

MEMORANDUM OF UNDERSTANDING
Between the
INDIANA STATE BUDGET AGENCY
and the
MANAGEMENT PERFORMANCE HUB

Contract #000000000000000000083521

This Memorandum of Understanding (“MOU”) is entered into by and between the Management Performance Hub (“MPH”) and the Indiana State Budget Agency (“SBA”). In consideration of those mutual undertakings, the parties agree as follows:

WHEREAS, SBA, an agency of the Office of Management and Budget (“OMB”), is designated by OMB to accept and administer funds from the federal American Rescue Plan (ARPA) Act, sections 602 and 603 of the Social Security Act as added by section 9901 of the American Rescue Plan Act of 2021 (the “Act”), Pub. L. No. 117-2 (Mar. 11, 2021); and

WHEREAS, P.L. 110-2021 provides that MPH shall develop a public webpage that tracks Indiana metrics on the most significant areas of health and behavioral health impacting Indiana residents, as identified by the Department of Health, and demonstrate any progress made in these metrics. The webpage must include specific progress reported by organizations awarded a grant under the grant program.

WHEREAS, the parties enter into the MOU to memorialize their understanding of the mutual advantages of this cooperative relationship.

NOW, THEREFORE, the parties agree to the terms and conditions set forth below:

I. Purpose

The purpose of this MOU is to memorialize an agreement to reimburse MPH for necessary expenditures in compliance with the ARPA Act, as more fully set forth in Attachment A, (the “Program”) and provide guidance to MPH for the purpose of complying with federal requirements of the Program.

II. Grant Information

- a. Assistance listing (CFDA) number: 21.027
- b. Federal Award Name: Coronavirus State Fiscal Recovery Funds (CSFRF)
- c. Federal Award Identification Number: SLFRP4176
- d. Federal Award Date: March 11, 2021
- e. Name of Federal Agency: U.S. Department of the Treasury
- f. Total Amount of Funds obligated to sub-state agency \$248,026
- g. Statutory Uses:
 - To respond to the COVID-19 public health emergency or its negative economic impacts;
 - To respond to workers performing essential work during the COVID-19 public health emergency by providing grants to eligible employers that have eligible workers who performed essential work;
 - For the provision of government services, to the extent the reduction in revenue of such recipient due to the COVID-19 public health emergency, relative to revenues collected in the most recent full fiscal year of the recipient prior to the emergency; and
 - To make necessary investments in water, sewer or broadband infrastructure.
- h. MPH funds are considered revenue replacement. (SLFRF Final Rule FAQ 13.14 and 13.15. <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>)
- i. The substate agency should not deviate from their established practices and policies regarding

the incurrence of costs, and that they should expend and account for the funds in accordance with laws and procedures for expending and accounting for the recipient's own funds. Recipients' use of revenue replacement funds remains subject to the other applicable requirements of the SLFRF program, including among other things the deadlines for obligations and expenditures and the application of federal antidiscrimination requirements.

- j. Period of time sub-state agency can obligate funds:
 - **Federal Covered Period**

The Federal covered period to obligate CSFRF funds is March 3, 2021, through December 31, 2024. Funds must be expended by December 31, 2026.
- k. Period of time sub state can expend funds:
 - CSFRF funds must be expended by December 31, 2026
- l. Requirements imposed on the sub-state agency so that the award is used in accordance with Federal statutes and regulations, and the terms and conditions of the award:
 - 2 CFR 200, Uniform Administrative Requirement, Cost Principles and Audit Requirements for the Federal Awards.
 - Subpart D Post Federal Award Requirements
 - 200.300 Statutory and national policy requirements.
 - 200.302 Financial management.
 - 200.303 Internal controls.
 - 200.328 Financial reporting.
 - 200.329 Monitoring and reporting program performance.
 - Record Retention Access (2 C.F R 200.334 – 200.338)
 - 200.334 Retention requirements for records.
 - 200.335 Requests for transfer of records.
 - 200.336 Method for collection, transmission, and storage of information.
 - 200.337 Access to records.
 - 200.338 Restrictions on public access to records.
 - Subpart E – Cost Principles
 - 200.400(a) - (c), and (e) Policy guide
 - 200.403(a), (c), (d), (g), and (h) Factors affecting allowability of costs.
 - 200.404(e) Reasonable costs
- m. Compliance with ARPA Act, CSFRF rules and guidance which may be updated throughout the term of the grant.
- n. No expenses for fiscal years prior to FY 2024 may be reimbursed with CSFRF funds.
- o. Personnel expenses incurred after 12/31/2024 may be charged to the grant contingent upon SBA approval and updated guidance from the U.S. Treasury.
- p. Agency must create speed types to track personnel expenses charged to this grant.
- q. Compliance with CSFRF required programmatic data requirements and performance indicators
- r. Administrative Expenses
 - Recipients may use funds for administering the CSFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory and other requirements.
- s. Match requirements: None.
- t. Indirect costs: None

III. Term

The MOU shall be in effect from July 1, 2023, through January 31, 2027.

When the Director of SBA makes a written determination that funds are not appropriated or otherwise

available to support continuation of performance of this MOU, the MOU shall be canceled. A determination by the Director of SBA that funds are not appropriated or otherwise available to support continuation of performance shall be final and conclusive.

IV. Obligation of the Parties

The parties agree to the following obligations under this MOU:

- a. SBA agrees to provide MPH from the ARPA Act an amount not to exceed the amount listed in Section II(f), which may be amended from time to time. MPH agrees to return to SBA any unused funds.
- b. MPH will follow federal expenditure procedures as outlined in the State Board of Accounts manual.
- c. MPH acknowledges that it is a Sub-State Agency as the term is used in the State Board of Accounts manual.
- d. MPH will administer the Program in accordance with federal laws and guidance of the ARPA Act, U.S. Treasury guidance and policies, OMB and SBA policies and procedures, State Board of Accounts guidance on administration and tracking of federal COVID funds, and any policies or procedure implemented by MPH for administration of the program. MPH's responsibilities to administer the Program include:
 - Provide communications and quarterly reports to the Director of the OMB and the Director of SBA regarding the status of the Program, including a detailed breakdown of the expenditures reimbursed under the Program and an explanation of why those expenditures were necessary to respond to the COVID-19 public health emergency.
 - SBA will assist MPH as necessary with the administration of the Program.

V. ARPA Reporting Requirement

- a. MPH agrees to provide SBA with timely information that allows SBA to comply with reporting requirements of the ARPA Act. This includes interim report, Program and Expenditures Reports, and Recovery Plan Reports. MPH agrees to record all obligations and expenditures related to this appropriation in PeopleSoft, using the project numbers assigned by SBA 060_ARPRELIEF21. MPH shall not use other project numbers unless approved by SBA.
- b. MPH agrees to provide information by deadlines established by SBA.
- c. MPH agrees to collect data from sub-awards and contracts as required by SBA.

VI. Records Retention

Agency agrees to maintain records to support compliance with the ARPA Act. This may include, but is not limited to, copies of the following:

- a. General ledger and subsidiary ledgers used to account for: (a) the receipt of ARPA Act payments and (b) the disbursements from such payments to meet the eligible expenses related to the public health emergency due to COVID-19;
- b. Budget records;
- c. Payroll, time records, and human resource records to support costs incurred for payroll expenses related to addressing the public health emergency due to COVID-19;
- d. Receipts of purchases made related to addressing the public health emergency due to COVID-19
- e. Contracts and subcontracts entered into using ARPA Act payments and all documents

- related to such contracts;
- f. Grant agreement and grant subaward agreements entered into using ARPA Act payments and all documents related to such awards;
 - g. All documentation of reports, audits, and other monitoring of contractors, including subcontractors, grant recipients, and subrecipients;
 - h. All documentation supporting the performance outcomes of contracts, subcontracts, grant awards and grant recipient subawards;
 - i. All internal and external email/electronic communications related to use of ARPA Act payments; and
 - j. All investigative files and inquiry reports involving ARPA Act payments

MPH will maintain records for a period of five (5) years after final payment is made using ARPA Act monies. These record retention requirements are applicable to all prime recipients and their grantees, subgrant recipients, contractors, and other levels of government that received transfers of ARPA Act payments from prime recipients.

MPH agrees to provide SBA, SBA's contractors, and State Board of Accounts full access to the MPH's records and financial statements, as necessary to determine compliance with the Federal award for audit purposes.

VII. SEFA Reporting

MPH will identify Emergency Act expenditures separately on its Schedule of Expenditure of Federal Awards (SEFA).

VIII. Modifications

The parties may modify this MOU by a written, mutual, signed amendment.

IX. Transfer of Funds to Another State Agency

MPH is prohibited from transferring CSFRF funds to another state agency without prior approval of the State Budget Agency.

X. Notices

Any notice required or permitted to be given under this MOU shall be sent to the following:

State Budget Agency
Attn: Lisa Acobert
LiAcobert@sba.IN.gov

Management and Performance Hub
Attn: Jessica Alanis
jalanis@mph.in.gov

XI. Termination or Suspension

This MOU may be terminated or suspended by either party if the other party has failed to comply with the terms of this MOU, or for any reason if such termination is in the best interest of the terminating agency, upon thirty (30) days written notice. The notice of termination or suspension shall state the reasons for termination or suspension. Regardless of the reason for termination or suspension, the parties will be compensated for services properly rendered prior to termination or suspension of this MOU.

XII. Entire Agreement

This MOU constitutes the entire agreement of the parties and may only be amended by the written mutual consent of the parties.

XIII. Non-Collusion and Acceptance

The undersigned attests, subject to the penalties for perjury, that he/she is the agreeing party, or that he/she is the representative, agent, member or officer of the agreeing party, that he/she has not, nor has any other member, employee, representative, agent or officer of the division, firm, company, corporation or partnership represented by him/her, directly or indirectly, to the best of his/her knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this MOU other than that which appears on the face of this MOU.

In Witness Whereof, the SBA and MPH have, through their duly authorized representatives, entered into this MOU. The parties, having read and understood the foregoing terms of this MOU, do by their respective signatures dated below agree to the terms.

Management Performance Hub

Indiana State Budget Agency

By: 
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By: 

Title: Chief Data Officer

Title: Acting Budget Director

Date: 5/3/2024 | 09:50 EDT

Date: 5/3/2024 | 10:57 EDT

Electronically Approved by: State Budget Agency By: _____ (for) Joseph M. Habig, Acting State Budget Director	

Attachment A

Scope of Work

- i. Support Health Innovation Partnerships and Programs (HIPP) by providing data quality review and metrics
 1. Monthly updates to the Operational dashboard
- ii. Develop and maintain dashboards visualizing data provided by Indiana Department of Health (IDOH).
 1. Dashboard development includes ingestion of the data collected by IDOH; cleaning the data; preparing the data for visualization; and creating the dashboard visualizing the data.
 2. Dashboard maintenance will include regular refreshes of the data; hosting the dashboard on the Tableau server; ensuring the dashboard remains active and functional; and troubleshooting any issues that arise.
 3. Two specific dashboards will be developed and maintained.
 - a. Overall Metrics Dashboard
 - i. Public facing.
 - ii. Purpose is to reflect program measures by program areas.
 - b. Operational Dashboard
 - i. Internal only to IDOH and MPH
 - ii. Outlines outline key analysis metrics, including:
 1. Data Quality Metrics;
 2. Metrics for Evaluating the Survey Tool; and
 3. Metrics on Grant Impact.
- iii. Assist the Health Issues and Challenges (HIC) project team in the execution of an analysis project exploring outcomes of grants administered.
 1. MPH's Business Intelligence and Data Management staff will monitor progress towards goals and data quality.
 2. Once there is a sufficient volume of data available (likely in Year 2 of the project) for in-depth analysis, an MPH data scientist will assist HIPP in exploring additional analytic opportunities.
- iv. Document direct costs incurred by the MPH in fulfilling these obligations and provide such documentation to the IDOH upon request.

Budget

Personnel

Year 1: \$69,300

Year 2: \$33,200

Year 3: \$34,020

Year 4: \$35,730

Sub Total \$: \$172,250

Technology

Year 1: \$16,694

Year 2: \$19,694

Year 3: \$19,694

Year 4: \$19,694

Sub Total \$75,776

Total \$248,026