



INFORMATIONAL MEMO

TITLE:	COUNTY PHE RETENTION TARGETED COUNTY GRANT FUNDING ANNOUNCEMENT
SUPERSEDES NUMBER:	HCPF OM-22-025
EFFECTIVE DATE:	MARCH 28, 2023
DIVISION AND OFFICE:	COMMUNICATIONS AND GOVERNMENT RELATIONS; POLICY, COMMUNICATIONS, AND ADMINISTRATIVE OFFICE
PROGRAM AREA:	COUNTY RELATIONS AND ADMINISTRATION
KEY WORDS:	FY 22-23, COUNTY GRANTS, GRANT PROGRAM, GRANT FUNDING, PUBLIC HEALTH EMERGENCY, PHE
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APPROVED BY: JOSHUA MONTOYA	

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Purpose and Audience:

The purpose of this Informational Memo is to inform county departments of human/social services (county) of targeted grant funding available through the Fiscal Year (FY) 2022-23 County Grant Program.

Information:

As part of the FY 2022-23 County Grant Program, the Department of Health Care Policy and Financing (Department or HCPF) has designated targeted grant funding for reimbursements related to county Medical Assistance staff retention and rewards for their performance, customer service and dedication to their communities throughout the COVID-19 Public Health Emergency (PHE).

The County PHE Retention targeted grants will have a total budget of \$650,000 in funding from the County Grant Program. To access funding, the county must submit through the County Relations webform an Intent to Apply that meets the minimum requirements by the due date.

Intent to Apply:

To be eligible for funding, the county department of human/social services must submit an Intent to Apply that meets the following, minimum standards. No formal application is required. The Intent to Apply:

1. Shall be on the county department's formal letterhead and submitted through the [County Relations webform](#) under ticket type "Grant Program" by the required due date (<https://hcpfdev.secure.force.com/HCPFCountryRelations>).
2. Must address which funding option the county selected from the Grant Options available in Table 1 and a narrative of how the funding will be expended.
3. Must include a list, in spreadsheet format, of the full names and job titles of the staff who the county considers eligible for funding.
4. Must provide a preliminary budget based on the Individual Maximums listed in Table 1.

Due Date and Submitting the Intent to Apply

The county's Intent to Apply must be submitted to the [County Relations webform](#), using ticket type "Grant Program," by close of business, Friday, April 14, 2023.

Notice of Determination

No later than Friday, April 21, 2023, the Department will issue a Notice of Determination for each submitted Intent to Apply. The Notice of Determination will provide an approval or denial of the request. If the request is denied, no further action is required.

If the request is approved, the Notice of Determination will provide further instructions and the specific coding for the County Financial Management System (CFMS). An Intergovernmental Grant Agreement (IGGA) will be drafted for documentation and audit purposes and sent to the county; the agreement does not require a signature by the county. Activities must occur, and funding expended, no later than June 30, 2023.

Grant Options:-Funding Amounts and Criteria:

Table 1

<u>Grant Option and Funding Amount</u>	<u>Criteria</u>
<p>Option #1: 100% Funding for Staff Retention Bonus Reimbursement</p> <p>Maximum per Individual: \$250 Maximum per Individual (LTC): \$300</p>	<p>Only County Medical/LTC Assistance staff paid for by HCPF County Administration County Medical Assistance staff employed at any point during the PHE and still currently employed</p> <p>Can be a payroll action or through other forms, such as gift cards</p> <p>Must be directly passed through to county staff</p>
<p>Option #2: 100% Funding for Staff Retention Event, Function or Other Type of Staff Reimbursement</p> <p>Maximum per Individual: \$50</p>	<p>Only County Medical Assistance staff paid for by HCPF County Administration</p> <p>County Medical Assistance staff employed at any point during the PHE and still currently employed</p> <p>Can be an event or function attended only by eligible staff</p>
<p>Option #3: Cost Allocated, 40% Funding for Staff Retention Bonus Reimbursement</p> <p>Maximum per Individual: \$250 Maximum per Individual (LTC): \$300</p>	<p>The same requirements as Option #1 apply, except that county staff working other public assistance programs normally charged to County Administration are included in the county's total request, with standard cost allocation applied</p>
<p>Option #4: Cost Allocated, 40% Funding for Staff Retention Event, Function or Other Type of Staff Reimbursement</p> <p>Maximum per Individual: \$50</p>	<p>The same requirements as Option #2 apply, except that county staff working other public assistance programs normally charged to County Administration are included in the county's total request, with standard cost allocation applied</p>

Targeted Grant Conditions of Funding and Requirements

Expenditure of any funds from the specific CFMS code provided must be in accordance with the requirements as detailed in this Memo and the Intergovernmental Grant Agreement (IGGA).

Each funding request will be reviewed and monitored to ensure expenditures of funding meet minimum requirements as outlined in [Appendix D: County Grant Program Conditions of Funding and Monitoring Plan](#).

The county's funding request must meet only one (1) of the grant options. 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](#).

The Department may limit the number or type of county staff eligible, or adjust the Individual Maximum of each grant option, to ensure total targeted grant expenditures remain under the maximum budget.

All funding requests that meet all grant criteria and minimum Monitoring Plan requirements will be funded until grant funding is exhausted at the total \$650,000 maximum budget.

Funding must be expended, and activities completed, by June 30, 2023. Only county departments of human/social services are eligible for this program. Counties must follow existing federal requirements regarding the expenditure of federal funds and must ensure compliance with payroll rules.

Please note, fees associated with gift cards are not eligible for reimbursement.

Counties should consult with the county's legal counsel or financial staff with questions regarding federal and state tax withholding of any staff bonuses. All required documentation must be submitted via the [County Relations webform](#).

Attachment(s):

None

Department Contact:

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