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El Paso County, CO



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RESOLUTION NO. 20-243

**BOARD OF COUNTY COMMISSIONERS
COUNTY OF EL PASO, STATE OF COLORADO**

**RESOLUTION TO RATIFY SUBMITTAL OF A MAINTENANCE OF ELIGIBILITY CASELOAD
CLEANUP GRANT APPLICATION TO THE STATE OF COLORADO HEALTH CARE POLICY &
FINANCING**

WHEREAS, pursuant to C.R.S. §§ 30-11-101(1)(e) and 30-11-107(1)(e), the Board of County Commissioners of the County of El Paso, State of Colorado (hereinafter "Board"), has the legislative authority to represent the County and manage the business and concerns of the County; and

WHEREAS, Board Resolution No. 17-152 authorizes the Board President, President Pro-Tempore, or Third Commissioner to sign grant applications on behalf of the Board, provided that such applications are then placed on the Board's consent calendar within thirty (30) calendar days of application submittal for Board ratification; and

WHEREAS, on June 12, 2020 the El Paso County Department of Human Services (DHS) submitted a grant application to the State of Colorado Health Care Policy & Financing to request funding for a Maintenance of Eligibility Caseload Cleanup project; and

WHEREAS, during the declared public health emergency for COVID-19 most individuals that are receiving Health First Colorado/Medicaid are locked into the program until the end of the emergency declaration period. These cases have been labeled Maintenance of Eligibility (MOE) cases. In addition to the ongoing workload of DHS, these cases will need to have an eligibility redetermination in the 90-day period following the end of the declared public health emergency; and

WHEREAS, DHS seeks to use this grant opportunity to ensure timely resolution of these MOE cases while mitigating any impact to standard caseload processing needs of the Department; and

WHEREAS, DHS requested grant funding in the amount of \$335,054.00 for this project; and

WHEREAS, the grant application was submitted via email on June 12, 2020, and per Resolution No. 17-152 DHS is now seeking ratification; and

WHEREAS, if DHS is awarded the grant, the grant agreement will need to be approved and accepted by the Board; and

WHEREAS, the El Paso County Board of County Commissioners supports the submittal of a Health First Colorado Maintenance of Eligibility Caseload Cleanup project grant application.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners of the County of El Paso, State of Colorado, hereby ratifies the submittal of the Health Care Policy and Financing Health First Colorado Maintenance of Eligibility Caseload Cleanup project grant attached hereto.

BE IT FURTHER RESOLVED that Mark Waller, duly elected, qualified member and Chair of the Board of County Commissioners, or Longinos Gonzalez Jr., duly elected, qualified member and Vice Chair of the Board of County Commissioners, be and is hereby authorized and appointed on behalf of the Board to execute any and all documents necessary to carry out the intent of the Board as described herein.

Done this 7th day of July 2020 at Colorado Springs, Colorado.

ATTEST



County Clerk and Recorder

BOARD OF COUNTY COMMISSIONERS
OF EL PASO COUNTY, COLORADO

Chair



COLORADO
Department of Health Care
Policy & Financing
1570 Grant Street
Denver, CO 80203

Track 1 Competitive Grant Application

FY 2020-21 County Grant Program

Release Date: Monday, May 25, 2020

Instructions: Complete the Track 1 Grant Application for all proposed projects except for equipment requests. Information on Targeted Grants will be released at a later date.

Due Date: Close of Business, Friday, June 12, 2020

Email: HCPFCountyRelations@state.co.us.

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Part I - Grant Proposal Program Manager

County	El Paso County DHS
Program Manager Name	Andrew Dunn
Phone	719-444-5008
Email	andrew.dunn@elpasoco.com

Part II - Proposed Project Alignment with Department Pillars of Strategic Direction

Project Name

Please provide a Project Name to identify your proposed project

El Paso County DHS (EPC-DHS) Maintenance of Eligibility Caseload Cleanup
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Project Overview

Please provide a brief description of the proposed project

<i>During the declared public health emergency most individuals that are receiving Medicaid are locked into the program until the end of the emergency declaration period. These cases have been labeled Maintenance of Eligibility (MOE) cases. In addition to the ongoing workload of EPC-DHS, these cases will need to have eligibility redetermined in the 90-day period following the end of the declared public health emergency. EPC-DHS seeks to use this grant opportunity to ensure timely resolution of these MOE cases while mitigating any impact to standard caseload processing needs of the department.</i>
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Department Pillars of Strategic Direction

The proposed project can support the Department's Pillars of Strategic Direction or Preferred Projects.

Select the Department Pillar or Preferred Project that aligns with the proposed project. Explain how the proposed project supports the selected Pillar or Preferred Project.

Maximum Score = 3 Points



Department Pillars of Strategic Direction

- ☒ **Affordable Healthcare for all Coloradans** – Reducing the cost of health care in Colorado
- ☒ **Medicaid Cost Control** – Ensuring the right services for the right people at the right price for public health care programs
- ☐ **Member Health** – Improving the delivery of programs or health outcomes for members
- ☐ **Customer Service** – Improving service to our members, providers and partners
- ☐ **Operational Excellence** – Creating compliant, efficient and effective business practices that are person- and family-centered

Preferred Projects

- ☐ **Cybersecurity and Compliance with the Colorado Information Security Policies (CISP)**
- ☒ **Quality Assurance and Reducing Medicaid Errors**
- ☐ **Improvement, Formalization and Documentation of Internal Processes and Procedures**

EPC-DHS seeks to reduce the cost of health care in Colorado by ensuring the correct eligibility determinations for prior MOE Medicaid clients, as well as through timely disenrollments at the end of the MOE period. Absent of this grant opportunity, these determinations could set the county back in terms of backlog and timely processing; both of which have an impact on the quality and accuracy of Medicaid determinations in the long term.

Project Description

Provide a high-level description of the proposed project including: implementation timelines; responsible individuals; data and metrics utilized to implement and/or measure outcomes; and, other important details about the proposed project.

EPC-DHS plans to be proactive related to Medicaid MOE cases, by working to collect missing eligibility information that could move cases from MOE-mode to ongoing-eligibility-mode prior to the end of the emergency declaration period. The goal here is to



reduce the number of cases that need action during the 90-day resolution period. Through this grant opportunity, EPC-DHS will have the capacity to resolve the cases that need action.

EPC-DHS will utilize trained eligibility staff for the resolution of these MOE cases with targeted resolution within 90 days of the end of the emergency declaration period. COGNOS reporting will be utilized to capture cases that need resolution, to monitor to the project's progress, and to verify project completion.

EPC-DHS will measure success of this project through sustained reductions in backlog and the full resolution of MOE cases during the 90-day period.

Part III - Data & Metrics

Data and Metrics: Current and Future State

Describe the data and metrics that will be tracked to identify the project's success in both the current and future state of affairs. **Maximum Score = 3 Points**

EPC-DHS will start with a baseline COGNOS report, representing all Medicaid cases held in MOE status. Project success will be measured at intervals throughout the project, relative to how long into the 90-day period we are. A resolution rate, comparable to how long into the period we are, will be used to monitor that the project is on track. Additionally, full resolution at the end of the 90-day period will be used to monitor the projects overall success.

Because the MOE cases are strictly related to COVID-19, once they are resolved, EPC-DHS does not anticipate any ongoing concerns around future need related to MOE cases in the county.

Data and Metrics: Measuring and Tracking Goals and Objectives

Describe the intended plan for measuring and tracking goals and objectives of the project, identifying the individual(s) responsible for each activity.

Data and/or Metric	Responsible Individual
COGNOS baseline report, and subsequent report out at monthly intervals during the 90-day resolution period.	<i>Report Out: B. Pilger</i>
30 days into project: 33% resolution rate	<i>Monitoring and process adjustments as needed: A. Bunn & K. Logan</i>
60 days into project: 67% resolution rate	



90 days into project: 100% resolution rate	<i>Report Out: B. Pilger</i>
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Part IV - Project Work Plan

Provide a work plan that lists the major task/activities and due dates to be performed to accomplish the project's goal(s) by completing the table below.

The applicant can attach a separate Project Work Plan to the application so long as the applicant's Project Work Plan also includes the same information as the Project Work Plan in Part IV.

Provide a work plan in the following table and expand as needed.

Request HS Connects groups to track and manage tasks associated with the MOE caseload cleanup	Start Date: Request submitted to program vendor w/in 1-week of grant award date. Completion Date: W/in 1-week of grant award date.	Request Submittal to EPC-DHS System Admin: A. Bunn Request Submittal to HSC Program Vendor: T. Sheppard	Creation of MOE related HSC groups
Determine the split of MOE cases based on program aid code and create work bundles for individuals participating in the grant (based on Medicaid access levels; LTC vs. non-LTC)	Start Date: Once report of MOE cases is available and MOE end date is known. Completion Date: Continuous throughout the 90-day resolution period.	LTC Bundles: M. VanderKooy Non-LTC Bundles: T. Curtis	Consistent availability of associated tasks for participating trained eligibility staff throughout the resolution period
Processing and Resolution of the MOE cases	Start Date: First day of the 90-day resolution period, or 1-week following the end of the emergency declaration (whichever is later)	Trained eligibility staff	Full resolution of the EPC-DHS MOE caseload within budgeted



	Completion Date: End of the 90-day resolution period		
Tracking of progress to ensure project is on track for resolution at the end of the 90-day resolution period: 33%, 67% and 100% completion at respective intervals	Start Date: 30-days, 60-days & 90-days into the resolution period Completion Date: 30-days, 60-days & 90-days into the resolution period	Report out: B. Pilger Monitoring and process adjustments as needed: A. Bunn & K. Logan	Monthly progress report-out on completion rate Cost: September's estimates- \$223,039; December's estimates- \$334,631
Quarterly Check-ins & Site Visit	As outlined in Appendix D	A. Bunn K. Logan Et. al.	Scheduling and completion of check-ins/site visit as outlined in Appendix D
Year-End Report Out	As Outlined in Appendix D	A. Bunn	Attendance and completion of report out as outlined in Appendix D Cost: Per Diem- \$152, Hotel- \$195, Mileage- \$76

Part V - Project Budget

Cost Allocation: Inclusion of other social services programs

Please select which social services programs the proposed project would impact for cost allocation purposes (select all that apply):

Medical Assistance ONLY ☒

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www.colorado.gov/hcpf



Medical Assistance AND other public assistance programs ☐

Proposed projects that are not Medical Assistance-only require expenses be cost allocated at a set percentage determined by the approved State Random Moment Sampling (RMS) program. The county will be responsible for the portion of the cost allocation not paid for by the Department of Health Care Policy and Financing. In the section below, please address how the county will ensure the project impacts or involves the administration of Medical Assistance or the services provided for Medical Assistance members. See Appendix D, Conditions of Funding, for Budget and Audits and Sanctions clauses.

This section is only applicable if the application is requesting Medical Assistance-only funding or that no cost allocation be applied. Please note that in some instances, 100% time reporting may allow for a greater cost allocation than the methodology described above.

Medicaid is the only program that has an MOE associated with the public health emergency. Because the focus of the project is strictly on addressing the MOE caseload, the Medicaid caseload/population is the only program being served.

Feasibility and Reasonableness of the Budget

Provide a narrative that explains how the budget categories and amounts were determined.

- Provide supplemental documentation as noted in Appendix D, County Grant Program Conditions of Funding
- Describe any intended inclusion of county resources dedicated to the project, identifying these resources as county-provided.

Maximum Score = 3 Points

Based on the HCPF Presentation for DOLA, and the section addressing Continuous Enrollment Impact through 5/26/2020, statewide 51,754 members were locked into enrollment in April (47,477 otherwise disenrolled, 4,277 otherwise dropping to a lower category of coverage) and 58,123 members were locked into enrollment in May (49,389 otherwise disenrolled, 8,734 otherwise dropping to a lower level of coverage). This equates to a monthly statewide MOE caseload of 54,939. Predicting comparable growth, this caseload is expected to rise to 329,634 by the end of September, or 494,451 by the end of December (two anticipated emergency period end-dates). As of April 2020, EPC-DHS was 14% of the statewide Medicaid caseload, with numbers for EPC-DHS therefore projected to be 46,148 by the end of September or 69,223 by the end of December. Estimating six-cases to be resolved per hour this would equate to 7,691 hours of work based on the September end date, or 11,539 hours of work based on the December end date.



Itemized Budget

- Provide a budget that includes a detailed itemization of project costs including personnel and other items directly associated with the implementation of the project.
- The total budgeted amount should **equal** the total amount paid for deliverables on the Project Work Plan.
- Year-End Report Out requires the county to attend the close out meetings in person. All associated travel costs to the Department's office in Denver, CO must be included in the Itemized Budget. See Appendix D, County Grant Program Conditions of Funding and Monitoring Plan, for more information.

Provide a budget in the following table and expand as needed.

ITEM BRIEF DESCRIPTION	RATE AND UNIT OF MEASURE	QUANTITY	TOTAL FOR PROJECT
September: Income Maintenance Tech Time	Approx \$29.00 per Hour (will be charged to the grant at actual cost)	7,691 Hours	\$223,039
December: Income Maintenance Tech Time	Approx \$29.00 per Hour (will be charged to the grant at actual cost)	11,539	\$334,631
Year-End Report Out: (Per Diem)	\$76.00/Day	2 Days	\$152
Year-End Report Out: (Hotel)	\$195/Night	1 Night	\$195
Year-End Report Out: (Mileage)	0.575 per Mile	132 Miles	\$76
September			\$223,462



PROJECT BUDGET TOTAL			
December PROJECT BUDGET TOTAL			\$335,054

Part VI - Tracking and Documentation

Expenditures associated with awarded grant funds must be tracked and accounted for separately from other county administrative expenditures. Please describe the methodology you will utilize to track these expenditures. This should include funds spent, allocation and time tracking of staff, and documentation kept.

El Paso County uses a robust JD Edwards' software accounting package system. Grant funds are managed with separate cost centers within the appropriate fund, thereby recording and maintaining complete separation from any other funding source. The county follows well-vetted policies and procedures to internally manage and monitor all sources of funds.

Employee time will be charged directly to the grant using 100 percent time reporting based on actual time spent working on the grant-related activities and using the actual cost of the employees' time and benefits.

Part VII - Sustainability

County Grant Program expenditures must be spent in the fiscal year for which they were awarded. This funding is intended for one-year innovation projects. Funding will not be extended to the same project in following years.

Based on the data and metrics described in "Part III - Data & Metrics," please answer these questions:

- How will the county determine if the project was a success?
- If the project is a success, how will the project be sustained without funding from the County Grant Program?
- What steps is the county taking in the project design and implementation to ensure the project is sustainable after grant funding is exhausted?

Maximum Score = 3 Points

The project will be determined successful based on the full resolution of MOE cases within 90-days of the emergency declaration period. Because the MOE cases are strictly related



to sustained eligibility during the public health emergency, upon resolution, no further funding would be needed for the project as no further MOE cases will exist in EPC.



Appendix A: Department Pillars of Strategic Direction Alignment

The State Measurement for Accountable, Responsive, and Transparent (SMART) Government Act (Colorado House Bill 10-1119) established a performance-based budgeting system for Colorado. Section 2-7-201, et seq., C.R.S.. The Act requires State departments to create performance plans outlining their goals and describe how those goals will be evaluated through performance measures.

The Department's Performance Plan describes its mission, vision, and goals. It Provides annual performance measures and strategies for achieving its goals. The Department's Pillars of Strategic Direction are:

- **Health Care Affordability for Coloradans** - Reducing the cost of health care in Colorado
- **Medicaid Cost Control** - Ensuring the right services for the right people at the right price for public health care programs
- **Member Health** - Improving the delivery of programs or health outcomes for members
- **Customer Service** - Improving service to our members, providers and partners
- **Operational Excellence** - Creating compliant, efficient and effective business practices that are person- and family-centered

The proposed project must align with at least one of the five Department Pillars of Strategic Direction listed above or a project from the Preferred Projects List to qualify for funding under the County Grant Program.

Appendix B: County Grant Program Application Process

Grant applications will be released on Monday, May 25, 2020 and are due to the Department no later than close of business Friday, June 12, 2020. Grant applications and any supporting documentation must be submitted to HCPFCountyRelations@state.co.us.

Proposed projects will be scored and Grant Program Manager interviews conducted in June 2020. The Department will issue FY 2020-21 Award Letters to approved proposed projects by early July 2020. Projects can begin once the grantee returns the signed Award Letter to the Department.

Appendix C: County Grant Program Scoring Process and Interview

Department staff will review grant applications prior to conducting an interview with the Grant Program Manager. Each proposal is scored based on the application and interview to determine which proposal projects will be funded.

Point Scale

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www.colorado.gov/hcpf



Scores are determined on a three (3) point scale:

1 point - The proposed project did not address the application section and/or interview questions or comments satisfactorily; insufficient information was provided to make an adequate determination.

2 points - The proposed project addressed the application section and/or interview questions or comments satisfactorily; sufficient information was provided to make an adequate determination.

3 points - The proposed project addressed the application section and/or interview questions or comments to an exceptional level of detail to make an adequate determination.

Application Sections Score

The following sections of the application are worth a maximum of three (3) points each:

1. Part II, Department Pillars of Strategic Direction Alignment - Description of how proposed project aligns with the Department's Pillars of Strategic Direction as described in Part II or Appendix A.
2. Part III, Data and Metrics - Description of how the data and metrics that will be tracked and current and future state of the project
3. Part V, Feasibility and Reasonableness of Budget - Description of the how the budget amounts were determined and a review of supplemental documentation provided
4. Part VII, Sustainability - Description of sustainability if the project is determined to be a success

The sections will be scored based on the ability of the applicant to articulate clear, concise ideas and any supplemental documentation that is provided with the application.

Interview Score

Interviews will be scored based on the ability of the applicant to: provide an overview of the project; clear, concise answers to any outstanding questions; and, the ability of the applicant to accept feedback and adjust the proposed project, if needed.

Preferred Projects List Score

The selection of a project from the Preferred Projects List will automatically grant the applicant an additional three (3) points towards the total score. Only projects selected from the Preferred Projects List will be granted the additional three (3) points; applicants cannot select both Department Pillars of Strategic Direction and Preferred Projects.



Total Score

The proposed project's total score is based on the table below; **proposed projects with the highest scores will be funded first until all Grant Program funding is exhausted.**

Section Scored	Maximum Points
Part II - Department Pillars of Strategic Direction Alignment	3
Part III - Data and Metrics	3
Part V - Project Budget	3
Part VII - Sustainability	3
Applicant Interview	3
Maximum Score	15
If Preferred Project is selected, additional score earned (Maximum Score with Preferred Project)	3 (18)



Appendix D: County Grant Program Conditions of Funding and Monitoring Plan

Acceptance of Conditions of Funding

By completing and submitting the FY 2020-21 County Grant Program Application, the applicant is agreeing, to abide by the County Grant Program Conditions of Funding and Department finance rules as stated in 10 CCR 2505-5 if the proposed project is approved.

County Grant Program Conditions of Funding can be found in Appendix D. The applicant's proposed project may come with additional Conditions of Funding. Any additional conditions will be listed on the applicant's Award Letter. All Conditions of Funding must be met to be eligible for funding through the County Grant Program. Failure to comply with the Conditions of Funding and Monitoring Plan may result in disallowances, per Appendix D, Subrecipient Monitoring, Audits and Sanctions.

Attached to the grantee's Award Letter is an intergovernmental grant agreement that is signed by the Department's Executive Director. The intergovernmental grant agreement codifies the County Grant Program's Conditions of Funding and Monitoring Plan with the grantee. The expenditure of any grant funding after issuance of the intergovernmental grant agreement indicates that the grantee agrees to abide by all applicable rules, regulations, requirements and conditions. **The intergovernmental grant agreement is unilateral and does not require signature from the grantee.**

Application Process Conditions of Funding

The applicant's proposed project must be replicable statewide or regionally, if the project is deemed a success. Projects that are not replicable statewide or regionally are not eligible for funding.

If a county is approved for a project in which other counties participate, the awarded county is responsible for obtaining a letter of support from each participating county. Each participating county must identify and designate a contact person within their human services office to be the accountable designee for that county's participation in the grant.

Funding requests exceeding the fiscal year's average application funding request amount may be required to provide additional information and/or supplemental documentation during the application scoring process and/or interview. Those applicants impacted by this requirement may be notified prior to the scoring process and/or interview.

The applicant must provide quotes, letters of support, or other documentation in support of budget requests for proposed projects where the county will serve as a pass-through entity for county grant program funds.



The Department strives to be a good steward of taxpayer resources. Applications that can lead to wasteful spending, inappropriate use, or violations of federal or state laws will be denied at the Executive Director's discretion.

Budget Conditions of Funding

Grant projects funded through the County Grant Program can be completed after the end of the fiscal year; however, **grant funding must be expended no later than June 30, 2021**, unless otherwise communicated to the Department. Project deliverables are **due to the Department no later than July 16, 2021**.

Grant funds will only be used as specified in the approved grant proposal. No other expenditures other than those directly tied to the proposed project are allowed.

Indirect costs are not allowable expenses in the Itemized Budget and will be denied.

Grant Program funds are intended to fulfill one-time funding requests, and the Department may deny any request for a continuation of a project from the previous fiscal year or additional funding for an ongoing project.

Reimbursement of expenditures related to this grant must occur through the County Financial Management System (CFMS). All expenses are to be entered using the following CFMS account codes to request reimbursement. The Department will report the correct CFMS account code in the Award Letter.

All expenditures associated with the approved grant proposal must occur **on or before June 30, 2021**; expenditures should be entered in CFMS **no later than July 7, 2021**. Expenses submitted after this date will not be reimbursed.

Proposed projects can be based on estimates of costs. Actual costs may require budget flexibility in the Itemized Budget. Funds may be moved from one line-item to another in these instances but require an updated Itemized Budget be submitted **no later than July 16, 2021**. However, any changes to the Itemized Budget may not exceed the original request for funding that was approved. In addition, funds may only move from one previously-approved line-item to another; after the approval of the proposed project, new line-items in the Itemized Budget are not allowed.

Expenditures above the proposed project's budget will not be allowed. Any expenditures above the approved project's budget must be paid for with county-only funds at the Department's direction.

Cost Allocation Conditions of Funding



Proposed projects that impact other public assistance programs managed by the Colorado Department of Human Services or county only programs will be cost allocated based upon the Centers for Medicare and Medicaid Services (CMS) approved methodology. This cost allocation methodology is dependent on the proposed project and how it impacts other public assistance programs. The Department will provide the correct cost allocation methodology when a proposed project is approved. In addition, 100% time reporting may allow for a greater cost allocation than the cost allocation methodology described above, if the grantee selects this option.

Approved projects where the true cost to Medical Assistance is unknown or ambiguous, the staff supporting the proposed project may be required to complete 100% time reporting to support expenses associated with the project. Applicants will be notified of this requirement in the Award Letter.

Contractor and Subcontractor Conditions of Funding

Contracts and subcontracts that are paid for with state and federal Medicaid administration funds should meet robust contractual requirements as found in the federal government's OMB guidance. These requirements help ensure that taxpayer dollars are spent wisely and with the public interest in mind. Counties using county grant program funds should strive to meet best practices identified by the Department. A review of contracts and subcontracts is required during the implementation of the grantee's monitoring plan.

Best Practices for Contracts and Statements of Work	
Do performance metrics exist and are they tied to HCPF (Pillars of Strategic Direction) and county goals?	
HCPF Pillars of Strategic Direction	
• Health Care Affordability for Coloradans • Medicaid Cost Control • Member Health • Customer Service • Operational Excellence	
Are Program staff and their Management clear on program expectations and have they been <u>clearly included</u> in drafting and review of the contract?	
Is there a structured performance review process?	
Termination	
If state or federal funds are included in the contract, does the contract include the standard template termination for public-interest and termination for cause boilerplate clauses (termination in the public interest allows termination if the legislature, judiciary, or Governor determines the program or contract no longer serves the interests of the state)?	
Does the contract include the ability to create variable or progressive corrective action plans outside of the standard contract remedies?	
Is there a contingency plan describing what will happen if work is not completed, contract is terminated, or new vendor is selected?	
Does the contract require the contractor to provide sufficient project documentation to ensure ongoing success without the vendor in the event the contract is terminated? Does the contract include appropriate actions for a close-out period due to a contract termination?	



Payment
Are payments tied to one of the following: 1. Meeting specific performance standards 2. Completing deliverables
Is payment competitive with the market for these services?
Partnership
Does the contract empower the contract manager to hold the vendor accountable for responsiveness to individual issues, assigning quality trained personnel to project, delivering quality outcomes, and engagement at meetings and presentations?
Innovation
Is there criteria in the contract that provides incentives or requirements for the vendor to provide thought leadership, best practices, or process improvement recommendations?
Is the vendor required to continuously identify the best solutions, technology and processes for the state including, proposing new capabilities or technologies as they become available

County Grant Program Monitoring Plan

Grantees are required to participate in Quarterly Check-Ins, which will include a minimum of one Site Visit and one Year-End Report Out. Failure to comply with the County Grant Program Monitoring Plan may result in disallowances per Appendix D, Subrecipient Monitoring, Audits and Disallowances.

To fulfill the requirements of the Quarterly Check-In(s) and/or Site Visit(s), the grantee must submit, no later than the following deadlines, proposed dates for the calendar quarter in which the Quarterly Check-In(s) and/or Site Visit(s) will occur.

Quarter 1 July 1 - September 30	October 2, 2020	October 5 - 16, 2020
Quarter 2 October 1 - December 31	January 4, 2021	January 7 - 15, 2021
Quarter 3 January 1 - March 31	April 2, 2021	March 5 - 16, 2021
Quarter 4 April 1 - June 30	Year-End Report Out in June 2021 will count for Q4 Check-In	

For Quarterly Check In compliance, the grantee will use the Quarterly Check In Matrix to provide necessary updates to the Department. Quarterly Check In meetings must include the following information:



FY 2020-21 Quarterly Check In Date	Check In Topic
Quarter 1 July 1 - September 30 <i>Conference Call</i>	1. Project Work Plan Review and Further Clarification 2. Setting Effective Expectations for Contractors 3. Contract Implementation and Language - Joint Review and Expectations 4. Ensuring Information Security, if applicable 5. Review of Quarterly Check In Matrix expectations
Quarter 2 October 1 - December 31 <i>Conference Call</i>	1. Follow Up on Project Work Plan 2. Contracts Execution - Update 3. Review of Quarterly Check in Matrix 4. Budget Tracking - Update
Quarter 3 January 1 - March 31 <i>Department In-Person Site Visit</i>	1. Follow Up on Project Work Plan 2. Contracts Update 3. Review of Quarterly Check In Matrix 4. Budget Tracking - Update 5. In-person walk through of project or meeting with important stakeholders
Quarter 4 April 1 - June 30 <i>Travel to Denver/Virtual Presentation</i>	1. Year End Report Out presentation 2. Budget Actuals - Final itemized budget 3. Closeout or Continuity/Sustainability Plan, if applicable

The Year-End Report Out requirement, must include travel costs for the Grant Program Manager and one (1) additional staff, if necessary. The formal presentations on the project will be in June 2020 at the Departments office in Denver, CO. State fiscal travel rules must be followed in funding requests for travel reimbursement for the Year-End Report Out.

A Final Deliverable must be submitted to the Department **no later than close of business July 16, 2021**. The Final Deliverable can vary based on the proposed project but must include a final itemized budget with actual costs and any outcomes template the Department may provide.

The Final Deliverable should include a Closeout or Continuity/Sustainability Plan for how the work will continue after the fiscal year has ended, if applicable.

Subrecipient Monitoring, Audits and Sanctions



The grantee shall ensure that it complies with all applicable federal rules and regulations, found at 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, commonly known as the Uniform Guidance, and State guidance issued by the Colorado State Office of the Controller (OSC). The grantee is responsible for completion of a subrecipient versus contractor determination for any funds pass-through to an outside vendor. The OSC's OMB Subrecipient Guide is available to assist the grantee in meeting OSC requirements for monitoring of subrecipients. Additional guidance regarding 2 CFR Part 200 is available on the OSC's OMB Guidance website.

Records are required documenting all expenses and accounting for the uses of all grant funds and must be provided upon request and without delay.

All tasks and expenditures associated with the proposed project are subject to review by Department staff and/or an external auditor, per 10 C.C.R. 1.010.8.C, Audits by the Colorado Department of Health Care Policy and Financing, at any time and without prior Notification.

Failure to comply with any oversight requirements as listed in Appendix D, Conditions of Funding, are subject to County Administrative Rules as stated in 10 C.C.R. 1.020. If the grantee fails to comply with 10 C.C.R. 1.010.8.C, 10 C.C.R. 1.020, or any requirement listed in Appendix D, County Grant Program Conditions of Funding or the Award Letter, the Department may, at its discretion, and only after the remedies described in 10 C.C.R. 1.020 are exhausted, subject the grantee to disallowance per 10 C.C.R. 1.020.2, Sanctions. The Department's decisions based on requirements in Appendix D, Audits and Sanctions, are final and not subject to appeal.

For federal financial reporting purposes, the grantee should utilize the Catalog of Federal Domestic Assistance (CFDA) number for the appropriate program. These are Medicaid 93.778 and the Child Health Plan *Plus* (CHP+) CFDA 93.767.

