**Fiscal Year 2019 Community Match Guidelines for the WISEWOMAN Program**

Community Match 1

Attachment 1: *WISEWOMAN Matching Funds Report: Description and Instructions*

Attachment 2: *Example of Completed WISEWOMAN* *Matching Funds Report*

**COMMUNITY MATCH**

It is a federal requirement that statewide documentation be provided to the Centers for Disease Control and Prevention (CDC) of all non-federal match in the amount of $1 for each $3 of federal funds received. The match requirement will be $1 for each $3 of the **Coordination dollars** each Local Coordinating Agency (LCA) receives for their WISEWOMAN Program caseload.

In addition to the $1 for each $3 of coordination dollars match requirement for LCAs, MDHHS will report to CDC the difference between the LCA and other providers’ usual and customary charge for program services (i.e., office visits for diagnostics exams, lipoprotein profiles, etc.) and what is reimbursed through the WISEWOMAN Program. **It is important that LCAs do NOT include this information in their $1 for each $3 match.** (You may only include donated diagnostic services that were not billed to WISEWOMAN.)

Below are potential sources of non-federal match to assist you in identifying sources that are eligible for the $1 for each $3 of Coordination dollars match requirement that will be reported to CDC. Keep in mind that **any services or operating costs paid with any federal funds cannot be counted toward match**.

* Time, mileage, space and related costs of professionals/other individuals who donate services to women enrolled in the WISEWOMAN Program. Example: A nutritionist who offers a cooking class free of charge to WISEWOMAN Program participants.
* Donated time and related costs of community professionals for consultation, education or other required assistance related to cardiovascular disease (CVD), nutrition, physical activity and/or smoking cessation. Example: A physician who reviews health department protocols related to the WISEWOMAN Program.
* Volunteer and staff time spent in meetings/groups and other community networking activities related to CVD, nutrition, physical activity and/or smoking cessation. Example: Unreimbursed time spent attending an American Heart Association meeting to discuss CVD.
* Cash donations by non-federal sources to be used toward provision of services or incentives for WISEWOMAN Program participants. Example: Coupons for free sessions at an exercise facility such as the YMCA or Curves.
* Any activities related to CVD control funded by other nonfederal sources or grants, such as foundations, hospitals or other state/local community agencies. The activity/agency must have a relationship with the local WISEWOMAN Program.
* Supervisory and training time provided to WISEWOMAN Program staff by individuals NOT covered by federal funds.
* Donated diagnostic services not covered by WISEWOMAN Program funds. Example: Diagnostic office visit not billed to WISEWOMAN.

Local activities NOT to be documented by LCAs as community match:

* Any federally funded activities.
* Any indirect/overhead costs.
* Donated treatment services.

Professional or consumer/volunteer designation is determined by the LCA. The designation is based upon the activity the person is donating to the program. The following levels are appropriate to use as maximum values:

Physician $110 per hour

Professional $40 per hour

Consumer/Volunteer $8.90 per hour

 Mileage Current IRS-allowable rate per mile ($0.58)

Documentation of the $1 for each $3 match requirement of the Coordination dollars must be provided by LCAs to MDHHS on an **annual** basis. A WISEWOMAN Matching Funds Report form along with instructions has been issued by MDHHS for LCAs to use for documentation of amounts and types of community match. (See attachments 1 and 2 for details regarding requirement to send a copy of match documentation to the MDHHS Cancer Prevention and Control Section.)

Attachment 1

*WISEWOMAN Matching Funds Report: Description and Instructions*

**Guidance Document for the**

**WISEWOMAN Matching Funds Report**

The Michigan Department of Health and Human Services (MDHHS) will make an electronic version of the *WISEWOMAN Matching Funds Report* (in Microsoft Excel) available to each Local WISEWOMAN Agency (LWA) on the WISEWOMAN website. This computer file will allow each LWA to report the level of WISEWOMAN community non-federal match based on approved sources of community match, as detailed in the budget instructions provided by MDHHS each fiscal year. The file also includes built-in calculations that will total donated time, mileage and other types of match, as well as calculate the percentage of match achieved.

**INSTRUCTIONS FOR COMPLETION**

1. Confirm the reporting period where indicated; may require an update to fiscal year start/end.
2. Enter your agency’s name in the upper left of the form.
3. Enter your agency’s Budgeted Caseload for WISEWOMAN in the upper right of the form.
4. Begin Date: Fill in the primary or first date of each WISEWOMAN-related activity or event.
5. End Date: Enter the end date if reporting a range of dates.
6. Description of Activity: Describe the event in as much detail as possible. Examples of events that could be included in this section are as follows:
	* Non-federally funded salary & fringe
	* Non-federally funded conferences attended
	* Non-federally funded committee meetings and committee events
7. Donated Hours: Record the number of hours the event or activity took place (round to nearest .25 of hour). Note: This calculation assumes all hours are to be calculated at the same rate. If reporting hours at different rates, please use separate lines for each different rate.
8. Rate for Donated Hours: Use the lower of the actual hourly rate paid or maximum hourly pay rate allowed by WISEWOMAN for direct services. Maximum hourly pay rates are detailed in the program Budget Instructions. Note: You must enter hourly rates for the report to calculate match correctly.
9. Mileage - Number of Participants: Enter the number of drivers traveling to the activity/event.
10. Mileage - Number of Miles: Enter the round trip number of miles driven by each driver to and from events, or for personnel to provide services counted in community match. Note: This calculation assumes each driver for this event is driving the same number of miles. If all drivers are not driving the same distance, please use separate lines.
11. Additional Expenses/Donations: Record amounts that do not apply to previous expense columns, such as:
	* Donated YMCA memberships
	* Non-federal donations received from other sources
12. Total: The electronic file will calculate total expenses for each event [Donated Hours (Hours X Rate) + Mileage (Number of Participants X Number of Miles X Allowable Rate) + Other Expenses].
13. Total Match: The electronic file will calculate total match as the sum of event totals.
14. Total MDHHS Coordination Funding: The electronic file will calculate total MDHHS coordination funding based on budgeted caseload entered in 2 above. [Caseload x $250.00]
15. Percentage of MDHHS Coordination Funding: The electronic file will calculate the total match as a percentage of MDHHS Coordination Funding. [Total Match / Total MDHHS Coordination Funding] This amount should be at least $1 for each $3. (33.33%)
16. **Inserting Rows**: If it is necessary to insert a new row into the electronic file, highlight the row just above the row containing Total Match. Select “*Insert*” from the menu at the top of the screen. Under “Insert,” select “*Rows*.” The electronic file will add a new row. The spreadsheet cell for the new row in the *Total* column will be blank. Select the cell above or below the new row in the total column. Copy the contents of the cell and paste them into the cell in the new row. All other calculations should perform properly.

This form can be submitted as often as once a month if more convenient for your reporting needs. However, the Matching Funds Report is only required to be submitted once annually. A copy of the report should be attached to the **Final Financial Status Report (FSR)** for WISEWOMAN agreements. **Another** copy should be sent directly to the MDHHS WISEWOMAN Program Director by email or by regular mail.