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Maryland
DEPARTMENT OF BUDGET AND MANAGEMENT

HELENE GRADY
Secretary

MARC L. NICOLE
Deputy Secretary

August 1, 2024

TO: Interagency Agreement Coordinators for State Agencies
Interagency Agreement Coordinators for Higher Education

FROM: Mary Naramore *MN*

RE: Interagency Agreement Reporting Instructions for the FY24 Report

The Fiscal 2025 Budget Bill requires each State agency (Agency) and public institution of higher education (Institution) to report to the Department of Budget and Management (DBM) any Agreements in place for any part of FY24 between an Agency and Institution involving potential expenditures in excess of $100,000 over the term of the Agreement.

Please note that completed **reports are due to DBM by Friday August 30, 2024.** Please submit all responses to dbm.iaar@maryland.gov with a copy to me at mary.naramore@maryland.gov. If you have no reportable agreements, please send an email, by or before August 30, 2024, indicating that your Agency/Institution has no reportable Agreements.

Instructions for reporting, including notation of changes to this year's report, begin on the next page of this transmittal. To assist you in completing your report the following Attachments are included:

Attachment A – FY24 Reporting Template
Attachment B.1 – Institution Reporting Acronyms
Attachment B.2 – Agency Reporting Acronyms
Attachment C.1 – Institution Contact Information
Attachment C.2 – Agency Contact Information
Attachment D – FY23 Consolidated Report of Interagency Agreements
Attachment E – Tips for Completing the FY24 Report

Thank you in advance for your efforts. If you have any questions about these reporting requirements as outlined below, please contact me by email (mary.naramore@maryland.gov) or phone (410-260-7471)

Instructions for the FY24 Report

1. **Which interagency agreements must be reported to DBM?**

   Reportable agreements include interagency agreements (Agreements) between State of Maryland agencies (Agencies) and public institutions of higher education (Institutions) in effect for any part of FY24, with a potential total value over the life of the Agreement (including any potential option periods) of greater than $100,000, irrespective of fund source.

   For purposes of this report, Institutions continue to include all State Institutions - Baltimore City Community College (BCCC), Morgan State University, Saint Mary's College, and University System of Maryland Institutions, as well as local Community Colleges.

   Attachment B.1 includes a list of all Institutions (State and Local), for which Agreements must be reported.

2. **Who must report the agreement?**

   Both the Agency and the State Institution must report the Agreement. For Agreements with Local Institutions, only the Agency will be reporting.

3. **What reporting format must be used to report agreements?**

   Agreements are to be reported on the Excel template (Attachment A) provided with these instructions. To facilitate data entry, template columns may be expanded; **however, columns should not be rearranged or reformatted.**

   Please note the reporting template includes a State tab and a Local tab. The State tab is for Agencies and Institutions to report agreements between State agencies and State higher education institutions. The Local tab is for State agencies to report agreements with community colleges other than BCCC. Agreements with BCCC are to be reported on the State tab.

4. **What information must be reported on the Reporting Template (Attachment A)?**

   a. Name of the Reporting Entity

   At the top of the report, list the name of the Agency or Institution submitting the report.

   b. IAAR Report Tracking Number (Column B)

   A standardized numbering convention is required for all reportable Agreements between Agencies and Institutions.

   The number is to include the fiscal year that the Agreement began, a slash, the acronym of the Agency, a slash, the acronym of the Institution, a slash, and a unique identifier number that is serially applied across an Agency's Agreements with that particular Institution for the reported fiscal year. For example, if DBM had three Agreements with University of Maryland College Park that began in FY24, they would be identified as follows:

2024/DBM/UMCP/01
2024/DBM/UMCP/02
2024/DBM/UMCP/03

Once an Agreement is assigned an IAAR tracking number, it retains that same number until it terminates.

Lists of acronyms for Institutions and Agencies are included at Attachments B.1 and B.2 respectively. Please use these acronyms in your IAAR report tracking number.

Also attached is a list of Institution and Agency IAAR contacts (C.1 and C.2 respectively) so that you can reach out to your counterpart if there is a need to clarify IAAR tracking numbers or other data.

Note: *This IAAR report tracking number should be established by the Agency at the time an Agreement that exceeds $100,000 is being developed and the number should be included on the executed Agreement so that the Institution has the same IAAR report tracking number for the Agreement. When the IAAR number is not shared with the Institution at the start of the Agreement it creates unnecessary problems and delays at reporting time. Institutions that do not receive notice of the assigned IAAR number, should contact the Agency at the start of the Agreement to obtain that number. The IAAR number will remain constant until the Agreement terminates*

Previously reported Agreements should again be reported if they continued into FY24. These Agreements should continue to be reported by the original IAAR report tracking number assigned.

Tip: *The easiest way to verify and report previous fiscal year Agreements that need to remain on the report is to start with the FY23 report (included as **Attachment D**).*

- *First, sort the statewide report by Agency or Institution using columns Z and AA respectively and delete any agreements that are not your Agency's or Institution's.*
- *Next, delete any of your Agency's/Institution's prior year Agreements that ended prior to the start of FY24. Before deleting the Agreements that are reported as ending prior to the start of FY24, be sure to confirm that there were no options or mods exercised that would extend the Agreement into FY24.*
- *Next, update the end dates (columns D and E) and Agreement values (columns F and G) as necessary for any prior year agreements that carried over to the FY24 report. Institutions will also need to update prior year actuals (columns P, Q and R) for Agreements that carry over to the FY24 report.*
- *Finally, you will need to add any new Agreements that started in FY24 .*

c. Effective Dates: Start Date (Column C)

This is the start or first date that an Agreement is to be effective. This date does not change over the life of the agreement, even if renewal options are exercised or the Agreement is modified. Please use MM/DD/YYYY format.

d. Effective Dates: End Date (Column D)

The last date an Agreement is to be effective for the base agreement term is to be reported in this column. *Note: The end date is to be updated if a renewal option is exercised during the reporting period, or a modification was processed during the report fiscal year that extends the period of the Agreement*. Please use MM/DD/YYYY format

e. Final End Date Assuming All Options will be exercised (Column E)

If the Agreement contains renewal options, the end date of the final option period goes in this column, **even if the final option has not yet been exercised**. Please use MM/DD/YYYY format.

If the Agreement does *not* contain renewal options, the final end date (column E) is the same date as the Effective Dates End date (column D).

<u>Note</u>*: This date should be adjusted to reflect any modifications that extend the term of the Agreement beyond its originally reported final end date.*

f. Total Projected Value of Agreement (Column F)

The Total Projected Value of the Agreement is the total dollar amount awarded for the base Agreement term is to be reported in this column *and is to be updated annually to reflect the <u>cumulative</u> value of the Agreement each fiscal year including the base plus any renewal options are exercised or modifications are made throughout the life of the Agreement.* This amount may be the same as, or different from, the Maximum Total Projected Value described in section g. below.

A new Agreement that is projected to run for five years with no renewal options (i.e., a five year base period) and has an award value of $100,000 per year is to be reported as having a Total Projected Value of $500,000. Since there are no options, the Total Projected Value would be the same as the Maximum Total Projected Value (section g. below) of $500,000.

<u>Note</u>*: For reporting purposes, if you have an Agreement that contains a formal cost-sharing arrangement or in-kind services from the university, the amount reported should be the amount to be paid by the Agency and should not include the Institution's contribution amount.*

<u>Note</u>: *DO NOT CREATE A SEPARATE ENTRY FOR OPTIONS OR MODIFICATIONS. The value of any options or modifications executed in conjunction with an existing Agreement should be added to (or, if a reduction, subtracted from) the Total Projected Value (column F). Modifications would also need to be added to (or subtracted from if the modification is a reduction) the Maximum Total Projected Value (column G) previously reported for that Agreement on the report (see section g. below).*

g. Maximum Total Projected Value Assuming All Options will be exercised (Column G)

The Maximum Total Projected Value of the Agreement is the total dollar amount projected to be awarded **<u>over the full term of the agreement</u>**. This amount would include the value of the base period plus all options that are available to be exercised, even if those options have not yet been exercised.

If the Agreement does *not* include options, this value will be the same as the value reported in column F.

This amount will only change if a modification is executed during the report fiscal year that increases, or decreases, this value. In such case, this value should be adjusted to reflect the post-modification value of the Agreement over the full term.

It is the amount in column G that determines whether the Agreement exceeds the $100,000 reporting requirement. Any Agreements with a Maximum Total Projected Value of over $100,000 must be reported beginning the first fiscal year of the Agreement, even if the Total Projected Value for the initial reporting year is less than $100,000.

h. Description of Goods/Services Provided (Column H)

Include a brief description of goods or services to be provided under the Agreement. This description should be brief yet adequate to convey the purpose of the Agreement.

i. Number of Institution positions funded by the Agreement (Columns I & J)

Only <u>Institutions</u> are to complete this section.

Report the number of positions funded by this Agreement in Columns I and J. Report them as full time (FT) only if they are working full time on the Agreement, and part time (PT) if they are only working part time on the Agreement. Full time is considered equal to a 40 hour work week; part time is anything less.

If a full time Institution position is only working and funded part time on the Agreement, the position should be reported as part time for purposes of this report. If a Graduate Research Assistant (GRA) is working 20 hours per week on the Agreement, even though this may be considered full time for a GRA, it should be reported as part time for purposes of this report.

The number of positions should be the number of bodies (not full time equivalents) proposed within the Agreement for full time and part time positions. For example, one professor at 100%, one lab tech at 75%, one lab tech at 25%, one nurse at 50%, and one Graduate Research Assistant at 20 hours would be reported as 1 FT and 4 PT positions. If there are no FT or PT positions funded by the Agreement, enter 0. ***Do not leave blank cells on the Attachment.***

j. Subcontracts and Subawards (Column K)

<u>Institutions</u> are to complete this section for the main reporting tab reflecting Agreements with State Institutions. <u>Agencies</u> must report this information for their Agreements with Local Institutions in column K of the Local tab.

Because Local Institutions will not be participating in this reporting process, for Agreements with Local Institutions, State Agencies must report formal subcontractor names and amounts. Formal subcontractors and subawards should be identified in your written Agreement with the Local Institution. However, if you are unsure of the names and values for subcontractors, you will need to obtain this information from your Local Institution partners.

For each Agreement, Institutions are to list all subcontracts/subawards followed by the amount of funds authorized for each. **The amount entered should be the subcontract/subaward value projected for the full term of the agreement, not just current the reporting period**. For example, an agreement with two subcontracts/subawards would report as follows:

JHU ($120,000), Cornell ($80,000)

k. Facilities & Administrative (F&A) Costs (Columns L, M, N & O)

Institutions are to complete these sections for the main reporting tab reflecting Agreements with State Institutions. Agencies will be required to report some of these sections for their Agreements with Local Institutions (Agency reportable sections are noted with * below).

Because Local Institutions will not be participating in this reporting process, for Agreements with Local Institutions, State Agencies must report the F&A amount and rate (columns I and J on the local tab) that are normally reported by the Institution. If you are unsure of what these values are for your specific Agreement with a Local Institution, you will need to obtain this information from your Local Institution partners so that you can include it in your report.

For each Agreement, Institutions are to report:

- the projected total amount of F&A (or indirect) costs **over the full term of the Agreement including any option periods** (column L), **(*Agencies must provide this information in column I on the Local tab for Agreements with local Institutions)**
- the F&A (or indirect cost) rate included within the Agreement (column M), **(*Agencies must provide this information in column J of the Local tab for Agreements with local Institutions)**
- the base against which the F&A was applied (column N):
  - TDC -Total Direct Costs,
  - MTD - Modified Total Direct Costs,
  - S&W - Salaries and Wages, or
  - Other – please add footnote and explain, and
- an explanation of how the F&A rate was determined (column O).

If there is no F&A rate applied to the Agreement, then list “$0” for the F&A amount and “0%” for the F&A rate. The base would be “N/A”. This would only be reported as $0 if there was no F&A built into the Agreement. If F&A is built into the Agreement, but not itemized or reported as a discrete F&A amount in the Agreement, the rate and amount of F&A is to be obtained and reported, as well as the base against which the F&A was applied. ***Do not leave blank cells on the Attachment.***

l. Actual Expenditures for the most recently closed FY (Columns P, Q & R)

Only Institutions are to complete these sections.

For each Agreement, Institutions are to report the *actual expenditures* for FY23:

- in total for the Fiscal Year (Column P),
- for F&A for the Fiscal Year (Column Q), and
- for the base for the Fiscal Year, against which F&A was assessed (Column R).

To assist in determining how to report actual expenditures, refer to the following definitions:

Actual Expenditures should be costs or expenses incurred during the fiscal year (including any prior year adjustments) that have been billed or are expected to be billed to the Agency related to services provided for the specific agreement. These amounts should be determine as of June 30. Note: We realize that, due to closing entries that may be made after June 30, the amount reported may not reconcile to the actual amounts billed for the fiscal year.

Actual expenditures for the most recently closed Fiscal Year - total of all Actual Expenditures related to the reporting fiscal year.

Actual base expenditures that the indirect cost recovery or F&A rate may be applied against during the most recently closed Fiscal Year - dollar amount that represents the portion of the total Actual Expenditures that was used as the base amount, against with the F&A rate was assessed in order to calculate the F&A or indirect cost recovery amount. (The base amount should never be more than the total Actual Expenditures reported.)

Actual expenditures for indirect cost recovery or F&A for the most recently closed Fiscal Year - dollar amount that represents the portion of the total Actual Expenditures that was billed or is intended to be billed as F&A. (The amount reported for F&A Actual Expenditures should be reasonably consistent with the F&A rate reported for the agreement. The F&A Actual Expenditures should generally not be more than amount reported as the actual base expenditures and should never exceed the amount reported as total Actual Expenditures.)

***Note**: If you have an Agreement that contains a formal cost-sharing arrangement or in-kind services from the universities, the amount reported should be the amount to be billed to and paid by the Agency.*

m. Contact for this Agreement (Columns S – V on State Tab) (Columns L-M on Local Tab)

Agencies and Institutions are to include the name and phone number for the individual at the Agency/Institution that has direct oversight or knowledge of the agreement.

n. **Agency Agreement Control No. (Column W)**

If your Agency has a different control number than the IAAR report tracking number, enter your Agency control number here. This number may be the FMIS ADPICS BPO number or some other Agency assigned control number.

o. **Institution Agreement Control No. (Column X)**

If your Institution has a different control number than the IAAR report tracking number, enter your Institution assigned control number here.

p. **Sort Detail (Columns Y - AB)**

Please be sure to complete these columns so that the report will properly sort by Fiscal Year, Agency and by Institution. **The FY column should always be the FY that the Agreement began, and will <u>not</u> change from year to year.**

5. When is the report due?

The report is due to DBM on **Friday, August 30, 2024**, and should be emailed to dbm.iaar@maryland.gov with a copy to mary.naramore@mayland.gov.

6. What if my Agency/Institution has no reportable Agreements?

Agencies and Institutions with no reportable agreements must report, by or before Friday, August 30, 2024, that they have no reportable Agreements. The body of the email should clearly state that your Agency or Institution does not have any reportable Agreements. It is not necessary to attach a blank IAAR spreadsheet.

7. What if I have questions?

If you have any questions related to this report, please contact:

Mary Naramore by email (mary.naramore@maryland.gov) or by phone (410-260-7471).