



## RHTP Committees Overview

As a part of the Rural Health Transformation Program (RHTP), HCPF will be building out a set of stakeholder engagement, community collaboration and statewide grant support processes. As an essential part of the development, award, and implementation of the RHTP, HCPF will be supporting two advisory bodies. The below describes the team's proposed RHTP Advisory Committee and Executive Committee scope of responsibilities, membership, and expected timeline.

Expectations and responsibilities of members of these committees for the duration of the program include the following:

1. Provide strategic direction and oversight for the entire RHTP
2. Ensure rural stakeholder, provider, and Tribal representation
3. Advise on funding distribution and oversee grant application development
4. Review program progress, data, and performance dashboards
5. Coordinate with technical workgroups and Tribal forums
6. Serve as a key decision-making body within RHTP governance.

## RHTP Advisory Committee Appointment and Meeting Facilitation

The RHTP Advisory Committee will be appointed by HCPF's Executive Director, building on input from stakeholders, the Governor's Office, recommendations by the Committee Chair and submitted Advisory Committee applications.

HCPF will coordinate with a third-party facilitator who will schedule meetings, prepare agendas and meeting materials, and facilitate the Committee's discussion. The facilitator will also help guide meetings to ensure inclusive, structured discussions on funding distribution, program design, and time for questions and validation of next steps. That facilitator is already contracted and is Government Performance Solutions (GPS), who was also contracted to help with the RHTP application.

Meetings will be open to the public, subject to open meeting requirements, with opportunity for public comment. All individuals not on the Advisory Committee can attend the public



meetings to be kept abreast and to provide input throughout the process through public comments.

## RHTP Advisory Committee Responsibilities

The RHTP Advisory Committee will provide input on the application process including the Letter of Intent to apply, funding eligibility, Request for Application, and application scoring criteria. The Committee will provide input to the vendor and HCPF on application content and criteria. In addition, the Committee will have the ability to review all public-facing RHTP materials (guidance, FAQs, etc.) and the opportunity to provide meaningful input on any materials before they are published by the Department. The Committee will be kept apprised of major developments in negotiations with CMS and have the opportunity to weigh in when appropriate.

The Committee will also provide recommendations for the types of projects to fund within permissible activities and program goals, subject to CMS approval. The committee will not score applications; that activity will be completed by an external vendor in collaboration with HCPF staff. The committee will be key in providing ongoing input and support to HCPF in the effective and strategic administration of RHTP.

With the above input from the RHTP Advisory Committee, a vendor overseen and administered by HCPF's Procurement Division, and following proposal review procedures, will prepare the request for application, create the evaluation scoring rubric, and evaluate applications for funding using the scoring criteria. The Advisory Committee will be provided with a one page application summary provided as part of each application submission, a one page summary from the vendor for each application, and the vendor scoring of each application. These materials will be provided to the Advisory Committee for review and comment, with such comments to be included in the materials provided to the Executive Committee.

## RHTP Advisory Committee Members

The Advisory Committee will have 25 members. The Committee will sunset when the funding does, in approximately six years. As a standard, the members will serve two year terms, and can be reappointed. The exception is for 12 of the initial members to be appointed to an initial three year term to ensure that all members are not turning over concurrently.



- 1 representative from the Colorado Rural Health Center (Michelle Mills, Committee Chair)
- 1 Rural Health Center provider
- 1 member or association employee from the Colorado Hospital Association
- 1 member or association employee representing comprehensive behavioral health safety net providers
- 1 member representing community health centers (either a provider or association employee)
- 1 rural physician or registered nurse who is a leader in making rural Colorado healthy
- 4 rural hospitals (goal is trying to engage a rural hospital from each of the major organizations with diverse geographic footprint, including Colorado Rural Futures Group, Eastern Plains Healthcare Consortium, Western Healthcare Alliance)
- 1 member or association employee from the Emergency Medical Services Association
- 2 representatives of the health insurance industry, doing business in rural Colorado
- 1 tribal representative
- 5 consumer advocates, at least three of whom live in rural areas
- 6 State of Colorado representatives: one from HCPF, one from OeHI, one from CDPHE, one from DOI, one from CDHE, one from BHA.

## RHTP Executive Committee Appointment and Meeting Facilitation

The Executive Committee will have 13 members. The Committee will sunset when the funding does, in approximately six years. As a standard, the members will serve two year terms, and can be reappointed. The exception is for 6 of the initial members to be appointed to an initial three year term to ensure that all members are not turning over concurrently.

The RHTP Executive Committee will be appointed by HCPF's Executive Director, building on input from stakeholders, the Governor's Office, recommendations by the Committee Chair and submitted Executive Committee applications.

HCPF will coordinate and facilitate meetings, prepare agendas and meeting materials, and facilitate the committee's discussion, in collaboration with the Committee Chair. HCPF, in collaboration with the Committee Chair, will help guide meetings to ensure inclusive, structured discussions on funding distribution, and allow time for questions and validation of next steps.



Meetings will generally be open to the public, subject to open meeting requirements, and provide the opportunity for public comment. All individuals not on the Executive Committee can attend the public meetings to be kept abreast and to provide input throughout the process through public comments. The Committee Chair in collaboration with the committee members may decide what information is to be discussed within Executive Session.

## **Members and Grant Award Decisions Made by the Executive Committee**

After the vendor scores applications, the applications, the one page application summaries from both the vendor and the applicants, their vendor scores, and feedback from the Advisory Committee will be provided to an Executive Committee, who will finalize the award recommendations.

Executive Committee members will includes:

- One Colorado Rural Health Center representative, to serve as Chair
- One representative from a Comprehensive Behavioral Health Association or provider
- 1 member representing community health centers (either a provider or association employee)
- One representative from Emergency Medical Services Association or a member
- One rural hospital participating in Rural Futures, Eastern Plains Health Consortium, or Western Health Alliance
- Two rural consumer advocates
- Six State of Colorado representatives: one from HCPF, one from OeHI, one from CDPHE, one from DOI, one from CDHE, and one from BHA. This selection of state representatives aligns with CMS's RHTP priority areas.

## **Accountability to CMS**

The Department holds the final accountability to CMS and therefore authority on grant awards to ensure all decisions and administration of the RHTP grant meet all relevant federal and state laws and regulations, meet the RHTP CMS grant guidelines, and meet CMS negotiated allocations, initiatives and requirements. Any adjustments to the Advisory Committee directions or Executive Committee decisions necessary to meet such federal or state requirements will be brought to the Executive and Advisory Committees before finalization.



## Committee Estimated Timeline

HCPF submitted Colorado's application on November 4th, and awaits CMS's funding decisions, due no later than Dec. 31, 2025. HCPF will share that result as soon as it is available. The team proposes that the RHTP Advisory Committee membership be named no later than January 31, 2026 and their first meeting be held in mid-February 2026. CMS negotiations are assumed to start in January.

## Application Process

If you are interested in applying to be a member of the RHTP Advisory Committee, Executive Committee, or both, please complete the Application available on the RHTP website.

[Application link will be available after this document is finalized]

