Track 1 Grant Application

Fiscal Year 2018-19 County Grant Program

**Release Date:** Monday, May 14, 2018

**Instructions:** Complete the Track 1 Grant Application for all proposed projects except for equipment requests. Complete the Track 2 Grant Application for equipment requests only.

**Due Date:** Close of business, Friday, June 8, 2018 to HCPFCountyRelations@state.co.us.

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# Part I – Grant Proposal Program Manager

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

|  |
| --- |
| Grant Proposal Program Manager |
| Name |  |
| Phone |  |
| Email  |  |

# Part II – Proposed Project and Strategic Policy Initiative(s) Alignment

# *Project Name*

Please provide a Project Name to identify your proposed project

|  |
| --- |
| *Enter Project Name Here* |

# *Project Overview*

Please provide a brief description of the proposed project

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| --- |
| *Enter Project Overview Here. (25 words or less)* |

# *Strategic Policy Initiative(s) Alignment*

The proposed project can support the Department’s Strategic Policy Initiatives (SPI) **or** Preferred Projects.

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

**Maximum Score = 3 Points**

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| *Strategic Policy Initiative(s)*[ ] Delivery Systems Innovation – Health First Colorado members can easily access and navigate needed and appropriate services[ ] Tools of Transformation – The broader health care system is transformed by using levers in the Department’s control such as maximizing the use of value-based payment reform and emerging health technologies[ ] Partnerships to Improve Population Health – The health of low-income and vulnerable Coloradans improves through a balance of health and social programs made possible by partnerships[ ] Operational Excellence – The Department is a model for compliant, efficient and effective business practices that are person- and family-centered*Preferred Projects*[ ] Long Term Services and Supports (LTSS) Financial Eligibility[ ] MAGI and Non-MAGI Eligibility[ ] Member Fraud[ ] RAE Collaboration to Improve Member Health Outcomes[ ] Improvement, Formalization and Documentation of Internal Processes and Procedures |
| *Provide a detailed explanation of how the proposed project meets the SPI or Preferred Project. (350 words or less)* |

# *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.

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

# 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**

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| *Describe data and metrics. (500 words or less)*  |

# *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 |
| *Enter data/metric* | *Responsible Individual(s)* |
| *Enter data/metric* | *Responsible Individual(s)* |
| *Enter data/metric* | *Responsible Individual(s)* |

# 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.

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| --- |
| *Provide a work plan in the following table and expand as needed.* |
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|  |  |  |  |
| --- | --- | --- | --- |
| **MAJOR TASK OR ACTIVITY** | **COMPLETION DATE** | **DELIVERABLE** | **AMOUNT GRANTEE WILL BE PAID UPON ACCEPTANCE OF DELIVERABLE** |
| EXAMPLEDevelop informational flyers to enhance use of the patient portal for disease management. | 12/20/14 | Distribute 1000 Informational Flyers about use of the patient portal for diabetes management.Number of appointments for HbA1c screening scheduled through the portal within 6 weeks of receiving the flyer.  | $$ |
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# Part V – Project Budget

# *Cost Allocation: Inclusion of other social services programs*

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| Please select which social services programs the proposed project would impact (select all that apply):**Medical Assistance** [ ] (includingHealth 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. |
| *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 applicant will ensure that the funding is used for Medical Assistance only.* *(400 words or less)* |

# *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**

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

# *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.

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| *Provide a budget in the following table and expand as needed.* |
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| --- | --- | --- | --- |
| **ITEM** **BRIEF DESCRIPTION** | **RATE AND UNIT OF MEASURE** | **QUANTITY** | **TOTAL FOR PROJECT** |
| *EXAMPLE*AA Software | $400.00 per license | 2 licenses | $800.00 |
| Year-End Report Out – Travel Costs |  |  |  |
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| PROJECT BUDGET TOTAL |  |  |  |

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# 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.

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

# Part VII – Sustainability

County Grant Program expenditures must be spent in the fiscal year for which they were awarded.

Based on the data and metrics described in “Part III – Data & Metrics,” 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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| *Provide information about project sustainability (200 words or less).* |

# Appendix A: Strategic Policy Initiative(s) 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 Fiscal Year 2017-18 Performance Plan](https://www.colorado.gov/pacific/sites/default/files/HCPF%20Fiscal%20Year%202018%20Department%20Performance%20Plan.pdf) describes its mission, vision and goals, and provides annual performance measures and strategies for achieving its goals. The Department's [Strategy Infographic presents a one-page overview](https://www.colorado.gov/pacific/sites/default/files/Performance%20Plan%20Strategy%20Infographic.pdf) highlighting four Strategic Policy Initiatives designed to ensure customer-focused performance management, as follows:

* **Delivery Systems Innovation** – Health First Colorado (Colorado's Medicaid Program) members can easily access and navigate needed and appropriate services
* **Tools of Transformation** – The broader health care system is transformed by using levers in the Department’s control such as maximizing the use of value-based payment reform and emerging health technologies
* **Partnerships to Improve Population Health** – The health of low-income and vulnerable Coloradans improves through a balance of health and social programs made possible by partnerships
* **Operational Excellence** – The Department is a model for 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 four Strategic Policy Initiatives** 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 14, 2018 and will be due to the Department **no later than close of business Friday, June 8, 2018**. 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 2018. The Department will issue FY 2018-19 Award Letters to approved proposed projects by early July 2018. 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, Strategic Policy Initiative(s) Alignment – Description of how proposed project aligns with the Department’s Strategic Policy Initiatives as described in Part II and the [Department’s Performance Plan](https://www.colorado.gov/pacific/sites/default/files/HCPF%20Fiscal%20Year%202018%20Department%20Performance%20Plan.pdf)
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 VI – 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 SPIs 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 – Strategic Policy Initiative(s) Alignment | **3** |
| Part III – Data and Metrics | **3** |
| Part V – Project Budget | **3** |
| Part VI – Sustainability | **3** |
| Applicant Interview | **3** |
| **Maximum Score** | **15** |
| IfPreferred Project is selected, additional score earned(Maximum Score) | **3****(18)** |

# Appendix D: County Grant Program Conditions of Funding

# *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 can be completed after the end of the fiscal year; however, **grant funding** **must be expended 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.

|  |  |  |
| --- | --- | --- |
| **FY 2018-19 Quarter** | **Deadline to Submit Proposed Dates** | **Proposed Quarterly Check-In/Site Visit Dates** |
| Quarter 1July 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 4April 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](https://www.colorado.gov/pacific/osc/travel-fiscal-rule) 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, a different cost allocation methodology may be used; in addition, 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.