Stronger Together Capacity Building Workshop: Monitoring, Reporting, and Legal Agreements

Charlie Yeomans, Senior Consultant, Guidehouse

April 3 and 5, 2024

COOK COUNTY HEALTH

Optional Virtual Capacity Building Workshops

Grant Applications

Wednesday, 3/20 | 12-1 pm CT

Friday, 3/22 | 12-1 pm CT

- Key Open Call components
- Common grant application elements
- Grant application best practices

Program Design

Wednesday, 3/27 | 12-1 pm CT

Friday, 3/29 | 12-1 pm CT

- Program design overview
- SMART goals, objectives, and outcomes
- Budget categories and narrative

Monitoring, Reporting, and Legal Agreements

Wednesday, 4/3 | 12-1 pm CT

Friday, 4/5 | 12-1 pm CT

- Tracking metrics and KPI's
- Federal compliance (ARPA)
- Legal Agreements

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Stronger Together Open Call Important Dates

Description	Date
Open Call Launches	Wednesday, March 6, 2024
Information Sessions	Friday, March 8, 2024, from 12-1 PM CT Wednesday, March 13, 2024, from 12-1 PM CT
Capacity Building Workshops: Grant Applications	Wednesday, March 20, 2024, from 12-1 PM CT Friday, March 22, 2024, from 12-1 PM CT
Capacity Building Workshops: Program Design	Wednesday, March 27, 2024, from 12-1 PM CT Friday, March 29, 2024, from 12-1 PM CT
Capacity Building Workshops: Monitoring, Reporting, and Legal Agreements	Wednesday, April 3, 2024, from 12-1 PM CT Friday, April 5, 2024, from 12-1 PM CT
Application Deadline	**Wednesday, April 17, 2024, at 5 PM CT**
Grant Recipients Announced	Week of June 3, 2024
Program Planning	Week of June 3 – Week of September 9, 2024
Program Launch	September 2024 (estimated)

Monitoring, Reporting, and Legal Agreements Workshop Agenda

American Rescue Plan Act (ARPA) Overview

- *ARPA Background*
- *Partnerships*

ARPA Reporting and Metrics

- *Reporting Overview*
- *Required Treasury and County Metrics*
- *Key Performance Outcomes*

Legal Agreements

- *Application Materials*
- *Subrecipient Agreements*

Q&A

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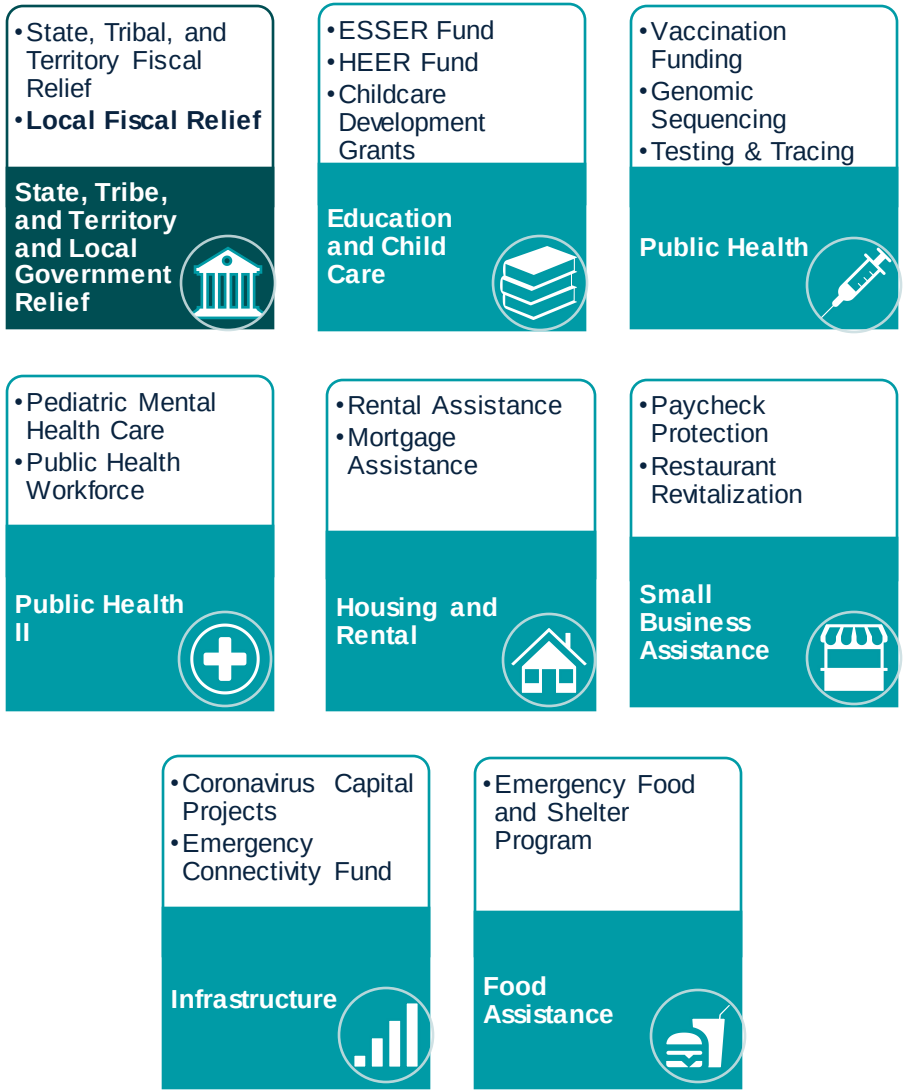
American Rescue Plan Act (ARPA) Overview

ARPA Background

On March 11, 2021, President Biden signed the $1.9 trillion American Rescue Plan Act (ARPA) package into law and established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program.

SLFRF supports State, territorial, local, and Tribal governments **responding to the economic and public health impacts of COVID-19.**



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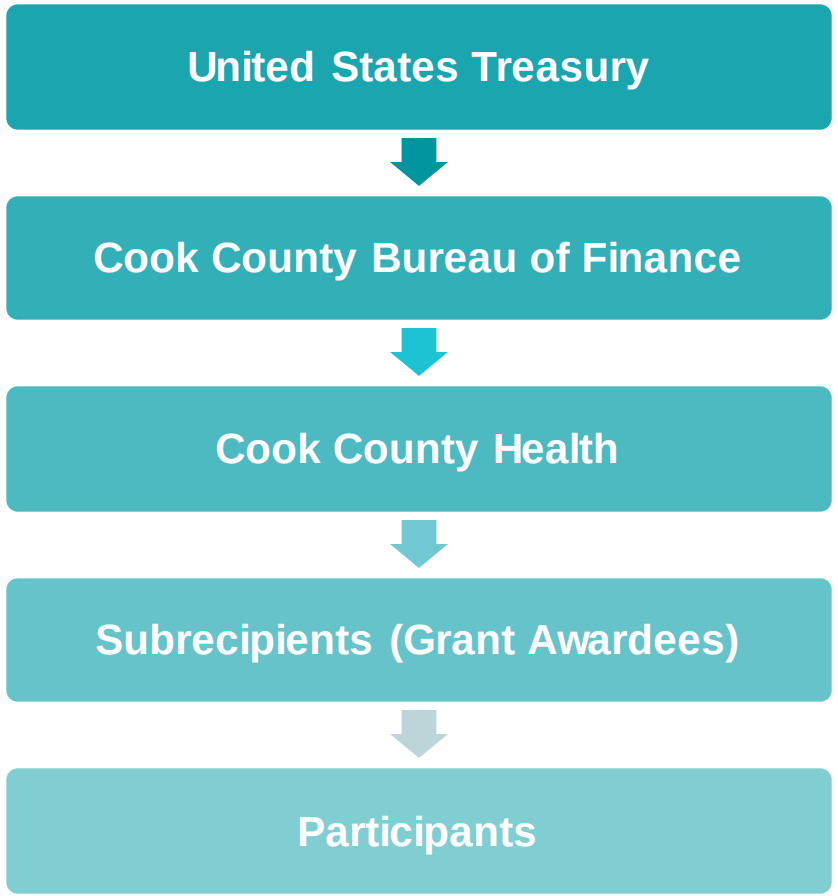
ARPA Funds for Public Health



The Behavioral Health Initiative uses ARPA funds awarded to Cook County Health (CCH):

- Programs address COVID-related public health impacts
- Programs are subject to federal guidelines for the fund use, monitoring, and reporting

American Rescue Plan Act (ARPA) Overview

Collaboration with Subrecipients

A subrecipient receives all or a portion of grant funds received by a prime recipient to carry out a project or program on its behalf.

- Stronger Together Open Call grant awardees will be considered subrecipients
- Subrecipients are responsible for adhering to the Uniform Guidance/federal guidelines for use of the award funds
- Subrecipients must be monitored by the prime recipient (Cook County) to ensure adherence to federal fund use requirements
- All subrecipients are required to have an active Unique Entity ID (UEI) from sam.gov *(note: organizations do not need a UEI at the time of applying for the Stronger Together Open Call)*

Additional Federal Guidelines

ARPA Final Rule

Regulation released by the Treasury governing ARPA:

- Intended purpose
- Enumerated costs
- Reporting guidelines

The Final Rule [link]

Uniform Guidance

Set of federal rules for federal funds outlining:

- Administrative requirements
- Cost principles
- Audit guidelines

2 CFR 200, *aka* Uniform Grant Guidance [link]

Types of Metrics

Treasury Required:
- Defined by the US Treasury

County Required:
- Defined by Cook County
- Based on what program stakeholders want to measure

County Equity Metrics:
- Defined by Cook County
- Consistent wording across County programs
- Selected based on relevance to the program

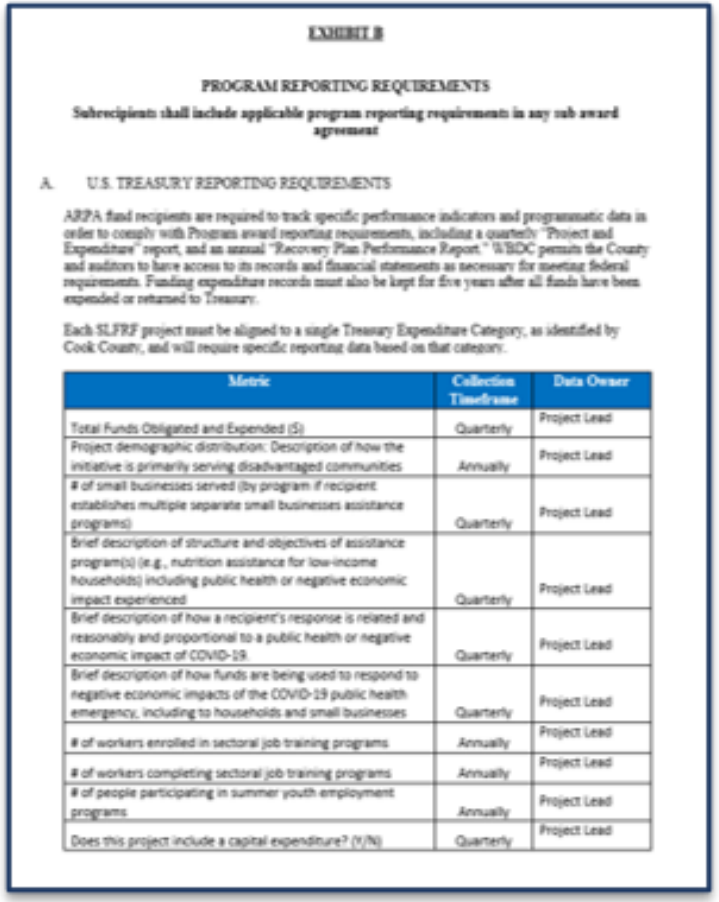


EXHIBIT B

PROGRAM REPORTING REQUIREMENTS

Subrecipients shall include applicable program reporting requirements in any sub award agreement

A. U.S. TREASURY REPORTING REQUIREMENTS

ARPA fund recipients are required to track specific performance indicators and programmatic data in order to comply with Program award reporting requirements, including a quarterly "Project and Expenditure" report, and an annual "Recovery Plan Performance Report." WBDC permits the County and auditors to have access to its records and financial statements as necessary for meeting federal requirements. Funding expenditure records must also be kept for five years after all funds have been expended or returned to Treasury.

Each SLFRF project must be aligned to a single Treasury Expenditure Category, as identified by Cook County, and will require specific reporting data based on that category.

Metric	Collection Timeframe	Data Owner
Total Funds Obligated and Expended ($)	Quarterly	Project Lead
Project demographic distribution: Description of how the initiative is primarily serving disadvantaged communities	Annually	Project Lead
# of small businesses served (by program if recipient establishes multiple separate small businesses assistance programs)	Quarterly	Project Lead
Brief description of structure and objectives of assistance program(s) (e.g., nutrition assistance for low-income households) including public health or negative economic impact experienced	Quarterly	Project Lead
Brief description of how a recipient's response is related and reasonably and proportional to a public health or negative economic impact of COVID-19.	Quarterly	Project Lead
Brief description of how funds are being used to respond to negative economic impacts of the COVID-19 public health emergency, including to households and small businesses	Quarterly	Project Lead
# of workers enrolled in sectoral job training programs	Annually	Project Lead
# of workers completing sectoral job training programs	Annually	Project Lead
# of people participating in summer youth employment programs	Annually	Project Lead
Does this project include a capital expenditure? (Y/N)	Quarterly	Project Lead

Reporting: Important Considerations

Compliance

US Treasury

- Collection of reporting metrics across all ARPA programs as required
- Collation & submission by County

Impact and decision-making

County

- Identifying performance metrics according to County priorities
- Reporting on metrics for impact assessment, decision-making, public dissemination

Transparency

Public

- Communicating impact according to County priorities
- Maintaining dashboards and other platforms for public access

Reporting Overview: Data Collection

Subrecipients (Open Call grant awardees) are responsible for collecting data on project performance.

- Design data intake systems and collect data based on project metrics and outcomes
- Ensure data collected aligns to reporting window and appropriate funding stream
- Collect information from participants using formal intake forms, surveys, or other systems
- Whatever the method of data collection, subrecipients must be able to report on all required project metric
- The Office of Behavioral Health will work alongside subrecipients to provide technical assistance with data collection and reporting efforts as needed

Reporting: Important Considerations

Defining Your Measures	➢ What are your key performance metrics? Program outcomes? ➢ How do your measures tell a story about the target populations and communities impacted?
Timing & Responsibility	➢ How often are you collecting the data (e.g., monthly, quarterly, weekly)? ➢ Who is responsible for tracking those data points? Is it certain staff member (e.g., Program Manager)?
Collection & Storage	➢ What technology or tools are you using to track your metrics (e.g., Excel, Salesforce)? ➢ Where are you tracking or storing those key data points and financial information for accurate and timely reporting to your stakeholders?

Program Outcomes

In addition to required Treasury and County metrics, grant awardees are asked to develop program-specific outcomes to measure the success of their work

- In your Workplan, outline goals for your program and the outcomes used to track progress towards those goals

SMART Metrics

Specific	Who, what, where, and why
Measurable	Numbers to capture both progress and results
Achievable	Small, realistic (not lofty) steps towards goals
Relevant	Connection to mission statement challenges/needs
Time-Bound	Timelines and deadlines for project steps

Importance of Program Reporting

- Assesses programs to determine whether they are accomplishing what they intended to
- Helps understand, verify, or increase the impact for target population(s)
- Identifies opportunities for improvement or ways to make programs more efficient
- Requires data collection and tracking of key performance outcomes

Sample Work Plan with SMART Outcomes

Goal 1: Increase access to mental health services for youth ages 13-18 within X, Y, Z communities				
Objectives	**Timeline**	**Outcome**	**Person/Area Responsible**	**Comments**
Increase access to mental health screenings for youth ages 13-18 within X, Y, Z communities	September 1, 2024-November 30, 2026	• # of youth ages 13-18 within X, Y, Z communities receiving mental health screenings	Community outreach staff, mental health staff, and support staff	
Increase mental health group-based prevention programming for youth ages 13-18 within X, Y, Z communities	September 1, 2024-November 30,2026	• # of youth ages 13-18 within X, Y, Z communities receiving age-appropriate group-based prevention programming	Community outreach staff, mental health staff, and support staff	

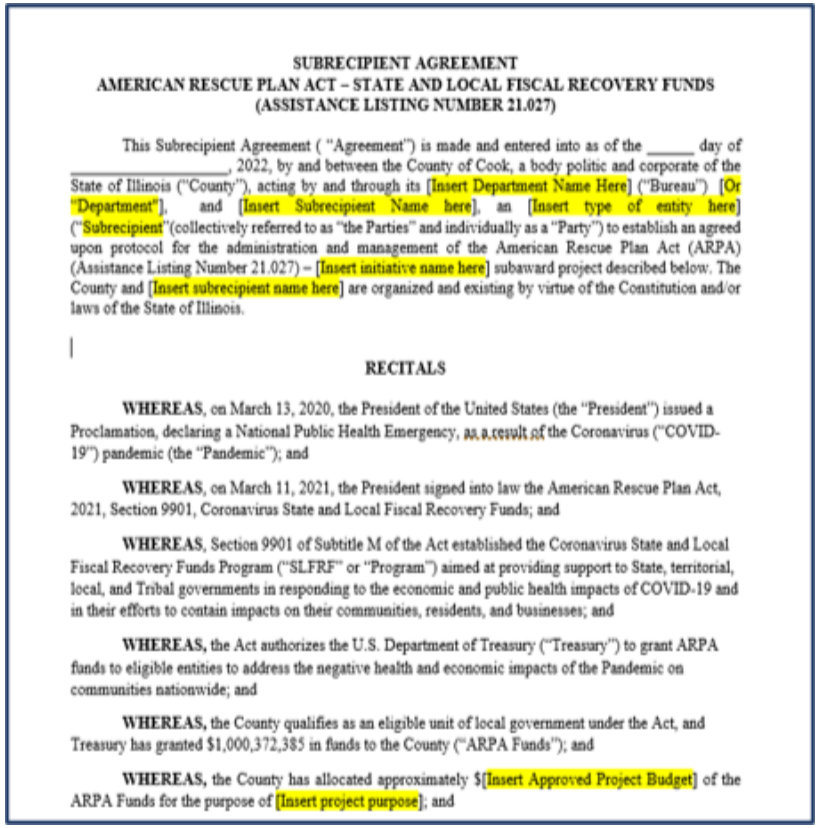
Legal Agreements

Subrecipient Agreement

Grant awardees will complete a Subrecipient Agreement.

This agreement includes:

- ARPA Requirements
- Treasury and program reporting obligations
- Program scope of work
- Financial processes and expectations



SUBRECIPIENT AGREEMENT
AMERICAN RESCUE PLAN ACT – STATE AND LOCAL FISCAL RECOVERY FUNDS
(ASSISTANCE LISTING NUMBER 21.027)

This Subrecipient Agreement ("Agreement") is made and entered into as of the _____ day of _____, 2022, by and between the County of Cook, a body politic and corporate of the State of Illinois ("County"), acting by and through its [Insert Department Name Here] ("Bureau") [Or "Department"], and [Insert Subrecipient Name here], an [Insert type of entity here] ("Subrecipient" (collectively referred to as "the Parties" and individually as a "Party") to establish an agreed upon protocol for the administration and management of the American Rescue Plan Act (ARPA) (Assistance Listing Number 21.027) – [Insert initiative name here] subaward project described below. The County and [Insert subrecipient name here] are organized and existing by virtue of the Constitution and/or laws of the State of Illinois.

RECITALS

WHEREAS, on March 13, 2020, the President of the United States (the "President") issued a Proclamation, declaring a National Public Health Emergency, as a result of the Coronavirus ("COVID-19") pandemic (the "Pandemic"); and

WHEREAS, on March 11, 2021, the President signed into law the American Rescue Plan Act, 2021, Section 9901, Coronavirus State and Local Fiscal Recovery Funds; and

WHEREAS, Section 9901 of Subtitle M of the Act established the Coronavirus State and Local Fiscal Recovery Funds Program ("SLFRF" or "Program") aimed at providing support to State, territorial, local, and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses; and

WHEREAS, the Act authorizes the U.S. Department of Treasury ("Treasury") to grant ARPA funds to eligible entities to address the negative health and economic impacts of the Pandemic on communities nationwide; and

WHEREAS, the County qualifies as an eligible unit of local government under the Act, and Treasury has granted $1,000,372,385 in funds to the County ("ARPA Funds"); and

WHEREAS, the County has allocated approximately $[Insert Approved Project Budget] of the ARPA Funds for the purpose of [Insert project purpose]; and

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How to Apply

1. Go to www.cookcountyhealth.org/strongertogether/ and review the Grant's overview and other information.
2. In the **Downloadable Files** section, download and review the "Open Call Information Packet," and download and complete the "Open Call Application," "Work Plan Template," and "Budget and Budget Narrative" forms.
3. To access the **GovGrants portal** to submit the application, click the **Link to Submit** tab on the Grant's webpage.
    - ✓ Review the Grant overview in the portal.
    - ✓ Click "Submit Application" to begin the application.
    - ✓ Under the Organization Profile tab, enter all required information (fields marked with red asterisk).
    - ✓ Under the Files tab, upload required application materials to submit your application.
    - ✓ Save application. Organization profile and application file uploads must be complete to save and submit your application.

Questions?

Please raise your hand and we will call your name and ask you to unmute to ask your question.

- All questions and answers will be captured in the FAQ document; questions that we don't have time to answer today will also be addressed in the FAQ document on: www.cookcountyhealth.org/strongertogether

Email additional questions: strongertogetheropencall@cookcountyhhs.org

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