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COMPETITIVE PROCESS

Activities Definitions & Guidelines

The following definitions outline expectations for reimbursement for various categories of Public Service category support. Also, please be aware that ALL agencies, unless they have received notice to the contrary, are subject to the new Colorado Immigration Laws.

STAFF SUPPORT FOR DIRECT SERVICE DELIVERY

Staff Support is specific wage and benefit reimbursement for hours spent in direct client service delivery. It does NOT include paid vacation or sick leave.

Documentation requirements

Time sheet showing hours worked and funding source used to cover cost and a copy of employee check issued. If your project falls in the direct benefit category, then at least 51% of the people served by your project/program must be low and moderate income residents. You must keep records (i.e., intake form, application, etc.) to verify the income by household size and the residence of those served by your project/program. You must also keep a record of the race/ethnicity of each individual served.

CASE MANAGEMENT

Case management is a collaborative process that assesses, plans, implements, coordinates, monitors, and evaluates the options and services required to meet the client's health and human service needs. It is characterized by advocacy, communication and resource management and promotes quality and cost-effective interventions and outcomes. Case Management is NOT one-time or casual information delivery. Funding is provided to support staff salaries only for hours spent

providing case management functions. Case Management reimbursement is understood to be able to be reimbursed at a higher (professional) rate.

Documentation requirements

Job description showing case management as a major part of job duties, list of case management clients for each staff member receiving funding and appropriate files showing assessment, case plan and documentation of progress in meeting plan goals. If your project falls in the direct benefit category, then at least 51% of the people served by your project/program must be low and moderate income residents. You must keep records (i.e., intake form, application, etc.) to verify the income by household size and the residence of those served by your project/program. You must also keep a record of the race/ethnicity of each individual served.

STAFF SUPPORT FOR EMPLOYEES WITH ADMINISTRATIVE DUTIES

In order to reimburse the staff salaries of administrative personnel, the agency must comply with federal requirements to provide an indirect cost analysis which has been approved and implemented by board action. This is a costly and time-consuming activity which must be completed BEFORE applying for funding. Please consult CDBG/HOME Administrative staff prior to attempting to meet the requirement.

INFORMATION AND REFERRAL

Reimbursement for Information and Referral can only be made on those contacts where there is presumed benefit. The funding is based on a “per contact” cost.

Documentation requirements

Keep records of unduplicated service delivery in the areas falling under the definition of “presumed benefit” and report the total number of persons benefiting from the activity and the breakdown by race/ethnicity. No further breakdown by low/extremely low beneficiaries is required.

SERVICE SCHOLARSHIPS

Whether day care or health care, service scholarships are reimbursed for the cost gap between the actual cost of the service and the amount the individual is able to pay.

Documentation requirements

Unduplicated client family records showing income documentation and race/ethnicity. To request reimbursement, individual records may be coded to preserve confidentiality; however, the codes must correspond to an actual application and file which must be produced during an audit.

RENT ASSISTANCE

Reimbursement for the actual cost of emergency rent assistance provided by an organization.

Documentation requirements

Unduplicated client household records showing income documentation and race/ethnicity. To request reimbursement, individual records may be coded to preserve confidentiality; however, the codes must correspond to an actual application and file which must be produced during an audit.

MEAL PROGRAMS

Reimbursement for the gap between the contribution amount and the actual cost of the meal.

Documentation requirements

Food programs such as Meals on Wheels qualify for status as a presumed benefit under the category of elderly and/or disabled persons. For youth “Feeding Programs”, such services are not an exclusive presumed benefit but you can use participation in other programs (i.e., National School Lunch Program) as a “proxy” for CDBG income-eligibility if the income guidelines for that are at least as restrictive as CDBG guidelines. Any meal program must still keep track of the race/ethnicity of program participants. For mass food programs like “Kid’s Cafe”, the actual race/ethnicity of those served may be estimated using the school census.