

**American Rescue Plan (ARP) State
Fiscal Recovery Funds (SFRF)
Request Form**

Please complete this form in accordance with
the process instructions.

Agency/Point of Contact: Minnesota Management and Budget (MMB)/Britta Reitan

Title of Request: Increased Capacity for Enterprise Leadership

Date: 12/1/2021

Request Amount: \$ 544,000

Expenditure Time Period: 1/1/2022 to 6/30/2023 (no later than 6/30/2023)

Brief Summary of Request: (Summary must be complete on this page with supporting information attached)

MMB continues to serve a significant enterprise leadership role during the COVID-19 pandemic in the areas of emergency planning, continuity of government, communications, budgeting and financial management, data driven decision-making, and state employee human resources and labor relations. MMB has conducted many of these activities within existing staffing levels. For some MMB business units, the COVID-19 response is so consuming that it has displaced other core statutory responsibilities. Moreover, MMB recognizes there are additional unmet needs related to the communication of COVID-19 planning and response to the state government enterprise that MMB could fulfill with additional resources. As the state moves into year three of its COVID-19 response, MMB believes it is important to acknowledge this "new normal" by increasing staffing capacity in the agency so that the agency can lead the enterprise on both COVID-19 and non-COVID-19 issues. The proposal funds an existing two FTE dedicated to COVID-19 response in MMB's Business Continuity Unit and Budget Services Division. This will free up general fund resources so that MMB can hire two additional staff in these units for necessary non-COVID-19 functions. Additionally, this request funds an additional FTE dedicated to improving the enterprise communications strategy to state agency leadership and employees.

This proposal assumes the agency would receive ARP-SFRF dollars at the beginning of calendar year 2022 and hire these additional positions by March 1, 2022. The funding will provide critical staffing capacity as the agency continues to lead COVID-19 response activities while returning to its core leadership responsibilities generally unrelated to COVID-19. Leadership responsibilities where more resources are needed include: 1. Emergency planning and continuity of government (e.g., workplace safety and violence prevention; disaster response; and federal/state shutdown planning); and 2. Financial management (e.g., state fund and agency spending oversight; and budget and policy analysis of spending proposals). Additionally, this proposal funds a new position leading MMB's communication to state agencies, their leaders, and their employees as MMB continues to manage and quickly respond on behalf of the enterprise to the changing landscape of the pandemic and its impacts (e.g., vaccination and testing requirements, Occupational Safety and Health Administration guidance, return to office/workplace evolution, staffing shortages, and employee recruitment and retention).

Jim Schowalter Digitally signed by Jim Schowalter
Date: 2021.12.02 09:45:03 -06'00'

Department Head Signature

12/2/2021

Date