



INFORMATIONAL MEMO

TITLE:	COUNTY ADMINISTRATION RULES TECHNICAL ASSISTANCE MEETINGS AND GRANT FUNDING ANNOUNCEMENT
SUPERSEDES NUMBER:	N/A
EFFECTIVE DATE:	FEBRUARY 23, 2022
DIVISION AND OFFICE:	COMMUNICATIONS AND GOVERNMENT RELATIONS; POLICY, COMMUNICATIONS, AND ADMINISTRATION OFFICE
PROGRAM AREA:	COUNTY RELATIONS AND ADMINISTRATION
KEY WORDS:	COUNTY ADMINISTRATION, RULES, TECHNICAL ASSISTANCE
INFORMATIONAL MEMO NUMBER: HCPF IM 22-007	
ISSUE DATE: FEBRUARY 23, 2022	
APPROVED BY: JOSHUA MONTOYA	

HCPF Memo Series can be accessed online: <https://www.colorado.gov/hcpf/memo-series>

Purpose and Audience:

The purpose of this Informational Memo is to inform county departments of human/social services and eligibility sites of a series of meetings held by the Department of Health Care Policy and Financing (HCPF) to assist in the implementation of new regulatory requirements promulgated in 10 CCR 2505-5 1.020. These sessions will review newly issued sub-regulatory guidance that support the new regulations. County and eligibility site staff who are responsible for implementing program requirements are encouraged to attend.

Information:

In September of 2021, an updated set of [county administration rules](#), found at 10 CCR 2505-5 1.010 and 10 CCR 2505-5 1.020, were passed through Executive Director rulemaking. These new rules include county requirements for accessibility and civil rights plans, training, county communications, knowledge/information sharing, merit-based staffing, quality assurance, performance management, and customer service. To ensure that county and eligibility site directors and staff can adjust to and implement

these new sets of guidance, HCPF will be hosting a series of technical assistance meetings. At each meeting, the memo's author(s) will present the guidance and answer any questions regarding the implementation. These meetings will take place every two weeks and will focus on a maximum of two (2) new memos each.

Meeting Schedule

An invite has been sent to county and site directors, deputy directors and managers; the meeting link is included in the invite. If you do not receive an invite and would like to attend, please send an email to our department contact listed below.

The schedule for the technical assistance sessions, subject to change, is as follows:

- Friday, March 4th 8:30 – 10:00am
 - County Communications
 - Merit Based Staffing
- Monday, March 14th 12:00pm – 1:30pm
 - Knowledge/Information Sharing
 - Accessibility/Civil Rights
- Monday, March 28th 12:00pm – 1:30pm
 - Training
 - Quality Assurance
- Monday, April 11th 12:00pm – 1:30pm
 - Desk Reviews
 - Access to Systems
- Monday, April 25th 12:00pm – 1:30pm
 - Performance Management
- Monday, May 9th 12:00pm – 1:30pm
 - Customer Service

Participation in these meetings is completely voluntary. These meetings will be recorded and made available for those who aren't able to attend.

Targeted Grant Funding Announcement – FY 2021-22 County Grant Program

To support county efforts aimed at implementing the regulatory changes in 10 CCR 2505-5 1.020, the Department will release \$300,000 in funding from the County Grant Program. These targeted grants will allow counties to request reimbursement for time and activities expended resulting from implementation of the new regulatory changes.

To be eligible for funding, the county department of human/social services must send an Intent to Apply to the Department contact listed below.

1. This Intent to Apply must include responses to each of the targeted grant criteria in Table 1.
 - a. If the county addresses each of the targeted grant criteria, the funding request will be reviewed to ensure the request meets minimum requirements as outlined in [Appendix D: County Grant Program Conditions of Funding and Monitoring Plan](#).
2. All funding requests that meet all targeted grant criteria and minimum Monitoring Plan requirements will be funded until grant funding is exhausted at the total \$300,000 maximum budget.
3. No formal application is required.
 - a. The county should provide details and a preliminary budget on how their funding request meets both the targeted grant criteria and Monitoring Plan requirements.
 - b. The Intent to Apply should be on the county department’s formal letterhead and sent electronically to the Department contact.
 - c. Subject line of email should reference Targeted Grant Funding Intent to Apply.
4. Requests for funding must be received by close of business, March 15, 2022, 2022.
5. Funding must be expended by June 30, 2022.

Table 1

Targeted Grant Criteria	Description
#1 –10 CCR 2505-5 1.020 Implementation	The county department is actively (or will be) implementing a specific requirement from the revised 10 CCR 2505-5 1.020 regulatory changes and details what that implementation is.
#2 – 1.020 Documentation	The county department is actively (or will be) working to write, approve and train staff on new policies and procedures resulting from 1.020 requirements ¹ and details what those policies and procedures are

¹ This funding does not cover training costs relating to those state-created and required trainings provided by the Staff Development Center, as detailed in 10 CCR 2505-5 1.020.3.3.c.i

#3 – 1.020 Staff Time and Resources	The county department is actively (or will be) spending staff time and resources on any activities or duties relating to ensuring 1.020 program requirements are met at initial implementation ²
#4 – 1.020 Technology and Process Improvement	The county department is actively (or will be) expending resources on technology costs or process improvements

To be eligible for funding, the county's funding request must meet at least one (1) of the targeted grant criteria but can also meet multiple criteria. The county's funding request must provide sufficient detail to ensure that any approved grant expenditures are utilized solely for the purpose for which they are intended.

Audits and Sanctions for inappropriate expenditures are detailed in [Appendix D: County Grant Program Conditions of Funding and Monitoring Plan](#).

Attachment(s):

None

Department Contact:

HCPFCountyRelations@state.co.us

² This funding is not available to cover ongoing operational costs; funding is restricted to initial implementation costs only