



**COLORADO**

Department of Health Care  
Policy & Financing

# Year-End Report Out

*FY 2016-17 County Grant Program*

## What is the Year-End Report Out?

The Year-End Report Out is a **two (2) day event** held at the **Colorado Department of Health Care Policy and Financing (Department), 303 E. 17<sup>th</sup> Avenue, Denver, CO 80203.**

The Year-End Report Out requirement is a Condition of Funding for projects funded through the Fiscal Year (FY) 2016-17 County Grant Program.

## Can grant funds be used to pay for travel costs to attend the Year-End Report Out?

If grantees are located greater than fifty (50) miles from the Department travel costs for the Year-End Report Out should have been included in the grantee's application budget. Costs cover in-person attendance at the Year-End Report Out for the Grant Proposal Program Manager and one (1) additional staff based on [state fiscal travel rules](#). Additional grantee staff may attend the Year-End Report Out, at the cost of the grantee.

If grantees are located less than fifty (50) miles from the Department, travel costs are the responsibility of the grantee (grant funds cannot be used for these costs).

## What is the structure of the Year-End Report Out?

For the FY 2016-17 County Grant Program, the Year-End Report Out will consist of two (2) days of presentations before Department staff, county peers and partners. Each grantee will have a thirty (30) minute slot for the presentation and questions and answers.

**Grantees are required to attend the entire two (2) day event as part of the County Grant Program Conditions of Funding.**

## What should grantees address in their Year-End Report Out?

Our mission is to improve health care access and outcomes for the people we serve while demonstrating sound stewardship of financial resources.

[www.colorado.gov/hcpf](http://www.colorado.gov/hcpf)



The grantee should address the following items in their Year-End Report Out:

- High-level overview of the project scope of work
- Key milestones completed
- Budget overview
- Successes and lessons learned to-date
- Challenges encountered to date
- Future project milestones, if applicable
- Project sustainability beyond grant funding period

The presentation format is at the discretion of the grantee, i.e. PowerPoint, Prezzi, handouts, verbal report out, etc., but it must address all of the items above.

## Can my Year-End Report Out count as the final deliverable?

If the grantee provides a verbal report out, a written deliverable will still be required by the specified due date. PowerPoints/Prezzis can be submitted as the required final deliverable.

Final deliverables are due no later than **close of business July 15, 2017** and should be submitted to [HCPFCountyRelations@state.co.us](mailto:HCPFCountyRelations@state.co.us).

## When is the Year-End Report Out?

The Year-End Report Out will take place **Thursday, June 29, 2017** and **Friday, June 30, 2017**. A final presentation schedule will be sent to grantees prior to the event; however, expect both days to begin promptly at 9:00am.

