AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Grant Acceptance; Colorado Department of Health Ca

Action Requested: Board of County Commissioners' Signature

Parties to the Agreement: Department of Health Care Policy and Financing

Term Begins: 07/01/2018 **Term Ends:** **Grant Contract #:**

Summary:

Long Term Care Services coordinator will work with the economic security team and families to assure application and redeterminations are completed.

Fiscal Impact: $18468.52

Submitted by: Elizabeth Holena **Submitter's Email Address:** elizabeth.holena@state.co.us

Finance Review: (●) Required ( ) Not Required

Comments:

Will need to consider payroll costs if these additional responsibilites are assigened to a non-benefit employee. Additional revenue/expenditures currently not in 2018 adopted budget.ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 7/19/2018

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reveiwed by: GUNCOUNTY1\mhoyt Discharge Date: 7/17/2018 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 8/2/2018

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 8/7/2018

Revised April 2015

COLORADO
Department of Health Care Policy & Financing

Track 1 Grant Application

Fiscal Year 2018-19 County Grant Program

Release Date: Monday, May 14, 2018

Instructions: Complete the Track 1 Grant Application for all proposed projects except for equipment requests. Complete the Track 2 Grant Application for equipment requests only.

Due Date: Close of business, Friday, June 8, 2018 to HCPFCountyRelations@state.co.us.

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Part I – Grant Proposal Program Manager

Select the Applicant County from this Dropdown

Grant Proposal Program Manager	
Name	Elizabeth Holena
Phone	970-642-4665
Email	Elizabeth.holena@state.co.us

Part II – Proposed Project and Strategic Policy Initiative(s) Alignment

Project Name

Please provide a Project Name to identify your proposed project

Long Term Care Medicaid Outreach Project

Project Overview

Please provide a brief description of the proposed project

To provide direct outreach to the communities most vulnerable clients who are receiving or applying for Long Term Care Medicaid offering assistance and information to assure completion of the financial eligibility process.

Strategic Policy Initiative(s) Alignment

The proposed project can support the Department's Strategic Policy Initiatives (SPI) **or** Preferred Projects.

Select the SPI or Preferred Project that aligns with the proposed project. Explain how the proposed project supports the selected SPI or Preferred Project.

Maximum Score = 3 Points

Strategic Policy Initiative(s)

☐**Delivery Systems Innovation –** Health First Colorado members can easily access and navigate needed and appropriate services

☐**Tools of Transformation –** The broader health care system is transformed by using levers in the Department's control such as maximizing the use of value-based payment reform and emerging health technologies

☐**Partnerships to Improve Population Health –** The health of low-income and vulnerable Coloradans improves through a balance of health and social programs made possible by partnerships

☐**Operational Excellence –** The Department is a model for compliant, efficient and effective business practices that are person- and family-centered

Preferred Projects

☒**Long Term Services and Supports (LTSS) Financial Eligibility**

☐**MAGI and Non-MAGI Eligibility**

☐**Member Fraud**

☐**RAE Collaboration to Improve Member Health Outcomes**

☐**Improvement, Formalization and Documentation of Internal Processes and Procedures**

Gunnison County's proposed project is designed to assist the community's most vulnerable families in successfully completing initial LTC Medicaid applications and ongoing redeterminations. Individuals and families applying for LTC Medicaid often face multiple barriers to successfully completely new application and redeterminations, such as diminished cognition, physical decline, and limited social support. This lack of understanding can make the financial eligibility process difficult for individual and families, and our County has seen many times over those most in need be unable to follow through with the initial application and the redeterminations. Our county has also seen critical services necessary for the safety of an individual be interrupted or not accessed due to clients of LTC Medicaid not understanding the need or importance of filling out the required redetermination paperwork. This project will help pending clients obtain critical services in a timely manner and prevent services from being interrupted. A part-time position will be created that will work

collaboratively not only with clients but with the Economic Security Team, Single Entry Point Case Manager, Senior Resource Specialist and other Department staff to assist the client with the Medicaid Eligibility process. The staff member providing this service will be housed within Gunnison County Senior Resource Office (SRO) which operates the Aging and Disability Resources for Colorado. Upon a completion of a remodel of Gunnison County DHHS building the staff member will then coexist with the SRO and the team. The staff will become knowledgeable in Single Entry Point, Medicaid financial eligibility and the Aging and Disability Resources for Colorado.

Project Description

Provide a high-level description of the proposed project including: implementation timelines; responsible individuals; data and metrics utilized to implement and/or measure outcomes; and, other important details about the proposed project.

Long Term Care Medicaid Outreach Project will focus on the communities most vulnerable clients who need assistance completing the LTC Medicaid financial eligibility process. Client's mostly likely to be served have multiple risk factors, such as cognitive impairments, frail and elderly, medical or mental health issues. We are proposing the creation of a new Long Term Care Services Coordinator. The job description will require that the individual be knowledgeable in Medicaid financial eligibility, the Single Entry Point, the Aging and Disability Resources for Colorado (ADRC) and other related programs. The position will be located within Gunnison County's Senior Resource Office, which also houses Single Entry Point, Adult Protective Services and the Aging and Disability Resources of Colorado. The position will be supervised by the manager of the SRO and the manager of the Economic Security Team, who are one and the same person. Due to a remodel the staff of Gunnison Department of Health and Human Services is located in separate location until September 2018. At that time the Senior Resource Office and the Economic Security Team will once again be co-located.

The Long Term Care Services coordinator position will be filled within thirty days of the grant award; the staff will then train under the Economic Security supervisor and Senior Resource Specialists and be fully trained by September 1st 2018. Once the staff member has been trained they will work with the Economic Security team to identify clients that may be having difficulty with the application and with the redetermination process. The staff member will immediately reach out to all LTC Medicaid clients with redeterminations due to assure they can be completed and submitted timely. As each individual and family require different levels of assistance, the Long-Term Services (LTCS) Coordinator will communicate directly with the client and/or their legal representative/family to determine what level assistance they require. The staff member will provide assistance in the form of documentation collection (bank

statements, trust information, insurance information etc) and may include home visits if necessary. The staff member will also assist in filling out applications and redetermination packets and will work closely with the Senior Resource Specialist and Adult Protective Services to coordinate any needed additional referrals - to assure high risk clients have access to necessary resources.

Data and metrics will be tracked by the Long Term Care Medicaid Coordinator and will include number of clients who received assistance, number of new applications, number of redeterminations, disability/risks, type of assistance provided and the outcome of assistance provided. A process to track data will be developed in coordination with the LTCM coordinator and the Manager of the Senior Resource Office and the Economic Security Team.

Part III – Data & Metrics

Data and Metrics: Current and Future State

Describe the data and metrics that will be tracked to identify the project's success in both the current and future state of affairs. **Maximum Score = 3 Points**

- *Number of clients who received assistance from the LTC Medicaid Coordinator*
- *Number of new applicants*
- *Number of redetermination (RRR) assistance*
- *Disability/risks*
- *Type of assistance provided*
- *The outcome of the assistance*

Data and Metrics: Measuring and Tracking Goals and Objectives

Describe the intended plan for measuring and tracking goals and objectives of the project, identifying the individual(s) responsible for each activity.

Data and/or Metric	**Responsible Individual**
• *number of clients who received assistance from the LTCS Coordinator*	*LTCS Coordinator*
• *number of new applicants*	*LTCS Coordinator*
• *number of redeterminations served*	*LTC Coordinator)*
• *Disability/Risk*	
The type of assistance provided	*LTCS Coordinator*
• *outcome of the assistance provided*	*LTCS Coordinator*

Part IV – Project Work Plan

Provide a work plan that lists the major task/activities and due dates to be performed to accomplish the project's goal(s) by completing the table below.

Provide a work plan in the following table and expand as needed.

MAJOR TASK OR ACTIVITY	**COMPLETION DATE**	**DELIVERABLE**	**AMOUNT GRANTEE WILL BE PAID UPON ACCEPTANCE OF DELIVERABLE**
Hiring of the Long Term Care Mediciad coordinator	July 31st 2018	Position Filled	$13547.52

Training	September 1 2018	Staff fully understands tasks and purpose of the project	N/A
Development of a client tracking system	August 31 2018	Tracking system designed and implemented	N/A
Develop list of pending clients requiring assistance	July 31 2018	Provided Assistance	N/A
Develop list of RRR clients requiring assistance	July 31 st 2018 and ongoing	Provided Assistance	N/A

Part V – Project Budget

Cost Allocation: Inclusion of other social services programs

Please select which social services programs the proposed project would impact (select all that apply):

Medical Assistance ☒
(including Health First Colorado, Old Age Pension – Medical and Child Health Plan *Plus)*
Supplemental Nutrition Assistance Program (SNAP) ☐
Temporary Assistance for Needy Families (TANF) ☐
Old Age Pension (OAP) - Cash ☐
Aid for the Needy and Disabled (AND)/**Aid to the Blind** (AB) ☐

As a reminder, proposed projects that are not Medical Assistance-only require cost allocation at a set percentage as determined by Random Moment Sampling (RMS) and approved by the Centers for Medicare and Medicaid Services (CMS). The county will be responsible for the portion of the cost allocation not paid for by the Department of Health Care Policy and Financing. In the section below, please address how the county will ensure the project impacts or involves the administration of Medical Assistance or the services provided for Medical Assistance members. See Appendix D, Conditions of Funding, for Budget and Audits and Sanctions clauses.

This section is only applicable if the application is requesting that no cost allocation be applied. Please note that in some instances, 100% time reporting may allow for a greater cost allocation than the methodology described above.

Only individuals and families applying for or active on any of the HCBS Waivers or Nursing will be supported by the project.

Feasibility and Reasonableness of the Budget

- Provide a narrative that explains how the budget categories and amounts were determined.
  - Provide supplemental documentation as noted in Appendix D, County Grant Program Conditions of Funding
- Describe any intended inclusion of county resources dedicated to the project, identifying these resources as county-provided.

Maximum Score = 3 Points

Salary and Benefits are estimated based on extrapolation of hourly and fringe benefits including a step progression and Cost of Living increase in December of 2018 of 5%. Travel reimbursement is based on analysis of the Senior Resources Specialists annual travel costs. The cost of equipment was estimated from our Information Technology department based on historical cost analysis.

Itemized Budget

- Provide a budget that includes a detailed itemization of project costs including personnel and other items directly associated with the implementation of the project.
- The total budgeted amount should **equal** the total amount paid for Deliverables on the Project Work Plan.
- Year-End Report Out travel costs for travel to the Department's office in Denver, CO should be included in the Itemized Budget. See Appendix D, County Grant Program Conditions of Funding, for more information.

Provide a budget in the following table and expand as needed.

ITEM **BRIEF DESCRIPTION**	**RATE AND UNIT OF MEASURE**	**QUANTITY**	**TOTAL FOR PROJECT**
Travel Expenses	Gas, Hotel for two staff, Food		$901.00
Salaries and benefits	12 months .25 FTE	1	$13547.52
Travel Reimbursement	12 Months. $.52/Mile	1000	$520.00
Computer and Phone	One time cost of $3000 for computer and		$3500

	$41.67/month phone		
PROJECT BUDGET TOTAL			$18468.52

Part VI – Tracking and Documentation

Expenditures associated with awarded grant funds must be tracked and accounted for separately from other county administrative expenditures. Please describe the methodology you will utilize to track these expenditures. This should include funds spent, allocation and time tracking of staff, and documentation kept.

All hours, mileage and meals will be tracked using Gunnison County's accounting system and the Long Term Care Medicaid coordinator will track and report all time, travel and gas associated with activities. This reporting will be the basis for the accounting of payroll costs recorded in the General Ledger.

Part VII – Sustainability

County Grant Program expenditures must be spent in the fiscal year for which they were awarded.

Based on the data and metrics described in "Part III – Data & Metrics," how will the county determine if the project was a success? If the project is a success, how will the project be sustained without funding from the County Grant Program? What steps is the county taking in the project design and implementation to ensure the project is sustainable after grant funding is exhausted?

Maximum Score = 3 Points

The project will be determined to be a success if the communities most at risk individuals and families are successful in completing initial and ongoing necessary paperwork due to assistance provider from the LTC Medicaid Counselor.

In FY19, this position, if successful, may be funded by the County Administration Allocation fund, if allocated by Colorado's Department of Health Care Policy and Financing.

Appendix A: Strategic Policy Initiative(s) Alignment

The State Measurement for Accountable, Responsive, and Transparent (SMART) Government Act (Colorado House Bill 10-1119) established a performance-based budgeting system for Colorado. Section 2-7-201, et seq., C.R.S., which requires departments to create performance plans outlining their goals, and describe how those goals will be evaluated through performance measures.

The Department's Fiscal Year 2017-18 Performance Plan describes its mission, vision and goals, and provides annual performance measures and strategies for achieving its goals. The Department's Strategy Infographic presents a one-page overview highlighting four Strategic Policy Initiatives designed to ensure customer-focused performance management, as follows:

- **Delivery Systems Innovation** – Health First Colorado (Colorado's Medicaid Program) members can easily access and navigate needed and appropriate services
- **Tools of Transformation** – The broader health care system is transformed by using levers in the Department's control such as maximizing the use of value-based payment reform and emerging health technologies
- **Partnerships to Improve Population Health** – The health of low-income and vulnerable Coloradans improves through a balance of health and social programs made possible by partnerships
- **Operational Excellence** – The Department is a model for compliant, efficient and effective business practices that are person- and family-centered

To qualify for funding under the County Grant Program, the proposed project must align with at least one of the four Strategic Policy Initiatives from the Department Performance Plan, unless the county chooses a project from the Preferred Projects List.

Appendix B: County Grant Program Application Process

Grant applications will be released on Monday, May 14, 2018 and will be due to the Department **no later than close of business Friday, June 8, 2018**. Grant applications and any supporting documentation must be submitted to HCPFCountyRelations@state.co.us.

Proposed projects will be scored and Grant Program Manager interviews conducted in June 2018. The Department will issue FY 2018-19 Award Letters to approved proposed projects by early July 2018. Projects can begin once the grantee returns the signed Award Letter to the Department.

Appendix C: County Grant Program Scoring Process and Interview

To determine which proposed projects will be funded, Department staff will review grant applications prior to conducting an interview with the Grant Program Manager. Each proposal is scored based on the application and interview.

Point Scale

Scores are determined on a three (3) point scale:

1 point – The proposed project did not address the application section and/or interview questions or comments satisfactorily; insufficient information was provided to make an adequate determination.

2 points – The proposed project addressed the application section and/or interview questions or comments satisfactorily; sufficient information was provided to make an adequate determination.

3 points – The proposed project addressed the application section and/or interview questions or comments to an exceptional level of detail to make an adequate determination.

Application Sections Score

The following sections of the application are worth a maximum of three (3) points each:

1. Part II, Strategic Policy Initiative(s) Alignment – Description of how proposed project aligns with the Department's Strategic Policy Initiatives as described in Part II and the Department's Performance Plan

2. Part III, Data and Metrics – Description of how the data and metrics that will be tracked and current and future state of the project

3. Part V, Feasibility and Reasonableness of Budget – Description of the how the budget amounts were determined and a review of supplemental documentation provided

4. Part VI – Description of sustainability if the project is determined to be a success

The sections will be scored based on the ability of the applicant to articulate clear, concise ideas and any supplemental documentation that is provided with the application.

Interview Score

Interviews will be scored based on the ability of the applicant to: provide an overview of the project; clear, concise answers to any outstanding questions; and, the ability of the applicant to accept feedback and adjust the proposed project, if needed.

Preferred Projects List Score

The selection of a project from the Preferred Projects List will automatically grant the applicant an additional three (3) points towards the total score. Only projects selected from the Preferred Projects List will be granted the additional three (3) points; applicants cannot select both SPIs and Preferred Projects.

Total Score

The proposed project's total score is based on the table below; **proposed projects with the highest scores will be funded first until all Grant Program funding is exhausted**.

Section Scored	**Maximum Points**
Part II – Strategic Policy Initiative(s) Alignment	**3**
Part III – Data and Metrics	**3**
Part V – Project Budget	**3**
Part VI – Sustainability	**3**
Applicant Interview	**3**
Maximum Score	**15**
If Preferred Project is selected, additional score earned (Maximum Score)	**3** **(18)**

Appendix D: County Grant Program Conditions of Funding

Acceptance of Conditions of Funding

By completing and submitting the FY 2018-19 County Grant Program Application, the applicant is agreeing, if the proposed project is approved, to abide by the County Grant Program Conditions of Funding and Department finance rules as stated in 10 CCR 2505-5.

County Grant Program Conditions of Funding can be found in Appendix D. The applicant's proposed project may come with additional Conditions of Funding. Any additional conditions will be listed on the applicant's Award Letter. All Conditions of Funding must be met to be eligible for funding through the County Grant Program. Failure to comply with the Conditions of Funding may result in disallowances, per Appendix D, Audits and Sanctions.

Program Conditions of Funding

The applicant's proposed project must be replicable statewide or regionally, if the project is deemed a success. Projects that are not replicable statewide or regionally are not eligible for funding.

Grant projects funded through the County Grant Program can be completed after the end of the fiscal year; however, **grant funding must be expended no later than June 30, 2019**, unless otherwise communicated to the Department. Project deliverables are **due to the Department no later than July 15, 2019**.

Grantees are **required** to participate in Quarterly Check-Ins, which will include a minimum of one Site Visit and one Year-End Report Out. Failure to comply with the Quarterly Check-Ins, Site Visit(s) and/or Year-End Report Out may result in disallowances per Appendix D, Audits and Disallowances.

To fulfill the requirements of the Quarterly Check-In(s) and/or Site Visit(s), the grantee must submit, no later than the following deadlines, proposed dates for the calendar quarter in which the Quarterly Check-In(s) and/or Site Visit(s) will occur.

FY 2018-19 Quarter	Deadline to Submit Proposed Dates	Proposed Quarterly Check-In/Site Visit Dates
Quarter 1 July 1 - September 30	July 16, 2018	September 1 – 30, 2018
Quarter 2 October 1 – December 31	October 15, 2018	November 15 – December 15, 2018
Quarter 3 January 1 – March 31	January 15, 2019	March 1 – March 30, 2019

Quarter 4 April 1 – June 30	Year-End Report Out in June 2019 will count for Q4 Check-In

For the Year-End Report Out requirement, grantees should include travel costs for the Grant Program Manager and one (1) additional staff, if necessary, to travel to and stay in Denver, CO for formal presentations on the proposed project in June 2019. Please note that State fiscal travel rules must be followed in funding requests for travel for the Year-End Report Out.

A Final Deliverable must be submitted to the Department **no later than close of business July 15, 2019**. The Final Deliverable can vary based on the proposed project, but should include a final itemized budget with actual costs and any outcomes template the Department may provide.

Budget Conditions of Funding

Grant funds will only be used as specified in the approved grant proposal. No other expenditures other than those directly tied to the proposed project are allowed.

Indirect costs are not allowable expenses in the Itemized Budget and will be denied.

Grant Program funds are intended to fulfill one-time funding requests, and the Department may deny any request for a continuation of a project from the previous fiscal year or additional funding for an ongoing project.

Reimbursement of expenditures related to this grant must occur through the County Financial Management System (CFMS). All expenses are to be entered using CFMS account code M210.5400 to request reimbursement.

All expenditures associated with the approved grant proposal must occur **on or before June 30, 2019;** expenditures should be entered in CFMS **no later than July 5, 2019**. Expenses submitted after this date will not be reimbursed.

Proposed projects can be based on estimates of costs. Actual costs may require budget flexibility in the Itemized Budget. Funds may be moved from one line-item to another in these instances but require an updated Itemized Budget be submitted **no later than June 30, 2019**. However, any changes to the Itemized Budget may not exceed the original request for funding that was approved.

Expenditures above the proposed project's budget will not be allowed. Any expenditures above the approved project's budget must be paid for with county-only funds.

Funding requests exceeding the fiscal year's average application funding request amount may be required to provide additional information and/or supplemental documentation during the application scoring process and/or interview. Those applicants impacted by this requirement may be notified prior to the scoring process and/or interview.

For proposed projects that involve external vendors, partners, or agencies where the applicant will serve as a pass-through entity for County Grant Program funds, the applicant should provide quotes, letters of support, or other supporting documentation that supports the budget request and/or partnership with the submitted application.

For proposed projects that impact other public assistance programs managed by the Colorado Department of Human Services or county-only programs, cost allocation methodology, approved by the Centers for Medicare and Medicaid Services (CMS), is applied. This cost allocation methodology typically requires forty percent (40%) of the cost is paid for by the Department; the remaining sixty percent (60%) of the cost is the responsibility of the applicant. In some instances, a different cost allocation methodology may be used; in addition, 100% time reporting may allow for a greater cost allocation than the 40%/60% methodology described above.

For approved projects where the true cost to Medical Assistance is unknown or ambiguous, the staff supporting the proposed project may be required to complete 100% time reporting to support expenses associated with the project. Applicants will be notified of this requirement in the Award Letter.

Audits and Sanctions

Records are required documenting all expenses and accounting for the uses of all grant funds.

All tasks and expenditures associated with the proposed project are subject, at any time and without prior notification to the grantee, to audit by Department staff and/or an external auditor, per 10 C.C.R. 1.010.8.C, Audits by the Colorado Department of Health Care Policy and Financing.

Failure to comply with any oversight requirements as listed in Appendix D, Conditions of Funding, are subject to County Administrative Rules as stated in 10 C.C.R 1.020. If the grantee fails to comply with 10 C.C.R. 1.010.8.C, 10 C.C.R. 1.020, or any requirement listed in Appendix D, County Grant Program Conditions of Funding or the Award Letter, the Department may, at its discretion, and only after the remedies described in 10 C.C.R. 1.020 are exhausted, subject the grantee to disallowance per 10 C.C.R. 1.020.2, Sanctions. The Department's decisions based on requirements in Appendix D, Audits and Sanctions, are final and not subject to appeal.

COLORADO
Department of Health Care Policy & Financing

Notice of Determination

FY 2018-19 County Grant Program

July 6, 2018

Joni Reynolds, Director
Gunnison County

The Colorado Department of Health Care Policy and Financing's County Grant Scoring Committee reviewed your application for the FY 2018-19 County Grant Program and made a determination on whether to approve or deny the proposed project:

FY 2018-19 County Grant Program Proposed Project			
Proposed Project:	**Long Term Care Medicaid Outreach Project**		
Requested total funding:	**$18,468.52**	Grant Proposal Project Manager:	**Elizabeth Holena**

FY 2018-19 County Grant Scoring Committee Determination			
Final Determination:	**Approved**	Final Score:	**13.0 out of 18**
Awarded Amount:	**$18,468.52**	Remaining Balance:	**$0.00**
Additional Notes:	**Approval is subject to Conditions of Funding as found on the following pages**		

If the proposed project was **approved**, please follow instructions on the following pages to accept the project's funding. If the proposed project was **denied**, no further action is required.

The Department thanks all applicants for their hard work and continued dedication to serving Coloradans. Although not all proposed projects were approved, the Department encourages all counties to participate in future grant cycles, if funding is approved by the General Assembly.

For questions regarding this Notice of Determination, please contact HCPFCountyRelations@state.co.us.

Approval of Grant Funding

County Partner,

Congratulations! Your proposed project was **approved** by the County Grant Scoring Committee. Please follow the instructions below to access funding approved through the FY 2018-19 County Grant Program.

The county director or signing authority must return the Acceptance of Grant Funding page with signature **no later than close of business Friday, July 20, 2018**.

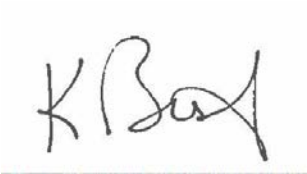
By returning this signed document, the county is agreeing to abide by all Conditions of Funding (COF) as found in the attached Conditions of Funding, also found in the grant application's Appendix D, including:

1. Acceptance of Conditions of Funding (Page 12)
2. Program Conditions of Funding (Page 12)
3. Budget Conditions of Funding (Page 13)
4. Audits and Sanctions (Page 14)

All COF must be met to be eligible for funding under the County Grant Program.

The Department looks forward to working with you on this exciting project. Further questions and inquiries regarding your county's approval, or the County Grant program, can be directed to HCPFCountyRelations@state.co.us.

Sincerely,



Kim Bimestefer
Executive Director

Acceptance of Grant Funding

County: Gunnison

Proposed Project: Long Term Care Medicaid Outreach Project

Requested Amount: $18,468.52

Approved Amount: $18,468.52

Conditions of Funding:

Quarter 1 (July - Sept) Quarterly Check In date due to HCPFCountyRelations@state.co.us by July 30, 2018.

☐**By checking this box and signing below, the county acknowledges and accepts all Conditions of Funding as found in Appendix D of the FY 2018-19 County Grant Program Track 1 and Track 2 Applications for the Proposed Project found on the top of page three. The county acknowledges that failure to abide by any Conditions of Funding may result in corrective action as referenced in Appendix D, Audits and Sanctions.**

Name: Joni Reynolds

Signing under authority for: Gunnison County Department of Human/Social Services

Signature Date

COLORADO
Department of Health Care Policy & Financing

Appendix D: Conditions of Funding

FY 2018-19 County Grant Program

Acceptance of Conditions of Funding

By completing and submitting the FY 2018-19 County Grant Program Application, the applicant is agreeing, if the proposed project is approved, to abide by the County Grant Program Conditions of Funding and Department finance rules as stated in 10 CCR 2505-5.

County Grant Program Conditions of Funding can be found in Appendix D. The applicant's proposed project may come with additional Conditions of Funding. Any additional conditions will be listed on the applicant's Award Letter. All Conditions of Funding must be met to be eligible for funding through the County Grant Program. Failure to comply with the Conditions of Funding may result in disallowances, per Appendix D, Audits and Sanctions.

Program Conditions of Funding

The applicant's proposed project must be replicable statewide or regionally, if the project is deemed a success. Projects that are not replicable statewide or regionally are not eligible for funding.

Grant projects funded through the County Grant Program **must be complete no later than June 30, 2019**, unless otherwise communicated to the Department. Project deliverables are **due to the Department no later than July 15, 2019**.

Grantees are **required** to participate in Quarterly Check-Ins, which will include a minimum of one Site Visit and one Year-End Report Out. Failure to comply with the Quarterly Check-Ins, Site Visit(s) and/or Year-End Report Out may result in disallowances per Appendix D, Audits and Disallowances.

To fulfill the requirements of the Quarterly Check-In(s) and/or Site Visit(s), the grantee must submit, no later than the following deadlines, proposed dates for the calendar quarter in which the Quarterly Check-In(s) and/or Site Visit(s) will occur.

FY 2018-19 Quarter	Deadline to Submit Proposed Dates	Proposed Quarterly Check-In/Site Visit Dates
Quarter 1 July 1 - September 30	July 16, 2018	September 1 – 30, 2018
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Quarter 3 January 1 – March 31	January 15, 2019	March 1 – March 30, 2019
Quarter 4 April 1 – June 30	Year-End Report Out in June 2019 will count for Q4 Check-In	

For the Year-End Report Out requirement, grantees should include travel costs for the Grant Program Manager and one (1) additional staff, if necessary, to travel to and stay in Denver, CO for formal presentations on the proposed project in June 2019. Please note that State fiscal travel rules must be followed in funding requests for travel for the Year-End Report Out.

A Final Deliverable must be submitted to the Department **no later than close of business July 15, 2019**. The Final Deliverable can vary based on the proposed project, but should include a final itemized budget with actual costs and any outcomes template the Department may provide.

Budget Conditions of Funding

Grant funds will only be used as specified in the approved grant proposal. No other expenditures other than those directly tied to the proposed project are allowed.

Indirect costs are not allowable expenses in the Itemized Budget and will be denied.

Grant Program funds are intended to fulfill one-time funding requests, and the Department may deny any request for a continuation of a project from the previous fiscal year or additional funding for an ongoing project.

Reimbursement of expenditures related to this grant must occur through the County Financial Management System (CFMS). All expenses are to be entered using CFMS account code M210.5400 to request reimbursement.

All expenditures associated with the approved grant proposal must occur **on or before June 30, 2019;** expenditures should be entered in CFMS **no later than July 5, 2019**. Expenses submitted after this date will not be reimbursed.

Proposed projects can be based on estimates of costs. Actual costs may require budget flexibility in the Itemized Budget. Funds may be moved from one line-item to another in these instances but require an updated Itemized Budget be submitted **no later than June 30, 2019**. However, any changes to the Itemized Budget may not exceed the original request for funding that was approved.

Expenditures above the proposed project's budget will not be allowed. Any expenditures above the approved project's budget must be paid for with county-only funds. Funding requests exceeding the fiscal year's average application funding request amount may be required to provide additional information and/or supplemental documentation during the application scoring process and/or interview. Those applicants impacted by this requirement may be notified prior to the scoring process and/or interview.

For proposed projects that involve external vendors, partners, or agencies where the applicant will serve as a pass-through entity for County Grant Program funds, the applicant should provide quotes, letters of support, or other supporting documentation that supports the budget request and/or partnership with the submitted application.

For proposed projects that impact other public assistance programs managed by the Colorado Department of Human Services or county-only programs, cost allocation methodology, approved by the Centers for Medicare and Medicaid Services (CMS), is applied. This cost allocation methodology typically requires forty percent (40%) of the cost is paid for by the Department; the remaining sixty percent (60%) of the cost is the responsibility of the applicant. In some instances, 100% time reporting may allow for a greater cost allocation than the 40%/60% methodology described above.

For approved projects where the true cost to Medical Assistance is unknown or ambiguous, the staff supporting the proposed project may be required to complete 100% time reporting to support expenses associated with the project. Applicants will be notified of this requirement in the Award Letter.

Audits and Sanctions

Records are required documenting all expenses and accounting for the uses of all grant funds.

All tasks and expenditures associated with the proposed project are subject, at any time and without prior notification to the grantee, to audit by Department staff and/or an external auditor, per 10 C.C.R. 1.010.8.C, Audits by the Colorado Department of Health Care Policy and Financing.

Failure to comply with any oversight requirements as listed in Appendix D, Conditions of Funding, are subject to County Administrative Rules as stated in 10 C.C.R 1.020. If the grantee fails to comply with 10 C.C.R. 1.010.8.C, 10 C.C.R. 1.020, or any requirement listed in Appendix D, County Grant Program Conditions of Funding or the Award Letter, the Department may, at its discretion, and only after the remedies described in 10 C.C.R. 1.020 are exhausted, subject the grantee to disallowance per 10 C.C.R. 1.020.2, Sanctions. The Department's decisions based on requirements in Appendix D, Audits and Sanctions, are final and not subject to appeal.