



Joint Budget Committee Staff

# Memorandum

To: Members of the Joint Budget Committee  
 From: Phoebe Canagarajah, JBC Staff (303-866-2149)  
 Date: January 23, 2025  
 Department: Department of Agriculture  
 Subject: Staff Comeback – S1 Community Food Access program funding roll forward

The JBC delayed action on the Department of Agriculture's *S1 CFA program funding roll forward* to understand the program’s remaining administrative expenses. The Department provided the information below, summarized by JBC staff.

## Remaining Administrative Expenses

Of the original \$8.0 million appropriation to the Community Food Access (CFA) program, the Department can spend 17.0% (or \$770,000) on administrative costs according to Sections 35-1-117 (2)(b)(II) and (3)(c)(II), C.R.S. However, the Department allocated \$645,000 to administrative spending across four fiscal years. Of this, the Department has expended about half (\$309,988), with the remaining \$335,012 unencumbered but intended for the following:

Remaining CFA program administrative expenses FY 2024-25 and FY 2025-26		
	FY 2024-25 (Nov - June)	FY 2025-26 (July - Dec)
<b>Admin Budget Before Expenses</b>		
Remaining Admin Budget	335,012	147,951
<b>Estimated Expenses</b>		
Program Manager (AdminIV)	46,652	34,989
Grant Specialist (GSIII)	38,160	28,620
Sr. Programs Manager (PMII)	54,579	40,934
Purchasing Agent (PAII)	15,531	11,648
Controller	32,139	24,104
<b>Total Admin Expenses</b>	<b>\$187,061</b>	<b>\$140,295</b>
<b>Remaining Admin Budget after Expenses</b>	<b>\$147,951</b>	<b>\$7,656*</b>

\*This amount will likely be expended if anticipated salary survey increases are approved by the JBC.

The consortium and grant components of the CFA program are administered by a total of 1.95 FTE, composed of a portion of five staff members’ time. They divide responsibilities to manage communications to more than 100 grantees and 110 consortium members, conduct grant

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tracking and reporting, consortium management and coordination, fiscal reporting and grant payments, contract oversight and payment, and ensure financial compliance of state and ARPA funds.

According to the Department, the loss of administrative funds would result in:

- Lack of consortium management, infrastructure, and coordination
- Lack of contract management and oversight, including invoice review
- Lack of oversight of and communication to grantees on their use of grant funding
- Lack of oversight and reporting on the use of state and federal funding

## Staff Recommendation

Staff maintains its recommendation to approve the Department's request to amend appropriations clauses in H.B. 22-1380 to allow roll forward authority for remaining refinanced General Fund appropriations to the CFA program. Staff agrees that not updating those clauses to extend funding to December 2026, as was done with other ARPA-related appropriation clauses in H.B. 24-1465, was a technical error. While the Department has been slow to expend its funds, staff understands that this is because food access was a new programmatic area for the Department and that they anticipated having funding until December 31, 2026.

Additionally, staff believes that the performance of the grant program – in reaching more than the required 30.0% of rural participants, capturing grantees who do not speak English as their first language, and having grant funds be used to buy 332 new pieces of equipment and 39 additional accounting services for retailers, and to add 21 new small food business retailers who offer SNAP and WIC – speaks to the Department's effective use of the funding, in alignment with the CFA program's goals.