AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Notice of Grant Determination; CHFCS

Action Requested:

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

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

This part time position funds Health First Colorado outreach to providers in the community.

Fiscal Impact: $10,622.50

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

Finance Review: ◉ Required ○ Not Required

Comments:
Per Betsy, this is included in the 2020 adopted budget. ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 7/8/2020

County Attorney Review: ◉ Required ○ Not Required

Comments:
ok db 7/15/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 7/15/2020 Certificate of Insurance Required Yes ○ No ◉

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\emense Discharge Date: 7/17/2020

◉ Consent Agenda ○ Regular Agenda ○ Worksession Time Allotted: 0

Agenda Date: 7/21/2020

Revised April 2015

COLORADO
Department of Health Care Policy & Financing

Notice of Grant Determination

FY 2020-21 County Grant Program

July 6, 2020

Joni Reynolds, Director
Gunnison County

The Colorado Department of Health Care Policy and Financing's (the Department) County Grant Scoring Committee reviewed your application for the FY 2020-21 County Grant Program and made a determination on whether to approve or deny the proposed project:

FY 2020-21 County Grant Program Competitive Application Proposed Project

Proposed Project: Colorado Health First Community Specialist
Requested total Funding: $21,245.00
Grant Proposal Project Manager: Elizabeth Holena and Bradford Wheaton

FY 2020-21 County Grant Scoring Committee Determination

Final Determination: Approved **Final Score:** 9.50
Awarded Amount: $10,622.50 **Remaining Balance:** $10,622.50
Additional Notes: Based on the available fund, the Department offers Gunnison County the stated amount.

If the proposed project was **approved,** the Department will provide an Intergovernmental Grant Agreement that formalizes Conditions of Funding and the Statement of Work. This will be provided as soon as all appropriate Department signatures are in place and will be sent to the Grant Proposal Project Manager. 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 Grant Determination, please contact **HCPFCountyRelations@state.co.us.**

COLORADO
Department of Health Care Policy & Financing
1570 Grant Street
Denver, CO 80203

Track 1 Competitive Grant Application

FY 2020-21 County Grant Program

Release Date: Monday, May 25, 2020

Instructions: Complete the Track 1 Grant Application for all proposed projects except for equipment requests. Information on Targeted Grants will be released at a later date.

Due Date: Close of Business, Friday, June 12, 2020

Email: HCPFCountyRelations@state.co.us.

Table of Contents:

Application Section	Page #
Part I – Grant Proposal Program Manager	2
Part II – Proposed Project and Pillars of Strategic Direction Alignment	2 -3
Part III – Data and Metrics	3-4
Part IV – Project Work Plan	4
Part V – Project Budget	5-6
Part VI – Tracking and Documentation	6
Part VII – Sustainability	6-7
Appendix A – Pillars of Strategic Direction Alignment	8
Appendix B – County Grant Program Application Process	8

Appendix C – County Grant Program Scoring Process and Interview	8 -10
Appendix D – County Grant Program Conditions of Funding	11 -16

Part I – Grant Proposal Program Manager

County	Select the Applicant County from this Dropdown
Grant Proposal Program Manager Name:	Elizabeth Holena, Bradford Wheaton
Phone	(970)641-3244
Email	elizabeth.holena@state.co.us/bradford.wheaton@state.co.us

Part II – Proposed Project Alignment with Department Pillars of Strategic Direction

Project Name

Please provide a Project Name to identify your proposed project

Colorado Health First Community Specialist

Project Overview

Please provide a brief description of the proposed project

Gunnison County will act as a liaison between Health First Colorado and the community's medical clinics and Health First Colorado providers and provide individual assistance and outreach to vulnerable populations to increase member health and customer service.

Department Pillars of Strategic Direction

The proposed project can support the Department's Pillars of Strategic Direction **or** Preferred Projects.

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

Maximum Score = 3 Points

Department Pillars of Strategic Direction

☐**Affordable Healthcare for all Coloradans –** Reducing the cost of health care in Colorado

☐**Medicaid Cost Control –** Ensuring the right services for the right people at the right price for public health care programs

■**Member Health –** Improving the delivery of programs or health outcomes for members

■**Customer Service** – Improving service to our members, providers and partners

☐**Operational Excellence –** Creating compliant, efficient and effective business practices that are person- and family-centered

Preferred Projects

☐**Cybersecurity and Compliance with the Colorado Information Security Policies (CISP)**

☐**Quality Assurance and Reducing Medicaid Errors**

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

Provide a detailed explanation of how the proposed project meets the Department's Pillars of Strategic or Preferred Project. (350 words or less)

Gunnison County Economic Security Team continues to select a project aligned with a focus on both member health and customer service. Gunnison County is striving to improve member health with the development of the Colorado Health First Community Specialist who will work closely with medical providers in the community acting as an access point for Health First Colorado, offering warm handoffs with the community's most vulnerable who may face barriers to completing the enrollment process otherwise. The Colorado Health First Community Specialist will also provide one on one support services to ease the member experience through the application process as well as enhance and maintain access to services and understanding of benefits on both the individual and medical side.

Gunnison County currently has 3040 Health First Colorado Members. According to the Colorado Health Institute Survey from 2019, over 1500 community members are uninsured, or 8.9% of the population. In a population of approximately 17,000, these rates are high. Working directly with medical providers in the community the specialist will help identify the population in the community that may be eligible but not enrolled or facing barriers to enrollment through a person centered outreach approach. Gunnison County's coverage extends to isolated pockets of both Gunnison and Hinsdale County; thus far outreach has been limited due to capacity and ruralness and more recently this past year due to COVID-19. Gunnison County's Economic Assistance Department will utilize the existing Senior Resource Specialist job description to define and broaden the duties for the Colorado Health First Community Specialist. The Colorado Health First Community Specialist will work alongside the Economic Security Manager to begin the outreach process from a person centered lens, connecting families with resources and creating relationships with community members. The Colorado Health First Community Specialist will target low- income individuals and families being served by the medical community, schools, jails and other institutions such as the workforce center, through referrals and/or outreach. With referral/outreach the Colorado Health First Community Specialist will work with individuals to assure the new application and redetermination process is successful.

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.

Provide an explanation of the proposed project. (750 words or less)

The mission of the Department of Health and Human Services (HHS) is to provide culturally competent advocacy, prevention, protection, and support services to families of Gunnison and Hinsdale Counties so they can prosper and thrive in a healthy and supportive community. The Colorado Health First Community Specialist will provide direct support to Health First Colorado Providers and one on one support for community members seeking health coverage. The Colorado Health First Community Specialist will act as a bridge for medical providers to Health First Colorado, responding when needed to assist vulnerable individuals and families with completing the application process. The Colorado Health First Community Specialist will also continue outreach activities throughout the community and referrals to conduct an initial screening to determine likelihood of eligibility, encourage complete applications, complete application initiations, provide open

communication of application status, provide education and awareness of approval and next steps, assist in reporting changes, tracking/locating those at risk of losing benefits, motivate members to opt in for communications and promote utilization of the Peak Health mobile app. The Colorado Health First Community Specialist will work 15 hours each week and will reside with the Economic Security Team and collaborate with The Aging and Disability team. Through this collaboration, The Colorado Health First Community Specialist will identify all Health First Colorado Providers and will allocate a portion of his/her time to being available for providers as they are receiving and working with patients to assist in the application process. The Colorado Health First Community Specialist will also identify locations appropriate for outreach and assist vulnerable individuals in the process of applying or completing redeterminations along with those at risk of losing coverage. The Colorado Health First Community Specialist will accept referrals directly from Health First Colorado Providers, partner agencies, word of mouth, through outreach events and with collaboration with the Economic Security Team and the Aging and Disability Resources of Colorado. The Colorado Health First Community Specialist will create checklists for both medical providers and clients in English and Spanish to ensure that providers have relevant information on health coverage and that the applications are completed. The Colorado Health First Community Specialist will also have a person centered approach, helping individuals navigate and complete applications and redeterminations. The Colorado Health First Community Specialist will have office space, CBMS access and a direct line, allowing her to be available to take calls and research status of cases and to complete AIs. The Colorado Health First Community Specialist will make referrals and warm handoffs to other community agencies as needed. The Economic Security Manager will establish protocol for on-site/off site and phone delivery of the Colorado Health First Community Specialist, establish an awareness campaign, and provide on-site training of the Colorado Health First Community Specialist(along with assistance from the Aging and Disability Staff to identify community resources). The Senior Eligibility technician will help train the Colorado Health First Community Specialist in broad program, application and redetermination knowledge and in completing AIs. In addition, the Colorado Health First Community Specialist will attend fundamental program training. The Colorado Health First Community Specialist will be responsible for creating data tracking matrix to include #of contacts, location or methodology of contacts, referrals from medical providers, duration of contacts, and referral rate(who made referral and what agencies was referred to)and outcome of contacts. The Economic Security Manager will act as the project manager and the Colorado Health First Community Specialist will be supervised by the Senior Resource Office Manager.

Timeline will include:

1. July-August, 2020- the Economic Security Manager and the Colorado Health First Community Specialist will develop relationships with all the Colorado Health First Providers in the community, including Gunnison Valley Health System and Gunnison Family Medical Providers.

2. August-June, 2021- The Colorado Health First Community Specialist will begin responding to medical providers assisting patients in health coverage enrollment.

3. September-June, 2021- The Colorado Health First Community Specialist will be trained in Health First CO and gain CBMS access for application initiation.

4. July-August, 2020- The Colorado Health First Community Specialist creates data tracking matrix to include #of contacts, location or methodology of contacts, referrals from medical providers, duration of contacts, and referral rate(who made referral and what agencies was referred to and outcome of contact.

5. July-June, 2021-The Colorado Health First Community Specialist provides direct services through one on one meetings and schedules and hold outreach activities.

6. May 2021-Evaluation of impact made by Bradford.wheaton@state.co.us

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**

1. Number of Health First Providers connection is built

   Current: 0

   Future: 15

2. Numbers of customers assisted by Colorado Health First Community

   Specialist via one-on-one referred from providers:

   Current:0

Future:30

Outcome: 95% of referrals from Health First Colorado Providers have a successful application process

3. Number of clients able to successfully enroll and maintain enrollment with help from the Community Health Specialist

   Current: 235

   Goal:250

   Outcome: 95% of new apps and RRRs from vulnerable individuals are successfully completed

4. Increase Number of members enrolled in Health First CO Current:

   Current: 3040

   Goal: 3192(This goal would represent a 5% increase in enrollment) HCPF reports

   On enrollment through their County Administration page.

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**
Goal: To improve service to our members, providers and partners and improve member health	Colorado Health First Community Specialist

Objective 1: Community members will be directly referred to The community Health Specialist from Health First Colorado Providers	Colorado Health First Community Specialist
Output: 15 Partnerships with Health First Colorado Providers	Colorado Health First Community Specialist
Output: 30 completed applications from direct hand offs from Health First Colorado Providers	Colorado Health First Community Specialist
Objective 2: Individuals will successfully complete Health First Colorado enrollment process and redetermination process	Colorado Health First Community Specialist
Output: Managed Data and metrics	Colorado Health First Community Specialist
Output: 4 Outreach Activities	Colorado Health First Community Specialist
Output: 235 Completed total applications and redeterminations	Colorado Health First Community Specialist

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.

The applicant can attach a separate Project Work Plan to the application so long as the applicant's Project Work Plan also includes the same information as the Project Work Plan in Part IV.

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

MAJOR TASK OR ACTIVITY	TASK/ACTIVITY/START/ COMPLETION DATES	RESPONSIBLE INDIVIDUAL	DELIVERABLE
Develop connection with all Colorado Health First Providers in the community.	Start Date: 7/15/2020 Completion Date: 8/31/2020	Colorado Health First Community Specialist	Customers and provider have a direct line to a Community Health Specialist
Develop a schedule for quarterly outreach for Health First Colorado	Start Date: 7/15/2020 Completion Date: 8/31/2020	Colorado Health First Community Specialist	Community members will be able to learn about Health First Colorado without coming into DHHS
Create a data tracking system to include:	Start Date: 7/15/2020 End Date: 8/31/2020	Colorado Health First Community Specialist	HCPF and DHHS will be able to evaluate and success of project
Individual Assistance in enrollment and with redetermin ations	Start Date: 7/15/2020 End Date: 6/31/2021	Colorado Health First Community Specialist	Individuals will have assistance and will successfully complete the application and redeterminatio n process
The Community Health Specialist will be	Start Date: 9/1/2020 End Date:	Colorado Health First Community Specialist	Increased knowledge of Health First Colorado providers and

able to complete AI of all new application s	6/31/2021		quicker access to health coverage and care

Part V – Project Budget

Cost Allocation: Inclusion of other social services programs

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

Medical Assistance ONLY ☒
Medical Assistance AND other public assistance programs ☐

Proposed projects that are not Medical Assistance-only require expenses be cost allocated at a set percentage determined by the approved State Random Moment Sampling (RMS) program. 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 Medical Assistance-only funding or 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.

Please address how the county department determined which social services programs will be impacted by the proposed project.

If Medical Assistance was the only social services program selected, please describe

how the Grant Manager will ensure that the funding is used for Medical Assistance only.

(400 words or less)

Gunnison County Project Manager and Staff will directly monitor day to day activities of the Colorado Health First Community Specialist to assure they are Health First Colorado Specific.

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

Please provide a Budget Narrative. (500 words or less)

1. The Budget for wage and benefits was determined using the county's existing wage and benefits structure. The three staff people involved will participate in 100% time reporting.

2. The budget for computer, phone and office equipment is an estimate from Gunnison County's IT Department

3. Travel is based on anticipated mileage to trainings and the target areas within the community based on federal reimbursement rates.

5. Reimbursement of expenditures related to this grant will occur through the MUNIS, the County' Financial Management System. 6. Gunnison County will provide office space.

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 requires the county to attend the close out meetings in person. All associated travel costs to the Department's office in Denver, CO must be included in the Itemized Budget. See Appendix D, County Grant Program Conditions of Funding and Monitoring Plan, 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**
Year-End Report Out - Travel Costs	$225 mileage $1800 hotel $594 meal per diem	420 miles x $.535 3 hotel rooms x 3 nights @ $200 Meals per diem $66 x 3 days, x 3 people	$2,619
Project Manager Salary/Benefits	$80,909	.025 FTE	$2662
Manager/Project Supervisor	$74209	.0625 FTE	$5,248
Benefits Specialist	$26.60/hr including fringe	15 hrs/wk	$19,152
Training (hotel and travel)	$264 Meals $1350 Hotels $230 Mileage $.5750/mile	X3 per diem 3 X3 nights miles x 400	$1844
Gas	400 miles	$.5750	$230

Phone	IP Phone $37/month Computer $116/month	x12 x12	$1836
Outreach Material	$500	TBD	$500
PROJECT BUDGET TOTAL			$34,091

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.

Provide a description of the grant funding tracking methodology (300 words or less).

Gunnison County Department of Health and Human Services Finance Department will create a unique code separate from other county expenditures. Staff will report 100% time following the pre-establish county time reporting process. All time sheets are signed by a county manager. The Finance Office will use MUNIS to manage and track financial expenditures and costs associated with this project.

Part VII – Sustainability

County Grant Program expenditures must be spent in the fiscal year for which they were awarded. This funding is intended for one-year innovation projects. Funding will not be extended to the same project in following years.

Based on the data and metrics described in "Part III – Data & Metrics," please answer these questions:

- 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 County will determine if this project was a success if 95% of referrals from Health First Colorado Providers have a successful application process and 95% of new apps from community and RRRs are successful. In FY20-21, 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, along with TANF reserves and monies from CSBG or other grant opportunities.

Appendix A: Department Pillars of Strategic Direction 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... The Act requires State departments to create performance plans outlining their goals and describe how those goals will be evaluated through performance measures.

The Department's Performance Plan describes its mission, vision, and goals. It provides annual performance measures and strategies for achieving its goals. The Department's Pillars of Strategic Direction are:

- **Health Care Affordability for Coloradans** – Reducing the cost of health care in Colorado
- **Medicaid Cost Control** – Ensuring the right services for the right people at the right price for public health care programs
- **Member Health** – Improving the delivery of programs or health outcomes for members
- **Customer Service** – Improving service to our members, providers and partners
- **Operational Excellence** – Creating compliant, efficient and effective business practices that are person- and family-centered

The proposed project must align with at least one of the five Department Pillars of Strategic Direction listed above or a project from the Preferred Projects List to qualify for funding under the County Grant Program.

Appendix B: County Grant Program Application Process

Grant applications will be released on Monday, May 25, 2020 and are due to the Department **no later than close of business Friday, June 12, 2020**. 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 2020. The Department will issue FY 2020-21 Award Letters to approved proposed projects by early July 2020. Projects can begin once the grantee returns the signed Award Letter to the Department.

Appendix C: County Grant Program Scoring Process and Interview

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 to determine which proposal projects will be funded.

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, Department Pillars of Strategic Direction Alignment – Description of how proposed project aligns with the Department's Pillars of Strategic Direction as described in Part II or Appendix A.

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 VII, Sustainability – 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 Department Pillars of Strategic Direction 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 – Department Pillars of Strategic Direction Alignment	**3**
Part III – Data and Metrics	**3**
Part V – Project Budget	**3**
Part VII – Sustainability	**3**
Applicant Interview	**3**
Maximum Score	**15**
If Preferred Project is selected, additional score earned (Maximum Score with Preferred Project)	**3 (18)**

Appendix D: County Grant Program Conditions of Funding and Monitoring Plan

Acceptance of Conditions of Funding

By completing and submitting the FY 2020-21 County Grant Program Application, the applicant is agreeing, to abide by the County Grant Program Conditions of Funding and Department finance rules as stated in 10 CCR 2505-5 if the proposed project is approved.

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 and Monitoring Plan may result in disallowances, per Appendix D, Sub recipient Monitoring, Audits and Sanctions.

Attached to the grantee's Award Letter is an intergovernmental grant agreement that is signed by the Department's Executive Director. The intergovernmental grant agreement codifies the County Grant Program's Conditions of Funding and Monitoring Plan with the grantee. The expenditure of any grant funding after issuance of the intergovernmental grant agreement indicates that the grantee agrees to abide by all applicable rules, regulations, requirements and conditions. **The intergovernmental grant agreement is unilateral and does not require signature from the grantee.**

Application Process 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.

If a county is approved for a project in which other counties participate, the awarded county is responsible for obtaining a letter of support from each participating county. Each participating county must identify and designate a contact person within their human services office to be the accountable designee for that county's participation in the grant.

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.

The applicant must provide quotes, letters of support, or other documentation in support of budget requests for proposed projects where the county will serve as a pass-through entity for county grant program funds.

The Department strives to be a good steward of taxpayer resources. Applications that can lead to wasteful spending, inappropriate use, or violations of federal or state laws will be denied at the Executive Director's discretion.

Budget Conditions of 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, 2021**, unless otherwise communicated to the Department. Project deliverables are **due to the Department no later than July 16, 2021**.

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 the following CFMS account codes to request reimbursement. The Department will report the correct CFMS account code in the Award Letter.

All expenditures associated with the approved grant proposal must occur **on or before June 30, 2021;** expenditures should be entered in CFMS **no later than July 7, 2021**. 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 July16, 2021**. However, any changes to the Itemized Budget may not exceed the original request for funding that was approved. In addition, funds may only move from one previously-approved line-item to another; after the approval of the proposed project, new line-items in the Itemized Budget are not allowed.

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

Cost Allocation Conditions of Funding

Proposed projects that impact other public assistance programs managed by the Colorado Department of Human Services or county only programs will be cost allocated based upon the Centers for Medicare and Medicaid Services (CMS) approved methodology. This cost allocation methodology is dependent on the proposed project and how it impacts other public assistance programs. The Department will provide the correct cost allocation methodology when a proposed project is approved. In addition, 100% time reporting may allow for a greater cost allocation than the cost allocation methodology described above, if the grantee selects this option.

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.

Contractor and Subcontractor Conditions of Funding

Contracts and subcontracts that are paid for with state and federal Medicaid administration funds should meet robust contractual requirements as found in the federal government's OMB guidance. These requirements help ensure that taxpayer dollars are spent wisely and with the public interest in mind. Counties using county grant program funds should strive to meet best practices identified by the Department. A review of contracts and subcontracts is required during the implementation of the grantee's monitoring plan.

Best Practices for Contracts and Statements of Work
Do performance metrics exist and are they tied to HCPF (Pillars of Strategic Direction) and county goals? HCPF Pillars of Strategic Direction • Health Care Affordability for Coloradans • Medicaid Cost Control • Member Health • Customer Service • Operational Excellence
Are Program staff and their Management clear on program expectations and have they been clearly included in drafting and review of the contract?
Is there a structured performance review process?
Termination
If state or federal funds are included in the contract, does the contract include the standard template termination for public-interest and termination for cause boilerplate clauses (termination in the public interest allows termination if the legislature, judiciary, or Governor determines the program or contract no longer serves the interests of the state)?
Does the contract include the ability to create variable or progressive corrective action plans outside of the standard contract remedies?
Is there a contingency plan describing what will happen if work is not completed, contract is terminated, or new vendor is selected?
Does the contract require the contractor to provide sufficient project documentation to ensure ongoing success without the vendor in the event the contract is terminated? Does the contract include appropriate actions for a close-out period due to a contract termination?

Payment
Are payments tied to one of the following: 1. Meeting specific performance standards 2. Completing deliverables
Is payment competitive with the market for these services?
Partnership
Does the contract empower the contract manager to hold the vendor accountable for responsiveness to individual issues, assigning quality trained personnel to project, delivering quality outcomes, and engagement at meetings and presentations?
Innovation
Is there a criterion in the contract that provides incentives or requirements for the vendor to provide thought leadership, best practices, or process improvement recommendations?
Is the vendor required to continuously identify the best solutions, technology and processes for the state including, proposing new capabilities or technologies as they become available

County Grant Program Monitoring Plan

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 County Grant Program Monitoring Plan may result in disallowances per Appendix D, Sub recipient Monitoring, 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 2020-21 Quarter	Deadline to Submit Report Matrix Proposed Dates	Proposed Quarterly Check-In/Site Visit Dates
Quarter 1 July 1 - September 30	October 2, 2020	October 5 – 16, 2020
Quarter 2 October 1 – December 31	January 4, 2021	January 7 - 15, 2021
Quarter 3 January 1 – March 31	April 2, 2021	March 5 – 16, 2021
Quarter 4 April 1 – June 30	Year-End Report Out in June 2021 will count for Q4 Check-In	

For Quarterly Check In compliance, the grantee will use the Quarterly Check in Matrix to provide necessary updates to the Department. Quarterly Check In meetings must include the following information:

FY 2020-21 Quarterly Check In Date	**Check In Topic**
Quarter 1 July 1 - September 30 *Conference Call*	1. Project Work Plan Review and Further Clarification 2. Setting Effective Expectations for Contractors 3. Contract Implementation and Language – Joint Review and Expectations 4. Ensuring Information Security, if applicable 5. Review of Quarterly Check In Matrix expectations
Quarter 2 October 1 – December 31 *Conference Call*	1. Follow Up on Project Work Plan 2. Contracts Execution – Update 3. Review of Quarterly Check in Matrix 4. Budget Tracking - Update
Quarter 3 January 1 – March 31 *Department In-Person Site Visit*	1. Follow Up on Project Work Plan 2. Contracts Update 3. Review of Quarterly Check In Matrix 4. Budget Tracking - Update 5. In-person walk through of project or meeting with important stakeholders
Quarter 4 April 1 – June 30 *Travel to Denver/Virtual Presentation*	1. Year End Report Out presentation 2. Budget Actuals – Final itemized budget 3. Closeout or Continuity/Sustainability Plan, if applicable

The Year-End Report Out requirement must include travel costs for the Grant Program Manager and one (1) additional staff, if necessary. The formal presentations on the project will be in June 2020 at the Departments office in Denver, CO. State fiscal travel rules must be followed in funding requests for travel reimbursement for the Year-End Report Out.

A Final Deliverable must be submitted to the Department **no later than close of business July 16, 2021**. The Final Deliverable can vary based on the proposed project but must include a final itemized budget with actual costs and any outcomes template the Department may provide.

The Final Deliverable should include a Closeout or Continuity/Sustainability Plan for how the work will continue after the fiscal year has ended, if applicable.

Sub recipient Monitoring, Audits and Sanctions

The grantee shall ensure that it complies with all applicable federal rules and regulations, found at 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, commonly known as the Uniform Guidance, and State guidance issued by the Colorado State Office of the Controller (OSC). The grantee is responsible for completion of a sub recipient versus contractor determination for any funds pass- through to an outside vendor. The OSC's OMB Subrecipient Guide is available to assist the grantee in meeting OSC requirements for monitoring of subrecipients. Additional guidance regarding 2 CFR Part 200 is available on the OSC's OMB Guidance website.

Records are required documenting all expenses and accounting for the uses of all grant funds and must be provided upon request and without delay.

All tasks and expenditures associated with the proposed project are subject to review 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, at any time and without prior Notification.

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.

For federal financial reporting purposes, the grantee should utilize the Catalog of Federal Domestic Assistance (CFDA) number for the appropriate program. These are Medicaid93.778 and the Child Health Plan *Plus* (CHP+) CFDA 93.767.