Dear Senior Center Directors:

During the WSSB meeting on March 19th, 2020, the WSSB members approved the FY 2021 grant application that is due back to your representative by Thursday, April 16th, 2020. I am writing this letter in order to provide some guidance in applying for the WSSB grant applications.

The WSSB feels there is a need for better quality of reporting in order to improve accountability. These changes are being made to improve the board’s oversight of funds and to increase the board’s leverage for accurate and timely reporting.

With that said, beginning July 1, 2020, WSSB funding will be expended out to each senior center as follows: the full $30,000 Basic Grant monies and a quarter (1/4th) of the Formula Grant monies as determined for each senior center provider at our WSSB budget meeting.

The remaining amount of the Formula Grant funding will be expended out on a reimbursement basis based on the amounts expended and reported on each quarterly report and profit and loss statement that each senior center provider will be providing their WSSB representative. You already provide the Aging Division with monthly reports and P&L’s so the WSSB felt a quarterly report shouldn’t be that hard to provide to your representative.

WSSB is requesting that you utilize the following suggestions in completing your WSSB Basic and Formula grant applications:

1. **Profit and Loss statements are mandatory when sending in your quarterly reports.**

2. **Your chairman/president of your board must sign the grant application and all quarterly reports before they will be approved and turned into the Aging Division where it will be placed in your file.** Remember to sign your names with a blue ink pen. Please note that all signatures are to be original. Stamped signatures are not original.

3. Another topic the WSSB has been discussing is the formula itself that is used to determine the amount each senior center provider receives. Part of the formula grant establishes what services each senior center provides for their senior clients. The services rendered column is based on if you offer services under Title III-B, Title III-D, and WyHS. Some of you indicate that you have signed up to participate in the Title III-D grant. The formula monies allow .05 of the available formula monies for each service a senior center provides. One thing that was noted is that although the senior center providers receive WSSB funding for Title III-D, no one is utilizing it for any training or materials used for that service. **Therefore, the WSSB is asking that if you are one of the senior center providers that**
has signed up to participate in the Title III-D program, that you show how you are going to use the Formula Grant monies for your Title III-D program under the “Other” line item. Since the Formula Grant monies will be expended to each senior center provider on a reimbursement basis, expenditures for the Title III-D program must show being used on your Profit and Loss financial statements. If you do not utilize the Title III-D program and do not show expenditures for it then you will not receive reimbursement for that entry on your application. The WSSB will review this matter again when budgeting begins for the FY2022 grant application next year.

4. The board is asking that if you are utilizing your funding for “Personnel” that you provide more detailed information as to how that funding will be used. We are asking that you provide which employee(s) will receive a portion of this funding and what amount will be utilized for each employee. Many of you do that already. See examples provided.

And in retrospect, you will need to work with your bookkeepers/accountants to develop your profit and loss statements to reflect the funding being used for the personnel you indicate on the grant application budget page. In the past, we have had just the word “personnel” shown on the profit and loss statements and WSSB would like to see just how the funding is being used.

If you are hiring people to deep clean your senior center, re-do your flooring, and/or paint then you might consider that these people are a one-time, contracted type job and enter that under “Other”. They are not considered employees.

If you are utilizing WSSB funding to assist your employees in purchasing their own health insurance, then WSSB requests that you be able to provide documentation that insurance has been purchased. A copy of a premium or a monthly statement will suffice.

5. Things you cannot use the funding for:

- Funding cannot be listed as local match under “personnel”.
- Funding cannot be used for assisting employees with payment of health care expenses, i.e., reimbursing your employees for medical bills or co-payments.
- Funding cannot be used for any capital improvements.
- Funding cannot be used to pay off past loans or debts. The funding begins July 1st, 2020, so funding can only be utilized for anything purchased between July 1, 2020 and June 30th, 2021.
- Funding cannot be used for attorney fees or court hearings.
- Funding cannot be used for past IRS debt.

Should you have any questions, please feel free to contact me or your WSSB representative.

Sincerely,

Marge Myers
WSSB Chairwoman

cc
Wyoming Senior Services Board  
c/o Wyoming Department of Health, Aging Division, Community Living Section  
SFY 2020 Budget Summary for Formula Grant (State Funds)  
July 1, 2019 through June 30, 2020

Name of Applicant Organization:

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Description of Expense (please itemize)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>SALARIES - PROGRAM DIRECTOR + EMP. TAXES</td>
<td>19,267</td>
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<tr>
<td></td>
<td>FINANCIAL DIRECTOR + EMP. TAXES</td>
<td>17,730</td>
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<td>HEAD COOK + EMP. TAXES</td>
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<td>ASST. COOK + EMP. TAXES</td>
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<tr>
<td></td>
<td><strong>Total Personnel</strong></td>
<td>$ 57,480</td>
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Wyoming Senior Services Board  
c/o Wyoming Department of Health, Aging Division, Community Living Section  
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</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>Bookkeeper 40% of $42,134 (Tax $1549/Ins $2397)</td>
<td>16,854</td>
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<tr>
<td></td>
<td>Marketing Coord. 100% of $25,474 (Tax $2730)</td>
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<tr>
<td></td>
<td>Executive Director 40% of $71,534 (Tax $3066)</td>
<td>28,614</td>
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<td></td>
<td>HDMeals Coord. 30% of $33,885 (Tax $1089)</td>
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<td></td>
<td>Maintenance 100% of $13,010 (Tax $1394)</td>
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<td></td>
<td>Cook 36% of $36,114 (Tax $1063/Ins $3078)</td>
<td>13001</td>
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<tr>
<td></td>
<td><strong>Total Personnel</strong></td>
<td>$ 107,119</td>
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<tr>
<td>Travel</td>
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<td><strong>Total Travel</strong></td>
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<tr>
<td>Equipment</td>
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</tr>
<tr>
<td><strong>Total Equipment</strong></td>
<td>$</td>
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</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>WAGES (SEE ATTACHED)</td>
<td>69,789</td>
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</tbody>
</table>

**Total Personnel $ 69,789**

Attachment to Formula Grant

Fiscal Year 2019-2020

1) OFFICE ASSISTANT #1 40% OF $22,880.00 $9,152.00
2) OFFICE ASSISTANT #2 40% OF $17,680.00 $7,072.00
3) CUSTODIAN 30% OF $19,500.00 $5,850.00
4) UPTON SUPERVISOR 30% OF $11,700.00 $3,510.00
5) UPTON ASSISTANT 30% OF $11,050.00 $3,315.00
6) BOOKKEEPER 40% OF $19,360.00 $7,744.00
7) SAMS DATE 40% OF $15,265.00 $6,106.00
8) KITCHEN MANAGER 50% OF $18,720.00 $9,360.00
9) COOK #1 50% OF $17,680.00 $8,840.00
10) COOK #2 50% OF $17,680.00 $8,840.00

**TOTAL $69,789.00**
WSSB SUGGESTIONS FOR:

TRAVEL:
Director Travel and Training
Travel costs associated with travel requirements for Director and/or staff attendance at meetings, continuing education and professional development.

Mileage, Lodging and Meals
Travel Expenses – Mileage, Food, Lodging (for WSSB Meetings, WASPD Meetings, WYDOT Conf., ACC Training)

EQUIPMENT:
Repair and Replace Equipment
Replacement and/or repair of all center equipment including kitchen equipment, office equipment, and vehicle care and maintenance. Repairs and replacement of various equipment may be costly, but it is vital for us to continue to provide services for our seniors.

Required Semi-Annual Hood (Oven) Mtc.
Equipment Rental Expense
Steam Cleaner Rental (not hiring of carpet cleaner)
Computers and Computer Supplies
Coolers for C2 Delivery

CONSUMABLE SUPPLIES:
Raw Food
Disposable containers for Home-delivered Meals
Home Delivered Meal Supplies
  Janitorial Supplies
  Office Supplies
  Activity Supplies – supplies for a special event
Custodial Supplies
Postage
OTHER:

Insurance – Property Insurance, Bond Insurance, LGLP and Auto.

Audit

Dues and Fees

Copier Fees: Service Contract

Use the funds for the local cash match obligations to keep compliant with federal grants to keep the center operational.

Trainings (i.e., Food Safety Training, CPR, Continuing Education and Professional Development.)

Pre-employment and Random Drug Screening

Advertising

990 Tax Preparation

Phone/Internet

My Senior Center;

Utilities (heating, electric, natural gas, and water)

Mtc. Cost (Grease Traps, Fire Extinguisher checks)

Registered Dietician Fees (Menu Certification)

Laundry Svc.

Annual Financial Review

Professional Services – Technology Contract Svcs., CPA

Lifelines

Professional Floor Cleaning