

**Wyoming Home Services (WyHS)
Grant Application Instructions
State Fiscal Year 2023**

The WyHS Grant Application is due to the Aging Division, Community Living Section
by 3:00pm on Friday, May 18, 2022.

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.

No Technical Assistance Phone Calls

- Call Jeanne, WyHS Program Manager, at 307-777-8566

Grant Application 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 eligible participants for the specific service you plan on providing.
- PLEASE NOTE: All WyHS eligible participants must receive Care Coordination. All projected unduplicated eligible participants numbers should be less than or equal to the number of eligible participants 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. 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.

SFY2023 Wyoming Home Services Program Application

- Please describe the goal(s) for the services your organization selected to provide for the WyHS program.

Additional Information

- Use this space to provide any additional information you'd like to inform the Community Living Section of, i.e. how you will accomplish the service goals, or any new or different services you will be offering to WyHS participants in your services area this 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 30% 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/aging/communityliving/providerresources/policies-procedures/>

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'.

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, May 18th, 2022 for the WyHS project period beginning July 1, 2022 and ending June 30, 2026. The original shall include the following: Services, 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 applications, they will not be accepted. Do not put the application 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 Program Application
Hathaway Building, 2300 Capitol Avenue, 4th Floor
Cheyenne, WY 82002

The Program Application approval information will not be publicly available until after the review of all proposals by the Community Living Section. Applications will be reviewed by the Community Living Section's Review Panel. 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 application.

**Anticipated Wyoming Home Services Program's State Fiscal Year 2023
County Funding**

County	Grant Amount in FY2023	5% Local Match Requirement
Albany	\$81,404	\$4,070
Big Horn	\$98,180	\$4,909
Campbell	\$91,580	\$4,579
Carbon	\$195,812	\$9,790
Converse	\$157,310	\$7,865
Crook	\$67,653	\$3,382
Fremont	\$202,137	\$10,166
Goshen	\$100,380	\$5,019
Hot Springs	\$69,304	\$3,465
Johnson	\$100,380	\$5,019
Laramie	\$226,614	\$11,330
Lincoln	\$93,780	\$4,689
Natrona	\$196,912	\$9,845
Niobrara	\$67,929	\$3,396
Park	\$112,481	\$5,624
Platte	\$73,704	\$3,869
Sheridan	\$235,690	\$11,784
Sublette	\$62,153	\$3,107
Sweetwater	\$155,934	\$7,796
Teton	\$87,455	\$4,372
Uinta	\$116,331	\$5,816
Washakie	\$73,154	\$3,657
Weston	\$83,604	\$4,180
Total WyHS Grant & Match	\$2,749,881	\$137,485