



Department of  
Mental Health

**Ted Strickland**, Governor  
**Sandra Stephenson**, Director

# State of Ohio FY 2010 PATH

**May 26, 2010**

**Prepared and Submitted by:**

Amy Price, MSW, LISW-S  
PATH Program Manager

Deborah N. Givens, B.A.  
State PATH Contact

**Application for Federal Assistance SF-424**

Version 02

*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s)  *Other (Specify) _____
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3. Date Received: \_\_\_\_\_ 4. Applicant Identifier: \_\_\_\_\_

5a. Federal Entity Identifier: _____	*5b. Federal Award Identifier: _____
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**State Use Only:**

6. Date Received by State: _____	7. State Application Identifier: _____
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**8. APPLICANT INFORMATION:**

\*a. Legal Name: Ohio Department of Mental Health

*b. Employer/Taxpayer Identification Number (EIN/TIN): 31-1334820	*c. Organizational DUNS: 809550106
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**d. Address:**

\*Street 1: 30 East Broad Street, 8<sup>th</sup> Floor

Street 2: \_\_\_\_\_

\*City: Columbus

County: Franklin

\*State: Ohio

Province: \_\_\_\_\_

\*Country: United States of America

\*Zip / Postal Code 43215-3430

**e. Organizational Unit:**

Department Name: Office of Consumer Advocacy and Protection	Division Name: Program and Policy Development
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**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: Ms. \*First Name: Deborah

Middle Name: N.

\*Last Name: Givens

Suffix: B.A.

Title: State PATH Contact

Organizational Affiliation:  
N/A

\*Telephone Number: 614.466.1323 Fax Number: 614.466.1571

\*Email: Deborah.Givens@mh.ohio.gov

**Application for Federal Assistance SF-424**

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**\*9. Type of Applicant 1: Select Applicant Type:**

A.State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

**Substance Abuse and Mental Health Services Administration**

**11. Catalog of Federal Domestic Assistance Number:**

93.150 \_\_\_\_\_

CFDA Title:

FY 2010 PATH Application \_\_\_\_\_

**\*12 Funding Opportunity Number:**

SM-10-F2 \_\_\_\_\_

\*Title:

FY 2010 PATH Request for Applications (RFA) \_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**Ohio Counties: Butler, Cuyahoga, Franklin, Hamilton, Lake, Lorain, Lucas, Mahoning, Montgomery, Stark, and Summit**

**\*15. Descriptive Title of Applicant's Project:**

Ohio's FY 2010 PATH Application

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: 12, 15		*b. Program/Project: 1-3, 5-17
<b>17. Proposed Project:</b>		
*a. Start Date: July 1, 2010		*b. End Date: June 30, 2011
<b>18. Estimated Funding (\$): \$2,215,000.00</b>		
*a. Federal	\$2,215,000.00	
*b. Applicant	0.00	
*c. State		
<b>*d. Local</b>	<b>\$904,905.97</b>	
*e. Other		
*f. Program Income		
<b>*g. TOTAL</b>	<b>\$3,119,905.97</b>	
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: <u>Ms.</u>	*First Name: <u>Sandra</u>	
Middle Name: <u>Schrier</u>		
*Last Name: <u>Stephenson</u>		
Suffix: <u>MSW, MA</u>		
*Title: Director		
*Telephone Number: 614.466.2337		Fax Number: 614.466.1571
* Email: Sandra.Stephenson@mh.ohio.gov		
*Signature of Authorized Representative:		*Date Signed: 5/26/2010

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

Not Applicable



**TED STRICKLAND**  
GOVERNOR  
STATE OF OHIO

April 14, 2008

LouEllen Rice, Grants Management Officer  
Division of Grants Management  
Substance Abuse and Mental Health  
Services Administration  
One Choke Cherry Road  
Room 7-1091  
Rockville, Maryland 20857

Dear Ms. Rice:

This letter is to inform you that I designate the Director of the Ohio Department of Mental Health, Sandra S. Stephenson, to sign on my behalf the set of agreements that certifies our state's compliance with requirements for receiving grant funds under the Projects for Assistance in Transition from Homeless (PATH) program. Further, this designation is valid as long as I am Governor and Director Stephenson is Director.

Sincerely,

A handwritten signature in black ink that reads "Ted Strickland". The signature is written in a cursive, flowing style.

Ted Strickland  
Governor

BT/mf

c: Sandra Stephenson

**State of Ohio FY 2010 PATH  
Application**

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## Section A: Executive Summary

Project Narrative and Supporting Documentation (Section's A, B, & C)

Section A: Executive Summary (Organizations to Receive Funds, Service Areas, Services to be Supported by Federal PATH Funds, and Number of Clients to be Served.

Organization to Receive Funds (all are entities of county government except (COHHIO))	Provider Organization (received funds from organization in Column 1)	Provider Organization Type	Federal PATH Funds to be Received <sup>1</sup>	Service Area(s)	Services to be Supported by Federal PATH Funds	Number of Clients to be Served
Butler County Community Mental Health Board	Transitional Living, Inc.	Other mental health agency	\$ 85,787	Butler County	Outreach, Staff training, referrals, and housing services	240
Cuyahoga County Community Mental Health Board	Mental Health Services for Homeless Persons, Inc.	Community mh center	\$ 488,757	Cuyahoga County	Outreach, Staff training, referrals, and housing services; includes 2 <sup>nd</sup> year funding for Veteran's Pilot	841
The ADAMH Board of Franklin County	Southeast, Inc.	Community mh center	\$ 424,028	Franklin County	Outreach, Staff training, referrals, and housing services; includes 2 <sup>nd</sup> year funding for Veteran's Pilot	400
Hamilton County Community Mental Health Board	Greater Cincinnati Behavioral Services	Community mh center	\$ 301,030	Hamilton County	Outreach, Staff training, referrals, and housing services; includes 2 <sup>nd</sup> year funding for Veteran's Pilot	800
Lake County ADAMHS Board	Extended Housing, Inc.	Other housing agency	\$ 50,000	Lake County	Outreach, Staff training, referrals, and housing services	160
Lorain County Board of Mental Health	Gathering Hope House	Consumer-run mh agency	\$ 74,816	Lorain County	Outreach, Staff training, referrals, and housing services	105
Lucas County Mental Health and Recovery Services Board	Neighborhood Properties, Inc.	Other housing agency	\$ 164,754	Lucas County	Outreach, Staff training, referrals, and housing services	650
Mahoning County Mental Health Board	Help Hotline Crisis Center, Inc.	Other mental health agency	\$ 145,795	Mahoning, Trumbull Counties	Outreach, Staff training, referrals, and housing services	450
ADAMHS Board for Montgomery County	Miami Valley Housing Opportunities, Inc.	Other mental health agency	\$ 160,238	Montgomery County	Outreach, Staff training, referrals, and housing services	275
MH&RSB of Stark County	ICAN, Inc.	Other mental health agency	\$ 94,517	Stark County	Outreach, Staff training, referrals, and housing services	200
The County of Summit ADAMHSB	Community Support Services, Inc.	Community mh center	\$ 136,678	Summit County	Outreach, Staff training, referrals, and housing services	300

## BUDGET INFORMATION - Non- Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$ 0.00
2.		\$	\$	\$	\$	\$ 0.00
3.		\$	\$	\$	\$	\$ 0.00
4.		\$	\$	\$	\$	\$ 0.00
5. TOTALS		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$ 143,1406.11	\$	\$	\$	\$ 0.00	
b. Fringe Benefits	\$ 375,989.67	\$	\$	\$	\$ 0.00	
c. Travel	\$ 91,202.00	\$	\$	\$	\$ 0.00	
d. Equipment	\$ 76,481.22	\$	\$	\$	\$ 0.00	
e. Supplies	\$ 50,498.00	\$	\$	\$	\$ 0.00	
f. Contractual	\$ 8190.00	\$	\$	\$	\$ 0.00	
g. Construction	\$ 0.00	\$	\$	\$	\$ 0.00	
h. Other	\$ 60,585.00	\$	\$	\$	\$ 0.00	
i. Total Direct Charges (sum of 6a -6h)	\$ 2,094,352.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
j. Indirect Charges	\$ 32,048.00	\$	\$	\$	\$ 0.00	
k. TOTALS (sum of 6i and 6j)	\$ 2,126,4000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
7. Program Income	\$ Admin. 88,600.00	\$	\$	\$	\$ 0.00	

**SECTION C - NON- FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$ 0.00
9.	\$	\$	\$	\$ 0.00
10.	\$	\$	\$	\$ 0.00
11.	\$	\$	\$	\$ 0.00
12. TOTALS (sum of lines 8 and 11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non- Federal	\$ 0.00	\$	\$	\$	\$
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.	\$	\$	\$	\$
18.	\$	\$	\$	\$
19.	\$	\$	\$	\$
20. TOTALS (sum of lines 16 -19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	22. Indirect Charges:
23. Remarks	

## Section B: State-Level Information – Ohio Department of Mental Health (ODMH)

**Implementation** – The impact of the definitions (homeless, imminent risk of homelessness, serious mental illness, and co-occurring serious mental illness and substance use disorder) have on Ohio’s PATH programs are noticeable in each of the key stages of the outreach worker’s interaction with the individual: engaging, assessing, linking and following the client. These definitions aid the outreach worker in assessing, supporting, linking and collecting performance outcomes on only those individuals which meet the service definition for PATH-funded services. Also, these definitions assist outreach workers in targeting those currently not know to the mental health system.

### 1. Ohio’s Operational Definitions – ODMH has adopted the federal definition of homeless.

**Homeless:** An individual who lacks housing (without regard to whether the individual is a member of a family), including an individual whose primary residence during the night is a supervised public or private facility (such as an emergency shelter) that provides temporary living accommodations and an individual who is a resident in transitional housing.

**Imminent Risk of Homelessness:** An individual who, without direct intervention, will become literally homeless (as defined above) within the next 30 days. The individual’s current living situation may include one or more of the following criteria: doubled-up living arrangement where the individual’s name is not on the lease, living in a condemned building without a place to move, arrears, high rent/utility payments, having received an eviction without a place to move, living in temporary or transitional housing that carries time limits, being discharged from a health care or criminal justice institution without a place to live.

*\* This sub-population will not exceed more than 20% of those persons being served by any single PATH Project.*

**Severe Mental Illness:** Persons ages 18 or over with a diagnosable mental disorder of such severity and duration as to result in functional impairment that substantially interferes with or limits major life activities.

More specifically, a severe mental illness would include any mental health diagnosis that has impacted an individual’s functioning to the point of being unable to maintain housing, employment, etc. When determining whether or not a diagnosis is severe, outside of major thought and mood disorders, ODMH advises outreach workers to consider the entire picture of the person’s life circumstances and history such as:

- Current level of symptom distress
- Current functionality in all life areas, including but not limited to duration of homelessness
- Possibility of improvement without intervention, including but not limited to medication
- Functionality in all life areas during the past 7 months
- Involvement with other systems of care or benefit/assistance programs

**Co-occurring serious mental illness and substance use disorders** – The definition for co-occurring serious mental illness and substance use disorder in this application generally includes individuals who have at least one serious mental disorder and a substance use disorder, where the mental disorder and substance use disorder can be diagnosed independently of each other.

NOTE: Definition of Substance Abuse: ODMH and all of the county boards receiving PATH federal funds use the definition of substance abuse found in Diagnostic and Statistical Manual, Fourth Edition (DSM-IV)

## 2. Estimated Number of Homeless Individuals with Serious Mental Illness (Ohio)

Geographic Region (by County Board Area)	# Homeless with Serious Mental Illness	Total # Homeless in County
Adams-Lawrence-Scioto		
Allen-Auglaize-Hardin		
Ashland		
Ashtabula		
Athens-Hocking-Vinton		
Belmont-Harrison-Monroe		
Brown		
<b>Butler*</b>	<b>599</b>	<b>2,604</b>
Carroll-Tuscarawas		
Champaign-Logan		
Clark-Greene-Madison		
Clermont		
Clinton-Warren		
Gosh.-Guer.-Morg.-Musk.-Noble-Perry		
Crawford-Marion		
<b>Cuyahoga*</b>	<b>1,472</b>	<b>6,400</b>
Darke-Miami-Shelby		
Defiance-Fulton-Henry-Williams		
Delaware-Morrow		
Erie-Ottawa		
Fairfield		
Fayette-Highland-Pickaway-Pike-Ross		
<b>Franklin*</b>	<b>1,268</b>	<b>5,512</b>
Gallia-Jackson-Meigs		
Geauga		
<b>Hamilton*</b>	<b>476</b>	<b>2,069</b>
Hancock		
Holmes-Wayne		
Huron		
Jefferson		
Knox-Licking		
<b>Lake*</b>	<b>96</b>	<b>416</b>
<b>Lorain*</b>	<b>213</b>	<b>927</b>
<b>Lucas*</b>	<b>805</b>	<b>3,500</b>
<b>Mahoning*</b>	<b>70</b>	<b>304</b>
Medina		
Mercer-Paulding-Van Wert		
<b>Montgomery*</b>	<b>754</b>	<b>3,280</b>
Portage		
Preble		
Putnam		
Richland		
Sandusky-Seneca-Wyandot		
<b>Stark*</b>	<b>733</b>	<b>3,189</b>
<b>Summit*</b>	<b>345</b>	<b>1,500</b>
Trumbull		
Union		
Washington		
Wood		

\* **Calculating the estimated number of homeless individuals with a serious mental illness:** Calculating the estimated number of homeless individuals with a serious mental illness: (a) Each Board would determine the **annual** number of homeless persons in their county; (b) Calculate 23% of the number above in order to determine the number of persons with a serious mental illness in your county to be used in the Federal PATH Application. **See Map on Page 25**

### 3. How PATH Funds are allocated to Areas and Local Providers

For fiscal year 2010, ODMH will continue to distribute PATH federal funds by formula. ODMH performed a need-based analysis of statewide PATH programs and applied dollars toward programs shown to be in most need.

We continue to use poverty as a proxy for number of homeless, utilizing the number of people living at, or below, poverty level by county. Poverty in each PATH recipient county, as a proportion of total poverty for all PATH recipient counties, serves as a rationale for adjusting PATH funding. The goal of PATH funding redistribution is that the proportion of poverty in each county should be directly proportional to that county's PATH funding. As a consequence of adopting this funding model, some boards previously faced a reduction in their funding allocation. To minimize disruption of outreach efforts to these areas, we funded them at "hold harmless" levels, (i.e., the same level as last year's funding). In fiscal year 2010 funding allocations we have one "hold-harmless" board. The remaining ten (10) PATH programs will receive funding directly proportional to their level of poverty. We are confident the formula ODMH continues to use fairly distributes PATH funding.

#### a. Need for Services

Ohio continues to transition its model for identifying need for services based upon a reexamination of SAMHSA priorities and the result of an internal gap analysis of Ohio's past funding methodology. We examined population, poverty level, and past performance of PATH programs serving those experiencing homelessness.

#### b. Demonstrated Effectiveness in Serving Homeless Veterans

Each of the PATH programs has institutionalized working regularly with their local or regional U.S. Department of Veterans Affairs (VA) office.

From July 1, 2009 - March 31, 2010 -- 187 known veterans were served by Ohio's 11 PATH funded projects.

Board Area	Provider Organization	Served
Butler	Transitional Living, Inc.	*
Cuyahoga	Mental Health Services for Homeless Persons	46
Franklin	Southeast, Inc.	20
Hamilton/Butler*	Greater Cincinnati Behavioral Health Services	61
Lake	Extended Housing, Inc.	5
Lorain	Gathering Hope House	2
Lucas	Neighborhood Properties, Incorporated	5
Mahoning	Help Hotline Crisis Center	12
Montgomery	Miami Valley Housing Opportunities, Inc.	19
Stark	ICAN Housing Solutions	3
Summit	Community Support Services	14

Based on the last available compiled data on the PATH website, FY2008, covering the time period of October 1, 2007 - September 30, 2008 this represents a 55% increase, from 121 to 187 veterans. (Data is not available on the PATH website yet for FY 2009.) Please note these numbers represent the first three quarters of the

state fiscal year or the first half of the federal fiscal year. We anticipate having fourth quarter numbers on or before July 31, 2010. By this time we will have an annualized total for our state fiscal year and the first three quarters of the federal fiscal year. The full benefits of these pilots will not be realized until the close of the federal fiscal year, September 30, 2010.

In order to increase our effectiveness working with the Veteran population, Ohio funded three Veteran Pilot projects during State Fiscal Year 2010. These pilot projects demonstrate Ohio's efforts to expand culturally appropriate outreach, engagement, treatment, and other services to veterans with mental illness who are experiencing homelessness. These pilots will be funded again in State Fiscal Year 2011.

Below is program specific information from each of the three pilot sites describing program design, services, and lessons learned from July 1, 2009 – March 31, 2010.

## **Cuyahoga County**

### **1. Description of Program Design:**

For the purposes of the Veteran's Pilot, MHS has adapted current PATH interventions such as long term engagement and the principles of Motivational Interviewing in four ways. MHS has trained PATH Outreach workers to use the principals of Trauma-Informed Care in the course of their interactions with all clients, but particularly those who are Veterans, and trained staff in the special needs and experiences specific to Veterans. MHS has hired a licensed clinician who is trained in the treatment of PTSD, in order to provide counseling services for Veterans. MHS contracted with a Psychiatrist who is also a Veteran, and who specializes in treating PTSD in Veterans using Pharmacotherapy to assist in street outreach and engagement of this unique population. Finally, MHS has hired a Veteran Peer Specialist who has developed crucial resource networks and significantly improved the team's ability to engage and serve Veterans. With the award of additional local dollars for SFY 2010, MHS plans to hire a second Veteran Peer Specialist in order to increase the number of Veterans served by this project.

### **2. Veteran Peer: Who makes up the 1 FTE position?**

The FTE position is held by George McDougall, the PATH Veteran Peer Specialist. Additional pilot funds are utilized to provide street outreach psychiatry services for veterans, as well as counseling services.

### **3. What we are doing differently as a result of having a Veteran Peer?**

MHS is providing higher quality services to veterans as a result of having a Veteran Peer. The number of clients engaged in services has almost tripled in comparison with the previous year of service. The Veteran Peer has also done extensive research regarding resources available for Veterans, and has established a network of collaborative partners who provide mutual assistance in serving Veterans. Clients who had not been successfully engaged in the past have formed treatment relationships with the Veteran Peer, and over the past 5

months, 30% of clients have moved into housing, 26% have obtained employment or started school, 17% have linked to either psychiatric or medical services.

**4. What effective strategies were implemented to improve services to homeless veterans?**

Collaboration has been crucial in the implementation of this pilot. There are already several homeless outreach teams in Cuyahoga County, including one operated by the VA (Veterans Administration). MHS worked to solidify coordination regarding shared clients, and pool resources in order to achieve shared goals. Joint outreach between the Veteran Peer and staff from other agencies has improved the quality of engagement and subsequent linkage to services.

**5. What we are doing differently as a result of new collaborations?**

MHS has identified a niche in serving Veteran's with other than honorable discharges; this niche fosters the development of referrals both to and from the VA, as well as the VOA (Volunteers of America) while minimizing duplication of services. The collaborations fostered by the Veteran's Pilot have improved communication with other homeless outreach providers, and MHS is more effectively accessing Veterans' resources to support their recovery process.

**6. Numbers Served**

a. the number of veterans served?

MHS has served a total of 46 Veterans to date; we anticipate that 64 clients will be served by the end of the pilot in July 2010.

b. age of the veterans served?

Age 18-30	Age 31-50	Age 51-61	Age 62+
1	12	27	6

c. gender of the veterans served?

Male	Female
45	1

d. Race of the veterans served?

African American	Caucasian	Hispanic
30	15	1

**7. How were culturally and linguistically appropriate services incorporated in this pilot project?**

MHS provides three hours of training per year in Cultural Diversity, and employs racially and culturally diverse staff on its outreach teams. While the Veteran Peer Specialist is Caucasian, the entire team participates in the process of engaging clients, and shares resources to ensure the best consumer outcomes. Cultural Diversity issues were also addressed in the trauma trainings, in order to improve the quality of engagement skills regarding Veterans.

**8. How were trauma-informed services and/or training incorporated in this pilot project?**

The entire outreach team (including clinical supervisors) received twelve hours of trauma-informed care training, with an emphasis on Veterans. Training focused on street-based assessment and engagement techniques, in addition to recognition of trauma and interventions to avoid re-traumatizing clients. Additional consultation has been provided by the Veteran psychiatrist, who has participated in street outreach and engagement.

**9. What are three (3) lessons learned that are important in terms of outreaching to and engaging Veterans who have mental illness and are experiencing homelessness?**

The first lesson learned was the need to develop collaborative relationships with other providers; as there are other agencies providing services to Veterans in Cuyahoga County, it was essential to develop partnerships with those already doing the work. Next was the importance of identifying a niche; the ability to serve those who had an other than honorable discharge aided in the public perception of the service filling a gap in the existing resources, and subsequently opened many doors for collaborative work. Finally, the training regarding trauma-informed care was critical in establishing rapport with the most challenging clients, as the whole team now has improved engagement skills to help them avoid re-traumatizing clients as they engage them in services.

**Franklin County**

**1. Description of Program Design:**

The Franklin County PATH Veteran's Pilot is tightly woven into the existing PATH team. The program is staffed by 1 FTE, a veteran peer outreach worker. The outreach worker builds relationships with homeless veterans. He is also responsible for building on existing relationships within the sheltered & unsheltered service delivery systems, including the Central Ohio VA outreach team. Those who meet PATH eligibility requirements are engaged with, and once consent is obtained, enrolled into the PATH program. The outreach worker provides all direct case management services and works with the vets to link them to appropriate behavioral health and housing services. Often consumers are linked to the VA system, if they meet VA guidelines for type of discharge and length of service.

**2. Veteran Peer: Who makes up the 1 FTE position? Sterry Etheridge**

**3. What we are doing differently as a result of having a Veteran Peer?**

The PATH program has been able to better relations w/ the VA outreach system and to gain a better understanding of accessing the VA service delivery system.

**4. What effective strategies were implemented to improve services to homeless veterans?**

A close collaboration with the VA outreach team. Existing relations with shelter providers and other outreach workers were put into place; however the collaborations with the VA outreach team were very effective in assisting the PATH veteran's outreach worker in making the initial linkages to homeless veterans.

**5. What we are doing differently as a result of new collaborations?**

The PATH Program is placing greater emphasis on linking with homeless veterans. We have a better understanding of navigating the VA system, particularly knowing who and who is not appropriate for VA services.

**6. Numbers Served**

- a. **the number of veterans served?** From 9/15/09 – 3/31/10, the pilot has enrolled 20 veterans
- b. **age of the veterans served?** 18-34: 3; 35-49: 8; 50-64: 9; 65-74: 0; >75: 0
- c. **gender of the veterans served?** Male: 17; Female: 3
- d. **race of the veterans served?** African American: 14; White: 5; Unknown: 1. American Indian or Alaskan Native, Asian, Pacific Islander, Latino and Other: 0

**7. How were culturally and linguistically appropriate services incorporated in this pilot project?**

Via Southeast Inc. orientation classes and by employing a Veteran to provide peer-to-peer outreach

**8. How were trauma-informed services and/or training incorporated in this pilot project?**

Via Southeast Inc. orientation classes and by employing a Veteran to provide peer-to-peer outreach

**9. What are three (3) lessons learned that are important in terms of outreaching to and engaging Veterans who have mental illness and are experiencing homelessness?**

- The majority of the individuals served by this pilot have served country, but do not meet criteria of "Veteran" (i.e. did not serve in a branch of the armed services long enough and/or had a less than honorable discharge). This

- population still requires service & advocacy.
- The importance of having a peer or “expert” as part of PATH for Veterans and for those that have served country, with this “expert” being able to most efficiently navigate the VA system.
  - There is an application process for people who have served in the armed forces who have a less than honorable discharge to request an upgrade to an honorable discharge. This upgrade will allow the vet to be eligible for and formally enroll with VA services. It is valuable to know how to support consumers in this process.

## **Hamilton/Butler Counties (collaboration)**

### **1. Description of Program Design:**

The Program Design for the Hamilton County Veteran Pilot Project has used two methods to provide effective PATH outreach to veterans. The first was to hire a full-time veteran peer position that provides outreach services in Hamilton County four days per week and serves Butler County the remaining weekday.

The second method for improving outreach to veterans has involved contracting with Joseph House, a residential substance abuse treatment program for homeless veterans, to assist GCB in providing specialized and effective outreach services. Ten Joseph House residents have been trained and paired with GCB PATH outreach workers to do street and shelter outreach directed toward homeless veterans with mental illness and/or co-occurring substance abuse disorders. These workers are paid for their time spent in training and in the field. Combining the specialized veteran expertise of Joseph House Peers with the street outreach aptitude of the GCB PATH team has resulted in robust and targeted outreach to Hamilton County’s homeless veterans and has helped to more accurately identify the veteran status of contacted PATH clients.

### **2. Veteran Peer: Who makes up the 1 FTE position?**

The Veteran Peer Worker for this program is Myron Reynolds, a Marine who served in the Gulf War from 1988-1992.

### **3. What we are doing differently as a result of having a Veteran Peer?**

There are many new approaches that have been implemented as a result of the addition of the Veteran Peer Position. The first has been the ability of the Veteran Peer to relate to homeless veterans in a different way. The Veteran PATH Worker has demonstrated an ability to engage with veterans in a manner that leads to better connection with services and a more instant degree of trust than non-veterans had, historically, been able to establish. The Veteran Worker has also been able to train all PATH Workers on how to ask better questions of veterans in order to establish their veteran status.

### **4. What effective strategies were implemented to improve services to homeless veterans?**

The Veteran PATH Worker has focused on developing relationships with veteran resources and services in the community. He has engaged with and marketed to veteran-specific service providers such as the local VA hospital, the Veteran Services Commission, Joseph House, Mt. Airy Shelter (where they manage a number of veteran-specific beds) and the Veteran Specialist for Pretrial Services at the Hamilton County Justice Center. He has also done marketing to establish relationships with agencies that have traditionally served homeless individuals (but do not necessarily target veteran populations). These strategies have been effective in educating the PATH Team on ways to connect homeless veterans to services and have educated local homeless service entities on how PATH can assist homeless veterans who are dealing with mental illness and substance abuse.

A unique aspect of this project design was to partner with Joseph House peers in order to provide outreach with GCB's PATH Workers. This approach has been very effective in engaging and identifying more homeless veterans and in building relationships with the Joseph House Program.

## **5. What we are doing differently as a result of new collaborations?**

The Hamilton County Veteran Pilot Project created a steering committee to drive this project. The members of the steering committee include an administrator and an outreach worker from the VA Medical Center, the Veteran Liaison from the Hamilton County Justice Center, a representative from the local Continuum of Care, a formerly homeless veteran from Joseph House, an administrator from Joseph House, a representative from the Hamilton County Mental Health and Recovery Services Board, staff from Butler County's PATH Program, GCB Administrative and Supervisory Staff and the Veteran PATH worker. This increase in more formalized collaborative relationships has led to an active working relationship between these parties and a better awareness of services on both sides. Some examples of cross-system interactions that have occurred as a result of this collaboration have been:

- VA Homeless Services Department invited GCB to a community training and problem-solving session focused on homeless services
- The VA came to the Continuum of Care's Homeless Outreach Group to provide training to all system outreach workers on Veteran's Services and how to access care for veterans
- The VA provided training for staff on Trauma Informed Care
- PATH has provided training for Joseph House on homeless outreach
- The Veteran PATH Worker has been involved in community trainings on PATH and issues around homelessness

## **6. Numbers Served through April 2010**

A. The number of veterans served? 61

B. Age of the veterans served?

18 – 30 = 3

31 – 50 = 19

51 – 78 = 38

Unknown = 1

C. Gender of the veterans served?

Female = 4

Male = 57

D. Race of the veterans served?

White = 29

Black = 30

American Indian = 2

**7. How were culturally and linguistically appropriate services incorporated in this pilot project?**

During the hiring process for the Veteran outreach worker a strong emphasis was placed on finding someone who could relate to the population being served and who would be effective in developing professional relationships with outside agencies. All PATH workers are required to participate in trainings that focus on cultural competence and how to be aware of cultural differences when working with diverse populations, including veterans, and incorporate these learning's when they serve the veterans.

**8. How were trauma-informed services and/or training incorporated in this pilot project?**

As part of the Veteran Pilot Project all outreach workers were required to participate in a training conducted by the local Veterans Association on Trauma Informed Care and on the signs and symptoms of Post Traumatic Stress Disorder. Outreach workers are encouraged to remain mindful of the presence of trauma as it exists within the homeless culture.

**9. What are three (3) lessons learned that are important in terms of outreaching to and engaging Veterans who have mental illness and are experiencing homelessness?**

- Veterans identify and relate to other veterans which leads to more honest disclosure of veteran status and a more rapidly established trusting relationship
- There is a need for specialized information and knowledge of veteran resources to aid homeless veterans in obtaining veteran benefits and services
- All workers can benefit from training on Trauma Informed Care

**4. Indicate How Services to be provided using PATH are Consistent with the State Comprehensive Mental Health Service Plan.**

Ohio is one of seven states awarded a Mental Health Transformation State Incentive Grant (TSIG) in September, 2005. Since that time, ODMH has produced "Ohio's Comprehensive Mental Health Plan". The PATH program complements this plan's housing goals and strategies. Specifically, the various local PATH programs, including four which are certified by ODMH as "other housing agencies":

- a. Work extensively with local mental health boards regarding "housing needs and preferences for the purpose of carrying out effective advocacy and planning around housing".
- b. Coordinate with local mental health boards and ODMH to "identify new sources of capital, operations and services dollars to create needed units of supportive housing".
- c. Coordinate with local mental health boards and the ODMH to "strategize about allocating service dollars to permanent supportive housing providers".

Additionally, the PATH program works extensively in the following areas addressed in our state plan:

<p><b>Goal 2-8: Preventing Homelessness</b> Increase coordination between state systems, such as behavioral health organizations, hospitals, and prisons with local Continuum of Care groups to enhance housing outcomes.</p>	<p>PATH providers actively participate in their local Continuum of Care (CoC). The CoC is the local planning body primarily responsible for developing strategies and solutions for persons who are homeless and at risk of homelessness. PATH providers are regularly briefed on policies and strategies emerging from the work of Ohio's Interagency Council on Homelessness and Affordable Housing's (ICHAH).</p>
<p><b>Goal 2-10: Successful Re-entry</b> Improve reentry process and continuity of care for ex-offenders by removing barriers and improving collaboration of all systems.</p>	<p>PATH providers actively participate in their local Continuum of Care (CoC). The CoC is the local planning body primarily responsible for developing strategies and solutions for persons who are homeless and at risk of homelessness, including the re-entry population. PATH providers are regularly briefed on policies and strategies emerging from the work of Ohio's Interagency Council on Homelessness and Affordable Housing's (ICHAH) and the Advisory Committee on Mental Illness and Courts (ACMIC) Re-entry Sub-committee regarding successful re-entry.</p>
<p><b>Goal 5-12: Workforce</b></p>	<p>Staff training topics taken from the PATH</p>

Develop strategies to address the serious workforce issues that affect the ability to attract and retain skilled professionals.	Monitoring Tool continue to drive PATH outreach worker training. We continue our commitment to ensuring each outreach worker is well-versed in the range of issues they face identifying and linking SMI homeless individuals to available services and employment.
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5. Indicate how the services to be provided using PATH funds are consistent with the State Plan to end homelessness.

The Interagency Council on Homelessness and Affordable Housing (ICHAH) was established by Governor Strickland’s Executive Order 2007-08S, as signed on April 23, 2007. The mission of the ICHAH is to “unite key state agencies to formulate policies and programs that address affordable housing issues and the needs of Ohioans who are homeless or at risk of becoming homeless”. The ICHAH is further responsible for making recommendations to assist the Governor in “...devising and implementing a long-term plan to support affordable housing and to end chronic homelessness.” The current ICHAH has decided to focus on facilitating the development and implementation of permanent supportive housing (PSH) as a means to end homelessness in Ohio, particularly for those with the long histories of homelessness and significant disabilities.

PATH programs contribute to the achievement of this goal in multiple ways. First, PATH programs largely target their work and services to the most vulnerable, long-term homeless persons, which is also the target population for the ICHAH’s PSH work. Second, PATH programs often serve as the critical link between the homeless person and the appropriate permanent housing option. Thus, PATH workers are often directly responsible for getting homeless persons into PSH, and ensuring that PSH is used to serve and house homeless persons with the greatest service needs. Lastly, ODMH staff members have been appointed to the ICHAH and are thus able to directly impact the work of the ICHAH in a way that reflects the experiences and needs of PATH programs and clients. This is additionally helpful in that PATH programs continue to move forward those ICHAH goals that are congruent with ODMH’s mission and policies.

Since all 11 PATH Programs are funded at local community mental health Boards, all PATH Projects have access to the following statewide resources that ODMH targets towards housing. All efforts to expand and preserve existing housing stock assist in helping to eliminate homelessness. In March 2010 ODMH updated its Adult Housing Policy which now represents a full housing continuum. It demonstrates a more clearly defined department-wide housing framework. Lastly, it emphasizes ODMH’s commitment to the collaborative work of the Interagency Council on Homelessness and Affordable Housing.

With respect to ODMH’s historic and direct funding of housing, ODMH still provides Boards with dollars that can be prioritized locally to go towards HAP funding, although now merged into one single line item (505). By merging all of 505 into one line-item ODMH provided Boards with more flexibility in determining where they want to target their financial resources without potential penalty if not spent within the designated line item. ODMH will continue to urge Boards to provide whatever continued support they can to local HAP programs across the state. As always with HAP there is an expectation that Boards are cultivating good relationships with local housing authorities and making

full use of non-board housing resources. ODMH also continues to place a high priority on Capital Projects, within the community plan process, that expand safe, decent, permanent, and affordable housing options.

Below are a few of the steps that ODMH is taking to participate in leveraging resources in order to expand and preserve the continuum of existing housing stock:

- ODMH continues to collaborate on a number of statewide housing initiatives, through the Governor's Interagency Council on Homelessness and Affordable Housing and its various subcommittees: Policy Team, Funders Collaborative, and the newly forming Local and State Permanent Supportive Housing Partnership with the anticipated outcomes of coordinating & leveraging resources along with the development of a partnership model & outreach strategy.
- ODMH recently decided to lower the match requirement for ODMH capital from 50 percent to 25 percent, recognizing the challenges of many local Boards that do not have local levies. (Please note this is a discretionary decision by the ODMH Director; match requirements could be adjusted based on the economy or availability of capital resources.)
- ODMH continues to encourage local Boards' efforts to maximize the match that they can secure through local HOME, community development funds, NSP funds where appropriate, and funds from the future federal Housing Trust Fund.
- Lowered Match is a current policy as well as lowering the ODMH mortgage from 40 years to 30 years beginning in July of 2010.
- ODMH changed its capital rules to allow for the use of ODMH capital funds to be used as leverage with OHFA Tax Credits. The Department is currently working with OHFA on ways to align the timing of available funds between the two agencies in order to maximize the use of those resources.
- ODMH offers biannual training/networking meetings with housing developers.
- ODMH offers scholarships (through a grant to CSH) for local Boards and their teams to attend the Corporation for Supportive Housing "Opening New Doors", a housing project development training institute.
- ODMH offers match assistance to local MH Boards to assist with the attainment of ODOD Homeless Assistance Grants. In SFY 2010 ODMH provided \$225,000 that was divided among 8 MH Boards which in turn leveraged approximately \$2.1 million; this dollar amount includes the local provider match and the \$1.4 million in awards from ODOD.

**6. Indicate whether (a) mental health block grant, (b) substance abuse block grant, or (c) general revenues funds are designated specifically for servicing people who are homeless and have serious mental illness.**

(a) ODMH provides funding through a number of programs that address housing needs of individuals and families with mental illness, including those that are homeless. ODMH's Community Capital Funding Assistance Program utilizes state bond revenues to provide for acquisition, rehabilitation and construction of housing for individuals with severe mental illness, many of whom are homeless. ODMH also uses community

capital funds to leverage the Department of Housing and Urban Development's (HUD) Continuum of Care grant – a program that exclusively targets homeless individuals, many who are disabled and severely mentally ill. ODMH's Housing Assistance Program (HAP) provides bridge subsidies for those awaiting Housing Choice (Section 8) vouchers. Local mental health boards are urged to prioritize HAP assistance for people who are homeless.

(c) ODMH uses state GRF to match the Ohio Department of Development's homeless Assistance Grant program. Our match is used to leverage direct, transitional, and permanent supportive housing projects that target homeless people with severe mental illness.

**7. Describe how the State will provide programmatic and financial oversight of the PATH-supported providers, such as site visit, evaluation of performance goals, audits, and so forth. In cases where the State provides funds through intermediary organization, describe how these organization conduct monitoring or the use of PATH funds:**

All project grantees are community mental health boards. These units of local government (boards) are responsible for planning, monitoring and funding mental health (and substance abuse services) in their communities in accordance with Chapter 340 of the Ohio Revised Code. As intermediary agencies, the boards in turn contract with not-for-profit agencies that implement the PATH projects. All contract services, including PATH, must undergo annual program and fiscal audits in accordance with the above cited code section.

ODMH's formal relationship with and monitoring of the boards is done via the SFY 2010 Community Plan. The Community Plan is in essence a contract between the Department and the Boards, which identifies performance goals. Specific to the PATH program, the boards sign assurances annually. These assurances require the funded boards to conduct annual PATH audits of their respective contract agency.

ODMH attempts to visit every PATH program annually. ODMH uses SAMHSA's PATH Monitoring Tool during visits to assess the program's effectiveness or we provide technical assistance to new board and agency representatives on utilizing the Monitoring Tool when they conduct their annual program audit. The site visits are currently in the process of being completed and will be completed by June 30, 2010.

**8. Indicate whether the State provides, pays for, or otherwise supports training for local PATH-funded staff.**

Using PATH program and administrative funds, ODMH contracts with the Coalition on Homelessness and Housing in Ohio (COHHIO) to provide staff training, including the training of individuals who work in shelters, mental health agencies, substance abuse programs, and other sites where homeless individuals require services. Trainings are also directed at mental health board executives, and additionally focus on grantee leadership and grantee outreach support. COHHIO will continue to coordinate a minimum of four meetings annually for Ohio's PATH network. In addition, COHHIO will continue to organize and deliver a two-day annual conference that includes training specific to serving homeless individuals and to offer trainings throughout the year related to homeless resources, including the Continuum of Care.

In fiscal year 2010, ODMH and COHHIO provided outreach workers and Boards training on the following topics at Quarterly State PATH Meetings and via Webinars: Point in Time Counts, refining PATH program/service definitions, outcomes and reporting, and improving PATH annual reports, Trauma-Informed Care, Working with Transition Age Youth, Medicaid Buy-In for Workers with Disabilities, and Ohio's Expedited SSI Project. ODMH and COHHIO finalized a PATH Guidance Document, "Ohio PATH Program and Budget Guidelines", which serves as resource tool for all PATH Boards and Providers. In addition, the Annual COHHIO Conference workshops incorporated a variety of topics pertinent to PATH outreach workers including: *How the Ohio Benefit Bank and the SSI Ohio Project Can Help Homeless Clients Receive Much Needed Benefits*, *Youth Housing: Exploring Models that Best Serve the Needs of Youth*, *Maximizing Income Through Employment Strategies*, *Fair Housing and Landlord/Tenant Requirements for Social Services Providers*, *Permanent Supportive Housing: Strategies For Improving Resident Retention and Helping Tenants Successfully Move On*, *The Basics of Trauma-Informed Care with Homeless Persons*, *Working with ODJFS, SSI, and Back Child Support*, *Understanding the Needs and Culture of Street Youth*.

- 9. Describe the source of the required PATH match (i.e., State and local) contributions and provide assurance that these contributions will be available at the beginning of the grant period. Match (i.e., State and local) contributions may be used only to support PATH-eligible services.**

The PATH grant requires match in the amount of one dollar for every three federal dollars. The Department shifts this requirement to the local boards, thus, match funds will be made available by each Board and/or Provider Organization for the full funding period FY 2010 (SFY July 1, 2010 through June 30, 2011). Boards sign a budget and an assurance statement of availability of non-federal match funds. Some boards provide the match directly while other boards pass the requirement on to their contract provider. This application exceeds Ohio's minimum local match requirement of \$738,333.33. Ohio's local matching fund contributions in this application total \$904,905.97.

- 10. Describe the process for providing public notice to allow interested parties, such as family members, persons who are PATH-eligible, and mental health, substance abuse, and housing agencies, and the general public to review the proposed use of PATH funds (including any subsequent revisions to the application). Describe opportunities for these parties to present comments and recommendation prior to submission of the State PATH application to SAMHSA.**

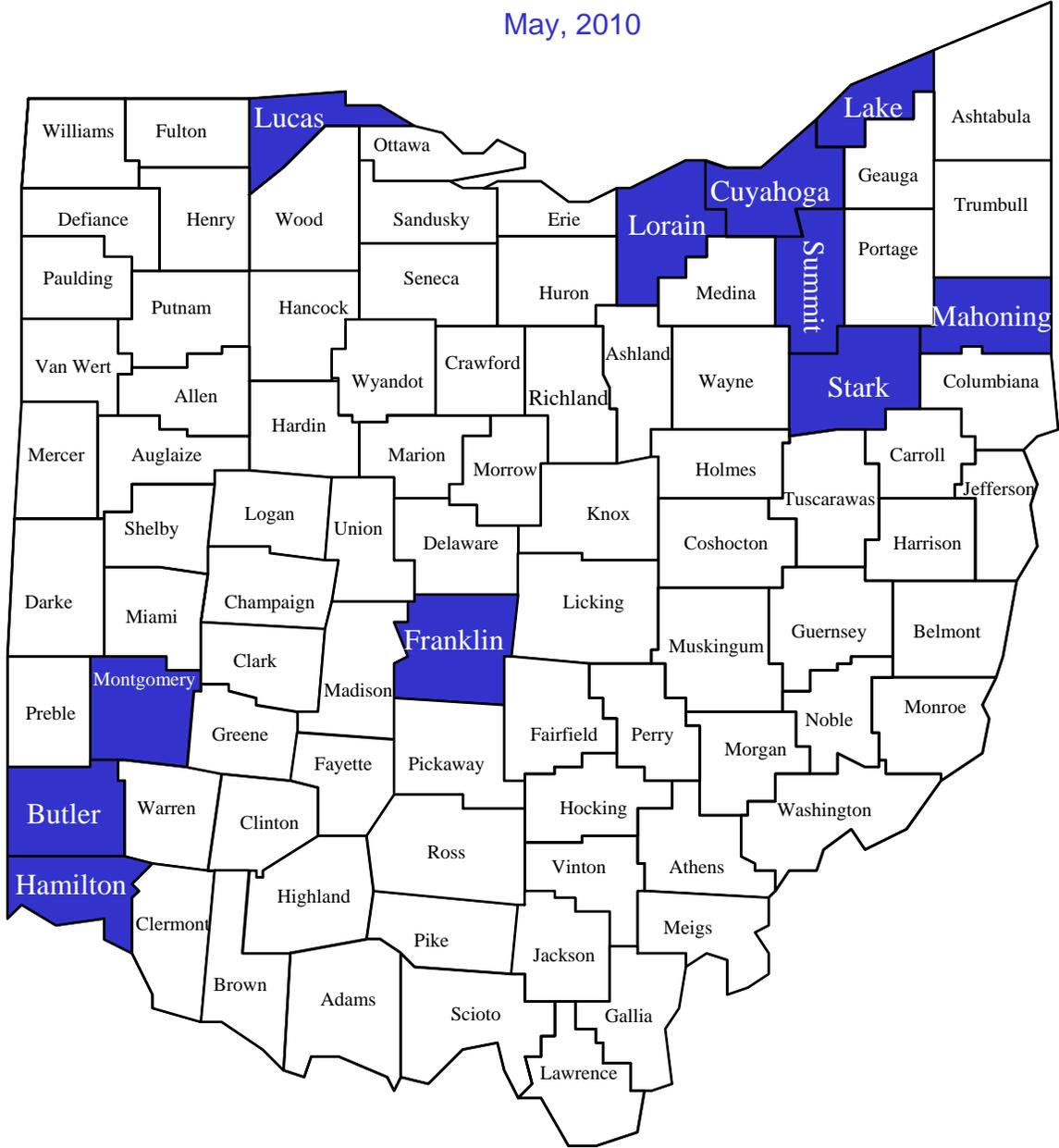
During the funding period, ODMH posts the Executive Summary and the State-Level information (Sections A and B) of the PATH application on its website. ODMH will accept public comments relative to the posted portions of the application and will assess recommendations for incorporation into the administration of Ohio's PATH process. ODMH will post PATH quarterly meeting agendas and information relative to PATH initiatives on the Homelessness and Housing section of the website.

The PATH Program Lead will maintain copies of all public comments and recommendations for purposes of review and application. These comments will be kept available for inspection.

Finally, ODMH will actively work with the consumer-driven, ODMH-sponsored Ohio Community Support Planning Council in seeking input regarding the PATH program. The results of the Planning Council's review will also be available for inspection.

# Ohio PATH Sites

May, 2010



# PATH: BUTLER COUNTY COMMUNITY MENTAL HEALTH BOARD

## Section C: Local Provider Intended Use Plan (IUP)

FY 2010 (SFY July 1, 2010 – June 30, 2011)

1. **Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

**Provider:** Transitional Living, Inc.

Other Mental Health Agency

The Provider Agency provides services ranging from:

- Outreach and Engagement Services
- Screening and Diagnostic Treatment Services
- Community Mental Health Services
- Alcohol and Drug Treatment Services
- Staff Training including the training of individuals who work in Shelters, MH Clinics, SA Programs, and other sites (including Police and Safety Services)
- Case Management Services
- Supportive and Supervisory Services in Residential Settings
- Referrals for Primary Health Services, Job Training, Educational Services, and relevant Housing Services
- Housing Services (planning of housing, technical assistance in applying for housing assistance, improving the coordination of housing services, security deposits)
- Others: Mental Health Courts (Hamilton and Fairfield, Ohio)

Services are provided in Butler County, Ohio.

2. **Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

Federal: \$85,787.00

Local Match: \$28,595.67

Total PATH Funding: \$114,382.67

3. **Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:**

- **The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match are projected to be “literally” homeless.**
  - Projected number of people who will receive any Federal PATH-supported services in SFY 2011: **240**

## PATH: BUTLER COUNTY COMMUNITY MENTAL HEALTH BOARD

- Projected percentage of clients served who are “literally” homeless: 98%
- Services to be provided, using PATH funds:
  - All funds are used by Transitional Living, Inc. to provide direct service to PATH eligible clients through Outreach Services and Staff Training – including the training of individuals who work in shelters, MH Clinics, SA Programs, and other sites such as Courts, Police Departments, and Other First Responders such as Fire Departments and Paramedics, and Emergency Rooms.
  - Funds are also used for PATH Staff to make referrals for primary health services, job training, educational services, and relevant housing services.
- Community organizations that provide key services to PATH eligible clients and describe the coordination with those organizations:

Available Services	Number of Agencies Providing	Remarks
Screening and Diagnostic Treatment Services	10	* Path Staff has daily contact with the majority of the Homeless Providers.
Habilitation and Rehabilitation Services	5	* PATH Staff is at the Butler County Dept. of Jobs and Family Services
Community Mental Health Services	25	weekly to outreach and link individuals
Alcohol or Drug Treatment Services	4	Not only to services, but to assist
Case Management Services	3	clients with receiving needed benefits.
Supportive and Supervisory Services in Residential Settings	2	* PATH Staff has daily contact with most primary Mental Health Providers
Referral for Primary Health Services, Job Training, Education Services, and Relevant Housing Services	3	as well as weekly contact with SA providers. * PATH Staff regular contact with
Minor Renovation, expansion, and Repairs of Housing	5	Housing Providers as well as the Veteran’s Administration occurs at
Planning of Housing	3	at least quarterly at the Butler County
The Cost Associated with Matching Eligible Homeless Individuals with Appropriate Housing Situations	2	Homeless and Housing Coalition. * PATH Staff has mostly daily contact with local Law Enforcement and other
Technical Assistance in Applying for Housing Assistance	2	Safety Services (First Responders).
Improving the Coordination of Housing Services	2	
Security Deposits	3	
One Time Rental Payments to Prevent Eviction	7	

## PATH: BUTLER COUNTY COMMUNITY MENTAL HEALTH BOARD

PATH Staff also serve on the Criminal Justice Board - Chairperson. All PATH Staff are active members of the Homeless and Housing Coalition with one of the PATH Staff being the recent Vice Chairperson of the Coalition as well as a TLC Staff Person now being the current Chairperson. PATH Staff also continue to serve on numerous governmental jurisdictions Continuum of Care Planning Committees.

- Gaps in current service systems:

Butler County lacks adequate SA Providers overall. Those that do exist have lengthy waiting lists and minimal residential placements for treatment.

Although there are numerous Mental Health Service Providers in Butler County, many continue to require insurance and financial resources to access those services. Many Mental Health Providers also continue to have lengthy waiting lists and limited accessibility by individuals that are homeless.

There also continues to be a trend in the lack of available permanent housing and intensive support services. There are often long waiting lists for housing and a lack of financial resources to cover the cost of intensive services. Butler County was awarded Shelter – Plus Care Vouchers that are much needed in the County to especially serve individuals who are homeless with criminal justice histories that have prevented them from mainstream Section 8 vouchers and traditional housing options.

- Integrated services available for clients who have both a serious mental illness and substance use disorder:

Agencies who serve dually diagnosed PATH clients: Transitional Living, Inc, Sojourner's, Horizons Recovery Services, Veterans Administration, Community Behavioral Health, and Butler Behavioral Health. PATH Staff has daily contact with the Transitional Living, Inc. Community Support Program that works with individuals with this need. Contacts with other Agencies are weekly to at least quarterly.

- Strategies for making suitable housing available to PATH clients:

PATH staff continues to attempt to maintain current housing levels and PATH client access to that housing as well as trying to look at filling gaps through other housing development and strategies. A recent development to assist with filling this gap is Butler County was an award of Shelter Plus Care Vouchers totaling over \$1 million dollars. This needed avenue of housing will assist in serving individuals who are homeless with criminal justice histories that have prevented them from mainstream Section 8 vouchers and other traditional housing options.

Examples of current housing providers that are easily assessable to PATH clients are:

**Transitional Housing:** Transitional Healthy & Rehab, Butler Metropolitan Housing Authority, YWCA, Hope House, SERVE City

**Permanent Housing:** Transitional Health & Rehab, Butler Metropolitan Housing Authority (site based and Section 8), YWCA, Neighborhood Housing Services,

## PATH: BUTLER COUNTY COMMUNITY MENTAL HEALTH BOARD

Community Behavioral Health, other site based Section 8 and Tax Increment Financing Housing options.

PATH Staff has daily contact with many of these providers. Contact is also quarterly at the Butler County Homeless and Housing Coalition Meetings.

PATH also continues to be an active member in the Butler County Homeless and Housing Coalition and to serve on several major Butler County Continuum of Care planning committees that set the goals and strategies for housing in the Community.

### 4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.

PATH is active in the Butler County Homeless and Housing Coalition (quarterly meetings) as well as monthly Executive Committee Meetings. PATH is also involved in the Continuum Planning for the Cities of Hamilton and Middletown, Ohio as well as for the Butler County CDGB (yearly meetings). PATH Staff yearly organize and take the primary participation role in the Butler County Point in Time Count.

### 5. Describe: (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.

#### a) The demographics of *client* population.

The demographics of the client population tend to be white males between the ages of 35 – 49 yrs old. These males tend to be non-veterans. They are also homeless and are diagnosed with severe and persistent mental health needs. The prominent diagnosis is Affective Disorder with the majority of these individuals also having a co-occurring substance abuse disorder. There has currently been no language barrier in outreach and serving clients. There continues to be an increase in females being identified and served.

#### b) The demographics of *staff* serving the clients.

Currently the PATH Outreach Staff consists of 3 females. Two are between the ages of 50 – 64 yrs old and one is between the ages of 18 – 34. Two staff are white and one American Indian. Two staff is also of Appalachian decent as well as one staff being formally homeless. All three are non veterans.

The additional two (2) staff involved with PATH are:

**Clinical Director** who provides clinical supervision to the above PATH Outreach Staff. This staff person is a white female between the ages of 35 – 49 yrs old.

**Psychologist** who is involved in the diagnostic assessment of PATH clients in order to establish a mental health diagnosis and to determine an appropriate array of mental health services for each individual. This staff person is a white male between the ages of 65 – 74 yrs old. He is also a veteran.

## PATH: BUTLER COUNTY COMMUNITY MENTAL HEALTH BOARD

- c) How staff providing services to the target population will be sensitive to age; gender and racial/ethnic differences of clients:

See Section d below. PATH also has access to other staff within the Agency who may better serve a client who has concerns in the area of age or racial/ethnic and would be better engaged into the system by another staff member.

- d) The Extent to which staff receives periodic training in cultural competence:

PATH Staff in FY 09 attended 234 Community Meetings and Trainings. Several of these were targeted at working with individuals of diverse backgrounds including the African American, Hispanic, and Appalachian Populations. Many of these were PATH Staff presenting to groups such as Community Organizations and Law Enforcement – including ride-alongs with Officers. Transitional Living also mandates Yearly Staff Training that has included topics of diversity such as the Appalachian Population and Culture which is the prominent culture in the Butler County area.

For FY 11, PATH staff will continue to attend community trainings and to serve on committees. Staff will also continue to be involved in Transitional Living, Inc. annual agency education and training that cover but are not limited to these focus areas. Training for PATH staff total approximately 12 trainings per year.

- 6. 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.**

One hundred percent (100 %) of PATH Outreach Staff have family members who have been or are currently consumers of the Mental Health System. Thirty-three percent (33%) of PATH Outreach Staff is formally homeless. Transitional Living also has employed consumers and family members within the agency with a consumer's family member being the Coordinator of the PATH Program (family member formally homeless with severe and persistence mental health needs involved in services in Butler County) and both of the PATH Outreach Workers having a family member who is or was a consumer of mental health services. Transitional Living, Inc. have family members on the Board of Directors.

PATH Staff have also organized with current and past PATH consumers a PATH Advisory Committee that meets to look at PATH services and outcomes.

PATH also has an active relationship with local NAMI Chapter has enabled an empowerment of our consumers and their families. A PATH Staff Member attend the monthly NAMI Meetings

- 7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

See attached budget narrative

# PATH: ADAMHS BOARD OF CUYAHOGA COUNTY

## Section C: Local Provider Intended Use Plan (IUP)

FY 2010 (SFY July 1, 2010 – June 30, 2011)

**1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

Mental Health Services for Homeless Persons, Inc. (MHS) is a private non-profit community mental health organization that provides mental health and supported services in Cuyahoga County for more than 14,000 adults and children each year. It operates the most comprehensive single-agency continuum of care services for homeless people in Ohio. Twelve homeless assistance programs provide assertive outreach, emergency shelter, residential services, case management, and psychiatric services. The services assist clients to achieve and maintain permanent housing and recovery from their mental disorders. MHS programs are targeted to address the needs of minority and under-served populations including those who reject conventional health care services. MHS maintains a high quality program approach through the systematic collection and evaluation of client outcome data.

MHS also operates the County's 24 hour suicide hotline and is the sole county provider of 24 hour mobile crisis interventions for children and adults. It provides immediate trauma intervention and crisis assessment services for the Cuyahoga County Children Who Witness Violence Program. The Child and Family Focused Services Program serves children who have been determined by the Department of Children and Family Services to be at moderate to high risk of abuse or neglect.

For homeless adults, MHS provides the following services:

- Screening and diagnostic treatment services
- Community mental health services
- Case management services
- Outreach
- Supportive and supervisory services in residential settings, including Supported Employment
- Referrals for primary health services
- Housing Services
  - Matching clients and housing
  - Technical assistance in applying for housing
  - Security deposits
  - One-time rental payment to prevent eviction
- Emergency Shelter
- Substance Abuse Treatment for persons with co-occurring mental illness and substance abuse.

**2. Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

Federal: \$411,225 and match is \$137,075 for total project funding of \$548,300

## PATH: ADAMHS BOARD OF CUYAHOGA COUNTY

Federal: \$77,532 and match \$25,844 for a total of \$103,376 (Veteran's Pilot)

### 3. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:

- **The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match are projected to be “literally” homeless.**

PATH outreach is one of several entrance points for persons with severe mental illness who are homeless to access the comprehensive services offered by MHS. PATH provides services for persons who are experiencing homeless and are severely mentally ill, and would be unable to access services through any other means. MHS conducts a weekly service coordination meeting with managers from every homeless services program at MHS to ensure comprehensive coordinated services across the continuum. Members of the PATH team also participate in team meetings with other homeless services departments to coordinate services for clients and identify new clients. PATH clients receive comprehensive services from MHS including outreach from psychiatrists and nurses, dual disorder treatment, shelter services, housing services, and assistance with accessing employment.

Based on numbers of clients contacted in FY 2009, MHS anticipates serving 841 clients through PATH and the PATH Veteran's Pilot. This number reflects both the additional services of the Veteran's Pilot and an increased length of service for PATH clients. Over the past 2 years, non Medicaid funds have been decreasing, and most of the community mental health service providers in Cuyahoga County had to close intake to uninsured clients after running out of non Medicaid funds that are allocated to them by the Alcohol, Drugs and Mental Health Services (ADAMHS) Board of Cuyahoga County. Consequently there were significant delays in linking consumers to ongoing or long-term mental health services, which has in turn impacted the team's capacity to engage new clients. Regarding the number of consumers enrolled in PATH services, MHS projects that PATH and the PATH Veteran's Pilot will enroll 89% of contacted clients during FY 2010. MHS adheres strictly to the HUD definition of homeless; the only consumers who are not literally homeless upon enrollment are those coming from the state hospital or prison who cannot be engaged by MHS' CPST team for services (estimate 97% literally homeless upon enrollment).

- Services to be provided, using PATH funds:
  - a) Outreach Services and referral to appropriate mental health and other necessary services
  - b) Housing services, to include matching clients and housing, technical assistance in applying for housing, assistance with security deposits and one-time rental assistance to prevent eviction
  - c) Training to individuals who provide services to homeless persons with severe mental disabilities, including the training of individuals who work in shelters, mental health clinics, substance abuse programs, and other sites where homeless persons receive services. In addition to internal training for PATH staff, MHS has provided training to

## PATH: ADAMHS BOARD OF CUYAHOGA COUNTY

external providers in the areas of PATH Peer Consultation, Motivational Interviewing (MI), Housing Resources, Stages of Changes, CIT training for area police departments, prison re-entry, and Housing First/Mental Health. Trainings for PATH staff include:

- Identifying individuals who are severely mentally disabled
  - Referring individuals to services available to them, including job training services, literacy education, mental health centers, and substance abuse treatment
  - Identifying programs that provide benefits to homeless individuals and referring such individuals to those programs.
- Community organizations that provide key services to PATH eligible clients and describe the coordination with those organizations:

**Outreach:** PATH participates in bi-weekly outreach provider meetings organized by the Northeast Ohio Coalition for the Homeless. During these meetings, outreach workers from various organizations in Cleveland discuss common cases, new campsites, and resources. Partners in outreach include: Care Alliance, Volunteers of America (VOA), North East Ohio Coalition for the Homeless, Department of Veterans' Affairs (VA), John Carroll University, multiple church groups, Downtown Cleveland Alliance, the Lesbian Gay Bisexual Transgender Community Center of Greater Cleveland.

**Emergency Shelter:** PATH meets with staff from the emergency shelters on a daily basis. The meetings serve a dual purpose; first, to coordinate referrals of PATH clients to these needed services, and second for the partner organization to identify potential PATH clients who require outreach. Emergency shelter partners include: Lutheran Metropolitan Ministries, Salvation Army, The City Mission, Community Women's Shelter, Zelma George Shelter, West Side Catholic Shelter, VOA, Laura's Home, the Northpoint Inn, Emergency Shelter for Disabled Men, St. Herman's

**Meal sites:** PATH provides rotating weekly outreach to area meal sites, to collaboratively identify persons who may need PATH services. Meal site partners include: The Bishop Cosgrove Center, West Side Catholic Center, St. Malachi's, St. Augustine's, The Store Front, St. Patrick's Meal Site, various mobile church feeding ministries, St. Paul's, St. Luke's, Mt. Nebo Missionary Baptist Church, Windermere – Living Hope United Methodist Church, Helen S. Brown Senior Center, East Glenville Supper Place, Salvation Army Mobile Canteen, Philemon Community Baptist Church

**Health Care:** PATH collaborates with its healthcare partners through joint street outreach, identification of potential consumers of PATH services, referrals of PATH consumers to healthcare providers, and the sharing of community resources. Health care partners include:

Care Alliance, Free Clinic, Department of Veteran's Affairs (VA), Metro Health Medical Center, The Cleveland Clinic, University Hospitals, Neighborhood Family Practice, North East Ohio Neighborhood Health Services (NEON), St. Vincent Charity Hospital, and Acquired Immune Deficiency Syndrome (AIDS) Task Force of Greater Cleveland

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**Substance abuse treatment:** PATH partners with area substance abuse treatment providers by providing and receiving referrals for individuals who may benefit from services. Substance abuse treatment partners include: Recovery Resources, VA, Harbor Light, Salvation Army ARC, Matt Talbot, the Keating Center, ORCA House, Oriana House, Hitchcock Center, Fresh Start, Rosary Hall, Stella Maris, Huron Hospital

**Housing:** Housing is a critical resource for PATH clients. MHS works extensively with its housing partners to coordinate successful placements for PATH clients. Housing partners include:

EDEN, Inc., Cuyahoga Metropolitan Housing Authority (CMHA), HUD subsidized facilities, Spectrum for Supportive Services, Famicos Foundation, Bridgeway, Inc., Cleveland Housing Network, Transitional Housing, Inc., variety of private rooming houses, and adult care facilities coordinated through the Cuyahoga County ADAMHS Board.

**Income:** MHS participates in an initiative to expedite claims for persons who are experiencing homelessness. MHS is one of the two original sites in the state in Ohio for this project (over 40 agencies are now involved); participants have been awarded benefits within 30 days of application, and have had a 100% success rate in obtaining benefits. The state of Ohio has had a total of 66 approvals through this process; 26 of these have come from MHS. Income partners include: Social Security Administration, Ohio Department of Job and Family Services.

**Employment:** While many PATH clients seek disability benefits, many others want to pursue employment. PATH staff partner with area agencies to reduce barriers and link consumers with opportunities to work. Employment partners include:

Employment Alliance, Employment Connection, Towards Employment, Vocational Guidance, and Bureau of Vocational Rehabilitation (BVR), (Supported Employment program through MHS)

**Law Enforcement:** PATH coordinates with area law enforcement in the identification of potential PATH clients, in training area police regarding mental health (MHS participates in Crisis Intervention Training (CIT) several times per year), and by providing real-time crisis response when police encounter emergent situations with homeless persons. Law enforcement partners include: Cleveland Police Department, Cleveland State University Police Department, RTA (Regional Transit Authority) Police Department, Cleveland Clinic Police Department, other suburban municipal police departments

**Veterans Administration (VA):** PATH has a unique collaborative relationship with the Department of Veterans Affairs to link homeless, severely mentally disabled veterans to the VA for a variety of services, including physical health, psychiatry, housing, and chemical dependency treatment. MHS has a partnership with the VA whereby the VA provides three FTE outreach workers based in emergency shelters operated by MHS. The VA staff and MHS outreach workers meet weekly to coordinate services to Veterans. Due to the unique relationship between PATH and

## **PATH: ADAMHS BOARD OF CUYAHOGA COUNTY**

the Outreach Program of the VA, the VA will send a nurse into the community to evaluate homeless, severely mentally disabled veterans when requested by PATH staff. The addition of the Veteran's pilot program has increased collaboration with VA outreach staff, as VA outreach staff now complete PATH referrals for Veterans who are ineligible for services through the VA (i.e. veterans who are dishonorably discharged). The Veteran Peer Specialist meets regularly with Outreach staff from the VA to coordinate referrals and ensure continuity of care.

- Gaps in current service systems:

The largest current gap in service systems is the difficulty in accessing Medicaid, which is required for most traditional services, including community mental health services. While the expedited Social Security application program has been tremendously effective, the volume of persons impacted by this project remains relatively small. MHS is able to provide psychiatry services for uninsured consumers served by PATH, but case management services are made more difficult to access due to the shrinking non-Medicaid dollars. Many community mental health service providers that are allocated non-Medicaid funds by the ADAMHS Board of Cuyahoga County are unable to provide services for the uninsured consumers after their non-Medicaid funds are expended. The ADAMHS Board is cognizant of this issue and is implementing a "Non-Medicaid Initiative" to increase accessibility to needed mental health services and expedite access to public benefits for the uninsured consumers. However, this initiative is still in its initial phases. (Note: the average length of time to access Medicaid with a pending SSI application is eight to twelve months, without involvement of an expedited benefit program).

The second gap in services is availability of housing resources, particularly for those with substantial forensic backgrounds. While MHS is well-connected to the existing housing resources in Cuyahoga County, the supply is insufficient to meet the demand for affordable housing (this issue particularly impacts our prison re-entry consumers, served through PATH).

- Integrated services available for clients who have both a serious mental illness and substance use disorder;

MHS offers Integrated Dual Disordered Treatment (IDDT). IDDT is an evidence-based practice recognized by SAMHSA to treat persons who have both serious mental illness and substance use disorders. MHS has trained the staff of the PATH team in motivational interviewing, a core component of the IDDT model, in order to provide treatment that is appropriate to the clients' stage of change. MHS offers a full continuum of integrated services, so that persons who have a dual disorder receive consistent, effective interventions as they move from being homeless to living in permanent housing. Services such as psychiatry and nursing are not dependent upon obtaining sobriety, and housing is available regardless of mental health or AOD stability. MHS has received certification from the Ohio Department of Alcohol and Drug Addiction Services to provide outpatient Alcohol and Drug treatment; MHS currently provides alcohol and drug services at three of its sites.

- Strategies for making suitable housing available for PATH clients:

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PATH works closely with clients to move them from the streets and shelter system into more permanent housing. PATH clients are provided housing in a variety of settings based on client preference, clinical recommendations, income, subsidy availability and vacancies. Housing placements include: MHS Safe Haven Programs, MHS Young Adult Program, subsidized independent apartments (supported through several types of housing vouchers), Northridge Commons – permanent supported housing for older adults, MHS permanent supportive housing programs, rooming houses, hotels, HUD subsidized buildings, CMHA housing, group homes, residential treatment homes through the ADAMHS board, and nursing homes.

MHS has a Housing Coordinator who assists direct service workers including PATH staff regarding coordination of adult care facilities (group homes), resources for temporary housing, and other housing opportunities, both internal and external to MHS.

**4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.**

MHS operates eleven programs funded by the Cuyahoga County Office of Homeless Services which administers the HUD continuum of care. MHS also operates two emergency shelters funded by Emergency Shelter Grant Program administered by the Continuum of Care. MHS' Chief Operating Officer serves on the Advisory Board for the Continuum of Care, and the agency participates in all advisory board meetings and sub-committees to discuss public policy and development of new homeless services. MHS is a lead partner in the Housing First Initiative in Cuyahoga County headed by the Enterprise Foundation and the Sisters of Charity. MHS is also a lead partner in the coordination and administration of Homeless Services Central Intake and the Homeless Prevention / Rapid Re-Housing Program (HPRP) in Cuyahoga County. MHS has partnered with EDEN, Inc, the VA, Cleveland Mediation Center and Lutheran Metropolitan Ministries in the development and administration of a central intake program for individuals utilizing shelter services in Cuyahoga County. This program utilizes HPRP funds to divert participants from shelters, and provides rapid linkage to more permanent housing opportunities.

**5. Describe: (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.**

<b>DEMOGRAPHICS</b>		
<b>Age</b>	<b>Client</b>	<b>Staff</b>
62 and over	4%	11%
51-61	25%	33%
31-51	48%	34%
18-30	23%	22%
17 and under	0%	0%
<b>Gender</b>	<b>Clients</b>	<b>Staff</b>

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Male	79%	71%
Female	21%	29%
<b>Race</b>	<b>Clients</b>	<b>Staff</b>
African American	65%	71%
Caucasian	33%	29%
Biracial	1%	0%
Unknown/Other	1%	0%

MHS promotes and supports the attitudes, behaviors, knowledge, and skills necessary for staff to work respectfully and effectively with patients and each other in a culturally diverse work environment. Management is actively addressing culturally appropriate services, including strategic goals, plans, policies and procedures, and designating staff responsible for implementation of these services. Staff remains informed on the ethnic/cultural needs, resources, and assets of the surrounding community by using a variety of methods to collect and utilize accurate demographic, cultural and clinical outcome data for racial and ethnic groups in the service area. MHS undertakes ongoing organizational self-assessments of cultural and linguistic competence, and integrates measures of access, satisfaction, quality and outcomes into other organizational internal audits and performance improvement programs. MHS provides three hours of training per year in Cultural Diversity; over the past six months, the PATH team attended an additional eight hours of training in culturally competent interventions through the AIDS Task Force, as well as twelve hours of training in trauma-informed care pertaining to street-based interventions with homeless veterans.

- 6. 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.**

MHS is committed to involving family members and consumers in the planning, implementation and evaluation of agency services. Whenever possible, PATH staff encourages family involvement with the client and services being provided. PATH has been successful in working collaboratively with families to identify clients' needs. The Quality Assurance department also administers anonymous consumer satisfaction surveys to clients and family members. Data from the results of the survey are used to improve services.

MHS has employed mental health consumers consistently on the PATH team and will continue to recruit consumers for current open positions.

In addition, there is an active representative of consumers on the MHS Board of Trustees, which includes a family member of a homeless person, formerly homeless persons with SMD, and family member with children who have mental health problems.

- 7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

See attached budget narrative

## PATH: THE ADAMH BOARD OF FRANKLIN COUNTY

### Section C: Local Provider Intended Use Plan (IUP)

FY 2010 (SFY July 1, 2010 – June 30, 2011)

- 1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

Southeast is the provider organization for PATH funds in Franklin County. Southeast, Inc. is a non-profit, comprehensive provider of mental health and substance abuse treatment, physical healthcare and homeless services. Southeast serves Franklin, Belmont, Harrison, Monroe, Tuscarawas and Carroll Counties, Ohio. PATH program services are provided in Franklin County only.

- 2. Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

Federal: \$343,728 and match of \$114,576 for a program total of \$458,304

Federal: \$80,300 and a match of \$26,766.67 for total of \$107,066.67 (Veteran's Pilot)

- 3. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:**

- The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match are projected to be "literally" homeless.**

Southeast will serve 400 persons. This includes 210 persons who will become engaged into service and 190 one-time contacts or persons who are not eligible. Of the total engaged into service, 175 will be literally homeless and 15 will be living "doubled up" or in other precarious housing. We anticipate that 40 of the persons served with have served in the US military in an active duty, reserve or guard capacity.

- Services to be provided, using PATH funds:

Answer: Southeast will use PATH funds to provide outreach services, staff training, referrals for primary health services, relevant housing services, improving coordination of housing services, technical assistance in applying for housing assistance, initiating applications for benefits such as SSI & Medicaid, referrals to appropriate substance abuse disorder treatment services, obtaining all forms or personal identification and assuring linkage to ongoing mental health/drug and alcohol services.

- Community organizations that provide key services (e.g., primary health, mental health, substance abuse, housing, employment) to PATH eligible clients and describe the coordination with those organizations;

Healthcare for the Homeless provides primary healthcare services to homeless persons in our community. Healthcare for the Homeless and PATH project staff both participate

## PATH: THE ADAMH BOARD OF FRANKLIN COUNTY

in the Outreach Cluster, a group of services providers that go to the streets and into homeless camps to engage people into services that meet their needs. PATH clients also receive primary care services from a Mt. Carmel Hospital outreach program using a medical van that visits the shelters and other locations. PATH clients are linked to employment resources through the Center of Vocational Alternatives (COVA), our community's primary vocational program for persons with severe mental illness. Clients are referred to local community mental health and substance abuse programs, including Southeast. The Community Housing Network provides subsidized housing for persons with severe and persistent mental illness and is a source of housing for some PATH clients. The Community Shelter Board coordinates Rebuilding Lives which incorporates the shelter system and initiatives to end chronic homelessness by providing permanent supportive housing to chronically homeless persons. Clients are linked to Rebuilding Lives permanent supportive housing whenever they are eligible and express a desire for this type of housing.

- Gaps in current service systems:

The greatest need is for supportive and transitional housing. There is a significant gap for dually-diagnosed homeless persons with criminal justice histories, especially histories of arson and sex offenses. There is also a significant need for motivated dually-diagnosed persons to gain access for AOD treatment options with any payor source.

- Integrated services available for clients who have both a serious mental illness and substance use disorder:

The PATH Project staff utilizes "motivational interviewing", "stages of change" and "harm reduction" models to work with clients. The initial interventions must be client-centered, low key, integrated, repetitive, non-judgmental, and available when the client is ready to utilize them. The PATH Project can link consumers with our treatment teams that provide Integrated Dual Disorder Treatment. The PATH team currently is currently staffed with one LICDC and one LCDC II.

- Strategies for making suitable housing available to PATH clients:

The Community Housing Network (CHN) provides housing that to which PATH clients can be referred. Transitional housing can be provided by Southeast's Friends of the Homeless New Horizons program for chronically homeless individuals. Locally, permanent supportive housing programs have been developed by National Church Residences, YMCA, YWCA, Community Housing Network and Southeast as part of the Rebuilding Lives initiative to end chronic homelessness. Housing is usually filled to capacity with wait lists.

#### **4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.**

Southeast receives a grant through the CoC for our New Horizons transitional housing program. Our local continuum of care planning is done by a central committee coordinated

**PATH: THE ADAMH BOARD OF FRANKLIN COUNTY**

by the Community Shelter Board. Southeast has a seat on the CoC steering committee. Carl Landry, Director of Southeast’s homeless shelter programs serves in this role.

**5. Describe: (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.**

(a) Client demographics: These demographics come from data captured in calendar year '09

Age	%	Gender	%	Race/Ethnicity	%	Veteran Status	%
(<13)	0	Male	61	American Indian	1	Veteran	11
(13-17)	0	Female	39	Asian	0	Non-Vet	89
(18-34)	33	Unknown	0	Black or African American	50	Unknown	
(35-49)	43			Hispanic or Latino	1		
(50-64)	23			White	44		
(65-74)	1			Other	2		
(>75)	0			Unknown	2		

(b) Staff demographics

Age	%	Gender	%	Race/Ethnicity	%	Veteran Status	%
(<13)	0	Male	43	American Indian	0	Veteran	14
(13-17)	0	Female	57	Asian	0	Non-Vet	86
(18-34)	14	Unknown	0	Black or African American	57	Unknown	0
(35-49)	29			Hispanic or Latino	0		
(50-64)	57			White	43		
(65-74)	0			Other	0		
(>75)	0			Unknown	0		

(c) How staff providing services to the target population will be sensitive to age; gender and racial/ethnic differences of clients:

Southeast staff have worked with homeless persons and developed a strong understanding of cultural aspects that contribute to the program’s success and avoid pitfalls. This includes understanding of: distrust and suspicion of service providers among homeless people; African American consumers’ history of being misdiagnosed and experiencing decreased access to appropriate treatment; the need to develop trust slowly over time to engage a person into receiving services as they feel comfortable; and a non-judgmental approach that utilizes the Transtheoretical Stages of Change model.

English is the primary language for most of Franklin County. Franklin County had 2.3% Hispanics, according to the 2000 Census. Somali and other African languages and Asian languages are used by Franklin County residents in small but increasing numbers. The PATH program utilizes interpreters to work with participants with limited English proficiency. ASL interpreters work at Southeast on our Deaf Services Team.

(d) The extent to which staff receive periodic training in cultural competence.

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Southeast's affirmative action goals for the agency and each team reflect the ethnic/racial composition of our client population. Southeast clinical staff members have a job requirement to attend cultural competency training on at least an annual basis. Southeast offers annual cultural competency training for all staff. Participation in annual training is documented in each staff member's personnel file.

**6. 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.**

Southeast addresses Consumer and Family Participation as follows:

- *Program Mission:* Our mission states that Southeast, Inc. is a “comprehensive provider of mental health, chemical dependency, physical healthcare, and homeless services serving diverse populations regardless of their economic status. With the belief that all people have the capacity to grow and change, we provide our services to people of all ages, cultures, races, religious preferences, genders, and sexual orientations in order to enhance wellness and recovery, thereby improving families, workplaces, and communities.”
- *Program Planning:* Southeast's Board of Directors is responsible for approving program development and grant applications. The board includes a seat(s) for a consumer or family member.
- *Training and Staffing:* Southeast's service orientation is client-centered and recovery-focused, as is the outreach and engagement philosophy of the PATH Program. Additionally, staff members receive training in consumer-centered service planning and delivery.
- *Informed Consent:* Southeast's PATH Program utilizes a low-demand engagement model when working with potential participants. All participation is voluntary without coercion or threat. Clients are involved in treatment planning.
- *Rights Protection:* Program participants receive copies of Southeast's Clients Rights materials including information on how to make a complaint or file a grievance and rights they have under ODMH, ODADAS, ADAMH and HIPAA.
- *Program Administration, Governance, and Policy Determination:* The Southeast board of directors has position(s) on it for a consumer/family member. Southeast's Client Advisory Committee meets monthly to address issues of programming and services to clients.
- *Program Evaluation:* PATH program participants complete a Client Satisfaction Survey (CSQ8) to provide input and feedback about services provided. The survey results are utilized as a management tool to guide service delivery and are presented to Southeast's Quality Council for discussion as well. A consumer focus group, comprised of PATH program clients, is held annually to gather direct client input into how consumers feel the program works.

**PATH: THE ADAMH BOARD OF FRANKLIN COUNTY**

- 7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

See attached budget narrative

# PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD

## Section C: Local Provider Intended Use Plan (IUP)

FY 2010 (SFY July 1, 2010 – June 30, 2011)

- 1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

Provider: Greater Cincinnati Behavioral Health Services (GCB) - Community Mental Health Center

Board Area: Hamilton County Mental Health and Recovery Services Board

Region Served: Hamilton County, Ohio

Services Provided: PATH; General population case management and case management that includes the following specialized teams: ACT Team, Forensic ACT Team, Criminal Justice ACT Team, SAMI IDDT Team, Transitional Youth Program, Deaf Case Management Team and a Housing First Team; vocational programs; day treatment programs; pharmacological management; residential services; supported housing; HomeLink (a housing brokerage service) and peer-driven social/recreational services.

- 2. Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

Federal: \$233,544 and match of \$77,848 for a total of \$317,539

Federal: \$67,486 and match of \$22,500 for a total of \$89,986

- 3. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:**

- The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match are projected to be “literally” homeless.**

Total projected contacts: 800

Total projected number of PATH enrolled: 425 (53% of contacts)

Percentage of clients projected to be “literally” homeless: 80%

- Services to be provided, using PATH funds:

Outreach services: Street outreach and jail “in-reach” will be the primary focuses of PATH. This will include targeted outreach to Veteran populations via the Veteran PATH Worker.

Staff training: PATH will provide training for individuals who work in shelters, mental health clinics, substance abuse programs and other sites where homeless individuals require services and intervention.

Referral: PATH will provide referral for primary health services, job training, housing, educational services, mental health and substance abuse services.

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- Community organizations that provide key services to PATH eligible clients and describe the coordination with those organizations:

### ***Outreach Services***

VA Outreach Program: The VA serves homeless veterans.

Lighthouse Youth Services: Provides outreach for youth and young adults.

Cincinnati Health Department: Operates a medical van that provides medical outreach services to homeless individuals.

Off the Streets: Provides outreach to women who are involved in prostitution. Many of these individuals are also homeless.

GCB's Paths to Recovery Program: Provides outreach, engagement and case management to the chronically homeless public inebriate population using the "Housing First" model.

### ***Screening and Diagnostic Services***

Mental Health Access Point (MHAP): Provides mental health assessment and referral services.

Recovery Health Access Center (RHAC): Provides Substance abuse assessments and referral services.

### ***Habilitation and Rehabilitation***

GCB: Provides mental health services based on a recovery model of treatment.

Center for Independent Living Options: Provides services to individuals with physical, cognitive or sensory disabilities.

### ***Community Mental Health Services***

University Hospital: Provides psychiatric emergency services, acute care services, medical clinics and hospital care.

VA Medical Center: Provides comprehensive services for homeless veterans.

### ***Alcohol or Drug Treatment Services***

Centerpoint/Talbert House: Provides services to individuals with substance abuse and/or criminal justice involvement.

Joseph House: Provides residential substance abuse treatment for homeless veterans.

GCB SAMI IDDT Team: Provides services to individuals with dual disorders who are homeless using the IDDT Model.

GCB Paths to Recovery Team: Provides substance abuse treatment using a "Stage of Change" model to individuals who are homeless and are struggle with chronic alcoholism.

MHAP - SAMI/ACT Team: Provides assessment and case management at the local jail for offenders transitioning to the community.

Crossroads Center: Offers residential and outpatient substance abuse treatment.

CCAT: Provides detox and short-term residential treatment.

Prospect House and First Step Home: These organizations provide long-term residential treatment specifically for homeless individuals.

### ***Staff Training***

Continuum of Care: Offers a "Front Line Worker Training" that focuses on needs and services for the homeless in Hamilton County.

## **PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

The Homeless Coalition: Offers a “Speakers Bureau” composed of professionals and formerly homeless individuals to speak on relevant community topics.

The VA Hospital: Provides PTSD and trauma informed care trainings to PATH workers.

### ***Case Management***

GCB, CCHB, Centerpoint and Central Clinic: These local mental health agencies within Hamilton County provide case management services to adults with severe mental illnesses. In addition, GCB provides specialized case management for homeless clients with severe mental illness.

Lighthouse Youth Services: Offers case management services for youth up to age 25 within their transitional and permanent housing programs.

### ***Supportive and Supervisory Services in Residential Settings***

GCB Kemper House: A residential program that offers step-down services following psychiatric hospitalization.

Drop Inn Center, Mt. Airy Shelter, Lighthouse and City Gospel Mission: These organizations are local emergency shelter providers

Homeless Individuals Partnership Program (HIPP Team): Provides case management for chronically homeless individuals in local shelters

Drop Inn Center Case Management: Provides case management services for residents of Cincinnati’s largest shelter.

Family Shelter Partnership: Provides case management services to homeless women and children residing within the family shelters.

Tender Mercies: Offers transitional and permanent housing for the homeless mentally ill. The PATH program has a partnership agreement with Tender Mercies and GCB. Together Tender Mercies and GCB provide housing and case management for the transitional residents as they move toward obtaining permanent housing.

### ***Referrals for health, job training, education and housing***

GCB Homelink: This program matches homeless individuals with appropriate housing.

RHAC: Homeless individuals within substance abuse programs are linked with available housing resources in the community through RHAC’s homeless housing coordinator.

GCB HUBE: Offers vocational/educational support and referrals for job training and educational programs. HUBE also offers services for ex-offenders that are interested in working but who have been denied work because of prior felony convictions. Project Advance works with the client to build vocational skills and then acts as an advocate for the client to potential employers.

Health Resource Center: Provides a walk in clinic and referrals for additional health services.

Cincinnati Health Department: Operates a homeless med van that provides basic medical treatment and referrals.

### ***Housing Services (repair, planning, housing assistance, improved coordination, rent deposits and 1 time rental payments)***

GCB Homelink: Provides housing brokerage services including referrals, coordination of housing availability, and management of GCB Housing assistance services for the SAMI IDDT Team.

## **PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

Excel Development: Offers property management and administration of housing certificates.

PATH workers have ongoing collaboration with all of the above agencies. Most of these agencies provide and receive referrals from PATH. PATH provides ongoing training to these agencies on working with homeless individuals.

- Gaps in current service systems:
  - Insufficient housing availability for individuals with significant legal/criminal histories, particularly sexual offenders.
  - Insufficient assessment and treatment services within the substance abuse system for individuals unable to participate in traditional office-based assessments and services.
  - Insufficient access to substance abuse assessment and linkage for individuals who are incarcerated.
- Integrated services available for clients who have both a serious mental illness and substance use disorder:

PATH team members have received training in Integrated Dual Disorder Treatment (IDDT) including “Stages of Change” and “Motivational Interviewing” techniques. GCB has become state certified as a provider of substance abuse treatment services through ODADAS. PATH refers clients to GCB’s IDDT Team through MHAP.

The PATH team often advocates on behalf of clients to facilitate acceptance into both systems to obtain integrated treatment of their co-occurring illness. There are several local providers, who provide integrated treatment for substance abuse and mental health disorders, including: GCB’s IDDT Team, Centerpoint’s SA/MI case management and IDDT Team and MHAP’s ACT Team serving individuals with co-occurring disorders who are re-integrating into the community from jail. There are many other entities that provide more traditional substance abuse treatment and accept individuals with dual disorders. Those organizations include: CCAT, Crossroads Center for Drug and Alcohol Treatment, Prospect House, Joseph House, Mt. Airy Shelter, First Step Home and the Drop In Center’s substance abuse program. PATH clients who are interested in receiving primary substance abuse treatment are given priority assessments through RHAC and the assessment fee is waived.

- Strategies for making suitable housing available to PATH clients:

GCB partners with Tender Mercies to provide PATH services. Tender Mercies also provides transitional and permanent housing for homeless mentally ill individuals. PATH is the primary referral source for this housing. GCB provides case management to all the residents of Tender Mercies’ transitional housing program and many of the residents within permanent housing.

Shelter Plus Care certificates have been awarded through the local Continuum of Care for homeless and mentally ill individuals served by GCB and PATH. These subsidies are designated to individuals served through GCB’s IDDT and Housing First teams.

## **PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

Both teams provide intensive services in order to ensure their clients will be successful with maintaining housing.

PATH works closely with GCB's Homelink Program, which provides housing brokerage services to homeless and mentally ill clients. This service matches eligible homeless individuals with appropriate and affordable housing.

GCB's PATH Team also partners with the VA and Joseph House through the Veteran's Pilot Project. This has increased awareness of and access to housing for PATH clients who are Veterans.

GCB directly provides residential housing and supported housing services to adults with severe mental illness and has collaborative relationships with the following housing providers:

- Excel Development: A property management group providing housing and housing certificates to the mentally ill.
- Tender Mercies: Provides housing exclusively for the homeless and mentally ill.
- Center for Independent Living Options: Provides housing for individuals with physical, cognitive or sensory disabilities.
- Joseph House: Provides housing to veterans with substance abuse problems.
- Lighthouse Youth Services: Provides Shelter Plus Care certificates to homeless youth.
- Caracole: Provides Shelter Plus Care certificates to homeless individuals with HIV/AIDS.
- Free Store Food Bank: Provides permanent supportive housing for homeless individuals.

PATH staff is trained on the various housing alternatives that are available in a multitude of systems, including HUD, mental health, AIDS services, veterans, physical disabilities and substance abuse, which enables them to make referrals quickly and efficiently. PATH workers seek input from their clients to determine their choice in housing. Most PATH clients choose apartments as their preferred living situation. PATH will do whatever they can to help clients realize this goal.

#### **4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.**

GCB takes a leadership role in planning and coordinating homeless services in several ways including starting and participating in the Homeless Outreach Group (HOG). HOG is a group of homeless outreach providers who meet monthly to coordinate outreach services to the homeless in Hamilton County. PATH chairs this meeting and maintains a 100% participation in HOG. The mission of HOG is to improve access to services for homeless individuals especially those living outside the local shelters. Objectives of the group are to; identify homeless camps, coordinate service delivery, avoid duplication, seek specialized expertise, and conduct a quarterly street survey to determine needs and impact of outreach efforts. There has been overwhelming success in moving homeless providers from exclusively engaging clients in the shelters to conducting outreach activities on the streets. Many local agencies are participants of HOG including Joseph House, the VA, Crossroads,

## PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD

the Med Van and the Homeless Coalition. Cincinnati Police are also members of this group as well as members of the faith based community. HOG is one of the working groups of the Continuum of Care (COC).

The COC's planning, implementation, and oversight activities are conducted through its Homeless Clearinghouse. HOG has had a seat on the Homeless Clearinghouse for the last 3 years since its inception as one of the COC's working groups. The Homeless Clearinghouse meets year round on a quarterly basis. Along with representatives from the City of Cincinnati, Department of Community Development, Hamilton County and the Greater Cincinnati Coalition for the Homeless, the Homeless Clearinghouse is the primary force for ending homelessness and improving the quality of life of individuals who find themselves homeless.

PATH participates in the COC's Funding Allocation Process. The large group scoring process occurs yearly and allocates COC funding for all new and renewal programs.

PATH participates in the COC's "Homeless Individuals Task Force" and has been involved in the planning and execution of the COC's "Front Line Worker Training". PATH has also participated in the COC's "Homeless Think Tank".

- 5. Describe: (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.**

GCB has more than thirty years of experience with providing CPST and housing services to mentally ill clients who are homeless or experiencing housing instability. Tender Mercies, GCB's partner in implementing PATH, has worked exclusively with the homeless mentally ill population since the early 1980s.

The target population for PATH is homeless individuals in Hamilton County who are suffering from mental illness. The demographics of PATH's client population based on past PATH data is:

Gender: 63% male

Age of largest group: 35-49

Race: 48% AA; 42% white; 10% unknown or other

Special needs: 20% demonstrated signs of Schizophrenia; 68% expressed symptoms of a Mood Disorder; 52% reported issues related to Substance Abuse

Staff from both Tender Mercies and GCB regularly participates in training on cultural competency issues. GCB has a Cultural Competency Panel that meets quarterly to ensure that GCB is adhering to the guidelines and mandates set by all funding and accrediting bodies. Effort is placed on recruiting staff from the target population through various means including advertisement in "Street Vibes" (homeless publication), local faith-based publications and through networking in the homeless community. The majority of PATH workers are male and the team is racially diverse. This provides consistency with the target population. PATH participates in the Homeless Outreach Group, which brings together service providers from several specialty populations within the homeless system including

## **PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

physical disabilities, HIV/AIDS, Veterans and substance abuse. Additionally, GCB has a case management team that serves the Deaf community. GCB is also a member of a multi-language interpreting service available to all PATH workers on the street.

- 6. 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.**

Consumers serve on the Boards of Directors of both GCB and Tender Mercies. GCB has a close affiliation with the local NAMI chapter and has members of the Board with ties to NAMI or with family members in the local mental health system. PATH also trains and works with consumer volunteers who assist with outreach services.

The PATH Advisory Board includes homeless and formerly homeless individuals who participate as members of this advisory group. This Advisory Board oversees and reviews the program's mission, engages in planning, training and staff recommendations, seeks to assure that PATH clients' rights are protected, and are advised of program utilization and evaluation data. A major focus of the group is discussing current PATH outcomes and providing feedback on how to improve results.

The PATH team has developed a .5FTE peer worker position. This worker serves as a consumer advocate and assists with street outreach. In addition, the PATH team has developed a consumer satisfaction survey to seek feedback from and connect to former clients. Our PATH peer worker conducts this survey.

As part of PATH's Veteran Pilot Project, peers from Joseph House, a residential program providing substance abuse treatment to homeless veterans, were paired with PATH workers to conduct daily outreach. Ten peer workers from Joseph House were trained and compensated to provide outreach during this past fiscal year. Additionally, a peer worker from Joseph House participates in the Steering Group for the Veterans Pilot Project.

- 7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

See attached budget narrative

## PATH: LAKE COUNTY ADAMHS BOARD

### Section C: Local Provider Intended Use Plan (IUP)

**FY 2010 (SFY July 1, 2010 – June 30, 2011)**

**1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

Provider Agency: Extended Housing, Inc., a private, non-profit, an *Other Housing* agency, serves severely mentally disabled persons in Lake County. Extended Housing, Inc.'s PATH program provides the following services:

- Outreach services
- Staff training including the training of individuals who work in shelters, mental health clinics, substance abuse programs, schools, and other sites,
- Screening and diagnostic treatment services,
- Housing services which include planning of housing, assistance in applying for housing, improving the coordination of housing services, security deposits, and one time rental payments to prevent eviction, and
- Referrals for primary health services, mental health services, drug/alcohol services, educational services, relevant housing services, and job training.

**2. Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

Federal: \$50,000 and Local Match of \$65,800 for a total of \$115,800

**3. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:**

- The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match (i.e., State and local) funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match are projected to be "literally" homeless.

The projected number of clients who will receive PATH-funded services in FY 2010 is 160. We project that 80% of the clients served with PATH funds are literally homeless.

PATH services are coordinated with three mental health providers in Lake County. Neighboring, Pathways, and Signature Health. Each schedule Wednesday morning intakes at Extended Housing so that the clients served are able to meet in a familiar environment. There is a different agency offering intakes every week, which allows the clients real choices about the mental health services. The end result of these partnerships has been a decrease in time it takes for an intake for mental health services to be scheduled and completed.

There are scheduled walk in hours for PATH intakes every Monday. The hours are 9:00am to 12:00pm and 12:30pm to 3:30pm. This has been advertised at the day shelter, the local library, social services organizations, all police departments in the

## PATH: LAKE COUNTY ADAMHS BOARD

county, and emergency shelters. Outreach still occurs in the community. A significant change, however, is the use of two outreach workers together rather than one outreach worker alone. This new policy was initiated to increase the level of safety for the PATH staff and the homeless people the program serves.

- Services to be provided, using PATH funds:

Extended Housing, Inc.'s PATH program provides the following services:

- Outreach services: linking newly identified homeless, mentally ill individuals to mental health and alcohol/drug addiction services. The PATH workers offer housing services and other support services throughout the county including job training and literacy education. They can assist individuals with applying for housing assistance, coordinating housing and accompanying clients to appointments until they are successfully linked with services.
  - Staff training: providing training and information to individuals who work in shelters, mental health agencies, substance abuse programs, schools, and other agencies where homeless individuals require services. PATH Outreach Workers meet with staff and guests of the local emergency shelter every other week or more often as needed. PATH Outreach Workers also meet with staff and guests at the local day shelter every other week and engage staff and guests in activities to educate all about resources available in the community.
  - Referrals: referring homeless mentally ill clients to primary health services, job training, educational services, housing services and costs associated with matching individuals with appropriate housing situations.
  - PATH workers will assist twenty four clients with obtaining security deposits or one-time rent to prevent eviction.
- Community organizations that provide key services to PATH eligible clients and describe the coordination with those organizations;

### Community Organizations that Provide Key Services:

Services:	Number of Agencies Providing Services	Type of Services Provided
Primary Health	6 (PATH Outreach workers have either daily or weekly contact with these agencies)	Free medical screenings and physicals, scheduling appointments with doctors and specialists, assisting with purchasing medications, transporting clients to doctors' appointments, dental assistance for school age children, immunizations, TB testing, AIDS testing, well child services, education, counseling, and prenatal care.

## PATH: LAKE COUNTY ADAMHS BOARD

Mental Health	6 (PATH Outreach workers have either daily or weekly contact with these agencies)	Community support services, psychiatry, counseling, crisis intervention services, vocational services, dual diagnosis, jail treatment, and support groups for families. Intake at Extended Housing occurs for three mental health agencies.
Social Services	9 (PATH Outreach workers have either daily or weekly contact with these agencies)	Crisis shelter for battered woman and their children, Veterans services, homeless shelter, legal services for the low income, referral services, one time help with rental assistance and utility assistance, clothing, food, a day shelter, Medicaid, cash and food stamps assistance and help paying for day care.
Substance Abuse	3 (PATH Outreach workers have either daily or weekly contact with these agencies)	Dual diagnosis program, prevention services, assessments, treatment, and rehabilitation services for alcoholism and or drug abuse, and residential treatment services.
Housing	3 (PATH Outreach workers have either daily or weekly contact with these agencies)	Low cost housing to families, seniors, and people with disabilities, transitional housing with a goal towards self-sufficiency primarily serving single mothers with children, and area landlords.
Employment Services	4 (PATH Outreach workers have either daily or weekly contact with these agencies)	Assistance in establishing employment by filling out applications and creating resumes, training, purchasing clothes for employment, and transportation, to interviews to and from job.

- Gaps in current service systems:

<b>Services:</b>	<b>Extended Housing</b>	<b>Lake County Agencies</b>	<b>Gaps in Services</b>
Outreach	X		
Screening and diagnostic treatment services	X	6	Waiting list 2-3 weeks for Mental Health Agencies. Extended Housing can usually screen the same day.
Habilitation and rehabilitation		3	
Community Mental Health Services		6	Waiting lists are long. Psychiatry 6-8 weeks, counseling 12 + weeks. Intake appointments are conducted at Extended Housing for three mental health agencies.
Alcohol and drug treatment services		3	Waiting lists vary
Staff training including the training of individuals who work in shelters, mental health clinics, SA programs, and other sites.	X		

## PATH: LAKE COUNTY ADAMHS BOARD

Case Management Services		3	Waiting list 2-8 weeks long.
Supportive and supervisory services in residential settings		3	Short term group home offers 2 ½ months of residential treatment. There are 2 longer term group homes which have waiting lists of varying lengths.
Referrals for primary health services, job training, educational services, and relevant housing services	X	4	The Free Clinic offers services to uninsured. Other clinics and health care providers require Medicaid prior to services.
Minor renovation, expansion, and repair of housing	X	1	
Planning of housing	X	5	Lake County has one of the highest median rents in the state making housing unaffordable. Lake Metropolitan Housing Authority has had their Section 8 waiting list closed since January 2007. It was open for three days in September of 2010 and PATH team was instrumental in assisting the homeless with applications.
Costs associated with matching eligible homeless individuals with appropriate housing situations	X	1	
Technical assistance in applying for housing assistance	X	5	
Improving the coordination of housing services	X	5	
Security deposits	X	6	Funds are limited
One-time rental payments to prevent eviction	X	3	Funds are limited.

Extended Housing, Inc. along with the Lake County ADAMHS Board meets with each provider agency monthly to discuss gaps in service and ways in which the needs of individuals served in Lake County can be best met. PATH Coordinator has been included in these meetings, which has benefited the homeless people of the county.

- Integrated services available for clients who have both a serious mental illness and substance use disorder:

Four agencies in Lake County provide services for consumers who have both serious mental illness and substance abuse disorders. Extended Housing, Inc. meets with three of these agencies twice per month and one of these agencies one time per month during scheduled collaborative meetings. PATH Outreach Workers have regular contact with these agencies on an individual basis at least weekly. An intake person from three community provider agencies meets with newly identified homeless persons suffering

## PATH: LAKE COUNTY ADAMHS BOARD

from severe and persistent mental illness at Extended Housing, Inc. each week. The PATH Outreach Workers facilitate this by completing some of the forms and releases of information and coordinating times for intake as well as bringing people to their appointments.

- Strategies for making suitable housing available to PATH clients:

The PATH Workers have contact with over 100 area landlords. Through these contacts, we have already assisted 16 PATH clients in SFY 2011 with obtaining suitable housing. PATH staff prevented 7 people from becoming homeless. Extended Housing, Inc. staff has had an amount of success in advocating with landlords in the community on behalf of PATH clients for housing. Extended Housing, Inc. also purchases and manages properties that PATH clients can rent for rates based upon a percentage of their income.

#### **4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.**

Extended Housing, Inc. is very involved in the Coalition on Housing and Supportive Services. In Lake County which meets approximately six or more times a year. Extended Housing, Inc.'s PATH Outreach Specialist is co-chair of the Point in Time Committee through the Coalition on Housing and Supportive Services and works with service providers throughout the community about the Point in Time Count. For the FY 2010 Point in Time Count the Outreach Specialist met with representatives from other agencies before the count and collected the completed forms from the agencies. The Lake County ADAMHS Board has been granted the Shelter Plus Care Program, which is administered by Extended Housing, Inc. The program provides housing vouchers for thirty (30) homeless, severely mentally disabled single individuals in Lake County. On December 1, 2009 the Lake County ADAMHS Board was granted an additional 25 Shelter Plus Care Vouchers, which are administered by Extended Housing. Five of those vouchers are for the chronically homeless who also suffer from a severe and persistent mental illness. Our team plays an active role in the Inter Agency Housing Committee, which meets monthly and includes representative from Lake County's mental health agencies. Lake County formed the Homeless Task Force after a homeless individual voiced her concerns about the treatment of the homeless population in Lake County at a Painesville City Council meeting. Since the inception of the Homeless Task Force, a day shelter has opened in Painesville and the local police department has changed its protocol. Instead of arresting homeless people, the police officers now take homeless individuals to the day shelter when appropriate. The local police department also provides information to Extended Housing, Inc.'s PATH Workers when homeless persons are involved with it. PATH workers go to the day shelter every other week and have found very creative ways in which to educate the homeless people there about the resources in the county.

A Homeless Outreach Worker, the Director of Housing Services, and Extended Housing's Executive Director actively participate in the Lake County Continuum of Care. Currently the Continuum of Care is working on Lake County's Ten Year Plan to End Homelessness and is meeting every other week. All of the above mentioned staff at Extended Housing have been very involved in this committee as well and are working on various assignments to

## PATH: LAKE COUNTY ADAMHS BOARD

complete the plan. In addition, a member of the PATH Advisory Council is an active member of the Continuum of Care.

- 5. Describe: (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.**

From July 1, 2009 to May 7, 2010 the number of enrolled PATH clients was 83. None of the 83 were under the age of 18. Forty-one percent (41%) of the enrolled PATH clients were ages 18 to 34. Twenty-nine percent (29%) of the enrolled PATH clients were ages 35 to 49. Twenty-nine percent (29%) of the enrolled PATH clients were ages 50 to 64. One percent (1%) of the enrolled PATH clients were ages 65-71. Fifty percent (50%) of the enrolled PATH clients were female and fifty percent (50%) were male. Ninety-two percent (92%) of the enrolled PATH clients were non-Hispanic and eight percent (8%) were Hispanic. Eighty percent (80%) of the enrolled PATH clients were white, nineteen percent (19%) were African American, and one percent (1%) reported that they were other/multi-racial. Six out of 83 of the enrolled PATH clients or 7% were veterans.

The PATH team consists of lifelong residents of Lake County. They are white females between the ages of 18 to 34. The immediate supervisor of the PATH homeless outreach team is a white female between the ages of 50 to 64 and because she has worked in Lake County's mental health system for 23 years understands the issues of an aging population as well as the resources in the community to assist in address the needs. The PATH team will work with Lake County Council on Aging, Pathways' elderly services staff and other community agencies to meet the needs of aging homeless people. In addition, Extended Housing shares space with an agency, which provides day care for the elderly. During monthly safety drills PATH staff, along with the others from Extended Housing, assists them in exiting the building to safety. It is essential that there is sensitivity to differences and special needs because, several of the elderly clients next door use wheel chairs, walkers, and suffer from memory loss.

Extended Housing, Inc. has local census data and its staff understands the cultural aspects of the community, which has contributed to the success of the PATH program. The PATH team meets with homeless people at the day shelter, the emergency shelter, the domestic violence shelter and throughout the community.

One hundred percent (100%) of PATH team members complete cultural diversity training annually. The last cultural diversity training included presentations, discussions, and exercises about gender issues, physical disabilities as well as racial and cultural differences. Extended Housing, Inc. is committed to having staff attend annual trainings in cultural diversity.

The PATH team has worked closely with the Veterans Administration in Lake County and also with Veterans Services to ensure that the homeless veterans receive needed benefits and services.

- 6. 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,**

## PATH: LAKE COUNTY ADAMHS BOARD

**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.**

Extended Housing, Inc. strives to create housing opportunities by purchasing properties in areas desired by the population it serves. Staff relies upon approximately fifty (50) housing surveys which are annually completed by those served by the agency including those involved in PATH. Extended Housing, Inc. also collects information regarding housing preferences on its application for housing. This information is used to help Extended Housing, Inc. determine what type of housing and location of housing is preferred by the clients.

Extended Housing, Inc.'s Board of Directors is comprised of both primary and secondary consumers. In addition to Extended Housing's Board, the PATH clients are educated by the PATH workers about the various mental health services and agencies throughout Lake County and are encouraged to participate with other agencies at all appropriate levels.

The PATH Advisory Council, comprised of at least four homeless/formerly homeless persons, has met each month and has more often, depending upon the tasks which the Advisory Council has wanted to complete in FY 2010. They have met to discuss program issues and ways in which the PATH services and service delivery can be improved. They have also been active in community outreach. For example, the PATH Advisory Council had a chili, sandwich, and hot chocolate outreach for the homeless on January 18, 2010. They also distributed backpacks filled with toiletries donated by a local Cub Scout Troop. The PATH Advisory Council also served hot chocolate on the street to homeless people on March 25, 2010 and is working on a bake sale at the local Wal-Mart on May 14, 2010 to fund the purchase of coats and blankets for the homeless in the fall and winter months. A member of the PATH Advisory Council participates in the Lake County Continuum of Care and another member is part of the committee charged with the development of a permanent supportive housing project. Extended Housing's PATH team has been fortunate to have a very dedicated group from the Advisory Council, who has been willing to help others and to give back to their communities.

Extended Housing, Inc. continues to have an open door policy for PATH clients. They are free to drop in and let us know their thoughts, ideas, and opinions about the PATH program. Due to the feedback of PATH clients, Extended Housing, Inc. purchased a phone with only a recording attached to an answering machine to assist PATH consumers in obtaining employment.

**7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

See attached budget narrative

**PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH**

**Section C: Local Provider Intended Use Plan 2010-2011**

**FY 2010 (July 1, 2010 – June 30, 2011)**

**1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

Gathering Hope House (GHH) is a consumer run mental health agency for Lorain County residents. Gathering Hope House currently offers outreach services, referrals for primary health and mental health services, planning of housing and technical assistance in applying for housing services, and G.E.D. classes. Other services provided specifically for homeless members include the use of address and phone, showers and laundry services, and unlimited access to clothing. All lunch and transportation fees are waived for members who are homeless.

**2. Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

Federal: \$74,816 and match is \$24,939 for a total allocation of \$99,755. See attached budget for detailed line items.

**3. Describe the organization’s plan to provide coordinated and comprehensive services to eligible PATH clients, including:**

- The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match (i.e., State and local) funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match (i.e., State and local) are projected to be “literally” homeless.

One hundred and five (105) homeless clients are projected to be contacted during FY 2010. Of the one hundred and five contacted clients, 68% are projected to become enrolled in PATH Federal and match funded services. Approximately 80% or greater are projected to be literally homeless.

- List services to be provided using PATH funds.

PATH funded services include:

Federal PATH	Local PATH Match
<ul style="list-style-type: none"> <li>• <b>Outreach</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Outreach</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>The delivery of and/or referral to housing services:</b>  Planning of housing, costs associated with appropriate housing, technical assistance in applying, improving coordination of housing services, security deposits, and one-time rental payments.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>The delivery of and/or referral to housing services:</b>  Planning of housing, costs associated with appropriate housing, technical assistance in applying, improving coordination of housing services, security deposits, and one-time rental payments.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Staff Training</b></li> </ul>	

## PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH

- Community organizations that provide key services to PATH eligible clients and describe the coordination with those organizations:

In Lorain County, there are 6 organizations providing outreach. PATH staff will contact with these organizations, at least 1 time per month. There are 32 organizations providing prevention services and 29 organizations providing supportive services. PATH staff will contact these organizations 2 times per year. PATH will continue to contact and to do outreach and referral with the agencies in the COC or those serving the homeless.

Services	# of Providers	Coordination of Services with Continuum of Care Providers
Primary Health	8	To avoid gaps and barriers in delivery of services, Lorain County's PATH Team will continue linkages to these organizations <b>bi-annually</b> . This will allow Lorain County's PATH Team and other organizations to establish relationships, define services and establish protocol for referrals to resources (i.e. treatment of health problems; physical exams; immunizations; prescription medications; health education; dental and vision referrals; referrals for specialized medical services).
Mental Health	8	Meet with <b>mental health agencies at least monthly</b> to coordinate mental health services (i.e. crisis intervention, assessments and consultation).
Substance Abuse	4	Meet with <b>mental health agencies that provide substance abuse services bi-annually</b> to coordinate services and update contacts information. <b>An integrated services approach is preferred for referrals since this is consistent with the best practices literature.</b>  Lorain County's Path Team <b>will meet with organizations that offer solely substance abuse health counseling at least annually.</b>
Housing	5	<b>Meet with housing agencies to discuss</b> requirements and availability of current assistance programs and housing.
Employment	10	<b>PATH will utilize the primary employment resource (i.e. Bureau of Vocational Rehabilitation, Goodwill, LEAP)</b>

PATH will continue to coordinate efforts with the Continuum of Care making up information packets to distribute to local motels and hotels at the time of the January biannual point in time count. This outreach effort will inform this population of housing and resources available to them in an effort to get them into permanent housing.

- Gaps in current service system:

The supply of beds in emergency shelters to meet the diverse needs of the homeless in Lorain County is inadequate. One of Lorain County's temporary shelters, which had 60 beds and was open during the winter months, will be permanently closing on May 1, 2010 if it is not taken over by another funding source. This will create a severe deficit

## PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH

for our clients who are homeless during the winter months. Our only other shelter, which has 68 beds, serves families with children first and fills up quickly. They also do not accept individuals with sexual offences, which is a portion of our P.A.T.H. clients. Also, because many of our clients are not clean and sober yet or they are not currently receiving case management services to help with their mental illness, many of our clients have a hard time abiding by the stricter policies at this facility. Many individuals choose to leave on their own or eventually violate rules and cannot return for several months. Another program, which gives temporary shelter to homeless in local churches, only serves families with children and does not serve clients with severe mental illnesses, substance abusers or felons. These make up our chronically homeless cases that after May 1, 2010 will have nowhere to go.

A worsening economy with an unemployment rate of 11.5% is increasing the number of homeless in our county. With the second shelter there were not enough beds. Now without the second shelter the situation will be dire.

- Services Available for Clients Who Have Both a Serious Mental Illness and Substance Abuse disorder:

At the Nord Center, the following are available: Integrated Dual Diagnosis Treatment Team for persons with a serious mental illness and substance abuse, Women's MICA- permanent housing for women, Men's MICA program-temporary housing for males and the treatment hub for dually diagnosed persons. PATH staff has a good working relationship with Nord. Additionally, there are Self help groups for dually diagnosed clients at MICA- Dual Recovery Anonymous (DRA) on Mondays; DRA at Nord on Wednesdays. PATH staff meets with Nord staff at least once a month.

- Strategies for Making suitable Housing Available to PATH Clients:

<b>Agency</b>	<b>Services</b>	<b>Contact Frequency</b>
<b>Lorain Metropolitan Housing Authority (LMHA)</b>	Low income housing; including an assisted living program and Section 8	at least 1 time a month
<b>Nord Center</b>	Residential Services, housing support for persons with a severe and persistent mental illness Administers the Housing Assistance Program (HAP)	at least 1 time a month
<b>New Sunrise Properties</b>	Supportive Housing available to citizens of Lorain County with a severe and persistent mental illness; Independent Housing for Lorain County citizens who are mentally ill, homeless, low-income or otherwise needy by providing them with the opportunity to obtain safe, decent, affordable and permanent housing; administers the Shelter Plus Care Program	at least 1 time a month
<b>YWCA</b>	Transitional and permanent housing to low or very low income homeless women with children who have a documented disability.	at least 1 time a month

**PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH**

<b>Faith House</b>	Transitional housing for women and children	at least 1 time a month
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**Housing Strategy:**

- Recommends connecting clients to agencies with emergency financial resources for help with utility and rent or mortgage deposits.
- Promotes positive working relationships with private landlords & placing some clients in suitable living quarters that are listed on the open market.
- Includes distribution of information and referral to local shelters, breakfast and lunch programs, homeless day programs, city and county jails, and prisons and institutions, including housing as part of discharge planning.
- Encourages networking and advocacy through local, state and national coalition and alliances for the purpose of reducing homelessness, especially the literally, chronic homeless.
- Requires PATH staff to collaborate with various agencies for housing placements

**4. Describe the participation of PATH local providers in the HUD Continuum of Care Program and any other local planning, coordinating or assessment activities.**

The staff of Lorain County’s PATH Team has been attending once a month Continuum of Care meetings for the Homeless, along with Nord Center, New Sunrise Properties and Catholic Charities. PATH Outreach staff participates in other local housing collaborations, partnerships, and alliances (i.e. PATH is a member of the Homeless Task Force Board participating in monthly meetings.) PATH heads up a subcommittee of the Homeless Task Force, Voices for Homeless, which provides the homeless with an organized framework to address their specific needs or interests and reports these needs back to the Homeless Task Force. PATH also participates in the Citizens Circle, which meets monthly to coordinate services for individuals exiting the prison system.

**5. Describe: (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 (d) the extent to which staffs receive periodic training in cultural competence.**

- (a.) The majority of the clients served have been Caucasian males between the ages of 18-34 years of age, with a number of African-American and Hispanic males as well. We had 58% that were males and 42% that were females. 45% were between the ages of 18-34 years, 44% were 35-49 years, and 11% were 50-64 years. Whites made up 65% of the population served followed by 20% African American, 10% Latino, 3% Two or More Races, 1% American Indian, and 1% Pacific Islander.
- (b.) The PATH staff includes a female Hispanic Bilingual Coordinator, a male Caucasian Outreach Specialist and a female Caucasian Resource Specialist. A Hispanic Bilingual male was added through a local Community Foundation grant, serving the “at-risk” population, consumers who may have mental health problems, but not severely mentally disabled.

## PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH

- (c.) PATH staff has attended the annual Multiethnic Advocates for Cultural Competence Conference and the COHHIO Conference each year. Staff will attend Cultural Competency trainings provided by the Board of Mental Health.
- (d.) Staff has received the following training focusing on Mental Illness and Homelessness; Mental Illness 101 (Affective Disorders, Personality Disorders, Schizophrenia & Psychotic Disorders), Motivational Interviewing, Working with Homeless Ex-Offenders, Effective Street Outreach, & Integrating Primary Care and Behavioral Healthcare for Persons with Severe Mental Illness.

**6. Describe how homeless consumers and their family members will be involved at the organizational level in the planning, implementation and evaluation of PATH funded services. For example, are homeless consumers employed as staff? Do homeless consumers serve on governing or formal advisory boards?**

Our PATH advisory council is composed of homeless or formerly homeless mentally ill and or dually diagnosed consumers, family members and providers which meets quarterly to assist the PATH staff with its work in providing mental health and substance abuse services to the homeless. The advisory council meetings are designed to discuss and evaluate the changing needs of Lorain County's homeless. The information gathered during these meetings helps identify reoccurring service themes and provide some creative solutions in engaging the homeless and providing resources and services for the homeless. Homeless & formerly homeless consumers volunteer regularly at Gathering Hope House and some have assisted with our weekly donut outreach to engage new clients.

**7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

See attached budget narrative

## PATH: MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

### Section C: Local Provider Intended Use Plan (IUP)

FY 2010 (SFY July 1, 2010 – June 30, 2011)

**1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

Neighborhood Properties, Incorporated (NPI), a 501(c)(3) not-for-profit housing development corporation serving Lucas County, was established in 1988 to develop and manage a continuum of stable and supportive housing services for persons with serious mental illness and co-occurring disorders.

NPI provides a proactive, customer-driven permanent supportive housing program designed to reduce the risk of homelessness and assist with the recovery process of our tenants who live with a severe and persistent mental illness. Tenants who have a severe & persistent mental illness occupy 95% of NPI's 570+ apartment units. Of that 95%, approximately 75% are dually diagnosed with severe and persistent mental illness and a substance abuse disorder, 80% have some form of criminal history, and 90% were previously homeless.

Consumers diagnosed with a severe and persistent mental illness are referred to NPI for permanent supportive housing by community mental health centers, shelters, PATH program staff and other local service agencies. Housing priority is given to homeless individuals with a diagnosed mental illness and homeless families with an adult head of household who has a diagnosed mental illness.

NPI also operates special HUD funded projects that link intensive recovery services to transitional and permanent housing owned by NPI for homeless subpopulations such as:

- Veterans Project – permanent supportive housing for homeless veterans with severe and persistent mental illness that includes at least 50% with co-occurring disorder who receive on-site services from NPI staff.
- Families Project – permanent supportive housing in scattered site apartments for homeless families with children in which an adult head of household has a diagnosed mental illness.
- Shelter Plus Care – permanent housing for homeless individuals who are high utilizers of mental health services but can live independently, and who receive intensive services from the community mental health centers.
- PACT Project – permanent supportive housing for homeless individuals with severe and persistent mental illness between the ages of 18-24 years who receive on-site services from NPI staff.
- 1st Avenue Project – permanent supportive housing for homeless ex-offenders with severe and persistent mental illness reentering the community between the ages of 18-24 years who will receive on-site services from NPI staff.
- Fresh Start Project – permanent supportive housing for young mothers with a co-occurring disorder between the ages of 18-24 years who will receive on-site services from NPI staff.

## PATH: MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

- Housing First – immediate housing placement for homeless individuals with severe and persistent mental illness in scattered site permanent housing.
- HAVEN Project – a safe haven for chronically homeless individuals with a severe and persistent mental illness or co-occurring disorder.
- Road To Recovery – transitional housing for recovering substance abusers that receive intensive services from NPI staff and local providers of recovery services for substance abuse disorder.

NPI's Recovery Service Team provides supportive services to persons with a severe and persistent mental illness, co-occurring disorder, and other multiple needs and disabilities residing in NPI housing. The Team's role and function is to help clients retain their housing and support their individual recovery process. As part of the Team, leasing coordinators assist tenants with adjusting to a new living environment including accessing basic needs and amenities; resolving issues of independent living such as neighbor relations, life skills training, budgeting, and housekeeping ; community resource acquisition; peer support to build self-confidence and esteem; consumer advocacy services; access to employment/training opportunities; and in-home and telephone consultations with tenants on an on-going, as needed basis.

Additionally, NPI provides access to the SOAR (SSI/SSDI Outreach, Access, & Recovery) Initiative project. SOAR helps streamline the SSI/SSDI application process. NPI staff receives and submits appropriate information for eligible homeless referrals to obtain entitlement benefits through the Social Security Administration and Disability Determination Services within six months.

### **2. Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

\$164,754 in federal funding and \$54,918 in local funding for a total of \$219,672.

### **3. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:**

- **The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match (i.e., State and local) funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match are projected to be “literally” homeless.**

The projected number of homeless persons who will be contacted is 650. At least 90% of those contacted are expected to be literally homeless. At least 38% of those contacted will be enrolled in services.

- Services to be provided, using PATH funds:

The goal of the program is to ensure engagement of the target population in mental health services, housing and other appropriate services that can address their untreated mental illness and risks associated with their mental illness. PATH intervention strategies include

## PATH: MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

but are not limited to developing trusting relationships, creating readiness to make positive changes, transitional planning from homelessness, and implementing vital coordination with community resources and supports. The PATH staff provides:

Outreach, Assessments, Access to mental health and other appropriate services, Access to shelter and/or housing resources, Access to entitlement resources, Transportation to intake appointments.

- Community organizations that provide key services to PATH eligible clients and describe the coordination with those organizations;

As a participant in the local Continuum of Care System, NPI utilizes a network of service providers to assist our clients with their needs including shelter, food, crisis services, housing subsidy, and mental health/substance abuse services. PATH staff, as part of NPI's Recovery Team, will continue to provide community education on outreach and homelessness; and develop and maintain collaborations beneficial to our client's needs. To service PATH eligible clients, the following agencies will assist with providing appropriate client services: (\$=financial assistance, X=direct service)

Organization	Shelter	Perm Hsg.	Mental Health	Subst. Abuse	Access to Benefits/Entitmt	Hsg.	Food	Client Supplies	Intake assessment	Transport.	Peer Suppt.
NPI		X			X	\$	X	\$		\$/X	X
Rescue MH Services									X		
Harbor Behavioral HC			X	X							
Unison Behavioral HC			X	X					X		
Zepf Center			X								
Cherry Street Mission	X						X				
Toledo Rescue Mission	X										
F.O.C.U.S	X										
LMHA-Hsg. Authority						\$					
Sparrow's Nest	X										
Beach House	X										
Family House	X										
Interfaith Hospitality Net.	X										
St. Paul's Community Ctr	X		X								
COMPASS				X							
La Posada	X										
Salvation Army								\$/X			
E. Toledo Helpg. Hands							X				
Kitchen for the Poor							X				
Lutheran Social Services								\$/X			
Veteran's Administration			X		X						
Consumer's Union										X	X
St. Vincent De Paul Soc.							X				
Toledo Food Bank							X				
Good Samaritan							X				

- Gaps in current service systems;

There are insufficient flexible mental health services targeted at the homeless population to reduce the length of time to receive an assessment and engage in services. The MHRSB developed and implemented the Central Access program to prioritize and improve access for persons needing more immediate linkage. However, assessments resulting in a

## **PATH: MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY**

diagnosis do not occur for 3 to 5 days and intake appointments at a community mental health center take place weeks after that. Currently, those persons needing service do not have Medicaid or other insurance. The goal of immediate access for those who need it is not yet reached and may become more difficult to reach due to budget cuts. There is insufficient transportation and peer support for the homeless to assist them in attending their initial and follow-up appointments for service engagement. Additional support would reduce the number of no-shows for intake and follow-up appointments. There is limited case management follow-up at the client's residence after the client receives permanent housing. There is a limited supply of affordable housing to meet the demand of clients due to a lack of rental subsidies for low-income disabled persons. Access to entitlement benefits such as Medicaid for single adults not yet certified as disabled so they may access affordable medications. There is a limited number of integrated services and dual recovery programs for persons with co-occurring disorders to meet the increasing demand for assistance. Those that are available may be reduced or eliminated due to budget cuts. There is a lack of detox programs for self-referring homeless who have not used drugs/alcohol in the last 24-hours.

- Integrated services available for clients who have both a serious mental illness and substance use disorder; and

Although the community lacks a sufficient number of programs and existing programs lack the capacity to meet the demand for dual programs, clients are referred to organizations such as Unison, COMPASS and Harbor Behavioral Healthcare. These agencies have outpatient dual recovery programs. These organizations provide assessments, treatment planning, group meetings and other dual recovery services.

- 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).

Neighborhood Properties, Inc. (NPI) provides permanent supportive housing opportunities (independent living units) and (when available) temporary subsidy to PATH clients. Once an individual is determined eligible for the PATH program and is able to live in independent housing, a housing application will be completed and approved, and the client will attend an orientation. An appropriate housing unit will be shown and selected, and the client will sign a lease. The client will participate in NPI's Permanent Supportive Housing program where they will receive supportive services to stabilize their housing and assist with their individual recovery. If an eligible client is unable to live independently, NPI will work with a group home operator who is affiliated with NPI to find the appropriate group home setting to meet the client's needs.

#### **4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.**

NPI is a service provider in the local Continuum of Care system. For over 10 years, NPI has participated in state and local planning efforts related to homelessness, housing, system design and performance evaluation. NPI is an active member of the Toledo Area Alliance to End Homelessness, and its HMIS and Continuum of Care committees. Additionally, the PATH program has been part of the Continuum for several years. The Mental Health & Recovery Services Board of Lucas County also participates in local planning efforts related to

## PATH: MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

homelessness and affordable housing. Board staff participated in the update of the community Needs Assessment and Action Plan that resulted in a written document offered to the community in 2008 and the CASE Plan of 2009. The MHR SB's Executive Director has been a member of the Toledo/Lucas County Homelessness Board to address homelessness and affordable housing and NPI staff serves on its subcommittees.

5. **Describe: (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.**
- a) According to PATH FY09 data, females (52%) outnumber males. The largest racial group is African American followed by Caucasian, and Hispanic or Latino. The clients are predominantly between the ages of 35 to 49, followed by 18 to 34 and 50 to 64 years old. Over 9% said they were veterans.
  - b) Approximately 40% of NPI's employees are consumers providing direct services, maintenance and administrative services. NPI's PATH outreach staff consists of one African American male, one African American female, one Caucasian Female and one female Caucasian/Native American. Two staff members are ex-offenders who have utilized services in the mental health system and substance abuse system but have successfully maintained their recovery for several years. One staff member is a formerly homeless individual who utilized NPI services. Additionally, two staff members have over 10 years experience working with the homeless population and three staff members have over 10 years experience working with persons with a mental illness.
  - c) The makeup of the PATH staff directly involved with the target population includes one African American male, one African American female, one Caucasian female, and one Caucasian/Native American female. The staff is mature with professional and life experiences that enhance their sensitivity to consumers of all ages, genders, ethnicity and experience.
  - d) NPI provides cultural competence and diversity training at least annually to NPI staff including the PATH staff.
6. **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.**

Approximately 40% of NPI staff are formerly homeless consumers providing direct services, maintenance and administrative services. They participate in organizational planning including the development and evaluation of services. Although a member of the PATH outreach team is a current consumer of mental health services, he is not currently PATH eligible. Additionally, NPI has a tenant association consisting of consumers that provides national, state and local advocacy, and feedback on how the organization can better serve its clients.

NPI's Board of Directors includes one consumer who was formerly homeless that participates in executive decision making about the organization's policies, procedures, finances, structure,

## **PATH: MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY**

and programs/services. NPI has a good relationship with NAMI where their feedback regarding the needs of consumers and their families are considered in the organization's planning process. NAMI provides training to NPI staff and has offices in the same office building as NPI.

NPI conducted focus group meetings in 2007 with consumers including NPI tenants who are consumers to assist in NPI's planning process to establish future goals for the organization.

The Mental Health Recovery Services Board (MHRSB) and its committees include at least one consumer and family member. The Board also supports the Recovery Council made up of consumers and family members who provide suggestions and feedback about public mental health system planning. Currently, the Recovery Council meets monthly with consumers at various sites in the community to solicit information directly from receivers of services.

### **7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

Answer: See the attached budget narrative.

## PATH: MAHONING COUNTY COMMUNITY MENTAL HEALTH BOARD

### Section C: Local Provider Intended Use Plan (IUP)

FY 2010 (SFY July 1, 2010 – June 30, 2011)

**1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

Help Hotline Crisis Center (HHCC) is a multi-service mental health organization providing numerous services to persons living in Mahoning, Ashtabula, Columbiana Counties, and parts of Trumbull County in Ohio. Recently the agency became part of the National Suicide Prevention helpline.

Among those services are the 24-hour hotline, housing assistance for mental health consumers, victim's assistance mediation. Additionally, Help Hotline provides services for homeless individuals and or families through the Cold Weather Emergency Shelter program, the PATH program and its 24-hour hotline.

Help Hotline is the parent organization for the Mahoning Valley Dispute Resolution Services (MVDRS) which provides mediation assistance for individuals and/or families experiencing landlord-tenant issues. MVDRS provides mediation services for homeless and near homeless individuals/families through Mahoning County's Homeless Prevention Rapid Re-housing Program. Help Hotline is certified by the American Association of Suicidology, Alliance of Information and Referral Systems and licensed by the Ohio Department of Mental Health in PATH, Housing Assistance Program, Mental Health Education, Referral and Information, Behavior Hotline.

Help Hotline partners with Catholic Charities Regional Agency (CCRA) for case management services in Mahoning and Trumbull counties. CCRA provides assistance to persons in Columbiana, Mahoning and Trumbull Counties. Catholic Charities provides community outreach, emergency assistance, housing assistance and is the local recipient of the HPRP funds.

Catholic Charities Regional Agency is a multi-service social service organization and a known Provider of homeless and emergency services in Mahoning, Columbiana and Trumbull Counties. CCRA is the local recipient in Mahoning and Trumbull Counties for HPRP funds, and is COA Accredited and certified by the Ohio Department of Mental Health for PATH.

CCRA receives HUD Continuum of Care funds for homeless case management in Mahoning County, and employs a case manager in Trumbull County with PATH dollars.

Help Hotline's PATH Program in collaboration with Catholic Charities Regional Agency provides collaborative assistance to homeless persons in **Mahoning and Trumbull Counties**.

**2. Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

Federal: \$145,795 and match \$48,598 for a total of \$194,393.

## PATH: MAHONING COUNTY COMMUNITY MENTAL HEALTH BOARD

### 3. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:

- The projected FY 2010 statistics are: number of anticipated contacts will be 450, while the number of anticipated contacts engaged will be 300. Sixty-seven percent (67%) of those contacted will be enrolled in funded services. More than 80% of those individuals served are “literally” homeless. Many of those seeking assistance have been chronically homeless. The majority of the homeless are found within one of the area’s three shelters after having spent days and/or weeks “on the streets”.

Over **60%** of the individuals met by PATH outreach workers during the months of July 1, 2009 through April 30, 2010, have some indications of mentally illness and/or have co-occurring disorders.

- Outreach workers usually proceed in teams of two members to areas where homeless persons/families gather. These areas may include under bridges, in shelters, at soup kitchens, hospitals, day shelters, parks, emergency shelters, on the streets, etc. PATH workers attempt to engage these individuals/families in order to ascertain what their needs are.

Each person/family is assisted with the appropriate referrals to community agencies based on their individual needs. Assistance may take the form of assisting them into mental health and/or alcohol/drug addiction services, applying for benefits through the Ohio Benefits Bank; securing housing; referring for medical, employment, transportation services; obtaining birth certificates and/or state identification; etc. Obtaining these services often requires multiple contacts lasting several months particularly for mental health and/or drug and alcohol services.

Outreach efforts are renewed to contact local police departments and hospitals to provide them with P.A.T.H. Program flyers for individuals they encounter who may be homeless.

Training for staff of mental health agencies, substance abuse agencies, homeless shelters, day shelters, soup kitchens has been provided. Additional on-going training is being planned to cover shelter staff in crisis intervention and mental health issues.

Help Hotline’s and Catholic Charities outreach staff participate in on-going trainings within the following areas of health, mental health, drug and alcohol related topics. Additionally outreach staff attend various other training sessions related to their positions. One Help Hotline outreach worker is an integral member of the team providing training to local law enforcement officers under the Crisis Intervention Training in the area of mental health recovery.

Monthly meetings are held at the PATH office with the PATH workers and shelter staff. Workers from other organizations are invited to attend as circumstances dictate the need to discuss specific areas. Staff providing services to veterans have been invited to attend.

## PATH: MAHONING COUNTY COMMUNITY MENTAL HEALTH BOARD

- PATH outreach staff refer homeless individuals/families to the appropriate community organizations:
  - For primary health care: St. Elizabeth's Hospital, St. Joseph's Hospital, Trumbull Memorial Hospital, Forum Health Care and community health clinics;
  - Mental health: Turning Point Counseling, Valley Counseling;
  - Substance abuse: Meridian Services, Neil Kennedy;
  - Housing: Youngstown Metropolitan Housing, Trumbull Metropolitan Housing, International Towers, Calvary Towers, Catholic Charities Rapid Re-Housing Program;
  - Employment: One Stop for Employment in Mahoning County and Trumbull County.
  - Benefits application Help Hotline's or Catholic Charities' Benefits Bank programs for the application process.
  - For case management services: Catholic Charities Regional Agency.

Individuals referred to the above organizations among others sign a release of information waiver giving the outreach workers the opportunity for further follow-up.

Effective coordination with community organizations occurs due to the agency's position as the centralized information and referral agency, its position as a 24-hour crisis hotline and being a licensed mental health center.

- Gaps in service systems remain:
  - safe, affordable housing for persons who are severely mentally disabled or have previous drug and alcohol issues and have little or no income;
  - persons recently released from prisons, regardless of their conviction;
  - waiting lists for subsidized housing, including Section 8 lists;
  - extensive waiting lists for mental health and/or alcohol/drug counseling;
  - previous large unpaid utility bills, unpaid past rent, bad references from previous landlords, no landlord references for the past three to five years;
  - lack of income either from employment or benefits such as SSDI/SSI;
  - transportation whether it is for out of county or for in-county;
  - assistance for non-psychotropic medication.
- In Mahoning and Trumbull Counties the agencies that provide integrated services for individuals with mental health and/or substance abuse disorders are Turning Point Counseling Center in Mahoning County and Valley Counseling in Trumbull County. Getting homeless individuals to those appropriate programs depends upon several factors:
  - having openings in those programs' intake departments;
  - getting the consumers to those appointments when they are available;
  - transportation issues;
  - lack of benefits;
  - and the consumers' recognizing the need for assistance in either of those areas.

Both of those agencies indicate they cannot take more than a couple of indigent individuals per week in their intake departments. Most of the homeless individuals are indigent and are then not able to get into services.

## PATH: MAHONING COUNTY COMMUNITY MENTAL HEALTH BOARD

PATH workers contact local housing programs in order to ascertain the status of their waiting lists, availability and criteria. PATH workers also contact Help Hotline's Housing Opportunities Program for updates on the status of private landlord's housing resources.

The Youngstown Metropolitan Housing Authority and Trumbull Housing Authority are the largest affordable housing programs in each county. They have single unit dwellings for individuals and families.

#### **4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.**

Help Hotline Crisis Center has been an active member of the Mahoning County Continuum of Care since the continuum's inception in 1995. Agency staff serve on the Executive, Planning, Evaluation, and HMIS committees. Additionally staff serve on the Mahoning County Homeless Coalition which is the forerunner to the continuum.

Catholic Charities Regional Agency staff has equally been an integral part of the Mahoning County Continuum of Care and the Trumbull County Continuum of Care. Their executive director recently served as chairperson for Mahoning County's Continuum of Care.

Help Hotline Crisis Center is the coordinating agency for the Cold Weather Emergency Shelter Program for homeless individuals and families. Catholic Charities Regional Agency staff serve on Trumbull County's local homeless coalition/committee.

#### **5. Describe: (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.**

- a. According to the 2000 Census, the 2001 estimate for total population for Mahoning and Trumbull Counties was **482,671**. The largest racial groups include African-Americans who comprised **15.9%** in Mahoning County, **7.9%** in Trumbull County and Caucasians who comprise **81.1%** in Mahoning County and **90.2%** in Trumbull County. The percentage of persons below poverty in Mahoning County was **12.5%**, while in Trumbull County the figure was **10.3%**. Poverty in both metropolitan areas of Youngstown and Warren remain among the highest levels in the state.
- b. Staff demographics include individuals who are consumers and who are in one or more of the minority categories. Current PATH staff are one African-American female, three Caucasian females and two temporary Caucasian males while permanent staff are out due to extended illnesses. Three staff were formerly homeless. Four staff are also consumers of the mental health and/or alcohol/drug system. For consumers with language issues, contact with the local Hispanic organization and other language organizations can be utilized when necessary. All efforts are made to meet the individuals/family's language needs. Help Hotline's Board of Directors equally has individuals that are consumers. The Board's program committee comprised of Board members, agency staff and volunteers review program guidelines and make recommendations if necessary.
- c. Since 1971 Help Hotline Crisis Center staff has dealt with consumers with mental health, dual diagnosis, and/or homeless issues. Since 1991 Help Hotline has coordinated the Cold

## PATH: MAHONING COUNTY COMMUNITY MENTAL HEALTH BOARD

Weather Emergency Shelter project for homeless individuals and families in Mahoning County. Current staff has an extensive background of working with the homeless, individuals with mental health issues and those with alcohol and drug addiction issues. Supervisory staff has over twenty-five years experience with this population.

- d. All staff are required annually to attend at least one gender/age/cultural competence seminar. Staff also attend various local community seminars covering a variety of issues which may include mental health and alcohol or drug issues and housing issues. Training in the Appalachian culture, which is prevalent in this section of the state, is being planned. Outreach staff are required to attend Help Hotline's training classes which include communication techniques and the BRIDGES trainings, covering consumer, family and community mental health issues. Three of the current outreach staff are or have been teachers for the BRIDGES classes. All staff are required to attend HIPAA training provided in-house.

A satisfaction/dissatisfaction survey for consumers has been distributed among the homeless. The form is very basic in order to receive consumer information on the program's progress, to make changes if appropriate and receive consumer feedback.

Help Hotline operates a community center which houses three programs. The PATH Program; the Mahoning County Housing Opportunities Program, providing temporary rental subsidies for mental health consumers; and the Drop-In Center which is a club-house for consumers providing socialization, recreation, education.

- 6. 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.**

Help Hotline Crisis Center's mission reflects its values of involving all appropriate persons with regards to planning and outcomes. Consumers are asked for their input by PATH staff. Family, when known and when appropriate, is solicited for their assistance. PATH workers are consumers, who at a point in time would have been PATH eligible are also asked to provide feedback at any time. Currently, they are not homeless and are in the mental health system. Their suggestions for appropriate training topics are followed.

PATH workers are trained to follow the agency's confidentiality rules and HIPAA standards. These individuals receive as much information about what services are available to them. They can at any time receive additional services without relinquishing their anonymity. Individuals who do not give their consent are given the option of still receiving basic PATH assistance without having to feel that their rights are being compromised. Individuals requiring assistance with local agencies can be provided a referral to that organization or a more helping hand by staff contacting the agency for them. This latter step requires their signature on a release of information form and is only used with their signature and permission.

The agency's Clients Rights Officer provides a more formal vehicle for client concerns and is available to all agency clients. All individuals are afforded the same client's rights as any individual contacting the agency. All information is held in the strictest confidence.

## **PATH: MAHONING COUNTY COMMUNITY MENTAL HEALTH BOARD**

As previously stated Help Hotline's Board of Directors oversee the agency and is comprised of community persons and former volunteers. These individuals also serve on one of the agency's committees along with agency staff and volunteers. These committees help to oversee and shape the agency's direction.

The Board of Directors oversees agency functions. Board committees, composed of Board members, agency volunteers and staff, make recommendations regarding program activities and interventions. Current Board of Directors include primary and secondary consumers.

**7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

See attached budget narrative

## PATH: MONTGOMERY COUNTY ADAMHS BOARD

### Section C: Local Provider Intended Use Plan (IUP)

**FY 2010 (SFY July 1, 2010 – June 30, 2011)**

**1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

Miami Valley Housing Opportunities, Inc. (MVHO), a nonprofit housing agency, receives PATH funds from the Alcohol, Drug Addiction and Mental Health Services Board (ADAMHS) for Montgomery County. The region served is Montgomery County, Ohio.

MVHO has three staff committed to the PATH Program. The MVHO PATH staff provides outreach to Montgomery County's homeless population with referral to mental health (MH) and other necessary support services. MVHO/PATH staff provides staff training, including training individuals who work with shelters, MH clinics, Substance Abuse (SA) programs, and other sites. This training is available to local community leaders, law enforcement, mainstream service providers, homeless service agencies and community groups. MVHO/PATH also provides payments to assist with security deposits and one-time rental payments to prevent eviction. MVHO PATH does not provide direct cash assistance to any program clients.

**2. Indicate the amount of PATH Federal and match funds the organization will receive.**

Federal: \$160,238 and match is \$64,624 for a total of \$224,862.

**3. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:**

- The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match (i.e., State and local) funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match (i.e., State and local) are projected to be "literally" homeless.

The MVHO PATH Program targets people with severe and persistent mental illness and those with dual diagnoses of severe and persistent mental illness and substance use problems. The MVHO PATH program projects that 275 clients will be served between July 1, 2010 and June 30, 2011. The MVHO PATH Program projects that the percentage of clients that will be literally homeless will be 90-95%.

- Services to be provided, using PATH funds:

The MVHO/PATH Program primarily provides outreach to Montgomery County's homeless population, on the streets and in shelters, with referral to mental health and other necessary support services. There are three full-time employees dedicated to the Montgomery County PATH program. One employee's primary focus is the development of outreach contacts with local law enforcement officers, adult parole, State prisons, ODRRC, Weed and Seed programs and neighborhood associations. PATH staff also serve as the gateway for homeless people to access assessment and referral into the mental health system and will provide this same access into the homeless service system in the 2011 fiscal year. Outreach hours and locations are developed to be most appropriate for the target population and require a non-traditional work week. MVHO/PATH staff also provide staff

## PATH: MONTGOMERY COUNTY ADAMHS BOARD

training, including training individuals working with shelters, MH clinics, SA programs, and other sites. This training is available to local community leaders, law enforcement, mainstream service providers, homeless service agencies and community groups.

MVHO/PATH staff make referrals for primary health services, job training, educational services and relevant housing services. MVHO/PATH housing services include planning of housing; the costs associated with matching eligible homeless individuals with appropriate housing situations; technical assistance in applying for housing assistance; and improving the coordination of housing services. MVHO/PATH also provides payments to assist with security deposits and one-time rental payments to prevent eviction. MVHO PATH does not provide direct cash assistance to any program clients.

Matching funds for the MVHO/PATH program cover outreach services, screening and diagnostic treatment services, community mental health services and referrals for primary health services, job training, educational services, and relevant housing services.

- Community organizations that provide key services (e.g., primary health, mental health, substance abuse, housing, employment) to PATH eligible clients and describe the coordination with those organizations:

The following services are provided by partner service agencies to PATH-eligible persons:

Outreach services are provided by the Veterans Affairs Medical Center, Health Care for Homeless Veterans Program, Daybreak, and Youth Street Outreach Program. Screening and diagnostic services are provided by Crisis Care, the community's gateway to community mental health treatment services and/or community alcohol and drug addiction treatment centers. Additionally, ten (10) agencies provide treatment services for people with co-occurring disorders and four (4) have implemented IDDT teams. Habilitation and rehabilitation services are provided by Veterans Affairs Medical Center and three local community mental health agencies. Community mental health services are provided by The Samaritan Health Clinic, Veterans Affairs Medical Center and nine community mental health agencies. Alcohol and drug treatment services are provided by The Samaritan Health Clinic, Veterans Affairs Medical Center and five AoD agencies. Case management is provided by two local homeless shelters, two safe haven transitional housing programs, the Opening Doors homeless re-entry program, Veterans Affairs Medical Center, and nine community mental health agencies. Supportive and supervisory services in residential settings are provided by two safe haven programs and two local overnight shelters as well as PLACES group homes and Eastway housing. Local hospitals provide in-patient psychiatric hospital care.

Referrals for primary health services, job training, educational services, and relevant housing services are provided by six local homeless service agencies, nine community mental health agencies and Crisis Care, the community's gateway to community mental health treatment services and/or community alcohol and drug addiction treatment centers.

Minor renovation, expansion and housing repair are provided by Community Action and Habitat for Humanity. Planning of housing is provided by MVHO and Dayton Metropolitan Housing Authority in cooperation with case managers from the six partner homeless service agencies and nine community health service agencies. The costs associated with matching eligible homeless individuals with appropriate housing solutions are provided by MVHO,

## PATH: MONTGOMERY COUNTY ADAMHS BOARD

Eastway Residential Support and the Opening Doors Program. Technical assistance to apply for housing assistance and coordination of housing services is provided by MVHO and Dayton Metropolitan Housing Authority in cooperation with case managers from the six partner homeless service agencies and nine community health service agencies. Security deposits and one-time rental payments to prevent eviction are provided by MVHO and the Opening Doors Program. A network of 12 service agencies was created in 2008 to provide furniture and household items to homeless people receiving permanent housing.

- Gaps in current service systems:

While Dayton/Montgomery County has a comprehensive network of services for homeless people with severe mental illness and co-occurring substance abuse disorders that addresses all of the key PATH services, all services are limited and clients cannot always get the necessary services when they are ready. Funding is unavailable to provide emergency housing (other than shelter) while waiting for permanent housing. Additionally, the availability of general mental health treatment does not come close to the numbers of persons in need.

- Integrated services available for clients who have both a serious mental illness and substance use disorder:

The ADAMHS Board for Montgomery County funds several programs specifically for individuals with co-occurring mental illness/substance abuse disorders, called SAMI (Substance Abusing Mentally Ill) services. NOVA House operates a residential unit focusing on SAMI individuals. Day-Mont Behavioral Health Care, Inc. provides a specialized Community Support unit and outpatient treatment program for SAMI clients. Consumer Advocacy Model (CAM) provides out-patient alcohol and drug addiction treatment and case management services for persons with severe mental illness and co-occurring substance abuse disorders to individuals with a traumatic brain injury. "Opening Doors for the Homeless" partner agencies service individuals with co-existing disorders. PLACES, Inc. has twenty-six Housing First units in Montgomery County dedicated to housing for the SAMI population. Veterans with both a serious mental illness and substance use disorder receive treatment at the VAMC's Dual Diagnosis Rehabilitation Program. MVHO also has 61 SRO housing units at the VA Medical Center to house individuals, many of whom have co-existing disorders. Finally, four (4) mental health agencies in Montgomery County have implemented IDDT models to serve persons with co-occurring mental illnesses and substance use disorders. Cross-referrals are made between these programs and PATH.

- Strategies for making suitable housing available to PATH clients:

MVHO has made PATH-eligible individuals a high priority in securing housing in the 330 units of supportive housing it manages. MVHO PATH staff assist individuals in linking with Community Mental Health Services in order to be eligible for MVHO Shelter+Care rent subsidies and Eastway Behavioral Healthcare's HAP rent subsidies. MVHO PATH staff help individuals apply for MVHO Shelter+Care, MVHO Project-based Section 8, HUD 811 rent subsidies, local Metropolitan Housing Authority Section 8, and other project-based rental assistance. MVHO PATH staff also make referrals for PATH-eligible individuals to Safe Havens, Housing First programs, and transitional housing programs for the homeless.

## PATH: MONTGOMERY COUNTY ADAMHS BOARD

### **4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.**

MVHO PATH serves on the local Emergency Housing Coalition (EHC), the Homeless Solutions Policy Board Agency Director's Committee, and the Housing Subcommittee of the Homeless Solutions Policy Board. MVHO is involved in the local Continuum of Care Gaps Analysis, which annually explores gaps, priorities and linkages for homeless individuals, including those with behavioral health issues. MVHO PATH staff Chair the EHC's Outreach committee and meet regularly with agencies listed under Question Three (3) to work on mutual referral cases and to coordinate services for clients receiving PATH services. They also lead the community's annual count of street homeless for the CoC.

Additionally, many of the agencies listed under Question Three are involved in "Opening Doors for the Homeless", a HUD-funded program providing supportive services to the homeless. The channels of cooperation between these agencies have been established for several years. Several of these agencies are contract agencies of the ADAMHS Board for Montgomery County and have a cross-referral system that has been established for more than two decades. In addition to the meetings arranged by PATH staff, representatives of MVHO attend a number of local meetings designed to facilitate cooperation and coordination between local providers of services.

MVHO PATH serves as the gateway point of access for referrals to Montgomery County's Safe Haven/HomeStar projects. The MVHO PATH Program has a signed commitment for coordination of outreach services and off-site office space with The Other Place and Samaritan Homeless Clinic valued at over \$55,000 per year. MVHO PATH perform joint outreach services with Daybreak and VA staff, as well as participate in trainings and staff meetings with The Other Place clinical staff. No PATH funds are used to support The Other Place or Samaritan Homeless Clinic services, however, their outreach salaries and benefits are documented as local in-kind match for PATH funds and committed in an annual agreement between the parties. PATH staff also meet with police departments and other community groups for community education, collaborate referrals and to educate about the needs and concerns of homeless persons with disabilities and are part of the ODRC demonstration program to serve disabled, homeless persons exiting state prisons. PATH staff participate in the Dayton Police Department's partnership program with the local ADAMHS board, Crisis Intervention Team. PATH staff also coordinate services and referrals with the local adult parole authority.

### **5. Describe: (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.**

a) The Montgomery County PATH demographics closely match the demographics of people in poverty within the county as outlined in the U.S. Census, Dayton/Montgomery County Consolidated Plan. Twenty-eight percent of those served were 18-34 years of age; forty-one percent were between 35 and 49; twenty-eight percent were between 50 and 64 years of age; and two percent were between 65 and 74 years of age. Forty-six percent of the PATH population was African American which is larger than the percentage of the greater community, but similar to the numbers of persons living in poverty in Dayton. Forty-nine

## PATH: MONTGOMERY COUNTY ADAMHS BOARD

percent of the PATH population was white, while less than five percent were other. The PATH population and the Montgomery County homeless population have a higher predominance of men at sixty-five percent.

- b) MVHO places great emphasis on selecting staff that represent the diversity of the population served. Fifty-five percent of MVHO staff are minority members, 55 percent are women and one-third are persons with disabilities. The PATH staff are one-third white female at this time with two-thirds African-American men. Two-thirds of the PATH staff are consumer representatives and the staff have a wide range of diversity in age. Hiring practices that encourage diverse candidates in employment are supported by the Montgomery County ADAMHS Board and will be used in hiring any future PATH Outreach Workers. The Board performs an annual audit which includes a review of personnel files and hiring practices. The City of Dayton also monitors and certifies MVHO's staffing diversity and hiring practices annually during oversight of the Shelter Plus Care Program.
- c) MVHO PATH outreach staff conduct outreach at local shelters, on the streets and through contact with local law enforcement and community services. This includes outreach to all special population programs and shelters including minority run programs and programs for veterans, homeless youth, disability programs and programs that target families, singles, men and women. The PATH outreach staff provide these services in conjunction and collaboration with Crisis Care, The Other Place outreach staff and other community partners to insure that they are targeting and remaining sensitive to the various needs of persons of different ages, sexes, racial/ethnic backgrounds, disabilities and family composition. PATH outreach services are also provided to our community's Safe Haven and Housing First programs. They have been an integral part of identifying and moving chronically homeless people from the streets to housing. All staff receive training in cultural competency and sensitivity as described below.
- d) Cultural competency is engrained in the corporate culture of MVHO. All ADAMHS Board-funded agencies in Montgomery County are required by contract to receive training on cultural, gender and racial/ethnic issues. The full MVHO staff receives such training annually in March and any new employees can receive the training throughout the year by video or through an agreement with PayChex Human Resources. Additional training is provided to the PATH staff through the local ADAMHS Board, annual Emergency Housing Coalition training, SAMHSA teleconferences/webinars, and at quarterly ODMH/PATH meetings.

Staff also attended: June 2009- Harm Reduction Model in Treatment Facilities; July 2009– Self-defense training from a private consultant and HMIS training from the county and Consumer Integration: Why it Matters, How it Works by Homeless Resource Center; August – CPR Training through Red Cross; September – Personnel Policies training; October - Fair Housing training through Miami Valley Fair Housing and participation in the Emergency Housing Coalition Symposium of workshops and Basics of Self-defense; November – Confidentiality training through the ADAMHS and Supervisor Course through Aileron Institute; December –Benefits Training from our Providers; January - Drug Free/Smoke Free Workplace and Healthy Lifestyle Training; February – CIT Advanced Training, Mental Health Safety and Security; March – Cultural Diversity and Blood Borne Pathogens/ Universal Precaution Training; April - Workplace Violence and Sexual Harassment and the COHHIO annual conference: "Housing Ohio 2010"; May - Tenant Selection Plan and Strategic Planning and Workplace Safety Training

## PATH: MONTGOMERY COUNTY ADAMHS BOARD

- 6. 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.**

The ADAMHS Board for Montgomery County and MVHO both include consumers of mental health services and their family members on their Board of Directors. Each Board is involved in the design, monitoring and evaluation of services. In addition, both of these organizations are committed to hiring consumers and secondary consumers. Presently, MVHO has three consumer members and two members with mentally ill family members serving on the 12-member Board of Directors.

Annually, MVHO hosts the PATH Advisory Group that allows current and former PATH clients to provide verbal and/or written feedback regarding the services received or needed services that were not provided. Clients are asked to comment on community needs, program design and budgeting, goals and objectives. MVHO also conducts two Community Advisory Meetings each year to gather community and client input on programs and services. Incentives are provided for participation in all meetings including bus tokens and food. Additionally, all MVHO/PATH clients are made aware of the benefits of participating in the program and are encouraged to participate on a volunteer basis. They are also informed of their rights including those designated by the President's Advisory Commission's Healthcare Consumer Bill of Rights.

After services are received, a Client Satisfaction Survey is completed with nearly all persons who receive PATH services to provide feedback that will be used for quality improvement activities. Additionally, forty percent of MVHO tenants, including those referred through PATH, complete an annual housing evaluation survey. Results are reported to ADAMHS and to the MVHO Board. Any negative scorings are analyzed to determine whether changes can be made to improve tenant satisfaction with their housing.

The MVHO/PATH program is specifically committed to ensuring that consumers are hired and supported to administer the MVHO/PATH program. Of the three funded PATH positions, two full-time staff persons are consumer representatives. Past PATH staff have also been consumer representatives. PATH staff are fully involved in planning, delivering and evaluating services to PATH-eligible participants. MVHO/PATH staff receive crisis prevention and intervention training and are paid commensurate with other MVHO staff. MVHO/PATH attends NAMI sponsored events that involve consumers and families, where PATH provides information and receives feedback from the group. As a member of the Emergency Housing Coalition Annual Symposium Planning Committee, MVHO/PATH has been instrumental in creating an opportunity for formerly homeless or homeless persons to participate in training and teaching. Finally, MVHO/PATH staff provided consumer involvement training to other Ohio PATH staff at several past meetings.

- 7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

See attached budget narrative

# PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF STARK COUNTY

## Section C: Local Provider Intended Use Plan (IUP)

FY 2010 (SFY July 1, 2010 – June 30, 2011)

**1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

Answer: ICAN, Inc, dba ICAN Housing Solutions, is a contract agency with the Mental Health and Recovery Services Board of Stark County. Its service area is all of Stark County OH. ICAN's mission is "to promote self-reliance by providing housing opportunities for homeless clients with mental illness". ICAN owns 125 apartments in small buildings scattered across Stark County. ICAN also has three rent subsidy programs to pay rents to private market landlords for clients who prefer to choose their own place.

The largest source of referrals to the PATH program is the Stark County Homeless Hotline. The Hotline is the single entry point for all homeless services. It also keeps the County's Homeless Management Information System (HMIS). PATH participants are also identified by the PATH Outreach Specialist through street outreach and walk-ins to ICAN's Drop In Center.

If referral sources report or individuals self-report a mental illness or exhibit behaviors that suggest an illness is present, the PATH Specialist assists individuals with setting up appointments to obtain a diagnostic assessment with a behavioral health center. ICAN tries to connect the person with both emergency housing through shelters, and permanent housing through linkage to HUD subsidized housing or ICAN's apartments and subsidized housing. We also provide hygiene supplies, food vouchers and transportation to appointments. This helps ICAN maintain the connection until clients are engaged in clinical services. ICAN has operated the PATH program for 15 years. Our experience is that homeless clients break their contact with the PATH Specialist if they cannot obtain some form of housing assistance as quickly as possible.

**2. Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

Federal \$94,517 and local match of \$31,506 for total of \$126,023.

**3. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients:**

- The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match are projected to be "literally" homeless.
  - The projected number of clients to be contacted: **200**
  - The percentage of contacted clients who will enroll in PATH Federal and match (i.e., State and local) funded services in FY 2011. **60%**
  - Percentage of clients served with PATH Federal and match (i.e., State and local) are projected to be "literally" homeless **80%**

## PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF STARK COUNTY

- Services to be provided, using PATH funds:
  - Outreach at places frequented by the homeless, including soup kitchens, parks, public buildings and vacant buildings or abandoned cars. Engagement through eating together at food programs, introduction to existing services from ICAN's extensive network, gradual relationship building.
  - Make shelter arrangements with existing emergency shelters. Determine whether an individual is vulnerable to victimization in a shelter environment. If so, arrange temporary placement at D&B Residential Services as an outreach tool to support unusually traumatized individuals.
  - Determination whether an individual should be referred for a clinical evaluation for mental illness. Assistance to make the appointment at a behavioral health center. Accompaniment to appointments during the linkage process.
  - Referrals for to the Canton Community Clinic, Westark Mobile Medical Van and other community-based medical and dental care for the uninsured
  - Daily contact with PATH clients in temporary housing
  - Personal hygiene supplies, food vouchers, blankets, coats, furniture for new apartments
  - Drop-in center where clients can spend the day. The agency has free coffee, reading materials and a place to socialize. This is especially important for clients who stay in shelters that close during the day.
- Community organizations that provide key services to PATH eligible clients and describe the coordination with those organizations;

AGENCY	ADDRESS
Alliance Area Domestic Violence Shelter	PO Box 3622, Alliance 44601
Alliance Children & Family	624 Scranton, Alliance 44601
American Red Cross	525 Market Avenue North, Canton 44702
American Rescue Workers	1311 Market Ave N, Canton 44714
Americorps YEP VISTA	625 Cleveland Ave. NW, Canton 44702
Calvary Mission	1345 Gibbs Ave., NE, Canton 44705
Canton City Health Department	420 Market Avenue North, Canton 44702
Canton City Schools	305 McKinley Ave NW, Canton 44702
Canton Friendship Center	2200 Cleveland Ave, NW, Canton 44709
Catholic Charities	3112 Cleveland Ave, NW, Canton 44709
Child and Adolescent	919 Second St, NE Canton 44704
Coleman Behavior Health	400 W Tusc, Suite 200, Canton 44702
Community Services Stark County (CSSC)	
Behavioral Health- Homeless Support Services	1700 Gateway Blvd SE, Canton 44707
CSSC - Homeless Initiative for SSI	6363 Promway Road NW, Canton 44720
CSSC - Emergency Shelter	876 Amherst Rd NE, Massillon 44646
CSSC - Pyramid Employment	625 Cleveland Ave., NW, Canton 44702
CSSC - S.H.E.L.T.E.R. Program	625 Cleveland Ave., N.W., Canton 44702

## PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF STARK COUNTY

Community Legal Aid/Stark	306 Market N, Ste 730, Canton 44702
Court of Common Pleas	115 Central Plaza N, Canton 44702
Crisis Intervention and Recovery Center	832 McKinley Ave NW, 44703
Crisis Intervention Recovery Center (SHELTER program)	2421 - 13th St., NW, Canton 44708
Dept of Youth Services	161 High St,Suite100, Akron 44308
DEW IT NOW Shelter	110 15th St., N.E., Canton 44714
Domestic. Violence Project - Canton	PO Box 9432, Canton 44711
Downtowner, Village Gardens, REM	300 W Tusc, #700, Canton 44702
Fair Housing Contact Services	441 WolfLedges Pkwy, Akron 44311
First Christian Church	6900 Market Ave N, N. Canton 44721
First Church of the Resurrection	901 E Tuscarawas, Canton 44709
Info Line	703 South Main Street, Suite 211, Akron 44311
JR Coleman Outreach	1731 Grace Avenue NE, Canton 44705
Multi-Development Services Stark County	424 Fulton Rd NW, Canton 44703
NeighborsHelpingNeighbors	2318 13th St NE, Canton 44705
New Beginnings Recovery House	1021 Fifth St. NW, Canton 44703
P.A.L. Mission	1634 Market Ave S, Canton 44707
Phoenix Rising Behavioral Health	1930 Fremont SW, Canton, 44705
Quest Recovery Services	1341 Market Ave, North Canton 44714
R & R Transitional Living Inc.	35 Erie Street N, Suite 205, Massillon 44646
Refuge of Hope	300 Walnut Ave NE, Canton 44702
Safe Harbor	1231 Andrews St NW, Hartville 44632
Salvation Army Canton	420 Market Avenue North, Canton 44702
Salvation Army - Massillon	143 First Street SE, Massillon 44646
SARTA	1600 Gateway Blvd. SE Canton 44707
Senior Employment Center	408 Ninth St., SW, Canton 44707
Sisters of Charity Health System	400 Market Ave N, Suite 300, Canton 44702
Social Security Administration	1370 Market Ave N, Canton 44714
Stark County Job & Family Services	221 Third St SE, Canton 44702
Stark Co Out of Poverty	126 Central Plaza N, Canton 44702
Mental Health Recovery Services Board	800 Market Ave N, Canton 44702
Stark County Regional Planning	201 Third St NE, Canton 44702
Stark Metropolitan Housing Authority	400 East Tuscarawas, Canton 44702
Stark Regional Community Correction Ctr	4433 Lesh Street, Louisville 44641
Tri-County Independent Living Center.	680 E Market St, Suite 205 Akron 44304
Trillium Family Solutions Behavioral Health	101 Cleveland Ave. NW, Canton 44702
TurnAround Community Outreach	321 Cherry Ave., NE, Canton 44702
United Way I&R 2-1-1	332 Second St, NW, Canton 44702
United Way -- Homeless Hotline	800 Market Ave N, Canton 44702
Veteran Administration	703 Market Ave. S, Canton 44702
Western Stark Free Clinic	820 Amherst Rd, NE, Massillon 44646
YMCA Massillon	721 Lincoln Way East, Massillon 44646
YWCA Canton	231 Sixth St, NE, Canton 44702

## **PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF STARK COUNTY**

Coordination of services with these organizations is accomplished in part by ICAN's consistent involvement in the Homeless Services Collaborative, where the PATH Specialist can gather information about new services and program changes. The PATH Specialist uses the Ohio Benefit Bank to simplify the application process for public benefits. Most coordination is done based on an individual's particular needs and referrals to appropriate organizations. The PATH Specialist follows the results of those referrals until the client is connected to a behavioral health service provider.

- Gaps in current service systems:

Stark County lacks sufficient emergency shelter. Individuals being released from prison and persons with histories of violating rules in community shelters are forced to shelter wherever they can, including in abandoned buildings, crack houses, garages, etc. Existing emergency shelters are not equipped to deal with severe behavioral issues that often accompany addiction disorders. There is very little unrestricted housing that will accept sex offenders, even if they have the means to pay rent. Affordable housing is not located near the bigger employers, and public transportation is unavailable or inadequate. Privately owned rental housing typically costs 80% or more of SSI income. Many PATH clients have zero or very low incomes. Long waiting periods for housing subsidies: Housing Choice vouchers waiting list is closed; public housing units have a six to eight month wait time. Many homeless households have lost public housing through non-payment of rent or trouble with the law. ICAN has a waiting list and receives inquiries about availability daily.

- Integrated services available for clients who have both a serious mental illness and substance use disorder:

ICAN refers to the five Stark County behavioral health and addiction disorder treatment agencies that are under contract with the Mental Health Recovery and Services Board of Stark County. These agencies offer ACTT, SAMI, IDDT, detoxification units and crisis beds.

- 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).

ICAN owns and operates a Safe Haven for 20 persons. Currently six beds are occupied by PATH clients.

ICAN refers PATH clients to community resources including:

- Crisis Center provides overnight stays in motels
- YWCA, American Rescue Workers, Community Services of Stark County, Alliance Emergency Shelter and Refuge of Hope provide emergency shelter of variable time limits
- Community Services of Stark County and Catholic Charities provide funds for first month rents or security deposits
- Churches offer rent assistance
- HAP loans and subsidies will help with one-time payments to prevent eviction and to obtain permanent housing

**PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF STARK COUNTY**

**4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.**

The Stark County Interagency Council on the Homeless coordinates CoC programs. ICAN's Executive Director serves on its Governance Board. ICAN has five Continuum of Care grants to provide housing subsidies to homeless persons with mental illness or to reduce operating costs of buildings as a way to charge lower rents. ICAN also operates a Shelter Plus Care grant for SMHA. The PATH Specialist attends monthly Homeless Services Collaborative meetings. The HSC presents trainings for and networking among front line providers.

**5. Describe: (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.**

(a) the demographics of the client population;

18-34	35-49	50-64	65-74	Male	Female	White	Black	Other	Veteran
30	23	9	0	39	23	32	30	0	3

(b) the demographics of the staff serving the clients

Staff demographics	Age	Sex		Race			Disability	
		Male	Female	White	Black	Other	Self	Family member
20-30	2	1	1	1	1			
31-50	5	3	2	4	1		1	2
51-70	16	7	9	12	3	1	2	9

(c) how staff providing services to the target population will be sensitive to age; gender and racial/ethnic differences of clientele

The Mental Health Recovery Services Board of Stark County provides trainings in dealing with dual disorders, trauma and disability related subject areas. ICAN has trained staff in cultural competence using a variety of tools. In August 2009 we invited the Fair Housing and Equal Opportunity Manager of the City of Canton to train all ICAN staff in cultural sensitivity especially related to housing.

(d) the extent to which staff receive periodic training in cultural competence

The PATH Specialist has life experiences encompassing cultural differences. She models cultural competence for ICAN staff members. Besides the PATH Specialist, ICAN has trained staff in cultural competence using a variety of tools in the past. We have had guest speakers, video trainings and attended conference workshops.

**6. 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.**

## **PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF STARK COUNTY**

Three Board Directors are consumers including one resident of ICAN owned housing who was a PATH client, ICAN works closely with Foundations, a consumer run agency in Stark County. Two Board members are active in and serve as liaisons to NAMI, one being a past employee of NAMI Stark County. These two board members serve on the committee engaged in creating a video presentation to use with civic groups such as Rotary. As noted above, three staff members have serious mental illness; eleven staff have children, siblings and/or parents with severe mental illness.

### **7. Provide a budget narrative that provides details regarding PATH Federal and match (i.e., State and local) funds.**

See attached budget narrative

## PATH: COUNTY OF SUMMIT ADAMH BOARD

### Section C: Local Provider Intended Use Plan

FY 2010 (SFY July 1, 2010 – June 30, 2011)

**1. Provide a brief description of the provider organization receiving PATH funds including name, type of organization, services provided by the organization and region served.**

The PATH funds are awarded to the Summit County Alcohol, Drug Addiction and Mental Health Services Board. The Board contracts with Community Support Services to provide outreach and engagement services to homeless, untreated adults with mental illness, throughout Summit County. Community Support Services provides comprehensive mental health services including: psychiatric care, primary health care pharmacology management, community psychiatric supportive treatment services, specialized Assertive Community Treatment, intensive group treatment services, employment services, supported employment, and residential treatment. CSS Homeless Outreach staff and the program administrator actively participate in the Summit County Continuum of Care and have taken leadership roles in the Point in Time Count and Project Homeless Connect. Community Support Services is also a provider utilizing the Ohio Benefit Bank, together with the Social Security Administration to assist persons with a severe and persistent mental illness obtain needed Social Security and Medical benefits. This process has an 81% success rate of obtaining benefits for consumers on first application.

**2. Indicate the amount of PATH Federal and match (i.e., State and local) funds the organization will receive.**

\$136,678.00 federal and \$175,168 local match for a program total of \$311,846.

**3. Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:**

- The projected number of clients to be contacted. Indicated the percentage of contacted clients who will enroll in PATH Federal and match (i.e., State and local) funded services in FY 2010. Indicate what percentage of clients served with PATH Federal and match are projected to be “literally” homeless:

The CSS Homeless Outreach program expects to contact over 300 (a conservative estimate) homeless individuals in fiscal year 2010-2011. We project that 25% will become enrolled in PATH services. 80% of the projected 300 individuals will meet the State Level definition of “literally” homeless.

- Services to be provided, using PATH funds:

Community Support Services provides the following services with Federal PATH funds:

- Outreach and engagement services will be utilized to locate homeless individuals. This outreach will include coordinated services within homeless shelters, jails, hospitals as well as under bridges, wooded areas, local police departments, sheriff’s office, community agencies, faith based agencies, etc. It is anticipated that this outreach will comprise the majority of services utilizing the PATH funds.

## PATH: COUNTY OF SUMMIT ADAMH BOARD

- Screening and Diagnostic Assessment services will be utilized to verify that the individual has a severe and persistent mental illness and/or other medical conditions that would benefit from treatment.
  - Community Support Services staff training will provide training to individuals who work in shelters, and other agencies providing services to the homeless on methods to engage homeless individuals with mental illness as well as how best to access services.
  - The Homeless Outreach Team offers educational presentations about mental health and homelessness to community groups, and offers consultation on behavioral management to service providers. The Homeless Outreach Team provided eleven trainings during the past year to various service providers and community organizations.
  - The team registered nurse screens all potential PATH clients for needed medical services and conducts physical health assessments and acts as a liaison with medical specialists.
- Community Support Services provides the following housing services to PATH eligible clients with PATH funds:
    - Planning of housing, through participation in the Continuum of Care process
    - Technical assistance in applying for housing services
    - Improving the coordination of housing services through close collaboration with Akron Metropolitan Housing Authority and other local providers of housing for disabled consumers
    - Security deposits, when funding is available and assistance in acquiring security deposits from other community agencies
    - Costs associated with matching PATH eligible individuals with appropriate housing situations
    - Assistance with locating home furnishings when housed as well as assisting clients with actual move-in
  - Community organizations that provide key services to PATH eligible clients and describe the coordination with those organizations:

Community Support Services is a comprehensive service provider. Mental Health Services remain the core of the agency, but clients of the agency have access to Residential Services, Vocational Services, Counseling Services, Substance Abuse Treatment, Forensic Services, Mainstream benefits, and Medical Care. Access to these services is expedited for PATH enrolled clients since they are provided within the agency. The Homeless Outreach Team currently partners with the following organizations for specific needs of our uninsured, homeless and mentally ill consumers to help them obtain benefits and entitlements for which they are eligible. Services are identified and are coordinated together with the individual through the use of an individual service plan. Service needs can be met through any or all of the following partners:

### **Partners for Financial benefits:**

- Social Security Administration - SSD/SSI benefits and Medicare/Medicaid utilizing the Ohio Benefit Bank.
- Veteran's Administration - veteran related benefits
- Summit County Department of Job and Family Services housed at CSS - for Medicaid, food stamps and other entitlements

## **PATH: COUNTY OF SUMMIT ADAMH BOARD**

- Summit County Veterans Commission - local veteran eligible benefits
- Info Line - other financial needs (community voice mail) and to identify service providers of needed services utilizing the “211 system”.

### **Partners who provide Emergency or Transitional Housing:**

- ACCESS Homeless Shelter - women and children
- Battered Women’s Shelter - women and children
- Catholic Worker Community of Akron - transitional housing for women with children and men.
- Haven of Rest Ministries - emergency housing for women and children and separate single men facility
- HM Life Transitional housing for families
- Interfaith Hospitality Network of Summit County for families
- Safe Landing for Homeless Outreach Program for youth 18- 25 years
- Community Health Center for housing for youth 18-25 years
- Salvation Army Booth Manor for families
- Other Faith Based Organizations
- Tarry House, Inc.- Transitional housing for 13 days

### **Partners who provide Permanent housing benefits:**

- Akron Metropolitan Housing Authority for subsidized housing
- Fair Housing Contact Service for housing disputes
- Info Line Homeless Prevention and Rapid Re-Housing Program (HPRP)
- Local HUD Housing Providers for subsidized housing
- Community Health Center for specialized supportive housing for recovered substance users and youth 18 to 24 years of age from child mental health and children services system
- Oriana House – Corrections and Chemical Dependency Based Housing
- Local Private Landlords for affordable apartments and rented rooms
- Tarry House Inc. – Rental housing for individuals with a severe and persistent mental illness.
- North Coast Community Homes– Rental housing for individuals with a severe and persistent mental illness

### **Health Care Partners:**

- The Margaret Clarke Morgan primary care clinic operated by Community Support Services.
- Akron Community Health Resources A Federally Qualified Healthcare Clinic.
- Akron University Nursing School Center of Medical Excellence for free medical care
- Akron General Medical Center and Summa Health Care System for hospital care assurance programs
- Barberton Free Clinic for free medical care
- Open M for free medical and dental care
- Summit County Access to Care for reduced fee private primary medical care.

### **Employment Opportunities:**

## PATH: COUNTY OF SUMMIT ADAMH BOARD

- “Pathways” vocational rehabilitation services co-located within Community Support Services
- Ohio Bureau of Vocational Services for job assessment and placement
- Summit County One Stop/The Job Center for job placement and Re-entry programs.
- Goodwill Industries- Job coaching and placement
- Info Line Job Posting Line
- Job Fairs
- Temporary Employment Agencies

### **Substance Abuse Treatment:**

- Required central assessment and outpatient treatment: A-UMADAOP, Community Health Center, Oriana House, Mature Services, Summa Health Care System and Urban Ounce of Prevention Services
  - Detox: Oriana House Detox and Summa Health Care System.
  - Inpatient Treatment Resources: Interval Brotherhood Home, RAMAR, and Summa Inpatient Health Care System
  - Sober Housing: Oriana House Access to Recovery and private sober house providers
  - Support Groups: AA and NA local groups and CHOICES substance abuse group
  - Social Activities: Arid Club, Today Club and Choices, a consumer run social club.
- Gaps in current service systems:
    - The predominate gap in the service system for Summit County is a lack of Permanent Supportive Housing. This issue is magnified for individuals with multiple barriers such as Substance abuse, felonies, HIV, Sex Offenders, etc.
    - Lack of subsidized housing.
    - Lack of startup housing resources such as: Utility deposits, low cost furniture, and security deposits.
    - Insufficient and/or timely services for homeless individuals with substance abuse issues.
    - Lack of engagement services for individuals with chronic substance abuse.
    - Lack of employment opportunities for individuals with multiple barriers to housing.
  - Integrated services available for clients who have both a serious mental illness and substance use disorder:

The agency has several programs in place to serve individuals who have been diagnosed with co-occurring substance abuse and mental illness. Many of the individuals that the Outreach Team engages and enrolls are referred to the SAMI specialty teams. Community Support Services has a Substance Abusing Mentally Ill Program of Assertive Community Treatment (SAMI PACT) Team based on the Dartmouth Model. There is also the Assertive Community Treatment (ACT) Team. This intensive team also serves the dually diagnosed that have achieved a level of sobriety but continue to need intensive services to maintain their sobriety and active participation in their mental health treatment. Currently, the SAMI PACT team, ACT team and the PATH Homeless Outreach team are on the same treatment track and managed administratively by the same person. This allows for coordinated treatment for the dually diagnosed, chronically homeless population using Evidenced – Based Practices. These teams offer several levels of programming designed to meet the needs of those individuals with active mental illness and active addiction. SAMI PACT and ACT Intensive teams provide daily treatment for the acutely ill population.

## PATH: COUNTY OF SUMMIT ADAMH BOARD

Homeless Outreach workers network with substance abuse treatment providers on a regular basis and have an excellent relationship with the treatment staff at Oriana Detox and Drop-In Center. We prepare our consumers through Motivational Interviewing techniques to become aware of their addictions, develop an acceptance of and need for assessment and intervention and support through inpatient care while helping them maintain their mental health stability and discharge planning to appropriate permanent housing if possible. This has resulted in very positive outcomes for consumers and good relationships with Summa Hospital In-Patient Substance Treatment Unit, Interval Brotherhood Home and RAMAR as well as the network of sober house providers. The PATH program manager participates in a system-wide committee organized for the specific purpose of providing joint treatment planning for the most difficult individuals. Finally, the Continuum of Care Gaps Analysis subcommittee has continued to identify support services and housing for the dually diagnosed population as a high priority.

- Strategies for making suitable housing available to PATH clients:

The Homeless Outreach Program works closely with the Residential Services Department of Community Support Services. This improves the access of various housing services for PATH eligible individuals. The CSS housing array consists of system-owned apartments, residential treatment, board and care homes, and rental assistance programs. Two Safe Havens provide a much-needed alternative for those needing on-site supportive services without the demands of residential treatment. Community Support Services partners closely with the Akron Metropolitan Housing Authority to manage 94 Shelter Plus Care Certificates, obtain public housing units and Section 8 vouchers. CSS and AMHA also collaborate on grant-funded program to provide on-sight support services to appropriately 600 individuals living in Public Housing. CSS employs two individuals who are liaisons between CSS and AMHA who advocate for our clients and outreach workers. North Coast Community Homes (system owned apartments) has 120 scattered site apartment units specifically designated for CSS consumers. Community Support Services is currently collaborating with several community partners to develop a premiere 60-unit permanent supportive housing project. We also have developed relationships with private community landlords of sober houses, rooming houses and affordable apartments in order to house our consumers who have significant barriers to acquiring affordable housing. Consumers are matched to housing based on individual preferences and an assessment of their support needs.

#### **4. Describe the participation of PATH local providers in the HUD Continuum of Care program and any other local planning, coordinating or assessment activities.**

The Alcohol, Drug and Mental Health Board and Community Support Services continue to be very active in the HUD Summit County Continuum of Care. The ADAM Board participates in the Review and Ranking committee. Community Support Services has three individuals who represent the PATH program and the agency at the Steering Committee, Community meeting, and the HMIS Advisory Committee. The Homeless Outreach Supervisor is the Co-chair of the Summit County Point In Time Count, resulting in the most productive Point In Time Count in the history of Summit County. The Outreach supervisor has also been involved in the planning of the third annual Project Homeless Connect (day of service for homeless individuals). The Homeless Outreach supervisor has also been a tireless advocate and voice both in the Continuum of Care and community for the chronically homeless who are dually diagnosed with multiple housing barriers and has kept these unmet needs on the forefront for discussion and

**PATH: COUNTY OF SUMMIT ADAMH BOARD**

community planning. The Homeless Outreach supervisor has also encouraged consumers to become involved in the Point In Time Count as volunteers and participate in community planning meetings. He has successfully brought a number of faith based organizations into the Community Continuum of Care quarterly meetings, and they participate in their own group, Friends of the Homeless.

- 5. Describe: (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.**

Describe: (a) the demographics of the client population

<b>Age #</b>	<b>Gender #</b>	<b>Race/Ethnicity #</b>	<b>Veteran Status</b>
(<13) <u>0</u>	Male <u>56</u>	Am. Indian <u>0</u>	Veteran <u>9</u>
(13-17) <u>0</u>	Female <u>21</u>	Asian <u>0</u>	Non-Veteran <u>67</u>
(18-34) <u>24</u>	Unknown <u>    </u>	Black or African Am. <u>21</u>	Unknown <u>    </u>
(35-49) <u>30</u>		Hispanic or Latino <u>0</u>	
(50-64) <u>22</u>		White <u>56</u>	
(65-74) <u>1</u>		Other <u>0</u>	
(>75) <u>0</u>		Unknown <u>0</u>	
Unknown 0			

(b) the demographics of the staff serving the clients;

<b>Age #</b>	<b>Gender #</b>	<b>Race/Ethnicity #</b>	<b>Veteran Status</b>
(18-34) <u>    </u>	Male <u>4</u>	Am. Indian <u>0</u>	Veteran <u>0</u>
(35-49) <u>1</u>	Female <u>4</u>	Asian <u>0</u>	Non-Veteran <u>8</u>
(50-64) <u>7</u>	Unknown <u>    </u>	Black or African Am. <u>2</u>	Unknown <u>    </u>
(65-74) <u>    </u>		Hispanic or Latino <u>    </u>	
(>75) <u>    </u>		White <u>6</u>	
		Other <u>    </u>	
		Unknown <u>    </u>	

(c) How staff providing services to the target population will be sensitive to age; gender and racial/ethnic differences of clients;

Cultural diversity training is a mandatory part of orientation for all employees of the agency. Cultural competency is addressed at least yearly in agency in-services; further opportunities for cultural competency through Essential Learning online presentations are available and encouraged and training outside of the agency is also available to employees. All outreach workers receive specialized training in the culture of homelessness, and participate in training provided by PATH state meetings and Policy Research Associates' PATH teleconferences. Further training and educational opportunities are made available through our participation and membership in COHHIO. Community Support Services obtains the services of an interpreter in American Sign Language, for the hearing impaired through the Greenleaf Counseling Center as needed. The International Institute provides translators for those individuals where English is not their first language and request/need their native

## PATH: COUNTY OF SUMMIT ADAMH BOARD

language translator. Consumers who request or need other specialized services to recover and live successfully and productively in the community are assisted in obtaining the identified services from other specialized community resources i.e. visually impaired consumer referred and accompanied to the Society for the Blind Sight Center.

(d) The extent to which staff receive periodic training in cultural competence.

Community Support Services has adopted a Cultural Competency Plan, which now includes the Inclusion Committee, the development of an oversight committee and is part of the Performance Improvement process. The plan addresses increasing cultural competency in the following areas: environment, staff/personnel, communication, services and assessment and ongoing feedback. On an annual basis, all staff are required to complete cultural competency training through Essential Learning, which provides on-line training.

**6. 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. Also, are persons who are PATH-eligible employed as staff or as volunteers? Do persons who are PATH-eligible serve on governing or formal advisory boards?**

The Homeless Outreach Program has a full-time Peer Outreach Worker on staff. This employee is a formerly homeless individual who is an active consumer of mental health services. She is an incredible asset to the program in many different ways. She serves as a role model to program participants and provides valuable insight to staff. The Homeless Outreach Program is networking with Choices Social Club Homeless Committee, which is comprised of both formerly homeless and currently homeless individuals with a severe and persistent mental illness. Several of whom are active consumers of CSS services. We are in the process of assessing the merits of them becoming the core of our Homeless Consumer Advisory Board. We engaged this group in volunteering for the Point in Time street count. Their involvement helped make this event the most successful ever and enabled us to actually go into the outdoor homeless camps for the first time this year. More importantly, it demonstrated to the local Continuum of Care and other community agencies and volunteers, that the homeless and formerly homeless individuals can contribute in a meaningful way and have something to give back to the community.

Community Support Services has a consumer advisory board that includes a formerly homeless individual. Two ad-hoc committees addressing quality improvement in treatment planning and recovery-based service provision both have active consumer participation. Both consumers and family members are included on Community Support Services' Board of Directors. To ensure that Community Support Services meets the needs of consumers a yearly satisfaction survey is completed. To promote local resources Community Support Services provides office space within our organization for the local NAMI chapter and the Consumer Education and Outreach Center (CEOC). The CEOC is a consumer driven and run organization that provides education and resources to consumers, their families and the community.

**7. Provide a budget narrative that provides details regarding PATH Federal and match funds.**

See attached budget narrative

**LOCAL PROVIDER  
BUDGETS  
AND  
BUDGET NARRATIVES**

**PATH: BUTLER COUNTY COMMUNITY MENTAL HEALTH BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

Board Name: Butler County Mental Health Board			Period Request Covering	
			From: July 1, 2010	To: June 30, 2011
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	\$ 80,910.11			
Fringe Benefits	\$ 933.67			
Travel (A)	\$ 3,208.00			
Travel (B)	\$ -			
Equipment (A)	\$ 735.22			
Equipment (B)	\$ -			
Supplies (A)	\$ -			
Supplies (B)	\$ -			
Contractual	\$ -			
Construction				
Other (A)	\$ -			
Other (B)	\$ -			
Other (C - Housing)	\$ -			
<b>Total Federal Direct</b>	\$ 85,787.00			
<b>Total Federal Non-direct (B)</b>	\$ -			
<b>TOTAL FEDERAL</b>	\$ 85,787.00			

PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health

Board Name: Butler County Mental Health Board			Period Request Covering	
			From: July 1, 2010	To: June 30, 2011
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	\$ -			
Fringe Benefits	\$ 21,085.00			
Travel (A)	\$ 3,100.00			
Travel (B)	\$ 3,645.88			
Equipment (A)	\$ 764.79			
Equipment (B)	\$ -			
Supplies (A)	\$ -			
Supplies (B)	\$ -			
Contractual	\$ -			
Construction				
Other (A)	\$ -			
Other (B)	\$ -			
Other (C - Housing)	\$ -			
<b>Total Local Direct</b>	\$ 24,949.79			
<b>Total Local Non-Direct (B)</b>	\$ 3,645.88			
<b>TOTAL LOCAL</b>	\$ 28,595.67			
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL (Federal and Local)</b>	\$ 114,382.67			

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

Board Executive Director:	Date:
Board Chief Financial Officer:	Date:
Requested By:	Telephone No. Date:

**PATH: BUTLER COUNTY COMMUNITY MENTAL HEALTH BOARD**

**PATH BUDGET NARRATIVE  
FEDERAL FUNDS**

<b>FEDERAL FUNDS</b>				
<b>POSITION</b>	<b>ANNUAL SALARY</b>	<b>PATH FUNDED %</b>	<b>PATH FUNDED SALARY</b>	<b>TOTAL</b>
PATH OUTREACH WORKER	\$ 33,708.00	100.0	\$ 33,708.00	
PATH OUTREACH WORKER	\$ 29,651.00	100.0	\$ 29,651.00	
COORDINATOR	\$ 79,700.00	6.8637	\$ 13,441.00	
CLINICAL DIRECTOR	\$ 72,522.06	4.0	\$ 2,900.88	
PSYCHOLOGIST	\$ 60,461.44	2.0	\$ 1,209.23	
				\$ 80,910.11
<b>* BENEFITS</b>				
CLINICAL DIRECTOR	\$ 577.32			
PSYCHOLOGIST	\$ 356.35			
				\$ 933.67
<b>TRAVEL (A)</b>				
MILEAGE	\$ 3,000.00			
PARKING	\$ 208.00			
				\$ 3,208.00
<b>EQUIPMENT (A)</b>				
CELLPHONES	\$ 735.22			
				\$ 735.22
<b>TOTAL FEDERAL</b>				<b>\$ 85,787.00</b>

\* Fringe benefits are budgeted based on the agency's cost to provide health and dental insurance, life insurance, 403 B retirement contributions, Medicare and Social Security Tax.

**PATH: BUTLER COUNTY COMMUNITY MENTAL HEALTH BOARD**

**PATH BUDGET NARRATIVE**

**LOCAL LEVY MATCH FUNDS**

<b>LOCAL FUNDS</b>				
<b>BENEFITS</b>				
PATH OUTREACH WORKER				
PATH OUTREACH WORKER				
COORDINATOR				
				<b>\$21,085.00</b>
<b>TRAVEL (A)</b>				
MILEAGE	\$3,000.00			
PARKING	\$100.00			
				<b>\$3,100.00</b>
<b>TRAVEL (B)</b>				
COHHIO CONFERENCE	\$2,188.00			
QUARTERLY MEETING	\$250.00			
OTHER TRAINING	\$1,207.88			
				<b>\$3,645.88</b>
<b>EQUIPMENT (A)</b>				
CELLPHONES	\$764.79			
				<b>\$764.79</b>
<b>TOTAL LOCAL MATCH</b>				<b>\$28,595.67</b>
<b>GRAND TOTAL</b>				<b>\$114,382.67</b>

\* Fringe benefits are budgeted based on the agency's cost to provide health and dental insurance, life insurance, 403 B retirement contributions, Medicare and Social Security Tax.

**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

Board Cuyahoga County Community Mental Health Board		Period Request Covering		
		From July 1, 2010	To June 30, 2011	
	Maximum Allocation	Expenditures This Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	289,643			
Fringe Benefits	78,291			
Travel	29,950			
Travel (B)	3,901			
Equipment (A)				
Equipment (B)				
Supplies (A)	9,440			
Supplies (B)				
Contractual				
Construction				
Other (A)				
Other (B)				
Other (C - Housing)				
<b>Total Federal Direct</b>	407,324			
<b>Total Federal Non-direct (B)</b>	3,901			
<b>TOTAL FEDERAL</b>	411,225			

**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

	Maximum Allocation	Expenditures This Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	82,258			
Fringe Benefits	22,234			
Travel	2,358			
Travel (B)	-			
Equipment (A)				
Equipment (B)				
Supplies (A)	-			
Supplies (B)	4,573			
Contractual				
Construction				
Other (A)	17,838			
Other (B)	7,814			
Other (C - Housing)				
<b>Total Local Direct</b>	124,688			
<b>Total Local Non-direct (B)</b>	12,387			
<b>TOTAL LOCAL</b>	137,075			
<b>GRAND TOTAL</b>				
GRAND TOTAL (Federal and Local)	548,300			

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

Board Executive Director	Date
Board Chief Financial Officer	Date
Requested By	Telephone No.      Date

# PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD

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

### Ohio Department of Mental Health

#### FY 2011 Budget Narrative

**Personnel:**

All positions provide direct outreach services to clients

<u>Position</u>	<u>FTE</u>	<u>Rate</u>	<u>Cost</u>
Outreach Worker	6.000	30,497	182,982
RN	0.750	42,544	31,908
Psychiatrist Program Manager	0.150	186,512	27,977
	<u>0.750</u>	<u>62,368</u>	<u>46,776</u>
<b>Totals</b>	<b>7.650</b>		<b>289,643</b>

**Fringe Benefits:**

Fringe benefits include taxes (social security, state unemployment insurance, workers compensation) and benefits (medical/dental insurance, short & long

term disability, life insurance, pension). 27.03% **78,291**

<b>Travel:</b>	<u>FTE</u>	<u>Miles / year</u>	<u>Rate / mile</u>	<u>Total</u>
Local (A)	6.00	6,950	\$ 0.500	20,850
Conferences (B)	6.00	480	\$ 0.500	1,440
Parking (A) Outreach Van (A)			\$525/Mo	6,300
Fuel		6,000	miles	1,000
Insurance		\$ 1,200	per year	1,200
Maintenance		\$ 600	per year	600
<b>Total</b>				<b>31,390</b>

**Other: (B)**

COHHIO Conference

6 Attendees @ \$ 225.00 per person 1,350

**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

	Hotel	\$			
6	Nights@	132.00	per night	793	
6	Per Diem	\$53	per day	<u>318</u>	
					<b>2,461</b>

**Supplies :(A)**

(A) Supplies will be given directly to clients being outreached as an engagement tool or to address safety needs related to living on the streets.

Bus Tickets	2532	Tickets	\$	1.50	per Ticket	3,800
Medications	12	Months	\$	220.00	per month	2,640
Blankets						1,000
Food & Water						1,000
Clothing						<u>1,000</u>
						<b>9,440</b>

**Source of Funds:**

Federal						<u><u>411,225</u></u>
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# PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD

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

### Ohio Department of Mental Health

#### FY 2011 Budget Narrative

**Personnel:**

The Outreach, RN and Benefits Specialist and Psychiatrist all provide direct outreach services to PATH eligible clients.

<u>Position</u>	<u>FTE</u>	<u>Rate</u>	<u>Cost</u>
Prison Outreach Worker	1.000	37,961	37,961
RN	0.250	42,544	10,636
Benefit Specialist	0.500	30,551	15,276
Psychiatrist	0.100	183,849	18,385
<b>Totals</b>			<b>82,258</b>

**Fringe Benefits:**

Fringe benefits include taxes (social security, state unemployment insurance, workers compensation) and benefits (medical/dental insurance, short & long term disability, life insurance, pension). 27.03% **22,234**

<b>Travel:</b>	<u>FTE</u>	<u>Miles / year</u>	<u>Rate / mile</u>	<u>Total</u>
Local (A)	1.00	4,715	\$ 0.500	2,358
	-	0	\$ -	-
<b>Total</b>				<b>2,358</b>

**Supplies: \***

Paper, charts, business cards (B)	2,530
Postage	283
Copier rent and service (B)	1,760
Total (B)	<u>4,573</u>
<b>Total</b>	<b>4,573</b>

**Other:**

The following expenses are related to a portion of the building at 1744 Payne Ave used to provide client service and for office space for staff

**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

	<u>Direct</u>	<u>Indirect</u>	
Utilities	3,790	1,264	5,054
Telephones	2,798	2,798	5,596
Insurance	3,600	1,203	4,803
Office Cleaning Services	1,290	432	1,722
Security	3,550	1,184	4,734
Maintenance	2,810	933	3,743
<b>Total</b>	<b>17,838</b>	<b>7,814</b>	<b>25,652</b>
			<hr/>
<b>Grand Total Local</b>			<b><u><u>137,075</u></u></b>
 <b>Source of Funds:</b>			<hr/>
Cuyahoga County Community Mental Health Board			<b><u><u>137,075</u></u></b>

\* Note: Supplies are purchased through a central purchasing function at the agency and must be within budgeted guidelines. Requests are approved by the PATH supervisor and monitored monthly by agency fiscal staff.

**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)**

**Veteran Assistance Pilot Program**

**Ohio Department of Mental Health**

Board Cuyahoga County Community Mental Health Board			Period Request Covering	
			From July 1, 2010	To June 30, 2011
	Maximum Allocation	Expenditures This Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	45,473			
Fringe Benefits	12,291			
Travel	4,500			
Travel (B)				
Equipment (A)				
Equipment (B)				
Supplies (A)	4,175			
Supplies (B)	443			
Contractual	8,190			
Construction				
Other (A)	2,460			
Other (B)				
Other (C - Housing)				
<b>Total Federal Direct</b>	77,089			
<b>Total Federal Non-direct (B)</b>	443			
<b>TOTAL FEDERAL</b>	77,532			

**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)**

**Veteran Assistance Pilot Program**

**Ohio Department of Mental Health**

	Maximum Allocation	Expenditures This Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	19,127			
Fringe Benefits	5,170			
Travel	1,500			
Travel (B)	-			
Equipment (A)	-			
Equipment (B)	-			
Supplies (A)	-			
Supplies (B)	47			
Contractual	-			
Construction				
Other (A)	-			
Other (B)	-			
Other (C - Housing)				
<b>Total Local Direct</b>	<b>25,797</b>			
<b>Total Local Non-direct (B)</b>	<b>47</b>			
<b>TOTAL LOCAL</b>	<b>25,844</b>			
<b>GRAND TOTAL</b>				
GRAND TOTAL (Federal and Local)	103,376			

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

Board Executive Director	Date
Board Chief Financial Officer	Date
Requested By	Telephone No.      Date

**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)**

**Veteran Assistance Pilot Program  
Ohio Department of Mental Health**

**FY 2011 Budget Narrative**

**Personnel:**

All positions provide direct outreach services to clients

<u>Position</u>	<u>FTE</u>	<u>Rate</u>	<u>Cost</u>
Vet Peer Support Outreach Worker	1.500	30,315	45,473
	-	-	-
	-	-	-
	-	-	-
<b>Totals</b>	<b>1.500</b>		<b>45,473</b>

**Fringe Benefits:**

Fringe benefits include taxes (social security, state unemployment insurance, workers compensation) and benefits (medical/dental insurance, short & long

term disability, life insurance, pension). 27.03% **12,291**

**Travel:**

	<u>FTE</u>	<u>Miles / year</u>	<u>Rate / mile</u>	<u>Total</u>
Local (A)	1.50	6,000	\$ 0.500	4,500
<b>Total</b>				<b>4,500</b>

**Supplies :(A)**

(A) Supplies will be given directly to clients being outreached as an engagement tool or to address safety needs related to living on the streets. provide needed food, blankets, medications and occasionally clothing. Housing dollars will be used to link consumers with temporary housing and/or provide start-up housing funds.

Client Assistance	25	Individuals	\$ 95.00 each	2,375
Housing Expenses	12		\$ 150.00	1,800
<b>Total</b>				<b>4,175</b>

**B:**

Office Supplies 443

**Total 443**

**Contractual:**

Consultation and field work with a psychiatrist who is also a veteran.

Psychiatric Consultation	1.5	Hrs/wk	\$ 105.00 per Hour	8,190
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**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

**Total** **8,190**

**Other:**

These expenses are directly related to the provision of services

Phones 2 cell phone \$ 40.00 month 960

Training 1,500

**Total** **2,460**

**Source of Funds:**

Federal 77,532

**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)**

**Veteran Assistance Program  
Ohio Department of Mental Health**

**FY 2010 Budget Narrative**

**Personnel:**

<u>Position</u>	<u>FTE</u>	<u>Rate</u>	<u>Cost</u>
Vet Peer Support Outreach Worker	0.500	30,315	15,158
Counselor	0.080	49,618	3,969
	-	183,849	-
<b>Totals</b>			<b>19,127</b>

**Fringe Benefits:**

Fringe benefits include taxes (social security, state unemployment insurance, workers compensation) and benefits (medical/dental insurance, short & long term disability, life insurance, pension). 27.03% **5,170**

<u>Travel:</u>	<u>FTE</u>	<u>Miles / year</u>	<u>Rate / mile</u>	<u>Total</u>
Local (A)	0.50	6,000	\$ 0.500	1,500
	-	0	\$ -	-
<b>Total</b>				<b>1,500</b>

**Supplies: \***

Paper, charts, business cards (B)	47
Postage	-
Copier rent and service (B)	-
<b>Total (B)</b>	<b>47</b>
<b>Total</b>	<b>47</b>

**Other:**

The following expenses are related to a portion of the building at 1744 Payne Ave used to provide client service and for office space for staff

	<u>Direct</u>	<u>Indirect</u>	
Utilities	-	-	-
Telephones	-	-	-
Insurance	-	-	-
Office Cleaning Services	-	-	-
Security	-	-	-
Maintenance	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Grand Total Local** 25,844

**PATH: CUYAHOGA COUNTY COMMUNITY MENTAL HEALTH BOARD**

**Source of Funds:**

ADAMHS Board of Cuyahoga County

25,844

\* Note: Supplies are purchased through a central purchasing function at the agency and must be within budgeted guidelines. Requests are approved by the PATH supervisor and monitored monthly by agency fiscal staff.

**PATH: ADAMH BOARD OF FRANKLIN COUNTY**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health  
(revised June , 2004)**

Board <b>ADAMH Board of Franklin County</b>		Period Request Covering		
		From: 7/1/10	6/30/11	
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	\$213,661			
Fringe Benefits	64,098			
Travel (A)	6,219			
Travel (B)				
Equipment (A)	59,750			
Equipment (B)				
Supplies (A)				
Supplies (B)				
Contractual				
Construction				
Other (A)				
Other (B)				
Other (C - Housing)				
<b>Total Federal Direct</b>	<b>\$343,728</b>			
<b>Total Federal Non-direct (B)</b>				
<b>TOTAL FEDERAL</b>	<b>\$343,728</b>			

**PATH: ADAMH BOARD OF FRANKLIN COUNTY**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health  
(revised June , 2004)**

	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel				
Fringe Benefits				
Travel (A)	12,800			
Travel (B)				
Equipment (A)	4,680			
Equipment (B)				
Supplies (A)	54,827			
Supplies (B)	1,512			
Contractual				
Construction				
Other (A)	5,300			
Other (B)	35,457			
Other (C – Client fund)				
<b>Total Local Direct</b>	<b>\$77,307</b>			
<b>Total Local Non-direct (B)</b>	<b>\$37,269</b>			
<b>TOTAL LOCAL</b>	<b>\$114,576</b>			
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL</b> (Federal and Local)	<b>\$458,304</b>			

**Certification:**

**I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.**

Board Executive Director	Date
Board Chief Financial Officer	Date
Requested By	Telephone No.      Date

## PATH: ADAMH BOARD OF FRANKLIN COUNTY

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

Budget narrative for PATH funding for the period July 1, 2010 to June 30, 2011.

#### FEDERAL PATH FUNDS

##### Personnel (salaries and wages)

Includes costs associated with the local PATH program staff. The \$213,661 requested for this line item support of following direct service staff: APN \$44,096 (.40 FTE), Nurse \$44,054 (1 FTE), Community Support and Outreach Worker \$69,800 (2 FTE), the Program Supervisor/Outreach Worker \$20,875 (.5 FTE) and AOD Worker \$34,836 (1 FTE).

##### Fringe Benefits

These were projected at 30% of the above salaries which equals \$64,098

##### Travel (A)

It includes \$6,219 for direct staff mileage.

##### Equipment (A)

The \$59,750 is for a new specially equipped mobile van used 100% to treat Path clients as a mobile treatment facility.

#### LOCAL MATCH

##### Travel (A)

The \$12,800 is based upon current estimates for operating the Mobile Van, which is used exclusive for outreach. These costs include fuel, maintenance, insurance, license & parking.

##### Equipment (A)

The \$4,680 includes the monthly cost of leased mobile phones and pager service.  
(6 employees X \$65 X 12 months)

##### Supplies (A)

The \$54,827 represents is for the following: \$50,827 of psychiatric medications, \$2,500 emergency food & motel vouchers and \$1,500 emergency medical supplies and blankets.

##### Supplies (B)

The total cost of supplies is projected at \$1,512. Supplies include photocopying, filing supplies, paper and etc.

##### Other (A)

This \$5,300 includes operating and building expenses for the office space and equipment used by Mobile Van staff, which is also utilized by PATH clients.

##### Other (B)

This total of \$35,457 includes the cost of operating, billing, audit fees, insurance, Electronic health records, support staff and other costs associated with indirect administrative and program staff.

The source of local match funds is levy dollars allocated through the ADAMH Board of Franklin County on an annual basis.

**PATH: ADAMH BOARD OF FRANKLIN COUNTY**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (VETS)  
Ohio Department of Mental Health  
(revised June , 2004)**

Board <b>ADAMH Board of Franklin County</b>		Period Request Covering		
		From: 7/1/10	6/30/11	
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	55,875			
Fringe Benefits	16,762			
Travel (A)	7,663			
Travel (B)				
Equipment (A)				
Equipment (B)				
Supplies (A)				
Supplies (B)				
Contractual				
Construction				
Other (A)				
Other (B)				
Other (C - Housing)				
<b>Total Federal Direct</b>	<b>80,300</b>			
<b>Total Federal Non-direct (B)</b>				
<b>TOTAL FEDERAL</b>	<b>\$80,300</b>			

**PATH: ADAMH BOARD OF FRANKLIN COUNTY**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (VETS)  
Ohio Department of Mental Health  
(revised June , 2004)**

	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	\$5,512			
Fringe Benefits	1,653			
Travel (A)	4,830			
Travel (B)				
Equipment (A)				
Equipment (B)				
Supplies (A)	9,680			
Supplies (B)	842			
Contractual				
Construction				
Other (A)	4,250			
Other (B)				
Other (C – Client fund)				
<b>Total Local Direct</b>	<b>\$25,925</b>			
<b>Total Local Non-direct (B)</b>	<b>\$842</b>			
<b>TOTAL LOCAL</b>	<b>\$26.767</b>			
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL</b> (Federal and Local)	<b>\$107,067</b>			

**Certification:**

**I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.**

Board Executive Director	Date
Board Chief Financial Officer	Date
Requested By	Telephone No.      Date

**PATH: ADAMH BOARD OF FRANKLIN COUNTY**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (VETS)**

Budget narrative for PATH Pilot for VETS funding for the period July 1, 2010 to June 30, 2011.

**FEDERAL PATH FUNDS**

Personnel (salaries and wages)

Includes costs associated with the local PATH program staff. The \$35,000 is for Vet Peer (1 FTE), Program Supervisor/Outreach Worker \$20,875 (.5 FTE)

Fringe Benefits

These were projected at 30% (\$16,762) of the above salaries.

Travel (A)

Staff mileage of \$6,583 (44 cents a mile X 14961 miles) and parking \$1,080

**LOCAL MATCHING FUNDS**

Personnel (salaries and wages)

Includes costs associated with the local PATH program staff. APN \$5,512 (.05 FTE)

Fringe Benefits

These were projected at 30% of the above salaries (\$1,653).

Travel (A)

Includes \$4,830 for COTA passes.

Supplies (A)

The \$9,680 is for the following: Sleeping bags, sock & shoes, White Castle gift certificates (\$300 a client X 35 clients).

Supplies (B)

The total cost of supplies is projected at \$842. Supplies include photocopying, filing supplies, flash drive, medical record forms, paper and etc.

Other (A)

This total of \$4,250 includes cell phone and air card, costs for client ID cards, birth certificates, and \$300 for consumer focus group appreciation.

**PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD  FY 2010 PATH BUDGET		Period Request Covering		
		From: 07/01/2010	To: 06/30/2011	
	Maximum Allocation	Expenditures This Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	178,128	-	-	178,128
Fringe Benefits	54,352	-	-	54,352
Travel (A)	-	-	-	-
Travel (B)	-	-	-	-
Equipment (A)	-	-	-	-
Equipment (B)	-	-	-	-
Supplies (A)	1,064	-	-	1,064
Supplies (B)	-	-	-	-
Contractual	-	-	-	-
Construction	-	-	-	-
Other (A)	-	-	-	-
Other (B)	-	-	-	-
Other (C - Housing)	-	-	-	-
<b>Total Federal Direct</b>	<b>233,544</b>	<b>-</b>	<b>-</b>	<b>233,544</b>
<b>Total Federal Non-direct (B)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FEDERAL</b>	<b>233,544</b>	<b>-</b>	<b>-</b>	<b>233,544</b>

**PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

	Maximum Allocation	Expenditures This Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	37,551	-	-	37,551
Fringe Benefits	11,415	-	-	11,415
Travel (A)	8,520	-	-	8,520
Travel (B)	3,200	-	-	3,200
Equipment (A)	2,858	-	-	2,858
Equipment (B)	2,065	-	-	2,065
Supplies (A)	7,661	-	-	7,661
Supplies (B)	1,200	-	-	1,200
Contractual	2,000	-	-	2,000
Construction	-	-	-	-
Other (A)	1,225	-	-	1,225
Other (B)	5,300	-	-	5,300
Other (C - Housing)	1,000	-	-	1,000
<b>Total Local Direct</b>	<b>72,230</b>	<b>-</b>	<b>-</b>	<b>72,230</b>
<b>Total Local Non-direct (B)</b>	<b>11,765</b>	<b>-</b>	<b>-</b>	<b>11,765</b>
<b>Total Local</b>	<b>83,995</b>	<b>-</b>	<b>-</b>	<b>83,995</b>
<b>TOTAL</b>				
<b>GRAND TOTAL (Federal and Local)</b>	<b>317,539</b>	<b>-</b>	<b>-</b>	<b>317,539</b>

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations. Mental Health Levy Funds will be used for the Local Match.

Board Executive Director/President/ CEO	Date	
Board Chief Financial Officer	Date	
Requested By	Telephone No. 513.946.8643	Date

**PATH Program - Hamilton County  
FY 2010 Detail Budget Narrative  
FEDERAL FUNDS**

<b>Salaries</b>	<b>Total</b>
4.0 FTEs - outreach workers =	\$ 106,197
Team Coordinator @ 67%=	20,358
.625 FTE Consumer Staff =	10,386
Program Manager @ 25% =	10,410
Director@ 13.74% =	7,939
Accounting Manager @ 10% =	4,640
MIS @ 5.75% =	3,118
Human Resources @ 5% =	1,286
Clerical support @ 20% =	5,898
Tender Mercies Volunteer Coordinator @ 10% =	7,896
	<u>7,896</u>
<b>Total Federal - Salaries:</b>	<b>\$ 178,128</b>

<b>Benefits</b>	<b>Total</b>
4.0 FTEs - outreach workers =	\$ 37,885
Team Coordinator @ 67%=	6,596
.625 FTE Consumer Staff =	1,256
Program Manager @ 25% =	2,131
Director@ 13.74% =	1,368
Accounting Manager @ 10% =	952
MIS @ 5.75% =	761
Human Resources @ 5% =	289
Clerical support @ 25% =	2,386
Tender Mercies Volunteer Coordinator @ 10% =	728
	<u>728</u>
<b>Total Federal - Benefits:</b>	<b>\$ 54,352</b>

<b>Supplies</b>	<b>Total</b>
A SORTA/Metro - bus tokens = \$500	
Fox's Clothing Co - clothing and blankets = \$564	
	<u>\$ 1,064</u>
<b>Total Federal - Supplies A:</b>	<b>\$ 1,064</b>

**Fiscal Controls:** Supplies will be distributed by the PATH worker. The Program Manager will authorize all financial requests. All receipts are reviewed by the Program Manager and forwarded to Finance for approval and payment. All payments are subject to internal and external audit.

<b>TOTAL FEDERAL FUNDS</b>	<b>Total</b>
<b>TOTAL FEDERAL PATH FUNDS:</b>	<b>\$ 233,544</b>

**PATH Program - Hamilton County  
FY 2011 Detail Budget Narrative  
LOCAL MATCHING FUNDS**

<b>Salaries</b>	<b>Total</b>
4.0 FTEs - outreach workers =	\$ 22,059
Team Coordinator @ 67%=	4,228
.625 FTE Consumer Staff =	2,157
Program Manager @ 25% =	2,162
Director@ 13.74% =	1,649
Accounting Manager @ 10% =	964
MIS @ 5.75% =	1,200
Human Resources @ 5% =	267
Clerical support @ 25% =	1,225
Tender Mercies Volunteer Coordinator @ 10% =	1,640
<b>Total Local Match - Salaries:</b>	<b>\$ 37,551</b>

<b>Benefits</b>	<b>Total</b>
4.0 FTEs - outreach workers =	\$ 7,871
Team Coordinator @ 67%=	1,370
.625 FTE Consumer Staff =	260
Program Manager @ 25% =	443
Director@ 13.74% =	285
Accounting Manager @ 10% =	197
MIS @ 5.75% =	282
Human Resources @ 5% =	60
Clerical support @ 25% =	496
Tender Mercies Volunteer Coordinator @ 10% =	151
<b>Total Local Match - Benefits:</b>	<b>\$ 11,415</b>

<b>Travel</b>	<b>Total</b>
<b>A</b> Local travel @ \$.48 per mile, Approximately 4,000 miles per year per each Outreach FTE (4) Approximately 750 miles per year per Team Coordinator Approximately 1,000 miles per year per Outreach Worker	\$ 8,520
<b>Total Local Match - Travel A:</b>	<b>\$ 8,520</b>
<b>B</b> Non-Local travel including costs associated with staff training events	\$ 3,200
<b>Total Local Match - Travel B:</b>	<b>\$ 3,200</b>

**PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

Equipment	Total
<b>A</b> Cell phones rented @ \$30/mo per Outreach FTE (4), Team Coordinator and Program Manager - \$1,771 Computer Equipment - Laptop - field use - \$1,000 Small Equipment repair, maintenance and upgrade = \$87	\$ 2,858

**Total Local Match - Equipment A: \$ 2,858**

<b>B</b> Telephone equipment and service, Depreciation expenses associated with computers	\$ 2,065
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**Total Local Match - Equipment B: \$ 2,065**

Supplies	Total
<b>A</b> Emergency Food Ready-to-Eat Meals Survival packets (i.e. water, toothpaste/brush, underwear, socks) SORTA/Metro - bus tokens Fox's Clothing Co - clothing and blankets	\$ 7,661

**Total Local Match - Supplies A: \$ 7,661**

<b>B</b> Office Supplies: paper, pens, staples, pencils, folders, files, note pads Copying costs <b>Brochures</b>	\$ 1,200
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**Total Local Match - Supplies B: \$ 1,200**

Contractual	Total
HMIS - Annual Maintenance Contract	\$ 2,000

**Total Local Match - Contractual: \$ 2,000**

Other	Total
<b>A</b> Facilities Lease - Over the Rhine outreach space including laundry facilities and other direct service space Police Checks Recruiting Staff training events	\$ 1,225

**Total Local Match - Other A: \$ 1,225**

<b>B</b> Facilities Lease - Facility rent for space allocated to the PATH Program General, non-benefit Insurance	
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**PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

Utilities/R&M Building

\$ 5,300

**Total Local Match - Other B: \$ 5,300**

<b>Housing</b>	<b>Total</b>
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**C** One-time rental payments to prevent eviction  
Security deposits

\$ 1,000

**Total Local Match - Housing: \$ 1,000**

	<b>Total</b>
<b>TOTAL LOCAL MATCH DIRECT</b>	\$ 72,230
<b>TOTAL LOCAL MATCH INDIRECT</b>	\$ 11,765
	\$ 83,995

<b>TOTAL FUNDS</b>	<b>Total</b>
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**TOTAL FY2010 PATH PROGRAM BUDGET: \$ 317,539**

VETERAN'S PATH PROJECT

Ohio Department of Mental Health

HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD		Period Request Covering		
FY 2011 VETERAN'S PATH BUDGET		From: 07/01/2010	To: 06/30/2011	
	Maximum Allocation	Expenditures This Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	53,228	-	-	53,228
Fringe Benefits	14,002	-	-	14,002
Travel (A)	-	-	-	-
Travel (B)	-	-	-	-
Equipment (A)	-	-	-	-
Equipment (B)	-	-	-	-
Supplies (A)	256	-	-	256
Supplies (B)	-	-	-	-
Contractual	-	-	-	-
Construction	-	-	-	-
Other (A)	-	-	-	-
Other (B)	-	-	-	-
Other (C - Housing)	-	-	-	-
<b>Total Federal Direct</b>	<b>67,486</b>	<b>-</b>	<b>-</b>	<b>67,486</b>
<b>Total Federal Non-direct (B)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL FEDERAL</b>	<b>67,486</b>	<b>-</b>	<b>-</b>	<b>67,486</b>

**PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

**VETERAN'S PATH PROJECT**

**Ohio Department of Mental Health**

	Maximum Allocation	Expenditures This Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	1,646	-	-	1,646
Fringe Benefits	434	-	-	434
Travel (A)	2,440	-	-	2,440
Travel (B)	2,000	-	-	2,000
Equipment (A)	860	-	-	860
Equipment (B)	865	-	-	865
Supplies (A)	1,767	-	-	1,767
Supplies (B)	50	-	-	50
Contractual	10,750	-	-	10,750
Construction	-	-	-	-
Other (A)	250	-	-	250
Other (B)	938	-	-	938
Other (C - Housing)	500	-	-	500
<b>Total Local Direct</b>	<b>18,647</b>	<b>-</b>	<b>-</b>	<b>18,647</b>
<b>Total Local Non-direct (B)</b>	<b>3,853</b>	<b>-</b>	<b>-</b>	<b>3,853</b>
<b>Total Local</b>	<b>22,500</b>	<b>-</b>	<b>-</b>	<b>22,500</b>
<b>TOTAL</b>				
<b>GRAND TOTAL (Federal and Local)</b>	<b>89,986</b>	<b>-</b>	<b>-</b>	<b>89,986</b>

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations. Mental Health Levy Funds will be used for the Local Match.

Board Executive Director/President/ CEO		Date		
Board Chief Financial Officer		Date		
Requested By	Telephone No.	513.946.8643	Date	

**PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

**Veterans PATH Program - Hamilton and Butler County  
 FY 2011 Detail Budget Narrative  
 FEDERAL FUNDS**

<b>Salaries</b>	<b>Total</b>
1.0 FTEs - Veteran Peer Outreach Worker =	\$ 27,779
Team Coordinator @ 33% =	11,746
Program Manager @ 10% =	4,878
Director @ 5% =	3,385
Accounting Manager @ 5% =	2,718
MIS @ 2.75% =	1,968
Human Resources @ 2.5% =	754
	<hr/>
<b>Total Federal - Salaries:</b>	<b>\$ 53,228</b>

<b>Benefits</b>	<b>Total</b>
1.0 FTEs - Veteran Peer Outreach Worker =	\$ 7,420
Team Coordinator @ 33% =	3,806
Program Manager @ 10% =	999
Director @ 5% =	584
Accounting Manager @ 5% =	557
MIS @ 2.75% =	466
Human Resources @ 2.5% =	170
	<hr/>
<b>Total Federal - Benefits:</b>	<b>\$ 14,002</b>

<b>Supplies</b>	<b>Total</b>
A SORTA/Metro - bus tokens = \$256	
	\$ 256
	<hr/>
<b>Total Federal - Supplies A:</b>	<b>\$ 256</b>

**Fiscal Controls:** Supplies will be distributed by the PATH worker. The Program Manager will authorize all financial requests. All receipts are reviewed by the Program Manager and forwarded to Finance for approval and payment. All payments are subject to internal and external audit.

<b>TOTAL FEDERAL FUNDS</b>	<b>Total</b>
	<hr/>
<b>TOTAL FEDERAL FUNDS:</b>	<b>\$ 67,486</b>

**PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

**Veterans PATH Program - Hamilton and Butler County  
FY 2011 Detail Budget Narrative  
LOCAL MATCHING FUNDS**

<b>Salaries</b>	<b>Total</b>
1.0 FTEs - Veteran Peer Outreach Worker =	\$ 859
Team Coordinator @ 33% =	364
Program Manager @ 10% =	151
Director @ 5% =	104
Accounting Manager @ 5% =	84
MIS @ 2.75% =	61
Human Resources @ 2.5% =	23

**Total Local Match - Salaries: \$ 1,646**

<b>Benefits</b>	<b>Total</b>
1.0 FTEs - Veteran Peer Outreach Worker =	\$ 230
Team Coordinator @ 33% =	118
Program Manager @ 10% =	31
Director @ 5% =	18
Accounting Manager @ 5% =	18
MIS @ 2.75% =	14
Human Resources @ 2.5% =	5

**Total Local Match - Benefits: \$ 434**

<b>Travel</b>	<b>Total</b>
<b>A</b> Local travel @ \$.48 per mile, Approx. 3,000 miles per year for the Outreach FTE (1) plus 2,083 miles for the Team Coordinator.	\$ 2,440

**Total Local Match - Travel A: \$ 2,440**

<b>B</b> Non-Local travel including costs associated with staff training events	\$ 2,000
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**Total Local Match - Travel B: \$ 2,000**

<b>Equipment</b>	<b>Total</b>
<b>A</b> Cell phones rented @ \$30/mo For Veteran Peer Outreach Computer Equipment - Mini Laptop - field use - \$500	\$ 860

**Total Local Match - Equipment A: \$ 860**

<b>B</b> Telephone equipment and service, Depreciation expenses associated with computers	
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**PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

\$ 865

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**Total Local Match - Equipment B: \$ 865**

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<b>Supplies</b>	<b>Total</b>
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<b>A</b>	Emergency Food Ready-to-Eat Meals = \$500 Survival packets (i.e. water, toothpaste/brush, underwear, socks) = \$500 Fox's Clothing Co - clothing and blankets = \$500 Bus Tokens - \$267	\$ 1,767
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**Total Local Match - Supplies A: \$ 1,767**

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<b>B</b>	Office Supplies: paper, pens, staples, pencils, folders, files, note pads Copying costs first aid kit	\$ 50
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**Total Local Match - Supplies B: \$ 50**

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<b>Contractual</b>	<b>Total</b>
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Joseph House Contract for 500 Hours of Peer Outreach Assistance	\$ 10,000
HMIS Annual Maintenance Contract	\$ 750

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**Total Local Match - Contractual: \$ 10,750**

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<b>Other</b>	<b>Total</b>
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<b>A</b>	Police Checks Recruiting Staff training events	\$ 250
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**Total Local Match - Other A: \$ 250**

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<b>B</b>	General, non-benefit Insurance Utilities/R&M Building	\$ 938
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**Total Local Match - Other B: \$ 938**

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<b>Housing</b>	<b>Total</b>
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<b>C</b>	One-time rental payments to prevent eviction Security deposits	\$ 500
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**Total Local Match - Housing: \$ 500**

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**PATH: HAMILTON COUNTY MENTAL HEALTH AND RECOVERY SERVICES BOARD**

		<b>Total</b>
<b>TOTAL LOCAL MATCH DIRECT</b>		\$ 18,647
<b>TOTAL LOCAL MATCH INDIRECT</b>		\$ 3,853
	<b>TOTAL LOCAL MATCHING FUNDS:</b>	\$ 22,500

<b>TOTAL FUNDS</b>	<b>Total</b>
<b>TOTAL FY2011 VETERANS PATH PROGRAM BUDGET:</b>	\$ 89,986

**PATH: LAKE COUNTY ADAMHS BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

<b>Board Name:</b>		Period Request Covering		
		<b>From:</b> July 1, 2010	<b>To:</b> June 30, 2011	
Lake County Alcohol, Drug Addiction, Mental Health Services				
	<b>Maximum Allocation</b>	<b>Expenditures this Period</b>	<b>Total to Date</b>	<b>Remaining Balance</b>
<b>FEDERAL PATH FUNDS</b>				
Personnel	\$ 36,802.00			
Fringe Benefits	\$ 1,637.00			
Travel	\$ 1,717.00			
Travel (B)	\$ 1,114.00			
Equipment (A)	\$ -			
Equipment (B)	\$ 2,866.00			
Supplies (A)	\$ 2,000.00			
Supplies (B)	\$ -			
Contractual	\$ -			
Construction				
Other (A)	\$ -			
Other (B)	\$ -			
Other (C - Housing)	\$ 3,864.00			
<b>Total Federal Direct</b>	\$ 46,020.00			
<b>Total Federal Non-direct (B)</b>	\$ 3,980.00			
<b>TOTAL FEDERAL</b>	\$ 50,000.00			

**PATH: LAKE COUNTY ADAMHS BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

Board Name: Lake County ADAMHS Board		Period Request Covering		
		From: July 1, 2010	To: June 30, 2011	
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	\$ 36,442.00			
Fringe Benefits	\$ 1,915.00			
Travel	\$ 794.00			
Travel (B)	\$ 1,027.00			
Equipment (A)	\$ -			
Equipment (B)	\$ 3,800.00			
Supplies (A)	\$ 1,000.00			
Supplies (B)	\$ 1,970.00			
Contractual	\$ 727.00			
Construction				
Other (A)	\$ -			
Other (B)	\$ 9,800.00			
Other (C - Housing)	\$ 8,325.00			
<b>Total Local Direct</b>	\$ 48,476.00			
<b>Total Local Non-Direct (B)</b>	\$ 17,324.00			
<b>TOTAL LOCAL</b>	\$ 65,800.00			
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL</b> (Federal and Local)	\$ 115,800.00			

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

Board Executive Director:	Date:
Board Chief Financial Officer:	Date:
Requested By:	Telephone No.      Date:

**PATH: LAKE COUNTY ADAMHS BOARD**

ITEM	FEDERAL		STATE/LOCAL		TOTAL	
	Direct	Indirect	Direct	Indirect	Direct	Indirect
<b>PERSONNEL TOTAL</b>	<b>36,802</b>		<b>36,442</b>		<b>73,244</b>	<b>0</b>
Path Wkr 1 - 1.0 FTE Outreach Coordinator \$33,428						
Path Wkr 2 - 1.0 FTE Outreach Coordinator \$23241						
Fiscal Manager - .1666 FTE \$6,845 (\$41,458 annual salary)						
Director of Housing Services - .34 FTE \$14,304 (\$42,072 annual salary)						
<b>FRINGE BENEFITS TOTAL is based on actual cost with a projected 24% increase in health insurance premiums</b>	<b>1,637</b>		<b>1,915</b>		<b>3,552</b>	
<b>TRAVEL A</b> Painesville Social Services (Salvation Army, Project Hope shelter, Veterans agencies) 8 miles/day x 52 weeks = 2080 miles @ .48 = \$998 Public Mental Health Agencies/Schools: 30 miles/wk x 52 = 1560 x .48 = \$748 Outreach to east and west end of the county and misc. direct service 2.38/mile at 55.8miles = 132.81 x 12 mo = 1593.75 x .48 = \$765	1,717		794		2,511	
<b>TRAVEL B</b> Homeless Task Force Mtgs 10miles/month x 12 mos. = 120 miles x \$.48 = \$58 PATH mtgs in Columbus - 2 Staff at 487 miles x 3/year = 2,922 x \$.48 = \$1,402 \$420/mo Homeless/Advisory Council and \$261 for other meeting costs		1,114		1,027		2,141
<b>EQUIPMENT B</b>						
Computer/Phone Maintenance (24/7 on 3 computers; 2 laptop computers and phone system for the year, 16.66% of agency budget, based on program)		2,866				2,866
Office Equipment (19.38% of agency budget, based of FTE)				194		194
Office Furniture (16.66% of agency budget based on program)				907		907
Office Phones for PATH Outreach Workers (19.38% of agency budget, based of FTE)				2,545		2,545
Equipment rental costs for postage meter (16.66% of agency budget based on program)				154		154
<b>SUPPLIES A</b>	<b>2,000</b>		<b>1,000</b>		<b>3,000</b>	
Food \$500						
laundry \$500						
bus tokens/cab vouchers \$1000						
personal supplies \$1000						
<b>SUPPLIES B</b> office supplies/expenses - 16.66 % of agency budget, based on program. General office supplies are ordered as needed then expensed out at 16.66% of the total invoice. Supplies ordered specifically for the PATH program are expensed to that program.				1,970		1,970
<b>CONTRACTUAL</b>						
Outside contracts for office operations (16.66% of agency budget based on program).				727		727
<b>OTHER B</b> office space for PATH (19.38% of total agency cost, based on FTE)				5,901		5,901

**PATH: LAKE COUNTY ADAMHS BOARD**

Computer Programming (i.e. Access Data Base) - Consultant/Maintenance (19.38% of agency budget, based on FTE)					1,001		1,001
Liability insurance for PATH workers (19.38% of agency budget, based on FTE)					983		983
Audit (16.66% of agency budget) and Legal expenses (16.66% of agency budget), based on program.					1,915		1,915
<b>OTHER C security deposits, one time rent to prevent eviction</b>	3,864			6,657		10,521	
dues and subscriptions- 16.66% of agency budget based on program				300		300	
advertising costs - 16.66% of agency budget based on program				1,368		1,368	
<b>TOTAL Direct/Indirect</b>	46,020	3,980		48,476	17,324	94,496	21,304
<b>TOTAL BUDGET</b>	50,000			65,800		115,800	

**PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

Board Name: Lorain County Board of Mental Health			Period Request Covering	
			From: July 1, 2010	To: June 30, 2011
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	\$43,650			
Fringe Benefits	\$9,669			
Travel	\$3,750			
Travel (B)	\$3,975			
Equipment (A)	\$1,500			
Equipment (B)				
Supplies (A)	\$7,125			
Supplies (B)	\$2,250			
Contractual				
Construction				
Other (A)	\$647			
Other (B)				
Other (C - Housing)	\$2,250			
<b>Total Federal Direct</b>	\$66,341			
<b>Total Federal Non-direct (B)</b>	\$6,225			
<b>TOTAL FEDERAL</b>	\$74,816			

**PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

Board Name: Lorain County Board of Mental Health		Period Request Covering		
		From: July 1, 2010	To: June 30, 2011	
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>LOCAL MATCH--LOCAL LEVY FUNDS</b>				
Personnel	\$14,550			
Fringe Benefits	\$3,224			
Travel	\$1,250			
Travel (B)	\$1,325			
Equipment (A)	\$500			
Equipment (B)	\$0			
Supplies (A)	\$2,375			
Supplies (B)	\$750			
Contractual	\$0			
Construction				
Other (A)	\$215			
Other (B)	\$0			
Other (C - Housing)	\$750			
<b>Total Local Direct</b>	\$22,114			
<b>Total Local Non-Direct (B)</b>	\$2,075			
<b>TOTAL LOCAL</b>	\$24,939			
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL</b> (Federal and Local)	\$99,755			

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

Board Executive Director:	Date:
Board Chief Financial Officer:	Date:
Requested By:	Telephone No. Date:

# PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH

## PATH FY 11 Budget Narrative April 29, 2010

**TOTAL ALLOCATION ALLOWED:**        \$ 99,755  
**Requested Federal PATH Funds:**        \$ 74,816  
**Requested Local Matching Funds:**        \$ 24,939

**FEDERAL PATH FUNDS:**        \$ 74,816

**Personnel:**        \$ 43,650  
**Fringes:**        \$ 9,669

**Total FTE's: 1.575**

.5625 FTE        Program Coordinator  
\$16,380 Salary cost for the position.  
\$14.00 X 1170 hours = \$16,380

.375 FTE        Outreach Specialist  
\$9,360 Salary cost for the position.  
\$12.00 X 780 hours = \$9,360

.375 FTE        Outreach Specialist (Consumer Position)  
\$7,800 Salary cost for the position.  
\$10.00 X 780 hours = \$7,800

0.1875 FTE        Office Manager  
\$5,460 Salary cost for the position.  
\$14.00 X 390 hours = \$5,460

.075 FTE        Administration  
\$4,650 Salary cost for the position.

**\$ 43,650 TOTAL Salaries for all positions.**

### **Fringe Benefits** (*Includes Soc. Sec., Med, OBES, BWC*)

.5625 FTE        Program Coordinator  
\$5,798 Fringe Benefits Expense

.375 FTE        Outreach Specialist  
\$1,022 Fringe Benefits Expense

.375 FTE        Outreach Specialist (Consumer Position)  
\$944 Fringe Benefits Expense

0.1875        Office Manager  
\$601 Fringe Benefits Expense

.075 FTE        Administration  
\$1,304 Fringe Benefits Expense

**\$ 9,669 TOTAL FRINGES for all positions.**

## PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH

### Travel (A): \$ 3,750

\$3,750 Mileage expenses for day to day activities serving client's needs

### Travel (B): \$3,975

\$1,125 Mileage expenses for training related and other travel (Quarterly PATH Trainings in Columbus, Ohio; COOHIO (Coalition on Homelessness and Housing in Ohio) Conference; MACC (Multi-ethnic Advocates for Cultural Competence):

\$225 HMIS Training in Chicago (2 days for one of 2 employees); estimated airfare

\$1,125 Expenses associated with training such as registration fees, parking fees, hotel expenses and per-diem (Includes COOHIO Conference Registration for 2 employees, MACC Conference Registration for 2 employees and 1 employee HMIS Training in Chicago)

\$1,500 Staff Development Training (Focusing on: Mental Illness, Substance Abuse, Co-Occurring Substance Abuse and Mental Illness and Cultural Competency)

### Equipment (A): \$1500

\$1500 Cell phone expenses

### Supplies (A) \$7,125

\$3,300 Bus tickets calculated as 75% of (2000 tickets X \$2.20 each = \$4,400)

\$1,050 Blankets, sleeping bags, hand & feet warmers, shoes, clothing, etc.

\$1,200 Emergency hygiene kits (personal care items for clients including soap, shampoo, deodorant, skin cream, shaving cream, razor, feminine products, and other related items.)

\$1,125 Emergency food and hotel vouchers (as an outreach tool of last resort)

\$450 Expenses associated with procuring client identification documents such as Social Security Cards, Drivers Licenses, Birth Certificates, etc.

### Supplies (B): \$2,250

\$1,125 Typical consumable office supplies

\$1,125 Printing costs for brochures, flyers, handouts, business cards and postage

### Other (A): \$647

\$647 Provision of laundry services to homeless person at Gathering Hope House (use of washer, dryer, detergent).

### Other (C- Housing) \$2,250

\$2,250 One-time rental payments, security deposits.

**Total Federal Direct Costs: \$ 13,022**

**Total Federal Indirect Costs: \$ 6,225**

**PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH**

**LOCAL MATCH FUNDS:        \$ 24,939**

**Personnel:                 \$ 14,550**

**Fringes:                    \$ 3,224**

**Total FTE's: .525**

.1875 FTE        Program Coordinator  
\$5,460 Salary cost for the position.  
\$14.00 X 390 hours = \$5,460

.125 FTE         Outreach Specialist  
\$3,120 Salary cost for the position.  
\$12.00 X 260 hours = \$3,120

.125 FTE         Outreach Specialist  
\$2,600 Salary cost for the position.  
\$10.00 X 260 hours = \$2,600

0.0625 Office Manager  
\$1,820 Salary cost for the position.  
\$14.00 X 130 hours = \$1,820

.025 FTE         Administration  
\$1,550 Salary cost for the position.

**\$ 14,550 TOTAL Salaries for all positions.**

**Fringe Benefits** (*Includes Soc. Sec., Med, OBES, BWC*)

.1875 FTE        Program Coordinator  
\$1,933 Fringe Benefits Expense

.125 FTE         Outreach Specialist  
\$341 Fringe Benefits Expense

.125 FTE         Outreach Specialist (Consumer Position)  
\$315 Fringe Benefits Expense

0.0625 Office Manager  
\$200 Fringe Benefits Expense

.025 FTE         Administration  
\$435 Fringe Benefits Expense

**\$ 3,224 TOTAL FRINGES for all positions.**

**Travel (A):        \$1250**

\$1250            Mileage expenses for day to day activities serving client's needs

**Travel (B):        \$1,325**

\$375            Mileage expenses for training related and other travel (Quarterly PATH Trainings in Columbus, Ohio; COOHIO (Coalition on Homelessness and Housing in Ohio) Conference; MACC (Multi-ethnic Advocates for Cultural Competence):

## PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH

<u>\$75</u>	HMIS Training in Chicago (2 days for one of 2 employees); estimated airfare
<u>\$375</u>	Expenses associated with training such as registration fees, parking fees, hotel expenses and per-diem (Includes COOHIO Conference Registration for 2 employees, MACC Conference Registration for 2 employees and 1 employee HMIS Training in Chicago)
<u>\$500</u>	Staff Development Training (Focusing on: Mental Illness, Substance Abuse, Co-Occurring Substance Abuse and Mental Illness and Cultural Competency)

### Equipment (A): \$500

<u>\$500</u>	Cell phone expenses
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### Supplies (A) \$2,375

<u>\$1,100</u>	Bus tickets calculated as 25% of (2,000 tickets X \$2.20 each=\$4,400)
<u>\$350</u>	Blankets, sleeping bags, hand & feet warmers, shoes, clothing, etc.
<u>\$400</u>	Emergency hygiene kits (personal care items for clients including soap, shampoo, deodorant, skin cream, shaving cream, razor, feminine products, and other related items.)
<u>\$375</u>	Emergency food and hotel vouchers (as an outreach tool of last resort)
<u>\$150</u>	Expenses associated with procuring client identification documents such as Social Security Cards, Drivers Licenses, Birth Certificates, etc.

### Supplies (B): \$750

<u>\$375</u>	Typical consumable office supplies
<u>\$375</u>	Printing costs for brochures, flyers, handouts, business cards and postage

### Other (A): \$215

<u>\$215</u>	Provision of laundry services to homeless person at Gathering Hope House (use of washer, dryer, detergent).
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### Other (C- Housing) \$750

<u>\$750</u>	One-time rental payments, security deposits.
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**Total Local Direct Costs: \$ 4,433**  
**Total Local Indirect Costs: \$ 2,075**

### Fiscal Controls

The Gathering Hope House CPA will provide accounting services for the project as part of their ongoing contract work as an accounting resource to the agency. A separate department has been set up in the organization's QuickBooks software for the purpose of tracking PATH related income and expenses. The Monthly Financial Statements will reflect the PATH Program as a separate report, detailing all income and expenses by month and year-to date. The Gathering Hope House Board of Directors and its Finance Committee will track this information and provide fiscal oversight quarterly. The Executive Director will monitor all day to day expenses as part of his normal duties. The organization has no financial officer because of its size.

All Gathering Hope House staff are required to complete a request form indicating needed item, purpose, amount and payee when requesting a check for client expenses. Receipts are required for all expenditures. The request form must be signed by the Executive Director or his/her designee before submitting the form to Accountable Accounting to

## **PATH: LORAIN COUNTY BOARD OF MENTAL HEALTH**

implement the request. The Executive Director will approve all requests on submission and will be responsible to collect receipts and or invoices for these items. The "PATH Purchase Request Forms" will be collected and kept in a three-ring binder for audit review by appropriate parties (Ohio Department of Mental Health, the Gathering Hope House CPA, Gathering Hope House Board of Directors).

**PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF LUCAS COUNTY**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

<b>Board Name:</b>			Period Request Covering	
			<b>From:</b> July 1, 2010	<b>To:</b> June 30, 2011
Mental Health & Recovery Services Board of Lucas County				
	<b>Maximum Allocation</b>	<b>Expenditures this Period</b>	<b>Total to Date</b>	<b>Remaining Balance</b>
<b>FEDERAL PATH FUNDS</b>				
Personnel	\$ 79,402.00			
Fringe Benefits	\$ 32,447.00			
Travel	\$ 8,390.00			
Travel (B)	\$ 749.00			
Equipment (A)	\$ 900.00			
Equipment (B)	\$ -			
Supplies (A)	\$ 9,916.00			
Supplies (B)	\$ -			
Contractual	\$ -			
Construction				
Other (A)	\$ -			
Other (B)	\$ -			
Other (C - Housing)	\$ 32,950.00			
<b>Total Federal Direct</b>	\$ 164,005.00			
<b>Total Federal Non-direct (B)</b>	\$ 749.00			
<b>TOTAL FEDERAL</b>	\$ 164,754.00			

**PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF LUCAS COUNTY**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

Board Name: Mental Health & Recovery Services Board of Lucas County		Period Request Covering		
		From: July 1, 2010	To: June 30, 2011	
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	\$ 26,467.00			
Fringe Benefits	\$ 10,816.00			
Travel	\$ 2,797.00			
Travel (B)	\$ 250.00			
Equipment (A)	\$ 300.00			
Equipment (B)				
Supplies (A)	\$ 3,305.00			
Supplies (B)				
Contractual				
Construction				
Other (A)				
Other (B)				
Other (C - Housing)	\$ 10,983.00			
<b>Total Local Direct</b>	\$ 54,668.00			
<b>Total Local Non-Direct (B)</b>	\$ 250.00			
<b>TOTAL LOCAL</b>	\$ 54,918.00			
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL</b> (Federal and Local)	\$ 219,672.00			

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

Board Executive Director:	Date:
Board Chief Financial Officer:	Date:
Requested By:	Telephone No. Date:

**PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF LUCAS COUNTY**

**Mental Health Recovery Services Board PATH FY10 (SFY11)  
BUDGET NARRATIVE - \$219,672**

**Federal PATH Funds -Total \$164,754**

- \$ 79,402 Personnel: 3.125 FTEs for outreach and coordination services; supervising, organizing and documentation related to the delivery of PATH services.
- John (hourly):  $\$15.50 * 40 * 52 = \$32,240 * 75\%$  federal funds
  - Wanda (hourly):  $\$12.50 * 40 * 52 = \$26,000 * 75\%$  federal funds
  - Jennifer (salaried):  $\$39,758 * .5 = \$19,879 = \$ * 75\%$  federal funds
  - Suzanne (hourly):  $\$7.52 * 3 * 52 = \$1,173.12 * 75\%$  federal funds
  - Juanita (salaried):  $\$60,632 * .15 = \$9,094.80 * 75\%$  federal funds
  - James (salaried):  $\$91,930 * .05 = \$4,596.50 * 75\%$  federal funds
  - Laurie (salaried):  $\$36,816 * .35 = \$12,885.60 * 75\%$  federal funds
- \$ 32,447 Taxes (FICA+Worker' Comp+Empl. Serv Contrib.) = .1046848 + fringe benefits (Health, Life/Disability Insurance & 401K) related to the above staffing. John:  $\$3,375+7,556 = \$10,931 * 75\%$  federally funded. Wanda:  $\$2,722+13,572 = \$16,294 * 75\%$  federally funded. Jennifer:  $\$2,081+4,136 = \$6,217 * 75\%$  federally funded. Suzanne:  $\$123+35 = \$158 * 75\%$  federally funded. Juanita:  $\$952+1,290 = \$2,242 * 75\%$  federally funded. James:  $\$481+1,075=\$1,556*75\%$  federally funded. Laurie:  $\$1,349+\$4,516=\$5,865*75\%$  federally funded.
- \$ 8,390 Travel (A): Lease payments for dedicated vehicle. Reimbursed mileage rate, insurance, repairs, and gas make up the balance – 75% federally funded.
- \$ 749 Travel (B): Costs related to seminars/trainings such as ODMH, National Homeless Conference, Cultural Competency Training and COHIHO, and SOAR training – 75% federally funded.
- \$ 900 Equipment (A): Cell phones dedicated to the program 75% federally funded.
- \$ 9,916 Supplies (A): Basic needs for clients such as blankets, clothes, hygiene supplies and medications to be used for outreach engagement or emergencies – 75% federal funds.
- \$ 32,950 Other (C): Housing Assistance
- Security deposits of \$530 for 30 tenants plus one-time emergency payments for 35 tenants 75% federally funded.

**Local Match PATH funding - Total \$54,918 (Source of funding: Local Government Funds)**

- \$ 26,467 Personnel: 3.125 FTEs for outreach and coordination services; supervising, organizing and documentation related to the delivery of PATH services.
- John (hourly):  $\$15.50 * 40 * 52 = \$32,240 * 25\%$  federal funds
  - Wanda (hourly):  $\$12.50 * 40 * 52 = \$26,000 * 25\%$  federal funds
  - Jennifer (salaried):  $\$39,758 * .5 = \$19,879 = \$ * 25\%$  federal funds
  - Suzanne (hourly):  $\$7.52 * 3 * 52 = \$1,173.12 * 25\%$  federal funds
  - Juanita (salaried):  $\$60,632 * .15 = \$9,094.80 * 25\%$  federal funds

**PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF LUCAS COUNTY**

- James (salaried):  $\$91,930 * .05 = \$4,596.50 * 25\%$  federal funds
- Laurie (salaried):  $\$36,816 * .35 = \$12,885.60 * 25\%$  federal funds

\$ 10,816 Taxes (FICA+Worker' Comp+Empl. Serv Contrib.) = .104681 + fringe benefits (Health, Life/Disability Insurance & 401K) related to the above staffing. John:  $\$3,375+7,556 = \$10,931 * 25\%$  federally funded. Wanda:  $\$2,722+13,572 = \$16,294 * 25\%$  federally funded. Jennifer:  $\$2,081+4,136 = \$6,217 * 25\%$  federally funded. Suzanne:  $\$123+35 = \$158 * 25\%$  federally funded. Juanita:  $\$952+1,290 = \$2,242 * 25\%$  federally funded. James:  $\$481+1,075 = \$1,556 * 25\%$  federally funded. Laurie:  $\$1,349+\$4,516 = \$5,865 * 25\%$  federally funded.

\$ 2,797 Travel (A): Lease payments for dedicated vehicle. Reimbursed mileage rate, insurance, repairs, and gas make up the balance – 25% local funds.

\$ 250 Travel (B): Costs related to seminars/trainings such as ODMH, National Homeless Conference, Cultural Competency Training and COHIHO, and SOAR training – 25% local funds.

\$ 300 Equipment (A): Cell phones dedicated to the program 25% local funds.

\$ 3,305 Supplies (A): Basic needs for clients such as blankets, clothes, hygiene supplies and medications to be used for outreach engagement or emergencies – 25% local funds.

\$ 10,983 Other (C): Housing Assistance

- Security deposits of \$530 for 30 tenants plus one-time emergency payments for 25 tenants 25% local funds.

**FISCAL CONTROLS**

All NPI staff are required to complete a request form indicating needed item, purpose, amount and payee when requesting a check for client expenses. Receipts are required for all expenditures. The request form must be signed by the appropriate supervisor before submitting the form to the Staff Accountant/Accounting Manager to implement the request.

**PATH: MAHONING COUNTY MENTAL HEALTH BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

<b>Board Name:</b>		Period Request Covering		
		<b>From:</b> July 1, 2010	<b>To:</b> June 30, 2011	
Mahoning County Mental Health Board (Help Hotline Crisis Center, Inc.)				
	<b>Maximum Allocation</b>	<b>Expenditures this Period</b>	<b>Total to Date</b>	<b>Remaining Balance</b>
<b>FEDERAL PATH FUNDS</b>				
Personnel	\$ 108,263.00			
Fringe Benefits	\$ 20,048.00			
Travel (A)	\$ 7,660.00			
Travel (B)	\$ 3,085.00			
Equipment (A)	\$ 1,800.00			
Equipment (B)	\$ -			
Supplies (A)	\$ 2,289.00			
Supplies (B)	\$ 500.00			
Contractual	\$ -			
Construction				
Other (A)	\$ -			
Other (B)	\$ 150.00			
Other (C - Housing)	\$ 2,000.00			
<b>Total Federal Direct</b>	\$ 142,060.00			
<b>Total Federal Non-direct (B)</b>	\$ 3,735.00			
<b>TOTAL FEDERAL</b>	\$ 145,795.00			

**PATH: MAHONING COUNTY MENTAL HEALTH BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

Page 2 of 2

<b>Board Name:</b> Mahoning County Mental Health Board (Help Hotline Crisis Center, Inc.)		Period Request Covering		
		<b>From:</b> July 1, 2010	<b>To:</b> June 30, 2011	
	<b>Maximum Allocation</b>	<b>Expenditures this Period</b>	<b>Total to Date</b>	<b>Remaining Balance</b>
<b>LOCAL MATCH</b>				
Personnel	\$ 2,080.00			
Fringe Benefits	\$ 5,539.00			
Travel (A)	\$ -			
Travel (B)	\$ 1,550.00			
Equipment (A)	\$ -			
Equipment (B)	\$ -			
Supplies (A)	\$ 2,500.00			
Supplies (B)	\$ -			
Contractual (A)	\$ 6,500.00			
Construction				
Other (A)	\$ -			
Other (B)	\$ 5,027.00			
Other (C - Housing)	\$ 25,402.00			
<b>Total Local Direct</b>	\$ 42,021.00			
<b>Total Local Non-Direct (B)</b>	\$ 6,577.00			
<b>TOTAL LOCAL</b>	\$ 48,598.00			
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL (Federal and Local)</b>	\$ 194,393.00			

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

Board Executive Director:		Date:
Board Chief Financial Officer:		Date:
Requested By:  Howard Merritt, Jr. - Director of Finance	Telephone No.  330-746-2959 X7973	Date:  5/5/2010

**PATH: MAHONING COUNTY MENTAL HEALTH BOARD**

PATH BUDGET NARRATIVE FY2011  
 Mahoning County  
 Help Hotline Crisis Center, Inc.

Federal Narrative  
 Page 1

		TOTAL	
Personnel:			
	CCRA-TC) 1.0 F.T.E. PATH Outreach Coordinator	\$29,264	
	CCRA-TC) 0.2 F.T.E. PATH Outreach Worker	5,588	
	<u>CCRA-TC) Administration/Supervision – 5%</u>	9,286	
	2.2 F.T.E.'s – 4 PATH Outreach Workers(HHCC-MC)	44,237	
	0.35 F.T.E. Outreach Supervisor (HHCC-MC)	<u>19,888</u>	\$ 108,263
Fringe Benefits:			
	CCRA(TC): Payroll taxes @ 8.4%	\$ 3,436	
	Benefits: Health Insurance(single) & pension @ 7%	9,091	
	HHCC(MC) .0765 FICA/Medicare tax	4,911	
	ODJ&FS(unemployment tax(.011), BWC(.004288)	731	
	and pension(5%)	<u>1,879</u>	\$ 20,048
Travel A:			
	CCRA: Local mileage for outreach –6250@\$0.40	\$ 2,500	
	HHCC: Local mileage for outreach - 2 counties		
	10,320 miles @ \$0.50 per mile	\$ <u>5,160</u>	\$ 7,660
Travel B:			
	CCRA: Training, Conferences, Workshops – Local,	\$ 150	
	COHHIO Conference registration(2 @ \$225.00),		
	Lodging(1 room/2 nights @\$175 each) meals(\$130.),		
	mileage to/from Youngstown-Columbus (\$115 each)	\$ 1,075	
	HHCC: Training, Conferences, Workshops – Local,	\$ 200	
	COHHIO Conference registration(2 @ \$225.00);		
	Lodging(2 rooms/2 nights @\$150.00 each)		
	Meals (\$60.00);mileage to /from Youngstown/		
	Columbus + (2 semi-annual trips)\$850	\$ <u>1,660</u>	\$ 3,085
Equipment A:			
	Cell phone – Outreach Coordinator \$50. x 12 months (CCRA)	\$ 600	
	5 cell phones – Outreach workers \$20.00 x 12 mos. X 5	\$ <u>1,200</u>	\$ 1,800
Supplies A:			
	Request forms must be completed and approved by Supervisors and CEO or Associate Director. Receipts will be attached.		
	CCRA: bus passes- 100 books of ten @ \$10.00 or gasoline @ \$2.00/gal	\$ 700	
	Food Vouchers 30@ \$20.00	\$ 600	
	Medical Care/Medications (16@ \$25.00)	\$ 300	
	Misc. Personal Items(hygiene products, dental supplies, clothing, shoes, blankets, laundry supplies) est. 28 Wal-Mart certificates @ \$25.00	\$ <u>689</u>	\$ 2,289

**PATH: MAHONING COUNTY MENTAL HEALTH BOARD**

Page 2

FY2011

Federal Narrative

		TOTAL
Supplies B: CCRA- paper, printer, folders, folder clips, legal pads pens(DeBald office Supply)	\$ 250	
Printing- vouchers, fliers, brochures, appointment cards	\$ 100	
Copy machine maintenance/supplies(American Business)	<u>\$ 150</u>	\$ 500
Other B: HHCC: Membership renewals: COHHIO, NAMI of Ohio	<u>\$ 150</u>	\$ 150
Other C – Housing: CCRA – One-time rental payments to prevent eviction or security deposits	<u>\$ 2,000</u>	<u>\$ 2,000</u>
TOTAL FEDERAL DIRECT(A+C):		\$142,060
TOTAL FEDERAL NON-direct(B):		<u>3,735</u>
<b>TOTAL FEDERAL:</b>		<b>\$145,795</b>

**PATH: MAHONING COUNTY MENTAL HEALTH BOARD**

Pg. 3

PATH Budget Narrative FY2011

Local MATCH Narrative

		TOTAL
Personnel A: Help Hotline Crisis Center, Inc. Volunteer In-Kind .10 F.T.E.'s @ \$10.00 x 208 hours. Assessment and referral/relay to PATH Outreach workers from calls to 24/7 hotline numbers	<u>\$ 2,080</u>	\$ 2,080
Fringe Benefits A: HHCC, Inc. – Outreach Supervisor: Pension(\$19,8889 x 5%), Disability Insurance(\$19888.96 x.0053), Life Ins. (\$70.68*.35), Health Ins. (\$12,612.00*.35)	<u>\$ 5,539</u>	\$ 5,539
Travel B: HHCC, Inc. – Local training, workshops, seminars for skills for PATH Outreach Workers - 2100 miles @\$0.50	\$ 1,050	
Taxi fares: to Shelters, Hospitals/ Doctor's offices.(50@\$10.)	<u>\$ 500</u>	\$ 1,550
Supplies A: HHCC: Emergency Assistance/Support – one time utility assistance To prevent homelessness; prescriptions for non-Medicaid clients. Estimated 50 clients @ average \$50.00 per Request forms must be completed and approved by Supervisors and CEO or Assoc. Director. Receipts will be attached	<u>\$ 2,500</u>	\$ 2,500
Contractual: CCRA: Referral to Mental Health Diagnostic Assessment/ Valley Counseling Services & Turning Point Counseling Services(based on 1 referral/wk average@ \$125.00 per assessment x 52)	<u>\$ 6,500</u>	\$ 6,500
Other B: CCRA: Mahoning & Trumbull office space based on 1.2 F.T.E.s	<u>\$ 5,027</u>	\$ 5,027
Other C: Lifelines of Trumbull County: Direct and In-kind support via Supplemental housing assistance and the Christy House Shelter Program Warren/Trumbull Urban League	<u>\$25,402</u>	<u>\$ 25,402</u>
<b>TOTAL LOCAL DIRECT (A+C):</b>		\$ 42,021
<b>TOTAL LOCAL NON-direct (B):</b>		\$ 6,577
<b>TOTAL LOCAL:</b>		<b>\$ 48,598</b>
 <b>GRAND TOTAL:</b> <b>(Federal and Local)</b>		 <b>\$194,393</b>

**PATH: MONTGOMERY COUNTY ADAMHS BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)**

**Ohio Department of Mental Health**

**Revised 5/3/2010**

Board: Montgomery County			Period Request Covering	
			From: 7/1/2010	To: 6/30/2011
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	\$103,070			\$103,070
Fringe Benefits	\$31,346			\$31,346
Travel (A)	\$6,150			\$6,150
Travel (B)	\$3,600			\$3,600
Equipment (A)	\$3,600			\$3,600
Equipment (B)				
Supplies (A)	\$7,950			\$7,950
Supplies (B)				
Contractual				
Construction				
Other (A)				
Other (B)	\$0			
Other (C-Housing)	\$4,522			\$4,522
<b>Total Federal Direct</b>	\$156,638			\$156,638
<b>Total Federal Non-direct (B)</b>	\$3,600			\$3,600
<b>TOTAL FEDERAL</b>	<b>\$160,238</b>			<b>\$160,238</b>

**PATH: MONTGOMERY COUNTY ADAMHS BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)**

**Ohio Department of Mental Health**

Board: Montgomery County			Period Request Covering	
			From: 7/1/2010	To: 6/30/2011
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	\$21,786			\$21,786
Fringe Benefits	\$5,223			\$5,223
Travel (A)	\$0			\$0
Travel (B)	\$875			\$875
Equipment (A)	\$0			\$0
Equipment (B)	\$975			\$975
Supplies (A)				
Supplies (B)	\$990			\$990
Contractual				
Construction				
Other (A)	\$30,000			\$30,000
Other (B)	\$4,775			\$4,775
Other (C-Housing)				
<b>Total Local Direct</b>	\$57,009			\$57,009
<b>Total Local Non-direct (B)</b>	\$7,615			\$7,615
<b>TOTAL LOCAL</b>	<b>\$64,624</b>			<b>\$64,624</b>
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL (Federal and Local)</b>	<b>\$224,862</b>			<b>\$224,862</b>

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

<b>Board Executive Director</b>		<b>Date</b>
<b>Board Chief Financial Officer</b>		<b>Date</b>
<b>Requested By</b>	<b>Telephone No.</b>	<b>Date</b>
Rita Pinti, Financial Specialist	(937) 443-0416 x118	05/18/10

**PATH: MONTGOMERY COUNTY ADAMHS BOARD**

MVHO FY'11 Path Budget Narrative Supplement Page 1 of 3

Revised 5/3/10

**Federal Path Funds**

<b>Personnel:</b>	Annual	3FTE"s		<b>\$103,070</b>
	Salaries	100%		
		Path		
		Funded		
Path Program Director	44,243	1	44,243	
Outreach Worker	27,964	1	27,964	
Outreach Worker	26,773	1	26,773	
CEO	4,090	4%	4,090	

<b>Fringe Benefits:</b>	<b>\$31,346</b>
Payroll taxes, health insurance, retirement and bonus	

<b>Travel (A):</b>	<b>\$6,150</b>
Local travel includes multiple trips per month to homes shelters, hospital psych units, and homeless camping and meal sites to recruit and serve Path clients and contacts.	

Typical Itemized Monthly Local Travel: A	<u>Miles</u>	<u>trips/mos</u>	<u>Monthly Mileage</u>	<u>Annual Mileage</u>
St Vincent Homeless Shelter	14	19	266	3,192
Salvation Army Homeless Shelter	10	12	120	1,440
Good Sam Hospital Psych Unit	14	6	84	1,008
Kettering Hospital Psych Unit	16	4	64	768
Focus Care	14	4	56	672
Canvas homeless camping and meal sites	15	28	420	5,040
Totals				12,120
			Rate: \$0.495	
			Total: \$	5,999

<b>Travel (B):</b>	<b>\$3,600</b>
Travel for Training includes trips to quarterly state-wide Path Meetings, the annual Coalition on Housing and Homelessness in Ohio (COHHIO) Conference, and peer-evaluation trips to other Path Programs	
Quarterly Path Meetings, Columbus	
OHHIO Conference, Columbus	
Training Cost	<b>\$ 3,600</b>

<b>Equipment (A):</b>	<b>\$3,600</b>
3 Cell Phones for the Path Outreach Workers:	
1 Verizon cards for Path two Laptop computers	

**PATH: MONTGOMERY COUNTY ADAMHS BOARD**

**MVHO FY'011 Path Budget Narrative Supplement Page 2 of 3  
Federal Path Funds**

<b>Supplies (A)</b>	<b>\$7,950</b>
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Supplies are distributed to Path Clients and Contacts in order to establish rapport and to provide basic necessities.

**Itemized List**

- Blankets
- Underwear
- Socks
- Bra
- Sweatshirts
- Sweatpants
- Pants
- Thermal top
- Thermal bottom
- Personal hygiene kits
- Shoes
- Birth records
- State ID Cards
- Coats
- Misc Items

Office Supplies  
File Folders, Printer ink, pens writing tablets and etc.

<b>Other (C-Housing)</b>	<b>\$4,522</b>
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One time rental payments to prevent eviction, security deposits and housing application fees  
Client Transportation

<b>Total Federal Direct:</b>	<b>\$156,638</b>
<b>Total Federal Non-Direct (B)</b>	<b>\$3,600</b>
<b>Total Federal:</b>	<b>\$160,238</b>

Fiscal Controls In Place: Purchase are made with a credit card and receipts are matched to Monthly Invoices, Purchases are also logged in and inventoried on a monthly basis. Receipts are reviewed by the CEO to assure that purchases are relevant to the needs of PATH contacts/clients. A disbursement log is maintained in each Path contact/client file.

**PATH: MONTGOMERY COUNTY ADAMHS BOARD**

**MVHO FY'09 Path Budget Narrative Supplement Page 3 of 3**  
**Local Match**

<b>Personnel:</b>	<b>\$21,786</b>
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	<u>FTEs</u>	<u>Annual Rate</u>	<u>Path Match</u>
MVHO Admin Asst	10.0%	\$27,965	2,797
MVHO Shelter + Care Director	14.0%	\$44,048	6,167
MVHO Shelter + Care Specialist	9.0%	\$30,580	2,752
MVHO CFO	16.0%	\$62,942	10,071
		Total:	21,786

<b>Fringe Benefits:</b>	<b>\$5,223</b>
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Payroll taxes, health insurance, and retirement at 20.3% of salary.

<b>Match Service Samaritan Clinic:</b>	<b>\$30,000</b>
--	-----------------

Screening and Diagnostic Treatment  
 Medication  
 Counseling and Referral

<b>Travel (B):</b>	<b>\$875</b>
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<u>Typical Itemized Local Travel :B</u>	<u>Miles</u>	<u>trips/yr</u>	<u>Annual Mileage</u>
COHHIO Conference CFO & CEO	154	4	616
Cincinnati Path CEO	86	3	258
Hamilton Path CEO & CFO	74	3	222
ADAMHS CEO	6	10	60
		Total Miles	1096
		Rate:	\$0.490
		Total	\$537

<b>Equipment (B)</b>	<b>\$975</b>
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Fax and copying (10% of operating costs)	\$125
Office phone client and contact calls	\$825
	Total: \$950

<b>Supplies (B)</b>	<b>\$990</b>
---------------------	--------------

Office Supplies. Postage, Dues and Subscriptions (10% of Operating Costs)

<b>Other (B)</b>	<b>\$4,775</b>
------------------	----------------

Training, Professional Fees, Office Utilities, Office Maint and Office rent (10% of Operating Costs)

<b>TOTAL LOCAL DIRECT:</b>	<b>\$57,009</b>
<b>TOTAL LOCAL NON-DIRECT (B):</b>	<b>\$7,615</b>
<b>TOTAL LOCAL:</b>	<b>\$64,624</b>
<b>GRAND TOTAL:</b>	<b>\$224,862</b>

**Source of Local Match Funds: Local Human Services Levy Funds and MVHO Rental Revenues**

**PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF STARK COUNTY**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

Board Name: MENTAL HEALTH AND RECOVERY SERVICES  BOARD OF STARK COUNTY			Period Request Covering	
			From: July 1, 2010	To: June 30, 2011
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	\$ 47,494.00			
Fringe Benefits	\$ 21,826.00			
Travel	\$ 4,895.00			
Travel (B)	\$ 3,750.00			
Equipment (A)	\$ 900.00			
Equipment (B)	\$ 1,995.00			
Supplies (A)	\$ 1,500.00			
Supplies (B)	\$ 310.00			
Contractual	\$ -			
Construction				
Other (A)	\$ 3,257.00			
Other (B)	\$ 3,360.00			
Other (C - Housing)	\$ 5,230.00			
<b>Total Federal Direct</b>	\$ 85,102.00			
<b>Total Federal Non-direct (B)</b>	\$ 9,415.00			
<b>TOTAL FEDERAL</b>	\$ 94,517.00			

**PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF STARK COUNTY**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

Board Name: <b>MENTAL HEALTH AND RECOVERY SERVICES</b>  <b>BOARD OF STARK COUNTY</b>		Period Request Covering		
		From: July 1, 2010	To: June 30, 2011	
	Maximum Allocation	Expenditures this Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	\$ 21,839.00			
Fringe Benefits	\$ 9,667.00			
Travel	\$ -			
Travel (B)	\$ -			
Equipment (A)	\$ -			
Equipment (B)	\$ -			
Supplies (A)	\$ -			
Supplies (B)	\$ -			
Contractual	\$ -			
Construction				
Other (A)	\$ -			
Other (B)	\$ -			
Other (C - Housing)	\$ -			
<b>Total Local Direct</b>	\$ 31,506.00			
<b>Total Local Non-Direct (B)</b>	\$ -			
<b>TOTAL LOCAL</b>	\$ 31,506.00			
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL</b> (Federal and Local)	\$ 126,023.00			

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

Board Executive Director:	Date:
Board Chief Financial Officer:	Date:
Requested By:	Telephone No. Date:

NARRATIVE

**PATH BUDGET REQUEST FOR SFY 2011  
OHIO DEPARTMENT OF MENTAL HEALTH  
ICAN, INC.  
FEDERAL PATH FUNDS**

**Personnel (Salaries & Wages): \$47,494;** 1.65 FTE for direct program staff; 100% of PATH Specialist salary (salary of \$26,104, On-call beeper time \$6,396, OT of \$847); .15 FTE direct/supervisory service time of PATH Supervisor; .5 FTE PATH/Outreach Assistant.

Position	Annualized Salary	Path Funded FTE	Path Funded Salary
PATH Outreach Specialist	33,347	1.0	33,347
PATH Supervisor (direct/supervisory)	38,845	.15	5,827
PATH/Outreach Assistant	16,640	.5	8320

**Fringe Benefits: \$21,826:** PATH Specialist: \$18,667 (payroll taxes, pension, health & welfare benefits are 55.98% of salary); PATH Supervisor: \$2,364 (payroll taxes, pension, health & welfare benefits are 40.6% of salary); Part-time PATH/Outreach Assistant: \$795 (payroll taxes, only which are 9.55% of salary). The percentage of salary for fringe benefits will not be the same for each individual, because of the salary range or differences in company paid benefit options selected.

**Travel A: \$4,895;** Fuel costs (\$2000), insurance (\$1045), and maintenance (\$1850) for PATH vehicle for active outreach services.

**Travel B: \$3,750:** Outreach Specialist to attend the annual COHHIO conference, including registration fees, hotel and meal costs and mileage (\$600), Outreach staff training sessions on vicarious trauma impact & de-escalation (\$550); National Homeless/Low income Housing Conference in DC includes hotel, registration, airfare (\$1,800), mileage for local trainings, meetings, homeless count, community presentations, etc. and personal car mileage for on call weekends (\$800).

**Equipment A: \$900:** annual cell phone (leased) for PATH outreach worker.

**Equipment B: \$1,995:** Use of office equipment, (\$500) phone (\$560), computer network, IT Support and software (\$935.)

**Supplies A: \$1,500** will pay for emergency assistance such as hygiene items & emergency food vouchers (\$500), bus passes (\$400), blankets and essential clothing (\$300), medical emergency medications (\$150 for insulin, antibiotics, blood pressure), birth certificate copies (\$150).

## PATH: MENTAL HEALTH AND RECOVERY SERVICES BOARD OF STARK COUNTY

**Supplies B - \$310** will be used for direct office expenses such as postage and office supplies. These costs are both direct (direct mailings and office supplies specific for PATH program are charged to directly to PATH program in our SAGE-MIP Fund accounting system) and shared cost of general office supplies & postage are allocated to PATH cost center on FTE distribution basis, using an established distribution code on invoices as processed.

**Other (A) - \$ 3,257:** PATH shared cost of drop-in center direct costs: newspaper (\$145), bottled water & coffee (\$1020) direct products for drop-in center and client restrooms (\$485); building maintenance and insurance (\$1607).

**Other (B): \$ 3,360:** Office space expense for PATH program staff, allocated on square footage distribution basis, specifically building maintenance (\$640), utilities (\$1460), pro-rata share of audit costs (\$650), shared payroll processing (\$200) and liability insurances (\$410), derived on FTE distribution basis. Allocations are made as expenses are incurred by assigning predetermined distribution codes to invoices, as processed.

**Other (C - Housing): \$5,230:** One-time rental assistance to prevent eviction of PATH persons who are behind in their rent or utilities; assistance with security deposits, or emergency hotel vouchers, furnishings such as mattresses.

NARRATIVE

**PATH BUDGET REQUEST FOR SFY 2011  
OHIO DEPARTMENT OF MENTAL HEALTH  
ICAN, INC.  
LOCAL PATH MATCH FUNDS**

**Personnel (Salaries & Wages)-\$21,839;**.8 FTE total ; 35 FTE for the Front Desk Assistant who serves PATH clients as walk-ins, scheduling appointments, oversight of the drop-in center;.15 FTE for Housing Assistant/Maintenance staff who provides custodial care of the drop in center and client restrooms;.05 FTE for Development Coordination who works with the Homeless Collaboration and Continuum of Care and annual Homeless Count; .05 FTE for administrative and supervisory duties of Executive Director for the all PATH related personnel; .025 FTE for Accounting staff supporting the PATH program; .10 FTE Property Mgt Coordinator responsible for data collections and upload submissions to HMIS system; Admin Assistant, replaces Front Desk Assistant during lunches and planned PTO.

Position	Annualized Salary	PATH Match Funded FTE	PATH Funded Salary
Front Desk Assistant	20,950	.35	7,333
Housing Asst/Maintenance	21,025	.15	3,154
Development Coordinator	47,424	.05	2,371
Grant Accountant	41,635	.025	1,041
Executive Director	73,571	.05	3,679
Property Mgt Coordinator	27,040	.10	2,704
Administrative Asst	20,762	.075	1,557

**Fringe Benefits: \$9,667:** This pays for proportional costs of payroll taxes, group health and welfare benefits. The percentage of salary for fringe benefits will not be the same for each individual, because of the salary range or differences in company paid benefit options selected..

Position	Annualized Benefits	Percent of Salary	PATH Match Funded FTE	PATH Funded Salary
Front Desk Assistant	13,348	63.7	.35	4,672
Housing. Asst/Maintenance	7,953	37.8	.15	1,193
Development Coordinator	11,294	23.8	.05	565
Grant Accountant	19,782	47.5	.025	495
Executive Director	24,930	33.9	.05	1,247
Property Mgt Coordinator	8,552	31.6	.10	855
Admin Assistant	8,533	41.1	.075	640

Travel A: - N/A

Travel B: - N/A

Equipment A: - N/A

Equipment B: - N/A

Supplies: - N/A

Contractual: - N/A

Other (A): - N/A

Other (B): - N/A

**PATH: COUNTY OF SUMMIT ADAMHS BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)**  
Ohio Department of Mental Health

Board <b>COUNTY OF SUMMIT ALCOHOL, DRUG ADDICTION &amp; MENTAL HEALTH SERVICES BOARD</b>			Period Request Covering	
			From <b>7/1/2010</b>	To <b>6/30/2011</b>
	<b>Maximum Allocation</b>	<b>Expenditures This Period</b>	Total to Date	Remaining Balance
<b>FEDERAL PATH FUNDS</b>				
Personnel	95,807			
Fringe Benefits	18,287			
Travel (A)	7,100			
Travel (B)				
Equipment (A)Pagers, Cell phones, Laptops	7,296			
Equipment (B)				
Supplies (A)Emergency Food, Transportation, Clothing Blankets	4,783			
Supplies (B)				
Contractual				
Construction				
Other (A)Cleaning, Maintenance, Insurance	2,405			
Other (B)				
Other (C-Housing) Emergency Housing	1,000			
<b>Total Federal Direct</b>	<b>136,678</b>			
<b>Total Federal Non-direct (B)</b>				
<b>TOTAL FEDERAL</b>	<b>136,678</b>	-	-	-

**PATH: COUNTY OF SUMMIT ADAMHS BOARD**

**PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH)  
Ohio Department of Mental Health**

	Maximum Allocation	Expenditures This Period	Total to Date	Remaining Balance
<b>LOCAL MATCH</b>				
Personnel	112,900			
Fringe Benefits	42,254			
Travel (A)				
Travel (B)	2,100			
Equipment (A)				
Equipment (B) Telephones, Other Equipment	2,400			
Supplies (A)				
Supplies (B) Office Supplies	2,014			
Contractual	-			
Construction				
Other (A) Rent, Maintenance, Insurance	5,000			
Other (B) Utilities, Audits	8,500			
Other (C-Housing)				
<b>Total Local Direct &amp; Total Local Non-direct (B)</b>	<b>\$160,154</b>			
<b>Total Local</b>	<b>175,168</b>			
<b>GRAND TOTAL</b>				
<b>GRAND TOTAL (Federal and Local)</b>	<b>311,846</b>			

**Source of Match- Local Levy Dollars**

**Certification:**

I certify that the above request for funds is allowable and consistent with the approved budget and federal and state guidelines and regulations.

Board Executive Director	Date
Board Chief Financial Officer	Date
Requested By	Telephone No.      Date

**PATH: COUNTY OF SUMMIT ADAMHS BOARD**

**COMMUNITY SUPPORT SERVICES, INC.**  
**150 Cross St.**  
**Akron, OH 44311**

**Application to the Ohio Department of Mental Health for Continuation  
 Funding of a PATH Block Grant for the Homeless Outreach Project**

**Funding Period: FY 2010 -- SFY 2011 (July 1, 2010 - June 30, 2011)**

<b>I. BUDGET LINE ITEMS</b>	<b>Grant FTEs</b>	<b>Total PATH GRANT</b>	<b>LOCAL LEVY</b>	<b>TOTAL BUDGET</b>
<b>PERSONNEL</b>				
<b>A. Salaries &amp; Wages:</b>				
3. Psychiatrist	0.25	0.00	52,216	52,216
4. Nurse	0.06	0.00	3,792	3,792
5. Supervisor	0.75	18,791.00	10,118	28,909
6. Outreach Worker	0.75	20,768.00	11,182	31,950
7. Outreach Worker	0.75	19,305.00	10,395	29,700
8. Outreach Worker	0.75	17,550.00	9,450	27,000
9. Outreach Peer Support	1.00	11,437.00	3,813	15,250
10. Manager/Administrator	0.23	4,273.00	6,409	10,682
11. Clerical	0.35	3,683.00	5,525	9,208
<b>Sub-Totals</b>	<b>4.89</b>	<b>95,807</b>	<b>112,900</b>	<b>208,707</b>
<b>B. Fringe Benefits</b>				
1. Social Security (7.65%)		7,329	8,636	15,965
2. Workers Compensation		789	930	1,719
3. Unemployment		302	351	653
4. Retirement		4,790	5,645	10,435
5. Life Insurance		301	355	656
6. Disability		301	978	1,279
7. Health Insurance		4,475	25,359	29,834
<b>Sub-Totals</b>		<b>18,287</b>	<b>42,254</b>	<b>60,541</b>
<b>TOTAL PERSONNEL COSTS</b>		<b>114,094</b>	<b>155,154</b>	<b>269,248</b>
<b>TRAVEL (A)</b>		<b>7,100</b>	<b>0</b>	<b>7,100</b>
<b>TRAVEL (B)</b>		<b>0</b>	<b>2,100</b>	<b>2,100</b>
<b>Total Travel</b>				<b>9,200</b>
<b>PAGERS, CELL PHONES, LAPTOPS (Equipment A)</b>		<b>7,296</b>	<b>0</b>	<b>7,296</b>
<b>TELEPHONES/OTHER EQUIPMENT (Equipment B)</b>		<b>0</b>	<b>2,400</b>	<b>2,400</b>
<b>EMERGENCY Food/Transportation/</b>		<b>4,783</b>	<b>0</b>	<b>4,783</b>

**PATH: COUNTY OF SUMMIT ADAMHS BOARD**

<b>Clothing/Blankets (Supplies A)</b>				
<b>OFFICE SUPPLIES (Supplies B)</b>		<b>0</b>	<b>2,014</b>	<b>2,014</b>
<b>CONTRACTUAL</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CONSTRUCTION</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>CLEANING/MAINTENANCE/INSURANCE Homeless Office Area Only (Other A)</b>		<b>2,405</b>	<b>5,000</b>	<b>7,405</b>
<b>UTILITIES</b>		<b>0</b>	<b>7,500</b>	<b>7,500</b>
<b>Audits for outside Auditors (Other B)</b>		<b>0</b>	<b>1,000</b>	<b>1,000</b>
<b>EMERGENCY HOUSING (Other C)</b>		<b>1,000</b>	<b>0</b>	<b>1,000</b>
<b>Total Direct</b>		<b>136,678</b>	<b>160,154</b>	<b>296,832</b>
<b>Total Non-Direct</b>		<b>0</b>	<b>15,014</b>	<b>15,014</b>
<b>TOTAL BUDGET</b>		<b>136,678</b>	<b>175,168</b>	<b>311,846</b>
		<b>44%</b>	<b>56%</b>	<b>100%</b>

\_\_\_\_\_  
James Bournival, C.F.O.

\_\_\_\_\_  
Date

**PATH: COUNTY OF SUMMIT ADAMHS BOARD**

**COMMUNITY SUPPORT SERVICES, INC.**  
**150 Cross St.**  
**Akron, OH 44311**

**Funding Period: FY 2010 -- SFY 2011 (July 1, 2009 - June 30, 2010)**

<b><u>TRAVEL (A)</u></b>					
<b><u>Position</u></b>	<b><u>Outreach Mileage</u></b>	<b><u>Mileage Rate</u></b>	<b><u>Total Mileage</u></b>	<b><u>Grant</u></b>	<b><u>Other</u></b>
-					-
Outreach Worker	3,000	\$0.500	\$1,500.00	\$1,500	\$0
Outreach Worker	3,000	\$0.500	\$1,500.00	\$1,500	\$0
Outreach Worker	3,000	\$0.500	\$1,500.00	\$1,500	\$0
Outreach Peer Support Supervisor	3,000	\$0.500	\$1,500.00	\$1,500	\$0
	2,200	\$0.500	\$1,100.00	\$1,100	\$0
<b>Total</b>	<b>14,200</b>	<b>\$0.500</b>	<b>\$7,100</b>	<b>\$7,100</b>	<b>\$0</b>

**Travel is for Outreach Services**

<b><u>TRAVEL (B)</u></b>			
<b><u>Position</u></b>	<b><u>Conference/ Meetings</u></b>	<b><u>Grant</u></b>	<b><u>Other</u></b>
-			-
Outreach Worker	\$500.00	\$0	\$500
Outreach Worker	\$500.00	\$0	\$500
Outreach Worker	\$500.00	\$0	\$500
Outreach Peer Support	\$100.00	\$0	\$100
Supervisor	\$500.00	\$0	\$500
<b>Total</b>	<b>\$2,100</b>	<b>\$0</b>	<b>\$2,100</b>

<b><u>Equipment (A)</u></b>					
<b><u>Pagers, Cell Phones, Laptops</u></b>					
<b><u>Position</u></b>	<b><u>Cell Phone</u></b>	<b><u>PDA's *</u></b>	<b><u>Total</u></b>	<b><u>Grant</u></b>	<b><u>Other</u></b>
-					-
Supervisor	\$0	\$1,380	<b>\$1,380.00</b>	\$1,380	\$0
Outreach Worker	\$99	\$1,380	<b>\$1,479.00</b>	\$1,479	\$0
Outreach Worker	\$99	\$1,380	<b>\$1,479.00</b>	\$1,479	\$0
Outreach Worker	\$99	\$1,380	<b>\$1,479.00</b>	\$1,479	\$0
Outreach Peer Support	\$99	\$1,380	<b>\$1,479.00</b>	\$1,479	\$0
<b>Total</b>	<b>\$396</b>	<b>\$6,900</b>	<b>\$7,296</b>	<b>\$7,296</b>	<b>\$0</b>

\* PDA's are used to capture service information.

**PATH: COUNTY OF SUMMIT ADAMHS BOARD**

<b>Supplies (A)</b>	<b><u>Emergency Food, Transportation, Blankets</u></b>				
	<b><u>Cost</u></b>	<b><u>Number Served</u></b>		<b><u>Grant</u></b>	<b><u>Other</u></b>
-					
-					
Food for Street Homeless	\$2,000.00	500	Meals Served	\$2,000.00	\$0
Bus Passes for Homeless	\$2,000.00	800	Bus Passes issued	\$2,000.00	\$0
Blankets/Sleeping Bags	\$383.00	20	Blankets/ Sleeping Bags	\$383.00	\$0
Clothing	\$400.00	40	Clothing for 40 People	\$400.00	\$0
<b>Total</b>	<b>\$4,783</b>			<b>\$4,783</b>	<b>\$0</b>

<b>Other (A)</b>	<b><u>Cost</u></b>	<b><u>Grant</u></b>	<b><u>Other</u></b>
Insurance (Liability, property, auto, etc.)	\$ 1,000.00	\$ 1,000.00	0
Facility Maintenance	\$ 1,000.00	\$ 1,000.00	0
Facility Cleaning	\$ 405.00	\$ 405.00	0
<b>Total</b>	<b>\$ 2,405</b>	<b>\$ 2,405</b>	<b>0</b>
<b>Other (C) Emergency Housing</b>			
	<b><u>Cost</u></b>	<b><u>Number Served</u></b>	
Hotel Rooms	\$1,000.00	20	\$1,000.00 \$0

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standard or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standard for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685- 1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§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 AUTHORIZED CERTIFYING OFFICIAL	TITLE Director	
APPLICANT ORGANIZATION Ohio Department of Mental Health		DATE SUBMITTED 5/26/2010

**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 work-place 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 work-place and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of

such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted--
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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 Ohio Department of Mental Health		DATE SUBMITTED 5/26/2010

## Agreements (Appendix E)

### FISCAL YEAR 2010 PROJECT FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH) AGREEMENT

I hereby certify that the State of Ohio agrees to the following:

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

- (1) (a) are suffering from serious mental illness; or  
(b) are suffering from serious mental illness and have a substance use disorder; and
- (2) are homeless or at imminent risk of becoming homeless.

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

- (1) outreach;
- (2) screening and diagnostic treatment;
- (3) habilitation and rehabilitation
- (4) community mental health
- (5) alcohol or drug treatment
- (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 services, prevocational and vocational services, and housing
  - (c) providing assistance to the eligible homeless individual in obtaining income 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 163(a)(2) of the Social Security Act if the eligible homeless individual is receiving aid under Title XVI of such act and if the applicant is designated by the Secretary to provide such services.
- (8) supportive and supervisory services in residential settings;
- (9) referrals for primary health services, job training, education services and relevant housing services;

- (10) housing services [subject to Section 522(h)(1)] 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) the costs associated with matching eligible homeless individuals with appropriate housing situations; and
  - (g) one time rental payment to prevent eviction.
  - (h) other appropriate services, as determined by the Secretary.

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

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

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

- (1) has a policy of excluding individuals from mental health services due to the existence or suspicion of a substance abuse disorder; or
- (2) has a policy of excluding individuals from substance abuse services due to the existence or suspicion of mental illness.

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

Section 522(g). The State will maintain State expenditures for services specified in Section 522(b) 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.

Section 522(h). The State agrees that:

- (1) not more than 20 percent of the payments will be expended for housing services under Section 522(b)(10); 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.

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

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

Section 526. The State has attached hereto a statement:

- (1) identifying existing programs providing services and housing to eligible homeless individuals and gaps in the delivery systems of such programs;
- (2) containing a plan for providing services and housing to eligible homeless individuals, which:
  - (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 individual;
- (3) describing the source of the non-Federal contributions described in Section 523;
- (4) containing assurances that the non-Federal contribution described in Section 523 will be available at the beginning of the grant period;
- (5) describing any voucher system that may be used to carry out this part; and
- (6) containing such other information or assurances as the Secretary may reasonably require.

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

- (1) 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; and
- (2) 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.

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

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

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

Section 528(a). The State will, by January 31, 2009, prepare and submit a report providing such information as is necessary for:

- (1) securing a record and a description of the purposes for which amounts received under the PATH Formula Grant Program were expended during fiscal year 2009 and of the recipients of such amounts; and
- (2) determining whether such amounts were expended in accordance with the provisions of Part C-PATH.

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

Section 529. Payments may not be made unless the State agreements are made through certification from the Chief Executive Officer of the State.

**State agrees to send a representative to any annual or biennial meetings of State PATH Contacts.**

**Charitable Choice Provisions:**

The State will comply, as applicable, with the Substance Abuse and Mental Health Services Administration's (SAMHSA) Charitable Choice statues codified as Sections 581-584 and 1955 of the Public Health Services Act (42 U.S.C. §290kk, et seq., and 300x-65) and their governing regulations at 41 C.F.R. Part 54 and 54a respectively.

\_\_\_\_\_  
Governor

\_\_\_\_\_  
Date

### CHECKLIST

**Public Burden Statement:** Public reporting burden of this collection of information is estimated to average 4 - 50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC,

Clearance Officer, 1600 Clifton Road, MS D-24, Atlanta, GA 30333, ATTN: PRA (0920-0428). Do not send the completed form to this address.

**NOTE TO APPLICANT:** This form must be completed and submitted with the original of your application. Be sure to complete both sides of this form. Check the appropriate boxes and provide the information requested. This form should be attached as the last page of the signed original of the application. This page is reserved for PHS staff use only.

Type of Application:       NEW                       Noncompeting Continuation                       Competing Continuation                       Supplemental

**PART A: The following checklist is provided to assure that proper signatures, assurances, and certifications have been submitted.**

- |  | Included                            | NOT<br>Applicable                   |
|--|-------------------------------------|-------------------------------------|
| 1. Proper Signature and Date for Item 18 on SF 424 (FACE PAGE) .....   | <input checked="" type="checkbox"/> |                                     |
| 2. Proper Signature and Date on PHS-5161-1 "Certifications" page. ....   | <input checked="" type="checkbox"/> |                                     |
| 3. Proper Signature and Date on appropriate "Assurances" page, i.e., SF-424B (Non-Construction Programs) or SF-424D (Construction Programs) .....  | <input checked="" type="checkbox"/> |                                     |
| 4. If your organization currently has on file with DHHS the following assurances, please identify which have been filed by indicating the date of such filing on the line provided. (All four have been consolidated into a single form, HHS Form 690) |                                     |                                     |
| <input checked="" type="checkbox"/> Civil Rights Assurance (45 CFR 80) .....   |                                     | <u>07/20/1992</u>                   |
| <input checked="" type="checkbox"/> Assurance Concerning the Handicapped (45 CFR 84) .....   |                                     | <u>07/20/1992</u>                   |
| <input checked="" type="checkbox"/> Assurance Concerning Sex Discrimination (45 CFR 86) .....  |                                     | <u>07/20/1992</u>                   |
| <input checked="" type="checkbox"/> Assurance Concerning Age Discrimination (45 CFR 90 & 45 CFR 91) .....  |                                     | <u>07/20/1992</u>                   |
| 5. Human Subjects Certification, when applicable (45 CFR 46) .....   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**PART B: This part is provided to assure that pertinent information has been addressed and included in the application.**

- |  | YES                                 | NOT<br>Applicable                   |
|--|-------------------------------------|-------------------------------------|
| 1. Has a Public Health System Impact Statement for the proposed program/project been completed and distributed as required? .....                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Has the appropriate box been checked for item # 16 on the SF-424 (FACE PAGE) regarding intergovernmental review under E.O. 12372 ? (45 CFR Part 100)..... | <input checked="" type="checkbox"/> |                                     |
| 3. Has the entire proposed project period been identified in item # 13 of the FACE PAGE? .....   | <input checked="" type="checkbox"/> |                                     |
| 4. Have biographical sketch(es) with job description(s) been attached, when required .....   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Has the "Budget Information" page, SF-424A (Non-Construction Programs) or SF-424C (Construction Programs), been completed and included? .....             | <input checked="" type="checkbox"/> |                                     |
| 6. Has the 12 month detailed budget been provided? .....   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7. Has the budget for the entire proposed project period with sufficient detail been provided? .....   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. For a Supplemental application, does the detailed budget address only the additional funds requested? .....   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. For Competing Continuation and Supplemental applications, has a progress report been included? .....  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

**PART C: In the spaces provided below, please provide the requested information.**

Business Official to be notified if an award is to be made.

Program Director/Project Director/Principal Investigator designated to direct the proposed project or program.

Name Sandra S. Stephenson  
 Title Director  
 Organization Ohio Department of Mental Health  
 Address 30 East Broad Street, 8<sup>th</sup> Floor  
 E-mail Address Sandra.Stephenson@mh.ohio.gov  
 Telephone Number 614.466.2174  
 Fax Number 614.466.1571  
 APPLICANT ORGANIZATION'S 12-DIGIT DHHS EIN (If already assigned)  
1316402047A8

Name Deborah N. Givens  
 Title State PATH Contact  
 Organization Ohio Department of Mental Health  
 Address 30 East Broad Street, 8<sup>th</sup> Floor  
 E-mail Address Deborah.Givens@mh.ohio.gov  
 Telephone Number 614.466.1323  
 Fax Number 614.466.1574  
 SOCIAL SECURITY NUMBER XXX-XX-8327  
 HIGHEST DEGREE EARNED 

B.A.
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(OVER)

**PART D: A private, nonprofit organization must include evidence of its nonprofit status with the application. Any of the following is acceptable evidence. Check the appropriate box or complete the "Previously Filed" section, whichever is applicable.**

- (a) A reference to the organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- (b) A copy of a currently valid Internal Revenue Service Tax exemption certificate.
- (c) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals.
- (d) A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization.
- (e) Any of the above proof for a State or national parent organization, and a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

If an applicant has evidence of current nonprofit status on file with an agency of PHS, it will not be necessary to file similar papers again, but the place and date of filing must be indicated.

Previously Filed with: (Agency)

on (Date)

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## INVENTIONS

If this is an application for continued support, include: (1) the report of inventions conceived or reduced to practice required by the terms and conditions of the grant; or (2) a list of inventions already reported, or (3) a negative certification.

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## EXECUTIVE ORDER 12372

Effective September 30, 1983, Executive Order 12372 (Intergovernmental Review of Federal Programs) directed OMB to abolish OMB Circular A-95 and establish a new process for consulting with State and local elected officials on proposed Federal financial assistance. The Department of Health and Human Services implemented the Executive Order through regulations at 45 CFR Part 100 (Inter-governmental Review of Department of Health and Human Services Programs and Activities). The objectives of the Executive Order are to (1) increase State flexibility to design a consultation process and select the programs it wishes to review, (2) increase the ability of State and local elected officials to influence Federal decisions and (3) compel Federal officials to be responsive to State concerns, or explain the reasons.

The regulations at 45 CFR Part 100 were published in the *Federal Register* on June 24, 1983, along with a notice identifying the

Department's programs that are subject to the provisions of Executive Order 12372. Information regarding PHS programs subject to Executive Order 12372 is also available from the appropriate awarding office.

States participating in this program establish State Single Points of Contact (SPOCs) to coordinate and manage the review and comment on proposed Federal financial assistance. Applicants should contact the Governor's office for information regarding the SPOC, programs selected for review, and the consultation (review) process designed by their State.

Applicants are to certify on the face page of the SF-424 (attached) whether the request is for a program covered under Executive Order 12372 and, where appropriate, whether the State has been given an opportunity to comment.

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**DISCLOSURE OF LOBBYING ACTIVITIES**

Approved by OMB  
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b>  <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> <b>b</b> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action</b>  <input checked="" type="checkbox"/> <b>b</b> a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b>  <input checked="" type="checkbox"/> <b>a</b> a. initial filing b. material change  <b>For Material Change Only:</b> Year _____ Quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b>  <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee  Tier _____, if known: _____  Ohio Department of Mental Health 30 East Broad Street, 8 <sup>th</sup> Floor Columbus, Ohio 43215-3430  Congressional District, if known: <u>12, 15</u>	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  <p align="center">Not Applicable</p>  Congressional District, if known: _____	
<b>6. Federal Department/Agency:</b>  SAMHSA	<b>7. Federal Program Name/Description:</b> FY 2010 PATH Application  CFDA Number, if applicable: <u>93.150</u>	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10.a. Name and Address of Lobbying Entity</b> <i>(if individual, last name, first name, MI):</i>  None	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a.) (last name, first name, MI):</i>  None	
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>	Signature: _____ Print Name: <u>Sandra S. Stephenson</u> Title: <u>Director</u> Telephone No.: <u>614.466.2174</u> Date: <u>5/26/2010</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)