Capacity Building Workshops

Monitoring, Reporting, and Legal Agreements

Friday, November 18, 2022

12 – 1 p.m. CT

Introductions

- Michael Ocasio, Consultant

Guidehouse

Guidehouse is an award-winning professional services firm that specializes in helping state and local governments achieve success in navigating challenges and delivering high quality services to residents, businesses, and visitors.

Capacity Building Workshops

CCDPH partner Guidehouse is facilitating optional capacity building workshops to provide general support on grant applications—**see recordings at BHCopencall.com**

Grant Applications
Friday, November 4, 2022
12 - 1 pm CT

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

Program Design
Friday, November 11, 2022
12 - 1 pm CT

- Program design overview
- SMART Work Plans: goals, objectives, and outcomes
- Budget: Categories and Narrative

Monitoring, Reporting, and Legal Agreements
Friday, November 18, 2022
12 - 1 pm CT

- Federal compliance (ARPA)
- Reporting and Key Performance Metrics
- Legal Agreements

Monitoring, Reporting, and Legal Agreements

AGENDA

1. American Rescue Plan Act (ARPA) Overview

2. ARPA Reporting and Metrics

3. Legal Agreements

4. Q&A

American Rescue Plan Act (ARPA) Overview

1. ARPA Background

2. Partnerships

American Rescue Plan Act (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**

- State, Tribal, and Territory Fiscal Relief
- **Local Fiscal Relief**

State, Tribe, and Territory and Local Government Relief

- ESSER Fund
- HEER Fund
- Childcare Development Grants

Education and Child Care

- Vaccination Funding
- Genomic Sequencing
- Testing & Tracing

Public Health

- Pediatric Mental Health Care
- Public Health Workforce

Public Health II

- Rental Assistance
- Mortgage Assistance

Housing and Rental

- Paycheck Protection
- Restaurant Revitalization

Small Business Assistance

- Coronavirus Capital Projects
- Emergency Connectivity Fund

Infrastructure

- Emergency Food and Shelter Program

Food Assistance

ARPA Funds for Public Health

United States Treasury

Cook County Bureau of Finance

Cook County Department of Public Health

Subrecipients (Grant awardees)

Participants
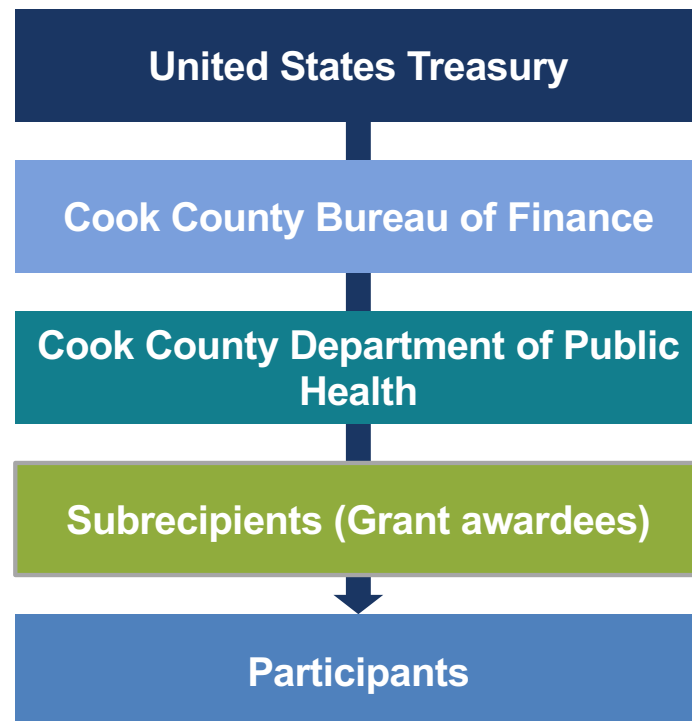
The **Behavioral Health Initiative** uses ARPA funds awarded to the Cook County Department of Public Health (CCDPH)

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

Designation of Grantees

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

- Responsible for adhering to the Uniform Guidance/federal guidelines for use of the award funds

- Must be monitored by the prime recipient to ensure adherence to federal fund use requirements

- All subrecipients receiving over $30,000 are required to register with the federal System for Award Management (SAM) (www.sam.gov)

Note: See the Grant Application Workshop recording and slides for details on SAM.gov registration

Collaboration with Partners

Your organization can partner with **co-leads (subrecipients)** or **contractors** to complete your project—make a clear distinction in roles/responsibilities

➤ **Co-leads** share overall responsibility for planning and execution and co-create the work plan and budget

➤ **Contractors** complete specific parts of the project at the direction of the lead applicant

Subrecipient	Contractor
➤ Expected to perform duties according to agreement with prime recipient ➤ Bound to uniform guidance and federal guidelines for use of subaward ➤ If receiving funds over $30k required to register on SAM.gov	➤ Expected to perform duties according to terms of contract, usually to purchase goods or services ➤ Not bound to uniform guidance ➤ If receiving funds over $30k required to register on SAM.gov

Additional Federal Guidelines

ARPA Final Rule

Regulation released by the Treasury governing ARPA's:

- 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]

ARPA Reporting & Metrics Overview

1. Reporting Overview

2. Required Treasury and County Metrics

3. Key Performance Outcomes

Reporting Overview

Required Treasury and County Metrics

➤ Required metrics by U.S. Treasury and Cook County

➤ Included in the Open Call Full Details document, broken down by grant strategy

➤ Track high level measures that are consistent across the range of Behavioral Health Initiative projects
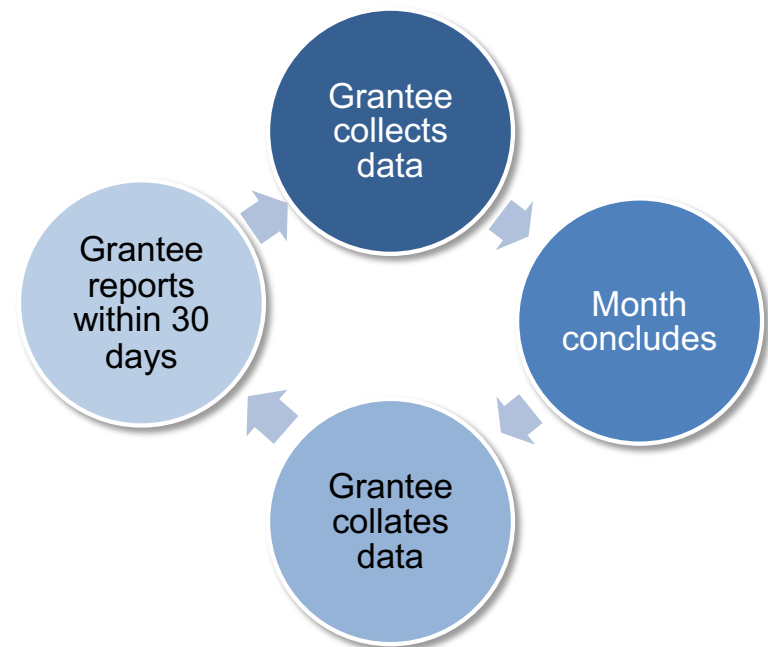
Program Specific Outcomes

➤ Outcomes developed by you, the project lead, that showcase the success of the project

➤ Included in your project workplan

➤ A measure to assess that the program is accomplishing what it set out to achieve

Reporting Overview: Data Collection

Grantees 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, partners must be able to **report on all required project metrics**

Grantee collects data

Month concludes

Grantee collates data

Grantee reports within 30 days

Partners should report data for each month; they do not include data from previous months.

Reporting: Important Considerations

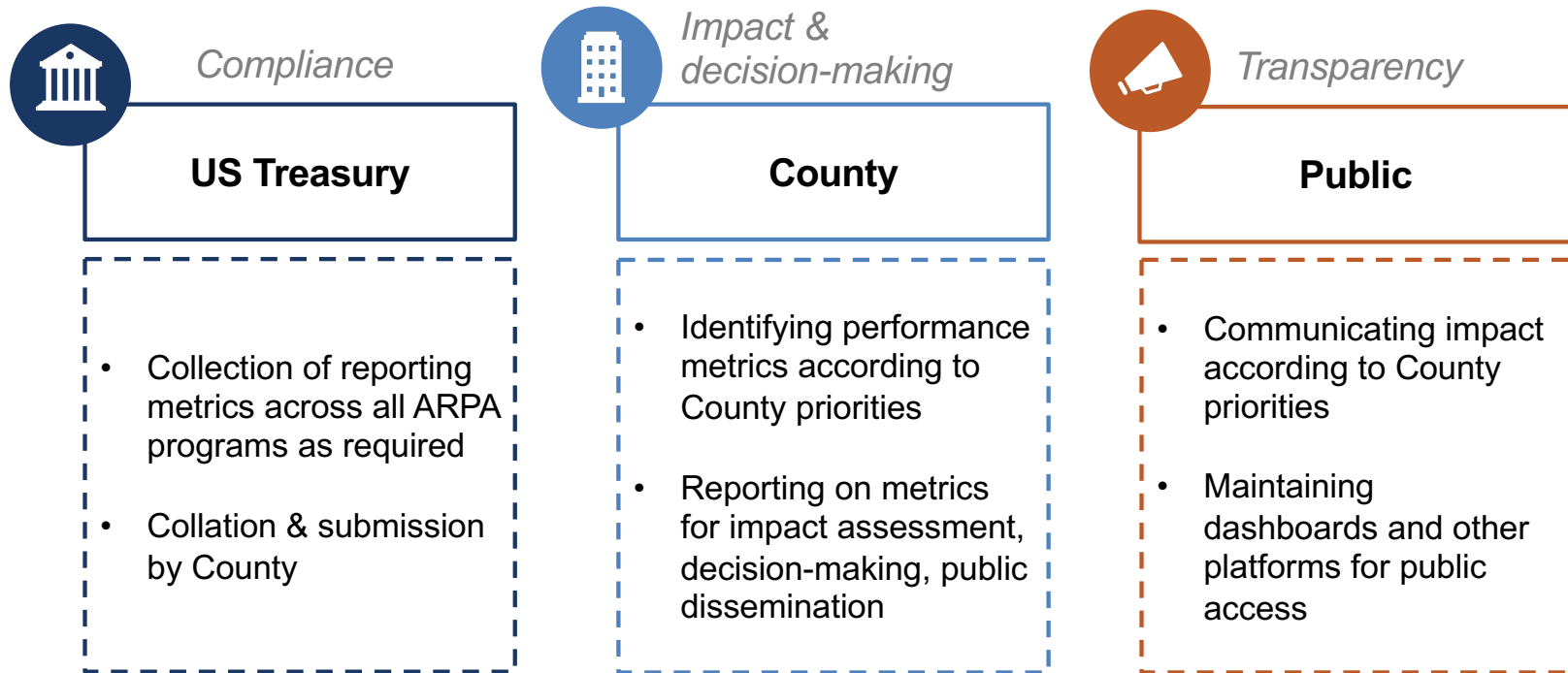|	
Defining your Measures	➢ What are your key performance metrics? Program outcomes? ➢ How do your measures tell a story about the target populations and communities impacted?
Timing & Responsibility	➢ How often are you collecting the data (e.g., monthly, quarterly, weekly)? ➢ Who is responsible for tracking those data points? Is it certain staff member (e.g., Program Manager)?
Collection and 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?

Reporting Uses and Importance

Compliance

US Treasury

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

Impact & 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

Required Treasury and County Metrics

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Types of Metrics

Treasury Required:
- Defined by U.S. 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 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

Required Treasury and County Metrics

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Behavioral Health Initiative Metrics

Strategy	Collection Cadence	Metrics
Mental Health/ Positive Youth Development	Monthly	# of participants or people serviced
		# of people impacted by the work
		# of youth reached (program participation)
		# of schools or community hubs reached
		# of referrals
Overdose Prevention	Monthly	# of naloxone kits given out
		# of naloxone training sessions performed
		# of total individuals trained
		# of various harm reduction safer use supplies given out
		# of individuals that received harm reduction counseling conducted
		# of samples drug checked

Required Treasury and County Metrics

COOK COUNTY GOVERNMENT

NT740 - Data Collection Form (Monthly)

Instructions

As a requirement of Cook County and the U.S. Treasury, this program is responsible for providing data on the metrics listed below.

For this data submission, under "Data Collected During:" please select the month and year the data was collected and only submit data for that time period. Please fill out this form, selecting the next month and year, until you have submitted all data.

For example, select "April 2022" and report all data that was collected from April 1 - April 30, 2022. Submit the form. Then reopen the form and select "May 2022" and report all data that was collected from May 1 - May 31, 2022. Repeat the process until all data from the start of your program has been submitted.

Please note: if this program has multiple funding sources, please only provide data during the period of time that this program has been funded using ARPA funding.

Data Collected During: *
Select or enter value

Subrecipient Name *
If you are the County Program Lead, please type "Program Lead" here.

Treasury-Required Metrics

The metrics contained in this section are set by the expenditure categories outlined by the U.S. Treasury. If the metric is not applicable to your program, please report a "0" for that specific metric.

# of households/individuals served *

# of workers enrolled in sectoral job training programs *

Program Outcomes

In addition to required Treasury and County metrics, programs are asked to **develop program-specific outcomes** that measure the success of your program

➢ In your workplan you will outline your goals for your program and the outcomes that will track success towards those goals

Program Specific Outcomes

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 Outcomes

Assesses programs to determine whether they are accomplishing what they intended to

Helps understand, verify, or increase the impact on your target population

Can identify opportunities for improvement or ways to make program more efficient

Requires data collection and tracking of key performance outcomes

Program Specific Outcomes

Sample Work Plan with SMART Outcomes

Goal: Provide mental health services to 500 residents of X, Y, and Z through crisis living room by 2026			
Objective	**Timeline**	**Outcome**	**Person/Area Responsible**
Hire and train 5 additional peer and professional counselors	January – July 2023: Joe, Kim, and Jose to interview and hire additional counselors July – September 2023: Joe to create and execute training plan for new counselors October – November 2023: New counselors to shadow existing counselors in areas X, Y, and Z December 1, 2023 – November 30, 2026: New counselors to work shifts with existing counselors	• # of full-time staff hired and trained • # of part-time staff hired and trained	Joe Brown
Rent and launch a crisis living room to serve residents in X, Y, and Z by November 2023	April – June 2023: Brianna to collect quotes for rental spaces June – September 2023: Brianna and Joe to select rental space and outfit new with necessary items October 2023: Launch the living room covering X, Y, and Z	• # of participants served by the living room • # of referrals to other emergency services (emergency housing, healthcare, food)	Brianna Cole

Program Specific Outcomes

Legal Agreements

1. Application Materials

2. Subrecipient Agreement

Culmination of Application Materials

- Applicant Criteria
- Organizational Capacity & Project Overview
- Work Plan (Template)
- Budget (Template)

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

Subrecipient Agreement

Projects selected to take part in the Behavioral Health Initiative will have to complete a **subrecipient agreement**

This agreement includes:
- ARPA Requirements
- Treasury and program reporting obligations
- Program scope of work
- Financial processes and expectations

How to Apply to the BHC Grants

1 Go to **BHCopencall.com**

Building Healthy Communities: Behavioral Health Initiative

Building Healthy Communities

Required Application Materials
Relevant Downloads
Information & Workshop Sessions

Applications are now being accepted thru Dec. 7, 2022, and awards will be announced in January, 2023.

Open Call Grant Opportunity

On Oct. 26, 2022, Cook County Board President Toni Preckwinkle, Cook County Health Chief Executive Officer Israel Rocha, and Cook County Department of Public Health (CCDPH) Chief Operating Officer Dr. LaMar Hasbrouck, announced at a press conference that CCDPH will be awarding over $14 million in grant funding across four years to expand mental health and substance use prevention, treatment and support in suburban Cook County.

"Today's announcement demonstrates our commitment to the well-being of all Cook County residents," said President Preckwinkle. "This investment in behavioral health as part of our Building Health Communities Initiative ensures that we're taking a holistic approach to healthcare that prioritizes mental health, as well as physical health."

Grants will range from $250,000 to over $1 million each, and are part of the Building Healthy Communities Behavioral Health Initiative, funded under the American Rescue Plan Act (ARPA).

"The vision of achieving health equity for all residents of Cook County drives all of our work. This grant program will allow us to support organizations in effecting positive change and implementing behavioral health strategies at the community level in areas where they are needed most," Israel Rocha, CEO, Cook County Health.

How to Apply to the BHC Grants

1 Go to **BHCopencall.com**

2 Download and complete the **Work Plan** and **Budget**

How to Apply to the BHC Grants

1 Go to **BHCopencall.com**

2 Download and complete the **Work Plan** and **Budget**

3 Submit the **Work Plan, Budget,** and questions on the **Application Form**

Open Call Application

Building Healthy Communities: Behavioral Health Initiative

The **Building Healthy Communities: Behavioral Health Initiative** aims to reduce the community burden of mental health and substance use in Suburban Cook County by strengthening the capacity of organizations to increase and enhance access to a full continuum of integrated and equitable behavioral health and substance use services, support, and treatment.

This initiative, led by the Cook County Department of Public Health (CCDPH), is supported by funds from the U.S. Department of Treasury under the American Rescue Plan Act (ARPA).

Applications are due Wednesday, December 7 at 5 p.m. CT

Deadline: Wednesday, December 7 at 5:00 p.m. CT

Questions?

Please submit questions using the chat feature

or by raising your hand and unmuting

> Visit **BHCopencall.com** for more information, FAQs, and Workshop and Information Session recordings and presentations
> Email questions to: BuildingHealthyCommunitiesOpenCall@cookcountyhhs.org