

### PATH ALLOCATION WORKSHEET

STATE FISCAL YEAR: 2015-2016

FEDERAL CATALOG NO. 93.150

<b>COUNTY: EL DORADO</b>		<b>REVISION NO:</b>
<p>The State Department of Health Care Services (DHCS) provides the Federal Projects For Assistance in Transition From Homelessness (PATH) Formula Grant funds to counties for State Fiscal Year (SFY) 2015-2016. Your Allocation is identified below.</p>		
PATH Funding Base:		\$35,072
Total PATH Expenditure:		\$35,072
<b>PURPOSE: PLANNING ESTIMATE</b>		May 11, 2015

I, the undersigned Director, have accepted the Federal PATH funds for the county under the specific conditions included in the assurances as part of the County Application Package (CAP) as well as those conditions established by other governing federal and state laws, policies regulations, and guidelines. The CAP, as approved by DHCS, will be followed in expending these funds.




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County Mental Health Director Date

Don Ashton  
 Printed Name

## 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 45 CFR Part 76, and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

### 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 45 CFR Part 76 by:

- (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 workplace 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).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management  
Office of Grants Management  
Office of the Assistant Secretary for Management and Budget  
Department of Health and Human Services  
200 Independence Avenue, S.W., Room 517-D  
Washington, D.C. 20201

### 3. CERTIFICATION REGARDING LOBBYING

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 (45 CFR Part 93).

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 under-

signed, 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)

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, day care, 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.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Director
APPLICANT ORGANIZATION El Dorado County Health & Human Services Agency	DATE SUBMITTED May 11, 2015

## COMPLIANCE ASSURANCES

**The county, as recipient of grant funds, acknowledges and agrees that the county and its subcontractors shall provide services in accordance with all applicable federal and State statutes and regulations.**

I hereby certify that the County of El Dorado agrees to the following:

- A. Amounts received under the PATH Formula Grant will be used solely to provide services to persons who have a serious mental illness, or have a co-occurring serious mental illness and substance abuse disorder, and who are homeless or at imminent risk of becoming homeless.
- B. PATH funds must be used to supplement, not supplant, existing services to individuals who have severe mental illness, or who have co-occurring severe mental illness and substance abuse disorders, and who are homeless or at imminent risk of becoming homeless.
- C. At a minimum, providers must provide both Outreach and Case Management. Additional grant funds shall be expended only for the following services:
  - 1. Screening and diagnostic treatment services;
  - 2. Habilitation and rehabilitation services (relating to training and education to improve the individual's functioning in the community);
  - 3. Community mental health services;
  - 4. Alcohol and/or drug treatment services;
  - 5. Staff training (for individuals who work in shelters, mental health clinics, substance abuse programs, and other sites where individuals require homeless services);
  - 6. Supportive and supervisory services in residential settings;
  - 7. Referrals for primary health services, job training, educational services, and relevant housing services; and
  - 8. Housing services including minor renovation, expansion, and repair of housing; planning of housing, technical assistance in applying for housing; improving the coordination of housing services; security deposits; the costs associated with matching eligible homeless individuals with appropriate housing situations; and one-time rental payment to prevent eviction.
- D. Grants will be made pursuant to Section 522(a) of the Public Health Service Act only to entities that have the capacity to provide, directly or through arrangements, the specified service(s) including coordinating the provision of service(s) in order to meet the needs of eligible homeless individuals who are both mentally ill and suffering from substance abuse.

- E. Special consideration will be given to funding entities with a demonstrated effectiveness in serving veterans who are homeless.
- F. Grant funds will not be given to any entity that has a policy of excluding individuals from mental health services due to the existence or suspicion of substance abuse or which excludes individuals from substance abuse services due to the existence or suspicion of mental illness.
- G. No more than ten percent of Federal PATH funds received shall be expended for administrative expenses. The ten percent administrative expense cap includes both the county's and the subcontractor's administrative costs in aggregate.
- H. None of the funds in this grant shall be used to pay the salary of an individual through a grant or other extramural mechanism at a rate in excess of Executive Level II of the Federal Executive Pay Scale. Effective January 11, 2015, the amount is \$183,300.
- I. Not more than 20 percent of the payments will be expended for allowable housing services. The payments will not be expended to support emergency shelters or construction of housing facilities for inpatient psychiatric or inpatient substance abuse treatment costs or to make cash payments to intended recipients of mental health or substance abuse services.
- J. The county 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 one dollar (\$1) for each three dollars (\$3) of federal funds provided in such payments. The amount of the county match is \$11,691.
- K. The description of intended use will be revised throughout the year to reflect substantial changes in the programs and activities funded through the PATH grant. Changes in services will not be provided until the appropriate approval has been received.
- L. The county agrees to provide all reports required by the State Department of Health Care Services (DHCS).
- M. The county 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 USC 290k, et seq., and 42 USC 300x-65 et seq.) and their governing regulations at 42 C.F.R. part 54 and 54a respectively.

N. The county has budgeted SFY 2015-2016 non-PATH funds for services to individuals who are homeless and mentally disabled as follows:

\$ 0.00 Federal (non-PATH)

\$ 11,691 Other

 May 11, 2015  
Signature of Director Date

Don Ashton  
Print Name

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

**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.

 _____ Signature of Certifying Official	_____ Title
EL DORADO COUNTY HHS - MENTAL HEALTH DIVISION Applicant Organization	_____ Date

**PATH FY 2015-16  
COUNTY INTENDED USE PLAN**

**County:** El Dorado**Address:** 768 Pleasant Valley Road, Suite 201**City, Zip Code:** 95619**County Program Contact:** Ren Scammon**Telephone:** (530) 621-6321**Fax:** (530) 663-8403**Email:** ren.scammon@edcgov.us**County Fiscal Contact:** Michele McAfee**Telephone:** (530) 295-6910**Fax:** (530) 295-2580**Email:** michele.mcafee@edcgov.us

**Indicate which of the following essential services will be provided by this provider with PATH funding:**

- Outreach
- Case Management
- Community Mental Health Services
- Habilitation & Rehabilitation Services (relating to training and education to improve the individual's functioning in the community)
- Staff Training
- Screening and Diagnostic Services
- Alcohol or Drug Treatment
- Supportive and Supervisory Services in Residential Settings
- Referrals for Primary Health Services, Job Training, Education Services and Relevant

Housing Services:

- Minor Renovation, Expansion, and Repair of Housing
- Planning of Housing
- Technical Assistance in Applying for Housing Services
- Improving the Coordination of Housing Services
- Security Deposits
- Cost Associated with Matching Eligible Homeless Individuals with Appropriate Housing Situations
- One-Time Rental Payments to Prevent Eviction

**Indicate which budget categories are funded with PATH funds: Click on Check Box:**

- Personnel                       Equipment                       Travel
- Consultants                       Supplies                       Other

**Description of the flow of federal PATH funds in California:** PATH funding in California is allocated to the counties from the California State Department of Health Care Services. Each county has a Mental Health Program that provides services to the public in California; the PATH funds are distributed at the county level to either county or contracted providers.

**PATH FY 2015-16  
COUNTY INTENDED USE PLAN**

**Directions – County Intended Use Plan –**

The County Intended Used Plan should provide a summary of information from providers, as well as County specific information, and should be answered at the county level.

1. Total Federal PATH Dollars Allocated from County: 35,072
2. Total Match Dollars in Budget: 11,691
3. Who Provides the Match? El Dorado County and Provider
4. What funding source is used for Match? El Dorado County: Mental Health Services Act  
Provider: Non-Federal In-Kind and/or Cash Match
5. Please provide the names of each organization you will contract with in FY 2015-16 to provide PATH eligible services in your county, and the amount of Federal PATH funds they will receive. Please also include the county administration costs as a provider.

Expected Contract Amount	Providers Name as Listed on the Provider Intended Use Plan
35,072	PATH Funds: Unknown at this time
7,015	Required Match (60%): Unknown at this time
4,676	Required Match (40%): El Dorado County Health and Human Services
46,763	Total

6. The purpose of this section is to provide a description of your county plan to provide coordinated and comprehensive services to eligible PATH Clients. Please provide the following information as it relates to activities for FY 2015-16.
  - a. The projected number of adult clients to be contacted county-wide using PATH funds. 100
  - b. The projected number of adult clients to be enrolled county-wide using PATH funds. 25

**PATH FY 2015-16  
COUNTY INTENDED USE PLAN**

- c. The projected percentage of adult clients county-wide served with PATH funds to be "literally" homeless (i.e., living outdoors or in an emergency shelter rather than at imminent risk of homelessness.) 50%

- d. Identify activities that will occur in the county to maximize the use of PATH funds to serve adults who are literally homeless as a priority population.

El Dorado County intends to contract with a community provider (the "Provider") with current links to the homeless population. In selecting the Provider, special consideration will be given to entities with a demonstrated effectiveness in serving homeless veterans. This will increase the effectiveness of the program as the Provider will already have established knowledge of the homeless population, their usual locations throughout the County and their unique needs rather than having to gain this knowledge during a program ramp-up period. Additionally, rather than utilizing PATH funds for direct provision of mental health and/or substance use services, PATH funds to the Provider will focus on outreach, case management, obtaining benefits, linkage to necessary services and eligible housing services. This will maximize the PATH funding where a current gap in services exists. The County will provide some of the required match by providing a Mental Health Division staff member as the "homeless liaison" who will work directly with the Provider when an enrolled individual is in need of mental health screening and diagnostic services. Mental health and/or substance use services will be provided through other existing programs in the County.

- e. Identify strategies the county has planned to ensure PATH dollars are funding programs who provide the minimum services of street outreach and case management as priority services.

These requirements will be included in the contract between the County and the Provider. The Provider will be required to submit to the County monthly reports with their invoices indicating how and where street outreach services were provided and the number of individuals contacted and enrolled. Files will be audited periodically to verify compliance with the case management requirements of the grant.

- f. Please summarize a list of the evidenced-based practices currently used in the county for the target population.

The Mental Health Division regularly uses Dialectical Behavior Therapy (DBT) and Seeking Safety in the provision of its services. Moral Reconnection Therapy (MRT) is utilized by our staff who work with those who may also have involvement in the justice system. The Mental Health Division has also purchased the Psychiatric Rehabilitation Process Model. Individual staff may be trained in other specific evidence-based practices. The Provider may also employ evidence-based practices in the delivery of services, and will specifically be required to implement Service Outreach and Recovery (SOAR).

7. Describe your organization's participation in the HUD Continuum of Care (CoC) program and any other local planning, coordinating or assessment activities. If you are not currently working with the CoC, briefly explain the approaches to be taken by your agency to collaborate with the local CoC.

- a. El Dorado County is actively involved in homeless issues in our community, and formerly served as the lead agency for the HUD Continuum of Care and the HMIS lead agency. El Dorado County Health and Human Services Agency has appointed a Program Manager II to serve as the community homeless liaison and the Agency recently participated in an "inreach" event for homeless individuals and families to engage them in necessary services, including mental health services. Additionally, the Agency works closely with other County departments and community-based organizations regarding homeless issues, including participation in the local Homeless Theory of Change (TOC) Workgroup. It will be a requirement that the Provider work with the Continuum of Care and enter data into the Homeless Management Information System (HMIS) utilized by the Continuum of Care.

**PATH FY 2015-16  
COUNTY INTENDED USE PLAN**

8. The purpose of this section is to provide a description of your county plan to ensure providers are able to fully implement HMIS by the end of federal fiscal year 2016. This section should be written from the county perspective.
- a. Describe your county's status on HMIS migration and a plan, with accompanying timeline, to migrate data by the end of federal fiscal year 2016. If your county is fully utilizing HMIS for PATH services, please describe plans for continued training and how you will support new staff.
- The local Continuum of Care implemented a HMIS system that is utilized by its member organizations. The Continuum of Care provides as-needed training to end users of the system. The Provider will be required to enter data into this HMIS system upon implementation of the PATH program. Training needs will be identified and training, if needed, will be requested from the Continuum of Care HMIS system administrator and/or trainer.
- b. Identify any known technical assistance needs that have been identified to complete the HMIS migration.
- None.
- c. Describe the connection with the Continuum of Care to facilitate data migration.
- There are no known data migration needs.
- d. Describe your county's plan to work with local HMIS administrators to incorporate PATH data fields into HMIS.

It is anticipated that the majority of data fields will already exist in the HMIS system. New fields may be established to identify the PATH program and a process is in place through the current HMIS system to identify and implement those changes within the system. A Continuum of Care worksheet exists for community-based organizations who work with homeless to identify their staff who will need access to HMIS, to identify the program providing the services, and the specific nature of the services provided. That information is entered into the HMIS system by the host organization (Bell Data) in preparation for the end user to enter client-specific data.

9. Provide a detailed budget narrative that provides specifics and calculations used for PATH Administration funds. The narrative should describe the attached DHCS 1779P – Federal Grant Detailed Program Budget.

The specific staffing levels that the Provider will utilize is not yet known, but will be reported once the Provider is selected through a competitive procurement process. Provider staff and/or volunteers will perform the services identified on page 1 of this County Intended Use Plan, with the exception of the Screening and Diagnostic Services. Administrative funds will not exceed 10% of the total PATH funding, and will be utilized for activities such as report preparation and invoicing.

The numbers provided on Enclosures 7 and 8 for Provider services are estimated costs. The actual dollar values for Provider personnel, fringe benefits, travel and supplies are estimated based on anticipated expenditures. Final numbers will be reported to the State once a Provider is selected, but in no way will the expenditures exceed the maximum allowable (e.g., 10% for administrative, 20% for eligible housing services).

Provider personnel costs are estimated at \$20 per hour plus fringe benefits (estimated at approximately 30% of the salary costs). Through both PATH funding and required non-federal funds match, approximately 0.42 FTE will be available. Additional staffing levels may be provided through additional in-kind contributions from the Provider.

Screening and Diagnostic Services will be provided by the Health and Human Services agency through a Mental Health Worker, Clinician and/or Coordinator, equivalent to approximately 0.0375 FTE, which will provide the remaining required match from State MHSA funding. Administrative staff will provide on-going program monitoring, technical assistance and fiscal support.

**PATH FY 2015-16  
COUNTY INTENDED USE PLAN**

Other costs include approximately \$700 in equipment, \$500 in supplies, including general office supplies and specific outreach materials. Travel costs would be for participation of Provider staff in SOAR or other appropriate trainings. In the event that the actual costs for the travel and supplies are not utilized in those categories, the Provider may shift those funds to Personnel costs to allow for increased FTE direct service hours.

Housing assistance of \$6,097 would be for allowable activities as specified in the grant application.

**PATH FY 2015-16  
PROVIDER INTENDED USE PLAN**

**County:** El Dorado

**Legal Name of Business:** TBD

**Program Name:** PATH Outreach and Engagement

**Address:** TBD

**City, Zip Code:** TBD

**Service Area (City and Zip Codes):**

Greater Placerville and surrounding areas, primarily 95667 and 95619 but homeless residing in other areas of the west slope can also benefit from this program.

City of South Lake Tahoe and surrounding areas, primarily 96150.

**Provider Contact:** TBD

**Telephone:** TBD

**Fax:** TBD

**Email:** TBD

**Indicate which of the following essential services will be provided by this provider with PATH funding:**

- Outreach
- Case Management
- Community Mental Health Services
- Habilitation & Rehabilitation Services (relating to training and education to improve the individual's functioning in the community)
- Staff Training
- Screening and Diagnostic Services
- Alcohol or Drug Treatment
- Supportive and Supervisory Services in Residential Settings
- Referrals for Primary Health Services, Job Training, Education Services and Relevant

Housing Services:

- Minor Renovation, Expansion, and Repair of Housing
- Planning of Housing
- Technical Assistance in Applying for Housing Services
- Improving the Coordination of Housing Services
- Security Deposits
- Cost Associated with Matching Eligible Homeless Individuals with Appropriate Housing Situations
- One-Time Rental Payments to Prevent Eviction

**Indicate which budget categories are funded with PATH funds: Click on Check Box:**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Personnel | <input checked="" type="checkbox"/> Equipment | <input checked="" type="checkbox"/> Travel |
| <input type="checkbox"/> Consultants          | <input checked="" type="checkbox"/> Supplies  | <input checked="" type="checkbox"/> Other  |

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**Description of the flow of federal PATH funds in California:** PATH funding in California is allocated to the counties from the California State Department of Health Care Services. Each county has a Mental Health Program that provides services to the public in California; the PATH funds are distributed at the county level to either county or contracted providers.

**Directions – Provider Intended Use Plan –**

The Provider Intended Use Plan will provide specific information on each organization and program funded with PATH Federal and Match funds, and should be answered at the provider's level.

1. Provider Name (if different from the Legal Name): TBD
2. Total Federal PATH Dollars Allocated from Counties: 35,072
3. Total Match Dollars in Budget: 7,015 (Provider's Responsibility)
4. Who Provides the Match? Provider will meet \$7,015 of the required match and the County will meet the remainder of the required match of \$4,676 for the entire grant.
5. What funding source is used for Match? Provider TBD, but through non-federal funding
6. Please provide a brief overview of your organization's history, current existing programs, and services provided.  
TBD. The organization will be requested to have experience working with the homeless population within El Dorado County and special consideration will be given to entities with a demonstrated effectiveness in serving homeless veterans.
7. The purpose of this section is to provide a description of your organization's plan to provide coordinated and comprehensive services to eligible PATH Clients. Please provide the following information as it relates to activities for FY 2015-2016.
  - a. The projected number of adult clients to be contacted using PATH funds. 100
  - b. The projected number of adult clients to be enrolled using PATH funds. 25%
  - c. The projected percentage of adult clients served with PATH funds to be "literally" homeless (i.e., living outdoors or in an emergency shelter rather than at imminent risk of homelessness.) 50%
  - d. Identify activities that your organization will perform to maximize the use of PATH funds to serve adults who are literally homeless as a priority population.  
TBD - Provider will work with populations who are literally homeless, such as individuals living in tents, parks, or other sites. Outreach will be provided to those who are literally homeless, as well as to those who may be soon to be homeless.
  - e. Identify your organizations' strategies in utilizing PATH funds to target street outreach and case management as priority services.  
TBD - Provider will go to locations where homeless individuals and families are known to congregate to perform outreach. Those who appear to qualify for the PATH program will be screened for eligibility and enrolled as appropriate. Ongoing case management activities will be performed with the enrolled individuals/families, including meeting on

**PATH FY 2015-16  
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a regular basis, assisting with benefit applications and following up to ensure linkage with services.

- f. Identify how your organization will provide, pay for, or support evidenced-based practices and other training for local PATH-funded staff.

TBD - Provider will send up to two individuals to SOAR training, utilizing PATH funding for the costs of the training. To ensure that maximum funding goes to direct services, preference will be given to training provided in the northern California area when PATH funds are requested to pay for staff time and travel, even if it means waiting a couple extra months for the training. Other evidence-based practice model trainings may be funded through PATH funds provided such training would benefit the target populations.

Additionally, through other non-federal funding sources, the Provider will meet a portion of the required match (in-kind and/or cash). The specific source of the non-federal funds will depend upon the Provider selected.

- g. List the evidenced-based practices currently used.

TBD - At a minimum, Provider will be required to have staff trained in or obtain training in SOAR for at least one staff member.

- h. Describe your organization's status on HMIS migration and a plan, with accompanying timeline, to migrate data by the end of federal fiscal year 2016. If your organization is fully utilizing HMIS for PATH services, please describe plans for continued training and how you will support new staff.

TBD - Provider will be required to enter data into the HMIS system utilized in El Dorado County.

- i. Describe how your organization will provide, pay for, or otherwise support HMIS training and activities to migrate PATH data into HMIS.

TBD - Provider will seek training from the HMIS lead agency administrator/trainer.

- j. Identify community organizations that provide key services (e.g., primary health, mental health, substance abuse, housing, employment) to PATH eligible clients within your service area and describe coordination activities and policies with those organizations.

TBD - Provider will be required to coordinate with other organizations who provide services for the homeless and mainstream services.

- k. Please explain the gaps in current service systems that pertain to your PATH client population.

Current primary gaps include the need for acquiring SSI/SSDI benefits and housing assistance. Linkage with a medical home, mental health services and substance use services for the homeless population is also a priority need.

- l. Please explain services you provide for clients who have both a serious mental illness and substance use disorder in your PATH client population.

TBD - Provider will be required to provide linkage to these services.

- m. Describe your plan to train PATH staff on SSI/SSDI Outreach, Access, and Recovery (SOAR). Indicate the number of PATH staff trained in SOAR last fiscal year (2014-15) and the number of PATH funded consumers assisted through SOAR.

TBD - There were no staff trained in SOAR in FY 2014-15, and thus no consumers were assisted through an El Dorado County PATH grant in FY 2014-15. A minimum of one individual will be required to attend SOAR training during the term of the PATH grant.

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After training is received, it is anticipated that ten individuals per trained staff will be assisted within a 12-month period.

- n. What are your organization's 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) in your client population.

TBD - Provider will coordinate with all providers of housing in the County, including emergency housing, transitional housing, and permanent supportive housing.

8. Describe your organization's participation in the HUD Continuum of Care (CoC) program and any other local planning, coordinating or assessment activities. If you are not currently working with the CoC, briefly explain the approaches to be taken by your agency to collaborate with the local CoC.

TBD - The Provider will be required to participate in the Continuum of Care. Provider may also be active with other homeless initiatives in the County.

9. Please describe the following information for your specific client population: (a) the demographics of the client population; (b) the demographics of the staff serving the clients; (c) how staff providing services to the target population will be sensitive to age; gender and racial/ethnic differences of clients; and (d) the extent to which staff receive periodic training in cultural competence. (See Enclosure 10: "Guidelines for Accessing Cultural Competence".)

(a) Literally Homeless: According to the January 2013 Point-in-Time Homeless Count Report from the El Dorado County Continuum of Care (the 2015 data is not yet available), there were a total of 252 homeless people in El Dorado County. This number is made up of 213 adults and 39 children. Of the 252 homeless individuals counted, 51 were living outside in the elements and 201 were in some type of sheltered location. Among the adults were 132 males and 78 females. Two surveys were left unmarked. Four individuals were under 18, 31 individuals were age 18-24, 175 individuals were age 25 and above. Three individuals declined to state their age. There were 65 individuals counted on the day of the survey that fit the HUD definition of chronically homeless. Of the adults surveyed, 166 indicated having a local connection to El Dorado County. Adults counted in this section either became homeless while in El Dorado County and/or call El Dorado County their home. One hundred seventy-seven individuals identified their race as "white" and 36 identified their race as "other". The reasons for homelessness among adults surveyed were identified as unemployment (125), rent/mortgage (82), substance abuse (73) and mental/physical health issues (60) (individuals could identify more than one reason in their response). The respondents indicated the following disabilities: drug-related (72), alcohol related (68), mental health related (64) (individuals could list more than one disability in their response). Ninety-two individuals indicated that they had been victims of abuse in a relationship. Eleven individuals indicated that they had participated in military service. Responses indicated that overall amongst homeless individuals with children, there were 112 children under the age of 18; 39 of whom were under that individual's care at the time of the census. The assumption is that the remaining 74 children were either in foster care or with a family member. Of those adults surveyed, 98 individuals indicated having an income source from either work or benefits. Factors that individuals indicated could have prevented their homelessness were housing, employment and alcohol/drug counseling.

Soon to be Homeless: It would be anticipated that the demographics may be similar to those who are literally homeless, however there is the potential that more family units may be in need of assistance to keep from becoming homeless.

(b) TBD - Provider may engage staff or volunteers with lived experience. County staff performing activities to support this grant will vary in age, gender, race/ethnicity, etc. It is

**PATH FY 2015-16  
PROVIDER INTENDED USE PLAN**

difficult to say exactly which staff will be assigned to perform these duties at the start of the grant period.

(c) TBD - Provider to provide services in a culturally competent manner. County staff attend regular cultural competency training meetings offered through the Mental Health Division. These training meetings help staff identify areas where a knowledge of an individual's age, gender, and/or race/ethnicity may need to be considered in the services provided and provides them with some methods of addressing those areas.

(d) TBD for Provider. County staff attend monthly training meetings.

10. 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 Enclosure 11: "Guideline for Consumer and Family Participation".)

TBD for Provider.

For the County, services will be provided through the County's Mental Health Services Act (MHSA) Plan "Outreach and Engagement" project. The MHSA Plan is developed annually based upon community input, including input from individuals who may be homeless or serve as homeless liaisons. Part of the MHSA Community Planning Process includes receiving input from the public, including those who may be homeless or homeless advocates, on how the programs have worked and what changes may be needed to the program. An additional project in the MHSA Plan is the Consumer Leadership Academy, which will provide training to consumers to assist in obtaining employment in the public mental health system. Individuals who are PATH-eligible may seek employment or volunteer positions with the County provided they meet the County's minimum qualifications for positions. They may also serve on governing or formal advisory boards provided they meet the required qualifications for those positions.

11. Describe Veteran specific services your organization will provide.

TBD - Provider. In selecting the Provider, special consideration will be given to entities with a demonstrated effectiveness in serving homeless veterans.

The Health and Human Services Agency provides services to Veterans and their families, through administration of the public assistance programs (e.g., Medi-Cal, CalFresh, CalWORKs) and the Workforce Investment Act (WIA). WIA is working directly with the El Dorado County Veteran Affairs, primarily on employment services, in the following ways: targeted referral services; on-site job search pilot program; referrals between our two organizations; attending Veteran Commissions meeting; and working together on other Veteran-related issues. The Mental Health Division within Health and Human Services Agency provides specialty mental health services, primarily for those with Medi-Cal. Veterans generally seek services through the Veterans Administration, rather than the Mental Health Division, but the County's MHSA Plan identifies potential transportation assistance that may be available to assist Veterans in travelling to their mental health appointments and other related services.

12. Identify community organizations that provide key Veteran services (e.g., primary health, mental health, substance abuse, housing, employment) to PATH eligible veteran clients within your service area and describe coordination activities and policies with those organizations.

El Dorado County is a small, rural County. As such, most Veteran services are located in neighboring counties or states, such as in Sacramento County or in Reno, Nevada. However, there

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is a local Veteran Affairs Department in the County and a Veterans Commission. The Military Family Support Group of El Dorado County has regular meetings to support family members. Veterans in El Dorado County are eligible for programs through national organizations, such as Volunteers of America. Services available to all residents of El Dorado County, such as the Connections-One Stop for employment services, are also available to Veterans and their families. The Provider will be required to work with these support organizations, as appropriate for the individual Veteran, when enrolling an eligible Veteran in the PATH program.

13. Provide a detailed budget narrative that provides specifics and calculations used for PATH funds. The narrative should describe the attached DHCS 1779P – Federal Grant Detailed Program Budget.

The specific staffing levels that the Provider will utilize is not yet known, but will be reported once the Provider is selected through a competitive procurement process. Provider staff and/or volunteers will perform the services identified on page 1 of this County Intended Use Plan, with the exception of the Screening and Diagnostic Services. Administrative funds will not exceed 10% of the total PATH funding, and will be utilized for activities such as report preparation and invoicing.

The numbers provided on Enclosures 7 and 8 for Provider services are estimated costs. The actual dollar values for Provider personnel, fringe benefits, travel and supplies are estimated based on anticipated expenditures. Final numbers will be reported to the State once a Provider is selected, but in no way will the expenditures exceed the maximum allowable (e.g., 10% for administrative, 20% for eligible housing services).

Provider personnel costs are estimated at \$20 per hour plus fringe benefits (estimated at approximately 30% of the salary costs). Through both PATH funding and required non-federal funds match, approximately 0.42 FTE will be available. Additional staffing levels may be provided through additional in-kind contributions from the Provider.

Screening and Diagnostic Services will be provided by the Health and Human Services agency through a Mental Health Worker, Clinician and/or Coordinator, equivalent to approximately 0.05 FTE, which will provide the remaining required match from State MHSA funding. Administrative staff will provide on-going program monitoring, technical assistance and fiscal support.

Other costs include approximately \$700 in equipment, \$500 in supplies, including general office supplies and specific outreach materials. Travel costs would be for participation of Provider staff in SOAR and other training. In the event that the actual costs for the travel and supplies are not utilized in those categories, the Provider may shift those funds to Personnel costs to allow for increased FTE direct service hours.

Housing assistance of \$6,096 would be for allowable activities as specified in the grant application.

FEDERAL BUDGET SUMMARY  
TYPE OF GRANT: PATH

STATE FISCAL YEAR: 2015-2016

COUNTY: El Dorado

FISCAL CONTACT: Michele McAfee

TELEPHONE NUMBER: (530) 295-6910

E-MAIL ADDRESS: michele.mcafee@edcgov.us

BUDGET CATEGORIES		
Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY	
	(1) Federal	(2) Non-Federal
a. Personnel	\$ -	\$ 2,400.00
b. Fringe Benefits	\$ -	\$ 1,600.00
c. Travel	\$ 1,500.00	\$
d. Equipment	\$ 700.00	\$
e. Supplies	\$ 500.00	\$
f. Contractual	\$ 22,768.00	\$ 7,015.00
g. Construction	\$ -	\$
h. Other	\$ 6,097.00	\$
i. Total Direct Charges (sum of a -h)	\$	\$
j. Indirect Charges	\$ 3,507.00	\$ 676.00
k. TOTALS (sum of i and j)	\$ 35,072.00	\$ 11,691.00

DHCS APPROVAL BY:  
TELEPHONE:  
DATE:

FEDERAL GRANT DETAILED PROGRAM BUDGET

STATE FISCAL YEAR: 2015-16

TYPE OF GRANT: PATH

COUNTY: El Dorado

SUBMISSION DATE: 5/15/2015

FISCAL CONTACT: Michele McAfee

PROGRAM CONTACT: Ren Scammon

TELEPHONE NUMBER: (530) 295-6910

TELEPHONE NUMBER: (530) 821-6340

EMAIL ADDRESS: michele.mcafee@gmail.com

E-MAIL ADDRESS: ren.scammon@edcgov.us

PROGRAM NAME: PATH Outreach and Engagement

STAFFING			1	2	3
TITLE OF POSITION	ANNUAL SALARY	GRANT FTE	FEDERAL PATH AMOUNT	NONFEDERAL MATCH AMOUNT	TOTAL
1 Mental Health Clinician (County)	34,291	0.07		\$ 2,400	\$ 2,400.00
2 Benefits				\$ 1,600	\$ 1,600.00
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12 <b>TOTAL STAFF EXPENSES (sum lines 1 thru 11)</b>	<b>\$ 34,291</b>	<b>0.07</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
13 <b>Consultant Costs (Itemize):</b>					\$ -
14 Contract Provider (staff expenses) - TBD			\$ 22,768	\$ 7,015	\$ 29,783
15					\$ -
16					\$ -
17 <b>Equipment (Where feasible lease or rent) (Itemize):</b>					\$ -
18 iPad for Field Use (Provider)			\$ 700		\$ 700
19					\$ -
20					\$ -
21					\$ -
22 <b>Supplies (Itemize):</b>					\$ -
23 General Office Supplies (Provider)			\$ 150		\$ 150
24 Outreach Materials (Provider)			\$ 350		\$ 350
25					\$ -
26					\$ -
27					\$ -
28 Travel -Per diem, Mileage, & Vehicle Rental/Lease (Provider)			\$ 1,500		\$ 1,500
29					\$ -
30 <b>Other Expenses (Itemize):</b>					\$ -
31 Housing Assistance (Provider)			\$ 6,097		\$ 6,097
32					\$ -
33					\$ -
34					\$ -
35					\$ -
36					\$ -
COUNTY ADMINISTRATIVE COSTS (10% PATH)					
37 PATH - Provider			\$ 3,507	\$ 676	\$ 4,183
Match - County					
38 <b>NET PROGRAM EXPENSES (sum lines 12 thru 37)</b>			<b>\$ 35,072</b>	<b>\$ 11,691</b>	<b>\$ 46,763</b>
39 <b>OTHER FUNDING SOURCES: Federal Funds</b>					
40 Non-Federal Funds					
41 <b>TOTAL OTHER FUNDING SOURCES (sum lines 39 &amp; 40)</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
42 <b>GROSS COST OF PROGRAM (sum lines 38 and 41)</b>			<b>\$ 35,072</b>	<b>\$ 11,691</b>	<b>\$ 46,763</b>

DHCS APPROVAL BY:  
TELEPHONE:  
DATE: