



Community Based Organization Manual

Projects for Assistance in Transition from Homelessness (PATH) & Transitional Living

July 1, 2026 – June 30, 2027



Health and Human Services
Division of Behavioral Health

Projects for Assistance in Transition from Homelessness (PATH)

Projects for Assistance in Transition from Homelessness (PATH) program is a formula grant that funds community-based outreach, mental and substance use disorder treatment services, assistance with accessing housing and other supportive housing services. The program is intended to reduce homelessness among persons experiencing severe mental illness or co-occurring mental illness and substance use disorder who are at risk of becoming homeless, or who are chronically homeless.

The Iowa Behavioral Health Service System Statewide Plan outlines that 67% of people experiencing homelessness have a behavioral health disorder. Programs for people without homes, support adults and families who have nowhere to live and offer connections and referrals to needed services.

Individuals who meet PATH eligibility criteria and are already linked to treatment for mental health disorder/s are considered eligible for PATH services under the federal PATH statute, they may need services other than treatment for mental health disorder(s) such as housing services, linkage to income assistance and other mainstream services and benefits.

The strategies outlined in this guidance are consistent with Iowa's vision for a person-centered, prevention-focused behavioral health system. Activities outlined support broader goals in the Behavioral Health State Plan including:

- **Prevention Strategy 1:** Create and follow an integrated, system-wide approach to behavioral health promotion and prevention.
- **Recovery Strategy 1:** Create and support a comprehensive and integrated, statewide system of recovery related to the behavioral health needs of individuals, families and communities.
- **Recovery Strategy 2:** Create and follow steps for success in building a comprehensive and integrated, statewide behavioral health recovery system.
- **Crisis Strategy 1:** Create and support a comprehensive and integrated, statewide behavioral health crisis system.
- **Crisis Strategy 3:** Create and follow steps for success in building a comprehensive and integrated, statewide behavioral health crisis system.

Required Activities

PATH funds must be used to provide from among the following services to eligible individuals:

- Provide outreach and case management services, including prioritization of eligible veterans, as listed in the State PATH Manual and SAMHSA PATH Notice of Funding Opportunity (NOFO).

- PATH staff provide assistance in obtaining screening and referral to diagnostic treatment (SMI determination), medications and co-occurring mental health and substance use treatment. The primary purpose of PATH eligibility screening is to determine whether a potential service recipient meets core PATH eligibility criteria. To be eligible for PATH services, individuals must have a serious mental illness OR a serious mental illness with a co-occurring substance use disorder and be experiencing homelessness OR at imminent risk of becoming homeless.
- PATH staff refer to habilitation and rehabilitation programs.
- PATH staff make referrals to community mental health centers, primary health care services, job training services, educational services and other mainstream services.
- PATH staff assist people with alcohol and/or drug treatment services.
- PATH staff assist people with community mental health services.
- PATH staff refer eligible individuals for such other services as may be appropriate.
- PATH staff provide assistance in obtaining and coordinating social and maintenance support services for eligible individuals, including services related to daily living activities, peer support, personal financial planning, transportation, and obtaining identification and other essential documents.
- PATH staff provide assistance in obtaining and coordinating income support services, such as housing assistance, Supplemental Nutrition Assistance Program, and supplemental social security income benefits.
- PATH staff provide assistance in applying for housing services or accessing emergency shelter.
- PATH staff provide assistance with supportive and supervisory services in residential settings including shelters, group homes, recovery housing, supported apartments and other residential settings specifically serving those living with SMI or COD; and
- Housing services, as specified in Section 522(b)(10) of the PHS Act, as amended [U.S.C. § 290cc-22(b)(10)], including:
 - Minor renovation, expansion, and repair of housing
 - Planning of housing
 - Technical assistance in applying for housing assistance
 - Improving the coordination of housing services
 - Security deposits
 - Costs associated with matching eligible individuals who are experiencing homelessness with appropriate housing situations
 - One-time rental payments to prevent eviction

Funding Restrictions and Limitations

PATH recipients must comply with the following funding restrictions:

- Grant funds must only be used for purposes supported by the program.
- No more than 4 percent of the federal PATH funds received shall be used for administrative expenses, as specified in Section 522(f) of the PHS Act, as amended (42 U.S.C. § 290cc-22(f)). Contractors must track the costs in this category with records demonstrating that the 4 percent cap has not been exceeded.

- No more than 20 percent of the federal PATH funds allocated to the state may be expended for eligible housing services, as specified in Section 522(g)(1) of the Public Health Services Act, as amended (42 U.S.C. § 290cc-22(g)(1)). Contractors must track the costs in this category with records demonstrating the 20 percent cap has not been exceeded.

Compliance

There is a match requirement for PATH funds \$1 for every \$3 grant dollars.

Required Providers Reporting by SAMHSA:

- PATH providers are required to submit quarterly and annual PATH data reports through the PATH Data Exchange (PDX), an online data collection tool that aggregates PATH provider Homeless Management Information System (HMIS) data. This data is reported by the state to SAMHSA.
- SAMHSA issues an annual Notice of Funding Opportunity prepared and submitted by the State PATH Contact (SPC) under the signature of the Governor (or designee).
- Iowa must complete the application to receive PATH funding even though it is a non-competitive grant.

Reporting

- Required to submit data through the PATH Data Exchange - [PDX | PATH Data Exchange](#) -
- Required to use the Homeless Management Information System (HMIS) - [PATH Program HMIS Manual - 2024 Version](#)
- Required to submit Intended Use Plans annually through WebBGAS, an online application system used for SAMHSA block grants and the PATH program: - [Welcome to WebBGAS](#)

Invoicing

Administrative & Indirect Costs (Where Applicable)

CBOs may request reimbursement for administrative and/or indirect costs. Administrative costs may include but are not limited to, costs that have been incurred for common or joint purposes or objectives, benefitting more than one cost objective, and/or cannot be readily identified with a particular final cost objective.

For the purposes of this Contract, examples of administrative costs may include but are not limited to general administration and general expenses such as accounting, expenses of executive officers, personnel administration, costs of operating and maintaining the facility, rent and lease payments, utilities, data collection and data processing costs, printing, communications equipment and services, depreciation, and other costs necessary to support the delivery of services.

CBOs may request reimbursement for administrative/indirect costs with a standard capitation of 15% of direct costs. CBOs may only request a rate above 15% if they have a current

Negotiated Indirect Cost Rate Agreement (NICRA). Please note that even once a current NICRA is approved, Iowa PCA reserves the right to negotiate the application of the Indirect Rate per individual contract. Iowa PCA is not required to accept the federally approved rate automatically. Accordingly, if a future NICRA is obtained, Iowa PCA retains the discretion to negotiate the application of that rate, including application at a lower percentage. Iowa PCA does not anticipate accepting a rate higher than 15%.

Key Performance Indicators (KPIs)

- At least 75% of individuals contacted through PATH outreach will engage in at least one follow-up contact within 30 days.
- At least 50% of PATH-enrolled individuals will receive documented housing navigation assistance each quarter.
- CBO will submit accurate and timely data that aligns with reported activities and supporting documentation.
- CBO will submit complete and accurate monthly invoices that include allowable, properly documented costs and align with reported activities and approved budget.

Training (required trainings listed below)

- All PATH staff are trained in HMIS data entry required by SAMHSA by the Institute for Community Alliance state contact. Each PATH staff has a license to utilize the statewide HMIS system.

Resources & Tools

All forms and attachments can be found on the Iowa HHS website at [Iowa's Behavioral Health Service System | Health & Human Services](#)

- PATH PDX Manual
- State PATH Contact Manual
- HMIS Licensure and data standards
- Community-based referrals

Monitoring and Documentation

- Site visits are determined by the federal SAMHSA Project Officer.
- Data entry is required by SAMHSA using the PATH PDX and HMIS websites.
- Iowa HHS State PATH Contact meet quarterly with all PATH provider staff.
- Iowa HHS State PATH Contact meets monthly with the SAMHSA federal project officer assigned to Iowa.

Additional Notes and Attachments/Forms

All forms and attachments can be found on the Iowa HHS website at [Iowa's Behavioral Health Service System | Health & Human Services](#)

- State Path Contact Manual
- PATH PDX

Transitional Living

Transitional Housing is a time-limited, supportive housing program designed to help individuals transition from a residential care or institutional setting into independent, permanent housing. Individuals using transitional housing can include those with Intellectual and Developmental Disabilities, individuals with behavioral health concerns, or individuals transitioning from homelessness or incarceration. Services provided can include, but are not limited to, behavioral health services, life skills training, employment support, and housing assistance.

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Key Performance Indicators (KPIs)

- A minimum of 80% of transitional living participants will demonstrate improved housing status from program intake to discharge.
- A minimum of 80% of participants will have successfully completed the transitional living program.
- CBO will submit accurate and timely data that aligns with reported activities and supporting documentation.
- CBO will submit complete and accurate monthly invoices that include allowable, properly documented costs and align with reported activities and approved budget.

Reporting

- Transitional Living reports shall be submitted to the Behavioral Health Administrative Services Organization (BH-ASO) each month. The data reporting template, trainings, and upload instructions are located on the [Iowa PCA Partner Portal](#).



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