



FY 2016-17 County Grant Program

Frequently Asked Questions for County Applicants

General Information

What is the County Grant Program?

The County Grant Program was authorized through a budget request passed by the General Assembly. Approximately \$1 million dollars in funding is available each state fiscal year (FY) for county departments of human/social services who apply for funding to improve their business processes, eligibility infrastructure and client engagement.

Who is eligible for funding through the County Grant Program?

All county departments of human/social services are eligible to participate in the County Grant Program by submitting a county grant application and project summary to the Department no later than May 31, 2016.

Is the FY 2016-17 grant program different from FY 2015-16?

Overall Grant Program Criteria for FY 2016-17 remains the same as FY 2015-16, and applications must meet at least two of the three criteria to be awarded funding. *All* applications must meet Geographic Application as described below. Applications must also meet Operational Excellence *and/or* Person- and Family-Centeredness.

1. Criteria 1 - Geographic Application:

- a. Could potentially be applied statewide, or by other counties, if interested
- b. Increase regional collaboration and partnerships

2. Criteria 2 - Operational Excellence:

- 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:

- 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

In addition, applicants must also meet the four Grant Program Sub-Criteria as described below. Additional information about the criteria can be found in the grant application.

Grant Program Sub-Criteria:

1. The project impacts or involves Medicaid clients
2. Project work and expenditures must be completed no later than June 30, 2017

3. A project plan and detailed budget are submitted with the grant application
4. The project does not duplicate existing contractual obligations

In addition to the Grant Program criteria, county applicants also have the opportunity to select a project off of the Department's Preferred Project List. These projects have been identified as having direct relation to the Department's [strategic policy initiatives](#). Projects selected from the Preferred Projects List will be granted an additional five (5) points in the scoring process.

Other new additions to the FY 2016-17 County Grant Program include:

1. Applicant interviews to take place in June 2016
2. Site visits by the Department to all county applicants that are funded, to take place January 1, 2017 – May 31, 2017
3. Year-end report out, where county applicants travel to the Department and present on their projects

How are grant applications selected for funding?

The County Grant Review Committee, comprised of Department staff, will use a competitive point-scoring process to rank grant applications.

Grant applications will be ranked based on six (6) different scoring sections, each with a five (5) point maximum. The six scoring sections are:

1. Project criteria – description of how the proposed project meets Grant Program criteria
2. Person- and Family-Centeredness – description of how the applicant will ensure these values are embodied in the proposed project
3. Data and metrics – description of how the applicant will track and measure success
4. Budget – description of feasibility and reasonableness of budget
5. Applicant interview – the ability of the applicant to provide a high-level project overview and clear, concise answers to any outstanding questions
6. Preferred Projects List – if the applicant selects a project from the Preferred Projects List, an automatic five (5) points will be granted

The applicant interview portion of the scoring will include three (3) county representatives as selected by the Colorado Human Services Directors Association (CHSDA).

Grant applications with the highest overall scores will be selected for funding, until all Grant Program funds are exhausted.

Can a project that was funded in the FY 2015-16 County Grant Program be funded again in the FY 2016-17 County Grant Program?

The County Grant Program was designed as a one-time source of funding for improvements in eligibility determination infrastructure, operational excellence, and Person- and Family-Centeredness. Unfortunately, a project that was funded in a previous grant year is ineligible to be funded in a new grant year. However, if the pilot project will change, based on lessons learned or an expanded scope of work, the project may be eligible for funding. However, it would undergo the same competitive scoring process as all grant applications, and thus, may not be funded if other grant applications are scored higher.

When are grant applications due?

County grant applications are due at the close of business May 31, 2016 to HCPFCountyRelations@state.co.us.

Where can I find the documents and information needed to apply?

All County Grant Program supporting documentation can be found on the Department's [County Administration](#) website under County Grant Program. Please ensure you are utilizing the documentation for FY 2016-17.

County Grant Program – Funding and Expenditures

How can grant funds be used?

Grant funds must be used as specified in the approved grant application. Funds must meet federal and state funding requirements.

What if a grant application touches programs other than Medicaid?

For grant applications that touch multiple programs, such as Food Assistance or Colorado Works, there is typically a 40% Medicaid/60% local cost allocation. A PEAK kiosk project, for instance, would be 40% funded by the County Grant Program; the remaining 60% will be funded per county discretion. This cost allocation may vary based on the application.

Once my grant application is approved, how do I access grant funding and code the expenses?

Counties receive grant funding through the regular county reimbursement process utilizing the County Financial Management System (CFMS). The Department will provide grantees new codes for grant reimbursements based on your scope of work. Reimbursement requests must be submitted through CFMS no later than July 5, 2017.

When can the funding be used?

All tasks and expenditures associated with the approved grant application must occur on or before June 30, 2017.

Reporting Requirements and Submission of Documentation

What are the reporting requirements for the grant?

Records must be maintained to show and account for the use of grant funds and a summary of the project outcomes must be submitted to the Department by July 5, 2017. All tasks and expenditures associated with the grant must occur on or before June 30, 2017.

What do I need to include in the summary of project outcomes?



Please include the total amount spent, a project deliverable and the Grant Program Outcomes template. The content will vary depending on the grantee's application. For example, if the grant was related to a study or report being produced, then provide the Department with a copy of the final report as part of your summary of the project.

When is the summary of the project due to the Department?

The summary of the project outcomes is due to the Department no later than July 5, 2017.

Who should I send the grant deliverables and related materials to?

Please email the grant deliverables and related materials to the HCPF County Relations Team at HCPFCountyRelations@state.co.us no later than July 5, 2017.

Site Visits and Year-End Report Out

Why was the requirement for a site visit and year-end report out added?

The requirement for site visits was designed to ensure the Department's oversight of Grant Program funds was strengthened. Site visits will allow Department staff to gain hands-on experience with the projects on the ground. This will ensure that lessons learned are built into the following year's program.

The year-end report out was added to ensure that all Department staff are aware of projects that are being implemented on the local level to ensure that efforts are not duplicated on a state-level basis. This also allows other county representatives the opportunity to see projects that are not being implemented in their communities, which encourages the sharing of best practices.

When will site visits occur?

Site visits will occur between January 1, 2017 and May 31, 2017. The County Relations Team will contact the Grant Program manager for each application to set up the site visit.

How long will the site visit be and what will it entail?

The site visit will most likely last one business day or less; the County Relations Team will go through the grant application with the Grant Project Manager to receive status updates on the implementation of the project. This will include reviewing project budgets and implementation timeframes, conversations about challenges in implementing the project, if any, and a tour of the project itself, if possible. The tour may include an overview of redesigned business processes or workflows and introductions to the staff involved in the project.

What is the year-end report out?

The year-end report out requires the Grant Program Manager, and one additional staff, to travel to the Department's office at 303 E. 17th Avenue, Denver, CO 80203 for presentations on the applicant's project. The year-end report out will be a full day of county-only presentations to Department staff and county peers. Additional guidance on the content of the year-end report out will be released at a later date.

When will the year-end report out occur?



The year-end report out will occur after the Grant Program deliverables due date of July 5, 2017. The Department will provide further guidance at a later date.

County Grant Program – Moving Forward

If there are unspent grant funds, will counties receive those dollars?

If there are remaining grant funds in fiscal year 2016-17, the Department will apply the grant funds towards closeout as indicated in the original budget request to the legislature.

Will there be a grant program FY 2017-18, and what is the process to apply?

The General Assembly appropriates funding to state departments annually. The funding for the grant program to continue in FY 2016-17 was approved in the FY 2016-17 Long Bill, HB 16-1405. The Department has not begun developing the FY 2017-18 budget request; however, the original intent was that the grant funding would continue as part of the annual appropriation. The program will continue to evolve based on participation and feedback from our county partners and the Department. Communications related to the FY 2017-18 County Grant Program will be sent to counties after the FY 2017-18 Governor's Budget request is available in November 2016.

Who should I contact to learn more about the County Grant Program?

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For more information visit Colorado.gov/hcpf/county-admin