



Certification Page Regular and Emergency Rules

Revised September 2016

Emergency Rules (After completing all of Sections 1 through 3, proceed to Section 5 below)

Regular Rules

1. General Information

a. Agency/Board Name Wyoming Department of Health-Aging Division		
b. Agency/Board Address 6101 Yellowstone Rd., Ste. 186	c. City Cheyenne	d. Zip Code 82002
e. Name of Agency Liaison Lisa Osvold	f. Agency Liaison Telephone Number 307-777-8938	
g. Agency Liaison Email Address lisa.osvold1@wyo.gov	h. Adoption Date May 1, 2017	
i. Program Senior Services Board, Wyoming		

2. Legislative Enactment For purposes of this Section 2, "new" only applies to regular rules promulgated in response to a Wyoming legislative enactment not previously addressed in whole or in part by prior rulemaking and does not include rules adopted in response to a federal mandate.

a. Are these rules new as per the above description and the definition of "new" in Chapter 1 of the Rules on Rules?

No. Yes. Please provide the Enrolled Act Numbers and Years Enacted:

3. Rule Type and Information

a. Provide the Chapter Number, Title, and Proposed Action for Each Chapter.
(Please use the Additional Rule Information form for more than 10 chapters and attach it to this certification)

Chapter Number: 1	Chapter Name: Wyoming Senior Services Board	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Repealed
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Chapter Number:	Chapter Name:	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Repealed
Chapter Number:	Chapter Name:	<input type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Repealed

3. State Government Notice of Intended Rulemaking

a. Date on which the Proposed Rule Packet (consisting of the Notice of Intent as per W.S. 16-3-103(a), Statement of Principal Reasons, strike and underscore format and a clean copy of each chapter of rules were: **09/16/16**

- approved as to form by the Registrar of Rules; and
- provided to the Legislative Service Office and Attorney General:

4. Public Notice of Intended Rulemaking

a. Notice was mailed 45 days in advance to all persons who made a timely request for advance notice. No. Yes. N/A

b. A public hearing was held on the proposed rules. No. Yes. Please complete the boxes below.

Date:	Time:	City:	Location:

c. If applicable, describe the emergency which requires promulgation of these rules without providing notice or an opportunity for a public hearing:

5. Final Filing of Rules

a. Date on which the Certification Page with original signatures and final rules were sent to the Attorney General's Office for the Governor's signature: **May 1, 2017**

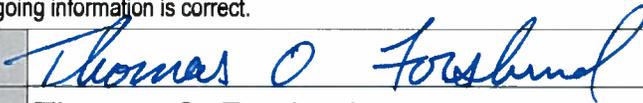
b. Date on which final rules were approved as to form by the Secretary of State and sent to the Legislative Service Office: **May 1, 2017**

c. The Statement of Reasons is attached to this certification.

6. Agency/Board Certification

The undersigned certifies that the foregoing information is correct.

Signature of Authorized Individual



Printed Name of Signatory

Thomas O. Forslund

Signatory Title

Director

Date of Signature

May 1, 2017

7. Governor's Certification

I have reviewed these rules and determined that they:

1. Are within the scope of the statutory authority delegated to the adopting agency;
2. Appear to be within the scope of the legislative purpose of the statutory authority; and, if emergency rules,
3. Are necessary and that I concur in the finding that they are an emergency.

Therefore, I approve the same.

Governor's Signature

Date of Signature



Non-Substantive Corrections Explanation of Changes

Revised September 2016

To be used as per Chapter 3, Section 3 of the Rules on Rules

1. General Information

a. Agency/Board Name Wyoming Department of Health-Aging Division			
b. Agency/Board Address 6101 Yellowstone Rd., Ste. 186A		c. City Cheyenne	d. Zip Code 82002
e. Name of Agency Liaison Lisa Osvold		f. Agency Liaison Telephone Number 307-777-8938	
g. Agency Liaison Email Address lisa.osvold1@wyo.gov			
h. Program Wyoming Senior Services Board			

2. Rule Type and Information

a. Provide the Chapter Number, Title, and Change Reason of Each Chapter affected
Please use the Additional Rule Information for Non-Substantive Changes for more than 4 chapters of rules and attach it to this certification

Chapter Number: 1	Chapter Name: Wyoming Senior Services Board	Change Reason: <input checked="" type="checkbox"/> Correcting non-substantive typographical errors <input type="checkbox"/> Correcting spelling/grammatical errors <input type="checkbox"/> Agency Name change* <input type="checkbox"/> Address / Telephone / URL / Email Address changes
Chapter Number:	Chapter Name:	Change Reason: <input type="checkbox"/> Correcting non-substantive typographical errors <input type="checkbox"/> Correcting spelling/grammatical errors <input type="checkbox"/> Agency Name change* <input type="checkbox"/> Address / Telephone / URL / Email Address changes
Chapter Number:	Chapter Name:	Change Reason: <input type="checkbox"/> Correcting non-substantive typographical errors <input type="checkbox"/> Correcting spelling/grammatical errors <input type="checkbox"/> Agency Name change* <input type="checkbox"/> Address / Telephone / URL / Email Address changes
Chapter Number:	Chapter Name:	Change Reason: <input type="checkbox"/> Correcting non-substantive typographical errors <input type="checkbox"/> Correcting spelling/grammatical errors <input type="checkbox"/> Agency Name change* <input type="checkbox"/> Address / Telephone / URL / Email Address changes

* A "Name change" resulting from a change in federal law, federal rules, or state law.

3. Agency/Board Certification

The undersigned certifies that:

1. The foregoing information is correct; and
2. The attached rules are a true, correct, and complete copy.

Signature of Authorized Individual 	Printed Name of Signatory Thomas O. Forslund
Signatory Title Director	Date of Signature May 1, 2017

4. Attorney General's Certification

I have reviewed these rules and determined that they are within the scope of the Section 3 of the Rules on Rules. Therefore, I approve the same.

Attorney General Representative's Signature 	Date of Signature 5/1/2017
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- Distribution List:
- Secretary of State: Email the signed Non-Substantive Change form and the electronic version of each modified, clean chapter of rules in a Word (.docx) format to Rules@wyo.gov.

CHAPTER 1

Rules and Regulations for the Wyoming Senior Services Board Intent to Adopt Amended Rule

Statement of Reasons

The Wyoming Department of Health proposes to adopt the following Amended Rule pursuant to the provisions of W.S. § 9-2-1212 (a)(iv) and the Wyoming Administrative Procedure Act at Wyo. Stat. § 16-3-101, *et seq.*

The Department is promulgating these Rules to update and reduce the number of pages per the Governor's request and adding language to clarify the funding process and expectations of the Board and Grantees. The Wyoming Senior Services Board (WSSB) Rules have been reduced by three (3) pages, one thousand, ninety (1,090) words or by fifty-four percent (54%).

As required by Wyo. Stat. § 16-3-103(a)(i)(G), the Rules and Regulations for the Wyoming Senior Services Board meet minimum substantive state statutory requirements.

CHAPTER 1

Wyoming Senior Services Board

Summary of Comments

The following comment was received on the Wyoming Senior Services Board rules. The comment was addressed and agreed with the comment.

COMMENT: Section 10.12 Budget Revisions: I would like to see section 10 remain the same. It is almost impossible to budget the WSSB funds to the exact amount. A 10% adjustment does not equate to a large dollars amount, but will greatly reduce excess paperwork.

RESPONSE: The Wyoming Senior Services Board considered this comment at a public meeting held October 20, 2016 in Casper, Wyoming. The board agreed with the comment. However, they voted to increase the amount from 10% to 25%.

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.

Wyoming Senior Services Board
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 W.S. 9-2-1212 (a)(iv) and the Wyoming Administrative Procedures Act at W.S. 16-3-101 et seq.

Section 2. Applicability.

(a) ~~These rules have been adopted to guide the operation and activities of the Wyoming Senior Services Board. The Board shall consult with the Aging Division to determine the award of grants under W. S. 9-2-1214.~~

(b) ~~These rules apply to all eligible grantees/contractors under the Aging Division.~~

(c) ~~The Board may issue provider manuals, provider bulletins, or both, to interpret the provisions of these rules and regulations. Such provider manuals and provider bulletins shall be consistent with and reflect the policies contained in this Chapter. The provisions contained in provider manuals or provider bulletins shall be subordinate to the provisions of these rules and regulations.~~

(d) ~~The incorporation by reference of any external standard is intended to be the incorporation of that standard as it is on the effective date of this Chapter.~~

Section 2 3. Definitions. ~~The following definitions shall apply in the interpretation and enforcement of the rules. Where the context in which words are used in the rules indicates that such is the intent, words in the singular number shall include the plural and vice versa. Throughout the rules, gender pronouns are used interchangeably, except where the context dictates otherwise. The drafters have attempted to utilize each gender pronoun in equal numbers, in random distribution. Words in each gender shall include individuals of the other gender.~~

For the purpose of the rules, the following shall apply:

(a) ~~“Board” or “WSSB” means the Wyoming Senior Services Advisory Board created by W.S. 9-2-1211. The Wyoming Senior Services Board shall consist of seven (7) voting members and a non-voting, ex-officio member, as follows:~~

(i) ~~The administrator of the Aging Division within the Department of Health or his designee shall serve as a nonvoting, ex-officio member;~~

(ii) ~~One (1) member of the Advisory Council on aging appointed by the governor;~~

~~(iii) Three (3) persons who are senior citizens appointed by the governor;~~

~~(iv) Three (3) members at large appointed by the governor.~~ (b) “Division” means the Aging Division within the Wyoming Department of Health designated pursuant to W.S. 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 Legislatures in the future.

~~(e-f)~~ “Senior citizen” means any person sixty (60) years of age or older;

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

~~(h) “Probation” means a period of time when a grantee is under corrective action per Section 15 of these rules, where a grantee is put on a trial basis in order to be evaluated. Probation also includes taking action against an eligible grantee for non-compliance.~~

Section 3 4. Duties and Responsibilities of the Board.

~~(a) The Board shall, as per W.S. 9-2-1212:~~

~~(a)(i)~~ Review emergency grant proposals;

~~(b) (ii)~~ 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 following public purposes identified in W.S. 9-2-1212(a)(ii) to serve the senior citizens of Wyoming.

~~(A) To meet the demands of Wyoming’s growing elderly population;~~

~~(B) To enhance services to Wyoming’s senior citizens;~~

~~(C) To strengthen the opportunity for senior citizens to age in the least restrictive environment possible;~~

~~(D) To be cost effective in the provision of services to senior citizens;~~

~~(E) — To promote compliance with federal and state mandates requiring placement of people in the least restrictive environment;~~

~~(F) — To supplement and enhance existing programs providing services to senior citizens in the state.~~

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

~~(iv) — In consultation with the Division, promulgate reasonable rules and regulations in accordance with the Wyoming Administrative Procedures Act to implement the provisions of W.S. 9-2-1210 through 9-2-1215; and~~

~~(v) — Consider other necessary matters.~~

~~(b) — In fulfilling its duties under subsection (a) of this section, the Board shall:~~

~~(i) — Consult with the Division and the Advisory Council on Aging, appointed pursuant to W.S. 9-2-1206, as necessary; and~~

~~(ii) — Consider, and may accept, federal grants and other contributions, grants, gifts, bequests, and donations from any source. Any funds received pursuant to this paragraph are continuously appropriated to the Board to be separately accounted for and expended by grants to senior centers for the public purposes specified in paragraph (a)(ii) of this section, and need not be expended as part of an authorized basic or emergency grant.~~

~~(de) The Board shall select one (1) of its voting members to serve as chairman, and 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.~~

~~(ed) 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 5. — Duties and Responsibilities of the Division.~~

~~(a) — The Division shall, as per W.S. 9-2-1213:~~

~~(i) — Maintain, manage, and be responsible for the distribution of the funds appropriated for distribution under W.S. 9-2-1212 and W.S. 9-2-1214;~~

~~(ii) — Disburse the funds appropriated in accordance with awards made by the Board pursuant to W.S. 9-2-1212 and W.S. 9-2-1214.~~

~~(b) — The Division shall provide administrative support, technical services, and statistical information, as requested by the Board.~~

Section 46. Disbursement of Funds

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

~~(a) — Appropriated funds shall be disbursed, as follows:~~

~~(i) — From the funds available for distribution, the Aging Division may first retain not more than one percent (1%) to pay allowable expenses of the Board. The Board may award grants to senior centers throughout the state to support the purposes specified in W.S. 9-2-1212(a)(ii) from remaining funds available for distribution. The Division shall disburse grant funds in accordance with awards made by the Board under this section.~~

~~(ii) — The Board, in consultation with the Division, shall by rule and regulation establish a plan for distribution of funds remaining available for distribution under this section, as follows:~~

~~(A) Each eligible senior center in the state shall receive the same basic grant of up to thirty thousand dollars (\$30,000.00) annually from the funds available for distribution;~~

~~(B) Of the amounts remaining after the basic grants are awarded, the Board shall annually award ninety five percent (95%) for grants to eligible senior centers, based on the formula developed by the Board, in consultation with the Division.~~

~~(C) — Funds remaining after the award of basic and formula grants under this section shall be used for emergency grants, based upon these rules and criteria and procedures adopted by the Board, in consultation with the Division. Emergency grants shall be paid only if the center has no other available source of funds for the emergency. No emergency grant shall exceed twenty thousand dollars (\$20,000.00) for any single occurrence.~~

~~(iii) — Notwithstanding W.S. 9-4-207, unobligated or unencumbered funds retained by the Division under this section shall not lapse at the end of a fiscal period, and shall remain available for distribution, as provided in this section. All funds retained pursuant to this subsection shall be accounted for separately. These funds shall not be required to be distributed pursuant to any grant formula adopted pursuant to this article, but shall be available for emergency grants, or may be distributed according to a grant formula, as determined by the Board.~~

~~(a)(b) The Board, in consultation with the Division, shall develop funding criteria, based on the provisions of Section 6(a)(ii) of these rules and the purposes in W.S. 9-2-1212, and provide information on the anticipated funding levels for each grant period.~~

~~(i) Each eligible senior center shall receive the same basic grant of up to thirty thousand dollars (\$30,000.00) through the funding process to address the center's needs for serving the elderly in the community.~~

~~(ii) — Ninety five percent (95%) of the amount that remains after the basic grants are awarded, and the one percent (1%) for Board expenses has been retained by the Division, will be available for eligible senior centers to apply for additional funding, based on the formula developed and adopted by the Board in consultation with the Division, as per the following criteria:~~

~~(A) — The formula will be based on services data, as reported to the Division, and other appropriate data.~~

~~(iii) — Funds remaining after the basic and formula grants are awarded will be available to eligible senior centers in the form of emergency grants, based upon Board approval of emergency grant proposals. No emergency grant shall exceed twenty thousand dollars (\$20,000.00) for any single occurrence. Emergency grant applications will be funded based on, but not limited to, such factors as:~~

~~(A) — Availability of funding;~~

~~(B) — The center has no other available sources of funds for the emergency;~~

~~(C) — Approval of the emergency grant application and its proposed purposes, as decided by the Board, in consultation with the Division.~~

Section 5.7. 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. 8. 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 7.9. 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). ~~according to following criteria:~~

~~(i) The grant application was received by the specified date;~~

~~(ii) The grant shall be complete and accurate;~~

~~(iii) The grant shall meet the needs of the elderly, per the purposes of this funding, as described in Section 4(a)(ii) of these rules.~~

(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 8.10. 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 9.11. 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 10.12. Budget Revisions. Any modification to an approved budget that exceeds ~~ten percent (10%)~~ 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 11.13. 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, and fiscal reports, and Board requested Division assessment reports, as applicable. ~~The Board may request other documentation from the grantee to ensure compliance with the terms of WSSB funding.~~ At the request of the Board, the Division staff will conduct an on-site review of grantees. A written report will be sent to the Board and the grantee within thirty (30) days of the requested on-site review.

Section 12.14. Reporting. The Board, in consultation with the Division, will review and evaluate program and fiscal reports:

(a) ~~Written program performance and fiscal reports are required for each quarter of the grant year. Signed, original quarterly fiscal reports must be submitted to the grantee's WSSB Board representative. Two (2) copies of the reports must be received by the Division 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 ~~deficiencies or non-compliant conditions~~ 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, ~~not later than ninety (90) days from the date of the agreed upon plan of action;~~ and

(c) Re-assess or re-evaluate the grantee at the end of each quarter until full compliance with all grant requirements is achieved. ~~the ninety (90) day correction period for compliance with all applicable rules and the plan of action.~~

Section 14.16. Severability. If any portion of these rules is found to be invalid or unenforceable, the remainder shall continue in effect.