outreach, Coalition staff connect weekly with local area landlords to build rapport and identify landlords willing to work with PATH consumers to secure permanent housing. Through these efforts, the Coalition has developed a list of over 70 participating landlords who have available units to meet the housing needs of PATH consumers.

Housing assessments to link PATH consumers to these units occur within seven days of Intake, where Coalition staff assess the housing needs of PATH consumers using the SSAM assessment tool. This assessment tool objectively connects PATH consumers to the most suitable housing placement based on individual needs. Housing options include emergency shelter, Coalition-owned emergency shelter program for families with children, rental assistance programs offered by the Coalition, including SSVF for Veterans and YHDP for youth aged 18-24, as well as placement in private market or public housing options. When an immediate shelter stay is needed, the Coalition refers PATH consumers to one of the following emergency shelters: the Salvation Army of Wheeling (single males); the YWCA Wheeling emergency shelter (single women with no children); Northwood Health Systems emergency shelter (single males and females, with a focus on mental health); and Catholic Charities Hospitality House (an 8-bed family unit). The Coalition also offers emergency shelter, which provides 4 units for families with children.

The Coalition also offers two rental assistance programs through SSVF for Veteran families and YHDP for youth aged 18-24 at imminent risk or experiencing homelessness to obtain permanent housing either in the private market or through public housing. The Coalition also has a strong relationship with the Wheeling Housing Authority, which adopted a homeless admission preference during their administrative plan update in 2020. When applying for public housing or a private market rental, PATH consumers are required to have vital records, including photo identification, birth certificates, etc., which case management staff assist PATH consumers in obtaining through CES funding. These vital records are a critical component in having a successful housing application. Implementation of these strategies, along with a diverse array of programs provided in-house, the Coalition can ensure seamless continuity of care for PATH consumers without requiring warm hand-off referrals to other agency programs. Under this model, the PATH consumer works with the same case manager from outreach or Intake to permanent housing placement, with post-housing support.

- **Staff Information**

All Coalition programs are provided in accordance with the West Virginia Human Rights Act and Equal Access policy which prohibits discrimination based on race, religion, color, national origin, ancestry, sex, age, gender, disability, or familial status. The Coalition has adopted a mission statement and policies and procedures focused on the goal of advocating for and providing housing and human services to people who are homeless, regardless of their race, religion, color, national origin, ancestry, sex, age, gender, disability, or familial status. Coalition staff are able to accommodate consumer needs with access to language interpreters and American Sign Language

through a local university. All Coalition programs are deeply rooted in the notions of fairness and non-discriminatory practices. All Coalition staff receive regular training in cultural competency, health disparities, and fair housing. Dedicated efforts to ensure the cultural competence of Coalition staff have included cultural competency training. The Coalition's Housing Case Manager II coordinates or provides these training courses directly. Training has included discussion, group exercises, and self-awareness activities on topics such as suicide, motivational interviewing, and trauma-informed care. Training completed during the most recent PATH program year is listed as follows: Cultural Competency (July 3, 2024); Person-Centered Care (June 17, 2024); Suicide Prevention (May 1, 2024); Basics of Motivational Interviewing (May 15, 2024); and Basics on Trauma-Informed Care (June 17, 2024).

- **Consumer Information**

Between July 1, 2022 – June 30, 2023, the Coalition contacted 340 adults and enrolled 207 PATH-eligible consumers. Of these 207 PATH-eligible consumers, the following demographics are listed below:

- 53% were male, 47% were female, and less than 1% were transgender
- 6% were between the ages of 18-23, 12% were 24-30 years old, 32% were 31-40 years old, 28% were 41-50 years old, 16% were 51-61 years old, and 6% were 62+ years old
- 84% were Caucasian, 15% were African-American, and 1% were American Indian, Alaskan Native, or Indigenous.
- 98% were non-Hispanic/non-Latino and 2% were Hispanic/Latino
- 6% of consumers enrolled in PATH were Veterans
- At program entry, 66% of consumers had income, and 34% did not have income
- At program entry, 207 reported mental health problems, 13 reported alcohol abuse, 45 reported drug abuse, 18 reported both alcohol and drug abuse, 25 reported a chronic health condition, 3 reported having HIV/AIDS, 7 reported a developmental disability, and 31 reported a physical disability.
- 38% of consumers enrolled in PATH reported a co-occurring disorder
- 100% of consumers enrolled in PATH reported a mental health concern

For the FY2025 PATH program year (July 1, 2025 – June 30, 2026), the Coalition projects to contact 147 adult consumers and enroll 137 adult consumers into the PATH program. The Coalition also projects that 100% of the consumers served with PATH funds will be literally homeless. While the Coalition routinely exceeds targeted goals and outcomes, these projections are based on previous program year outcomes and the level of funding availability.

Additionally, the Coalition has established the following goals for FY2025:

1. Of the total number of consumers enrolled in PATH, 75% will remain in the community and not be involuntarily hospitalized for mental health or co-occurring substance use disorders
2. Of the total number of consumers who enter the PATH program without cash income, 15% will secure cash income prior to program exit. \*
3. Of the total number of consumers who enter the PATH program without non-cash benefits, 15% will secure at least one non-cash benefit upon graduating from the PATH

- program or exiting the program. \*
4. Of the total number of consumers enrolled in PATH, 25% will have permanent housing before discharge from the program

The Coalition continues to advocate for the modification of Goal 2 to read as two separate goals; one tied to securing cash income and one tied to securing non-cash benefits. Under this modification, the goals would read as follows:

1. Of the total number of consumers who enter the PATH program without cash income, 15% will secure cash income prior to program exit.
2. Of the total number of consumers who enter the PATH program without non-cash benefits, 15% will secure at least one non-cash benefit upon graduating the PATH program or exiting the program.

The current structure of Goal 2 does not coincide with the reporting capability of the HMIS ServicePoint. Separation of these goals will greatly alleviate a reporting burden caused by the previous goal.

- **Consumer Involvement**

Individuals and their families who experience homelessness and have serious mental illnesses are involved at the organizational level of planning, implementation, and evaluation of PATH-funded services through an electronic internal satisfaction survey, a Comments, Questions & Complaints form, a monthly Participant Advisory Group (PAG), and a formalized grievance process. Prior to the COVID-19 pandemic, which has restricted our ability to offer group meetings, the Coalition held monthly PAG meetings, comprised of homeless service consumers, including PATH consumers. These sessions served as a sounding board to provide feedback on Coalition programming. PAG meetings offer PATH consumers the ability to highlight areas of concern and contribute to the development of proactive solutions concerning local gaps in the availability of services. In 2015, the Coalition conducted a focus group during the PAG meeting, and responses were included in the WV Interagency Council on Homelessness' state-wide plan and the NPCoC Strategic Plan. Most recently, consumers have represented seats on the NPCoC's Youth Action Board, whose primary responsibility is to use their lived experience to share feedback and insight into the needs of youth and young adults in permanently preventing and ending youth homelessness.

Additionally, the Coalition developed and implemented an electronic internal satisfaction survey that asks consumers about their most pressing needs and if the Coalition had provided sufficient assistance to meet those needs. This internal satisfaction survey is completed after each office visit and serves as an exit survey at program completion. Between July 1, 2022 – June 30, 2023, the Coalition obtained 361 surveys, which indicated a 4.9 rate of approval using a Likert scale with 5 indicative of all needs being met. Survey results also indicated that the top three needs among PATH consumers were case management, housing, and housing search and placement services.

PATH consumers can also provide feedback at any time during program enrollment using a

Comments, Questions & Complaints form. This form is provided any time consumers want to express feedback or offer a suggestion regarding Coalition services. All mechanisms used for feedback are reviewed by case management staff and the Executive Director. Verbal or written responses are provided to the consumer and documented in case notes. PATH consumers are also provided the opportunity to ask questions or object to decisions at every stage during program enrollment, from Intake to termination or completion of services. All PATH consumers are provided with the Coalition's grievance policy and forms at Intake, program entry, and at the participant's request. If a participant strongly disagrees with a decision made by the Coalition, they can submit a formal grievance, which warrants a face-to-face meeting with the Executive Director before final determinations are made.

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
<b>a. Personnel</b>	\$ 16,910	\$ 14,225	\$ 31,135	

Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Case Manager	62,244.00	3.00 %	0.03	2,100.00	0.00	2,100.00	Case Manager Intake/Outreach - outreach, intake & assessment, program and community referrals.
Case Manager	32,000.00	5.00 %	0.05	1,600.00	0.00	1,600.00	Case Manager Intake/Outreach - outreach, intake & assessment, program and community referrals.
Case Manager	32,000.00	5.00 %	0.05	1,600.00	0.00	1,600.00	Case Manager Housing - case management, ISP, HMIS Data Entry
Case Manager	32,000.00	5.00 %	0.05	1,600.00	0.00	1,600.00	Case Manager Housing - case management, ISP, HMIS Data Entry
Other (Describe in Comments)	57,330.00	4.00 %	0.04	2,400.00	0.00	2,400.00	Finance Manager
Other (Describe in Comments)	57,330.00	4.00 %	0.04	2,110.00	0.00	2,110.00	Program Development Specialist
Other (Describe in Comments)	90,000.00	2.00 %	0.02	2,000.00	0.00	2,000.00	Executive Director
Other (Describe in Comments)	40,000.00	4.00 %	0.04	1,400.00	0.00	1,400.00	Facility Coordinator - life skills apartment maintenance, cleaning, laundry, etc.
Other (Describe in Comments)	32,000.00	3.00 %	0.03	1,100.00	0.00	1,100.00	Coordinator of Services/Information Systems/Employment
Other (Describe in Comments)	57,330.00	2.00 %	0.02	900.00	0.00	900.00	Residential Programs Manager
Other (Describe in Comments)	32,000.00	0.00 %	0.00	100.00	0.00	100.00	Client Support Specialist
Other (Describe in Comments)	0.00	0.00 %	0.00	0.00	14,225.00	14,225.00	combination of DHHR cash match and in-kind match from community partners like Northwood, Health Right, Catholic Charities

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
<b>b. Fringe Benefits</b>	35.39%	\$ 11,019.00	\$ 0.00	\$ 11,019.00	Social Security & Medicare Tax, Workers Compensation, Unemployment, Health, Dental, Vision Insurance, Retirement

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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<b>c. Travel</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

<b>d. Equipment</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

<b>e. Supplies</b>	\$ 1,286.00	\$ 0.00	\$ 1,286.00	
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Office: Supplies	\$ 1,000.00	\$ 0.00	\$ 1,000.00	portion of annual office expenses
Office: Supplies	\$ 286.00	\$ 0.00	\$ 286.00	portion of annual postage expense

<b>f. Contractual</b>	\$ 3,602.00	\$ 0.00	\$ 3,602.00	
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Other (Describe in Comments)	\$ 1,416.00	\$ 0.00	\$ 1,416.00	portion of annual audit & 990 tax return fee
Other (Describe in Comments)	\$ 1,368.00	\$ 0.00	\$ 1,368.00	portion of annual Computer TA - computer, network, security maintenance
Other (Describe in Comments)	\$ 349.00	\$ 0.00	\$ 349.00	Professional contract services
Other (Describe in Comments)	\$ 250.00	\$ 0.00	\$ 250.00	LifeSize video conferencing licenses used for outreach, client meetings, etc., whenever in person meetings are not permissible.
Other (Describe in Comments)	\$ 219.00	\$ 0.00	\$ 219.00	HMIS ServicePoint annual fee, maintenance, trainings, supplies, reporting, etc.

<b>g. Housing</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

<b>h. Construction (non-allowable)</b>				
<b>i. Other</b>	\$ 9,845.00	\$ 0.00	\$ 9,845.00	

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Office: Insurance (Property, Vehicle, Malpractice, etc.)	\$ 200.00	\$ 0.00	\$ 200.00	portion of annual property, liability, auto insurance premiums
Office: Rent Expenses	\$ 3,245.00	\$ 0.00	\$ 3,245.00	approximately 2.69% of annual office lease agreement
Office: Security/Janitorial/Grounds Maintenance	\$ 1,000.00	\$ 0.00	\$ 1,000.00	\$500 portion of annual Facility Maintenance for supplies or outside labor for building repairs or maintenance and \$500 for janitorial supplies
Office: Utilities/Telephone/Internet	\$ 3,420.00	\$ 0.00	\$ 3,420.00	portion of office electric \$1,000, garbage \$120, gas \$1,400, water \$100, telephone/internet \$800
Office: Other (Describe in Comments)	\$ 800.00	\$ 0.00	\$ 800.00	Conference fees/CEUs/Prof. Lic.
Office: Other (Describe in Comments)	\$ 705.00	\$ 0.00	\$ 705.00	portion of annual equipment maintenance - copier, telephones, security equipment, etc.
Office: Other (Describe in Comments)	\$ 200.00	\$ 0.00	\$ 200.00	portion of annual vehicle fuel \$100, registration/license \$50, repairs/maintenance \$50
Office: Other (Describe in Comments)	\$ 150.00	\$ 0.00	\$ 150.00	portion of the annual website domain fee, website updates, or cost for advertising PATH job openings
Office: Other (Describe in Comments)	\$ 125.00	\$ 0.00	\$ 125.00	Permits/lic/misc taxes/dues/fire fee/alarm

<b>j. Total Direct Charges (Sum of a-i)</b>	\$ 42,662.00	\$ 14,225.00	\$ 56,887.00	
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Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
<b>k. Indirect Costs (Administrative Costs)</b>	\$ 0.00	\$ 0.00	\$ 0.00	not applicable
<b>l. Grand Total (Sum of j and k)</b>	\$ 42,662.00	\$ 14,225.00	\$ 56,887.00	

Source(s) of Match Dollars for State Funds:

Match may consist of a blend of funds from the private sector in-kind and/or monetary contributions, cash match from DHHR grant funds, or in-kind services from community partners such as Northwood Health Systems, Health Right, Catholic Charities, etc.

Estimated Number of Persons to be Contacted: 147      Estimated Number of Persons to be Enrolled: 137

Estimated Number of Persons to be Contacted who are Literally Homeless: 147

Number staff trained in SOAR in grant year ending in 2024: 1      Number of PATH-funded consumers assisted through SOAR: 1

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**GREATER WHEELING COALITION FOR THE HOMELESS, INC.**  
**FEDERAL PATH BUDGET NARRATIVE**  
**FY2025-2026**

**PERSONNEL: \$ 16,910** - Salaries and wages are based on the percentage of time spent working the PATH program. Amount includes:

**Residential Programs Manager \$900** for time spent working on PATH in-reach, information referrals, scheduling and confirming client appointments, client follow-up, supporting all PATH staff with data collection and other clerical assistance, including bookkeeping.

**Case Manager Intake/Outreach \$1,600** who provides outreach, intake & assessment, make program and community referrals, and data entry into HMIS.

**Three Housing Case Managers \$5,300** who provide case management, develop individual service plans, assist clients, conduct PATH activities, and data entry into HMIS required by the PATH program.

**Executive Director \$2,000** who directly supervises all PATH staff, leads staff and case management meetings, and ensures agency compliance.

**Finance Manager \$2,400** for time spent on PATH payroll, reimbursements, budgets.

**Facility Coordinator \$1,400** for time spent working with PATH clients on housing life skills, including but not limited to laundry, cleaning, basic apartment maintenance skills.

**Program Development Specialist \$2,110** prepares all funding requests, develops goals & outcomes, writes procedures & policies, disseminates grant information between funder and staff, prepares for monitoring.

**Coordinator of Services/Information Systems/Employment \$1,100** oversees all internal HMIS data and reporting, responsible for reporting for internal monitoring and required by funders, verifying data is correct in HMIS system, troubleshooting problems and training users, providing referrals and employment services.

**Client Support Specialist \$100** contracted position provides direct client support, provides assistance with maintaining case records, and collaborating with Case Managers and community partners to address client needs linked to service delivery.

**FRINGE BENEFITS: \$11,019** - Payroll taxes are paid as required semi-monthly, monthly and/or quarterly.

**FICA @ .0765 of salaries \$1,294**

**Worker's compensation insurances calculated @ .02 of salaries \$338**

**Unemployment** calculated at .017 of first \$12,000/each PATH staff = 204 times percentage of time on grant (FTE) **\$64**

**Health Insurance** for the above non-contracted listed staff, based on PATH wages/overall wages times the estimated insurance cost, estimated avg \$14,460 FTE **\$5,120**

**SEP retirement** calculated @ .25 of salaries for non-contracted staff **\$4,203**. GWCH contributes and has contributed in the past 25% of employees' wages/salaries to a retirement plan with a financial advisory firm; payments are sent in monthly

**EQUIPMENT: \$0**

**TRAVEL: \$0**

**SUPPLIES: \$1,286**

**Office Supplies: \$1,000** - \$250/quarter - includes consumables used in less than one year, which cost under \$5,000 and are used in the delivery of services; examples include but are not limited to software; check stock; paper; printers; client folders; toner; etc. Costs are calculated as a percentage of PATH funds divided by overall services budget, 7%.

**Postage \$286** \$72/per quarter to purchase stamps, postage supplies, and postage meter lease; cost are calculated as a percentage of PATH funds divided by overall services budget, 5%.

**CONTRACTED SERVICES \$3,602**

**Computer TA Vendor to be Determined- \$1,368** - \$342/quarter for maintenance on computers, server, backup, networking, security, percentage of grant method.

**Audit Vendor to be Determined \$1,416 estimated** annual amount to cover a portion of the required annual audit and tax return preparation, calculated using percentage of grant method.

**HMIS – WVCEH (ServicePoint) \$219** – (GWCH participates in the statewide Homeless Management Information System (HMIS), which is used to collect data on homeless people and assist in the un-duplicating of services. GWCH is required to use HMIS for PATH data collection and reporting.) estimated annual amount to help cover HMIS annual fees, HMIS System Administrator/Specialist trainings, supplies, and custom reports required for PATH data collection and reporting, calculated using percentage of grant method.

**Video Conference Licenses – LifeSize \$250** portion of the annual cost of licenses for video conferencing equipment used for outreach, client meetings, etc. whenever in person meetings are not possible.

**Professional Contract Services – \$349** portion of the annual cost linked to professional contract services for finance services from Bennington and Felton.

**OTHER: \$9,845**

**Insurance: \$200** \$50/quarter for 4 quarters to cover our WV BRIM premium which covers property, liability, & auto insurance, calculation – percentage of PATH funds/total budget

**Lease expense \$3,245** – \$270/month for 12 months for needed office space to increase services and staff. Office is located next door at 86 15<sup>th</sup> Street, Wheeling, PATH percentage of overall supportive services budget is 2.69% times the total annual lease of \$120,200

**Facility Maintenance & Janitorial \$1,000**

**Facility Maintenance \$500** \$125/quarter to help cover materials or outside labor if required for maintenance to the building in which we provide services and house PATH staff, located at 84 & 86 15<sup>th</sup> Street, Wheeling, WV, PATH funds/total budget = 1.23% times estimated annual facility maintenance.

**Janitorial supplies: \$500** - \$125/quarter for 4 quarters, towards the estimated cost of dispensable such as: paper products, trash bags, soap, cleaning supplies, other necessary janitorial supplies; cost are calculated as a percentage of PATH funds divided by overall services budget, 2.58%.

**Utilities & Telephone & Internet \$3,420**

**Utilities: \$2,620** - \$655/quarter to help cover electric, garbage, gas, and water expenses at the office at 84 15<sup>th</sup> Street, where we provide services and house PATH staff.

Percentage of PATH funds/total budget, 3.4% Estimated costs for each utility as follows:  
Electric \$1,000, Garbage \$120, Gas \$1,400, Water \$100

**Telephone & Internet \$800** - \$200/quarter to help cover cell and office telephones and internet costs used to provide PATH services in the field and the office, calculated by dividing PATH funds by the total supportive services budget, 1.7% times total estimated telephone cost.

**Conference fees/CEUs/Prof. Licenses \$800** - \$200/quarter to cover a portion of required conference fees, and costs linked to CEUs, and professional licenses.

**Equipment Maintenance: \$705** - \$176/quarter for four quarters to cover maintenance on our copiers, phones, security cameras and equipment, and other office machines. Percentage of PATH funds/total budget 3.3%.

**Vehicle Repairs & Maintenance \$200** Annual amount to cover fuel or maintenance on GWCH vehicles if used for PATH client transportation or staff transportation to PATH trainings, direct method used when known:

**\$100 fuel** - at current fuel rate when vehicle is used for client transportation, outreach, meetings, and trainings for PATH program - direct method used when only PATH clients otherwise, percentage of grant to overall budget, 2%

**\$50 towards registration & licenses** percentage of grant to overall budget

**\$50 repairs/maintenance** - oil changes, tires, tune-ups to company owned van and/or truck, calculated on the percentage of PATH funds/total budget.

**Website/Advertising \$150** estimated annual amount needed for direct cost associated with posting any (direct cost) PATH job openings and/or percentage of funds method, 1.3%

**Permits/Licenses/Misc Taxes/Fire Fees/Dues \$125** - estimated annual amount needed for direct cost associated with annual fire fees, permits, misc. taxes, and other annual dues.

**TOTAL PATH FUNDS: \$42,662**

### **BUDGET NARRATIVE: MATCH**

**REQUIRED AMOUNT OF MATCH: \$14,225**

Match may consist of a blend of funds from the private sector in-kind and/or monetary contributions, cash match from DHHR grant, in-kind services from community partners in the COC such as the Northwood Health Systems, Health Right, Catholic Charities, etc.

### **INDIRECT COSTS:**

**Not applicable.** The Greater Wheeling Coalition for the Homeless, Inc. does not have an approved indirect cost plan nor an indirect cost negotiation agreement. All costs are directly associated with direct services and the requirements of the PATH grant agreement.

Footnotes:

## II. Executive Summary

### Intended Use Plans

**Pretera Mental Health Center**

627 4th Avenue  
Huntington, WV 25701

**Contact:** Michelle Massie

**Email Address:** michelle.massie@pretera.org

**Provider Type:** Community mental health center

**PDX ID:** WV-016

**State Provider ID:**

**Contact Phone #:** 304-525-7851

- **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).
- **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.

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			
<b>a. Personnel</b>	\$ 20,280	\$ 6,554	\$ 26,834				
<b>Position *</b>	<b>Annual Salary *</b>	<b>% of time spent on PATH *</b>	<b>PATH-Funded FTE</b>	<b>PATH-Funded Salary *</b>	<b>Matched Dollars *</b>	<b>Total Dollars</b>	<b>Comments</b>
Outreach worker	20,280.00	100.00 %	1.00	20,280.00	0.00	20,280.00	
PATH Administrator	13,362.00	25.00 %	0.00	0.00	6,554.00	6,554.00	
Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments		
<b>b. Fringe Benefits</b>	19.99%	\$ 5,364.00	\$ 3,534.00	\$ 8,898.00			
Category	Federal Dollars	Matched Dollars	Total Dollars	Comments			
<b>c. Travel</b>	\$ 1,531.00	\$ 0.00	\$ 1,531.00				
<b>Line Item Detail *</b>	<b>Federal Dollars *</b>	<b>Matched Dollars *</b>	<b>Total Dollars</b>	<b>Comments</b>			
Other (Describe in Comments)	\$ 1,031.00	\$ 0.00	\$ 1,031.00	Direct Staff Travel			
Other (Describe in Comments)	\$ 500.00	\$ 0.00	\$ 500.00	Vehicle Maintenance			
<b>d. Equipment</b>	\$ 0.00	\$ 0.00	\$ 0.00				
No Data Available							
<b>e. Supplies</b>	\$ 2,000.00	\$ 0.00	\$ 2,000.00				
<b>Line Item Detail *</b>	<b>Federal Dollars *</b>	<b>Matched Dollars *</b>	<b>Total Dollars</b>	<b>Comments</b>			
Client: Outreach Supplies/Hygiene kits/Misc.	\$ 1,000.00	\$ 0.00	\$ 1,000.00				
Office: Supplies	\$ 1,000.00	\$ 0.00	\$ 1,000.00				
<b>f. Contractual</b>	\$ 0.00	\$ 0.00	\$ 0.00				
No Data Available							
<b>g. Housing</b>	\$ 0.00	\$ 0.00	\$ 0.00				
No Data Available							
<b>h. Construction (non-allowable)</b>							
<b>i. Other</b>	\$ 1,440.00	\$ 4,600.00	\$ 6,040.00				
<b>Line Item Detail *</b>	<b>Federal Dollars *</b>	<b>Matched Dollars *</b>	<b>Total Dollars</b>	<b>Comments</b>			
Office: Rent Expenses	\$ 0.00	\$ 3,600.00	\$ 3,600.00	Harmony House Rent, \$300/month			
Office: Utilities/Telephone/Internet	\$ 1,440.00	\$ 0.00	\$ 1,440.00	Cell phone for engagement specialist			
Staffing: Training/Education/Conference	\$ 0.00	\$ 1,000.00	\$ 1,000.00	Staff Training			
<b>j. Total Direct Charges (Sum of a-i)</b>	\$ 30,615.00	\$ 14,688.00	\$ 45,303.00				
Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments			
<b>k. Indirect Costs (Administrative Costs)</b>	\$ 6,206.00	\$ 0.00	\$ 6,206.00	Indirect cost amount based on the total direct cost amount. the programs are allowed 18.25% indirect cost based on direct cost report completed by an independent CPA firm.			
<b>l. Grand Total (Sum of j and k)</b>	\$ 36,821.00	\$ 14,688.00	\$ 51,509.00				

Source(s) of Match Dollars for State Funds:

The match requirement for this grant is 33.33% or \$12,274 of \$36,821 and is provided by PATH Supervisor salary .20 FTE @ \$13,362, \$3,532 of Fringe Benefits (\$302 Retirement, \$3,042 Health Insurance, and \$1,151 FICA, WC, \$264, Unemployment, \$203) \$3,600 of rental cost for PATH office, and \$1,000 for staff training for a total of \$20,496.00

Estimated Number of Persons to be Contacted: 45 Estimated Number of Persons to be Enrolled: 45

Estimated Number of Persons to be Contacted who are Literally Homeless: 45

Number staff trained in SOAR in grant year ending in 2024: 0 Number of PATH-funded consumers assisted through SOAR: 0

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

## Narrative for Detailed Line Item Budget

**Grantee:** Pretera Health Services

**Grant Number:** G250294

**Grant Year:** FY 2024- 7/1/24-6/30/25

**Grant Amount:** \$36,821.00

- A. Personnel: \$20,280.00 The staff members that are listed in the personnel section of the detailed line-item budget works and provides oversight in the program in which Pretera receives BBH funding. The salary is based on 0.75 FTE. Position descriptions follows.
- B. Fringe Benefits: \$5,364.00. The details of the fringe benefits are listed in the detailed line-item budget and are specifically applicable to the employee listed in the personnel budget and only for the percentage of time devoted to the program and include Health Insurance @ 15% (3,042.00), FICA @ 7.65% (\$1,551.00), and Retirement @ 1.5% (304.00), Workers Compensation @ 1.3% (\$264.00) and Unemployment @ 1% (\$203.00) .
- C. Equipment: None
- D. Supplies: \$2,000.00. \$1,000.00 in Office Supplies includes: general office supplies such printer cartridge, paper, hand sanitizer, etc. \$1,000.00 in program supplies including money used for clients such as hygiene kits, emergency medications, purchase of birth certificates and identification cards, etc. These expenses are all based on historical data.
- E. Contractual Costs: There are no contractual costs for FY 2025.
- F. Construction: There are no construction costs for FY 2025.
- G. Other: \$2,971.00. Other costs include staff travel (\$1,031.00) which is based on reimbursement of \$.50 per mile x 171.83miles/month x 12 months for traveling to required meetings, transportation of clients in personal vehicles and traveling between Pretera sites. Phone expense for 2 cell phones (\$1,440) represents cell phone cost of \$60.00/month x 12 months for 2 staff. Vehicle Maintenance cost of \$500.00.
- H. Indirect Costs: \$6,206.00. Indirect cost amount based on the total direct cost amount \$30,615.00. The programs are allowed 20.27% indirect costs based on the indirect cost report completed by an independent CPA firm, which attests that the indirect cost proposal complies with applicable Federal OMB Cost Principles and provides the basis of the calculated rate submitted to BBH.

### Pretera Match:

The match requirement for this grant is 33.33% or \$12,274.00 of \$36,821.00 and is provided by Supervisor.20 FTE or \$13,362.00, \$3,532.00 of Fringe Benefits, \$3,600.00 of rental cost for PATH office for a total of \$20,496.00.

### Position Overview

**Engagement Specialist** – This is a direct care staff who provide day-to-day assistance with clients experiencing homelessness including providing transportation, monitoring, assistance and training in daily living skills, and crisis intervention when necessary.

**Supervisor** – This is a staff who oversees the engagement specialist, provides support to the engagement specialist, is responsible for tracking and reporting of clients in their program. Participates on the continuum of care and other sub-committees to enhance care for people experiencing homelessness. Provides direct client care and assistance when needed.

## II. Executive Summary

### Intended Use Plans

**Raleigh County Community Action Association**

111 Willow Lane

Beckley, WV 25801

**Contact:** Crystal D. Camarillo

**Email Address:** crystal.camarillo@rccaainc.onmicrosoft.com

**Provider Type:** Shelter or other temporary housing resource

**PDX ID:** WV-002

**State Provider ID:**

**Contact Phone #:** 304-575-8576

- **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).
- **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.

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
<b>a. Personnel</b>	\$ 35,283	\$ 11,760	\$ 47,043	

Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Case Manager	28,662.00	100.00 %	0.67	19,189.00	6,396.00	25,585.00	66.95% of this Position covered by Federal Path - 33.05% by State Grant - by Contract Substance Abuse Service Contract.
PATH Administrator	49,067.00	49.00 %	0.33	16,094.00	5,364.00	21,458.00	32.8% of this Position covered by Federal Path - 33.05% by State Grant - by Contract Substance Abuse Service Contract.

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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<b>b. Fringe Benefits</b>	15.52%	\$ 7,302.00	\$ 2,434.00	\$ 9,736.00	The fringe benefits for the above positions, based on \$37,509 in wages covered by the Federal portion of the PATH grant total \$7,764. Fringe benefits include the employed portion of the FICA taxes @7.65%, health insurance, Worker's Compensation tax, State Unemployment taxes, and retirement benefits.
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Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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<b>c. Travel</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

<b>d. Equipment</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

<b>e. Supplies</b>	\$ 2,729.00	\$ 911.00	\$ 3,640.00	
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Client: Outreach Supplies/Hygiene kits/Misc.	\$ 2,729.00	\$ 911.00	\$ 3,640.00	Supplies charged here will be food and janitorial.

<b>f. Contractual</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

<b>g. Housing</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

**h. Construction (non-allowable)**

<b>i. Other</b>	\$ 1,000.00	\$ 333.00	\$ 1,333.00	
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Staffing: Consultant Fees	\$ 1,000.00	\$ 333.00	\$ 1,333.00	Software

<b>j. Total Direct Charges (Sum of a-i)</b>	\$ 46,314.00	\$ 15,438.00	\$ 61,752.00	
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Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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<b>k. Indirect Costs (Administrative Costs)</b>	\$ 4,616.00	\$ 1,539.00	\$ 6,155.00	Up to 10% DeMinimis
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<b>l. Grand Total (Sum of j and k)</b>	\$ 50,930.00	\$ 16,977.00	\$ 67,907.00	
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Source(s) of Match Dollars for State Funds:

In Kind services and state general revenue dollars.

Estimated Number of Persons to be Contacted:

200 Estimated Number of Persons to be Enrolled:

160

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

200

Number staff trained in SOAR in grant year ending in 2024:

0 Number of PATH-funded consumers assisted through SOAR:

0

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

Line	Position	Annual Salary	% of time spent on PATH	PATH Funded FTE	PATH Funded Salary	Matched Dollars	Total Dollars	Comments
a	PATH Coordinator	28,662.00	100.00%	66.95%	19,189.00	6,396.00	25,585.00	A Polk 100% PATH - 66.95% under Federal
a	Program Director	49,067.00	49.00%	32.80%	16,094.00	5,364.00	21,458.00	M Horn 49% PATH - 32.8 % unde Federal
				<b>Total</b>	<b>35,283.00</b>	<b>11,760.00</b>	<b>47,043.00</b>	<i>* Included in very top line section a</i>
				<b>Federal \$ %</b>	<b>Federal \$</b>	<b>Matched \$</b>	<b>Total Dollars</b>	
b	Fringe Benefits			0.75	7,302.00	2,434.00	9,736.00	Includes: Employer Taxes, Health Insurance and 401K
e	Supplies			0.75	2,729.00	911.00	3,640.00	Supplies charged here will be Office, Food, Health & Janitorial
?	Professional Fees - Software			0.75	1,000.00	333.00	1,333.00	Fees for HMIS access and Paycom usage
k	Indirect Costs			0.75	4,616.00	1,539.00	6,155.00	10% DeMinimis
				<b>Total Grant</b>	<b>50,930.00</b>	<b>16,977.00</b>	<b>67,907.00</b>	

Footnotes:

## II. Executive Summary

### Intended Use Plans

**West Virginia Coalition to End Homelessness, Inc.**

P.O. Box 4697

Bridgeport, WV 26330

**Contact:** Zachary Brown

**Email Address:** zachbrown@wvceh.org

**Provider Type:** Other housing agency

**PDX ID:** WV-018

**State Provider ID:**

**Contact Phone #:** 3048429522

- **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).
- **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.

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
<b>a. Personnel</b>	\$ 56,975	\$ 37,000	\$ 93,975	

Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Outreach worker	38,000.00	100.00 %	0.50	19,000.00	19,000.00	38,000.00	Remaining 50% of salary is matched funding from Home4Good
Outreach worker	36,000.00	100.00 %	0.50	18,000.00	18,000.00	36,000.00	Remaining 50% of salary is matched funding from Home4Good
PATH Administrator	47,000.00	100.00 %	0.43	19,975.00	0.00	19,975.00	Director of Outreach Services (\$47,000 ) - 15% of salary comes from the WV PATH State funding that supplements the Federal funding, 50% of funding for salary comes from State Opioid Response Grant, 35% of salary from Federal PATH funding  \$23,500 - SOR (50%) \$3,525 - State PATH funding (15%) \$19,975 - Federal PATH Funding (35%)

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
<b>b. Fringe Benefits</b>	23.98%	\$ 22,533.61	\$ 14,633.50	\$ 37,167.11	FICA/MED at 7.65% Workers Comp at 2.0% Retirement/IRA at 3% Health, vision and dental at 25% Unemployment at 1.9% = 39.55% fringe rate

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>c. Travel</b>	\$ 20,470.00	\$ 10,500.00	\$ 30,970.00	

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Conference Registration Fee	\$ 4,500.00	\$ 0.00	\$ 4,500.00	Attendance at NAEH Conference for PATH Director, and one outreach staff person, including registration, hotel, and per diem for event.
Mileage Reimbursement	\$ 14,175.00	\$ 10,500.00	\$ 24,675.00	50% of total miles drive annually for direct PATH staff (15000) = 7500 x 2 x \$0.70/mile = \$10,500  35% of total miles driven for Director of Outreach Services (15000) = 5250 x \$0.70 = \$3675  = \$14,175
Per Diem	\$ 825.00	\$ 0.00	\$ 825.00	average of \$82.50/day x 10 days for Director of Outreach
Other (Describe in Comments)	\$ 970.00	\$ 0.00	\$ 970.00	Hotel accommodations for staff @ \$97/night x 10 nights total for Director of Outreach

<b>d. Equipment</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
<b>e. Supplies</b>	\$ 2,218.39	\$ 0.00	\$ 2,218.39	
Client: Outreach Supplies/Hygiene kits/Misc.	\$ 2,218.39	\$ 0.00	\$ 2,218.39	General outreach supplies - sanitization, tents, tarps, hand warmers, and general survival items until housing can be secured.

<b>f. Contractual</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

<b>g. Housing</b>	\$ 0.00	\$ 0.00	\$ 0.00	
No Data Available				

<b>h. Construction (non-allowable)</b>				
<b>i. Other</b>	\$ 2,370.00	\$ 0.00	\$ 2,370.00	

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Staffing: Training/Education/Conference	\$ 2,370.00	\$ 0.00	\$ 2,370.00	Training on Motivational Interviewing, Suicide Prevention, Case Management, Outreach, CPR/First Aid, and required PATH trainings
<b>j. Total Direct Charges (Sum of a-i)</b>	<b>\$ 104,567.00</b>	<b>\$ 62,133.50</b>	<b>\$ 166,700.50</b>	
Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
<b>k. Indirect Costs (Administrative Costs)</b>	<b>\$ 15,685.00</b>	<b>\$ 9,320.03</b>	<b>\$ 25,005.03</b>	<b>15% de minimis of MTDC as allowable under 2 CFR 200</b>
<b>l. Grand Total (Sum of j and k)</b>	<b>\$ 120,252.00</b>	<b>\$ 71,453.53</b>	<b>\$ 191,705.53</b>	

Source(s) of Match Dollars for State Funds:

Matching funds will be provided by Home4Good funding from the Federal Home Loan Bank of Pittsburgh.

Estimated Number of Persons to be Contacted:

225 Estimated Number of Persons to be Enrolled:

190

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

205

Number staff trained in SOAR in grant year ending in 2024:

2 Number of PATH-funded consumers assisted through SOAR:

4

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**WVCEH – PATH Budget Narrative \$120,252  
July 1, 2025 to June 30, 2026**

**Personnel:** Two PATH Outreach personnel will be employed at an annual rate of \$38,000 and \$36,000 respectively. Both positions will be 50% funded from PATH. Additionally, the Director of Outreach Services will be funded 42% from PATH Federal Funding at an annual salary of \$47,000. **The Personnel category subtotal is \$56,975 from 2024 Federal funding.**

The Director of Outreach Services position is an exempt, salary paid position, complying with the regulations of the Federal Labor Standards Act.

Reporting to the Chief Programs Officer (CPO), the Director of Outreach Services will serve as a critical member of the direct services leadership team and will collaboratively articulate, implement and operationalize the strategic vision, mission and goals of the street outreach programs within the agency. The Director will oversee the street outreach programs (funded by state, federal and private sources) and related services. The Director will work collaboratively with the Director of Quality Assurance and the CPO to evaluate the effectiveness of programs to provide ongoing feedback; guide strategic, nimble service delivery to strengthen funding diversification and outcomes.

*Essential Functions, Reporting and Performance Evaluation*

1. Work with WVCEH's direct services management team and Chief Program Officer (CPO) to coordinate the development and consistent delivery of services across the agency
2. Supervise Street Outreach department personnel
3. Responsible for ensuring policy and procedural requirements specific to Street Outreach programs are implemented
4. Create specific goals and timelines to measure the overall reduction of time individuals and families experience homelessness from point of entry. Ensure outreach to 500 households (combination of families and individuals) with successful placement of 200 in housing programs annually.
5. Responsible for ensuring outcome measures within WVCEH's Street Outreach Department are being met in areas such as: reduction in length of homelessness, numbers matched/housed, spend down of outreach budgets, etc.
6. Ability to understand and communicate trends, program, and policy, as it relates to driving conversations for new project grant proposals
7. Work with WVCEH's Finance team and CPO to ensure our Outreach services budgets are created by identifying gaps, needs, and overall costs to operate effective programs
8. Responsible for identifying and finding resolutions to potential areas of risk as it relates to under-performing contractual obligations
9. Responsible for creative solutions that will lead to successful housing placement, and for ensuring that only those with the greatest need receive expedited access to shelter, permanent housing, long-term subsidies and PSH
10. Ensure Outreach teams do not discriminate against any federal/state/local protected group

*Skills Required*

1. Exceptional capacity for leading and managing a team; able to be a change agent
2. Maintain ongoing development of the Street Outreach department, and ensure that the department staff are provided with and utilizing proper tools and training for effective and consistent service delivery

3. Responsible for identifying and collaborating with Executive Team/HR/Finance/QA departmental growth projections, program-related training needs, and regulatory changes as it relates to compliance
4. Responsible for addressing staff performance issues as it relates to the Street Outreach department
5. Ensure department annual evaluations are submitted in accordance with agency policy
6. Ensure Outreach team operates utilizing harm reduction, trauma-informed methodologies, and other best practice models
7. Ability to balance managing excellent programs against contractual obligations and budgetary constraints

The Outreach Specialist position in a non-exempt, hourly paid position, complying with the regulations of the Federal Labor Standards Act and may be paid for from PATH, CABHI, ESG or any combination of these grants.

To individuals experiencing long-term homelessness, a Street Outreach Specialist serves as the face of homeless services. Street Outreach Specialists work in conjunction with the wider array of homeless services to locate clients, help them navigate the process of obtaining housing, and secure all of the documents necessary to prove eligibility for those housing resources. Street Outreach Specialists are able to determine the people with the highest needs and focus their attention and efforts on individuals least likely to obtain housing without. Under the supervision of the Director of Outreach Services the Street Outreach Specialist shall be responsible, but not limited to, the following:

#### *Essential Duties*

1. The Street Outreach Specialist will work primarily outdoors to identify and build rapport with homeless individuals and families living on the street or in places not meant for habitation who have mental illness or mental illness and substance abuse.
2. A successful Street Outreach Specialist is able to demonstrate care and develop significant trust with clients while maintaining strong boundaries in client relationships.
3. Street Outreach Specialists will be part of each community's local housing prioritization team, or work diligently to aid in the development of prioritization for housing within the community.
4. Street Outreach Specialists will assist clients in breaking the cycle of homelessness by moving them from the street to appropriate housing and accessing necessary social services resources using the housing first philosophy.
5. Street Outreach Specialists will provide individualized client support throughout the entire journey by helping each client develop a plan to address their barriers and access housing services.
6. Street Outreach Specialists will assist clients in accessing mental health services, substance abuse treatment, and resources for harm reduction.

#### *Performance Criteria*

1. Street Outreach Specialists will take the lead on helping housing programs locate people living outdoors.
2. The Outreach Specialist will actively seek out, identify and build rapport with homeless individuals and families living on the street or in places not meant for habitation.
3. Outreach Specialist will be part of each community's local housing prioritization team, or work diligently to aid in the development of prioritization for housing within the community.

4. Outreach Worker will assist clients in breaking the cycle of homelessness by moving them from the street to appropriate housing and accessing necessary social services resources using a housing first philosophy.
5. Outreach Worker may work to identify local landlords to secure housing units, negotiable rates and process rental assistance paperwork for payment.
6. Outreach Worker will provide individualized client support, using evidence based case management tools, throughout the entire journey by helping each client develop a plan to address their barriers, increase their income, and maintain and sustain permanent housing.
7. Participate in training opportunities as available, including, but not limited to:
  - a. Cultural competency, motivational interviewing, suicide prevention, trauma-informed care, person-centered care, use of the VI-SPDAT, SPDAT, Housing First, Critical Time Intervention and housing procurement and support.
8. Each Outreach Worker will maintain a caseload of, ideally, no more than 15-20 households at any given time, though more households may be served based upon need.
9. Outreach Specialists will successfully move 75% of their annual caseload to permanent or temporary housing destinations.
10. Compile with all applicable standards of the WVCEH Personnel Manual and WVCEH Policies and Procedures.

**Fringe Benefits:** Fringe benefits are calculated and allocated at the acceptable rate of 24.71% for PATH Federal funding for 2024 as PATH Federal funds do not represent the total funding for the PATH project.

- FICA/MED at 7.65%
- Workers Comp at 2.0%
- Retirement/IRA at 3%
- Health, vision and dental at 25%
- Unemployment at 1.9%

23.98% being allocated to Federal PATH Funding.

**The total fringe is \$22533.61 for PATH Federal funds.**

#### **Supplies:**

WVCEH provides general outreaching supplies for the client encountered through outreach. General outreach supplies - sanitization, tents, tarps, hand warmers, and general survival items until housing can be secured. **The total is \$2,218.39**

#### **Travel:**

WVCEH PATH Staff are expected to travel 10,350 miles per year at the Federal mileage rate of \$0.70 per mile, which is a total of 19,797 PATH funded miles at \$14,175 in federal mileage reimbursement.

Staff are expected to have occasional overnight travel averaging at 10 days at an average of \$97/day per night for in-state travel for a total of \$970.

Additionally, WVCEH provides federal per diems for overnight travel at an average of \$82.50/day x 10 days = \$825.00.

The WVCEH Outreach Director and one PATH funded staff will attend the NAEH Conference in either Washington, DC or the West Coast in 2024 or winter 2025. This conference is the premier continuing

education conference for issues around homelessness in the United States. It is estimated that \$4,500 of PATH funding will support their attendance for registration, flights (if applicable), hotels and per diems.

**Total Staff travel from Federal PATH dollars will be \$20,470**

**Other:**

WVCEH will pay for the required annual training for Outreach staff. It is estimated that this training will be **approximately \$2,370 per year.**

**Indirect Costs**

WVCEH is electing to take the 15% de minimis indirect cost rate on the FY26 Federal PATH funds for a total of \$15,685 for administrative costs not identified in the budget (Executive level staff, HR, Finance)

**Matching Funds**

WVCEH employees two full-time Street Outreach Specialists who are funded 50% from Home4Good funding the Federal Home Loan Bank of Pittsburgh. \$71,453.53 of these salaries will be used as direct match for the Federal PATH grant.

Submitted by:

Amanda Sisson, Chief Operating Officer

Footnotes:

## II. Executive Summary

### Intended Use Plans

#### Westbrook Health Services

2121 East Seventh Street  
Parkersburg, WV 26101

Contact: Tim Barnett

Email Address: tbarnett@westbrookhealth.com

Provider Type: Community mental health center

PDX ID: WV-013

State Provider ID:

Contact Phone #: 3044851721

- **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).
- **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.

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
<b>a. Personnel</b>	\$ 17,547	\$ 8,969	\$ 26,516	

Position *	Annual Salary *	% of time spent on PATH *	PATH-Funded FTE	PATH-Funded Salary *	Matched Dollars *	Total Dollars	Comments
Outreach worker	39,520.00	100.00 %	0.44	17,547.00	8,969.00	26,516.00	Engagement Specialist Timothy Baer: 0.444 FTE Federal Grant Funds 0.506 FTE Federal Match Funds

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
<b>b. Fringe Benefits</b>	16.10%	\$ 4,268.00	\$ 0.00	\$ 4,268.00	Fringe Benefits: Federal Funds \$4,268

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>c. Travel</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>d. Equipment</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>e. Supplies</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>f. Contractual</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>g. Housing</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>h. Construction (non-allowable)</b>				

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
<b>i. Other</b>	\$ 0.00	\$ 0.00	\$ 0.00	

No Data Available

<b>j. Total Direct Charges (Sum of a-i)</b>	\$ 21,815.00	\$ 8,969.00	\$ 30,784.00	
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Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
<b>k. Indirect Costs (Administrative Costs)</b>	\$ 5,092.00	\$ 0.00	\$ 5,092.00	Indirect cost rate of 23.34%
<b>l. Grand Total (Sum of j and k)</b>	\$ 26,907.00	\$ 8,969.00	\$ 35,876.00	

Source(s) of Match Dollars for State Funds:  
 Westbrook funds will be used to contribute toward the three-to-one in-kind match. The match may come from private donations, other community organizations, or state dollars.  
 Estimated Number of Persons to be Contacted: 225      Estimated Number of Persons to be Enrolled: 170  
 Estimated Number of Persons to be Contacted who are Literally Homeless: 225  
 Number staff trained in SOAR in grant year ending in 2024: 1      Number of PATH-funded consumers assisted through SOAR: 5  
 FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Westbrook Health Services, Inc.**  
**Budget Narrative**  
**Projects for Assistance in Transition from Homelessness (PATH)**

**Total Allocation: Federal \$26,906.88**

**Period of Performance: 07/01/2025 – 06/30/2026**

**A: Personnel Federal 17,547.00**

1.0 FTE Engagement Specialist - Timothy Baer \$39,520.00\*0.444 FTE = \$17,547.00

Provide linkage to homeless and mainstream services. Provide care for immediate needs such as clothing, food and shelter. Provide crisis intervention and referrals for immediate care. Essential Duties and Responsibilities include the following:

- Provide daily outreach to homeless clients.
- Seek out clients in community setting.
- Provide linkage/referral for clients with services.
- Provide transportation to appointments and supports.
- Collaborates with other agencies relating to homeless issues.
- Comply with federal, state and company policies, procedures and regulations
- Maintains confidentiality of all information and complies with HIPAA regulations
- Demonstrates knowledge of and supports Westbrook Health Services mission, vision, values, policies and procedures, operating instructions, confidentiality standards and code of ethical behavior.

**B:Fringe Benefits \$4,268.00**

Fringe benefits are specifically applicable to the employees listed in the personnel budget category and are budgeted only for the percentage of time devoted to the program. All components of fringe benefits are listed individually in the corresponding worksheets.

The premium for state unemployment insurance is based on the first \$9,000 x the FTEs allocated x the historical experience rate. Westbrook is a reimbursable employer for Unemployment Insurance.

**C: Equipment**

No expenses

**D: Supplies**

No expenses

**E: Contractual Costs**

No expenses

**F: Construction**

No expenses

**G: Other**

**H: Indirect Costs \$5,092.00**

The Indirect Cost Proposal includes the indirect cost rate (23.34%); the distribution base (\$21,814.88); a signed certification as outlined within 2 CFR 200; and a written attestation from Rea and Associates, independent Certified Public Accountants confirming that the proposal complies with, was prepared in accordance with and addresses all of the requirements of 2 CFR 200.

**I: Cost Sharing or Matching \$8.969**

Required matching for PATH grant is \$1.00 for every \$3.00 of the Federal Funds allocated to the grant. These costs will support the personnel and fringe benefit costs of the Engagement Specialist who is providing services to prevent homelessness.

**J: Other Grantee Supplied Funds \$16,025.62**

Personnel and Fringe that is In Kind

**K: Program Income (Projected) - none**

**Footnotes:**

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### III. State Level Information

#### A. Operational Definitions

Term	Definition
Individual Experiencing Homelessness:	An individual who lacks housing (without regard to whether the individual is a member of a family), including an individual whose primary residence during the night is a supervised public or private facility that provides temporary living accommodations, and an individual who is a resident in transitional housing.
Imminent Risk of Becoming Homeless:	The definition of imminent risk of becoming homeless includes one or more of the following criteria: doubled-up living arrangements where the individual's name is not on a lease, living in a condemned building without a place to move, having arrears in rent/utility payments, receiving an eviction notice without a place to move, living in temporary or transitional housing that carries time limits, and/or being discharged from a health care or criminal justice institution without a place to live.
Serious Mental Illness (SMI):	Adults, 18 years of age or older  A diagnosable mental disorder of such severity and duration as to result in functional impairment that substantially interferes with or limits major life activities.
Co-occurring Disorders (COD):	Individuals who have at least one serious mental disorder and a substance use disorder, where the mental disorder and substance use disorder can be diagnosed independently of each other.

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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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

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**Footnotes:**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

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**Footnotes:**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

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**Footnotes:**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

### 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).

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

### 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:**

*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*

The three to one in-kind match is contributed by each provider receiving PATH funds. The match may come from private donations, other community organizations, such as the United Way, or state dollars. The individual provider Intended Use Plans contain details regarding match funds and sources of match.

Each provider assures BBH matching funds are available at the beginning of the award period through signature of the grant agreement.

**BBH assures that both the provider federal funds, state funds, and the matching funds are available at the start of the grant period 7/1/2025.**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

### 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.

I certify that the response to this Narrative Question in the FY 2024 PATH Application is still accurate. Yes  No

If No, please upload documentation with changes for FY 2025.

FY 2025 PATH FOA Catalog No.: 93.150 FOA No.: SM-24-F2

**Footnotes:**

## 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: