



FY 2016-17 County Grant Program Program Criteria, Process and Timeline, and Scoring

This document is designed to provide an overview of the FY 2016-17 County Grant Program program criteria, the process and timeline for submitting applications and other materials, and how the Department of Health Care Policy and Financing scores grant applications and determines which applications are funded.

Section I – Grant Program Criteria

All grant proposals must meet the criteria for geographic application, as well as either the criteria for operational excellence or person and family-centeredness to qualify for funding. The three criteria are:

- 1. Criteria 1 - Geographic Application – Pilots/Projects that:**
 - a. Could potentially be applied statewide, or by other counties, if interested
 - b. Increase regional collaboration and partnerships
- 2. Criteria 2 - Operational Excellence – Pilots/Projects that:**
 - a. Improve new application processing, focusing on business process improvements
 - b. Improve redeterminations processing, focusing on business process improvements
 - c. Improve the quality and quantity of staff training
 - d. Focus on improving data sharing & metrics
- 3. Criteria 3 - Person and Family-Centeredness – Pilots/Projects that:**
 - a. Improve the client experience and consistency/accuracy of information provided to clients
 - b. Implement Customer Relations Management (CRM)/Salesforce database
 - c. Focus on family formation and early childhood development
 - d. Focus on continuation of the Medicaid determination for individuals leaving a correctional facility incentive from FY14-15
- 4. Preferred Projects List – counties can select a project from the Preferred Projects List; counties who do so only have to address why the project was selected from the Preferred Projects List, they do not have to address individual Grant Program criteria.**

Section II – Grant Program Sub-Criteria

All Grant proposals are required to meet the following conditions to qualify for grant funding:

1. The project impacts or involves Medicaid clients
2. Project work and expenditures must be completed by June 30, 2017
3. A project plan and detailed budget is submitted with the grant application
4. The project does not duplicate existing contractual and/or statutory responsibilities



Section III – Grant Program Process and Timeline

1. Grant applications are released to counties on April 29, 2016.
2. Counties will have through May 30, 2016 to complete their grant applications.
3. Grant applications are due to the Department no later than close of business May 31, 2016. Grant applications and any supporting documentation must be submitted to:

HCPF County Relations Team
HCPFCountyRelations@state.co.us

4. Grant applications will undergo a preliminary review beginning in June 2016.
5. The County Relations Team will contact counties who submitted grant applications to set up an interview in June 2016.
6. Once all interviews are complete, the Department, through an internal workgroup, will score all grant applications and determine which ones will be funded.
7. The County Relations Team will contact counties who are approved for grant funding at the end of June 2016.
8. County departments whose grant applications were approved can begin work on July 1, 2016. Work must be complete on or before June 30, 2017.
9. The County Relations Team will contact counties who are approved for funding sometime between January 1, 2017 and May 31, 2017 to set up a site visit.
10. Grant projects funded through the County Grant Program must be complete on or before June 30, 2017. Project deliverables are due to the Department no later than July 5, 2017.
11. After project deliverables are submitted, all grant awardees must participate in a year-end report out. This will consist of travel to the Department of Health Care Policy and Financing for formal presentations on all grant projects.
 - a. Counties can include funding requests for travel in the project's budget; please ensure that adequate funding is requested for the grant proposal program manager and one (1) additional staff for travel to Denver, CO.
 - i. [State fiscal travel rules](#) must be followed in funding requests for travel for the year-end report out.

Section IV – Grant Program Scoring Process

Each of the following sections is worth a maximum of five (5) points:

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1. Part II – Description of how proposed project meets Grant Program criteria
2. Part II – Description of how the county will ensure Person- and Family-Centered values are applied to the project
3. Part III – Description of the data and metrics the county will utilize/measure to determine success
4. Part IV – Description of the feasibility and reasonableness of the proposed budget

The sections will be scored based on the ability of the county to articulate clear, concise ideas that address each of the questions.

In addition, the following measures are worth a maximum of five (5) points each:

1. County Interview
2. Selection off of the Preferred Projects List

County interviews will be scored based on the ability of the county to provide an overview of the project; clear, concise answers to any outstanding questions; and the ability of the county to accept feedback and make adjustments to the county's proposal, if needed.

The selection of a project off of the Preferred Projects List will automatically grant the county an additional five (5) points towards the county's total score. Only projects selected from the Preferred Projects List will be granted the additional five (5) points.

Total scoring is based on the table below; project proposals with the highest scores will be funded first until all Grant Program funding is exhausted.

Section Scored	Maximum Points
Part II – Program Criteria description	5
Part II – Person- and Family-Centeredness description	5
Part III – Data and Metrics description	5
Part IV – Feasibility and reasonableness of proposed budget description	5
County Interview	5
Selection of project off of Preferred Projects List (only projects selected from this list will receive this additional score)	5
Maximum Score	30

