



COLORADO

Department of Health Care
Policy & Financing

Appendix D: Conditions of Funding

FY 2018-19 County Grant Program

Acceptance of Conditions of Funding

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

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

Program Conditions of Funding

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

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

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

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

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FY 2018-19 Quarter	Deadline to Submit Proposed Dates	Proposed Quarterly Check-In/Site Visit Dates
Quarter 1 July 1 - September 30	July 16, 2018	September 1 – 30, 2018
Quarter 2 October 1 – December 31	October 15, 2018	November 15 – December 15, 2018
Quarter 3 January 1 – March 31	January 15, 2019	March 1 – March 30, 2019
Quarter 4 April 1 – June 30	Year-End Report Out in June 2019 will count for Q4 Check-In	

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

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

Budget Conditions of Funding

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

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

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

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

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



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

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

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

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

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

Audits and Sanctions

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

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



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

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