



c/o Aging Division, Community Living Section
Wyoming Department of Health
6101 Yellowstone Road, Suite 186A
Cheyenne, WY 82002
(307)777-7986
<http://www.health.wyo.gov/aging/wssb/>

POLICY NOTICE

Reference: Emergency Grant Policy and Application Procedures

Policy Number: WSSB-052110-07

Effective Date: July 1, 2010

This policy provides guidance to all Wyoming Senior Services Board (WSSB) contractors concerning Emergency Grants.

Background: Per W.S. 9-2-1210 through 9-2-1215 (effective July 1, 2003 amended March, 2007), the WSSB is authorized to oversee the award and distribution of specially appropriated state funds to benefit Wyoming's senior citizens. As detailed in applicable law and policy, eligible senior centers in the state may apply for Emergency Grant funding to address one-time emergency needs which cannot be met through other revenue sources.

Definition and Explanation of Emergencies Which May Be funded: WSSB Emergency Grants are for serious, unexpected situations which demand immediate attention, and would disrupt a senior center from operating if not corrected as soon as possible.

Policy:

- WSSB Emergency Grants: are restricted to unexpected equipment replacements or repairs, to unexpected necessary facility repairs which could prevent a center from functioning, or to cover unforeseen expenditures needed in a crisis or urgent situations in order to continue operation. Emergency grant applications will be funded based upon, but not limited to:
 - Availability of funding.
 - Lack of other available sources of revenue for the applicant center to use for the emergency.
 - The level of the center's efforts and ability or inability to access funds from other revenue sources.

- Ownership versus leased senior center. If the center is leased, WSSB may ask for information contained in the center's leased agreement with the facility owner during the application process.
- Emergency Grant Funding: is to address one-time emergency needs which cannot be met other than by borrowing funds from other operating budget categories or lending institutions. Other sources include, but are not limited to:
 - The senior center's own reserve, budgeted, or deferred maintenance account.
 - The senior Center's own foundation and/or endowment fund.
 - Other available grant sources.
 - County and/or city funds or senior district board funds requested by the applicant. WSSB requires documentation regarding the specific requests in the grant's two page narrative or as attachments to the grant narrative. Attachments are the preferred means of documentation.
 - Donations from individuals, service clubs, fundraising projects, etc.
 - Emergency grant funds cannot be used to match other state general funds.
- Eligibility for Funding: "Eligible senior center" means an organization referenced in W.S. 9-2-1201 (a) (iii)
- Purpose of Funding: The Wyoming Senior Services Board has approved criteria for emergency grant applications to meet the public purposes referred to W.S. 9-2-1212 (a)

The grant application shall include a minimum of:

- A Cover Page. Applicant may print a cover page from WSSB's website and apply the original signature of the applicant senior center's board chairman or other authorized signer, and the center's director.
- A Budget Page. Applicants may print a budget page from WSSB's website.
- A Narrative. A brief, targeted narrative, not exceeding two pages, should include;
 - A clear description of what specifically the senior center's administration (director and board of directors) plans to accomplish with the use of the emergency funding, and why this situation qualifies as an emergency need.
 - Provisions of a description of other sources of funding sought

and not received by the applicant senior center for purposes of this emergency. Provide attachments of the written responses to the center's requests from the county, city, senior district board, and any other applicable potential funding sources.

- A statement about whether the center is privately owned or leased. If leased, the center must include the name of the lessor and pertinent information about which entity, lessor or lessee, is responsible for emergencies such as the one generating the grant request.
 - Detail how the proposed use of this funding would meet the listed criteria on pages 1 and 2. Indicate how the funding will benefit the seniors served by the applicant center.
- **Other attachments.** Provide three bids for resolving the emergency if the request is over \$500. If there are valid reasons for seeking less than three bids, please detail them in the grant narrative.
 - The supporting budget page includes an area for description and itemization of expenses. **The funding request must not exceed the maximum amount set by the board. Emergency Grants are awarded as funding of last resort.**

Final Instructions for Grant Applications and Follow-up to Grants Received:

When the narrative and forms are completed, they must be signed by the applicant center's director and board chairperson or designee. One signed original of the complete grant shall be sent to the Aging Division-Community Living, 6101 Yellowstone Road, Suite 186A, Cheyenne, WY 82002. One signed original of the complete grant application shall be sent to the WSSB Emergency Grant Coordinator. Copies of the complete grant shall be sent to the specified Senior Center WSSB Chairperson on the same date.

The WSSB Chairperson will insert copies of the emergency grant into WSSB board packets for their review prior to the next WSSB public meeting.

One of the following individuals from the senior center applicant shall be in attendance at the meeting at which its Emergency Grant will be considered for approval: Senior Center Director, Senior Center Board Officer or a Board Appointee. The attendee will be asked to present a short synopsis of the necessity for the Emergency Grant and may be asked questions pertaining to the grant request.

If the grant is approved, a Notice of Grant Award (NGA) will be mailed by WSSB's chairperson to the senior center's director. A copy of the NGA may be shared with the approved center's vendor or contractor to show that payment is guaranteed. A contract for the disbursement of funds will follow shortly from the Aging Division – Community Living.

The center's director, board chairperson, or assigned representative should sign this contract and return it to the Aging Division as soon as possible. The contract will then be signed by WSSB's chairperson, the Aging Division Administrator, and the Director of the Wyoming Department of Health. Once all signatures are secured, the procedure to fund an approved Emergency Grant from the State Auditor will begin. The check will be issued and mailed to the center; or, the funds may be electronically transferred to the appropriate bank account. Note: this process may take up to 45 days.

After the grant has been approved by WSSB, any proposed changes to the application must be submitted in writing to WSSB and the Aging Division. A request for change may then be considered by WSSB. If the change is approved, the applicant center director will receive a notice indicating this approval. The center may then proceed with the approved changes, and these changes will become part of the approved grant.

An Emergency Grant Closeout Report is due within 45 days of the completion of the emergency project. The report should include an Emergency Grant Closeout Report cover sheet (available on the WSSB website), copies of receipts from vendors, date of completion, and other pertinent information about the resolution of the emergency to WSSB's Emergency Grant.

If close-out report is not submitted, WSSB may choose to reduce the amount of the delinquent Emergency Grant recipient's Formula Grant during the next payment or grant cycle. Submission of copies of warranties, etc. is not necessary.

Any awarded unspent emergency funds not needed to resolve the emergency must be returned to WSSB through the Aging Division – Community Living at this time. The check should be made out to and sent to the Wyoming department of Health Aging Division – Community Living, 6101 Yellowstone

Road, Suite 186A, Cheyenne, WY 82002. Please indicate on the check's memo line the funds are to be credited to the WSSB Emergency Grant Fund. A copy of the check must accompany the Closeout Report.

WSSB relies on the applicant project directors and boards of directors to ensure expenditures are limited to emergency items, equipment, and crisis or urgent situations which could deprive the senior project of operational service.

Additional Information:

Some emergency requests may require additional documentation and presentation to the Wyoming Senior Services Board from the senior center's director and board chairperson or board-appointed representative.

An Emergency Grant presented to the Emergency Grant Coordinator and WSSB members at a WSSB meeting will not be considered until the next WSSB meeting, generally, in several months. The board needs time to review grants and request revisions, further work, or information as necessary prior to considering the grant at a meeting.

Ordering equipment from reputable retail internet stores is permissible. However, WSSB encourages purchases and services be procured in the local or neighboring communities when possible.

WSSB recommends that the senior center director either telephone or email the WSSB Grant Coordinator, their WSSB representative, or the WSSB Chairperson the same day an emergency occurs or is anticipated to occur. The notified WSSB member will then email the remaining WSSB members to notify them to expect an Emergency Grant. The WSSB members will be provided with information about the specifics of the emergency. The Emergency Grant Coordinator may request that the WSSB member living closest to the senior center experiencing an emergency visit the center and report back to the Emergency Grant Coordinator and WSSB members.

When the Emergency Grant is received and reviewed by the members, WSSB members may schedule a pre-meeting telephone conference with the applicant senior center director. Pre-approval may be considered following the telephone conference. WSSB will meet at public meetings at regularly scheduled intervals to formally consider and vote on each Emergency Grant received during the approximate three-month period between public meetings.

Policy approved at the Wyoming Senior Services Board meeting on March 01, 2013.

Policy amended at the Wyoming Senior Services Board meeting on September 10, 2014.