

**Wyoming Home Services (WyHS)
Continuation Budget Proposal Instructions
State Fiscal Year 2021**

The WyHS Continuation Budget Proposal (Proposal) and all Attachments are due to the Aging Division, Community Living Section by 3:00pm on Friday, April 24, 2020.

The following is really IMPORTANT!

When printing the finalized Proposal, select 'Print Entire Workbook'. This will ensure that the footer has continuous and correct page numbers (for example: Page 1 of 11, Page 2 of 11, Page 3 of 11, etc.). **DO NOT** attempt to change the page numbers at the footer. If your page numbers are not continuous, the entire Proposal document will be returned for correction.

Technical Assistance Phone Calls

- March 26, 2020 at 10:00 a.m. MDT 1-910-302-3090 PIN: 421 607#
- April 21, 2020 at 2:00 p.m. MDT 1-318-467-6270 PIN: 560 062#

Statement of Work

- Enter your organization name in the gray box indicated. (USE ALL CAPS)
- Enter the service area County for your organization in the gray box indicated (USE ALL CAPS)
- *The information in these two boxes will auto complete in the rest of the workbook.*

Continuation Budget Proposal Cover Page

- Complete all the gray boxes with your organization specific information.
- Review all 'Aging Division Assurances' and sign to signify that you have the authority to act on behalf of the organization, that you have examined and are familiar with the information contained within the grant application and the attachments, and that all of the information submitted is true, accurate, and complete.

Program Projections and Provision of Services

- Mark an 'X' in the orange box next to each service that your organization plans to provide under WyHS.
- Below the 'X', in the gray box provide the projected number of clients for the specific service you plan on providing.
- PLEASE NOTE: All WyHS clients must receive Care Coordination. All projected unduplicated client numbers should be less than or equal to the number of clients projected to receive Care Coordination.
- In the bottom box, you may provide any additional information you'd like to inform the Community Living Section of, i.e. how you will accomplish the five goals. **DO NOT** type more than can fit into this box, as it will not show up when printed. Go to the Additional Information tab to add more information.

Goals of SFY2021 Wyoming Home Services Program and Tracking Requirements

- Please review all of the stated goals for the WyHS program.
- Type an 'X' in the orange box to indicate understanding and agreement to the expectations of the goal and required tracking.
- Below each goal, see the tracking requirement for the provider organization and make the appropriate plans in order to meet these requirements throughout your grant year.

Budget Cover Page

- The award amount for each county is included at the end of this document. Remember these grant amounts may be subject to change.
- Complete all yellow shaded boxes.
- All True/False boxes shall show 'TRUE' upon completion of your budget pages. Please complete all budget pages prior to expecting to see 'TRUE' in these boxes.
- Should WyHS indirect cost be greater than 10% a written explanation must be submitted.
- **For definitions of income types, please refer to the WyHS Policy & Procedure Manual, which is located on the Wyoming Department of Health, Aging Division's website:**
<https://health.wyo.gov/wp-content/uploads/2016/02/WyHS-Policies-Procedures-08092017.pdf>

Budget Sheets

- Please put all program costs on the appropriate budget page (Personnel, Travel, Consumable, and Other).

Expense Summary Page

- This page will auto-populate after the budget cover page and budget pages are complete.
- All True/False boxes shall show 'TRUE'.

Additional Information

- Use this space to provide any additional information you'd like to inform the Community Living Section of, i.e. a continuation of how you will accomplish the five goals, or any new or different services you will be offering to WyHS participants in your services area this year.

SUBMISSION REQUIREMENTS:

Grant applications must be sent to the Wyoming Department of Health, Aging Division, Community Living Section, at the address listed below. Application approval information will not be publicly available until after the review of all applications by the Community Living Section.

The original and a copy of the grant application must be received by the Wyoming Department of Health, Aging Division, Community Living Section by 3:00pm local time on Friday, April 24th, 2020 for the WyHS project period beginning July 1, 2018 and ending June 30, 2022. The original shall include the following: Statement of Work, Continuation Budget Proposal, Budget Cover Page, Budget Sheets: Personnel Expenses, Travel Expenses,

Consumable Supplies, Other Expenses, and the Expense Summary Page, and Additional Information page.

Do not fax or email proposals, they will not be accepted. Do not put the Proposal in binders or folders of any type – clips are fine. Late Proposals will not be reviewed or funded.

Please send completed proposals to:

Wyoming Department of Health, Aging Division, Community Living Section
Attn: WyHS Continuation Budget Proposal
Hathaway Building, 2300 Capitol Avenue, 4th Floor
Cheyenne, WY 82002

Continuation Budget Proposal approval information will not be publicly available until after the review of all proposals by the Community Living Section. Proposals will be reviewed by the Wyoming Home Services Program Manager. If any corrections or clarifications are needed, you will be contacted either by email or letter to make corrections. Please note that **ALL** corrections must be made and submitted before a grant agreement can be finalized. Please contact the Wyoming Home Services Program Manager if you have questions about this continuation budget proposal.

**Anticipated Wyoming Home Services Program's State Fiscal Year 2021
County Funding**

County	Grant Amount in FY2021	5% Local Match Requirement
Albany	\$84,957	\$4,247
Big Horn	\$102,465	\$5,123
Campbell	\$95,577	\$4,778
Carbon	\$204,356	\$10,217
Converse	\$164,174	\$8,208
Crook	\$70,606	\$3,530
Fremont	\$210,958	\$10,547
Goshen	\$104,761	\$5,238
Hot Springs	\$72,328	\$3,616
Johnson	\$104,761	\$5,238
Laramie	\$236,503	\$11,825
Lincoln	\$97,873	\$4,893
Natrona	\$205,504	\$10,275
Niobrara	\$70,893	\$3,544
Park	\$117,389	\$5,869
Platte	\$76,920	\$3,846
Sheridan	\$245,975	\$12,298
Sublette	\$64,866	\$3,243
Sweetwater	\$162,739	\$8,136
Teton	\$91,271	\$4,563
Uinta	\$121,408	\$6,070
Washakie	\$76,346	\$3,817
Weston	\$87,253	\$4,362
Total WyHS Grant & Match	\$2,869,883	\$143,483