

State of Nevada
Division of
Mental Health Developmental Services (MHDS)
SFY 2014-2018



Projects For Assistance In Transition From Homelessness
(PATH)

Request For Proposal (RFP)

Table of Contents

Announcement	Page 3
Request for Proposal Timeline	Page 3
Eligibility	Page 4
Deadline	Page 4
Required Non-Binding Letter Of Intent to Apply.....	Page 4
Contact Information	Page 4
Overview of the PATH Program	Page 5
PATH Program Operational Definitions	Page 5
Goals of the PATH Program	Page 7
Allowable Use of Funds	Page 8
Non-allowable Use of Funds	Page 9
Award Amounts and Length of Grant Term	Page 9
Match Requirements	Page 9
Program Outcomes/Requirements	Page 9
Proposal Requirements	Page 10
1. Cover Page	Page 10
2. Program Abstract	Page 10
3. Table of Contents.....	Page 10
4. Project Narrative	Page 11
a. Statement of Program and Need	Page 11
b. Program Design and Implementation	Page 11
c. Community Collaboration and Planning	Page 12
d. Management Structure	Page 12
e. Additional Requirements	Page 13
5. Budget Detail Worksheet and Budget Narrative	Page 13
a. Budget Worksheet	Page 13
b. Budget Narrative	Page 13
Notice of Post-Award Reporting Requirements	Page 13
a. Federal Funding Accountability and Transparency Act	Page 13
b. Post Award Reporting	Page 14
c. Nevada Specific DHHS Compliance with AB 242	Page 14
Reports Required	Page 14
Review Process	Page 14
Selection Criteria	Page 15
Additional Requirements	Page 15
Proposal Checklist	Page 15

Appendices/Attachments

A. Public Health Service Act	Page 17
B. PATH Service Definitions	Page 26
C. Guidelines for Accessing Cultural Competence	Page 28
D. Guidelines for Consumer and Family Participation	Page 29
E. Assurances	Page 30
F. Budget Worksheet	Page 35
G. Proposal for PATH Grant Cover Page	Page 36

Announcement

The Mental Health Developmental Services (MHDS) announces the release of a Request for Proposal (RFP) for Projects For Assistance in the Transition from Homelessness (PATH). This MHDS PATH RFP would cover July 1, 2013 to June 30, 2017 (State FY 2014-2018). MHDS wishes to award PATH Grant Funds to non-profit agencies that provide or ensure access to public mental health services to eligible individuals. Eligible applicants can be a broad range of non-profit organizations that have the ability to make a community wide impact. See the eligibility section for additional details on page 4.

Request for Proposal Timeline

Release of Request for Proposal	<i>January 4, 2013</i>
Non-Binding Letter of Intent Due	<i>January 28, 2013</i>
Written Questions From Potential Bidders Due by 5:00 p.m.	<i>January 28, 2013</i>
Written Responses Posted	<i>February 4, 2013</i>
Proposals Due	<i>February 18, 2013 by 5:00 pm</i>

Send to:
Joann Flanagan, State PATH Contact
Mental Health Developmental Services
4126 Technology Way Suite 201
Carson City, Nevada 89706
jflanagan@mhds.nv.gov

Proposals Reviewed by Objective Reviewers Committee and Central Office	<i>February 18-22, 2013</i>
Objective Reviewers Committee and Central Office Informs MHDS Administrator of Recommendations	<i>March 4, 2013</i>
Negotiations with Applicants	<i>March 25, - April 22, 2013</i>
Central Office Notifies Successful and Unsuccessful Applicants of Award Administrative Processing of Grants	<i>April 29, - June 30, 2013</i>
Grant Start-Up	<i>August 1, 2013</i>

Eligibility

Community Mental Health Centers and nonprofit organizations, including faith-based organizations, and Tribal entities are eligible to apply for a PATH Grant. Under the PATH formula grant program, Section 522 (c) Coordination, of the Public Health Service Act (Part C, Projects For Assistance In Transition From Homelessness), grants will be available only to entities that have the capacity to provide, directly or through arrangements, the services specified in Part C, Section 522 (b) of the Public Health Service Act (see RFP Section 3.1.2, Specification of Services), including coordinating the provision of services "in order to meet the needs of eligible homeless individuals who are both mentally ill and having co-occurring substance use disorders". The State is requesting Proposals from eligible entities that have experience in providing services to homeless persons with a Serious Mental Illness (SMI), including veterans, and can demonstrate all those enrolled in the PATH Program will have access to comprehensive mental health services, including housing, at the time of PATH service closure. If a non-Community Mental Health Center organization is interested in applying for a grant under this program they must also include a Letter of Agreement with a local licensed mental health center, that ensures on-going comprehensive mental health services at the time of PATH service closure for each individual will be offered and available. The Public Health Service Act is in Appendix A

Deadline

To be considered for funding, Proposals (one original and 6 hard copies) **must** be received by **February 18, 2013 by 5:00 pm** to Joann Flanagan, State PATH Contact at Mental Health and Developmental Services, 4126 Technology Way, Suite 201 Carson City, Nevada 89706. Proposals will not be accepted via fax or by electronic email. Late Proposals will not be accepted. MHDS will accept questions until **January 28, 2013 at 5:00 pm**. Questions must be emailed to Joann Flanagan at jflanagan@mhds.nv.gov. MHDS will post answers to the questions by **February 4, 2013 at 5:00 pm** at <http://mhds.state.nv.us/>.

Required Non-Binding Letter of Intent

In order to apply, organizations are required to submit a non-binding Letter of Intent (LOI) no later than **January 28, 2013 at 5:00 p.m.** The letter must include the following: 1) Name and address of the applicant, 2) Statement indicating intent to apply, 3) Name of MHDS Grant Program, 4) Telephone number and email address of the contact person. The LOI should be sent to Joann Flanagan at Mental Health Developmental Services, 4126 Technology Way, Suite 201, Carson City, Nevada 89706.

Contact Information

Joann Flanagan, State PATH Contact, Mental Health and Developmental Services, 4126 Technology Way Suite 201 Carson City, Nevada, (775) 684- 5896, jflanagan@mhds.nv.gov.

Overview of the PATH Program

In 1991, the Stewart B. McKinney Homeless Assistance Amendments Act of 1990 authorized the Projects For Assistance in Transition from Homelessness (PATH) program. PATH is administered by the Center for Mental Health Services (CMHS), Homeless Programs Branch, within the Substance Abuse and Mental Health Services Administration (SAMHSA). PATH allocations are made to states and territories and are expected to fund organizations in areas with the highest concentration of people who are literally homeless. The PATH Program is designed to support the delivery of eligible services to persons who are homeless or are at risk of becoming homeless (Nevada uses the definition of precariously housed for at risk of becoming homeless) and have Serious Mental Illness (SMI), including veterans and may also have co-occurring substance use disorders, with a particular emphasis on persons most in need of services.

The PATH program is a vital resource in communities as it seeks to reduce and end homelessness. PATH programs across the country have led the way in developing and perfecting methods of outreach and engagement that are effective with people who have serious mental illnesses/co-occurring disorders and who are homeless. PATH programs serve as the front door to Continuum of Care services and to mainstream mental health, primary health care and substance abuse service systems. PATH follows these guiding principles:

1. **Person Centered Services:** The PATH program is committed to services that meet the needs and preferences of people who are homeless and who have mental illnesses/co-occurring disorders. Services are effective only if they meet needs identified by the individual. Service plans must be developed in partnership with individuals receiving services.
2. **Culturally Competent Services:** The PATH program is committed to meeting needs and preferences of individuals within the context of culture. For this to happen in a meaningful way, services must be offered in accordance with individually appropriate language, customs and cultural norms.
3. **Consumer Run Services:** The history of the PATH program proves the effectiveness of services provided by people who have “been there”. Individuals who have achieved recovery serve as powerful examples, and consumer run services are a strong tool in our efforts to address homelessness.
4. **Commitment to Quality:** State PATH Contacts are committed to helping providers achieve high quality in all areas of service provision. Encouragement of evidence based and exemplary practices within homeless services and mainstream systems is part of this strategy.

PATH Program Operational Definitions - The Division of MHDS, while recognizing the fact that no single definition or characteristic best describes all homeless individuals, continues to utilize the federal definition of homeless to include:

1. **Homeless Individual** - In Nevada, the operational definition of homelessness includes: Living in places not meant for human habitation (streets, cars, parks, etc.), living in emergency shelters, fleeing a domestic violence situation and the person lacks the resources to support their own needs, public or private facility that provides temporary

living accommodations and the person was homeless upon entry into the facility or could be homeless upon exit from the facility due to lacking the resources and support networks needed to obtain housing on their own, and transitional housing.

2. **Imminent Risk Of Becoming** - Homeless Individuals may be considered at risk of becoming homeless because they are ‘doubled up’ and the person’s name is not on the lease, living in a condemned building without a place to move, living in a time-limited temporary or transitional housing, or being discharged from a health care or criminal justice institution without a place to live.
3. **Serious Mental Illness** - Adults with Serious Mental Illness (SMI) are persons 18 years of age and over, who have a diagnosable mental disorder of such severity and duration as to result in functional impairment which substantially interferes with or limits major life activities.
4. **Co-Occurring Mental Illness And Substance Abuse** - The definition for co-occurring serious mental illness and substance use disorder refers to individuals who have at least one serious mental disorder and a substance abuse disorder that can be diagnosed independently of each other. In Nevada, this category would include those persons who meet the above criteria for a serious mental illness and also meet criteria for either substance abuse as defined by the DSM-IV-TR, both of which indicate a maladaptive pattern of substance use leading to clinically significant impairment or distress (one or more criteria) and occurring at any time in the same 12-month period.
5. **Outreach, Engagement and PATH Enrollment** - The process of approaching homeless individuals, offering assistance, informally assessing eligibility for PATH services, and bringing individuals into treatment who do not access traditional services. Individuals must present with a mental illness and/or co-occurring disorder based on PATH staff informal screening and initial assessment. Effective outreach utilizes strategies aimed at engaging persons into the needed array of services, including identification of individuals in need, screening for eligibility, development of rapport, offering support while assisting with immediate and basic needs, and referral to appropriate resources. Outreach results in increased access to and utilization of community services by people who are homeless and have mental illness. A PATH staff may enroll an individual when the individual is willing to accept ongoing services from and is willing to present sufficient identifying information, to create a formal record, and develop a formal Plan of Service.
 - a. **PATH Funded Case Management Services:** PATH case management is for persons who are homeless who require intensive services designed to develop case plans for delivering community services to PATH eligible recipients. MHDS expects the provision of PATH case management services last no longer than 6 months. At the end of PATH case management service provision, PATH enrolled consumers must have access to mainstream mental health. Additionally,
6. **Data Collection and Performance Measurement**
 - a. All PATH funded programs will be expected to be using the Homeless Management Information System (HMIS) within the next 2-4 years for tracking PATH data, including submitting a timeline for full migration, identifying technical assistance, participate in HMIS training activities; connecting with Continuums of Care to facilitate data migration; and work with local HMIS administrators to incorporate PATH data fields into HMIS. This will enable

SAMHSA to report reliable and consistent client- and aggregate-level data on the performance of the PATH program.

Goals of the PATH Program

The following goals must be addressed throughout the project narrative and part of the project's design and implementation plan.

Goal 1: The main goal of the PATH Program is to provide services that will enable persons who are homeless and have serious mental illnesses to obtain appropriate housing while engaging them in formal mental health treatment and systems which improve their mental health functioning. The most critical service is considered to be outreach. At a minimum, **55% of the individuals served under the MHDS PATH program will be literally homeless**. 100% of the people who are literally homeless are to receive outreach, engagement, informal screening for PATH services; and, for those enrolled in the PATH program short-term PATH case management services. At a minimum, 55% of those outreached should be enrolled in PATH services.

Goal 2: To understand better the impact of the PATH program and respond to a performance based Congressional reporting environment, the PATH Program added five voluntary outcome measures. PATH Providers are required to track referral and attainment of these supports:

- a. Housing (transitional, supportive, or permanent)
- b. Income Benefits
- c. Earned Income (employment)
- d. Medical Insurance Program (Medicaid, Medicare, and/or State/local plans)
- e. Primary Medical Care

Goal 3: The Homeless Management Information System (HMIS) is a locally administered, electronic data collection system that stores person level information and episodes of care for persons who access the HUD-funded homeless service system. The HMIS is HUD's response to a Congressional directive to collect better data on homelessness. In 2011, SAMHSA began providing intensive technical assistance (TA) and training activities for PATH programs on client-level data collection and reporting and alignment with HMIS. MHDS FY 13-FY14 PATH Grantees must agree to collect client-level data through HMIS once training is provided by the State/SAMHSA PATH TA provider. For more information on HMIS, visit: <http://hmis.info> .

Goal 4: MHDS PATH providers must maintain the average Federal cost (\$802) of enrolling a homeless person with serious mental illness in the PATH program.

Goal 5: MHDS will give special consideration to entities with a demonstrated effectiveness in serving homeless veterans.

Goal 6: For people, who are homeless with mental health problems that impaired cognition or who are returning to the community from institutions (jails, prisons or hospitals), access to disability income benefits can be extremely challenging. The Proposal for SSI/SSDI is complicated, detailed and often difficult to navigate. Using the SSI/SSDI Outreach Access and

Recovery (SOAR) approach can help increase access to disability income benefits especially for those who are homeless and have a mental illness. PATH grant evaluation criteria will provide special consideration for those agencies/programs that have invested in ensuring SOAR strategies are implemented and institutionalized through SOAR staff. For more information on SOAR, visit: <http://www.prainc.com/SOAR/> .

Goal 7: Supportive housing is affordable housing linked to accessible mental health, substance addiction, employment, and other support services. Supportive housing can reduce public service costs and provide stability for those experiencing homelessness. Grant evaluation criteria will provide special consideration for those agencies/programs who can demonstrate success in housing individuals who are homeless in supportive and permanent housing; demonstrate success in participating in community housing development projects, such as local or statewide Continuum of Care, Community Development Block Grant process, local or statewide Consolidated Plan Hearings, or other local or state affordable housing programs, etc., and document that and how suitable housing for eligible individuals will accompany the provision of services.

Allowable Uses of Funds

MHDS receives the minimum formula funding amount from the Federal government; therefore, MHDS PATH grant awards will only be for services not supported by mainstream mental health systems. Definitions for the PATH-eligible services are in Appendix B. Allowable uses of funds include:

1. Outreach services
2. Screening and diagnostic treatment services
3. Habilitation and rehabilitation services
4. Community mental health services
5. Alcohol or drug treatment services
6. 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
7. Case management services
8. Supportive and supervisory services in residential settings
9. Referral for primary health services, job training, educational services, and relevant housing services.
10. Housing services as specified in Section 522 (b) (10) of Public Health Services Act, including:
 - a. minor renovation, expansion, and repair of housing
 - b. planning of housing
 - c. technical assistance in applying for housing assistance
 - d. improving the coordination of housing services
 - e. security deposits
 - f. costs associated with matching eligible homeless individuals with appropriate housing situations
 - g. one-time rental payments to prevent eviction

Non-Allowable Use of Funds

1. To support emergency shelters;
2. For inpatient psychiatric treatment;
3. For inpatient substance abuse treatment;
4. To make cash payments to intended recipients of mental health or substance abuse services;
5. Any lease arrangements in association with the proposed project utilizing PATH funds beyond the project period nor may the portion of the space leased with PATH funds be used for purposes not supported by the grant; and
6. To pay for the purchase or construction of any building or structure to house any part of the grant program.

Award Amounts and Length of Grant Term

The federal portion of the MHDS State Fiscal Year (SFY) 2014 PATH allocation is expected to be \$506,000. PATH Grantees must match the federal portion by 33% with non-federal funds. Based on the number of applicants received, MHDS may select one or more applicants. The selected applicants of the SFY 2014 PATH Request for Proposal (RFP) will receive a four (4) year award with non-competitive continuations granted to programs based upon availability of funding and successful progress of negotiated scopes of work in the intervening years. For State FY 2014-2018 (July 1, 2013 to June 30, 2017) the PATH grantees will only submit changes to the Project design, Outcome Measures and adjustments to line items in the previously-approved budget. In SFY 2018 PATH RFP is expected to be open for competition again for another four-year award. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by law.

Match Requirement

The federal portion of the MHDS State Fiscal Year (SFY) 2013 PATH allocation is expected to be \$506,000. PATH Grantees must match the federal portion by 33% with non-federal funds. County, state, or private funds are examples of non-federal funds.

Program Outcomes/Requirements

Grantee shall be responsible for providing direct or indirect services that support the implementation of evidence-based strategies which result in improvements in targeted state or community level factors, while also contributing to Federal, state, and local outcomes as indicated below. In your narrative, your Proposal must address these outcomes/requirements. Cross reference the section below with Fed PATH RFP:

1. Exceed or maintain the Federal requirement that at least 55% of the individuals outreached are enrolled in PATH or adequately explain why your program cannot meet this outcome based on local factors.
2. Exceed or maintain Federal requirement that at least 55% individuals enrolled in PATH are literally homeless or adequately explain why your program cannot meet this outcome based on local factors.
3. Maintain the Federal Cost of enrolling persons into you PATH program (\$802).
4. Track and referral and attainment of these supports:
 - a) Housing (transitional, supportive, or permanent)

- b) Income Benefits
 - c) Earned Income (employment)
 - d) Medical Insurance Program (Medicaid, Medicare, and/or State/local plans)
 - e) Primary Medical Care
5. Ensure that all PATH service recipients who are potentially eligible are assisted by your agency to obtain federal disability benefits using the SOAR approach.
 6. Exceed or maintain state average of 78% for PATH service recipients are approved for federal disability benefits on initial SSI/SSDI Proposal.
 7. Ensure that your proposed program will offer PATH services to homeless Veterans.
 8. Affirm that your proposed program will participate in HMIS data collection system once your agency receives training endorsed by the State of MHDS.

Proposal Requirements

This section describes the Proposal components and sets out a number of elements. Applicants should anticipate that failure to submit an Proposal that contains all of the specified information may negatively affect the review of the Proposal; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions. Moreover, applicants should anticipate that some Proposal elements are so critical that Proposals unresponsive to the scope of the solicitation or that do not include a project narrative and a budget detail worksheet including a budget narrative, will neither proceed to Peer Review nor receive further consideration. MHDS strongly recommends use of appropriately descriptive file names (e.g. “Program Abstract”, “Project Narrative”, “Budget Detail Worksheet and Budget Narrative,”) for all attachments. MHDS recommends that resumes be included in a single file, when requested.

1. Information to complete the Cover Page (5 Points)

The Cover Page is a standard form used as a cover sheet for submission of pre-Proposals, Proposals, and related information. MHDS takes information from the applicant’s profile to populate the fields on this form. The official authorized to sign Proposal on behalf of the applicant must sign on the Cover Page in Box C.

2. Program Abstract (10 Points)

The program abstract should be included at the bottom of the Cover Page. Please provide a brief (100 words or less) overview of the project using 10 point font on Attachment B section H. Include the following:

- a. Identify the type of applicant (community not-for-profit or faith-based organization)
- b. Describe the proposed program for which funding is being requested (including the geographic area, description of target population, services to be provided and # of clients to be served)

3. Table of Contents

Include page numbers for each of the major and subsections of your Proposal and for each attachment.

4. Project Narrative

(75 points total; each section is rated separately)

Applicant must respond to the solicitation and the Selection Criteria in the order given. The Project Narrative must be single-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 30 pages (not including appendixes). Please number pages “1 of XX” “2 of XX”, etc...

If the applicant fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions. Please label each major section and subsection of the Project Narrative. The following sections should be included:

a. Statement of Problem and Need

(10 points)

- i. Identify and describe the challenges or problems the proposed program will address. Provide data to show the nature and scope of the problem, and explain previous or current efforts to address the problem. Provide a clear and concise statement of the purpose or goal of the proposed program. If you are a current or previous PATH grantee, provide three year trend data. Include existing gaps in service systems.

b. Project Design and Implementation

(35 points)

- i. Describe the geographic areas to be served.
- ii. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients,
 - a. Indicate projected number of adult clients to be enrolled using PATH funds (Goal: 55% outreached are enrolled).
 - b. Indicate percentage of adult clients served with PATH funds projected to be "literally" homeless i.e., living outdoors or in an emergency shelter rather than at imminent risk of homelessness. (Goal: 55% of enrolled individuals were literally homeless when they were outreached).
 - c. Describe activities to maximize the use of PATH funds to serve adults who are literally homeless as a priority population.
 - d. Describe strategies that will be used to target PATH funds for street outreach and case management as priority services.
- iii. Describe services available for PATH clients who have both a serious mental illness and substance use disorder (co-occurring disorder).
- iv. Describe strategies for making suitable housing available to PATH clients (e.g., indicate the type of housing usually provided and the name of the agency that provides such housing).
- v. Describe outreach and community collaboration activities to increase PATH enrollment of homeless veterans.
- vi. Describe strategies your project will implement to assure that enrolled PATH consumers will be assisted by a MHDS certified SOAR case manager to access federal disability benefits.
- vii. Project the number of people your program will refer and the number of people who will attain these services and supports:

- a. Housing (transitional, supportive, or permanent)
- b. Income Benefit
- c. Earned Income (employment)
- d. Medical Insurance Program (Medicaid, Medicare, and/or State/local plans)
- e. Primary Medical Care
- viii. Describe community outreach/education activities to ensure that the public is aware of and is able to access the program.
- ix. Describe any potential barriers to implementing the project and strategies to overcome them.

c. Community Collaboration and Planning (10 points)

- i. Description of the planning process including how the Proposal was planned in collaboration with other stakeholders.
- ii. List community organizations that provide key services (e.g., primary health, mental health, substance abuse, housing, employment, SOAR Case Managers) to PATH eligible clients and describe coordination activities and policies with those organizations.
- iii. Describe your agency's participation in the local HUD Continuum of Care and any other local planning, coordinating or assessment activities related to preventing and ending homelessness. Include a description of your agency's past participation in the 2011 Point-in-Time Homeless Count.
- iv. Describe how persons who are homeless and have serious mental illnesses and any family members will be involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. For example, indicate whether persons who are PATH-eligible are employed as staff or as volunteers or serve on governing or formal advisory boards. (See Appendix D: Guidelines for Consumer and Family Participation)

d. Management Structure (10 points)

- i. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, age range of clients to be served, and housing status of clients (e.g., literally homeless or precariously housed) services provided by the organization and region served.
- ii. Describe the experience and capability of the applicant, staff, and contractors. Identify the agency that will serve as the grantee and fiscal agency responsible for the grant's administration, and the staff team supporting the project including the name, title, and affiliation of each member. Describe staffing pattern including hours targeted for homeless outreach. Include organizational chart within the agency, indicating placement of program. Describe if your program has a paid staff member who was formally homeless and/or mentally ill.
- iii. Indicate whether your agency and proposed PATH program will provide, pay for, or otherwise support evidence based practices and other training for the PATH funded staff.
- iv. Explain how the organizations mission, similar projects, and current goals are consistent with the proposed project.

e. Additional Requirements

(10 points)

- i. State whether your agency is currently entering data into HMIS for another purpose. Explain.
- ii. If funded, do you expect any barriers submitting data into HMIS?
- iii. Describe in table format:
 - a. the demographics of the population in the area you are proposing to serve;
 - b. the demographics of the individuals you are proposing to serve;
 - c. the demographics of the staff serving the individuals.
- iv. Describe how staff providing services to the target population will be sensitive to age; gender and racial/ethnics differences of clients; and (d) the extent to which staff receive periodic training in cultural competence. (See Appendix C: Guidelines for Accessing Cultural Competence)

5. Budget Detail Worksheet and Budget Narrative

(10 Points)

Applicants must submit a Budget Detail Worksheet and Budget Narrative outlining how grant funds will be used to support and implement the program.

a. Budget Worksheet: (see Attachment F). The local PATH providers must match directly or through donations from public or private entities, non-Federal contributions toward such costs in an amount that is not less than \$1 for each \$3 of Federal PATH funds (33%). Non-Federal contributions may be in cash or in kind, fairly evaluated, including plant, equipment, or services. Amounts provided by the Federal Government, or services assisted or subsidized to any significant extent by the Federal Government, shall not be included in determining the amount of such non-Federal contributions. List other sources of income for the project, i.e., in-kind or other resources. Applicants should not exceed the Federal cost of \$802 per enrolled person.

b. Budget Narrative: Attach a budget narrative providing details about the items listed on the budget sheet and any other relevant information. Your narrative should describe budget items for which you are requesting support. Provide a description of how the applicant will meet match requirements.

Notice of Post-Award Reporting Requirements

a. Federal Funding Accountably and Transparency Act: Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more in federal funds, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier sub-awards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier sub-recipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding sub-awards will be made through the FFATA Sub-Award Reporting System (FMHDS), found at www.fMHDS.gov/

b. Post Award Reporting includes:

1. **Financial Report:** Grantee will submit a Quarterly Financial Report for reimbursement by the 15th of each of the following months: November, February, May, and August to MHDS Division Office
2. **Cumulative Quarterly Report:** Grantee will submit a Cumulative Quarterly Report by the 15th of each of the following months: November, February, May, and August to MHDS Division Office
3. **Year-end Report:** Grantee will submit a year-end report by mid-December.
4. **Monthly Submission of Data into HMIS**

c. Nevada Specific DHHS compliance with Assembly Bill (AB) 242 of the 2011 Legislature

Each designated entity is required to post on its website.

1. The names and terms of the persons on the board of directors or other governing body of the designated organization;
2. The most recent annual report of the designated organization; and
3. The mission statement or other statement of purpose of the designated organization.

Reports Required

Each designated organization must also submit a report to the DHHS granting agency every six months. These reports are due within 30 days after the end of each six month period. The reports must be submitted on or before January 15, 2013, July 15, 2013, January 15, 2014 and July 30, 2014. The report must be submitted in electronic format and include the following information:

1. The amount of money that the designated organization received from the Department during the immediately preceding 6-month period;
2. The number of persons served pursuant to the grant, contract or similar agreement;
3. A description of the services provided pursuant to the grant, contract or similar agreement; and
4. Any other information deemed appropriate by the Department.

Review Process

MHDS is committed to ensuring a fair and equitable process for awarding grants. Eligible Proposals will be evaluated, scored, and rated by a peer review panel. MHDS may use either internal peer reviewers, external peer reviewers, or a combination to review Proposals submitted under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current MHDS employee. An internal reviewer is a current MHDS employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to: underserved populations, geographic diversity, strategic priorities, past performance, and availability of funding.

MHDS, in consultation with MHDS Fiscal, conducts a risk assessment of Proposals for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable state and federal cost principles and agency regulations.

All final award decisions will be made by the Health Division/MHDS Administrator, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Selection Criteria

1. Applicant Information – Cover Page (5 points)
2. Program Abstract (10 points)
3. Project Narrative (75 points total, each section rated separately)
 - a. Statement of Need (10 points)
 - b. Project Design and Implementation (35 points)
 - c. Community Collaboration and Planning (10 points)
 - d. Management Structure (10 points)
 - e. Additional Requirements (10 points)
4. Budget Detail Worksheet and Budget Narrative (10 Points). Budget Detail Worksheet can be found as Attachment F.

Additional Requirements

None

Proposal Checklist

___ Non-binding Letter of Intent by (**due January 28, 2013**)

The following Proposal sections must be submitted to MHDS by **February 18, 2013, 5:00 p.m.** in this order:

___ Applicant Information - Cover Page

___ Table of Contents

___ Project Narrative

_____ Statement of the Problem*

_____ Project Design & Implementation*

_____ Community Collaboration and Planning*

_____ Management Structure*

- ___ Budget Detailed Worksheet (Attachment F) and Budget Narrative
- ___ Attachment E Assurances
- ___ 501(c)(3) Verification and letter from a local CMHC if applicable.
- ___ List of Board Members and a Board Member Conflict of Interest Statement
- ___ Letters of Support
- ___ Transmittal Letter for Audit, Form 990, or most recent Year-end Financial Statement
- ___ Organizational Chart

* These items are considered part of the Project Narrative and should not exceed **30** pages in length.

APPENDICES/ATTACHMENTS

- A. Public Health Services Act
- B. PATH Service Definitions
- C. Guidelines for Accessing Cultural Competence
- D. Guidelines for Consumer and Family Participation
- E. Assurances
- F. Budget Detail Worksheet
- G. Proposal for PATH Grant Cover Page

APPENDIX A: PUBLIC HEALTH SERVICE ACT

Part C -- Projects for Assistance in Transition from Homelessness

Sec. 521 FORMULA GRANTS TO STATES

For the purpose of carrying out section 522 of this title, the Secretary, acting through the Director of the Center for Mental Health Services, shall for each of the fiscal years 1991 through 1994 make an allotment for each State in an amount determined in accordance with section 524 of this title. The Secretary shall make payments, as grants, each such fiscal year to each State from the allotment for the State if the Secretary approves for the Fiscal year involved an Proposal submitted by the State pursuant to section 529 of this title.

Sec. 522 PURPOSE OF GRANTS

(a) IN GENERAL B The Secretary may not make payments under section 521 of this title unless the State involved agrees that the payments 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 subsection (b) of this section to individuals who-

1. A. are suffering from serious mental illness; or
B. are suffering from serious mental illness and from substance abuse; and

(2.) are homeless or at imminent risk of becoming homeless.

(b) SPECIFICATION OF SERVICES B The services referred to in subsection (a) of this section are

- (1) outreach services;
- (2) screening and diagnostic treatment services;
- (3) habilitation and rehabilitation services;
- (4) community mental health services;
- (5) alcohol or drug treatment services;
- (6) 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;
- (7) case management services, including -
 - (A) 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;
 - (B) 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 services;
 - (C) providing assistance to the eligible homeless individual in obtaining income support services, including housing assistance, food stamps, and supplemental security income benefits;

- (D) referring the eligible homeless individual for such other services as may be appropriate; and
 - (E) providing representative payee services in accordance with section 1631(a)(2) of the Social Security Act (42 U.S.C. 1383(a)(2)) if the eligible homeless individual is receiving aid under title XVI of such act (42 U.S.C. 1381 et seq.) and if the applicant is designated by the Secretary to provide such services;
 - (8) supportive and supervisory services in residential settings;
 - (9) referrals for primary health services, job training, educational services, and relevant housing services;
 - (10) subject to subsection (h)(1) of this section -
 - (A) minor renovation, expansion, and repair of housing;
 - (B) planning of housing;
 - (C) technical assistance in applying for housing assistance;
 - (D) improving the coordination of housing services;
 - (E) security deposits;
 - (F) the costs associated with matching eligible homeless individuals with appropriate housing situations; and
 - (G) 1-time rental payments to prevent eviction; and
 - (11) other appropriate services, as determined by the Secretary.
- (c) **COORDINATION B** The Secretary may not make payments under section 290cc-21 of this title unless the State involved agrees to make grants pursuant to subsection (a) of this section only to entities that have the capacity to provide, directly or through arrangements, the services specified in subsection (b) of this section, including coordinating the provision of services in order to meet the needs of eligible homeless individuals who are both mentally ill and suffering from substance abuse.
- (d) **SPECIAL CONSIDERATION REGARDING VETERANS B** The Secretary may not make payments under section 521 of this title unless the State involved agrees that, in making grants to entities pursuant to subsection (a) of this section, the State will give special consideration to entities with a demonstrated effectiveness in serving homeless veterans.
- (e) **SPECIAL RULES B** The Secretary may not make payments under section 521 of this title unless the State involved agrees that grants pursuant to subsection (a) of this section will not be made to any entity that -
- (1) has a policy of excluding individuals from mental health services due to the existence or suspicion of substance abuse; or
 - (2) has a policy of excluding individuals from substance abuse services due to the existence or suspicion of mental illness.
- (f) **ADMINISTRATIVE EXPENSES --** The Secretary may not make payments under section 521 of this title unless the State involved agrees that not more than 4 percent of the payments will be expended for administrative expenses regarding the payments.

(g) MAINTENANCE OF EFFORT -- The Secretary may not make payments under section 290cc-21 of this title unless the State involved agrees that the State will maintain State expenditures for services specified in subsection (b) of this section at a level that is not less than the average level of such expenditures maintained by the State for the 2-year period preceding the fiscal year for which the State is applying to receive such payments.

(h) RESTRICTIONS ON USE OF FUNDS The Secretary may not make payments under section 521 of this title unless the State involved agrees that -

(1) not more than 20 percent of the payments will be expended for housing services under subsection (b)(10) of this section; and

(2) the payments will not be expended –

(A) to support emergency shelters or construction of housing facilities;

(B) for inpatient psychiatric treatment costs or inpatient substance abuse treatment costs; or

(C) to make cash payments to intended recipients of mental health or substance abuse services.

(i) WAIVER FOR TERRITORIES- With respect to the United States Virgin Islands, Guam, American Samoa, Palau, the Marshall Islands, and the Commonwealth of the Northern Mariana Islands, the Secretary may waive the provisions of this part that the Secretary determines to be appropriate.

Sec. 523 REQUIREMENT OF MATCHING FUNDS

(a) IN GENERAL B The Secretary may not make payments under section 521 of this title unless, with respect to the costs of providing services pursuant to section 522 of this title, the State involved agrees to 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 Federal funds provided in such payments.

(b) DETERMINATION OF AMOUNT B Non-Federal contributions required in subsection (a) of this section may be in cash or in kind, fairly evaluated, including plant, equipment, or services. Amounts provided by the Federal Government, or services assisted or subsidized to any significant extent by the Federal Government, shall not be included in determining the amount of such non-Federal contributions.

(c) LIMITATION REGARDING GRANTS BY STATES B The Secretary may not make payments under section 521 of this title unless the State involved agrees that the State will not require the entities to which grants are provided pursuant to section 522(a) of this title to provide non-Federal contributions in excess of the non-Federal contributions described in subsection (a) of this section.

Sec. 524 DETERMINATION OF AMOUNT OF ALLOTMENT

(a) MINIMUM ALLOTMENT B The allotment for a State under section 521 of this title for a fiscal year shall be the greater of -

(1) \$300,000 for each of the several States, the District of Columbia, and the Commonwealth of Puerto Rico, and \$50,000 for each of Guam, the Virgin Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands; and

(2) an amount determined in accordance with subsection (b) of this section.

(b) DETERMINATION UNDER FORMULA B The amount referred to in subsection (a) (2) of this section is the product of-

(1) an amount equal to the amount appropriated under section 1935(a) of this title for the fiscal year; and

(2) a percentage equal to the quotient of-

(A) an amount equal to the population living in urbanized areas of the State involved, as indicated by the most recent data collected by the Bureau of the Census; and

(B) an amount equal to the population living in urbanized areas of the United States, as indicated by the sum of the respective amounts determined for the States under subparagraph (a).

Sec. 525 CONVERSION TO CATEGORICAL PROGRAM IN EVENT OF FAILURE OF STATE

REGARDING EXPENDITURE OF GRANTS

(a) IN GENERAL -- Subject to subsection (c) of this section, the Secretary shall, from the amounts specified in subsection (b) of this section, make grants to public and nonprofit private entities for the purpose of providing to eligible homeless individuals the services specified in section 522(b) of this title.

(b) SPECIFICATION OF FUNDS -- The amounts referred to in subsection (a) of this section are any amounts made available in appropriations Acts for allotments under section 521 of this title that are not paid to a State as a result of -

(A) the failure of the State to submit an Proposal under section 529 of this title;

(B) the failure of the State, in the determination of the Secretary, to prepare the Proposal in accordance with such section or to submit the Proposal within a reasonable period of time; or

(C) the State informing the Secretary that the State does not intend to expend the full amount of the allotment made to the State.

(c) REQUIREMENT OF PROVISION OF SERVICES IN STATE INVOLVED -- With respect to grants under subsection (a) of this section, amounts made available under subsection (b) of this section as a result of the State involved shall be available only for grants to provide services in such State.

Sec. 526 PROVISION OF CERTAIN INFORMATION FROM STATE

The Secretary may not make payments under section 521 of this title to a State unless, as part of the Proposal required in section 529 of this title, the State submits to the Secretary a statement -

(1) identifying existing programs providing services and housing to eligible homeless individuals and identify gaps in the delivery systems of such programs;

(2) containing a plan for providing services and housing to eligible homeless individuals, which plan -

(A) describes the coordinated and comprehensive means of providing services and housing to homeless individuals; and

(B) includes documentation that suitable housing for eligible homeless individuals will accompany the provision of services to such individuals;

(3) describes the source of the non-Federal contributions described in section 523 of this title;

(4) contains assurances that the non-Federal contributions described in section 523 of this title will be available at the beginning of the grant period;

(5) describe any voucher system that may be used to carry out this part; and

(6) contain such other information or assurances as the Secretary may reasonably require.

Sec. 527 DESCRIPTION OF INTENDED EXPENDITURES OF GRANT

(a) **IN GENERAL B** The Secretary may not make payments under section 521 of this title unless -

(1) as part of the Proposal required in section 529 of this title, the State involved submits to the Secretary a description of the intended use for the fiscal year of the amounts for which the State is applying pursuant to such section;

(2) such description identifies the geographic areas within the State in which the greatest numbers of homeless individuals with a need for mental health, substance abuse, and housing services are located;

(3) such description provides information relating to the programs 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; and

(4) the State agrees that such description 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 section 522 of this title.

(b) **OPPORTUNITY FOR PUBLIC COMMENT B** The Secretary may not make payments under section 521 of this title unless the State involved agrees that, in developing and carrying out the description required in subsection (a) of this section, the State will provide public notice with respect to the description (including any revisions) and such opportunities as may be necessary to provide interested persons, such as fly members, consumers, and mental health, substance abuse, and housing agencies, an opportunity to present comments and recommendations with respect to the description.

(c) **RELATIONSHIP TO STATE COMPREHENSIVE MENTAL HEALTH SERVICES PLAN**

(1) **IN GENERAL B** The Secretary may not make payments under section 521 of this title unless the services to be provided pursuant to the description required in subsection (a) of this section are consistent with the State comprehensive mental health services plan required in subpart 2 [1] of part B of subchapter XVII of this chapter.

(2) **SPECIAL RULE B** The Secretary may not make payments under section 521 of this title unless the services to be provided pursuant to the description required in subsection (a) of this section have been considered in the preparation of, have been included in, and are consistent with, the State comprehensive mental health services plan referred to in paragraph (1).

Sec. 528 REQUIREMENT OF REPORTS BY STATES

(a) **IN GENERAL B** The Secretary may not make payments under section 521 of this title unless the State involved agrees that, by not later than January 31 of each fiscal year, the State will prepare and submit to the Secretary a report in such form and containing such information as the Secretary determines (after consultation with the Administrator of the Substance Abuse and Mental Health Services Administration) to be necessary for -

(1) securing a record and a description of the purposes for which amounts received under section 521 of this title were expended during the preceding fiscal year and of the recipients of such amounts; and

(2) determining whether such amounts were expended in accordance with the provisions of this part.

(b) **AVAILABILITY TO PUBLIC OF REPORTS** The Secretary may not make payments under section 521 of this title unless the State involved agrees to make copies of the reports described in subsection (a) of this section available for public inspection.

(c) **EVALUATIONS** B The Administrator of the Substance Abuse and Mental Health Services Administration shall evaluate at least once every 3 years the expenditures of grants under this part by eligible entities in order to ensure that expenditures are consistent with the provisions of this part, and shall include in such evaluation recommendations regarding changes needed in program design or operations.

Sec. 529 REQUIREMENT OF PROPOSAL

The Secretary may not make payments under section 521 of this title unless the State involved -

(1) submits to the Secretary an Proposal for the payments containing agreements and information in accordance with this part;

(2) the agreements are made through certification from the chief executive officer of the State; and

(3) the Proposal otherwise is in such form, is made in such manner, and contains such agreements, assurances, and information as the Secretary determines to be necessary to carry out this part.

Sec. 530 TECHNICAL ASSISTANCE

The Secretary, through the agencies of the Administration, shall provide technical assistance to eligible entities in developing planning and operating programs in accordance with the provisions of this part.

Sec. 531 FAILURE TO COMPLY WITH AGREEMENTS

(a) REPAYMENT OF PAYMENTS B

(1) The Secretary may, subject to subsection (c) of this section, require a State to repay any payments received by the State under section 521 of this title that the Secretary determines were not expended by the State in accordance with the agreements required to be contained in the Proposal submitted by the State pursuant to section 529 of this title.

(2) If a State fails to make a repayment required in paragraph (1), the Secretary may offset the amount of the repayment against the amount of any payment due to be paid to the State under section 521 of this title.

(b) WITHHOLDING OF PAYMENTS B

(1) The Secretary may, subject to subsection (c) of this section, withhold payments due under section 521 of this title if the Secretary determines that the State involved is not expending amounts received under such section in accordance with the agreements required to be contained in the Proposal submitted by the State pursuant to section 529 of this title.

(2) The Secretary shall cease withholding payments from a State under paragraph (1) if the Secretary determines that there are reasonable assurances that the State will expend amounts received under section 290cc-21 of this title in accordance with the agreements referred to in such paragraph.

(3) The Secretary may not withhold funds under paragraph (1) from a State for a minor failure to comply with the agreements referred to in such paragraph.

(c) OPPORTUNITY FOR HEARING B Before requiring repayment of payments under subsection (a) (1) of this section, or withholding payments under subsection (b)(1) of this section, the Secretary shall provide to the State an opportunity for a hearing.

(d) RULE OF CONSTRUCTIONB Notwithstanding any other provision of this part, a State receiving payments under section 521 of this title may not, with respect to any agreements required to be contained in the Proposal submitted under section 529 of this title, be considered to be in violation of any such agreements by reason of the fact that the State, in the regular course of providing services under section 522(b) of this title to eligible homeless individuals, incidentally provides services to homeless individuals who are not eligible homeless individuals.

Sec. 532 PROHIBITION AGAINST CERTAIN FALSE STATEMENTS

(a) IN GENERAL B

(1) A person may not knowingly make or cause to be made any false statement or representation of a material fact in connection with the furnishing of items or services for which amounts may be paid by a State from payments received by the State under section 521 of this title.

(2) A person with knowledge of the occurrence of any event affecting the right of the person to receive any amounts from payments made to the State under section 2900cc-21 of this title may not conceal or fail to disclose any such event with the intent of securing such an amount that the person is not authorized to receive or securing such an amount in an amount greater than the amount the person is authorized to receive.

(b) CRIMINAL PENALTY FOR VIOLATION OF PROHIBITION B Any person who violates a prohibition established in subsection (a) of this section may for each violation be fined in accordance with title 18 or imprisoned for not more than 5 years, or both.

Sec. 533 NONDISCRIMINATION

(a) IN GENERAL B

(1) RULE OF CONSTRUCTION REGARDING CERTAIN CIVIL RIGHTS LAWS -- For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of handicap under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded in whole or in part with funds made available under section 290cc-21 of this title shall be considered to be programs and activities receiving Federal financial assistance.

(2) PROHIBITION B No person shall on the ground of sex or religion be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds made available under section 521 of this title.

(b) ENFORCEMENT B

(1) REFERRALS TO ATTORNEY GENERAL AFTER NOTICE -- Whenever the Secretary finds that a State, or an entity that has received a payment pursuant to section 521 of this title, has failed to comply with a provision of law referred to in subsection (a)(1) of this section, with subsection (a)(2) of this section, or with an applicable regulation (including one prescribed to carry out subsection (a)(2) of this section), the Secretary shall notify the chief executive officer of the State and shall request the chief executive officer to secure compliance. If within a reasonable period of time, not to exceed 60 days, the chief executive officer fails or refuses to secure compliance, the Secretary may -

(A) refer the matter to the Attorney General with a recommendation that an appropriate civil action be instituted;

(B) exercise the powers and functions provided by the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as may be applicable; or

(C) take such other actions as may be authorized by law.

(2) AUTHORITY OF ATTORNEY GENERAL B When a matter is referred to the Attorney General pursuant to paragraph (1)(A), or whenever the Attorney General has reason to believe that a State or an entity is engaged in a pattern or practice in violation of a provision of law referred to in subsection (a)(1) of this section or in violation of subsection (a)(2) of this section, the Attorney General may bring a civil action in any appropriate district court of the United States for such relief as may be appropriate, including injunctive relief.

Sec. 534 DEFINITIONS

For purposes of this part:

(1) ELIGIBLE HOMELESS INDIVIDUAL B The term “eligible homeless individual” means an individual described in section 522(a) of this title.

(2) HOMELESS INDIVIDUAL B The term “homeless individual” has the meaning given such term in section 340(r) of this title.

(3) STATE B The term “State” means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

(4) SUBSTANCE ABUSE B The term “substance abuse” means the abuse of alcohol or other drugs.

Sec. 535 FUNDING

(a) AUTHORIZATION OF APPROPRIATIONS B For the purpose of carrying out this part, there is authorized to be appropriated \$75,000,000 for each of the fiscal years 1991 through 1994. 2001 through 2003.

(b) EFFECT OF INSUFFICIENT APPROPRIATIONS FOR MINIMUM ALLOTMENTS B

(1) IN GENERAL -- If the amounts made available under subsection (a) of this section for a fiscal year are insufficient for providing each State with an allotment under section 521 of this title of not less than the applicable amount under section 524(a)(1) of this title, the Secretary shall, from such amounts as are

made available under such subsection, make grants to the States for providing to eligible homeless individuals the services specified in section 522(b) of this title.

(2) RULE OF CONSTRUCTION B Paragraph (1) may not be construed to require the Secretary to make a grant under such paragraph to each State.

APPENDIX B: SERVICE DEFINITIONS FOR PATH FUNDED SERVICES

Developed by the PATH Administrative Workgroup

January 2005

Service Definitions

1. Outreach

The process of bringing individuals into treatment who do not access traditional services. Effective outreach utilizes strategies aimed at engaging persons into the needed array of services, including identification of individuals in need, screening, development of rapport, offering support while assisting with immediate and basic needs, and referral to appropriate resources. Outreach results in increased access to and utilization of community services by people who are homeless and have mental illnesses. Active outreach is defined as face-to-face interaction with literally homeless people in streets, shelters, under bridges, and in other nontraditional settings. In active outreach, workers seek out homeless individuals.

- a. Outreach may include methods such as distribution of flyers and other written information, public service announcements, and other indirect methods.
- b. Outreach may also include “in reach”, defined as when outreach staff are placed in a service site frequented by homeless people, such as a shelter or community resource center, and direct, face to face interactions occur at that site. In this form of outreach, homeless individuals seek out outreach workers.

2. Screening and Diagnostic Treatment

A continuum of assessment services that ranges from brief eligibility screening to comprehensive clinical assessment.

3. Habilitation and Rehabilitation Services

Community based treatment and education services designed to promote maximum functioning, a sense of wellbeing, and a personally satisfying level of independence for individuals who are homeless and have mental illnesses/co-occurring disorders.

4. Community Mental Health Services

Community based supports designed to stabilize and provide ongoing supports and services for individuals with mental illnesses/co-occurring disorders or dual diagnoses. This general category does not include case management, alcohol or drug treatment and/or habilitation and rehabilitation, since they are defined separately in this document.

5. Alcohol or Drug Treatment

Preventive, diagnostic, and other outpatient treatment services as well as support for people who have a psychological and/or physical dependence on one or more addictive substances, and a co-occurring mental illness.

6. Staff Training

Materials, packages or programs designed to increase the knowledge or skills of individuals who work in shelters, mental health clinics, substance abuse programs and other sites regarding the needs of the target population, job related responsibilities and service delivery strategies to promote effective services and best practices.

7. Case Management

Services that develop case plans for delivering community services to PATH eligible recipients. The case plans should be developed in partnership with people who receive PATH

services to coordinate evaluation, treatment, housing and/or care of individuals, tailored to individual needs and preferences. Case Managers assist the individual in accessing needed services, coordinate the delivery of services in accordance with the case plan, and follow-up and monitor progress. Activities may include financial planning, access to entitlement assistance, representative payee services, etc.

8. Supportive and Supervisory Services in Residential Settings

Services provided in residential settings that are designed to support individuals during their transition into mainstream services.

Housing Services

Specialized services designed to increase access to and maintenance of stable housing for PATH enrolled individuals who have significant or unusual barriers to housing. These services are distinct from and not part of PATH funded case management, supportive and supervisory services in residential settings, or housing assistance referral activities.

9. Minor Renovation: Services or resources provided to make essential repairs to a housing unit in order to provide or improve access to the unit and/or eliminate health or safety hazards.

10. Planning of Housing: Activities related to the analysis and formulation of a detailed set of action steps, timelines, and resources necessary to create or expand housing for the target population.

11. Technical Assistance in Applying for Housing Services: Targeted training, guidance, information sharing, and assistance to, or on behalf of, PATH enrolled individuals who encounter complex access issues related to housing.

12. Improving the Coordination of Housing Services: The process of systematically analyzing interagency interactions among housing service providers, developing relevant information, and informing appropriate authorities of viable alternatives for selection of the most effective combination of available resources to best meet the residential needs of the target population.

13. Security Deposits. Provision of funds for PATH enrolled individuals who are in the process of acquiring rental housing but who do not have the assets to pay the first and last month's rent or other security deposits required to move in.

14. Costs associated with matching eligible homeless individuals with appropriate housing situations. Expenditures made on behalf of PATH enrolled individuals to meet the costs, other than security deposits and onetime rental payments, of establishing a household. These may include items such as rental Proposal fees, furniture and furnishings and moving expenses. These may also include reasonable expenditures to satisfy outstanding consumer debts identified in rental Proposal credit checks that otherwise preclude successfully securing immediately available housing.

15. Onetime rental payments to prevent eviction. Onetime rental payments are made for PATH enrolled individuals who cannot afford to make the payments themselves, who are at risk of eviction without assistance and who qualify for this service on the basis of income or need.

16. Referrals for Primary Health Services, Job Training, Education Services and Relevant Housing Services

Services intended to link persons to primary health care, job training, income supports, education, housing, and other needed services not directly provided by the PATH program or individual PATH providers.

17. Other Appropriate Services, As Determined By The Secretary

APPENDIX C: GUIDELINES FOR ACCESSING CULTURAL COMPETENCE

Experience or track record of involvement with the target population - The applicant organization should have a documented history of positive programmatic involvement with the population/community to be served; e.g., a history of involvement with the target population or community.

Training and staffing - The staff of the organization should have training in gender/age/cultural competence. Attention should be placed on staffing the initiative with people who are familiar with, or who are themselves members of, the population/community.

Language - If an organization is providing services to a multi-linguistic population, there should be multi-linguistic resources, including use of skilled bilingual and bicultural individuals whenever a significant percentage of the target population/community is more comfortable with a language other than English.

Materials - It should be demonstrated that material and products such as audio-visual materials, PSAs, training guides and print materials to be used in the project are gender/age/culturally appropriate or will be made consistent with the population/community to be served.

Evaluation - Program evaluation methods and instrument(s) should be appropriate to the population/community being served. There should be rationale for the use of the evaluation instrument(s) that are chosen, and the rationale should include a discussion of the validity of the instrument(s) in terms of the gender/age/culture of the group(s) targeted. The evaluators should be sensitized to the culture and familiar with the gender/age/culture whenever possible and practical.

Community representation - The population/community targeted to receive services should be a planned participant in all phases of program design. There should be an established mechanism to provide members, reflective of the target group to be served, with opportunities to influence and help shape the project's proposed activities and interventions. A community advisory council or board of directors of the organizations (with legitimate and working agreements) with decision-making authority should be established to affect the course and direction of the proposed project. Members of the targeted group should be represented on the council/board.

Implementation - There should be objective evidence/indicators in the Proposal that the applicant organization understands the cultural aspects of the community that will contribute to the program's success and which will avoid pitfalls.

APPENDIX D: GUIDELINES FOR CONSUMER AND FAMILY PARTICIPATION

Applicants should have experience or track record of involving mental health consumers and their family members. The applicant organization should have a documented history of positive programmatic involvement of recipients of mental health services and their family members. This involvement should be meaningful and span all aspects of the organization's activities as described below:

Program Mission - An organization's mission should reflect the value of involving consumers and family members in order to improve outcomes.

Program Planning - Consumers and family members are involved in substantial numbers in the conceptualization of initiatives including identifying community needs, goals and objectives, and innovative approaches. This includes participation in grant Proposal development including budget submissions. Approaches should also incorporate peer support methods.

Training and Staffing - The staff of the organization should have substantive training in and be familiar with consumer and family-related issues. Attention should be placed on staffing the initiative with people who are themselves consumers or family members. Such staff should be paid commensurate with their work and in parity with other staff.

Informed Consent - Recipients of project services should be fully informed of the benefits and risks of services and make a voluntary decision, without threats or coercion, to receive or reject services at any time. **Rights Protection** - Consumers and family members must be fully informed of all of their rights including those designated by the President's Advisory Commission's Healthcare Consumer Bill of Rights and Responsibilities: information disclosure, choice of providers and plans, access to emergency services, participation in treatment decisions, respect and non-discrimination, confidentiality of healthcare information, complaints and appeals, and consumer responsibilities.

Program Administration, Governance, and Policy Determination - Consumers and family members should be hired in key management roles to provide project oversight and guidance. Consumers and family members should sit on all Boards of Directors, Steering Committees and Advisory bodies in meaningful numbers. Such members should be fully trained and compensated for their activities.

Program Evaluation - Consumers and family members should be integrally involved in designing and carrying out all research and program evaluation activities. This includes determining research questions, designing instruments, conducting surveys and other research methods, and analyzing data and determining conclusions. This includes consumers and family members being involved in all submission of journal articles. Evaluation and research should also include consumer satisfaction and dissatisfaction measures.

ATTACHMENT E: Assurances

As a condition of receiving subgranted funds from the Division of Mental Health and Developmental Services, the Subgrantee agrees to the following conditions:

1. Subgrantee agrees grant funds may not be used for other than the awarded purpose. The Subgrantee agrees that it will not expend the subgranted funds:
 - a. to provide inpatient services;
 - b. to make cash payments to intended recipients of health services;
 - c. to purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) any building or other facility, or purchase major medical equipment;
 - d. to satisfy any requirement for the expenditure of non-Federal funds as a condition of the receipt of Federal funds; or to provide financial assistance to any entity other than a public or nonprofit entity.

In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Division.

2. Subgrantee acknowledges the continuation of this subgrant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State Legislature and/or federal sources.
3. Subgrantee agrees to submit reimbursement requests for only expenditures approved in the spending plan. Any additional expenditure(s) beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Division, may result in denial of reimbursement. Subgrantee also agrees not to accept reimbursements from third party payers for the services and programs offered under the subgrant.
4. Approval of subgrant budget by the Division constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Division is not allowed under the terms of this subgrant. Requests to revise approved budgeted amounts must be made in writing using the appropriate forms and provide sufficient narrative detail to determine justification.
5. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant. Such records shall be maintained in accordance with the following:
 - a. Records may be destroyed by the subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Division.
 - b. In all cases an overriding requirement exists to retain records until notified in writing of resolution of any audit questions relating to individual subgrants.Subgrant accounting records are considered all records relating to the expenditure and reimbursement of funds awarded under this Subgrant Award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.
6. Subgrantee agrees to disclose any existing or potential conflicts of interest relative to the performance of services resulting from this subgrant award. The Division reserves the right to disqualify any grantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.

7. Subgrantee 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.
8. Subgrantee 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).
9. Subgrantee 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.
10. Subgrantee agrees to comply with the requirements of:
 - 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, P.L. 93-112, 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. Section 106 (g) of the Trafficking Victims Protection Act of 2000, which prohibits discrimination on the basis of economic opportunity for potential victims of trafficking;
 - j. any other nondiscrimination provisions in the specific statute(s) under which Proposal for Federal assistance is being made; and
 - k. the requirements of any other nondiscrimination statute(s) that may apply to the Proposal.
11. Subgrantee agrees to comply with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
12. Subgrantee agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, 45 C.F.R. 160, 162 and 164, as amended. If the subgrant award includes functions or activities that involve the use or disclosure of Protected Health Information, the Subgrantee agrees to enter into a Business Associate Agreement, or Confidentiality Agreement, with the Division, as required by 45 C.F.R 164.504 (e).
13. Subgrantee certifies, by signing this subgrant, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal

Register (pp.19150-19211). This provision shall be required of every subgrantee receiving any payment in whole or in part from federal funds.

14. Subgrantee agrees, whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
 - a. any federal, state, county or local agency, legislature, commission, counsel, or board;
 - b. any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
 - c. any officer or employee of any federal, state, county or local agency, legislature, commission, counsel, or board.
15. Division subgrants are subject to inspection and audit by representatives of the Division, Nevada Department of Health and Human Services, the State Department of Administration, the Audit Division of the Legislative Counsel Bureau or other appropriate state or federal agencies to:
 - a. verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
 - b. ascertain whether policies, plans and procedures are being followed;
 - c. provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically;
 - d. determine reliability of financial aspects of the conduct of the project; and
 - e. chapter 218 of the NRS states that the Legislative Auditor, as directed by the Legislative Commission pursuant to NRS 218.850, shall conduct a special audit of an entity which is not an agency of this State but which receives an appropriation of public money during any fiscal year. The subgrantee agrees to make available to the Legislative Auditor of the State of Nevada all books, accounts, claims, reports, vouchers or other records of information that the Legislative Auditor determines to be necessary to conduct an audit pursuant to NRS 218.
16. Failure to comply with established assurances will result in disqualification of future funding and/or termination of current funding.
17. Subgrantee agrees to comply with the requirements of the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282, as amended by section 6202 of P.L. 110-252), and regulations adopted there under contained in 3 CFR 170. As required by the Federal Accountability and Transparency Act of 2006, this new award is subject to the subaward and executive compensation reporting requirement of CFR Part 170. Although the full text of this regulation is attached, you may access the language online at <http://www.samhsa.gov/grants/subaward.aspx>.
 - a. Reporting of first-tier subawards.
 1. Applicability. Unless you are exempt as provided in paragraph d of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
 2. Where and when to report. You must report each obligating action described in paragraph a.1 of this award term to <http://www.fsrs.gov>. For subaward information, report

no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrc.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if the total Federal funding authorized to date under this award is \$25,000 or more in the preceding fiscal year, you received 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and the public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1 of this award term as part of your registration profile at <http://www.ccr.gov> by the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d of this award term, for subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if in the subrecipient's preceding fiscal year, the subrecipient received—80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph f this award term: To the recipient. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report: Subawards, and The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25: A Governmental organization, which is a State, local government, or Indian tribe; A foreign public entity; A domestic or foreign nonprofit organization; A domestic or foreign for-profit organization; A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. 11.210 of the attachment to OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations”). A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that: Receives a subaward from you (the recipient) under this award; and is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient’s or subrecipient’s preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)): Salary and bonus. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans. Above-market earnings on deferred compensation which is not tax-qualified. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Signature

Title

Date

ATTACHMENT F: Budget Worksheet

Category	Description	Amount
Personnel		
Subtotal		
Category Total		
Contract/Consultant		
Category Total		
Operating		
Category Total		
Travel		
Category Total		
Training		
Category Total		
Restart Total		
Match		
Match Stated		
Match Source		

ATTACHMENT G

**PROPOSAL FOR PROJECTS ASSISTING IN THE TRANSITION FROM HOMELESSNESS GRANT
COVER PAGE**

<p>A. APPLICANT AGENCY (NAME, ADDRESS, TELEPHONE, E-MAIL)</p>	<p>C. OFFICIAL AUTHORIZED TO SIGN PROPOSAL (NAME, TITLE, ADDRESS, TELEPHONE, E-MAL)</p> <p>SIGNATURE _____</p>
<p>B. TYPE OF AGENCY Public Private Non-Profit Private Profit (circle one)</p>	
<p>D. PROJECT DIRECTOR (NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)</p>	<p>E. FINANCIAL OFFICER (NAME, TITLE, ADDRESS, TELEPHONE, E-MAIL)</p>
<p>F. TYPE OF PROPOSAL (CHECK ONE) <input type="checkbox"/> NEW <input type="checkbox"/> REVISION <input type="checkbox"/> CONTINUATION OF _____ (Grant #) _____</p>	
<p>G. TITLE OF PROJECT</p>	
<p>H. GEOGRAPHIC AREA TO BE SERVED & TARGET POPULATION (TYPE AND NUMBERS)</p>	
<p>I. FEDERAL IDENTIFICATION NUMBER (FEIN)</p>	<p>K. PROJECT COSTS</p> <p>1. GRANT FUNDS REQUESTED \$ _____</p> <p>2. LOCAL FUNDS/CASH MATCH \$ _____</p> <p>3. IN-KIND \$ _____</p> <p>4. TOTAL COST \$ _____</p>
<p>J. APPLICANT'S FISCAL YEAR</p>	