TEMPLATE C: YOUR COORDINATED FINANCING PLAN

In Phase II, you and your stakeholders answered a set of questions about the design of your program. Using *Template A: Analyzing Your Funding Streams*, you developed a matrix that compares each funding stream to your program design. Using *Template B: Analyzing Your Gaps*, you were able to identify which funding streams will pay for what components of the program. Template C helps you to bring all of that information into one document that outlines your plan.

This Template is part of the *Colorado Guide to Blending and Braiding*. It is not a stand alone document. Many additional descriptions, explanations, and examples are in the guide.

Step 1:

Delete this page! You will be left with an outline of a Coordinated Financing Plan with bullets on information to include.

Step 2:

Use the questions asked in the *Colorado Guide to Blending and Braiding* and Templates D – F to complete your plan. Make sure to engage your fiscal and programmatic staff in the design of the plan, as they will be responsible for implementing it.

The Template is part of the *Colorado Guide to Blending and Braiding*.

The Guide is available http://sparkpolicy.com/fiscalguides.htm

COORDINATED FINANCING PLAN FOR

<ENTER YOUR PROGRAM/ORGANIZATION NAME>
<ENTER DATE CREATED>

PROGRAM DESIGN

- Provide a short overview of the program design, including eligible populations, direct services, and non-service delivery activities.

FUNDING SOURCES

- Briefly list each funding source, the contact information, the amount, duration, and any critical information to understand the purpose of the funding stream in supporting the program. For example, one funding stream might be comprehensive, supporting all components, while another funding stream is for primary health care services only.

PROGRAM BUDGET

- Briefly describe the Program Budget, as outlined in Template D: Program Budget

- Indicate any key decisions made that relate to the budget, such as the total population to be served.

- Your program budget, based on the revised design developed during the previous phase.

COST ALLOCATION

- Briefly describe your overall cost allocation model, as outlined in Template E: Cost Allocation Plan

- Indicate whether you are blending or braiding.

- Include a list of all the sources of financial information and how to access them.

FRONT DOOR PROTOCOLS

- Outline who has the authority to accept clients into the program and determine the services they will be provided.

- Outline what tool will be available to assist the Front Door in making appropriate decisions on eligibility and allowability.

- Outline what technical assistance will be available to Front Door staff, such as access to key fiscal staff if eligibility or allowability questions arise.

- Include Template F: Eligibility and Allowability.

- Outline what information will be in the case file to ensure ongoing awareness of eligibility and allowability for a client.

BACK DOOR PROTOCOLS

- Include a protocol for spending down the funding streams supporting your blended or braided model.
- Include the very specific eligibility and allowability requirements for each funding stream, to assist your Back Door staff in making appropriate funding decisions and answering questions from the Front Door staff. This information will come from Template A: Analyzing Our Funding Streams.

TRACKING AND REPORTING

- Include a timetable for your reports to your funders, including fiscal and programmatic reporting.
- Include your tracking and reporting tools. These tools should capture all of the information needed for all of your funders. They must include a timesheet to track personnel time spent on specific clients and on non-client-based activities.
- Include your protocol for completion of reports using the information collected. You will want to indicate how frequently programmatic staff must complete the tracking tools and the process for inputting data into various funders' databases or reporting templates.

FINANCIAL SYSTEMS

- Include a brief description of how your Coordinated Financing Plan aligns with existing financial practices and systems.
- Indicate where the Coordinated Financing Plan requires additional practices or systems and include protocols for those.
- Address potential need for segregating your funding in your accounting systems. This is critical for many public funding streams, and particularly important if you are a faith-based organization.

CONTRACTING

- Include an explanation of your contracting system (pre-approved providers, fixed price contracts, capitated contracts, case-rate contracts for multiple services, performance based contracts).
- Include an explanation of your reporting requirements to ensure contractors provide sufficient information to meet reporting needs.

QUALITY CONTROL AND STAFF TRAINING

- Describe quality control measures to ensure continued compliance with funding stream requirements throughout the implementation of the program.
- Describe the plan to train and support staff who will be implementing the Front Door and Back Door of the program.
- Address staff turnover.