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ARPA Micro Programs Service Provision

Bidders' Conference
April 5, 2023

Agenda

- Welcome, Introduction and Vision

- Purpose of RFP

- Overview

- Proposal Requirements

- RFP Timeline

- Technical Assistance

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Introduction

EmployIndy guides the local workforce ecosystem and makes strategic investments to promote equity and remove barriers to quality employment for underserved and underrepresented residents.

As the workforce development board for Marion County, EmployIndy is working to meet regional and statewide workforce development goals by removing barriers to quality employment as well as connecting individuals to entry-level positions.

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- Workforce Development Board of Marion County.

- Oversees and implements multiple federal, state, and local workforce development activities.

- Non-profit with Board of Directors appointed by the Mayor of the City of Indianapolis.

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Our Vision

- Elevate implementation of high-quality initiatives for individuals and employers to succeed in a rapidly changing 21st Century economy.

- Build capacity among ecosystem partners to ensure quality services through training and support across Marion County.

- Utilize data to prioritize equity among interventions in the workforce development ecosystem that lead to economic mobility; and

- Promote and support systems change to ensure an enabling environment that promotes success in the education through workforce pipeline.

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Purpose of RFP

- Connect recipients to training and good jobs through Operationalizing and Supporting Micro-Programs that enable access to foundational education, job training, and jobs apprenticeship programs

- Connect recipients to programs that ensure basic needs for COVID impacted and high need populations

- Help high-need populations overcome obstacles that have become exacerbated by COVID-19

- Address labor demands within key infrastructure sectors impacted by COVID-19

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Overview ~ ARPA

American Rescue Plan Act (ARPA)

- $1.9 Trillion Federal Stimulus package
  - Approximately $350 billion set aside for The Coronavirus State and Local Fiscal Recovery Funds (SLFRF)

Indianapolis

- In May of 2021 The City of Indianapolis and Marion County were awarded approximately $420 million through SLFRF

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- Awarded money by the city to address negative economic impacts and provide services to disproportionately impacted communities.

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EmployIndy ARPA Initiatives

- ✪ Micro Programs

- ✪ Additional Resources

- ✪ Choice Employers

- ✪ Talent Pipelines

- ✪ Connect Talent

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Eligibility

- ⭐ Program participants must be Marion County residents

- ⭐ ARPA Final Rule
  - ⭐ Disproportionately Impacted Classes
  - ⭐ Impacted Classes

- ⭐ ETO (Efforts to Outcomes)

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Responsibilities

✪ Deliver innovative, high-quality, and results-based employment services

✪ Funding Compliance

✪ Data Collection and Outcomes

✪ Quality Assurance

✪ Insurance

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Contract & Funding

- Completely ARPA funded
- 12-month period from July 1, 2023 thru June 30, 2024
- All staff must be hired and in place by July 1, 2023
- Contract is cost-reimbursement

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Career Navigation Services

1. Understanding of business and industry needs and of high-demand occupations and skills
2. Understanding of workers' skills, needs, barriers, and goals.
3. Understanding of training and educational institutions and pathways.
4. Understanding of support services and systems.
5. Ability to create strong business and cross-institutional partnerships.
6. Ability to coordinate and blend multiple funding streams.
7. Skilled and knowledgeable front-line staff.

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Proposal Requirements

- Must follow the outline and use appropriate subheadings for responses
- Must include all proposal details within maximum page limits for each section

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Proposal Outline

- Proposal Cover Sheet – Follow guidelines under Section VI.B (max one page)
- Organizational Qualifications (max 3 pages)
- Proposed Program Design and Implementation (max 15 pages)
  - Must answer all questions, including data tracking
- Past Performance (max 2 pages)
- DEI (max 2 pages)
- XBE (max 1 page)
- Budget Summary Form – use template provided in RFP Attachment A (max 1 page)
- Budget Narrative (max 2 pages)
- Project Performance Worksheet – Attachment B (max 1 page)
- Funding Source Assessment Attachment C (max 1 page)

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Key Performance Indicators

- Enrolled in Workforce Development Services.
- Completed Job Readiness Training
- Enrolled in Industry Recognized Credential
- Earned an Industry Recognized Credential
- Placed in Unsubsidized Employment
- Employment Placement retained at 30 days
- Employment Placement retained at 60 days

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Industry Sector Prioritization

Infrastructure Type	Description
	Air Transportation
	Construction of Buildings
	Heavy and Civil Engineering Construction
	Pipeline Transportation
	Rail Transportation
	Scenic and Sightseeing Transportation
Basic	Specialty Trade Contractors
	Support Activities for Transportation
	Transit and Ground Passenger Transportation
	Truck Transportation
	Utilities
	Water Transportation
Digital	Data Processing, Hosting, and Related Services
	Other Information Services
	Telecommunications
	Ambulatory Health Care Services
	Educational Services
Social	Hospitals
	Nursing and Residential Care Facilities
	Social Assistance

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Allowable Budget Items

Items Generally Allowable with Federal ARPA Funds

- ✓ Salary and fringe benefits for employees dedicated to the grant program
- ✓ Equipment and supplies in support of the grant program
- ✓ Local travel (mileage) costs
- ✓ Trainings for topics related to the grant program
- ✓ Computer and technology equipment needed for the grant program
- ✓ Consulting costs in support of grant program
- ✓ Some kinds of financial or in-kind assistance to eligible individuals/households, provided there are adequate controls in place to ensure that the assistance is devoted to an eligible need. For instance, direct payment of rent to a landlord or direct payment of a utility bill to the utility can be eligible forms of assistance.
- ✓ Transportation assistance to eligible individuals, such as bus cards or other limited-use vouchers that can only be used for eligible purposes
- ✓ Assistance with court fines and reinstatement of drivers' licenses.
- ✓ Assistance with job supplies, such as work boots and tools

Items Generally Not Allowable with Federal ARPA Funds

- ✗ Clothing for general use
- ✗ Alcoholic beverages
- ✗ Tobacco products
- ✗ General use gift cards that allow for the purchase of unallowable items (such as Kroger gift cards, since alcohol and tobacco can be purchased with these cards)
- ✗ Attorney fees
- ✗ General operations support that are not related to the grant program
- ✗ Food for events and meetings
- ✗ Entertainment costs
- ✗ Fines and penalties
- ✗ Taxes and interest
- ✗ Lobbying costs
- ✗ "Stipends" for individuals – it is preferable to note staffing costs as an hourly rate, or as a percentage of the salaried position
- ✗ Multi-year annual maintenance costs that go beyond the grant term
- ✗ Gym memberships
- ✗ Fundraising costs
- ✗ Automobiles and other large assets that would be for general use by the organization
- ✗ Incentives, rewards, prizes, trophies, and promotional items

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Allowable budget Items

Helpful Parameters:
1. Fringe benefits should be detailed and broken down by type of benefit. Subrecipient administrative costs should be listed as direct costs. Backup documentation will be required with each invoice. A flat percentage without a detailed explanation of the costs, or a federally approved indirect cost rate, will not be approved.
2. If claiming in-state mileage, please use the current approved rate for the City of Indianapolis/Marion County. Currently, this rate is 0.52 per mile; however, the rate is adjusted periodically.
3. Equipment is defined as having a per unit cost of $5,000 or more. Annual inventory will be necessary for all equipment purchased with grant funds.
4. All included costs must be reasonable and necessary to carry out the proposed project.

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Back Up Documentation

Salaries/Overtime/Fringe

- Paycheck Stubs
- Time Sheets (if not 100% grant funded, you must determine percentage of hours worked, note on time sheet, with supervisor approval)

Supplies

- Invoice/Receipt
- Proof of Payment (if only paying a portion of a supply or invoice input which supplies or portion the contract/grant is paying for)

Equipment

- Quotes/Buds
- Invoice/Receipt
- Proof of Payment (if only paying a portion of a supply or invoice input which supplies or portion the contract/grant is paying for)

Contractual/Consultant

- Invoice (letterhead can be used as an invoice but must include the following)
  - Vendor Name
  - Vendor Address
  - Service dates
  - Invoice Number
  - Purchase Order, if applicable
  - Grant Number, if applicable
  - Dollar Amount
  - Breakdown by category
- Proof of Payment

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Evaluation Factors	Maximum Points
Organizational Qualifications Points will be applied based on the experience and perceived capabilities of both the organization and their staff to successfully deliver the proposed program to meet the needs of this solicitation.	10
Proposed Program Design and Implementations Points will be applied based on the strength of the program design as demonstrated through capacity and knowledge to implement within a career navigation framework	45
Industry Sector/Occupation Prioritization Priority will be given to proposals providing career services that target labor demands in key infrastructure sectors and occupations impacted by COVID-19 (Outlined in Appendix C).	10
Diversity, Equity and Inclusion Points will be applied based on the expressed commitment to diversity, equity, and inclusion; expression of this commitment in organizational policy; demonstration of its practices in operations and programmatic areas; and the depth and quality of its accountability mechanisms.	10
XBE Status Points will be applied based on possession of the state's certification of an XBE, or a certification by the City of Indianapolis Office of Minority and Women Business Development. If the applicant does not have a certification, points can then be applied to proposals from organizations with minority, women, veterans, and disabled persons in key leadership/board positions.	5
Budget and Budget Narrative Points will be applied based on the overall cost and justification proposed by the respondent, including an evaluation of the respondent's ability to appropriately manage and account for the grant funds.	15
Past Performance Points will be applied based on demonstration of successful past program performance. EmployIndy will also consider Rapid Reskilling performance for applicants who were recipients of those funds.	5
Total Points	100

RFP Timeline

Activity	Deadline
Deadline to submit questions	April 13, 2023, 5:00 p.m. EST
Response to questions posted	April 17, 2023
Proposals due	April 21, 2023, 5 p.m. EST
Bidders Presentations (if needed)	May 4, 2023
Notice of award (per board approval)	Week of May 22, 2023
Contract negotiation period	May 15, 2023 – June 30, 2023
Effective date of contract	July 1, 2023

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Technical Assistance

- Record each question in the comment section of virtual meeting and include name and organization

- Additional questions must be submitted at www.employindy.org/contractopp

- All responses posted at employindy.org

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