Frequently Asked Questions

Fiscal Year 2017-18 County Grant Program

General Information

What is the County Grant Program?

The County Grant Program was authorized by the General Assembly and is managed by the Colorado Department of Health Care Policy and Financing (Department). Approximately $1 million in funding is available each state fiscal year (FY), July 1 through June 30, for county departments of human/social services who apply for funding to improve their business processes, eligibility infrastructure and client engagement.

Who is eligible for funding through the County Grant Program?

All county departments of human/social services are eligible to participate in the County Grant Program by submitting a grant application to the Department no later than **close of business June 26, 2017**.

Partnerships with other government agencies, such as local public health agencies, are permissible, but the county department of human/social services must act as the fiscal agent and ensure that all Conditions of Funding in Appendix D of the County Grant Program application are fulfilled.

Is the FY 2017-18 County Grant Program different from FY 2016-17?

For FY 2017-18, additional oversight requirements were added and the application was updated to ensure potential projects are tied to the Department's Performance Plan Strategic Policy Initiatives (SPIs). These additions reflect the Department's commitment to being a sound steward of financial resources by ensuring potential projects are aligned with the Department's mission.

To qualify for funding, potential projects must be from the Preferred Projects List OR tie to at least one of the Department's SPIs: Delivery Systems Innovation, Tools of Transformation, Partnerships to Improve Population Health, or Operational Excellence. All potential projects will go through an interview process as well.

If a potential project is approved, returning a signed Award Letter indicates that the grantee agrees to abide by all Conditions of Funding as found in Appendix D of the

County Grant Program application. These requirements include Quarterly Check-Ins, Site Visits, Year-End Report Out, and Final Deliverable.

The Department also created two separate Grant Application Tracks:

- Track 1 Grant Application: all proposed projects, except for equipment requests.

- Track 2 Grant Application: equipment requests, such as conference phone systems, training and webinar upgrades, and other equipment-related requests.

How are grant applications selected for funding?

The County Grant Review Committee, comprised of Department staff, will use a competitive point-scoring process to rank Track 1 and Track 2 Grant Applications.

Track 1 Grant Applications will be ranked based on five (5) scoring sections, each with a three (3) point maximum. The five scoring sections are:

- Part II - Strategic Policy Initiative(s) Alignment narrative – description of how the proposed project aligns with one (1) or more Strategic Policy Initiative. If the proposed project is selected from the Preferred Project List, scoring will be based on the narrative of why the applicant selected the Preferred Project List option. If the applicant selects a project from the Preferred Projects List, three (3) points will automatically be granted.

- Part III - Data and Metrics – description of how the applicant will track and measure success

- Part V – Project Budget – description of feasibility and reasonableness of budget

- Part VI – Sustainability – narrative on how the project would be continued if the project is deemed a success

- Applicant Interview – the ability of the applicant to provide a high-level project overview and clear, concise answers to any outstanding questions

Track 2 Grant Applications will be ranked based on four (4) scoring sections, each with a three (3) point maximum. The four scoring sections are:

- Part II – Strategic Policy Initiative(s) Alignment - description of how the proposed project aligns with one (1) or more Strategic Policy Initiative.

- Part III – Project Budget - description of feasibility and reasonableness of budget

- Part IV – Tracking and Documentation – description of the applicant's methods

for tracking expenditures associated with the proposed project

- Applicant Interview – the ability of the applicant to provide a high-level project overview and clear, concise answers to any outstanding questions

Track 1 and Track 2 Grant Applications with the highest overall scores will be selected for funding, until all Grant Program funds are exhausted.

Can a project that was funded previously through the County Grant Program be funded again in the FY 2017-18 County Grant Program?

The County Grant Program was designed as a one-time source of funding for equipment, improvements in eligibility determination infrastructure, operational excellence, and member engagement. As this is one-time funding, a project that was funded in a previous grant year is ineligible to be funded in a new grant year. However, if the pilot project will change, based on lessons learned or an expanded scope of work, the project may be eligible for funding. The project will undergo the same competitive scoring process as all grant applications, and thus, may not be funded if other grant applications are scored higher.

When are grant applications due?

Track 1 and Track 2 Grant Applications are due no later than **close of business June 26, 2017** to HCPFCountyRelations@state.co.us.

Where can I find the documents and information needed to apply?

All County Grant Program supporting documentation can be found on the Department's County Administration website under County Grant Program. Please ensure you are utilizing the documentation for FY 2017-18.

County Grant Program – Funding and Expenditures

How can grant funds be used?

Grant funds must be used as specified in the approved grant application. Funds must meet federal and state funding requirements. Refer to Appendix D, County Grant Program Conditions of Funding, for more information.

What if a grant application impacts programs other than Medicaid?

For grant applications 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. A PEAK kiosk project, for instance, would be 40% funded by the County Grant Program; the remaining 60% will be funded per county discretion. This cost allocation may vary based on the application; in some instances, 100% time reporting may allow for a greater cost allocation than the 40%/60% methodology described above.

Once my grant application is approved, how do I access grant funding and code the expenses?

Counties receive grant funding through the regular county reimbursement process utilizing the County Financial Management System (CFMS). The Department will provide grantees the CFMS code for grant reimbursements based on your scope of work in the Award Letter. Reimbursement requests must be submitted through CFMS no later than July 5, 2018.

When can the funding be used?

The Department will issue FY 2017-18 Award Letters to approved proposed projects in early July 2017. Projects can begin once the grantee returns the signed Award Letter to the Department. Denied projects are not eligible for funding.

All tasks and expenditures associated with the approved grant application must occur no later than June 30, 2018.

Reporting Requirements and Submission of Documentation

What are the reporting requirements for the grant?

Grantees must maintain records to show and account for the use of grant funds and a Final Deliverable must be submitted to the Department **no later than July 15, 2018**. All tasks and expenditures associated with the grant must occur **no later than June 30, 2018.** For more information on the reporting requirements, refer to Appendix D, County Grant Program Conditions of Funding, in the application.

What is the Final Deliverable requirement?

A written Final Deliverable must be submitted to the Department addressing the following items:

- High-level overview of the project scope of work

- Key milestones completed

- Budget overview, including final itemized budget with actual costs

- Successes and lessons learned to-date

- Challenges encountered to date

- Future project milestones, if applicable

- Project sustainability beyond grant funding period

- Supplemental documentation, i.e. data, reports, flow charts, etc.

The Department will provide, at a later date, a template for the Final Deliverable.

Please email the Final Deliverable and supplemental documentation to
HCPFCountyRelations@state.co.us **no later than July 15, 2018**.

Quarterly Check-Ins, Site Visits and Year-End Report Out

What is the Quarterly Check-In and Site Visits requirement?

To increase oversight of grant funded projects, Quarterly Check-Ins are required for all
Track 1 Grant Applications and, at the Department's discretion, for Track 2 Grant
Applications. The Quarterly Check-In may be in the form of a conference call or in-
person Site Visit. The Year-End Report Out will fulfill the Quarterly Check-In
requirement for the last calendar quarter of the fiscal year.

The grantee must submit proposed Quarterly Check-In dates based on the table below.
For more information on the Quarterly Check-In requirements, refer to Appendix D of
the application.

FY 2017-18 Quarter	Deadline to Submit Proposed Dates	Proposed Quarterly Check-In/Site Visit Dates	Quarterly Check-In Method
Quarter 1 July 1 - September 30	July 15, 2017	September 1 – 30, 2017	Conference Call or Site Visit
Quarter 2 October 1 – December 31	October 15, 2017	November 15 – December 15, 2017	Conference Call or Site Visit
Quarter 3 January 1 – March 31	January 15, 2018	March 1 – March 30, 2018	Conference Call or Site Visit

Our mission is to improve health care access and outcomes for the people we serve while
demonstrating sound stewardship of financial resources.
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Quarter 4 April 1 – June 30	Year-End Report Out in June 2018 will count for Q4 Check-In

What is the Year-End Report Out requirement?

The Year-End Report Out includes travel to the Department, 303 E. 17th Avenue, Denver, CO 80203 in June 2018 for formal presentations to Department staff, county peers and partners. Year-End Report Out travel costs for the Grant Proposal Program Manager and one (1) additional staff should be included in the itemized budget. For more information on the Year-End Report Out, refer to Appendix D, County Grant Program Conditions of Funding.

When a Site Visit occurs, what will it entail?

Department staff will travel to the grantee's county to discuss the project in-person including: project implementation status updates; review of project budgets and implementation timeframes; implementation challenges, if any; and, a tour of the project itself, if possible. The tour may include an overview of redesigned business processes or workflows and introductions to the staff involved in the project.

The Department will work with the grantee to schedule Site Visits in advance and will provide the grantee additional information on the Site Visit prior to the Site Visit occurring.

County Grant Program – Moving Forward

If there are unspent grant funds, will counties receive those dollars?

If there are remaining grant funds in fiscal year 2017-18, the Department will apply the grant funds towards county administration closeout as indicated in the original budget request to the legislature.

Will there be a County Grant Program FY 2018-19, and what is the process to apply?

The County Grant Program is subject to annual legislative appropriation; further information on FY 2018-19 County Grant Program will not be available until after the appropriation process for the FY 2018-19 has concluded. The Department will share information as it becomes available.

Who should I contact to learn more about the County Grant Program?

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County Programs & Communication Specialist	Government Relations & Partner Outreach

HCPFCountyRelations@state.co.us

303-866-2403   303-563-9109

For more information visit Colorado.gov/hcpf/county-admin