COLORADO
Department of Health Care
Policy & Financing
1570 Grant Street
Denver, CO 80203

Competitive Grant Application

FY 2021-2022 County Grant Program

Release Date: Thursday, June 3, 2021

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

Due Date: Close of Business, **Thursday, July 1**, **2021**

Email: HCPFCountyRelations@state.co.us.

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Part I – Grant Proposal Program Manager

County	**Select the Applicant County from this Dropdown**
Grant Proposal Program Manager Name:	
Phone	
Email	

Part II – Proposed Project Alignment with Department Pillars of Strategic Direction

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

Enter Project Overview Here. (25 words or less)

Department Pillars of Strategic Direction

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

Select the Department 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

☐ **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 partners

☐**Operational Excellence –** Creating compliant, efficient and effective business practices that are person- and family-centered

Preferred Projects

☐**Cybersecurity, Information Technology (IT) and Compliance with the Colorado Information Security Policies (CISP)**

- **Contractor/auditor/IT Professional assistance for in-person assessment of risk and building remediation efforts**
- **Contractor/auditor/IT Professional assistance for assessing and/or writing county IT policy, procedure, and business process related to cybersecurity efforts**
- **Compensation for IT Staff from other counties/entities to assist with cyber security efforts**
- **Physical Security Devices: badge readers, CCTV, etc.**

☐ **Oversight And Accountability:**
Quality & Performance Outcomes
  - **Addressing HCPF Quality Assurance Review Findings**
  - **Addressing compliance opportunities from the HCPF Management Evaluation Review Program**
  - **Addressing performance through the Medical Assistance Performance (MAP) Dashboards**

☐**Improvement, Formalization and Documentation of Internal Processes and Procedures**

Provide a detailed explanation of how the proposed project meets the Department's Pillars of Strategic 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.

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**

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. Detail and/or provide the type of tracking tool that will be utilized and specify how often the data will be tracked and how trends will be identified for the quarterly report submission.

Data and/or Metric	Responsible Individual
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.

The applicant can attach a separate Project Work Plan to the application so long as the applicant's Project Work Plan also includes the same information as the Project Work Plan in Part IV.

Provide a work plan in the following table and expand as needed.			
MAJOR TASK OR ACTIVITY	**TASK/ACTIVITY/START/ COMPLETION DATES**	**RESPONSIBLE INDIVIDUAL**	**DELIVERABLE**

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| EXAMPLE

Develop customer service messaging for Call Center agents regarding the new business process | Start Date: 12/20/2019

Messaging due: 1/5/2020

Process approval due: 1/20/2020

Completion Date: 1/31/2020 | Call Center review: Alex M./Call Center

Messaging: Tracy R./Communic ations

Process Approval: John B./Director | Process approval via email: John B.

Messaging blurb, no more than two paragraphs: Tracy R. |

Part V – Project Budget

Cost Allocation: Inclusion of other social services programs

Please select which social services programs the proposed project would impact for cost allocation purposes (select all that apply):

Medical Assistance ONLY ☐
Medical Assistance AND other public assistance programs ☐

 Proposed projects that are not Medical Assistance-only require expenses be cost allocated at a set percentage determined by the approved State Random Moment Sampling (RMS) program.   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 Medical Assistance-only funding or 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 Grant Manager 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

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 requires the county to attend the close out meetings in person. All associated travel costs to the Department's office in Denver, CO must be included in the Itemized Budget. See Appendix D, County Grant Program Conditions of Funding and Monitoring Plan, for more information.

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

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.

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

Part VII – Sustainability

County Grant Program funds 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 based on the data collected and analyzed?
- Has the county set benchmarks that are feasible to achieve over the grant cycle? What are the benchmarks?
- 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?
  - What best practices has the county considered in the project design?

Maximum Score = 3 Points

Provide information about project sustainability (200 words or less).

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.. The Act requires State 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. It Provides annual performance measures and strategies for achieving its goals. The Department's Pillars of Strategic Direction are:

- **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 partners
- **Operational Excellence** – Creating compliant, efficient and effective business practices that are person- and family-centered

Appendix B: County Grant Program Application Process

Grant applications will be released on **Thursday, June 3, 2021** and are due to the Department **no later than close of business Thursday, July 1, 2021**. 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 July 2021. The Department will issue FY 2021-22 Award Letters to approved proposed projects by late July 2021.

Appendix C: County Grant Program Scoring Process and Interview

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 to determine which proposal projects will be funded.

Point Scale

Scores are determined on a Zero – Three (0-3) point scale:

0 point – The application template was not used correctly; the proposed project did not address the application section to align with the Department's Pillars of Strategic Direction; insufficient and vague information was provided to make adequate determination.

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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	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 (Maximum Score with Preferred Project)	3 (18)

Appendix D: County Grant Program Conditions of Funding and Monitoring Plan

Acceptance of Conditions of Funding

By completing and submitting the FY 2021-22 County Grant Program Application, the applicant is agreeing, to abide by the County Grant Program Conditions of Funding and Department finance rules as stated in 10 CCR 2505-5 if the proposed project is approved.

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 and Monitoring Plan 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 and Monitoring Plan 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.**

Application Process 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.

If a county is approved for a project in which other counties participate, the awarded county is responsible for obtaining a letter of support from each participating county. Each participating county must identify and designate a contact person within their human services office to be the accountable designee for that county's participation in the grant.

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.

The applicant must provide quotes, letters of support, or other documentation in support of budget requests for proposed projects where the county will serve as a pass-through entity for county grant program funds.

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The Department strives to be a good steward of taxpayer resources. Applications that can lead to wasteful spending, inappropriate use, or violations of federal or state laws will be denied at the Executive Director's discretion.

Budget Conditions of Funding

Grant projects funded through the County Grant Program can be completed after the end of the fiscal year per Department approval; however, **grant funding must be expended no later than June 30, 2022**, unless otherwise communicated to the Department. Project deliverables are **due to the Department no later than July 15, 2022**.

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 and described on the line-item budget submitted with the grant application are allowed.

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

The Department considers outreach mailing costs for printing, stuffing envelopes and postages an indirect cost. In addition, supplies, utilities, office equipment rental, desktop computers, and cell phones fall under indirect costs, which are not allowed for this grant, unless otherwise approved by the Department. County Grant Program funds shall not be used for any advocacy purposes. The grantee cannot pay for lobbying on any topics/issues on behalf of others. The grantee cannot either support nor promote any topics (issues) that are not approved within the grant application.

If approved, the grantee shall act as the primary point-of-accountability responsible for implementing the Statement Of Work (SOW) provided on the grant application. If the grantee contracts or sub-contracts any portion of the approved SOW, it is the grantee's responsibility to ensure the roles and responsibilities of the contractor or sub-contractor are written, that performance expectations are included in the contractor or sub-contractor's documented roles and responsibilities and that the contractor or sub-contractor fulfills the entirety of the SOW and complies with all the Conditions of Funding stated in the document. 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. Projects that were not completed satisfactorily in prior years will be denied per the Department's discretion.

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, 2022;** expenditures should be entered in CFMS **no later than July 8, 2022**. 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 July 15, 2022**. 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 at the Department's direction.

Cost Allocation Conditions of Funding

Proposed projects that impact other public assistance programs managed by the Colorado Department of Human Services or county only programs will be cost allocated based upon the Centers for Medicare and Medicaid Services (CMS) approved methodology. 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.

Contractor and Subcontractor Conditions of Funding

Contracts and subcontracts that are paid for with state and federal Medicaid administration funds should meet robust contractual requirements as found in the federal government's OMB guidance. These requirements help ensure that taxpayer dollars are spent wisely and with the public interest in mind.   Counties using county grant program funds should strive to meet best practices identified by the Department. A review of contracts and subcontracts is required during the implementation of the grantee's monitoring plan.

Best Practices for Contracts and Statements of Work
Do performance metrics exist and are they tied to HCPF (Pillars of Strategic Direction) and county goals?

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HCPF Pillars of Strategic Direction
• Health Care Affordability for Coloradans • Medicaid Cost Control • Member Health • Customer Service • Operational Excellence
Are Program staff and their Management clear on program expectations and have they been <u>clearly included</u> in drafting and review of the contract?
Is there a structured performance review process?
Termination
If state or federal funds are included in the contract, does the contract include the standard template termination for public-interest and termination for cause boilerplate clauses (termination in the public interest allows termination if the legislature, judiciary, or Governor determines the program or contract no longer serves the interests of the state)?
Does the contract include the ability to create variable or progressive corrective action plans outside of the standard contract remedies?
Is there a contingency plan describing what will happen if work is not completed, contract is terminated, or new vendor is selected?
Does the contract require the contractor to provide sufficient project documentation to ensure ongoing success without the vendor in the event the contract is terminated? Does the contract include appropriate actions for a close-out period due to a contract termination?
Payment
Are payments tied to one of the following: 1. Meeting specific performance standards 2. Completing deliverables
Is payment competitive with the market for these services?
Partnership
Does the contract empower the contract manager to hold the vendor accountable for responsiveness to individual issues, assigning quality trained personnel to project, delivering quality outcomes, and engagement at meetings and presentations?
Innovation
Is there criteria in the contract that provides incentives or requirements for the vendor to provide thought leadership, best practices, or process improvement recommendations?
Is the vendor required to continuously identify the best solutions, technology and processes for the state including, proposing new capabilities or technologies as they become available

County Grant Program Monitoring Plan

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 County Grant Program Monitoring Plan 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 2021-22 Quarter	Deadline to Submit Report Matrix Proposed Dates	Proposed Quarterly Check-In/Site Visit Dates
Quarter 1 July 1 - September 30	October 5, 2021	October 11 – 22, 2021
Quarter 2 October 1 – December 31	January 5, 2022	January 10 - 21, 2022
Quarter 3 January 1 – March 31	April 6, 2022	April 11 – 22, 2022
Quarter 4 April 1 – June 30	Year-End Report Out in June 2022 will count for Q4 Check-In	

For Quarterly Check In compliance, the grantee will use the Quarterly Check In Matrix template to provide necessary updates to the Department. Quarterly Check In meetings must include the following information below: Failure to provide all the required information on or before the due date will be considered late.

FY 2021-22 Quarterly Check In Date	Check In Topic
Quarter 1 July 1 - September 30 *Conference Call*	1. Project Work Plan Review and Further Clarification 2. Setting Effective Expectations for Contractors 3. Contract Implementation and Language – Joint Review and Expectations 4. Data & Matrix Measurement - Update 5. Ensuring Information Security, if applicable 6. Review of Quarterly Check In Matrix expectations
Quarter 2 October 1 – December 31 *Conference Call*	1. Follow Up on Project Work Plan 2. Contracts Execution – Update 3. Review of Quarterly Check in Matrix 4. Data & Matrix Measurement - Update 5. Budget breakdown Tracking - Update
Quarter 3 January 1 – March 31 *Department In-Person Site Visit*	1. Follow Up on Project Work Plan 2. Contracts Update 3. Review of Quarterly Check In Matrix 4. Data & Matrix Measurement - Update 5. Budget breakdown Tracking - Update

	6. In-person walk through of project or meeting with important stakeholders
Quarter 4 April 1 – June 30 *Travel to Denver/Virtual Presentation*	1. Year End Report Out presentation 2. Budget Actuals – Final itemized budget 3. Closeout or Continuity/Sustainability Plan, if applicable

The Year-End Report Out requirement allows for travel costs for the Grant Program Manager and one (1) additional staff, if necessary. The formal presentations on the project will be in June 2021 at the Departments office in Denver, CO.   State fiscal travel rules must be followed in funding requests for travel reimbursement for the Year-End Report Out.

A Final Deliverable must be submitted to the Department **no later than close of business July 15, 2022**. The Final Deliverable can vary based on the proposed project but must include a final itemized budget with actual costs, the overall project plan, implementation process of the project, intended outcomes, successes, challenges, best practices identified/applied, and if the project can be implemented by other counties/statewide.

Additionally, the Final Deliverable should include a Closeout or Continuity/Sustainability Plan for how the work will continue after the fiscal year has ended.

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, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, commonly known as the Uniform Guidance, and State guidance issued by the Colorado State Office of the Controller (OSC).   The grantee is responsible for completion of a subrecipient versus contractor determination for any funds pass- through to an outside vendor. 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.

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

All tasks and expenditures associated with the proposed project are subject to review 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, at any time and without prior Notification.

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.

Non-compliance with quarterly reporting: The Department will deduct $500.00 from the grantee's approved line-item budget for each untimely Quarterly Check-In Matrix; this action is to be taken at the Department's discretion. Untimely is considered when a grantee submits the matrix report late without requesting extension or notifying the Department ahead of time.

Non-compliance with County Grant Program Monitoring Plan: Grantees that do not submit two (2) out of the four (4) of the Quarterly Check-In Matrices timely per the deadlines and due dates listed in the Monitoring Plan may have their access to grant funds terminated in the fiscal year the funds were approved; termination is at the Department's discretion. The grantee's project will be closed, and the grantee will not be reimbursed for any expenditures after the termination effective date. The grantee can informally appeal this termination decision by regaining compliance with the County Grant Program Monitoring Plan. If the grantee does not regain compliance, then the informal appeal will be denied. The Department's decision on any appeal is final.

For federal financial reporting purposes, the grantee should utilize the Catalog of Federal Domestic Assistance (CFDA) number for the appropriate program. These are Medicaid CFDA 93.778 and the Child Health Plan *Plus* (CHP+) CFDA 93.767.