



## INFORMATIONAL MEMO

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**INFORMATIONAL MEMO NUMBER: HCPF IM 18-007**

**TITLE: DATE EXTENSION FOR MEMBER EXPERIENCE ADVISORY COUNCIL  
GRANT APPLICATION**

**SUPERSEDES NUMBER: 18-002**

**ISSUE DATE: JUNE 15, 2018**

**EFFECTIVE DATE: JUNE 13, 2018**

**DIVISION AND OFFICE: POLICY, COMMUNICATIONS, AND ADMINISTRATION  
OFFICE**

**PROGRAM AREA: GRANTS**

**APPROVED BY: CARRIE CORTIGLIO**

**KEY WORDS: COUNTY GRANTS, GRANT PROGRAM, GRANT FUNDING,  
MEMBER EXPERIENCE ADVISORY COUNCIL**

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### **Purpose and Audience:**

The purpose of this Memo is to inform County Departments of human/social services of the extended deadline for the grant funding available through the Department's Client and Stakeholder Engagement Implementation grant for the purpose of developing Member Experience Advisory Councils at the county or regional level.

### **Information:**

As part of a grant from the Colorado Health Foundation and as a result of a research project, the Department is offering the opportunity for the development of Member Experience Advisory Councils at the county or regional level. All county departments of human/social services are eligible to apply. Groups of county departments of human/social services may collaborate for a regional application. Please note that only applications from county departments of human/social services are accepted at this time.

To apply for funding, the county department must complete a Member Experience Advisory Council Development Grant Application provided by the Department.

Applications are scored based on specific sections of each application. Staff from the Department are responsible for scoring the applications and participating in the Applicant Interviews. Through the scoring process, a hierarchy of applicants is created, with the highest-scoring applicants eligible for funding first, until all grant funding is exhausted.

Applications are due to [HCPFCountyRelations@state.co.us](mailto:HCPFCountyRelations@state.co.us) by close of business Friday, June 29<sup>th</sup>, 2018. Once received, the Department will contact the applicant to schedule an interview, if needed. Once all applications are scored by Department staff, applicants will receive either an approval or denial notice for their grant application. The Department's final determination of funding for all projects is final and not subject to appeal.

Potential applicants should thoroughly review Appendix E, Conditions of Funding, to ensure compliance with the Department's processes and rules. Applicants approved for funding must agree to the Conditions of Funding. By accepting the Conditions of Funding, the potential applicant is agreeing to quarterly reporting, and travel to Denver for participation in a Development Workshop.

Department Staff are open to discussion about potential grant applications, benefits, and possible barriers for the application submission and implementation of this project. If a county is unsure if they should apply, or has any questions about the process contact the Department staff below.

**Attachment(s):**

FY 2018-19 Member Experience Advisory Council (MEAC) Development Grant Application (including Appendix E, Conditions of Funding)

**Department Contact:**

For grant-specific inquiries, contact Betsy Holt at [Betsy.Holt@state.co.us](mailto:Betsy.Holt@state.co.us)

For general inquiries, contact Joshua Montoya and Bre Benbenek at [HCPFCountyRelations@state.co.us](mailto:HCPFCountyRelations@state.co.us)