# AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

**Agenda Item:** Ratification of Cty Manager's Approval to Submit;

**Action Requested:** Discussion

**Parties to the Agreement:** Healthcare Policy and Finance

**Term Begins:** 7/1/2019 **Term Ends:** 6/30/2020 **Grant Contract #:**

**Summary:**

This grant is aimed to reach the population of Medicaid eligible but not enrolled, as well as assist those at risk on loosing coverage due to not returning required documents.

**Fiscal Impact:** $46,776

**Submitted by:** Brad Wheaton **Submitter's Email Address:** bradford.wheaton@state.co.us

**Finance Review:** (●) Required ( ) Not Required

Comments:
If grant is approved, we will request a budget amendment to include 2019 portion in this year's budget. No match required. No concerns, ln

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 6/13/2019

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

Comments:
ok db 6/13/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 6/13/2019 Certificate of Insurance Required Yes ( ) No (●)

**County Manager Review:**

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 6/13/2019

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

Agenda Date: 6/18/2019

*Revised April 2015*

COLORADO
Department of Health Care Policy & Financing

# Grant Application

*Fiscal Year 2019-20 County Grant Program*

**Release Date:** Monday, May 20, 2019

**Instructions:** Complete the Competitive Grant Application for all proposed projects except for Targeted Grants. Information on Targeted Grants will be released at a later date.

**Due Date:** Close of business, Friday, June 14, 2019 to 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 |
| Part III – Data and Metrics | 4 |
| Part IV – Project Work Plan | 4 |
| Part V – Project Budget | 5 |
| Part VI – Tracking and Documentation | 7 |
| Part VII – Sustainability | 8 |
| Appendix A – Pillars of Strategic Direction Alignment | 9 |
| Appendix B – County Grant Program Application Process | 9 |
| Appendix C – County Grant Program Scoring Process and Interview | 10 |

| | |
|---|---|
| Appendix D – County Grant Program Conditions of Funding | 12 |


# Part I – Grant Proposal Program Manager

| **Select the Applicant County from this Dropdown** |
|---|

| **Grant Proposal Program Manager** | |
|---|---|
| **Name** | Bradford.wheaton@state.co.us |
| **Phone** | 970-641-3244 |
| **Email** | 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

| *Benefit Outreach and Member Health* |
|---|

## *Project Overview*

Please provide a brief description of the proposed project

| *Gunnison County will provide one on one outreach to vulnerable populations to increase community and member health and to maximize utilization of benefits.* |
|---|

## *Department Pillars of Strategic Direction*

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

Select the 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**

*Gunnison County Economic Security Team selected a project aligned with both a focus on both member health and customer service. Gunnison County is striving to improve member health with the development of the Benefit Outreach Specialist(BOS)who can 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.*

*Gunnison County currently has 3003 Health First Colorado Members and according to Colorado Health First Institute 18%-24% of the population are eligible but not enrolled. In a population of approximately 17,000, these rates are high. A person centered outreach approach is necessary to assure those most vulnerable with benefits can continue receiving benefits and those not enrolled can enroll. 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.*

*Gunnison County's Economic Assistance Department will utilize the existing Senior Resource Specialist job description to define and broaden the duties for the BOS. The BOS 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 BOS will target low- income individuals*

*and families being served by the medical community, schools, jails through referrals and/or outreach. With referral/outreach the BOS will work with individuals to assure the new application and redetermination process is successful. The BOS will also mine returned mail, making deliberate efforts to connect with individuals who are at risk of losing their Colorado Health First Coverage..*

## *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.

Gunnison County cherishes its sense of community and place. We strive to preserve and promote the wellbeing of the County's citizens, natural environment and rural character. We will deliver services and set standards that reflect our values and preserve our unique quality of life for present and future generations to enjoy.

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 BOS will provide one on one support through outreach activity and referrals to conduct an initial screening to determine likelihood of eligibly, encourage complete applications, 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, promote utilization of the PeakHealth mobile app.

The BOS 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 BOS will identify locations appropriate for outreach, vulnerable individuals in the process of applying or completing redeterminations along with those at risk of losing coverage. The BOS will complete initial Health First Colorado Training so they can provide accurate information during outreach and also gain access to EDMS/CBMS. The BOS will accept referrals through 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 BOS will create checklists for clients in English and Spanish to ensure that the applications are completed. The BOS will also have a person centered approach, helping individuals navigate and complete

applications/redeterminations. The BOS will have office space, CBMS access and a direct line, allowing her to be available to take calls and research status of cases. The BOS 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 BOS, establish promotional materials and an awareness campaign, and provide on-site training of the BOS(along with assistance from the Aging and Disability Staff to identify community resources). The Senior Eligibility technician will help train the BOS in broad program, application and redetermination knowledge. In addition, the BOS will attend fundamental program training. The BOS will be responsible for creating data collection tools to keep track of who makes referrals, how clients contact her, how long client contacts take, basic demographics of clients, referrals made and outcome of assistance.

The Economic Security Manager will act as the project manager and the BOS will be supervised by the Senior Resource Office Manager.

Timeline will include:

1. July-October, 2019- the Economic Security Manager and BOS develops relationships with Gunnison Community Schools, Western State College, Gunnison County Jail, Gunnison Valley Hospital, The Food Pantry, Entities in Marble, Hinsdale County, and Crested Butte. The BOS will also develop referral protocols, quick screening tools, checklist, and information materials.

2. July-October, 2019- BOS will be trained in Health First CO and gains basic read only CBMS and application status review.

3. August, 2019-BOS begins contacting identified vulnerable populations, identified through returned mail and internal COGNOS reports.

4. July-September, 2019- BOS creates data tracking matrix to include #of contacts, location or methodology of contacts, duration of contacts, demographics(age, family status, house status), and referral rate(who made referral and what agencies was client referred to)

5. September-June, 2020-BOS provides direct services through one on one meetings and outreach.

6. May 2020-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. *Numbers of customers assisted by Benefits Outreach Specialist via one-on-one and/or phone/email*

   *Current: 0*

   *Goal 100.Work plan includes creating a data tracking system for the BOS to record # of contacts, location or methodology of contacts, primary language, duration of contacts, demographics (age, family status, housing status), outcome and referral rate (who made referral and what agencies was client referred to) .*

2. *Number of members enrolled in Health First CO*

   *Current: 3003*

   *Goal: 3153 (This goal would represent a 5% increase in enrollment) HCPF reports on enrollment through their County Administration page.*

3. *Number of members with returned mail who are contacted and able to continue receiving health care coverage through Health First Colorado*

   *Current: 0*

   *Goal:100*

## *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** |
|---|---|
| *In person, phone and email contacts with members, demographics, referral sources* | *BOS* |

| | |
|---|---|
| *and outcomes and other data* | |
| *Health First Enrollment Numbers* | *BOS* |
| *Outreach activities* | *BOS* |

## 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 |
|---|---|---|
| Project Manager and BOS identify locations and areas to provide outreach, including Lake City,Marble, Crested Butte | August 31st 2019 | Creation of Benefit Outreach Specialist promotion materials<br>• 500 copies of brochures and 500 business cards<br>• Procedures/protocol for referrals<br>• Annual outreach event plan(at least 5 community events fo BOS to promote Health Frist Colorado )<br>• Promotional materials |
| Project Manager, Supervisor and BOS identify protocal for connecting with vulnerable enrolled Health First Colorado Members to assure they can continue with services | August 31st 2019 | • Written Process around returned mail and redeterminations<br>• BOS is making contact with returned mail households and uploading mail via EDMS |
| Benefits Outreach Specialist Training in Health First | September 31st | • BOS increases understanding of |

| | | |
|---|---|---|
| Colorado and onsite traing | 2019 | program requirements/eligibility and aplicaton process<br>• BOS completes Medicaid traing<br>• BOS gains access to CBMS and EDMS<br>• BOS handles Health First one on one assistance<br>• BOS begins mining mail, attempting to assure recipients can remain enrolled<br>• BOS creates customer contact tracking system |
| Program Manager tracks data | ongoing | Program Manager tracks monthly statisics including enrollment, application status, benefits and payrolls |
| Program Manager analyzes impact of Benefits Outreach Spcialist through Data Analysis | June 30 2020 | |
| | | |
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| | | |

# 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.

*Gunnison County Project Manager and Staff will directly monitor day to day activities of the Benefit Outreach 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**

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.*

4. *Promotional Materials budget is based on recent development of brochures for Other Program areas.*

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 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**<br><br>**BRIEF DESCRIPTION** | **RATE AND UNIT OF MEASURE** | **QUANTITY** | **TOTAL FOR PROJECT** |
|---|---|---|---|

| *EXAMPLE*<br><br>AA Software | Rate and Unit of Measure | Quantitiy | Total for Project |
|---|---|---|---|
| Year-End Report Out – Travel Costs | $225 mileage<br><br>$1800 hotel<br><br>$594 meal per diem | 420 miles x $.535<br><br>3 hotel rooms x 3 nights @ $200<br><br>Meals per diem $66 x 3 days, x 3 people | $2,619 |
| Project Manager Salary/Benefits | $113,643<br><br>Yearly Pay ($80,698)<br><br>Benefits ($32,945) | .025 FTE | $2,841 |
| Manager/Project Supervisor | $87,519<br><br>Yearly Pay ($69,960)<br><br>Benefits ($17,574) | .0625 FTE | $5,470 |
| Benefits Specialist | $76,140<br><br>Yearly Pay ($52,285)<br><br>Benefits ($23,855) | .375 FTE | $28,553 |
| Promotional Materials | 500 copies of brouchers, and 500 business cards, $500 schwag | 500 brouchers $500<br><br>500 business cards $500 | |

| | | | |
|---|---|---|---|
| | | 500 pieces of schwag $500 | $1,500 |
| Training (hotel and travel) | $264 Meals<br>$450 Hotels<br>$214 Mielage | X3 per diem<br>X3 nights<br>400 miles x $.535 | $928 |
| Computer Costs | Full User $2000<br>Infrastructure Fee $400<br>IP Phone $465 | X1<br>X1<br>X1 | $4,865 |
| | | | |
| | | | |
| PROJECT BUDGET TOTAL | | | $46,776 |

## 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.

*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 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**

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*The project will be determined to be a success if Gunnison County's eligible but not enrolled decreases by 5% and the communities most at risk individuals and families are successful in maintaining health care coverage and services through Health First Colorado.*

*In FY20, 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: 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., which requires 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, and provides annual performance measures and strategies for achieving its goals. The Department's Pillars of Strategic Direction are as follows:

- **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 partner
- **Operational Excellence** – Creating 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 five Department Pillars of Strategic Direction** 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 20, 2019 and will be due to the Department **no later than close of business Friday, June 14, 2019**. 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 2019. The Department will issue FY 2019-20 Award Letters to approved proposed projects by early July 2019. 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, 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<br>(Maximum Score with Preferred Project) | **3**<br>**(18)** |

# Appendix D: County Grant Program Conditions of Funding

## *Acceptance of Conditions of Funding*

By completing and submitting the FY 2019-20 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, Subrecipient 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 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.

## *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, 2020**, unless otherwise communicated to the Department. Project deliverables are **due to the Department no later than July 15, 2020**.

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, Subrecipient 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 2019-20 Quarter** | **Deadline to Submit Proposed Dates** | **Proposed Quarterly Check-In/Site Visit Dates** |
|---|---|---|
| Quarter 1<br>July 1 - September 30 | July 19, 2019 | September 1 – 30, 2019 |
| Quarter 2<br>October 1 – December 31 | October 11, 2019 | November 15 – December 15, 2019 |
| Quarter 3<br>January 1 – March 31 | January 17, 2019 | March 1 – March 30, 2020 |
| Quarter 4<br>April 1 – June 30 | Year-End Report Out in June 2020 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 2020. 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, 2020**. 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.

## *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 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, 2020;** expenditures should be entered in CFMS **no later than July 5, 2020**. 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, 2020**. 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 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 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.

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.

## *Subrecipient Monitoring, Audits and Sanctions*

The grantee shall ensure that it complies with all applicable federal rules and

regulations, found at 2 CFR Part 200, the Uniform Guidance, regarding the monitoring of subrecipients. In addition, the grantee is required to comply with guidance issued by the Office of State Controller regarding the monitoring of subrecipients. 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.

Prior to the expenditure of any approved grant funding, the grantee will be required to complete the Office of State Controller's Subrecipient v. Contractor Determination Tool. The Department may disallow any grant expenditures that were coded to CFMS prior to the completion of the Subrecipient v. Contractor Determination Tool.

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

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.

For federal reporting purposes, the grantee should utilize the Medicaid CFDA # (93.778) and the Child Health Plan *Plus* (CHP+) CFDA # (93.767) if the grantee's project included a scope of work that impacted both Medicaid and CHP+.