



Wyoming
Department
of Health

Title II-E Fiscal Overview

New Directors Training 2020

Day 4 - Session 2 (8/8) - November 6th

Aging Division Community Living Section



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Title III-E National Family Caregiver Support Program



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Title III E Funding Match

WHERE DO I FIND MY REQUIRED LOCAL MATCH?

On your Contract and on your Grant Application Cover Page but remember to use your Qtr Local Match Calculation tab to determine the match amount for the Federal funds expended.

LOCAL MATCH FUNDS ARE TO BE SPENT IN CORRECT PROPORTION TO FEDERAL FUNDS EXPENDED

Must meet your match requirement by the end of the grant period.

HOW DO I FIGURE THE LOCAL MATCH REQUIRED FOR THE National Family Caregiver Support Program?

- 1) Total Federal Grant= \$100,000
- 2) $\$100,000 / 75\%$ (Federal portion) = \$133,333
- 3) $\$133,333 / 25\%$ (State match) = \$33,333



Title III-E Family Caregiver FFY2020 Local Match Training

Federal Cumulative Payment Total	0.75	0.75 Minus Federal Cumulative Payment Total - *Required Local Match	*Required Local Match*	Local Cash Expended	WSSB	In-Kind Utilized	Total Required Local Match	Required Local Match needed
\$33,333.00	\$44,444.00	\$11,111.00	\$11,111.00	\$3,700.00	\$3,700.00	\$3,700.00	\$11,100.00	\$11.00

Definition of the calculation fields

Federal Cumulative Payment Total is found on the Year to Date Cumulative Totals line in the Federal portion of Payments column

0.75 is the Federal percentage that we divide by

0.75 Minus Cumulative Payment Total is the Required Local Match - taking the Federal Cumulative Payment Total divided by 75% minus the Federal Cumulative Payment Total

Required Local Match - start of reaching the Required Local Match

Local Cash Expended is found on line 4a of your Quarterly Financial Report of Grant Expenditures

WSSB Funds Expended is found on line 3 of your Quarterly Financial Report of Grant Expenditures

In-Kind Utilized is found on line 5 of your Quarterly Financial Report of Grant Expenditures

Total Required Local Match Reported on the Quarterly Financial Report of Grant Expenditures is calculated here

Required Local Match needed informs the grantee what dollar amount is needed to reach the Required Local Match or the amount the grantee has over matched

Title III E Monthly Invoice

Commit to your health.

Please go to the Aging Division - Community Living
Section's website.

[https://health.wyo.gov/aging/communityliving/p
roviderresources/financial-reports/](https://health.wyo.gov/aging/communityliving/providerresources/financial-reports/)

Title III E Quarterly Financial Report

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/providerresources/financial-reports/](https://health.wyo.gov/aging/communityliving/providerresources/financial-reports/)



National Resources

- Family Caregiver Alliance: www.caregiver.org
- National Alliance for Caregiver: www.caregiving.org
- Roselyn Carter Institute for Caregiving: www.rosalyncarter.org
- Family Caregiver Network: American Red Cross courses:
<http://familycaregivernetwork.com/>
- AARP: www.aarp.org

Title III-E Caregiver Program

“There are only four kinds of people in the world:

*Those who have been Caregivers
Those who currently are Caregivers
Those who will be Caregivers
Those who will need Caregivers.”*

Roselyn Carter



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Important Information

Aging Division Community Living Section





Reporting Responsibilities

- **The Community Living Section of the Aging Division** is responsible for monitoring the fiscal and programmatic activities of the grantee to ensure that awards are used for authorized purposes in compliance with federal and state laws and regulations and the provisions of contract and grant agreements.
- **Financial Report of Grant Expenditures Reports and Program Reports** are required for all programs funded through Community Living, Aging Division.
 - Each form must have an original signature.
- **Failure to submit** report forms by the due date may result in payment delays or suspensions.



Grant Applications

Title III Grant Application Packets

- OAA/AOA /CLS grant funding awarded through a competitive process.
- A public notice is published in newspapers with statewide circulation, in competitive grant year, requesting a written letter of intent from any eligible party interested in applying for specific grant funding. There will be no other notice published or sent to current grantees or other interested parties.
- All parties who have sent a letter of intent will receive an application packet from the Department of Administration and Information, Procurement Division, for each grant listed in their letter(s) of intent.
- In the continuing grant year, Title III-E Program providers will receive notification and an application to re-apply for the continuing grant.
- Instructions for completing the application will be included in the application packet. It is *very important* that the instructions be followed closely, so that required attachments and complete responses are submitted. Missing or incomplete information may result in decreased funding, or denial of grant funds.



Contracts

- Successful grant applicants will be required to enter into a binding contract with the WY Department of Health, Aging Division, Community Living Section.
- It is in the best interest of the successful applicant to read and understand the contract obligations.
- All contracts must be signed by the proper authority of the service provider and returned to the Aging Division, Community Living Section for signature of the designated Department of Health officials before the contract becomes effective.



Funding Sources

- **Grants (Federal Funds)**
- **Program Income**
- **Local Match (including Cash/In-Kind)**
- **Voluntary Contributions**



Funding Sources – Federal Funds

- **FEDERAL funds**, authorized by Congress under the Older Americans Act (OAA), are administered by the Administration on Aging (AoA)/CLS in Washington, D.C. Individual states are allocated a portion of this funding based on census data.

Funding Sources – Program Income

- Based on information ascertained from the Administration on Aging and in accordance with CFR 45 (Code of Federal Regulation),

Program Income will be utilized for expansion of services.

92.21 PAYMENT

92.21(f)(2) Grantees and sub grantees shall disburse program income, rebates, refunds, contract settlements, audit recoveries and interest earned on such funds before requesting additional cash payments.

92.25 PROGRAM INCOME

(a) **General.** Grantees are encouraged to earn income to defray program cost. Program income includes income from fees for services performed, from the use or rental of real or personal property acquired with grant funds, from the sale of commodities or items fabricated under a grant agreement.

(b) **Definition of Program Income.** Program income means gross income received by the grantee or sub grantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period.



Funding Source – Local Match

- **What is Local Match?**
 - The non-federal share of cost that the grantee is required to contribute to accomplish the purpose of the grant.
- **What are limitations of local match?**
 - Local match must be from non-federal sources
 - This means, local match cannot be from any federal or state funding sources
 - **Exception: Wyoming Senior Services Board funding may be used for match**
 - The same cash, effort and /or goods cannot be used to match more than one project.
- **Matching funds may include:**
 - Non-federal public or private funds
 - Funds that are not used as match for any other federal program
 - Is either the grantee organization's own funds (general revenue) or cash donations from non-federal third parties (i.e. partner organizations).

Funding Source – In-Kind

- **In-Kind Match Contribution**

- Form of the value of personnel, goods, and services.
- Grantees and third parties must document the contributed resource of value.
 - For Example:
 - Volunteer Services
 - » Description of the activity
 - » Date of the activity
 - » Name and signature of a volunteer
 - » Number of hours worked



Funding Sources – Voluntary Contribution

What the client may contribute toward the cost of the service – this applies only to OAA programs

- **Older Americans Act (OAA) section 315:**
 - clearly inform each recipient that there is no obligation to contribute and that the contribution is purely voluntary
 - provide each recipient with an opportunity to voluntarily contribute to the cost of the service
 - voluntary contributions may be solicited for services IF the method of solicitation is non-coercive
- Do not send out Bills, invoices or demand notice of payment
- Statements are the only form that may be sent to a client requesting a contribution



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Contact Us

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