



INFORMATIONAL MEMO

Title: County PHE Retention Targeted Grant Funding Announcement	Topic: Grant Funding Opportunity
Audience: County Departments of Human/Social Services	Sub-Topic: N/A
Supersedes Number: IM-23-012	Division: Communications And Government Relations
Effective Date: Jan. 19, 2024	Office: Policy, Communication & Administration
Expiration Date: June 30, 2024	Program Area: Fiscal County Administration
Key Words: SFY 24, County Grants, Grant Program, Grant Funding, Public Health Emergency, PHE	
Legal Authority: SB 23-214	
Memo Author: Kate Philips	
Informational Memo Number: HCPF IM 24-006	
Issue Date: Feb. 1, 2024	
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 (County) of targeted grant funding available through the Department of Health Care Policy and Financing (HCPF) County Grant Program for State Fiscal Year (SFY) 24.

Information:

As part of the SFY 24 County Grant Program, 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 unwinding of the COVID-19 Public Health Emergency (PHE). The County PHE Retention targeted grants will have a total budget of \$425,000 in funding from the HCPF 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](#) using ticket type "Grant Program" by the required due date.
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 12, 2024.

Notice of Determination

No later than Friday, April 19, 2024, HCPF will issue an email announcement announcing each County's award followed by the Notice of Determination for each submitted Intent to Apply. The email announcement and 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 email announcement and the Notice of Determination will provide further instructions and the specific coding for the County Financial Management System (CFMS). HCPF has determined that an Intergovernmental Grant Agreement (IGGA) for a targeted grant is not required for audit purposes. Activities must occur, and funding expended, no later than June 30, 2024.

Grant Options: Funding Amounts and Criteria:

Table 1

Grant Option and Funding Amount	Criteria
<p>Option #1: 100% Funding for Staff Retention Bonus Reimbursement</p> <p>Maximum per Individual: \$450</p> <p>Maximum per Individual (LTC): \$550</p>	<p>Only County Medical/LTC 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 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: \$100</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 #2: Cost Allocated, 40% Funding for Staff Retention Bonus Reimbursement</p> <p>Maximum per Individual: \$450</p> <p>Maximum per Individual (LTC): \$500</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: \$100</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</p>

Targeted Grant Conditions of Funding and Requirements

If a county received retention funding from any of HCPF's Regional Accountable Entities in FY 2023-24, then the county is ineligible for this funding opportunity.

Expenditure of any funds from the specific CFMS code provided must be in accordance with the requirements as detailed in this Memo.

Each funding request will be reviewed and monitored to ensure expenditures of funding meet minimum requirements as outlined in the appendix: County Grant Program Conditions of Funding and Monitoring Plan to the Notice of Determination.

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: County Grant Program Conditions of Funding and Monitoring Plan to the Notice of Determination.

HCPF 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 \$425,000 maximum budget.

Funding must be expended, and activities completed, by June 30, 2024. 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, gift cards are an allowable cost to a federal award under 2 CFR 200 for the purposes of this grant; however, the fees associated with gift cards are not eligible for reimbursement. See 200.421 Advertising and Public Relations for more detail.

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

HCPF Contact:

HCPFCountyRelations@state.co.us