

Wyoming Administrative Rules

Health, Department of

Senior Services Board, Wyoming

Chapter 1: Wyoming Senior Services Board

Effective Date: 06/15/2017 to Current

Rule Type: Current Rules & Regulations

Reference Number: 048.0060.1.06152017

Chapter 1

Wyoming Senior Services Board

Section 1. Authority. These rules are promulgated by the Wyoming Senior Services Board, in consultation with the Aging Division, pursuant to Wyo. Stat. Ann § 9-2-1212 (a)(iv) and the Wyoming Administrative Procedures Act at Wyo. Stat. Ann. §§ 16-3-101 through -115.

Section 2. Definitions.

(a) “Board” or “WSSB” means the Wyoming Senior Services Board created by Wyo. Stat. Ann. § 9-2-1211.

(b) “Division” means the Aging Division within the Wyoming Department of Health designated pursuant to Wyo. Stat. Ann. § 9-2-1302(a)(iv).

(c) “Eligible Senior Center” means an organization that receives funds under the federal administration on aging Title III-B supportive services program or Title III-C nutrition program, excluding organizations that only receive Title III-B supportive services funds used exclusively for transportation. The term “eligible senior center” may include a community facility or statewide service, which is the focal point for providing a broad spectrum of services, including health, mental health, social, nutritional, recreational, and educational services for senior citizens.

(d) “Emergency” means a serious situation that happens unexpectedly and demands immediate attention.

(e) “Grants” means the basic, formula and emergency grants and may include others as approved by the Governor and/or legislators in the future.

(f) “Senior citizen” means any person sixty (60) years of age or older.

(g) “This act” means W.S. § 9-2-1201 through 9-2-1215.

Section 3. Duties and Responsibilities of the Board.

(a) Review emergency grant proposals.

(b) Adopt the basic grant amount, grant formula, and approve criteria for emergency grant applications through rules and regulations promulgated by the Board to meet the public purposes identified in W.S. § 9-2-1212(a)(ii) to serve the senior citizens of Wyoming.

(c) Review and monitor the expenditure of monies awarded under W.S. § 9-2-1214.

(d) The Board shall select one (1) of its voting members to serve as chairman, one (1) of its voting members to serve as vice chairman, and one (1) of its voting members to serve as secretary. The selection shall be made by a majority of voting members at the first full Board meeting of each odd numbered fiscal year.

(e) The Board shall meet not less than two (2) times each year. Members shall serve without compensation, but shall be reimbursed for expenses incurred in the performance of their official duties in the manner and amounts provided by law for state employees. Members who are government employees or public officials shall be considered on official business of their agency when performing duties as members of the board.

Section 4. Disbursement of Funds

(a) Funding will be dispersed per W.S. § 9-2-1214.

(b) The Board, in consultation with the Division, shall develop funding criteria, based on the purposes in W.S. § 9-2-1212, and provide information on the anticipated funding levels for each grant period.

Section 5. Public Notice to Accept Grant Applications/Contracts.

(a) The Division, in consultation with the Board, will provide written notice regarding the acceptance by the Board of applications for the basic grant and the formula grant. Notice of the process for grant applications, as determined by the Board, will be distributed no later than March 31 for a grant period covering July 1 through June 30 of the following year. Information will be sent directly to eligible senior centers by the Division.

(b) Applications for emergency funds will be accepted on an as needed basis.

Section 6. Grant Applications.

(a) Grant applications shall include, at a minimum:

(i) A cover page, in a format approved by the Board in consultation with the Division, with the original signature of the applicant organization's Board Chairman, or authorized official, and the original signature of the organization's Director.

(ii) Supporting budget pages and budget justification.

(iii) Funding request narrative in the format approved by the Board.

Section 7. Approval or Denial of Grant Applications.

(a) Grant applications must be received in the office of the Division by the date set by the Board, in consultation with the Division.

(i) Grant applications postmarked after the specified date may not be accepted.

(b) Each application will be reviewed by the Board, in consultation with the Division, to determine if it is complete and accurate and that it serves the purposes W.S. § 9-2-1212 (a) (ii)(A)-(F).

(c) If approved, by a formal vote of the WSSB at an advertised public board meeting, the grant will be processed, and a Notice of Grant Award will be issued by the Division, along with a contract for the disbursement of funds.

Section 8. Carryover of Funding. The Board, in consultation with the Division, will review the final reports from grantees within thirty (30) days of the end of the grant period. If a grantee has not spent all of its awarded funds by the end of the grant year, the Board may approve an extension of time in which to use those unspent funds, contingent upon the following:

(a) The grantee must submit to the Board, within thirty (30) days prior to the end of the grant period, a letter of explanation outlining:

(i) Why the grantee will be unable to spend the funds by June 30.

(ii) The date by which the carryover funds will be spent, not to exceed three (3) months after the end of the previous grant period.

(b) Any unspent funds must be returned to the Board by July 15 each year, unless an extension for carryover has been approved by the Board.

Section 9. Payment. The Division, at the direction of the Board, will make payments to grantees, contingent on the following:

(a) The Board, in consultation with the Division staff, will review and analyze required quarterly program performance reports and fiscal reports.

(b) The Board reserves the authority to suspend or delay funding if terms and requirements of the contract are not being met.

(c) First quarter grant expenditure reports shall be approved by the Board prior to the further release of any WSSB funding.

Section 10. Budget Revisions. Any modification to an approved budget that exceeds twenty-five percent (25%) of the original budgeted amount in any expense category must be approved, in advance, by the Board. A written letter of request and explanation must be submitted to the Chair of the Board, who will seek timely approval by the Board, and will notify the requesting entity of the Board's decision.

Section 11. Monitoring and Assessment. The Board, in consultation with the Division, will review and analyze required grantee quarterly grant expenditure forms and end of year program performance reports. The Board may request other documentation from the grantee to ensure compliance with the terms of WSSB funding.

Section 12. Reporting. The Board, in consultation with the Division, will review and evaluate program and fiscal reports:

(a) Signed, original quarterly fiscal reports must be submitted to the grantee's WSSB Board representative by the fifteenth (15th) day of the month following the end of each quarter.

(b) Signed, original year-end performance reports must be submitted to the grantee's WSSB Board representative by the fifteenth (15th) day following the end of the fiscal year.

(c) Quarterly grant expenditure and year-end performance reports shall be approved by formal WSSB action at an advertised public WSSB meeting.

Section 13. Compliance. If grantee contract violations are found, the Board, in consultation with the Division, may:

(a) Work with the grantee to determine the corrective steps and/or plan of action to be taken by the grantee.

(b) Develop a written plan of action and/or corrective steps to be completed by a mutually agreed upon date.

(c) Re-assess or re-evaluate the grantee at the end of each quarter until full compliance with all grant requirements is achieved.

Section 14. Severability. If any portion of these rules is found to be invalid or unenforceable, the remainder shall continue in effect.